

**COUNTY OF MADERA  
BUDGET UNIT EXPENDITURE DETAIL  
BUDGET FOR THE FISCAL YEAR 2013-14**

Department:

**ADMINISTRATIVE  
MANAGEMENT/PURCHASING (00210)**

Function:

**General**

Activity:

**Legislative & Administrative**

Fund:

**General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
710102 Permanent Salaries	399,966	394,025	442,163	442,163
710103 Extra Help	15,871	19,900	9,900	9,900
710200 Retirement	111,242	116,441	134,884	134,884
710300 Health Insurance	39,911	50,886	43,186	43,186
710400 Workers' Compensation Insurance	6,547	6,892	2,102	2,102
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>573,537</b>	<b>588,144</b>	<b>632,235</b>	<b>632,235</b>
<b>SERVICES &amp; SUPPLIES</b>				
720300 Communications	2,125	2,500	3,080	3,080
720600 Insurance	139	242	115	115
720800 Maintenance - Equipment	0	800	800	800
721100 Memberships	786	1,050	800	800
721300 Office Expense	6,489	11,500	7,950	7,950
721400 Professional & Specialized Expense	0	0	0	0
721500 Publications & Legal Notices	0	500	500	500
721600 Rents & Leases - Equipment	301	2,000	10,225	10,225
721900 Special Departmental Expense	379	0	0	0
722000 Transportation & Travel	2,255	3,300	3,300	3,300
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>12,473</b>	<b>21,892</b>	<b>26,770</b>	<b>26,770</b>
<b>INTRAFUND TRANSFER</b>				
770100 Intrafund Transfer	0	-23,000	-23,000	-23,000
<b>TOTAL INTRAFUND TRANSFER</b>	<b>0</b>	<b>-23,000</b>	<b>-23,000</b>	<b>-23,000</b>
<b>TOTAL - ADMINISTRATIVE MANAGEMENT</b>	<b>586,010</b>	<b>587,036</b>	<b>636,005</b>	<b>636,005</b>

## 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.

This budget includes the consolidation of the Purchasing Budget into the Administrative Management Budget (as approved with the 2011-12 adopted budget), allowing for additional operational and administrative flexibility. Purchasing is responsible for processing orders for most supplies, services, and equipment for County Departments, transferring of items among Departments to secure maximum utilization, and disposing of obsolete and surplus items.

**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>	2012-13 Authorized		2013-14 Recommended		
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Eliminated</u>
Administrative Analyst I/II	1*		1		
Assistant County Administrative Officer	0	2	0		2**
Buyer II or Senior Buyer	0	1	0	1	
Central Services Assistant	0	1	0		1***
Central Services Worker	0	1	0		1***
Chief Assistant County Administrative Officer	1		0		1**
County Administrative Officer	1		1		
Deputy County Administrative Officer	0		1**		
Executive Assistant to the CAO/Admin. Assistant	0*		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>1</u>		<u>1</u>		
Total	5	<u>6</u>	5	<u>3</u>	<u>5</u>

## ADMINISTRATIVE MANAGEMENT / PURCHASING

### STAFFING (continued)

**Note:**

\*The Executive Assistant to the CAO overfilled the Administrative Analyst position.

\*\*Represents administrative reorganization approved by your Board on July 9, 2013, to become effective September 1, 2013.

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

### SALARIES & EMPLOYEE BENEFITS

- 710102**      **Permanent Salaries** (\$442,163) are recommended increased \$48,138 based on recommended staffing.
- 710103**      **Extra Help** (\$9,900) is recommended reduced \$10,000 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 increased \$580 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 computer equipment.
- 721100**      **Memberships** (\$800) is recommended reduced \$250 for membership in the County Administrative Officers Association.

## ADMINISTRATIVE MANAGEMENT / PURCHASING

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

- 721300**      **Office Expense** (\$7,950) is recommended reduced \$3,550 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 increased \$8,225 for rental of vehicles from the Central Garage and for copier lease payments.
- 722000**      **Transportation & Travel** (\$3,300) is recommended unchanged for anticipated out-of-County travel, private mileage reimbursement, and training costs.

### **INTRAFUND TRANSFER/REVENUE**

\$66,700 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 Fund to offset expenses associated with the implementation and coordination of the County's Safety Program and Injury and Illness Prevention Program (IIPP).