

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2011-12**

Department:

**ADMINISTRATIVE
MANAGEMENT/PURCHASING (00210)**

Function:

General

Activity:

Legislative & Administrative

Fund:

General

| <u>ACCOUNT CLASSIFICATION</u> | <u>ACTUAL EXPENDITURES 2009-10</u> | <u>BOARD APPROVED EXPENDITURES 2010-11</u> | <u>DEPARTMENT REQUEST 2011-12</u> | <u>CAO RECOMMENDED 2011-12</u> |
|---|--|--|---|--|
| SALARIES & EMPLOYEE BENEFITS | | | | |
| 710102 Permanent Salaries | 804,229 | 671,140 | 383,178 | 383,178 |
| 710103 Extra Help | 133,769 | 67,890 | 35,000 | 35,000 |
| 710105 Overtime | 638 | 0 | 0 | 0 |
| 710200 Retirement | 179,717 | 181,796 | 112,090 | 112,090 |
| 710300 Health Insurance | 66,937 | 73,853 | 48,297 | 48,297 |
| 710400 Workers' Compensation Insurance | 10,441 | 8,843 | 6,547 | 6,547 |
| TOTAL SALARIES & EMPLOYEE BENEFITS | 1,195,731 | 1,003,522 | 585,112 | 585,112 |
| SERVICES & SUPPLIES | | | | |
| 720300 Communications | 3,069 | 2,900 | 2,500 | 2,500 |
| 720600 Insurance | 269 | 269 | 294 | 294 |
| 720800 Maintenance - Equipment | 0 | 1,250 | 800 | 800 |
| 721100 Memberships | 986 | 1,050 | 1,050 | 1,050 |
| 721200 Miscellaneous | 274 | 0 | 0 | 0 |
| 721300 Office Expense | 11,321 | 18,500 | 14,500 | 14,500 |
| 721500 Publications & Legal Notices | 0 | 250 | 500 | 500 |
| 721600 Rents & Leases - Equipment | 888 | 2,650 | 2,000 | 2,000 |
| 722000 Transportation & Travel | 1,885 | 3,300 | 3,300 | 3,300 |
| TOTAL SERVICES & SUPPLIES | 18,692 | 30,169 | 24,944 | 24,944 |
| TOTAL - ADMINISTRATIVE MANAGEMENT | 1,214,423 | 1,033,691 | 610,056 | 610,056 |

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 (previously Org #00220) into the Administrative Management Budget (Org #00210), 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. This office also administers a number of functions listed in the Central Services budget (Org# 02100). In 2011-12, it is anticipated that the requisition process will be automated, providing for a more efficient workflow, and will partially offset the reduction of staff.

NOTE: The recommended appropriations and any noted reductions or increases are reflective of the consolidation of the two separate budget units.

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> | 2010-11 <u>Authorized</u> | 2011-12 Recommended | | |
|---|--------------------------------------|----------------------------|------------------------|--------------------------|
| | | <u>Funded</u> | <u>Unfunded</u> | <u>Eliminated</u> |
| Administrative Analyst I/II | 1 | 0 | 1 | |
| Assistant County Administrative Officer | 2 | 0 | 2 | |
| Buyer II or Senior Buyer | 1 | 0 | 1 | |
| Central Services Assistant | 2 | 0 | 1 | 1* |
| Central Services Worker | 1 | 0 | 1 | |
| Chief Assistant County Administrative Officer | 1 | 1 | | |
| County Administrative Officer | 1 | 1 | | |
| Executive Assistant to the CAO | 1 | 1 | | |
| Office Assistant I/II | 1 | 0 | 1 | |
| Program Assistant I/II | 1 | 1 | | |
| Purchasing Assistant I/II or Buyer I/II | 1 | 1 | | |
| Total | 13 | 5 | 7 | 1 |

*Note: One vacant Central Services Assistant position is recommended to be transferred to the Central Services Budget (02100).

SALARIES & EMPLOYEE BENEFITS

- 710102 **Permanent Salaries** (\$383,178) are recommended reduced \$287,962 based on recommended staffing.
- 710103 **Extra Help** (\$35,000) is recommended reduced \$32,890 to fund necessary administrative resources and to address critical needs.
- 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 reduced \$400 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 reduced \$450 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** (\$14,500) is recommended reduced \$4,000 based on current and projected expenditures.
- 721500 **Publications & Legal Notices** (\$500) is recommended increased \$250 for the publication of bids and legal notices.
- 721600 **Rents & Leases - Equipment** (\$2,000) is recommended reduced \$650 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.