

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2016-17**

Department:

**ADMINISTRATIVE
MANAGEMENT/PURCHASING (00210)**

Function:

General

Activity:

Legislative & Administrative

Fund:

General

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2014-15</u>	<u>BOARD APPROVED EXPENDITURES 2015-16</u>	<u>DEPARTMENT REQUEST 2016-17</u>	<u>CAO RECOMMENDED 2016-17</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	499,089	509,742	561,852	561,852
710103 Extra Help	0	0	0	0
710200 Retirement	157,635	171,231	196,839	196,839
710300 Health Insurance	32,169	30,614	37,591	37,591
710400 Workers' Compensation Insurance	1,932	4,098	13,392	13,392
TOTAL SALARIES & EMPLOYEE BENEFITS	690,825	715,685	809,674	809,674
SERVICES & SUPPLIES				
720300 Communications	2,668	3,080	3,080	3,080
720600 Insurance	80	85	310	310
720800 Maintenance - Equipment	0	800	800	800
721100 Memberships	786	800	800	800
721300 Office Expense	4,953	7,950	7,950	7,950
721400 Professional & Specialized Expense	1,679	0	0	0
721500 Publications & Legal Notices	0	500	500	500
721600 Rents & Leases - Equipment	7,872	10,225	10,225	10,225
721900 Special Departmental Expense	8,211	0	0	0
722000 Transportation & Travel	7,120	5,250	5,250	5,250
TOTAL SERVICES & SUPPLIES	33,368	28,690	28,915	28,915
TOTAL - ADMINISTRATIVE MANAGEMENT	724,193	744,375	838,589	838,589

ADMINISTRATIVE MANAGEMENT / 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.

REVENUE

	Actual 2014-15	Estimated 2015-16	Projected 2016-17
Charges for Services	\$12,479	\$51,170	\$60,386
Other Miscellaneous	<u>14,000</u>	<u>24,000</u>	<u>27,100</u>
Total Revenue	\$26,479	\$75,170	\$87,486

\$87,486 of operating costs for Administration/Purchasing is anticipated to be recovered through charges to sub-vented departments for services provided by staff, as well as revenue derived from the Workers' Compensation and General Liability Fund to offset expenses associated with the processing of Workers Compensation and General Liability claim forms.

STAFFING

<u>Permanent</u>	2015-16 Authorized		2016-17 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Administrative Analyst I/II/Senior	1		1	
Buyer II or Senior Buyer	1		1	
County Administrative Officer	1		1	
Deputy County Administrative Officer	1		1	
Executive Assistant to the CAO/Admin. Assistant	1		1	
Office Assistant I/II	0	1	0	1
Program Assistant I/II	0	1	0	1
Purchasing Assistant I/II or Buyer I/II	<u>0</u>	<u>1</u>	<u>0</u>	<u>1</u>
Total	5	3	5	3

ADMINISTRATIVE MANAGEMENT / PURCHASING

SALARIES & EMPLOYEE BENEFITS

- 710102 **Permanent Salaries** (\$561,852) are recommended increased \$52,110 based on the cost of recommended staffing.
- 710103 **Extra Help** (\$0) is not recommended.
- 710200 **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300 **Health Insurance** is based on the employer's share of health insurance premiums.
- 710400 **Workers' Compensation** reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

- 720300 **Communications** (\$3,080) is recommended unchanged based on current and projected telephone costs for this Department.
- 720600 **Insurance** 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** (\$800) is recommended unchanged for membership in the County Administrative Officers Association.
- 721300 **Office Expense** (\$7,950) is recommended unchanged based on current and projected expenditures.
- 721500 **Publications & Legal Notices** (\$500) is recommended unchanged for the publication of bids and legal notices.
- 721600 **Rents & Leases - Equipment** (\$10,225) is recommended unchanged for rental of vehicles from the Central Garage and for copier lease payments.
- 722000 **Transportation & Travel** (\$5,250) is recommended unchanged for anticipated out-of-County travel, private mileage reimbursement, and training costs.