

**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2023-24**

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

	<u>ACTUAL 2021-22</u>	<u>BOARD APPROVED 2022-23</u>	<u>DEPARTMENT REQUEST 2023-24</u>	<u>CAO RECOMMENDED 2023-24</u>
<u>ESTIMATED REVENUES:</u>				
CHARGES FOR CURRENT SERVICES				
620700 Other License & Permits	1,225	0	2,500	2,500
TOTAL CHARGES FOR CURRENT SERVICES	1,225	0	2,500	2,500
MISCELLANEOUS REVENUE				
673800 PY Cancel Warrants	52	0	0	0
673900 Miscellaneous	0	2,000	0	0
680200 Operating Transfer In	16,504	0	50,000	50,000
TOTAL MISCELLANEOUS REVENUE	16,557	2,000	50,000	50,000
<u>TOTAL ESTIMATED REVENUES</u>	<u>17,781</u>	<u>2,000</u>	<u>52,500</u>	<u>52,500</u>
<u>EXPENDITURES:</u>				
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	1,140,638	1,127,422	1,161,296	1,161,296
710103 Temporary Salaries	2,250	15,000	15,000	15,000
710105 Overtime	15	0	0	0
710107 Premium Pay	475	0	0	0
710200 Retirement	457,732	463,920	477,725	477,725
710300 Health Insurance	136,118	167,706	177,781	177,781
710400 Workers' Compensation Insurance	8,391	10,824	10,396	10,396
TOTAL SALARIES & EMPLOYEE BENEFITS	1,745,618	1,784,872	1,842,198	1,842,198
SERVICES & SUPPLIES				
720300 Communications	5,440	9,000	9,000	9,000
720600 Insurance	68,347	90,130	145,786	145,786
720800 Maintenance - Equipment	6,061	6,500	6,500	6,500
721100 Memberships	22,684	36,000	36,000	36,000

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	<u>ACTUAL</u> 2021-22	<u>BOARD</u> <u>APPROVED</u> 2022-23	<u>DEPARTMENT</u> <u>REQUEST</u> 2023-24	<u>CAO</u> <u>RECOMMENDED</u> 2023-24
SERVICES & SUPPLIES (continued)				
721300 Office Expense	5,738	5,500	19,000	19,000
721400 Professional & Specialized Expense	50,347	41,000	47,000	47,000
721500 Publications & Legal Notices	943	52,000	52,000	52,000
721600 Rents & Leases - Equipment	12	0	0	0
721900 Special Departmental Expense	993	20,700	59,500	59,500
722000 Transportation & Travel	41,647	65,000	65,000	65,000
TOTAL SERVICES & SUPPLIES	202,212	325,830	439,786	439,786
OTHER CHARGES				
730330 Rents & Leases - Equipment	13,936	9,000	9,000	9,000
TOTAL OTHER CHARGES	13,936	9,000	9,000	9,000
INTRAFUND TRANSFER				
770100 Intrafund Transfer	8,338	8,338	8,338	8,338
TOTAL INTRAFUND TRANSFER	8,338	8,338	8,338	8,338
<u>TOTAL EXPENDITURES</u>	<u>1,970,104</u>	<u>2,128,040</u>	<u>2,299,322</u>	<u>2,299,322</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>1,952,322</u>	<u>2,126,040</u>	<u>2,246,822</u>	<u>2,246,822</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. Each Board Member has an individual Chief of Staff to assist the Board Members with their workload.

The Board meets regularly on the first three 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. All Board meetings are video-streamed and supporting documents for each agenda item are made available online to the public.

WORKLOAD	ACTUAL 2021-2022	ESTIMATE 2022-2023	PROJECTED 2023-2024
Board Preparations**	53	58	70
Board Meetings **	53	58	70
Board Meetings Posting **	65	70	80
Agenda Review Meetings	53	56	70
Assess. Appeals Applications	40	60	100
Assess. Appeals Prep/Mtgs.	20	25	25
Biennial Notices/COI (Form 700)	700	800	600
311 Calls	200	50	0
Board Chambers (Maint, Testing, Open/Closing)	80	89	90
Ag Preserves	50	50	0
Ordinances	20	20	20
Resolutions	185	190	200
Contracts	375	375	375

**** Boards (BOS, MCAA, RAN, LAFCO, CITY SELECTION**

COMMITTEE, RIVERSTONE PFA, RIVERWALK PFA, GUNNER RANCH PFA, 7TH AVE INDUSTRIAL PARK PFA, TESORO VIEJO PFA, IHSS, MCFCWCA)

BOARD OF SUPERVISORS

Projected workload in FY 2023-24 representing time spent per item.

	Projected Workload FY2023-24	Time Spent
Assessment Appeals Application	60 items	1 hours/per item
Assessment Appeals Preparation and Meetings	60 items	8 hours/per item
Biennial Notices/Conflict of Interest (700 Forms)	133 hrs/800 items	minutes/per item
Agricultural Preserves (Applications, Contracts, Cancellations)		hours/per year
Commission & Committee Mgmt	100	3 hour/week
Laserfiche/Microfilm Record Mgmt (Scanned, Indexed, Imaged, Retention, Destruction)		hours/week
Ordinances (Municode)	4 hrs/20 items	hours/per year
Technical Software Maintenance (Website/Contract Mgmt System)	10 hrs/5 items	hours/per week
Administration (Calls, Payroll, Budget, A/P, Travel Requests)		4 hours/per week
Training Sessions (Agenda Mgmt Software)		20 hours/per month

ESTIMATED REVENUES

673900 **Miscellaneous Revenue** (\$2,500) is recommended for photocopy fees, clerk fees, film permit fees.

SALARIES & EMPLOYEE BENEFITS

710102 **Permanent Salaries** (\$1,161,296) are recommended which includes step/longevity increases; confidentiality pay for existing staff that are eligible; and special assignment pay for additional duties of the Chiefs of Staff/Public Information Team. Last year, salary savings were budgeted to help balance the budget. This fiscal year, staff recommend budgeting full salary cost.

BOARD OF SUPERVISORS

SALARIES & EMPLOYEE BENEFITS (continued)

- 710103** **Extra Help** (\$15,000) is recommended to help fund extra help salaries. Extra help positions are used in the Clerk of the Board office on an as-needed basis.
- 710200** **Retirement** (\$477,725) reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300** **Health Insurance** (\$177,781) is based on the employer's share of health insurance premiums.
- 710400** **Workers' Compensation** (\$10,396) reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

- 720300** **Communications** (\$9,000) is recommended to cover seven smartphones and two surface pros.
- 720600** **Insurance** (\$145,786) reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720800** **Maintenance - Equipment** (\$6,500) is recommended for Office, Board Chamber, (2) Conference Rooms, and On-The-Road equipment.
- 721100** **Memberships** (\$36,000) is recommended for dues of County Supervisors' Association of California (CSAC-\$20,127), Regional Council of Rural Counties (RCRC-\$12,000.00), California Clerk of The Board of Supervisors Association (CCBSA-(\$400), National Association of Counties (NACo-\$2,686), California Association of Clerks and Election Officials (CACEO) (\$250).
- 721300** **Office Expense** (\$19,000) is recommended for office supplies, business cards, document folders, office furniture, printing, office furniture, computer supplies, certificates, plaques, and mobile shredding service.
- 721400** **Professional & Specialized Services** (\$47,000) is recommended for the services of Netfile, an electronic filing and administration system for Statements of Economic Interests (FPPC Form 700); Municode for the annual online code hosting, annual administrative support fee, County Code supplements and binders, WebEx/Zoom remote communication services, TransUnion Research fees, Legislative Management Fees, Audio/Visual vendors for On-the-Road Board meetings and Translation Services (when required by law).

BOARD OF SUPERVISORS

SERVICES & SUPPLIES (continued)

- 721500** **Publications & Legal Notices** (\$52,000) is recommended for the publishing of ordinances, appeals, notices, hearings, and various Board and Election proceedings.
- 721900** **Special Departmental Expense** (\$59,500) is recommended for business meeting meals, conference room audio/video upgrades, mobile projector, and community development funding for (5) districts.
- 722000** **Transportation & Travel** (\$65,000) is a recommended for anticipated out-of-county travel for attending conferences, seminars, various meetings and/or training for Board Members, Chiefs of Staff, Clerk of the Board and 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

OTHER CHARGES

- 730330** **Rents & Leases – Other Charges** (\$9,000) is recommended for printer/copiers leases.
- 770100** **Intrafund Transfer** (\$8,338) is recommended for VoIP phone expense for 15 office phones.

**COUNTY OF MADERA
 BUDGET UNIT POSITION SUMMARY
 BUDGET FOR THE FISCAL YEAR 2023-24**

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 (00100)**
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<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2022-23 Authorized Positions</u>		<u>2023-24 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	2.0	2.0	2.0	2.0	-	-	
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		14.0	2.0	14.0	2.0	-	-	

NOTES: