

COUNTY OF MADERA
 BUDGET UNIT DETAIL
 BUDGET FOR THE FISCAL YEAR 2025-26

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

| | ACTUAL <u>2023-24</u> | BOARD APPROVED <u>2024-25</u> | DEPARTMENT REQUEST <u>2025-26</u> | CAO RECOMMENDED <u>2025-26</u> |
|---|--------------------------|-------------------------------------|---|--------------------------------------|
| <u>ESTIMATED REVENUES:</u> | | | | |
| CHARGES FOR CURRENT SERVICES | | | | |
| 662723 Services to Other Agencies | 53,748 | 118,000 | 146,400 | 146,400 |
| 662728 Vision/Dental Admin Fee | 471 | 1,000 | 1,000 | 1,000 |
| TOTAL CHARGES FOR CURRENT SERVICES | 54,219 | 119,000 | 147,400 | 147,400 |
| MISCELLANEOUS REVENUE | | | | |
| 670000 Intrafund Revenue | 0 | 0 | 284,600 | 284,600 |
| 673903 Miscellaneous Reimbursement | 50,000 | 150 | 150 | 150 |
| TOTAL MISCELLANEOUS REVENUE | 50,000 | 150 | 284,750 | 284,750 |
| OTHER FINANCING SOURCES | | | | |
| 680200 Operating Transfer In | 196,757 | 260,110 | 219,257 | 219,257 |
| TOTAL MISCELLANEOUS REVENUE | 196,757 | 260,110 | 219,257 | 219,257 |
| <u>TOTAL ESTIMATED REVENUES</u> | <u>300,976</u> | <u>379,260</u> | <u>651,407</u> | <u>651,407</u> |
| <u>EXPENDITURES:</u> | | | | |
| SALARIES & EMPLOYEE BENEFITS | | | | |
| 710102 Permanent Salaries | 803,084 | 852,241 | 965,950 | 965,950 |
| 710103 Extra Help | 0 | 0 | 0 | 0 |
| 710107 Premium Pay | 2,080 | 2,340 | 2,340 | 2,340 |
| 710200 Retirement | 357,845 | 379,477 | 423,972 | 423,972 |
| 710300 Health Insurance | 69,685 | 79,908 | 95,329 | 95,329 |
| 710400 Workers' Compensation Insurance | 9,558 | 10,524 | 11,576 | 11,576 |
| TOTAL SALARIES & EMPLOYEE BENEFITS | 1,242,253 | 1,324,490 | 1,499,167 | 1,499,167 |
| SERVICES & SUPPLIES | | | | |
| 720300 Communications | 694 | 4,725 | 4,500 | 4,500 |
| 720600 Insurance | 788 | 913 | 1,004 | 1,004 |
| 720800 Maintenance - Equipment | 0 | 800 | 800 | 800 |
| 721100 Memberships | 976 | 1,050 | 1,050 | 1,050 |

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Function:

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| | <u>ACTUAL 2023-24</u> | <u>BOARD APPROVED 2024-25</u> | <u>DEPARTMENT REQUEST 2025-26</u> | <u>CAO RECOMMENDED 2025-26</u> |
|---|---------------------------|---------------------------------------|---|--|
| SERVICES & SUPPLIES (continued) | | | | |
| 721300 Office Expense | 8,065 | 7,200 | 7,200 | 7,200 |
| 721400 Professional & Specialized Expense | 1,700 | 2,500 | 2,500 | 2,500 |
| 721500 Publications & Legal Notices | 451 | 500 | 500 | 500 |
| 721600 Rents & Leases - Equipment | 324 | 0 | 0 | 0 |
| 721900 Special Departmental Expense | 3,987 | 9,300 | 9,300 | 9,300 |
| 722000 Transportation & Travel | 9,030 | 14,000 | 14,000 | 14,000 |
| TOTAL SERVICES & SUPPLIES | 26,013 | 40,988 | 40,854 | 40,854 |
| OTHER CHARGES | | | | |
| 730330 Rents & Leases - Equipment | 10,111 | 9,480 | 10,000 | 10,000 |
| TOTAL OTHER CHARGES | 10,111 | 9,480 | 10,000 | 10,000 |
| <u>TOTAL EXPENDITURES</u> | <u>1,278,377</u> | <u>1,374,958</u> | <u>1,550,021</u> | <u>1,550,021</u> |
| <u>NET COUNTY COST (EXP - REV)</u> | <u>977,401</u> | <u>995,698</u> | <u>898,614</u> | <u>898,614</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 County Administrative Office include Risk Management and Purchasing.

Separate Budget Units:

County Administration has three divisions with its own separate budget units that are under its administrative control. These three budget units are: County Insurance & Risk Management, General Services, and the 311 Customer Service Center. General Services also includes the building maintenance, grounds maintenance, capital projects and fleet services functions.

ESTIMATED REVENUES

- 662723** **Services to Other Agencies** (\$146,400) is recommended for charges to other departments for assistance with Workers Compensation claims.
- 670000** **Intrafund Revenue** (284,600) is recommended for direct charges to departments for County Administrative Office services.
- 680200** **Operating Transfer In** (\$219,257) represents the estimated reimbursable salaries and benefits cost associated with managing all program and reporting requirements of the American Rescue Plan Act (ARPA), and for services provided to subvented departments from the Public Information Officer.

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$965,950) is recommended increased \$34,765 and reflects the estimated cost of current staffing levels adjusted for step increases and longevity.
- 710107** **Premium Pay** (\$2,340) is recommended funded for bilingual pay.

ADMINISTRATIVE OFFICE / PURCHASING

SALARIES & EMPLOYEE BENEFITS (continued)

- 710200** **Retirement** (\$423,972) reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300** **Health Insurance** (\$95,329) is based on the employer's share of health insurance premiums.
- 710400** **Workers' Compensation** (\$11,576) reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

- 720300** **Communications** (\$4,500) is recommended unchanged based on current and projected telephone costs for this Department.
- 720600** **Insurance** (\$1,004) 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** (\$1,050) is recommended increased for membership in the County Administrative Officers Association.
- 721300** **Office Expense** (\$7,200) is recommended decreased 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** (\$9,300) is recommended decreased and reflects the cost of miscellaneous events, award plaques, commendations, certificates, storage, and various Departmental supplies.
- 722000** **Transportation & Travel** (\$14,000) is recommended decreased based on the anticipated out-of-County travel, private mileage reimbursement, and training costs.

ADMINISTRATIVE OFFICE / PURCHASING

OTHER CHARGES

730330 **Principal (GASB 87)** (\$10,000) is recommended based on the estimated lease cost of copiers.

**COUNTY OF MADERA
BUDGET UNIT POSITION SUMMARY
BUDGET FOR THE FISCAL YEAR 2025-26**

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

| <u>JCN</u> | <u>CLASSIFICATION</u> | <u>2024-25 Authorized Positions</u> | | <u>2025-26 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 | - | - | |
| 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 | (1.0) | 1.0 | A |
| TBD | Chief Public Information Officer | - | - | 1.0 | - | 1.0 | - | B |
| 3204 | Senior Buyer or | | | | | | | |
| 3211 | Buyer II | - | 1.0 | - | 1.0 | - | - | |
| TOTAL | | 7.0 | 4.0 | 7.0 | 5.0 | - | 1.0 | |

NOTES:

- A** One (1) Program Assistant I/II/Sr position was unfunded as a result of the budget reduction targets needed for FY 2025-26
- B** Reflects the request of the department to fund one (1) FTE Chief Public Information Officer. Position would be a new position, currently being developed by HR