

COUNTY OF MADERA
 BUDGET UNIT DETAIL
 BUDGET FOR THE FISCAL YEAR 2018-19

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

	<u>ACTUAL</u> <u>2016-17</u>	<u>BOARD</u> <u>APPROVED</u> <u>2017-18</u>	<u>DEPARTMENT</u> <u>REQUEST</u> <u>2018-19</u>	<u>CAO</u> <u>RECOMMENDED</u> <u>2018-19</u>
<u>ESTIMATED REVENUES:</u>				
MISCELLANEOUS REVENUE				
673900 Miscellaneous	432	600	600	600
TOTAL MISCELLANEOUS REVENUE	432	600	600	600
<u>TOTAL ESTIMATED REVENUES</u>	<u>432</u>	<u>600</u>	<u>600</u>	<u>600</u>
<u>EXPENDITURES:</u>				
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	887,673	936,470	1,043,626	1,043,626
710103 Temporary Salaries	14,771	45,600	38,500	38,500
710105 Overtime	116	0	0	0
710200 Retirement	318,017	340,489	355,901	355,901
710300 Health Insurance	94,302	116,031	120,657	120,657
710400 Workers' Compensation Insurance	9,948	11,121	10,434	10,434
TOTAL SALARIES & EMPLOYEE BENEFITS	1,324,827	1,449,711	1,569,118	1,569,118
SERVICES & SUPPLIES				
720300 Communications	8,505	10,900	10,900	10,900
720600 Insurance	24,518	34,862	1,492	1,492
720800 Maintenance - Equipment	11,851	19,500	19,500	19,500
721100 Memberships	34,277	35,427	35,477	35,477
721300 Office Expense	2,348	8,600	8,600	8,600
721400 Professional & Specialized Expense	41,765	55,800	55,800	55,800
721500 Publications & Legal Notices	2,686	6,000	6,000	6,000
721600 Rents & Leases - Equipment	12,484	15,255	15,255	15,255
721900 Special Departmental Expense	2,223	4,000	4,000	4,000
722000 Transportation & Travel	61,741	60,000	60,000	60,000

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	ACTUAL <u>2016-17</u>	BOARD APPROVED <u>2017-18</u>	DEPARTMENT REQUEST <u>2018-19</u>	CAO RECOMMENDED <u>2018-19</u>
TOTAL SERVICES & SUPPLIES	202,398	250,344	217,024	217,024
<u>TOTAL EXPENDITURES</u>	<u>1,527,225</u>	<u>1,700,055</u>	<u>1,786,142</u>	<u>1,786,142</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>1,526,793</u>	<u>1,699,455</u>	<u>1,785,542</u>	<u>1,785,542</u>

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 2016-17</u>	<u>Estimated 2017-18</u>	<u>Projected 2018-19</u>
Board Agendas Prepared	43	46	82
AAB/RAN/Other Miscellaneous Committees (items performed separately)	20	20	30
Planning Matters	50	63	70
Agricultural Preserves (Applications, Contracts, Cancellation Requests)	5	7	15
Board of Equalization (Appeals, Stipulations, Protest Hearings, Withdrawals)	125	155	250
Agenda Items (each item performed separately): Action Summaries, Minute Orders	1,100	1300	2600
Ordinances	40	42	50
Resolutions	125	150	200
Contracts, Insurance Certificates, Bonds Processed	1,100	1500	2500
Appointments to Committees	50	50	70
Scanned Pages/Index/Imaged Items	35,000	150,000	175,000
Claims Filed	5	5	10
Litigation Filed	50	5	10
Information Request Research (Hours)	75	50	200

BOARD OF SUPERVISORS

WORKLOAD (continued)

	<u>Actual 2016-17</u>	<u>Estimated 2017-18</u>	<u>Projected 2018-19</u>
Service Areas/Maintenance Districts (Applications, Hearings and Zones)	60	65	150
Board and Other Miscellaneous Meetings Clerked	60	65	80
Form 700 Filings	425	425	425

ESTIMATED REVENUES

673900 Miscellaneous Revenue (\$600) are recommended for photocopy charges and miscellaneous revenue.

SALARIES & EMPLOYEE BENEFITS

710102 Permanent Salaries (\$1,043,626) are recommended increased \$107,156, which includes step/longevity increases; confidentiality pay for existing staff that are eligible; special assignment pay for additional duties of the Chiefs of Staff/Public Information Team and a permanent Deputy Clerk II position.

710103 Extra Help (\$38,500) is recommended decreased \$7,100 to allow for adequate support to handle the 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 support to help ensure that the critical and time sensitive processes of the board clerk are not impacted.

710200 Retirement (\$355,901) reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.

710300 Health Insurance (\$120,657) is based on the employer's share of health insurance premiums.

710400 Workers' Compensation (\$10,434) reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

BOARD OF SUPERVISORS

SERVICES & SUPPLIES

- 720300** **Communications** (\$10,900) is recommended unchanged to cover all office telephones, the District 2 Chowchilla Office, two fax machines, seven smartphones, three surface pros and seven iPads for this Department.
- 720600** **Insurance** (\$1,492) reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720800** **Maintenance - Equipment** (\$19,500) 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. This recommended amount is to cover unanticipated needs and/or the purchase of new imaging equipment to retrieve archival records.
- 721100** **Memberships** (\$35,477) is recommended for dues of County Supervisors' Association of California (CSAC) (\$19,541), Regional Council of Rural Counties (RCRC) (\$12,000), Board Clerks' Association (\$250), 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** (\$8,600) is recommended unchanged for office supplies, business cards, document folders, 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.
- 721400** **Professional & Specialized Services** (\$55,800) is recommended unchanged 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.

BOARD OF SUPERVISORS

SERVICES & SUPPLIES (continued)

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 unchanged for the cost of attending conferences, seminars, various meetings 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.

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 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.

**COUNTY OF MADERA
BUDGET UNIT POSITION SUMMARY
BUDGET FOR THE FISCAL YEAR 2018-19**

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

<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2017-18 Authorized Positions</u>		<u>2018-19 Proposed Positions</u>		<u>Y-O-Y Changes in Positions</u>		<u>Notes</u>
		<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	
3615	Assistant Clerk to the Board of Supervisors	1.0	-	1.0	-	-	-	
2121	Chief Clerk to the Board of Supervisors	1.0	-	1.0	-	-	-	
3616	Deputy Clerk to the Board of Supervisors I or							
3617	Deputy Clerk to the Board of Supervisors II	1.0	3.0	2.0	2.0	1.0	(1.0)	A
3524	District Chief of Staff	5.0	-	5.0	-	-	-	
1051	Member, Board of Supervisors - District 1	1.0	-	1.0	-	-	-	
1052	Member, Board of Supervisors - District 2	1.0	-	1.0	-	-	-	
1053	Member, Board of Supervisors - District 3	1.0	-	1.0	-	-	-	
1054	Member, Board of Supervisors - District 4	1.0	-	1.0	-	-	-	
1055	Member, Board of Supervisors - District 5	1.0	-	1.0	-	-	-	
TOTAL		13.0	3.0	14.0	2.0	1.0	(1.0)	

NOTES:

A - The Deputy Clerk to the Board of Supervisors III has been unfunded for several budget cycles and it has been determined there is a need for additional support for the Clerk of the Board's office. The funding of this position will improve service delivery to the Division's internal and external stakeholders.