

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

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

	<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
<b><u>ESTIMATED REVENUES:</u></b>				
CHARGES FOR CURRENT SERVICES				
662728 Vision/Dental Admin Fee	488	1,000	1,000	1,000
<b>TOTAL CHARGES FOR CURRENT SERVICES</b>	<b>488</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
MISCELLANEOUS REVENUE				
673903 Miscellaneous Reimbursement	941	0	150	150
<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>941</b>	<b>0</b>	<b>150</b>	<b>150</b>
OTHER FINANCING SOURCES				
680200 Operating Transfer In	164,203	166,293	196,757	196,757
<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>164,203</b>	<b>166,293</b>	<b>196,757</b>	<b>196,757</b>
<b><u>TOTAL ESTIMATED REVENUES</u></b>	<b><u>165,633</u></b>	<b><u>167,293</u></b>	<b><u>197,907</u></b>	<b><u>197,907</u></b>

**EXPENDITURES:**

SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	745,675	707,972	774,231	774,231
710103 Extra Help	716	0	0	0
710107 Premium Pay	510	720	1,560	1,560
710200 Retirement	301,000	314,678	355,404	355,404
710300 Health Insurance	36,834	41,416	56,437	56,437
710400 Workers' Compensation Insurance	11,052	14,257	10,320	10,320
<i>Salary Savings 5.5%</i>			<i>(62,130)</i>	<i>(62,130)</i>
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>1,095,787</b>	<b>1,079,043</b>	<b>1,135,822</b>	<b>1,135,822</b>
SERVICES & SUPPLIES				
720300 Communications	27	5,000	4,725	4,725
720600 Insurance	747	780	788	788
720800 Maintenance - Equipment	0	800	800	800
721100 Memberships	825	986	990	990
721300 Office Expense	3,253	9,000	9,000	9,000

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	<u>ACTUAL</u> <u>2021-22</u>	<u>BOARD</u> <u>APPROVED</u> <u>2022-23</u>	<u>DEPARTMENT</u> <u>REQUEST</u> <u>2023-24</u>	<u>CAO</u> <u>RECOMMENDED</u> <u>2023-24</u>
SERVICES & SUPPLIES (continued)				
721400 Professional & Specialized Expense	473	2,500	2,500	2,500
721500 Publications & Legal Notices	273	500	500	500
721600 Rents & Leases - Equipment	17	0	0	0
721900 Special Departmental Expense	10,922	7,000	12,000	12,000
722000 Transportation & Travel	3,517	16,000	17,000	17,000
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>20,053</b>	<b>42,566</b>	<b>48,303</b>	<b>48,303</b>
OTHER CHARGES				
730330 Rents & Leases - Equipment	10,419	9,480	9,480	9,480
<b>TOTAL OTHER CHARGES</b>	<b>10,419</b>	<b>9,480</b>	<b>9,480</b>	<b>9,480</b>
<b><u>TOTAL EXPENDITURES</u></b>	<b><u>1,126,259</u></b>	<b><u>1,131,089</u></b>	<b><u>1,193,605</u></b>	<b><u>1,193,605</u></b>
<b><u>NET COUNTY COST (EXP - REV)</u></b>	<b><u>960,627</u></b>	<b><u>963,796</u></b>	<b><u>995,698</u></b>	<b><u>995,698</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.

For Fiscal Year 2023-24, the County Administrative Office unfunded the Deputy CAO position and has budget a 5.5% salary savings to help meet the necessary Net County Cost. The budgeted salary savings equate to leaving the currently vacant but funded Principal Administrative Analyst position vacant for at least half the year.

### ESTIMATED REVENUES

**680200**      **Operating Transfer In** (\$196,757) 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** (\$774,231) is recommended increased \$66,259 and reflects the estimated cost of current staffing levels adjusted for step increases.

**710107**      **Premium Pay** (\$1,560) is recommended funded for bilingual pay.

**710200**      **Retirement** (\$355,404) reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.

**710300**      **Health Insurance** (\$56,437) is based on the employer's share of health insurance premiums.

## ADMINISTRATIVE OFFICE / PURCHASING

### SALARIES & EMPLOYEE BENEFITS (continued)

710400      Workers' Compensation (\$10,320) reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

### SERVICES & SUPPLIES

720300      Communications (\$4,725) is recommended unchanged based on current and projected telephone costs for this Department.

720600      Insurance (\$788) 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 (\$990) 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 (\$12,000) is recommended unchanged and reflects the cost of miscellaneous events, award plaques, commendations, certificates, storage, and various Departmental supplies.

722000      Transportation & Travel (\$17,000) 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 based on the estimated lease cost of copiers.

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

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

<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>	
3205	Administrative Analyst I or							
3206	Administrative Analyst II or							
3209	Sr. Administrative Analyst or							
4126	Principal Administrative Analyst	2.0	1.0	2.0	1.0	-	-	
2123	County Administrative Officer	1.0	-	1.0	-	-	-	
2151	Assistant County Administrative Officer	1.0	-	1.0	-	-	-	
3191	Deputy CAO - Finance	1.0	-	-	1.0	(1.0)	1.0	A
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	-	-	-	
3204	Senior Buyer or							
3211	Buyer II	-	1.0	-	1.0	-	-	
<b>TOTAL</b>		<b>8.0</b>	<b>3.0</b>	<b>7.0</b>	<b>4.0</b>	<b>(1.0)</b>	<b>1.0</b>	

**NOTES:**

A Reflects the request of the department to unfund 1 FTE Deputy CAO - Finance position for FY23-24