

Board of Supervisors
RECOMMENDED BUDGET • FY 2018 - 19

MISSION

The Board of Supervisors is the five-member governing body of the County serving a population of 181,737 residents operating within the County Charter and State Law. Each Board member is elected for a four-year term and represents a geographic jurisdiction referred to as a District. The presiding official is the Board Chair who is appointed annually among the five members.

Pursuant to its constitutional and statutory power, the El Dorado County Board of Supervisors sets policy for County departments, approves the County’s budget and adopts ordinances on local matters, as well as land use policies that affect unincorporated areas. The Board also sits as the El Dorado County Bond Authority, In Home Supportive Services Public Authority, and is the Governing Board of the County Air Quality Management District and County Service Areas. In the area of planning oversight, the Board acts as an Appeals Board for the County Planning Commission.

The Board of Supervisors Department also includes the office of the Clerk of the Board. The Clerk of the Board provides services to the Board, all County departments, and the public.

DEPARTMENT BUDGET SUMMARY

	16-17 Actuals	17-18 Budget	18-19 Dept Requested	18-19 CAO Recommend	Change from Budget to Recommend	% Change
Charges for Service	5,870	2,035	2,035	2,035	-	0.0%
Operating Transfers	309	300	365	365	65	21.7%
Total Revenue	6,179	2,335	2,400	2,400	65	2.8%
Salaries & Benefits	1,329,061	1,433,574	1,430,045	1,408,938	(24,636)	-1.7%
Services & Supplies	122,876	132,622	127,688	107,688	(24,934)	-18.8%
Fixed Assets	15,293	-	-	-	-	n/a
Intrafund Transfers	7,013	8,880	7,187	7,187	(1,693)	-19.1%
Total Appropriations	1,474,243	1,575,076	1,564,920	1,523,813	(51,263)	-3.3%
Net County Cost	1,468,064	1,572,741	1,562,520	1,521,413	(51,328)	-3.3%
FTEs	13	13	13	13	-	0%

MAJOR BUDGET CHANGES

Appropriations

Salaries and Benefits

(\$27,235) Decrease in Health Insurance expense due to changes in employees’ elected health benefits

\$2,275 Increase due to the allocation of Unemployment Insurance fund charges

Service and Supplies

(\$15,138) Building Rent and Lease line item is recommended at zero due to the non-renewed lease of office space for the District 1 Supervisor

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(\$12,500) Special Department Expense, previously allocated for Board member small projects or purchases benefiting the community, has been reduced to zero due to the implementation of the Community Funding Requests program

PROGRAM SUMMARIES

Board of Supervisors

The Board of Supervisors Department is comprised of five (5) Members of the Board of Supervisors each elected from each of the five supervisorial districts; five (5) appointed Supervisor’s Assistant positions, one for each Supervisor, and three (3) staff in the office of the Clerk of the Board.

Clerk of the Board

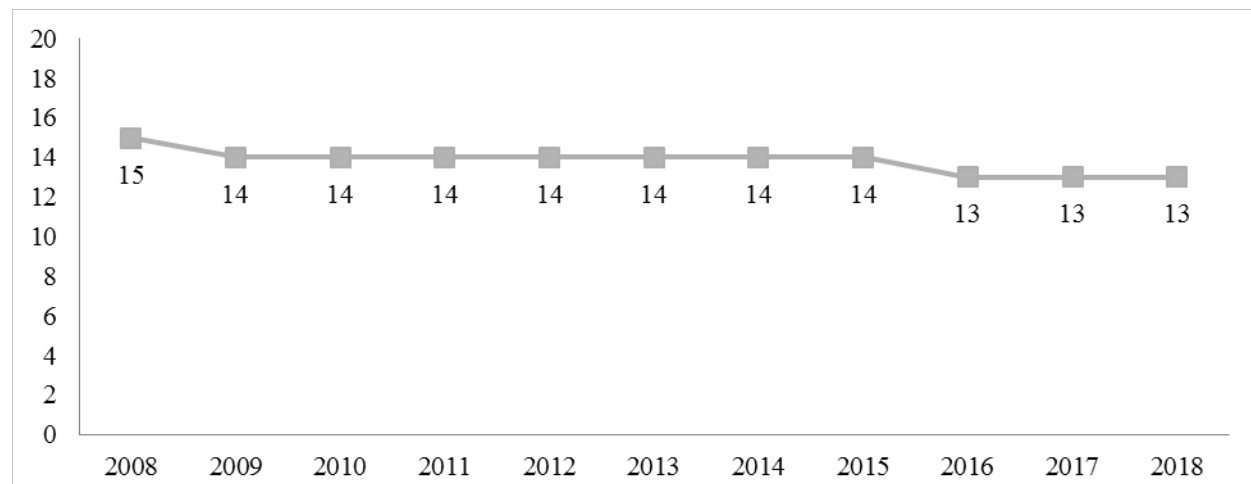
The office of the Clerk of the Board (COB) provides services to the Board, all county departments and the public. The COB maintains accurate records of all actions taken by the Board of Supervisors. The COB also directs business functions of the Board and compiles, publishes and distributes Board meeting agendas consistent with the open meetings provisions of the Ralph M. Brown Act. The COB prepares and publishes actions taken by the Board, records and maintains meeting minutes, and acts as custodian of the BOS official record from 1850 to the present. The COB maintains the current status of filled and vacant positions of 70+ Board-appointed boards and commissions. In addition, the Clerk of the Board administers the Assessment Appeals Board Program.

BUDGET SUMMARY BY PROGRAM

	Appropriations	Revenues	Net County Cost	Staffing
Board of Supervisors	\$ 1,523,813	\$ 2,400	\$ 1,521,413	13
Total	\$ 1,523,813	\$ 2,400	\$ 1,521,413	13

STAFFING TREND

There is no change in staffing proposed for FY 2018-19.



BEST PRACTICES & SERVICE INDICATORS

In accordance with the Strategic Plan, the following best practices and service indicators have been implemented and measured throughout FY 2017-18. They are included below, and will be measured and included in each budget hereafter to track and measure progress and levels of service.

Best Practices

- 1) Development of publicly accessible Resolution search tool.

Development of a publicly accessible Resolution search tool requires resources from Information Technologies. This effort was delayed in favor of supporting the priorities related to the implementation of the FENIX system, Megabyte and TRAKiT. As of May 1, 2018, the Clerk confirmed the most recent 11 years of Board Resolutions have been audited and scanned in preparation for migration into the new search tool. The Clerk has recently engaged with IT leaders on the system development side and anticipates a prototype for internal testing purposes will be available in early or mid-first quarter of the 2018-19 fiscal year.

- 2) Audit of every Resolution is required to ensure accuracy of the content in the search tool.

The Resolution audit process is a natural step in the scanning project which feeds the publicly accessible Resolution search tool. The Clerk anticipates completion of the audit process for all Board Resolutions by the end of the 2018-19 fiscal year.

- 3) Development of internal Ordinance search tool.

Information Technologies is developing an internal Ordinance search tool concurrent with the Resolution search tool, which will be designed similarly. The Clerk estimates a prototype for testing purposes will be available in early or mid-first quarter of the 2018-19 fiscal year.

- 4) Development of a public facing search mechanism for BOS records, pre Legistar.

Development of a public facing search mechanism for BOS records pre-Legistar (2006) is under review due to limited staff resources. Available resources are focused on the more pressing matters related to Resolutions and Ordinances in addition to ongoing department operations. The Legistar system currently provides access to Board records for the past 12 years.

Service indicators

- 1) Percentage of agendas for regular BOS meetings posted by 3:00 P.M. the Wednesday immediately preceding the meeting date. (Quarterly)

1/1/2017 – 6/30/2017	7/1/2017 – 1/31/2018
98%	100%

- 2) Percentage of draft minutes for regular BOS meetings posted within 48 hours following the meeting. (Quarterly)

1/1/2017 – 6/30/2017	7/1/2017 – 1/31/2018
100%	100%

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- 3) Percentage of video for regular BOS meetings posted within 72 hours following the meeting.
(Quarterly)

1/1/2017 – 6/30/2017	7/1/2017 – 1/31/2018
100%	100%

RECOMMENDED BUDGET

This Budget is recommended at \$1,523,813, which is a decrease of \$51,263 (-3.3%) when compared to the FY 2017-18 Adopted Budget. The General Fund provides 99.8% of the funding for the Department, and is decreased by \$51,328 (-3.3%) when compared to the FY 2017-18 Adopted Budget.

The Department requested \$20,000 to be allocated for sit-stand workstations and cubicle replacement. The Recommended Budget does not include supplemental funding to the Board of Supervisors budget for this purpose.

This represents a status quo budget, as no services are increasing, and the changes in costs are associated with benefits costs, merit increases in salaries, increased insurance costs, and reductions in services and supplies.

Sources & Uses of Funds

The Department is primarily funded with discretionary General Fund revenue, with small amounts of revenue from charges for services and operating transfers.

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FINANCIAL INFORMATION BY FUND TYPE

FUND TYPE: 10 GENERAL FUND
DEPARTMENT: 01 BOS - BOARD OF SUPERVISORS

		CURRENT YR APPROVED BUDGET	DEPARTMENT REQUEST	CAO RECOMMENDED BUDGET	DIFFERENCE CURR YR CAO RECMD
TYPE: R REVENUE					
SUBOBJ	SUBOBJ TITLE				
1740	CHARGES FOR SERVICES	2,035	2,035	2,035	0
CLASS: 13	REV: CHARGE FOR SERVICES	2,035	2,035	2,035	0
2020	OPERATING TRANSFERS IN	300	365	365	65
CLASS: 20	REV: OTHER FINANCING SOURCES	300	365	365	65
TYPE: R SUBTOTAL		2,335	2,400	2,400	65
TYPE: E EXPENDITURE					
SUBOBJ	SUBOBJ TITLE				
3000	PERMANENT EMPLOYEES / ELECTED	944,421	935,275	935,275	-9,146
3004	OTHER COMPENSATION	20,443	20,000	20,000	-443
3020	RETIREMENT EMPLOYER SHARE	189,052	198,389	198,389	9,337
3022	MEDI CARE EMPLOYER SHARE	13,695	13,563	13,563	-132
3040	HEALTH INSURANCE EMPLOYER	156,095	128,860	128,860	-27,235
3041	UNEMPLOYMENT INSURANCE EMPLOYER	0	23,382	2,275	2,275
3042	LONG TERM DISABILITY EMPLOYER	2,359	2,337	2,337	-22
3043	DEFERRED COMPENSATION EMPLOYER	2,438	2,678	2,678	240
3046	RETIREE HEALTH: DEFINED	14,888	15,562	15,562	674
3060	WORKERS' COMPENSATION EMPLOYER	12,183	11,999	11,999	-184
3080	FLEXIBLE BENEFITS	78,000	78,000	78,000	0
CLASS: 30	SALARY & EMPLOYEE BENEFITS	1,433,574	1,430,045	1,408,938	-24,636
4040	TELEPHONE COMPANY VENDOR	1,000	1,000	1,000	0
4041	COUNTY PASS THRU TELEPHONE CHARGES	0	100	100	100
4086	JANITORIAL / CUSTODIAL SERVICES	2,100	2,100	2,100	0
4100	INSURANCE: PREMIUM	11,872	15,026	15,026	3,154
4140	MAINT: EQUIPMENT	500	500	500	0
4220	MEMBERSHIPS	250	250	250	0
4221	MEMBERSHIPS: LEGISLATIVE ADVOCACY	250	250	250	0
4260	OFFICE EXPENSE	4,000	4,100	4,100	100
4261	POSTAGE	500	500	500	0
4262	SOFTWARE	0	500	500	500
4266	PRINTING / DUPLICATING SERVICES	500	500	500	0
4300	PROFESSIONAL & SPECIALIZED SERVICES	40,000	40,000	40,000	0
4400	PUBLICATION & LEGAL NOTICES	1,000	1,000	1,000	0
4420	RENT & LEASE: EQUIPMENT	7,200	7,200	7,200	0
4440	RENT & LEASE: BUILDING &	21,000	5,862	5,862	-15,138
4460	EQUIP: SMALL TOOLS & INSTRUMENTS	125	125	125	0
4461	EQUIP: MINOR	1,000	21,000	1,000	0
4462	EQUIP: COMPUTER	3,500	1,500	1,500	-2,000
4463	EQUIP: TELEPHONE & RADIO	0	250	250	250
4500	SPECIAL DEPT EXPENSE	12,500	0	0	-12,500
4503	STAFF DEVELOPMENT	10,000	10,000	10,000	0
4600	TRANSPORTATION & TRAVEL	6,000	6,000	6,000	0
4602	MILEAGE: EMPLOYEE PRIVATE AUTO	3,500	3,500	3,500	0
4605	RENT & LEASE: VEHICLE	325	325	325	0
4606	FUEL PURCHASES	500	500	500	0
4608	HOTEL ACCOMMODATIONS	5,000	5,000	5,000	0
4620	UTILITIES	0	600	600	600
CLASS: 40	SERVICE & SUPPLIES	132,622	127,688	107,688	-24,934
7223	INTRAFND: MAIL SERVICE	2,671	2,380	2,380	-291
7224	INTRAFND: STORES SUPPORT	209	157	157	-52
7231	INTRAFND: IS PROGRAMMING SUPPORT	6,000	650	650	-5,350
7232	INTRAFND: MAINT BLDG & IMPROVMNTS	0	4,000	4,000	4,000
CLASS: 72	INTRAFUND TRANSFERS	8,880	7,187	7,187	-1,693
TYPE: E SUBTOTAL		1,575,076	1,564,920	1,523,813	-51,263
FUND TYPE: 10	SUBTOTAL	1,572,741	1,562,520	1,521,413	-51,328
DEPARTMENT: 01	SUBTOTAL	1,572,741	1,562,520	1,521,413	-51,328

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PERSONNEL ALLOCATION

Classification Title	2017-18 Adjusted Allocation	2018-19 Dept Request	2018-19 CAO Recm'd	Diff from Adjusted
Supervisor - Board of Supervisor	5.00	5.00	5.00	-
Clerk of the Board of Supervisors	1.00	1.00	1.00	-
Deputy Clerk of the Board I/II	1.00	1.00	1.00	-
Sr. Deputy Clerk of the Board of Supervisors	1.00	1.00	1.00	-
Supervisor's Assistant	5.00	5.00	5.00	-
Department Total	13.00	13.00	13.00	-

ORGANIZATIONAL CHART

