

COUNTY OF MADERA
 BUDGET UNIT DETAIL
 BUDGET FOR THE FISCAL YEAR 2021-22

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

	<u>ACTUAL</u> 2019-20	<u>BOARD</u> <u>APPROVED</u> 2020-21	<u>DEPARTMENT</u> <u>REQUEST</u> 2021-22	<u>CAO</u> <u>RECOMMENDED</u> 2021-22
<u>ESTIMATED REVENUES:</u>				
INTERGOVERNMENTAL REVENUE				
654000 State - Other	9,376	0	0	0
TOTAL FOR INTERGIVERNMENTAL REVENUE	9,376	0	0	0
MISCELLANEOUS REVENUE				
670000 Intrafund Revenue	0	203,121	150,000	150,000
673903 Miscellaneous Reimbursement	1,982	0	0	0
TOTAL MISCELLANEOUS REVENUE	1,982	203,121	150,000	150,000
OTHER FINANCING SOURCES				
680200 Operating Transfer In	0	176,173	0	0
662728 Vision/Dental Admin Fee	481	0	1,000	1,000
TOTAL MISCELLANEOUS REVENUE	481	176,173	1,000	1,000
<u>TOTAL ESTIMATED REVENUES</u>	<u>11,838</u>	<u>379,294</u>	<u>151,000</u>	<u>151,000</u>
<u>EXPENDITURES:</u>				
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	750,733	673,308	690,428	690,428
710103 Extra Help	84,827	0	0	0
710107 Premium Pay	240	0	240	240
710200 Retirement	243,015	271,575	288,395	288,395
710300 Health Insurance	34,487	48,540	38,756	38,756
710400 Workers' Compensation Insurance	14,261	12,478	11,052	11,052
TOTAL SALARIES & EMPLOYEE BENEFITS	1,127,563	1,005,901	1,028,871	1,028,871
SERVICES & SUPPLIES				
720300 Communications	4,579	5,000	5,000	5,000
720600 Insurance	471	471	747	747
720800 Maintenance - Equipment	0	800	800	800
721100 Memberships	986	986	986	986

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Activity:

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	<u>ACTUAL 2019-20</u>	<u>BOARD APPROVED 2020-21</u>	<u>DEPARTMENT REQUEST 2021-22</u>	<u>CAO RECOMMENDED 2021-22</u>
SERVICES & SUPPLIES (continued)				
721300 Office Expense	1,941	9,950	10,500	10,500
721400 Professional & Specialized Expense	0	2,500	2,500	2,500
721500 Publications & Legal Notices	252	500	500	500
721600 Rents & Leases - Equipment	11,824	8,230	0	0
721900 Special Departmental Expense	10,196	7,000	7,000	7,000
722000 Transportation & Travel	15,426	13,000	16,000	16,000
TOTAL SERVICES & SUPPLIES	45,675	48,437	44,033	44,033
OTHER CHARGES				
730330 Rents & Leases - Equipment	0	0	8,300	8,300
TOTAL OTHER CHARGES	0	0	8,300	8,300
<u>TOTAL EXPENDITURES</u>	<u>1,173,238</u>	<u>1,054,338</u>	<u>1,081,204</u>	<u>1,081,204</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>1,161,400</u>	<u>675,044</u>	<u>930,204</u>	<u>930,204</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 Services is a separate budget unit and is under the administrative control of the Administrative Management Office. The Central Garage is provided administrative direction by this Office.

ESTIMATED REVENUES

680200 Operating Transfer In (\$150,000) represents the estimated reimbursable salaries and benefits cost associated with managing all aspects of the American Rescue Plan Act (ARPA), which will be managed by the County Administrative Office.

SALARIES & EMPLOYEE BENEFITS

710102 Permanent Salaries (\$690,428) is recommended increased \$17,120 and reflects the cost of current staffing levels adjusted for step increases.

710200 Retirement (\$288,395) reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.

SALARIES & EMPLOYEE BENEFITS (continued)

710300 Health Insurance (\$38,756) is based on the employer's share of health insurance premiums.

710400 Workers' Compensation (\$11,052) reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

ADMINISTRATIVE OFFICE / PURCHASING

SERVICES & SUPPLIES

- 720300** **Communications** (\$5,000) is recommended unchanged based on current and projected telephone costs for this Department.
- 720600** **Insurance** (\$747) 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** (\$10,500) is recommended increased by \$550 based on current and projected expenditures and the shifting of supplies cost previously budgeted under the Central Services Budget Org.
- 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** (\$0) reflects the shift of appropriations to the new GASB 87 Account 730330 for all copier rentals.
- 721900** **Special Departmental Expense** (\$7,000) is recommended unchanged and reflects the cost of miscellaneous events, award plaques, commendations, certificates, storage, and various Departmental supplies.
- 722000** **Transportation & Travel** (\$16,000) is recommended increased by \$3,000 based on the anticipated limited resumption of out-of-County travel, private mileage reimbursement, and training costs post pandemic.

OTHER CHARGES

- 730330** **Principal (GASB 87)** (\$8,300) is recommended increased \$70 based on the estimated lease cost of copiers.

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<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2020-21 Authorized Positions</u>		<u>2021-22 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>	
3205	Administrative Analyst I or							
3206	Administrative Analyst II or							
3209	Sr. Administrative Analyst or							
4126	Principal Administrative Analyst	1.0	1.0	1.0	1.0	-	-	A
2123	County Administrative Officer	1.0	-	1.0	-	-	-	
TBD	Assistant County Administrative Officer	-	-	-	1.0	-	1.0	B
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	-	-	-	
TOTAL		6.0	3.0	6.0	4.0	-	1.0	

NOTES:

- A** Request to flexibly staff analyst positions within the Administrative office. There is no change in funded positions requested. Flexibly staffing the analyst positions will allow the CAO to plan for succession and address attrition.
- B** New position that is proposed to be added once county finances stabilize. The proposed Assistant CAO (ACAO) will be an unrepresented "at-will" position. Under direction of the CAO, the responsibilities of this position include, but are not limited to the following:
 1. Coordination and direction to all department heads on matters of County business

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**2020-21
Authorized
Positions**

**2021-22
Proposed
Positions**

**Y-O-Y
Changes
in Positions**

2. Ensure execution of or compliance with board direction and county policies
3. Advice the CAO on county policy
4. Coordinate, plan and supervise the operations of the administrative office
5. Assist the CAO in administering management polices and directives of the Board, budget preparation, legislative review, and other general administrative functions as identified by the CAO.