

**COUNTY OF MADERA
 BUDGET UNIT DETAIL
 BUDGET FOR THE FISCAL YEAR 2024-25**

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

	ACTUAL 2022-23	BOARD APPROVED 2023-24	DEPARTMENT REQUEST 2024-25	CAO RECOMMENDED 2024-25
<u>ESTIMATED REVENUES:</u>				
CHARGES FOR CURRENT SERVICES				
620700 Other License & Permits	2,045	2,500	2,500	2,500
662696 Formation Fees	371	0	0	0
TOTAL CHARGES FOR CURRENT SERVICES	2,416	2,500	2,500	2,500
MISCELLANEOUS REVENUE				
673900 Miscellaneous	319	0	0	0
680200 Operating Transfer In	0	50,000		
TOTAL MISCELLANEOUS REVENUE	319	50,000	0	0
<u>TOTAL ESTIMATED REVENUES</u>	<u>2,735</u>	<u>52,500</u>	<u>2,500</u>	<u>2,500</u>

EXPENDITURES:

SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	1,201,013	1,161,296	1,266,537	1,266,537
710103 Temporary Salaries	1,325	15,000	15,000	15,000
710105 Overtime	79	0	0	0
710107 Premium Pay	780	0	1,000	1,000
710200 Retirement	478,747	477,725	541,801	541,801
710300 Health Insurance	134,768	177,781	155,630	155,630
710400 Workers' Compensation Insurance	10,824	10,396	10,533	10,533
TOTAL SALARIES & EMPLOYEE BENEFITS	1,827,535	1,842,198	1,990,501	1,990,501
SERVICES & SUPPLIES				
720300 Communications	6,473	9,000	9,000	9,000

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	ACTUAL <u>2022-23</u>	BOARD APPROVED <u>2023-24</u>	DEPARTMENT REQUEST <u>2024-25</u>	CAO RECOMMENDED <u>2024-25</u>
SERVICES & SUPPLIES (CONTINUED)				
720600 Insurance	90,130	145,786	3,906	3,906
720800 Maintenance - Equipment	4,338	6,500	6,500	6,500
721100 Memberships	35,513	36,000	38,000	38,000
721300 Office Expense	8,196	19,000	19,000	19,000
721400 Professional & Specialized Expense	40,473	47,000	38,000	38,000
721500 Publications & Legal Notices	176	52,000	2,000	2,000
721900 Special Departmental Expense	15,949	59,500	59,500	59,500
722000 Transportation & Travel	57,579	65,000	65,000	65,000
TOTAL SERVICES & SUPPLIES	258,828	439,786	240,906	240,906
OTHER CHARGES				
730330 Rents & Leases - Equipment	8,457	9,000	9,000	9,000
TOTAL OTHER CHARGES	8,457	9,000	9,000	9,000
INTRAFUND TRANSFER				
770100 Intrafund Transfer	8,338	8,338	8,914	8,914
TOTAL INTRAFUND TRANSFER	<u>8,338</u>	<u>8,338</u>	<u>8,914</u>	<u>8,914</u>
TOTAL EXPENDITURES	<u>2,103,158</u>	<u>2,299,322</u>	<u>2,249,322</u>	<u>2,249,322</u>
NET COUNTY COST (EXP - REV)	<u>2,100,423</u>	<u>2,246,822</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 2022-2023	ESTIMATE 2023-2024	PROJECTED 2024-2025
Board Preparations**		50	50
Board Meetings **		50	50
Board Meetings Posting **		55	55
Agenda Review Meetings-BOS	35	28	28
Assess. Appeals Applications	24	21	21
Assess. Appeals Prep/Mtgs	4	6	6
Biennial Notices/COI-Form 700	400	423	423
311 Calls	0	0	0
Board Chambers Testing	50	100	100
Ag Preserves	10	9	9
Ordinances	8	10	10
Resolutions	204	180	180
Contracts	309	275	275

**** 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 2022-23 representing time spent per item.

	Projected Workload FY2024-25	Time Spent
Assessment Appeals Application	21 items	1 hours/per item
Assessment Appeals Preparation and Meetings	6 items	8 hours/per item
Biennial Notices/Conflict of Interest (700 Forms)	423 items	5 minutes/per item
Agricultural Preserves (Applications, Contracts, Cancellations)	9	30 minutes/per item
Commission & Committee Mgmt	100	3 hour/week
Laserfiche/Microfilm Record Mgmt (Scanned, Indexed, Imaged, Retention, Destruction)	52 weeks	80 hours/week
Ordinances (Civic Plus)	10 items	4 hours/per item
Technical Software Maintenance (Website/Contract Mgmt System)		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

620700 **Other License & Permits** (\$2,500) is recommended for photocopy fees, clerk fees, film permit fees.

SALARIES & EMPLOYEE BENEFITS

710102 **Permanent Salaries** (\$1,266,537) 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** (\$541,801) reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300** **Health Insurance** (\$155,630) is based on the employer's share of health insurance premiums.
- 710400** **Workers' Compensation** (\$10,533) reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

- 720300** **Communications** (\$9,000) is recommended to cover smartphones and surface pros.
- 720600** **Insurance** (\$3,906) 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** (\$38,000) is recommended for dues of County Supervisors' Association of California (CSAC-\$20,731), Regional Council of Rural Counties (RCRC-\$12,000), 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), and YSPCOC (\$1,000).
- 721300** **Office Expense** (\$19,000) is recommended for office supplies, business cards, document folders, office furniture, printing, computer supplies, certificates, plaques, and mobile shredding service.
- 721400** **Professional & Specialized Expense** (\$38,000) is recommended for the services of Netfile, an electronic filing and administration system for Statements of Economic Interests (FPPC Form 700); Civic Plus 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** (\$2,000) 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, 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** (\$8,914) is recommended for VoIP phone expense for fifteen (15) office phones.

**COUNTY OF MADERA
 BUDGET UNIT POSITION SUMMARY
 BUDGET FOR THE FISCAL YEAR 2024-25**

Department: **BOARD OF SUPERVISORS
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<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2023-24 Authorized Positions</u>		<u>2024-25 Proposed Positions</u>		<u>Y-O-Y Changes in Positions</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: