

**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2020-21**

Department: **ADMINISTRATIVE
MANAGEMENT/PURCHASING (00210)**
Function: **General**
Activity: **Legislative & Administrative**
Fund: **General**

	BOARD APPROVED <u>2019-20</u>	CAO BASELINE <u>2020-21</u>	DEPARTMENT REQUEST <u>2020-21</u>	CAO RECOMMENDED <u>2020-21</u>
<u>ESTIMATED REVENUES:</u>				
CHARGES FOR CURRENT SERVICES				
662723 Services to Other Agencies	60,386	60,386	0	0
TOTAL CHARGES FOR CURRENT SERVICES	60,386	60,386	0	0
MISCELLANEOUS REVENUE				
670000 Intrafund Revenue	323,743	323,743	203,121	203,121
TOTAL MISCELLANEOUS REVENUE	323,743	323,743	203,121	203,121
OTHER FINANCING SOURCES				
680200 Operating Transfer In	0	0	176,173	176,173
TOTAL MISCELLANEOUS REVENUE	0	0	176,173	176,173
<u>TOTAL ESTIMATED REVENUES</u>	<u>384,129</u>	<u>384,129</u>	<u>379,294</u>	<u>379,294</u>
<u>EXPENDITURES:</u>				
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	784,231	784,231	673,308	673,308
710200 Retirement	259,059	259,059	271,575	271,575
710300 Health Insurance	49,557	49,557	48,540	48,540
710400 Workers' Compensation Insurance	14,261	14,261	12,478	12,478
TOTAL SALARIES & EMPLOYEE BENEFITS	1,107,108	1,107,108	1,005,901	1,005,901
SERVICES & SUPPLIES				
720300 Communications	5,000	5,000	5,000	5,000
720600 Insurance	471	471	471	471
720800 Maintenance - Equipment	800	800	800	800
721100 Memberships	986	986	986	986
721300 Office Expense	9,950	9,950	9,950	9,950
721400 Professional & Specialized Expense	2,500	2,500	2,500	2,500
721500 Publications & Legal Notices	500	500	500	500
721600 Rents & Leases - Equipment	8,230	8,230	8,230	8,230
721900 Special Departmental Expense	7,000	7,000	7,000	7,000

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	BOARD APPROVED <u>2019-20</u>	CAO BASELINE <u>2020-21</u>	DEPARTMENT REQUEST <u>2020-21</u>	CAO RECOMMENDED <u>2020-21</u>
SERVICES & SUPPLIES (continued)				
722000 Transportation & Travel	13,000	13,000	13,000	13,000
TOTAL SERVICES & SUPPLIES	48,437	48,437	48,437	48,437
<u>TOTAL EXPENDITURES</u>	<u>1,155,545</u>	<u>1,155,545</u>	<u>1,054,338</u>	<u>1,054,338</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>771,416</u>	<u>771,416</u>	<u>675,044</u>	<u>675,044</u>

ADMINISTRATIVE OFFICE / PURCHASING

COMMENTS

The County Administrative Officer (CAO) is appointed by and serves the Board of Supervisors, carrying out the legislative function of the Board – providing research, information, and recommendations, as well as all executive functions of the Board by administering and supervising all County Departments in matters that are the responsibility of the Board. The CAO also acts as an agent and representative of the Board, enforces Board policy, recommends an annual budget and long-term capital improvements, exercises continuous budgetary control, and recommends more effective and efficient operating procedures and administrative reorganization. Other responsibilities under the administrative control of the Administrative Management Office include Risk Management and Purchasing.

Insurance and Central Services (which includes mail services and central photocopying supplies) are separate budget units and are under the administrative control of the Administrative Management Office. The Central Garage is provided administrative direction by this Office.

ESTIMATED REVENUES

- 662723** **Services to Other Agencies** (\$0) revenue represent the reimbursement of costs incurred for the processing of Workers Compensation and General Liability claim forms on behalf of the Insurance Fund. These revenues are now recognized under the Madera County 311 Budget Org where the staff supporting these functions are currently budgeted.
- 670000** **Intrafund** (\$203,121) revenue represents the estimated cost plan direct charges to subvented departments as well as estimated services provided by the Grant Services Manager to other County departments.
- 680200** **Operating Transfer In** (\$176,173) reflects the estimated staff time dedicated to the COVID-19 response, which is reimbursable from Org 13140 – CARES Act Coronavirus Relief Fund.

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$673,308) is recommended decreased \$110,923 and reflects the unfunding of one (1) Administrative Analyst I/II/Sr. position.
- 710103** **Extra Help** (\$0) is not recommended.
- 710200** **Retirement** (\$271,575) reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.

ADMINISTRATIVE OFFICE / PURCHASING

SALARIES & EMPLOYEE BENEFITS (continued)

- 710300** **Health Insurance** (\$48,540) is based on the employer's share of health insurance premiums.
- 710400** **Workers' Compensation** (\$12,478) reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

- 720300** **Communications** (\$5,000) is recommended unchanged based on current and projected telephone costs for this Department.
- 720600** **Insurance** (\$471) reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720800** **Maintenance - Equipment** (\$800) is recommended unchanged for estimated maintenance costs for typewriters, printers, and other miscellaneous equipment.
- 721100** **Memberships** (\$986) is recommended unchanged for membership in the County Administrative Officers Association.
- 721300** **Office Expense** (\$9,950) is recommended unchanged based on current and projected expenditures.
- 721400** **Professional & Specialized Expense** (\$2,500) is recommended to fund the estimated cost of financial advisor services.
- 721500** **Publications & Legal Notices** (\$500) is recommended unchanged for the publication of bids and legal notices.
- 721600** **Rents & Leases - Equipment** (\$8,230) is recommended unchanged for rental of vehicles from the Central Garage and for copier lease payments.
- 721900** **Special Departmental Expense** (\$7,000) is recommended for miscellaneous events, award plaques, commendations, certificates, storage, and various Departmental supplies.
- 722000** **Transportation & Travel** (\$13,000) is recommended unchanged for anticipated out-of-County travel, private mileage reimbursement, and training costs.

COUNTY OF MADERA
 BUDGET UNIT POSITION SUMMARY
 BUDGET FOR THE FISCAL YEAR 2020-21

Department: ADMINISTRATIVE
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<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2019-20</u> <u>Authorized</u> <u>Positions</u>		<u>2020-21</u> <u>Proposed</u> <u>Positions</u>		<u>Y-O-Y</u> <u>Changes</u> <u>in Positions</u>		<u>Notes</u>
		<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	
3205	Administrative Analyst I or							
3206	Administrative Analyst II or							
3209	Sr. Administrative Analyst	2.0	-	1.0	1.0	(1.0)	1.0	A
3212	Buyer I or							
3211	Buyer II or							
3608	Purchasing Assistant I or							
3609	Purchasing Assistant II	1.0	-	-	-	(1.0)	-	B
2123	County Administrative Officer	1.0	-	1.0	-	-	-	
3191	Deputy CAO - Finance	1.0	-	1.0	-	-	-	
3620	Executive Assistant to the CAO or							
3610	Administrative Assistant	1.0	-	1.0	-	-	-	
4112	Grants Services Manager	1.0	-	1.0	-	-	-	
3533	Office Assistant I or							
3534	Office Assistant II	-	1.0	-	1.0	-	-	
3636	Program Assistant I or							
3637	Program Assistant II	-	1.0	-	1.0	-	-	
3204	Senior Buyer or							
3211	Buyer II	-	-	1.0	-	1.0	-	B
TOTAL		7.0	2.0	6.0	3.0	(1.0)	1.0	

NOTES:

- A One position recommended to be unfunded to offset costs in the General Services Division of County Administration
- B Reflects a correction in the actual position schedule for this Department. The correct combination of positions is Sr. Buyer/Buyer II