

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2014-15**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDED 2014-15</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	397,685	442,163	497,031	497,031
710103 Extra Help	0	9,900	5,000	5,000
710200 Retirement	110,043	134,884	158,624	158,624
710300 Health Insurance	32,441	43,186	46,603	46,603
710400 Workers' Compensation Insurance	6,892	2,102	1,932	1,932
TOTAL SALARIES & EMPLOYEE BENEFITS	547,061	632,235	709,190	709,190
SERVICES & SUPPLIES				
720300 Communications	2,041	3,080	3,080	3,080
720600 Insurance	242	115	80	80
720800 Maintenance - Equipment	0	800	800	800
721100 Memberships	786	800	800	800
721300 Office Expense	3,821	7,950	7,950	7,950
721500 Publications & Legal Notices	0	500	500	500
721600 Rents & Leases - Equipment	234	10,225	10,225	10,225
721900 Special Departmental Expense	2,578	0	0	0
722000 Transportation & Travel	3,395	3,300	5,250	5,250
TOTAL SERVICES & SUPPLIES	13,098	26,770	28,685	28,685
INTRAFUND TRANSFER				
770100 Intrafund Transfer	0	-23,000	0	0 *
TOTAL INTRAFUND TRANSFER	0	-23,000	0	0
TOTAL - ADMINISTRATIVE MANAGEMENT	560,159	636,005	737,875	737,875

* The Intrafund Transfer account is no longer being utilized due to a change in accounting requirements and is now budgeted under the Intrafund Revenue account.

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.

STAFFING

<u>Permanent</u>	2013-14 Authorized			2014-15 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Eliminated</u>	<u>Funded</u>	<u>Unfunded</u>
Administrative Analyst I/II/Senior*	1			1	
Assistant County Administrative Officer	0		2**	0	
Buyer II or Senior Buyer	0	1		1	
Central Services Assistant	0		1***	0	
Central Services Worker	0		1***	0	
Chief Assistant County Administrative Officer	0		1**	0	
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		1	
Purchasing Assistant I/II or Buyer I/II	<u>1</u>	<u>–</u>	<u>–</u>	<u>0</u>	<u>1</u>
Total	5	3	5	6	2

Note:

*Represents the expansion of the Administrative Analyst Classification to include the Senior Level.

**Represents administrative reorganization as approved by your Board on July 9, 2013, which became effective September 1, 2013.

***One (1) vacant Central Services Assistant position was eliminated as one (1) position was allocated in the Central Services Budget (02100). In addition, the vacant Central Services Worker position was recommended to be transferred to the Central Services Budget, remaining unfunded/vacant, as it was the more appropriate budget organization to reflect the allocation for this particular position.

ADMINISTRATIVE MANAGEMENT / PURCHASING

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$497,031) are recommended increased \$54,868 based on recommended staffing.
- 710103** **Extra Help** (\$5,000) is recommended reduced \$4,900 to address critical needs and to assist in administrative services during peak workload periods.
- 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 increased \$1,950 for anticipated out-of-County travel, private mileage reimbursement, and training costs.

ADMINISTRATIVE MANAGEMENT / PURCHASING

INTRAFUND/INTERFUND REVENUE

\$71,770 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 implementation and coordination of the County's Safety Program and Injury and Illness Prevention Program (IIPP) and the processing of Workers Compensation and General Liability claim forms. The Intrafund Transfer account (770100) is no longer being utilized due to a change in accounting requirements and is now budgeted under the Intrafund Revenue account.