



County of El Dorado

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Master Report

File Number: 10-1237

***File ID:** 10-1237

Agenda Type: Agenda Item

Status: Approved

Version: 2

Reference:

Gov Body: Board of Supervisors

Department: Board of Supervisors

Created: 11/09/2010

Agenda Title: 11/15 BOS Policy D-5 update

Final Action: 12/07/2010

Title: Clerk of the Board of Supervisors recommending the Board consider the following:
1) Approve revisions to Policy D-5 - Board of Supervisors Departmental Budget and Expense Reimbursement, to clarify the policy for district budgets;
2) Authorize staff to process a budget transfer which will implement the revised provisions of Policy D-5 in Fiscal Year 2010-11, which will result in no Net County Cost change for the department;
3) Receive the draft timeline for revisions to the salary and benefit structure and job classification specification for Supervisors' Assistants. (Est. Time: 20 Min.) (Cont'd 11/15/2010, Item 27)

Notes:

Agenda Date: 12/07/2010

Agenda Number:

Sponsors:

Enactment Date:

Attachments: A - BOS Policy D-5 with amendments, 2A - D-5 BOS Expense Revised 11-10.pdf

Time Required:

Same:

Hearing Date:

Contact: Suzanne Allen de Sanchez x5394

Next Meeting Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Board of Supervisors	11/15/2010	Continued				Pass
	Action Text:	A motion was made by Supervisor Knight, seconded by Supervisor Nutting, to continue this matter to December 7, 2010.					
Mover:	John R. Knight	Yes 3 - Supervisor Knight, Supervisor Nutting and Supervisor Briggs Noes 1 - Supervisor Sweeney Absent 1 - Supervisor Santiago					3-1-1
2	Board of Supervisors	12/07/2010	Approved				Pass
	Action Text:	A motion was made by Supervisor Sweeney, seconded by Supervisor Knight, to direct staff to return in April 2011 with a draft of the Supervisor Assistant's job description and benefits package.					

Notes: NO PUBLIC COMMENT

Mover:	James R. Sweeney	Yes 5 - Supervisor Knight, Supervisor Nutting, Supervisor Sweeney, Supervisor Briggs and Supervisor Santiago	5
2	Board of Supervisors	12/07/2010 Approved	Pass
Action Text:	A motion was made by Supervisor Santiago, seconded by Supervisor Knight, as follows: 1) Approve revisions to Policy D-5; and 2) Authorize staff to process a budget transfer which will implement the revised provisions of Policy D-5 in Fiscal Year 2010-11.		
Mover:	Norma Santiago	Yes 3 - Supervisor Knight, Supervisor Nutting and Supervisor Santiago Noes 2 - Supervisor Sweeney and Supervisor Briggs	3-2

Text of Legislative File 10-1237

Clerk of the Board of Supervisors recommending the Board consider the following:

- 1) Approve revisions to Policy D-5 - Board of Supervisors Departmental Budget and Expense Reimbursement, to clarify the policy for district budgets;
- 2) Authorize staff to process a budget transfer which will implement the revised provisions of Policy D-5 in Fiscal Year 2010-11, which will result in no Net County Cost change for the department;
- 3) Receive the draft timeline for revisions to the salary and benefit structure and job classification specification for Supervisors' Assistants. (Est. Time: 20 Min.) (Cont'd 11/15/2010, Item 27)

On September 13, 2010, in order to meet a 10% Net County Cost reduction goal set by the Chief Administrative Office, the Board of Supervisors set individual district budgets at \$193,500 per district. This was a reduction of \$21,500 per district, and a total reduction of \$107,500. In some cases, this has resulted in reductions in Salary and Benefits which will necessitate reductions in hours and salary for individual Supervisors and their Assistants. This is due to the current salary and benefits provisions of the County of El Dorado which allow wide variation in Assistants' salaries and total benefit costs. The Board has directed staff to modify these provisions in order to reduce this potential for disparity. Staff anticipates implementing these changes no later than February of 2012.

In the interim period; however, it is recommended that the Board consider revising Policy D-5 - Board of Supervisors Departmental Budgets and Expense Reimbursement to state that the amounts budgeted in each district budget for salary and benefits shall be sufficient to fund:

- a. The Supervisor's regular annual salary as set by ordinance, plus benefits to which the Supervisor is entitled and which the Supervisor elects, including health benefits, participation in the optional benefits plan, and retirement benefits;
- b. The Assistant's regular annual salary as set by resolution of the Board of Supervisors, plus benefits to which the Assistant is entitled and which the Assistant elects, including health benefits, participation in the optional benefits plan, paid leave, and retirement benefits.

The entire policy with revisions noted is attached. This is recommended as a transitional policy; once revisions are made to the salary and benefit structure to bring parity to each district, the Board may consider returning to a uniform budget amount for each district. This policy could be implemented in the current fiscal year with no impact on the department's

Net County Cost, and would not affect the department's ability to meet the current budget goal for FY 2011-12, provided, however, that each district agree to eliminate amounts for expenses in individual budgets for those two fiscal years.

Below is a draft timeline for revisions to the salary and benefits structure and job specification for Supervisors' Assistants. Supervisors' Assistants' salaries and benefits are set by Resolution of the Board of Supervisors. Board Members' salaries are set by ordinance, but benefits available to Supervisors are set by Resolution. Currently, the benefits available to Supervisors and their assistants are included in Resolution 142-2001, entitled "Salary and Benefits Resolution for Unrepresented Employees", which covers all unrepresented employees, including department heads, other elected officials, and confidential and management employees. It is recommended that a separate resolution which specifies benefits for Board Members and their assistants be drafted.

Some of the changes to be considered for Supervisors' Assistants include: adoption of a flat salary, elimination of longevity pay, clarification of the Assistants' "at-will" status, and making Assistants' terms of employment coterminous with Supervisors' terms. Any other changes to the benefit packages of the Supervisors or Assistants could also be included.

The Clerk of the Board is currently working on the necessary changes and an implementation plan for the Supervisor's Assistant's job description and benefits package. The draft timeline is listed below.

Description	Fiscal Year	Date
Seat Supervisors in District IV and V	FY 10/11	1/4/2011
Draft Assistant's job description and benefits	FY 10/11	
Implement Assistant's job description and benefits.	FY 11/12	No later than February 2012
Filing Date for District I, II & III	FY 11/12	March 2012
Seat Supervisors in District I, II and III	FY 12/13	1/8/2013
Filing Date for District IV & V	FY 13/14	March 2014
Seat Supervisors in District IV and V	FY 14/15	1/6/2015