

COUNTY OF MADERA  
 BUDGET UNIT DETAIL  
 BUDGET FOR THE FISCAL YEAR 2019-20

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

	<u>ACTUAL</u> <u>2017-18</u>	<u>BOARD</u> <u>APPROVED</u> <u>2018-19</u>	<u>DEPARTMENT</u> <u>REQUEST</u> <u>2019-20</u>	<u>CAO</u> <u>RECOMMENDED</u> <u>2019-20</u>
<b><u>ESTIMATED REVENUES:</u></b>				
CHARGES FOR CURRENT SERVICES				
662723 Services to Other Agencies	509	60,386	60,386	60,386
<b>TOTAL CHARGES FOR CURRENT SERVICES</b>	<b>509</b>	<b>60,386</b>	<b>60,386</b>	<b>60,386</b>
MISCELLANEOUS REVENUE				
670000 Intrafund Revenue	872	123,673	323,743	323,743
<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>872</b>	<b>123,673</b>	<b>323,743</b>	<b>323,743</b>
<b><u>TOTAL ESTIMATED REVENUES</u></b>	<b><u>1,381</u></b>	<b><u>184,059</u></b>	<b><u>384,129</u></b>	<b><u>384,129</u></b>
<b><u>EXPENDITURES:</u></b>				
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	622,194	655,495	784,231	784,231
710200 Retirement	205,964	212,590	259,059	259,059
710300 Health Insurance	37,177	40,978	49,557	49,557
710400 Workers' Compensation Insurance	14,882	14,311	14,261	14,261
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>880,217</b>	<b>923,374</b>	<b>1,107,108</b>	<b>1,107,108</b>
SERVICES & SUPPLIES				
720300 Communications	5,089	3,080	5,000	5,000
720600 Insurance	499	439	471	471
720800 Maintenance - Equipment	0	800	800	800
721100 Memberships	986	800	986	986
721200 Miscellaneous Expenses	165	0	0	0
721300 Office Expense	3,280	7,950	9,950	9,950
721400 Professional & Specialized Expense	4,774	0	2,500	2,500
721500 Publications & Legal Notices	0	500	500	500
721600 Rents & Leases - Equipment	8,667	10,225	8,230	8,230
721900 Special Departmental Expense	17,248	0	7,000	7,000
722000 Transportation & Travel	16,150	5,250	13,000	13,000
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>56,860</b>	<b>29,044</b>	<b>48,437</b>	<b>48,437</b>

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	<u>ACTUAL 2017-18</u>	<u>BOARD APPROVED 2018-19</u>	<u>DEPARTMENT REQUEST 2019-20</u>	<u>CAO RECOMMENDED 2019-20</u>
INTRAFUND TRANSFER				
770100 Intrafund Transfer	0	0	0	0
<b>TOTAL INTRAFUND TRANSFER</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>TOTAL EXPENDITURES</u></b>	<b><u>937,077</u></b>	<b><u>952,418</u></b>	<b><u>1,155,545</u></b>	<b><u>1,155,545</u></b>
<b><u>NET COUNTY COST (EXP - REV)</u></b>	<b><u>935,695</u></b>	<b><u>768,359</u></b>	<b><u>771,416</u></b>	<b><u>771,416</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 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 (\$60,386) are projected at the same level as the current year. These revenues represent the reimbursement of costs incurred for the processing of Workers Compensation and General Liability claim forms on behalf of the Insurance Fund.
- 670000**      Intrafund Revenue (\$323,743) reflects the projected reimbursements of the allocable cost of the department, which is recovered through the annual county cost plan. These revenues represents direct charges to subvented departments and programs, which is reconciled in the cost plan two years in arrears.

### SALARIES & EMPLOYEE BENEFITS

- 710102**      Permanent Salaries (\$784,231) are recommended increased \$128,736 based on the projected cost of current staffing levels.
- 710103**      Extra Help (\$0) is not recommended.
- 710200**      Retirement (\$259,059) reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300**      Health Insurance (\$49,557) is based on the employer's share of health insurance premiums.

## ADMINISTRATIVE OFFICE / PURCHASING

### **SALARIES & EMPLOYEE BENEFITS** (continued)

**710400**      **Workers' Compensation** (\$14,261) reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

### **SERVICES & SUPPLIES**

**720300**      **Communications** (\$5,000) is recommended increased \$1,920 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 increased for membership in the County Administrative Officers Association.

**721300**      **Office Expense** (\$9,950) is recommended increased \$2,000 for office supplies, business cards, document folders, printing, office furniture and computer supplies. Office chairs must be replaced due to wear and tear and reduce any problems associated with poor ergonomics.

**721400**      **Professional & Specialized Expense** (\$2,500) is recommended to fund the estimated cost of financial advisor services related to the acquisition and financing of the new District Attorney and Probation building (Hall of Justice).

**721500**      **Publications & Legal Notices** (\$500) is recommended unchanged for the publication of bids and legal notices.

**721600**      **Rents & Leases - Equipment** (\$8,230) is recommended decreased 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 increased for anticipated Out-of-County travel, private mileage reimbursement, and training costs.

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 BUDGET UNIT POSITION SUMMARY  
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<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2018-19 Authorized Positions</u>		<u>2019-20 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	1.0	1.0	2.0	-	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	-	-	-	
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</b>		<b>6.0</b>	<b>4.0</b>	<b>7.0</b>	<b>3.0</b>	<b>1.0</b>	<b>(1.0)</b>	

**NOTES:**

A - One Administrative Analyst I/II/Sr. is recommended to be funded to assist in various projects