

**COUNTY OF MADERA  
BUDGET UNIT EXPENDITURE DETAIL  
BUDGET FOR THE FISCAL YEAR 2017-18**

Department:

**ADMINISTRATIVE  
MANAGEMENT/PURCHASING (00210)**

Function:

**General**

Activity:

**Legislative & Administrative**

Fund:

**General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
710102 Permanent Salaries	543,323	561,852	594,051	594,051
710103 Extra Help	489	0	0	0
710200 Retirement	174,984	196,839	211,561	211,561
710300 Health Insurance	34,933	37,591	41,298	41,298
710400 Workers' Compensation Insurance	4,098	13,392	14,882	14,882
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>757,827</b>	<b>809,674</b>	<b>861,792</b>	<b>861,792</b>
<b>SERVICES &amp; SUPPLIES</b>				
720300 Communications	2,775	3,080	3,080	3,080
720600 Insurance	85	310	499	499
720800 Maintenance - Equipment	0	800	800	800
721100 Memberships	200	800	800	800
721300 Office Expense	4,124	7,950	7,950	7,950
721400 Professional & Specialized Expense	100	0	0	0
721500 Publications & Legal Notices	3	500	500	500
721600 Rents & Leases - Equipment	8,852	10,225	10,225	10,225
721900 Special Departmental Expense	7,959	0	0	0
722000 Transportation & Travel	12,704	5,250	5,250	5,250
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>36,802</b>	<b>28,915</b>	<b>29,104</b>	<b>29,104</b>
<b>TOTAL - ADMINISTRATIVE MANAGEMENT</b>	<b>794,629</b>	<b>838,589</b>	<b>890,896</b>	<b>890,896</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.

### REVENUE

	<b>Actual 2015-16</b>	<b>Estimated 2016-17</b>	<b>Projected 2017-18</b>
Charges for Services	\$ 11,668	\$60,386	\$ 60,386
Intrafund Revenue	0	27,100	27,100
Other Miscellaneous	<u>2,098</u>	<u>0</u>	<u>29,400</u>
Total Revenue	\$13,766.09	\$87,486	\$116,886

\$116,886 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

<b><u>Permanent</u></b>	<b>2016-17 Authorized</b>		<b>2017-18 Recommended</b>	
	<b><u>Funded</u></b>	<b><u>Unfunded</u></b>	<b><u>Funded</u></b>	<b><u>Unfunded</u></b>
Administrative Analyst I/II/Senior	1		1	1 <sup>(1)</sup>
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	
Grants Manager <sup>(1)</sup>	0		1 <sup>(1)</sup>	0
Office Assistant I/II	0	1	0	1
Program Assistant I/II	0	1	0	1

## ADMINISTRATIVE OFFICE / PURCHASING

### STAFFING (continued)

<u>Permanent</u>	<u>2016-17 Authorized</u>		<u>2017-18 Recommended</u>	
Purchasing Assistant I/II or Buyer I/II	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Total	$\frac{0}{5}$	$\frac{1}{3}$	$\frac{0}{6}$	$\frac{1}{4}$

**Note:** \*Staff recommends the addition of a Grants Manager position to be filled October 1, 2017 and an Administrative Analyst I/II position designated as unfunded. The two positions are recommended to establish a county grants management function.

### SALARIES & EMPLOYEE BENEFITS

- 710102**      **Permanent Salaries** (\$594,051) are recommended increased \$32,199 due to the recommended addition of a new Grants Manager position. This position will coordinate and directly complete the grant application, monitoring and completion processes with departments and ensure that grants pursued are consistent with the missions and goals of the County. The cost of the recommended position is included effective October 1, 2017 and is projected to be partially offset by allowable grant revenues. It is intended that this position will be fully offset by revenues collected from grants in future fiscal years.
- 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.

## ADMINISTRATIVE OFFICE / PURCHASING

### **SERVICES & SUPPLIES** (continued)

- 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.