

COUNTY OF MADERA
 BUDGET UNIT DETAIL
 BUDGET FOR THE FISCAL YEAR 2018-19

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

	<u>ACTUAL</u> <u>2016-17</u>	<u>BOARD</u> <u>APPROVED</u> <u>2017-18</u>	<u>DEPARTMENT</u> <u>REQUEST</u> <u>2018-19</u>	<u>CAO</u> <u>RECOMMENDED</u> <u>2018-19</u>
<u>ESTIMATED REVENUES:</u>				
CHARGES FOR CURRENT SERVICES				
662723 Services to Other Agencies	7,008	60,386	60,386	60,386
TOTAL CHARGES FOR CURRENT SERVICES	7,008	60,386	60,386	60,386
MISCELLANEOUS REVENUE				
670000 Intrafund Revenue	6	56,500	123,673	123,673
TOTAL MISCELLANEOUS REVENUE	6	56,500	123,673	123,673
<u>TOTAL ESTIMATED REVENUES</u>	<u>7,014</u>	<u>116,886</u>	<u>184,059</u>	<u>184,059</u>
<u>EXPENDITURES:</u>				
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	607,318	594,051	655,495	655,495
710200 Retirement	194,986	211,561	212,590	212,590
710300 Health Insurance	28,766	41,298	40,978	40,978
710400 Workers' Compensation Insurance	13,392	14,882	14,311	14,311
TOTAL SALARIES & EMPLOYEE BENEFITS	844,462	861,792	923,374	923,374
SERVICES & SUPPLIES				
720300 Communications	2,813	3,080	3,080	3,080
720600 Insurance	310	499	439	439
720800 Maintenance - Equipment	0	800	800	800
721100 Memberships	986	800	800	800
721200 Miscellaneous Expenses	165	0	0	0
721300 Office Expense	4,535	7,950	7,950	7,950
721400 Professional & Specialized Expense	24,336	0	0	0
721500 Publications & Legal Notices	0	500	500	500
721600 Rents & Leases - Equipment	8,115	10,225	10,225	10,225
721900 Special Departmental Expense	18,743	0	0	0
722000 Transportation & Travel	9,738	5,250	5,250	5,250

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	ACTUAL <u>2016-17</u>	BOARD APPROVED <u>2017-18</u>	DEPARTMENT REQUEST <u>2018-19</u>	CAO RECOMMENDED <u>2018-19</u>
TOTAL SERVICES & SUPPLIES	69,742	29,104	29,044	29,044
<u>TOTAL EXPENDITURES</u>	<u>914,204</u>	<u>890,896</u>	<u>952,418</u>	<u>952,418</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>907,190</u>	<u>774,010</u>	<u>768,359</u>	<u>768,359</u>

ADMINISTRATIVE OFFICE / 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.

ESTIMATED REVENUES

- 662700** Other Charges for Services (\$60,386) are projected at the same level as the current year. These revenues represent the reimbursement of costs incurred for the processing of Workers Compensation and General Liability claim forms on behalf of the Insurance Fund.
- 673000** Intrafund (\$123,673) is projected to increase \$67,173 from the current fiscal year based on anticipated reimbursements from grants secured by the new Grants Services Manager. The Department's cost is currently recovered through the annual county cost plan, which is reimbursed two years in arrears. For the budget year, the Department will be implementing a direct charge methodology to recover revenues from subvented programs.

SALARIES & EMPLOYEE BENEFITS

- 710102** Permanent Salaries (\$655,495) are recommended increased \$61,444 based on the projected cost of current staffing levels. .
- 710103** Extra Help (\$0) is not recommended.
- 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.

ADMINISTRATIVE OFFICE / PURCHASING

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.

**COUNTY OF MADERA
BUDGET UNIT POSITION SUMMARY
BUDGET FOR THE FISCAL YEAR 2018-19**

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

<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2017-18 Authorized Positions</u>		<u>2018-19 Proposed Positions</u>		<u>Y-O-Y Changes in Positions</u>		<u>Notes</u>
		<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	
3205	Administrative Analyst I or							
3206	Administrative Analyst II or							
3209	Sr. Administrative Analyst	1.0	1.0	1.0	1.0	-	-	A
3212	Buyer I or							
3211	Buyer II or							
3608	Purchasing Assistant I or							
3609	Purchasing Assistant II	1.0	-	1.0	-	-	-	
2123	County Administrative Officer	1.0	-	1.0	-	-	-	
3191	Deputy CAO - Finance	1.0	-	1.0	-	-	-	
3620	Executive Assistant to the CAO or							
3610	Administrative Assistant	1.0	-	1.0	-	-	-	
4112	Grants Services Manager	1.0	-	1.0	-	-	-	
3533	Office Assistant I or							
3534	Office Assistant II	-	1.0	-	1.0	-	-	
3636	Program Assistant I or							
3637	Program Assistant II	-	1.0	-	1.0	-	-	
3204	Senior Buyer or							
3211	Buyer II	-	1.0	-	1.0	-	-	
TOTAL		6.0	4.0	6.0	4.0	-	-	

NOTES:

A - One Administrative Analyst I/II/Sr. is unfunded and is assigned to the Grants Services Function