

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13**

Department:

**ADMINISTRATIVE
MANAGEMENT/PURCHASING (00210)**

Function:

General

Activity:

Legislative & Administrative

Fund:

General

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2010-11</u>	<u>BOARD APPROVED EXPENDITURES 2011-12</u>	<u>DEPARTMENT REQUEST 2012-13</u>	<u>CAO RECOMMENDED 2012-13</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	523,771	383,178	394,025	394,025
710103 Extra Help	52,300	35,000	19,900	19,900
710200 Retirement	120,246	112,090	116,441	116,441
710300 Health Insurance	56,180	48,297	50,886	50,886
710400 Workers' Compensation Insurance	8,843	6,547	6,892	6,892
TOTAL SALARIES & EMPLOYEE BENEFITS	761,340	585,112	588,144	588,144
SERVICES & SUPPLIES				
720300 Communications	2,388	2,500	2,500	2,500
720600 Insurance	269	294	242	242
720800 Maintenance - Equipment	508	800	800	800
721100 Memberships	986	1,050	1,050	1,050
721300 Office Expense	11,580	14,500	11,500	11,500
721400 Professional & Specialized Expense	133,809	0	0	0
721500 Publications & Legal Notices	685	500	500	500
721600 Rents & Leases - Equipment	789	2,000	2,000	2,000
722000 Transportation & Travel	3,554	3,300	3,300	3,300
TOTAL SERVICES & SUPPLIES	154,568	24,944	21,892	21,892
INTRAFUND TRANSFER				
770100 Intrafund Transfer	0	0	-23,000	-23,000
TOTAL INTRAFUND TRANSFER	0	0	-23,000	-23,000
TOTAL - ADMINISTRATIVE MANAGEMENT	915,908	610,056	587,036	587,036

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>	2011-12 Authorized			2012-13 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Eliminated</u>	<u>Funded</u>	<u>Unfunded</u>
Administrative Analyst I/II	0	1		1**	
Assistant County Administrative Officer	0	2		0	2
Buyer II or Senior Buyer	0	1		0	1
Central Services Assistant	0	1	1*	0	1
Central Services Worker	0	1		0	1
Chief Assistant County Administrative Officer	1			1	
County Administrative Officer	1			1	
Executive Assistant to the CAO	1			0**	
Office Assistant I/II	0	1		0	1
Program Assistant I/II	1			1	
Purchasing Assistant I/II or Buyer I/II	1			1	
Total	5	7	1	5	6

*One vacant Central Services Assistant position was transferred to the Central Services Budget (02100).

**The Executive Assistant is overfilling the Administrative Analyst position.

ADMINISTRATIVE MANAGEMENT / PURCHASING

SALARIES & EMPLOYEE BENEFITS

- 710102 **Permanent Salaries** (\$394,025) are recommended increased \$10,847 based on recommended staffing.
- 710103 **Extra Help** (\$19,900) is recommended reduced \$15,100 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** (\$2,500) 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 computer equipment.
- 721100 **Memberships** (\$1,050) is recommended unchanged for membership in the County Administrative Officers Association (CAOAC) (\$850), and Madera Compact (\$200).
- 721300 **Office Expense** (\$11,500) is recommended reduced \$3,000 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** (\$2,000) is recommended unchanged for rental of vehicles from the Central Garage.
- 722000 **Transportation & Travel** (\$3,300) is recommended unchanged for anticipated out-of-County travel, private mileage reimbursement, and training costs.

ADMINISTRATIVE MANAGEMENT / PURCHASING

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 is used to offset expenses associated with the implementation and coordination of the County's Safety Program and Injury and Illness Prevention Program (IIPP).