

**COUNTY OF MADERA  
BUDGET UNIT EXPENDITURE DETAIL  
BUDGET FOR THE FISCAL YEAR 2016-17**

Department: **BOARD OF SUPERVISORS  
(00100)**  
 Function: **General**  
 Activity: **Legislative & Administrative**  
 Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2014-15</u>	<u>BOARD APPROVED EXPENDITURES 2015-16</u>	<u>DEPARTMENT REQUEST 2016-17</u>	<u>CAO RECOMMENDED 2016-17</u>
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
710102 Permanent Salaries	821,937	861,044	924,188	924,188
710103 Extra Help	17,416	12,990	12,990	12,990
710200 Retirement	270,330	293,798	323,001	323,001
710300 Health Insurance	91,455	93,011	117,123	117,123
710400 Workers' Compensation Insurance	4,075	5,471	9,948	9,948
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>1,205,213</b>	<b>1,266,314</b>	<b>1,387,250</b>	<b>1,387,250</b>
<b>SERVICES &amp; SUPPLIES</b>				
720300 Communications	10,018	10,900	10,900	10,900
720600 Insurance	9,240	10,794	24,518	24,518
720800 Maintenance - Equipment	18,353	17,000	17,000	17,000
721100 Memberships	34,990	35,427	35,427	35,427
721300 Office Expense	11,490	6,000	6,000	6,000
721400 Professional & Specialized Services	28,476	36,000	52,800	52,800
721500 Publications & Legal Notices	6,788	6,000	6,000	6,000
721600 Rents & Leases - Equipment	14,014	15,255	15,255	15,255
721900 Special Departmental Expense	3,601	4,000	4,000	4,000
722000 Transportation & Travel	56,632	45,160	45,160	45,160
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>193,602</b>	<b>186,536</b>	<b>217,060</b>	<b>217,060</b>
<b>TOTAL - BOARD OF SUPERVISORS</b>	<b>1,398,815</b>	<b>1,452,850</b>	<b>1,604,310</b>	<b>1,604,310</b>

## BOARD OF SUPERVISORS

### COMMENTS

The Board of Supervisors is the legislative and executive governing body of County Government. One Supervisor is elected from each of the five supervisorial districts of the County.

The Board meets regularly on the first four Tuesdays of each month in the County Government Center in Madera and holds Special Meetings as needed. The public is invited to attend and participate. Any member of the public wishing to bring a matter to the attention of the Board may contact the Clerk of the Board so that the item may be placed on the agenda. Within limits prescribed by law, the Board enacts ordinances and rules, determines County policy, supervises the activities of County Departments, adopts an annual budget, and fixes salaries. The Clerk of the Board is appointed and serves at the pleasure of the Board, and performs all acts required by law or by ordinance, as directed by the Board. The Clerk's Office also serves as Clerk for Assessment Appeals Board, Remote Access Network Board and other miscellaneous committees, as needed. Each Board Member has an individual Chief of Staff to assist the Board Members with their workload. All Board meetings are video-streamed and supporting documents for each agenda item are made available online to the public.

### WORKLOAD

	<u>Actual 2014-15</u>	<u>Estimated 2015-16</u>	<u>Projected 2016-17</u>
Board Agendas Prepared	46	43	46
AAB/RAN/Other Miscellaneous Committees (items performed separately)	20	15	20
Planning Matters	50	63	63
Agricultural Preserves (Applications, Contracts, Cancellation Requests)	5	7	7
Board of Equalization (Appeals, Stipulations, Protest Hearings, Withdrawals)	125	155	155
Agenda Items (each item performed separately): Action Summaries, Minute Orders	1,100	1,300	1,300
Ordinances	40	42	40
Resolutions	125	145	150
Contracts, Insurance Certificates, Bonds Processed	1,100	1,050	1500
Appointments to Committees	50	50	50
Scanned Pages/Index/Imaged Items	35,000	126,405	150,000
Claims Filed	5	5	5

**BOARD OF SUPERVISORS**

**WORKLOAD (continued)**

	<b><u>Actual</u></b> <b><u>2014-15</u></b>	<b><u>Estimated</u></b> <b><u>2015-16</u></b>	<b><u>Projected</u></b> <b><u>2016-17</u></b>
Litigation Filed	50	50	50
Information Request Research (Hours)	75	30	50
Service Areas/Maintenance Districts (Applications, Hearings and Zones)	60	68	65
Board and Other Miscellaneous Meetings Clerked	60	68	65
Form 700 Filings	425	425	425

**REVENUE**

	<b><u>Actual</u></b> <b><u>2014-15</u></b>	<b><u>Estimated</u></b> <b><u>2015-16</u></b>	<b><u>Projected</u></b> <b><u>2016-17</u></b>
Photocopy Charges	\$ 202	\$ 116	\$100
Misc Revenue	900	0	0
Travel Reimbursement	<u>48</u>	<u>1,300</u>	<u>500</u>
Total Revenue	\$1,150	\$1,416	\$600

**STAFFING**

<b><u>Permanent</u></b>	<b>2015-16 Authorized</b>		<b>2016-17 Recommended</b>	
	<b><u>Funded</u></b>	<b><u>Unfunded</u></b>	<b><u>Funded</u></b>	<b><u>Unfunded</u></b>
Assistant Clerk to the Board of Supervisors	0	1	1*	0
Chief Clerk to the Board of Supervisors	1		1	
Deputy Clerk to the Board of Supervisors I/II	2	2	1*	3*
Chief of Staff	5		5	
Members, Board of Supervisors	<u>5</u>	<u>3</u>	<u>5</u>	<u>3</u>
Total Permanent	13	3	13	3

\*It is recommended to unfund one Deputy Clerk to the Board of Supervisors I/II and fund the Assistant Clerk to the Board of Supervisors.

## BOARD OF SUPERVISORS

### SALARIES & EMPLOYEE BENEFITS

- 710102**      **Permanent Salaries** (\$924,188) are recommended increased \$63,144 based on the cost of recommended staffing.
- 710103**      **Extra Help** (\$12,990) is recommended unchanged for the monthly meeting allowance for Assessment Appeal Board Members.
- 710200**      **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300**      **Health Insurance** is based on the employer's share of health insurance premiums.
- 710400**      **Workers' Compensation** reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

### SERVICES & SUPPLIES

- 720300**      **Communications** (\$10,900) is recommended unchanged for all office telephones, the District 2 Chowchilla Office, two fax machines, six smartphones and five iPads for this Department.
- 720600**      **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720800**      **Maintenance - Equipment** (\$17,000) is recommended unchanged for selective maintenance of computers, printers, typewriters, transcription machine, microfilm reader, fax machine, and general maintenance for other office equipment. Maintenance of all video equipment in the Board Chambers, all government center conference rooms, and the training room is provided based on time and materials.
- 721100**      **Memberships** (\$35,427) is recommended unchanged for dues of County Supervisors' Association of California (CSAC) (\$19,541), Regional Council of Rural Counties (RCRC) (\$12,000), Board Clerks' Association (\$200), National Association of Counties (NACo) (\$2,686), County Clerk Association (\$375), National Forest Counties and School Coalition (\$450 - this amount varies each year), and California Association of Public Information Officials (CAPIO) (\$175).
- 721300**      **Office Expense** (\$6,000) is recommended unchanged for office supplies, printing, newspaper subscriptions, recording and computer supplies.

## BOARD OF SUPERVISORS

### SERVICES & SUPPLIES (continued)

- 721400**      **Professional & Specialized Services** (\$52,800) is recommended increased \$16,800 for the maintenance of the agenda manager and videostreaming services as well as adding maintenance of boards and commissions software as part of Accela Legislative Management, and an electronic filing and administration system for Statements of Economic Interests (FPPC Form 700). This account provides for the County Code Supplements (this office funds the 29 supplements distributed to various departments/divisions and the updates to the MuniCode website each time an Ordinance or amendments to an Ordinance are approved by the Board).
- 721500**      **Publications & Legal Notices** (\$6,000) is recommended unchanged for the publishing of ordinances, appeals, notices, hearings, and various Board proceedings.
- 721600**      **Rents & Leases - Equipment** (\$15,255) is recommended unchanged for the lease of vehicles from the Central Garage and two copiers.
- 721900**      **Special Departmental Expense** (\$4,000) is recommended unchanged for miscellaneous events, award plaques, commendations, certificates, storage, and various Departmental supplies.
- 722000**      **Transportation & Travel** (\$45,160) is recommended unchanged for mileage and the cost of conferences, seminars, and training for Board Members, Clerk of the Board, staff, and Assessment Appeals Board (AAB) Members. It is expected that due to budget constraints, travel will again be limited in 2016-17. Appointments of Board Members to additional Boards and trips to Sacramento may increase the need for travel, as well as a possible increase in meal allowances.

It is anticipated that one or more of the Board of Supervisors will attend the following: CSAC Legislative Conference, CSAC Annual Conference, NACo Annual Conference, NACo Legislative Conference, RCRC Annual Conference, San Joaquin Valley Regional Supervisors' Conference, the New Supervisors' Institute, and various workshops. The Chief Clerk of the Board will attend the CCBSA Annual Conference held in conjunction with the CSAC Annual Conference, the Annual New Law Workshop held in Sacramento, and various training workshops as needed. Clerk of the Board staff and Chiefs of Staff also attend various staff training workshops, as needed.

This account includes mileage reimbursement for the Board of Supervisors office for various meetings, including Board meetings and conferences, as well as mileage reimbursement for the Board Clerk, Board Clerk Staff and five Chiefs of Staff for attendance at meetings, conferences and staff training.