

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	901,720	924,188	936,470	936,470
710103 Extra Help	11,961	12,990	45,600	45,600
710105 Overtime	145	0	0	0
710200 Retirement	299,004	323,001	340,489	340,489
710300 Health Insurance	96,434	117,123	116,031	116,031
710400 Workers' Compensation Insurance	5,471	9,948	11,121	11,121
TOTAL SALARIES & EMPLOYEE BENEFITS	1,314,735	1,387,250	1,449,711	1,449,711
SERVICES & SUPPLIES				
720300 Communications	5,422	10,900	10,900	10,900
720600 Insurance	10,794	24,518	34,862	34,862
720800 Maintenance - Equipment	2,874	17,000	19,500	19,500
721100 Memberships	38,888	35,427	35,427	35,427
721300 Office Expense	7,179	6,000	8,600	8,600
721400 Professional & Specialized Services	41,052	52,800	55,800	55,800
721500 Publications & Legal Notices	1,452	6,000	6,000	6,000
721600 Rents & Leases - Equipment	12,145	15,255	15,255	15,255
721900 Special Departmental Expense	2,523	4,000	4,000	4,000
722000 Transportation & Travel	46,708	45,160	60,000	60,000
TOTAL SERVICES & SUPPLIES	169,037	217,060	250,344	250,344
TOTAL - BOARD OF SUPERVISORS	1,483,772	1,604,310	1,700,055	1,700,055

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 2015-16</u>	<u>Estimated 2016-17</u>	<u>Projected 2017-18</u>
Board Agendas Prepared	43	46	46
AAB/RAN/Other Miscellaneous Committees (items performed separately)	20	20	24
Planning Matters	50	63	70
Agricultural Preserves (Applications, Contracts, Cancellation Requests)	5	7	10
Board of Equalization (Appeals, Stipulations, Protest Hearings, Withdrawals)	125	155	155
Agenda Items (each item performed separately): Action Summaries, Minute Orders	1,100	1300	2600
Ordinances	40	42	50
Resolutions	125	150	150
Contracts, Insurance Certificates, Bonds Processed	1,100	1500	1500
Appointments to Committees	50	50	50
Scanned Pages/Index/Imaged Items	35,000	150,000	150,000
Claims Filed	5	5	5
Litigation Filed	50	5	5
Information Request Research (Hours)	75	50	100

BOARD OF SUPERVISORS

WORKLOAD (continued)

	<u>Actual</u> <u>2015-16</u>	<u>Estimated</u> <u>2016-17</u>	<u>Projected</u> <u>2017-18</u>
Service Areas/Maintenance Districts (Applications, Hearings and Zones)	60	65	70
Board and Other Miscellaneous Meetings Clerked	60	65	65
Form 700 Filings	425	425	425

REVENUE

	<u>Actual</u> <u>2015-16</u>	<u>Estimated</u> <u>2016-17</u>	<u>Projected</u> <u>2017-18</u>
Photocopy Charges	\$202	\$100	\$100
Misc Revenue	500	500	500
Travel Reimbursement	<u>48</u>	<u>0</u>	<u>0</u>
Total Revenue	\$750	\$600	\$600

STAFFING

	2016-17 Authorized		2017-18 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
<u>Permanent</u>				
Assistant Clerk to the Board of Supervisors	1	0	1	0
Chief Clerk to the Board of Supervisors	1		1	
Deputy Clerk to the Board of Supervisors I/II	1	3	1	3
Chief of Staff	5		5	
Members, Board of Supervisors	<u>5</u>	<u>—</u>	<u>5</u>	<u>—</u>
Total Permanent	13	3	13	3

SALARIES & EMPLOYEE BENEFITS

710102 **Permanent Salaries** (\$936,470) are recommended increased \$12,282, which includes step/longevity increases for existing staff that are eligible.

BOARD OF SUPERVISORS

SALARIES & EMPLOYEE BENEFITS (continued)

- 710103** **Extra Help** (\$45,600) is recommended increased \$32,610 to allow for adequate support to handle an increase in workload during the fiscal year. The implementation of the One Solution Contracts Module, will require a significant number of contracts processing procedures and reports to be reviewed and revised to ensure proper implementation. This additional workload is being addressed through existing board clerk staff. The recommended extra help appropriations will allow for additional support during this time to help ensure that the critical and time sensitive processes of the board clerk are not impacted.
- 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, three surface pros and two iPads for this Department.
- 720600** **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720800** **Maintenance - Equipment** (\$19,500) is recommended increased \$2,500 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. This recommended amount is to cover unanticipated needs until new A/V equipment is purchased.
- 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).

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SERVICES & SUPPLIES (continued)

- 721300** **Office Expense** (\$8,600) is recommended increased \$2,600 based on previous years' expenditures for office supplies, office furniture, printing, newspaper subscriptions, recording and computer supplies. Staff office chairs must be replaced due to wear and tear and to reduce any problems associated with poor ergonomics, and District 2 Chief of Staff has requested a VariDesk for the District office.
- 721400** **Professional & Specialized Services** (\$55,800) is recommended increased \$3,000 for the maintenance of the agenda manager and videostreaming services as well as adding maintenance of boards and commissions software to the current 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** (\$60,000) is a recommended increase of \$14,840 for the cost of attending conferences, seminars, and training for Board Members, Chiefs of Staff, Clerk of the Board and staff and for mileage reimbursement for those listed and the Assessment Appeals Board (AAB) Members. In addition a new AAB member will need to attend training to be certified. Although it is expected that travel will again be limited in FY 2017-18 due to budget constraints, the additional funds are needed to provide for travel associated with appointments of Board Members and Chiefs of Staff to additional Boards and/or Task Forces along with increased travel to Sacramento and more involvement with community meetings and organizations.

It is anticipated that one or more of the Board of Supervisors and Chief of Staff 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 and Assistant Clerk to the Board will attend the CCBSA Annual Conference held in conjunction

BOARD OF SUPERVISORS

SERVICES & SUPPLIES (continued)

722000 (continued) 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 five Chiefs of Staff, Board Clerk and Board Clerk staff for attendance for meetings, conferences and staff training.