

COUNTY OF MADERA  
 BUDGET UNIT DETAIL  
 BUDGET FOR THE FISCAL YEAR 2020-21

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

	BOARD APPROVED <u>2019-20</u>	CAO BASELINE <u>2020-21</u>	DEPARTMENT REQUEST <u>2020-21</u>	CAO RECOMMENDED <u>2020-21</u>
<b><u>ESTIMATED REVENUES:</u></b>				
CHARGES FOR CURRENT SERVICES				
662800 Interfund Revenue	20,000	20,000	20,000	20,000
<b>TOTAL CHARGES FOR CURRENT SERVICES</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>
OTHER FINANCING SOURCES				
680200 Operating Transfer In	0	0	44,000	44,000
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>0</b>	<b>0</b>	<b>44,000</b>	<b>44,000</b>
<b><u>TOTAL ESTIMATED REVENUES</u></b>	<b><u>20,000</u></b>	<b><u>20,000</u></b>	<b><u>64,000</u></b>	<b><u>64,000</u></b>
<b><u>EXPENDITURES:</u></b>				
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	160,512	160,512	165,118	165,118
710200 Retirement	53,869	53,869	62,260	62,260
710300 Health Insurance	16,020	16,020	21,446	21,446
710400 Workers' Compensation	3,967	3,967	3,471	3,471
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>234,368</b>	<b>234,368</b>	<b>252,295</b>	<b>252,295</b>
SERVICES & SUPPLIES				
720300 Communications	600	600	600	600
721300 Office Expense	500	500	500	500
721400 Professional & Specialized Services	103,500	103,500	85,000	85,000
721500 Publications & Legal Notices	500	500	500	500
721600 Rents & Leases - Equipment	500	500	500	500
722000 Transportation & Travel	1,000	1,000	1,000	1,000
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>106,600</b>	<b>106,600</b>	<b>88,100</b>	<b>88,100</b>
<b><u>TOTAL EXPENDITURES</u></b>	<b><u>340,968</u></b>	<b><u>340,968</u></b>	<b><u>340,395</u></b>	<b><u>340,395</u></b>
<b><u>NET COUNTY COST (EXP - REV)</u></b>	<b><u>320,968</u></b>	<b><u>320,968</u></b>	<b><u>276,395</u></b>	<b><u>276,395</u></b>

## 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.

**680200**      **Operating Transfers In** (\$44,000) are anticipated to be realized from CARES funding reimbursement for staff time to acquire and distribute PPE, other COVID-19 facilities-related activities, and assisting with the 311 Call Center.

### SALARIES & EMPLOYEE BENEFITS

**710102**      **Permanent Salaries** (\$165,118) are recommended increased \$4,606 based on the recommended staffing levels and the cost of living increases.

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

**710200**      **Retirement** (\$62,260) reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.

**710300**      **Health Insurance** (\$21,446) is based on the employer's share of health insurance premiums.

**710400**      **Workers' Compensation** (\$3,471) reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

## GENERAL SERVICES

### SERVICES & SUPPLIES

- 720300**      **Communications** (\$600) are recommended unchanged for office and cellular telephone service.
- 721300**      **Office Expense** (\$500) is recommended increased \$250 based on projected expenditures.
- 721400**      **Professional & Specialized Services** (\$85,000) 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 unchanged 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 2020-21**

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

<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2019-20 Authorized Positions</u>		<u>2020-21 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	-	-	-	
<b>TOTAL</b>		<u>2.0</u>	<u>1.0</u>	<u>2.0</u>	<u>1.0</u>	<u>-</u>	<u>-</u>	

**NOTES:**