

Finance and Administration

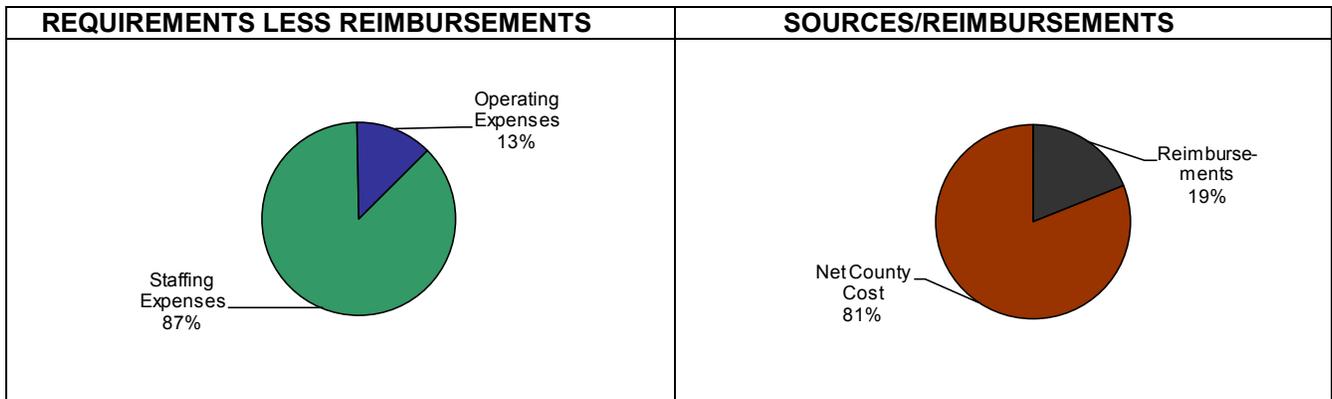
DESCRIPTION OF MAJOR SERVICES

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.

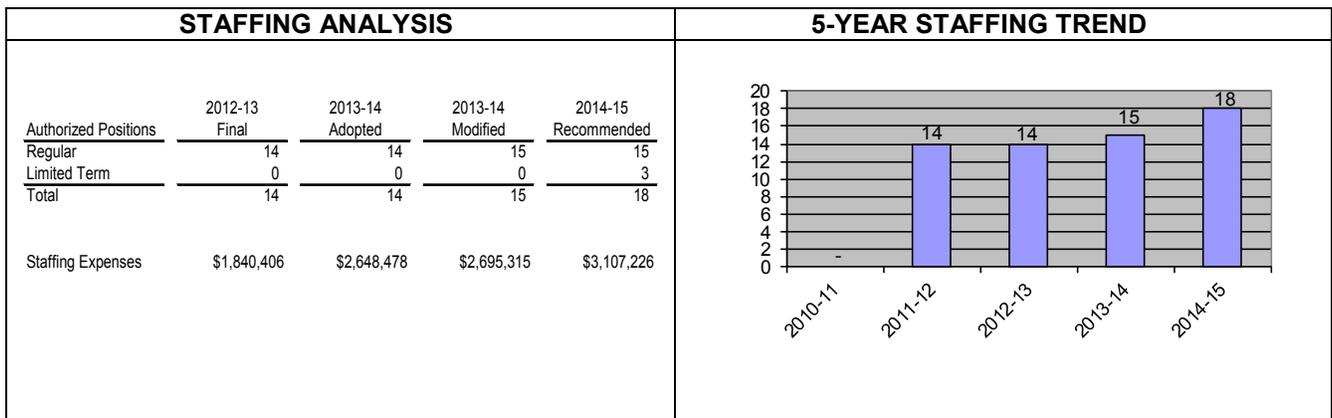
Budget at a Glance	
Requirements Less Reimbursements*	\$3,563,661
Sources/Reimbursements	\$674,042
Net County Cost	\$2,889,619
Total Staff	18
Funded by Net County Cost	81%
<small>*Includes Contingencies</small>	

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 RECOMMENDED BUDGET



BUDGETED STAFFING



ANALYSIS OF 2014-15 RECOMMENDED BUDGET

GROUP: Administration
 DEPARTMENT: Finance and Administration
 FUND: General

BUDGET UNIT: AAA FAB
 FUNCTION: General
 ACTIVITY: Finance

	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Estimate	2013-14 Modified Budget	2014-15 Recommended Budget	Change From 2013-14 Modified Budget
Requirements							
Staffing Expenses	0	2,095,407	1,840,406	2,368,265	2,695,315	3,107,226	411,911
Operating Expenses	0	222,862	165,254	408,970	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	2,777,235	3,240,533	3,563,661	323,128
Reimbursements	0	(369,985)	(364,311)	(378,947)	(378,947)	(674,042)	(295,095)
Total Appropriation	0	1,948,284	1,641,349	2,398,288	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	2,398,288	2,861,586	2,889,619	28,033
Sources							
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	0	0	0	0
Total Revenue	0	0	0	0	0	0	0
Operating Transfers In	0	0	0	0	0	0	0
Total Financing Sources	0	0	0	0	0	0	0
Net County Cost	0	1,948,284	1,641,349	2,398,288	2,861,586	2,889,619	28,033
				Budgeted Staffing	15	18	3

MAJOR EXPENDITURES AND REVENUE IN 2014-15 RECOMMENDED 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 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

<u>Division</u>	<u>Regular</u>	<u>Limited Term</u>	<u>Total</u>	<u>Filled</u>	<u>Vacant</u>	<u>New</u>	<u>Total</u>
Finance and Administration	15	3	18	18	0	0	18
Total	15	3	18	18	0	0	18

Finance and Administration	
<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

