

## Finance and Administration

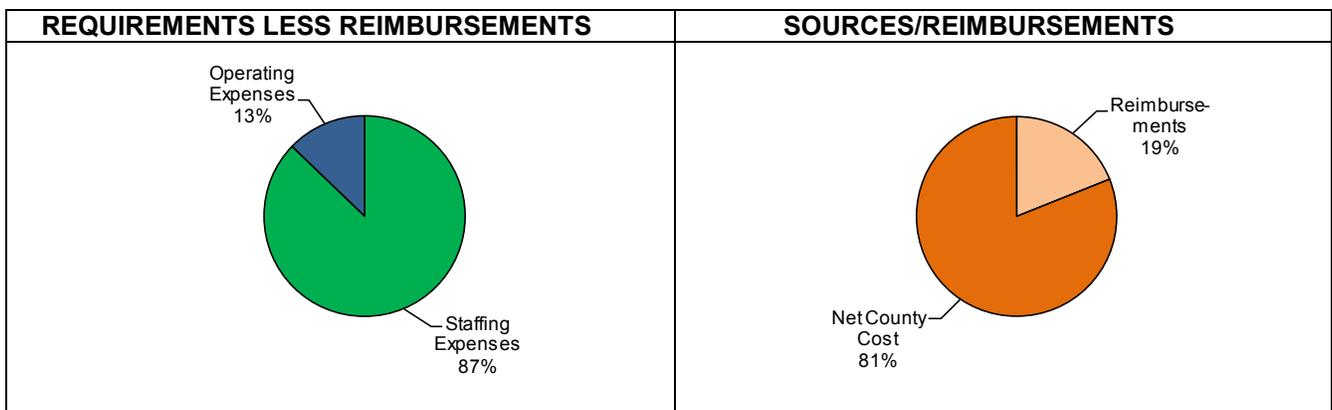
### DESCRIPTION OF MAJOR SERVICES

The Finance and Administration budget unit was created in 2011-12 to centralize financial management and oversight. In alignment with priorities of the Board of Supervisors and the Chief Executive Officer, this section provides timely and accurate financial information, and advises departments in financial matters.

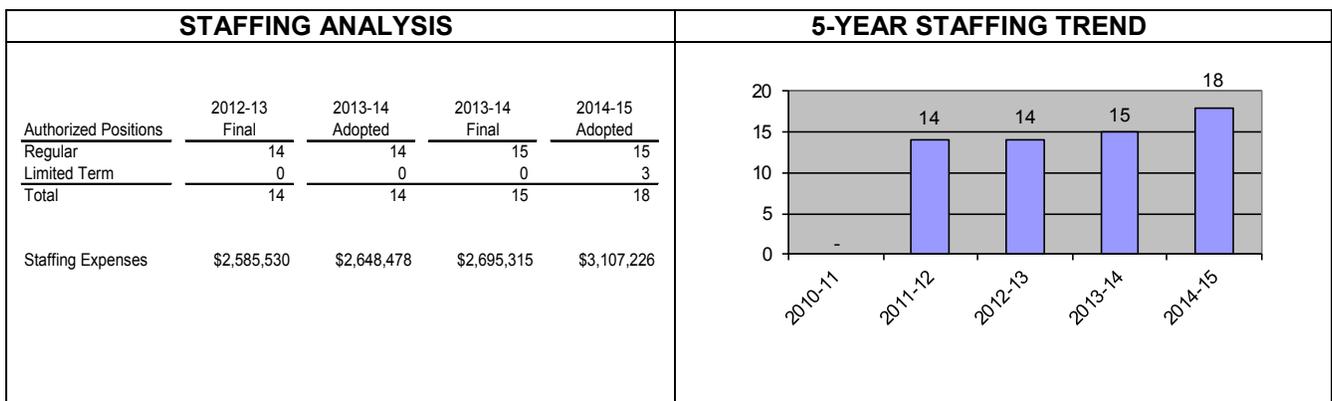
| Budget at a Glance                     |             |
|--|-------------|
| Requirements Less Reimbursements*      | \$3,563,661 |
| Sources/Reimbursements                 | \$674,042   |
| Net County Cost                        | \$2,889,619 |
| Total Staff                            | 18          |
| Funded by Net County Cost              | 81%         |
| <small>*Includes Contingencies</small> |             |

Finance and Administration is responsible for the preparation and administration of the County budget, including development of the five-year forecast and annual strategic plan; the administration and monitoring of the County general fund long-term debt portfolio, which includes both issuance and post-issuance activities; and oversight and administration of the County's capital improvement program.

### 2014-15 ADOPTED BUDGET



### BUDGETED STAFFING



**ANALYSIS OF 2014-15 ADOPTED BUDGET**

GROUP: Administration  
DEPARTMENT: Finance and Administration  
FUND: General

BUDGET UNIT: AAA FAB  
FUNCTION: General  
ACTIVITY: Finance

|                         | 2010-11<br>Actual | 2011-12<br>Actual | 2012-13<br>Actual | 2013-14<br>Actual | 2013-14<br>Final<br>Budget | 2014-15<br>Adopted<br>Budget | Change From<br>2013-14<br>Final<br>Budget |
|-------------------------|-------------------|-------------------|-------------------|-------------------|----------------------------|------------------------------|---|
| <b>Requirements</b>     |                   |                   |                   |                   |                            |                              |   |
| Staffing Expenses       | 0                 | 2,095,407         | 1,840,406         | 2,462,736         | 2,695,315                  | 3,107,226                    | 411,911                                   |
| Operating Expenses      | 0                 | 222,862           | 165,254           | 479,745           | 545,218                    | 456,435                      | (88,783)                                  |
| Capital Expenditures    | 0                 | 0                 | 0                 | 0                 | 0                          | 0                            | 0   |
| Contingencies           | 0                 | 0                 | 0                 | 0                 | 0                          | 0                            | 0   |
| Total Exp Authority     | 0                 | 2,318,269         | 2,005,660         | 2,942,481         | 3,240,533                  | 3,563,661                    | 323,128                                   |
| Reimbursements          | 0                 | (369,985)         | (364,311)         | (373,277)         | (378,947)                  | (674,042)                    | (295,095)                                 |
| Total Appropriation     | 0                 | 1,948,284         | 1,641,349         | 2,569,204         | 2,861,586                  | 2,889,619                    | 28,033                                    |
| Operating Transfers Out | 0                 | 0                 | 0                 | 0                 | 0                          | 0                            | 0   |
| Total Requirements      | 0                 | 1,948,284         | 1,641,349         | 2,569,204         | 2,861,586                  | 2,889,619                    | 28,033                                    |
| <b>Sources</b>          |                   |                   |                   |                   |                            |                              |   |
| Taxes                   | 0                 | 0                 | 0                 | 0                 | 0                          | 0                            | 0   |
| Realignment             | 0                 | 0                 | 0                 | 0                 | 0                          | 0                            | 0   |
| State, Fed or Gov't Aid | 0                 | 0                 | 0                 | 0                 | 0                          | 0                            | 0   |
| Fee/Rate                | 0                 | 0                 | 0                 | 0                 | 0                          | 0                            | 0   |
| Other Revenue           | 0                 | 0                 | 0                 | 4,883             | 0                          | 0                            | 0   |
| Total Revenue           | 0                 | 0                 | 0                 | 4,883             | 0                          | 0                            | 0   |
| Operating Transfers In  | 0                 | 0                 | 0                 | 0                 | 0                          | 0                            | 0   |
| Total Sources           | 0                 | 0                 | 0                 | 4,883             | 0                          | 0                            | 0   |
| Net County Cost         | 0                 | 1,948,284         | 1,641,349         | 2,564,321         | 2,861,586                  | 2,889,619                    | 28,033                                    |
|                         |                   |                   |                   | Budgeted Staffing | 15                         | 18                           | 3   |

**MAJOR EXPENDITURES AND REVENUE IN 2014-15 ADOPTED BUDGET**

Staffing expenses of \$3.1 million fund 18 budgeted positions. The majority of reimbursements are from Health Administration, County Fire, and Indigent Defense for administrative oversight.

**BUDGET CHANGES AND OPERATIONAL IMPACT**

Staffing expenses are increasing, partially offset by an increase in reimbursements, to fund 2 contract positions for Indigent Defense administration and for increased reimbursement for Finance and Administration staff time dedicated to Health Care Administration. Requirements are increasing \$28,033 primarily due to increased retirement costs.

**STAFFING CHANGES AND OPERATIONAL IMPACT**

Staffing expenses of \$3.1 million fund 18 budgeted positions of which 15 are regular positions and 3 are limited term positions. The budget includes an increase of 3 positions. An Administrative Analyst III position is being added to the budget that previously resided in Health Administration. Two contract positions, an Indigent Defense Analyst and Indigent Defense Clerk, are being added to administer Indigent Defense Conflict Panel contracts and non-contract court appointed defense services as a result of the County assuming this responsibility from the Courts. These 2 positions are fully reimbursed by the Indigent Defense budget unit. Additionally, the budget includes a reclassification of a vacant Administrative Analyst III to a new Chief Administrative Analyst classification. This position will provide analysis and oversight of the County's Law and Justice Departments' programs and budget.



**2014-15 POSITION SUMMARY**

| Division                   | Regular | Limited Term | Total | Filled | Vacant | New | Total |
|----------------------------|---------|--------------|-------|--------|--------|-----|-------|
| Finance and Administration | 15      | 3            | 18    | 15     | 0      | 3   | 18    |
| Total                      | 15      | 3            | 18    | 15     | 0      | 3   | 18    |

| <b>Finance and Administration</b> |  |
|-----------------------------------|--|
| <u>Classification</u>             |  |
| 1                                 | Assistant Executive Officer - Finance and Administration |
| 1                                 | County Chief Financial Officer                           |
| 2                                 | Deputy Executive Officer                                 |
| 1                                 | Chief Administrative Analyst                             |
| 2                                 | Principal Administrative Analyst                         |
| 6                                 | Administrative Analyst III                               |
| 1                                 | Administrative Analyst I                                 |
| 1                                 | Contract Indigent Defense Analyst                        |
| 1                                 | Contract Indigent Defense Clerk                          |
| 1                                 | Executive Secretary III                                  |
| 1                                 | Public Service Employee                                  |
| 18                                | Total  |

