

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2015-16**

Department:

**ADMINISTRATIVE
MANAGEMENT/PURCHASING (00210)**

Function:

General

Activity:

Legislative & Administrative

Fund:

General

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2013-14</u>	<u>BOARD APPROVED EXPENDITURES 2014-15</u>	<u>DEPARTMENT REQUEST 2015-16</u>	<u>CAO RECOMMENDED 2015-16</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	455,675	497,031	509,742	509,742
710103 Extra Help	415	5,000	0	0
710200 Retirement	138,228	158,624	171,231	171,231
710300 Health Insurance	33,353	46,603	30,614	30,614
710400 Workers' Compensation Insurance	2,102	1,932	4,098	4,098
TOTAL SALARIES & EMPLOYEE BENEFITS	629,773	709,190	715,685	715,685
SERVICES & SUPPLIES				
720300 Communications	2,355	3,080	3,080	3,080
720600 Insurance	115	80	85	85
720800 Maintenance - Equipment	0	800	800	800
721100 Memberships	786	800	800	800
721300 Office Expense	5,744	7,950	7,950	7,950
721400 Professional & Specialized Expense	1,012	0	0	0
721500 Publications & Legal Notices	0	500	500	500
721600 Rents & Leases - Equipment	6,868	10,225	10,225	10,225
721900 Special Departmental Expense	2,828	0	0	0
722000 Transportation & Travel	3,442	5,250	5,250	5,250
TOTAL SERVICES & SUPPLIES	23,150	28,685	28,690	28,690
TOTAL - ADMINISTRATIVE MANAGEMENT	652,923	737,875	744,375	744,375

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 <u>2013-14</u>	Estimated <u>2014-15</u>	Projected <u>2015-16</u>
Charges for Services	\$18,267	\$76,770	\$81,270
Other Miscellaneous	<u>693</u>	<u>0</u>	<u>0</u>
Total Revenue	\$18,960	\$76,770	\$81,270

\$81,270 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>	2014-15 Authorized		2015-16 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	1		0	1
Purchasing Assistant I/II or Buyer I/II	<u>0</u>	<u>1</u>	<u>0</u>	<u>1</u>
Total	6	2	5	3

ADMINISTRATIVE MANAGEMENT / PURCHASING

SALARIES & EMPLOYEE BENEFITS

- 710102 **Permanent Salaries** (\$509,742) are recommended increased \$12,711 based on the cost of recommended staffing.
- 710103 **Extra Help** (\$0) is not recommended, a reduction of \$5,000.
- 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.