

COUNTY OF MADERA
 BUDGET UNIT DETAIL
 BUDGET FOR THE FISCAL YEAR 2019-20

Department: GENERAL SERVICES (01311)
 Function: General
 Activity: Property Management
 Fund: General

	ACTUAL <u>2017-18</u>	BOARD APPROVED <u>2018-19</u>	DEPARTMENT REQUEST <u>2019-20</u>	CAO RECOMMENDED <u>2019-20</u>
<u>ESTIMATED REVENUES:</u>				
CHARGES FOR CURRENT SERVICES				
662800 Interfund Revenue	0	20,000	20,000	20,000
TOTAL CHARGES FOR CURRENT SERVICES	0	20,000	20,000	20,000
MISCELLANEOUS REVENUE				
670000 Intrafund Revenue	1,015	0		
TOTAL MISCELLANEOUS REVENUE	1,015	0	0	0
<u>TOTAL ESTIMATED REVENUES</u>	<u>1,015</u>	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>
<u>EXPENDITURES:</u>				
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	123,925	145,995	160,512	160,512
710200 Retirement	38,388	45,120	53,869	53,869
710300 Health Insurance	16,871	16,020	16,020	16,020
710400 Workers' Compensation	3,928	4,173	3,967	3,967
TOTAL SALARIES & EMPLOYEE BENEFITS	183,113	211,308	234,368	234,368
SERVICES & SUPPLIES				
720300 Communications	0	600	600	600
721300 Office Expense	2,058	500	500	500
721400 Professional & Specialized Services	122,136	103,500	103,500	103,500
721500 Publications & Legal Notices	428	0	500	500
721600 Rents & Leases - Equipment	3	1,000	500	500
721900 Special Departmental Expense	878	0	0	0
722000 Transportation & Travel	0	1,000	1,000	1,000
TOTAL SERVICES & SUPPLIES	125,503	106,600	106,600	106,600
<u>TOTAL EXPENDITURES</u>	<u>308,616</u>	<u>317,908</u>	<u>340,968</u>	<u>340,968</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>307,601</u>	<u>297,908</u>	<u>320,968</u>	<u>320,968</u>

GENERAL SERVICES

COMMENTS

The County Administration - General Services Division (01311) encompasses the following functions under its umbrella: Capital Projects, Utilities, Building Operations, Building Maintenance, and Grounds Maintenance. The Utilities, Building Operations, Building Maintenance, and Grounds Maintenance budgets are included in their respective budget organizations, 01700, 01320, 01330, and 01360.

Services provided by the County Administration - General Services Division include utilities management, facility management (County-owned and leased), oversight of the janitorial services in County facilities, capital project management, and property acquisition.

ESTIMATED REVENUES

67300 Intrafund Revenue (\$20,000) are anticipated to be realized from charges to subvented departments for various administrative services including lease management, project management, and oversight of Building Maintenance and Grounds Maintenance.

SALARIES & EMPLOYEE BENEFITS

710102 Permanent Salaries (\$160,512) are recommended increased \$14,517 based on the recommended staffing levels and the cost of living increases.

710103 Temporary Salaries (\$0) are not recommended.

710200 Retirement (\$53,869) reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.

710300 Health Insurance (\$16,020) is based on the employer's share of health insurance premiums.

710400 Workers' Compensation (\$3,967) reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

720300 Communications (\$600) are recommended unchanged for office and cellular telephone service.

GENERAL SERVICES

SERVICES & SUPPLIES (continued)

- 721300** **Office Expense** (\$500) is recommended unchanged based on projected expenditures.
- 721400** **Professional & Specialized Services** (\$103,500) are recommended unchanged based on current and projected expenditures. Funds cover costs associated with capital project management which cannot be charged directly to the projects, and Real Property transactions such as appraisals.
- 7214500** **Publications & Legal Notices** (\$500) is recommended for publications and legal notices associated with Real Property transactions.
- 721600** **Rents & Leases - Equipment** (\$500) are recommended reduced \$500 based on current and projected expenditures for the rental of vehicles from the Central Garage.
- 722000** **Transportation & Travel** (\$1,000) are recommended unchanged to provide minimal funding for travel, conference attendance, and training.

**COUNTY OF MADERA
 BUDGET UNIT POSITION SUMMARY
 BUDGET FOR THE FISCAL YEAR 2019-20**

Department: **GENERAL SERVICES (01311)**
 Function: **General**
 Activity: **Property Management**
 Fund: **General**

<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2018-19 Authorized Positions</u>		<u>2019-20 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>	
3209	Facilities/Grounds Coordinator or Senior Administrative Analyst	-	1.0	-	1.0	-	-	
4205	General Services Manager	1.0	-	1.0	-	-	-	
3636	Program Assistant I or							
3637	Program Assistant II or							
3654	Senior Program Assistant	1.0	-	1.0	-	-	-	
TOTAL		<u>2.0</u>	<u>1.0</u>	<u>2.0</u>	<u>1.0</u>	<u>-</u>	<u>-</u>	

NOTES: