

COUNTY OF MADERA  
 BUDGET UNIT DETAIL  
 BUDGET FOR THE FISCAL YEAR 2022-23

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

	ACTUAL 2020-21	BOARD APPROVED 2021-22	DEPARTMENT REQUEST 2022-23	CAO RECOMMENDED 2022-23
<b><u>ESTIMATED REVENUES:</u></b>				
MISCELLANEOUS REVENUE				
673903 Miscellaneous Reimbursement	11,563	0	0	0
<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>11,563</b>	<b>0</b>	<b>0</b>	<b>0</b>
OTHER FINANCING SOURCES				
680200 Operating Transfer In	128,163	150,000	166,293	166,293
662728 Vision/Dental Admin Fee	530	1,000	1,000	1,000
<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>128,693</b>	<b>151,000</b>	<b>167,293</b>	<b>167,293</b>
<b><u>TOTAL ESTIMATED REVENUES</u></b>	<b><u>140,256</u></b>	<b><u>151,000</u></b>	<b><u>167,293</u></b>	<b><u>167,293</u></b>
<b><u>EXPENDITURES:</u></b>				
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	608,635	690,428	707,972	707,972
710103 Extra Help	80,013	0	0	0
710107 Premium Pay	240	240	720	720
710200 Retirement	280,269	288,395	314,678	314,678
710300 Health Insurance	32,209	38,756	41,416	41,416
710400 Workers' Compensation Insurance	12,478	11,052	14,257	14,257
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>1,013,844</b>	<b>1,028,871</b>	<b>1,079,043</b>	<b>1,079,043</b>
SERVICES & SUPPLIES				
720300 Communications	3,840	5,000	5,000	5,000
720600 Insurance	471	747	780	780
720800 Maintenance - Equipment	0	800	800	800
721100 Memberships	786	986	986	986
721300 Office Expense	1,923	10,500	9,000	9,000
721400 Professional & Specialized Expense	0	2,500	2,500	2,500
721500 Publications & Legal Notices	826	500	500	500
721600 Rents & Leases - Equipment	9,314	0	0	0
721900 Special Departmental Expense	1,750	7,000	7,000	7,000

COUNTY OF MADERA  
 BUDGET UNIT DETAIL  
 BUDGET FOR THE FISCAL YEAR 2022-23

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

	<u>ACTUAL 2020-21</u>	<u>BOARD APPROVED 2021-22</u>	<u>DEPARTMENT REQUEST 2022-23</u>	<u>CAO RECOMMENDED 2022-23</u>
SERVICES & SUPPLIES (continued)				
722000 Transportation & Travel	1,041	16,000	16,000	16,000
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>19,951</b>	<b>44,033</b>	<b>42,566</b>	<b>42,566</b>
OTHER CHARGES				
730330 Rents & Leases - Equipment	0	8,300	9,480	9,480
<b>TOTAL OTHER CHARGES</b>	<b>0</b>	<b>8,300</b>	<b>9,480</b>	<b>9,480</b>
<b><u>TOTAL EXPENDITURES</u></b>	<b><u>1,033,795</u></b>	<b><u>1,081,204</u></b>	<b><u>1,131,089</u></b>	<b><u>1,131,089</u></b>
<b><u>NET COUNTY COST (EXP - REV)</u></b>	<b><u>893,539</u></b>	<b><u>930,204</u></b>	<b><u>963,796</u></b>	<b><u>963,796</u></b>

## 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 County Administrative Office include Risk Management and Purchasing.

**Insurance Services** is a separate budget unit and is under the administrative control of the Administrative Management Office. Fleet Services is provided administrative direction by this Office.

### ESTIMATED REVENUES

**680200**      **Operating Transfer In** (\$166,293) represents the estimated reimbursable salaries and benefits cost associated with managing all program and reporting requirements of the American Rescue Plan Act (ARPA).

### SALARIES & EMPLOYEE BENEFITS

**710102**      **Permanent Salaries** (\$707,972) is recommended increased \$17,544 and reflects the estimated cost of current staffing levels adjusted for step increases. This account also includes the net estimated cost of funding the currently unfunded Assistant CAO position and conversion of a vacant Senior Buyer position into a new Principal Administrative Analyst position to oversee the purchasing function. This proposed reorganization will be presented to the Board for conceptual approval at a subsequent board meeting during the first quarter of FY 2022-23.

**710107**      **Premium Pay** (\$720) is recommended funded for bilingual pay.

**710200**      **Retirement** (\$314,678) reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.

**710300**      **Health Insurance** (\$41,416) is based on the employer's share of health insurance premiums.

**710400**      **Workers' Compensation** (\$14,257) 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** (\$780) 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** (\$9,000) is recommended based on current and projected expenditures of supplies.
- 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.
- 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 unchanged based on the anticipated out-of-County travel, private mileage reimbursement, and training costs.

### OTHER CHARGES

- 730330      **Principal (GASB 87)** (\$9,480) is recommended increased \$1,180 based on the estimated lease cost of copiers.

COUNTY OF MADERA  
 BUDGET UNIT POSITION SUMMARY  
 BUDGET FOR THE FISCAL YEAR 2022-23

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

<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2021-22 Authorized Positions</u>		<u>2022-23 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	2.0	1.0	1.0	-	A
2123	County Administrative Officer	1.0	-	1.0	-	-	-	
TBD	Assistant County Administrative Officer	-	1.0	1.0	-	1.0	(1.0)	C
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 or							
3654	Sr. Program Assistant	1.0	-	1.0	-	-	-	B
3204	Senior Buyer or							
3211	Buyer II	1.0	-	-	1.0	(1.0)	1.0	A
<b>TOTAL</b>		<b>7.0</b>	<b>3.0</b>	<b>8.0</b>	<b>3.0</b>	<b>1.0</b>	<b>-</b>	

**NOTES:**

- A Convert vacant Sr. Buyer position to Principal Administrative Analyst
- B Flexibly staff Program Assistant series so staff can be easily reassigned between CAO Budget Orgs.
- C Recommendation to move forward and fund Assistant CAO; it is the intent that this position will be offset by unfunding of a position, which will result in no net increase in salaries and/or positions.