

COUNTY OF MADERA
 BUDGET UNIT DETAIL
 BUDGET FOR THE FISCAL YEAR 2021-22

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

	ACTUAL <u>2019-20</u>	BOARD APPROVED <u>2020-21</u>	DEPARTMENT REQUEST <u>2021-22</u>	CAO RECOMMENDED <u>2021-22</u>
<u>ESTIMATED REVENUES:</u>				
INTERGOVERNMENTAL REVENUE				
654000 State - Other	37,651	0	0	0
TOTAL INTERGOVERNMENTAL REVENUE	37,651	0	0	0
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
OTHER FINANCING SOURCES				
680200 Operating Transfer In	0	44,000	0	0
TOTAL OTHER FINANCING SOURCES	0	44,000	0	0
MISCELLANEOUS REVENUE				
673000 Miscellaneous Revenue	16,441	0	0	0
TOTAL MISCELLANEOUS REVENUE	16,441	0	0	0
<u>TOTAL ESTIMATED REVENUES</u>	<u>54,092</u>	<u>64,000</u>	<u>20,000</u>	<u>20,000</u>

EXPENDITURES:

SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	150,441	165,118	332,139	332,139
710103 Temporary Salaries	11,322	0	0	0
710200 Retirement	56,946	62,260	131,029	131,029
710300 Health Insurance	19,407	21,446	45,954	45,954
710400 Workers' Compensation	3,967	3,471	3,074	3,074
TOTAL SALARIES & EMPLOYEE BENEFITS	242,083	252,295	512,196	512,196
SERVICES & SUPPLIES				
720300 Communications	434	600	600	600

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SERVICES & SUPPLIES (continued)				
721300 Office Expense	1,225	500	1,000	1,000
721400 Professional & Specialized Services	94,678	85,000	40,000	40,000
721500 Publications & Legal Notices	821	500	1,000	1,000
721600 Rents & Leases - Equipment	119	500	0	0
721601 Rents & Leases - Co Vehicles	0	0	500	500
722000 Transportation & Travel	1,726	1,000	1,000	1,000
TOTAL SERVICES & SUPPLIES	99,004	88,100	44,100	44,100
<u>TOTAL EXPENDITURES</u>	<u>341,087</u>	<u>340,395</u>	<u>556,296</u>	<u>556,296</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>286,995</u>	<u>276,395</u>	<u>536,296</u>	<u>536,296</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

673000 **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** (\$332,139) are recommended increased \$167,021 to include the newly created FTE position of Facilities Maintenance Superintendent to oversee Building and Grounds Maintenance as well as a Principal Analyst to replace a retired Special Projects Manager.

710200 **Retirement** (\$131,029) reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.

710300 **Health Insurance** (\$45,954) is based on the employer's share of health insurance premiums.

710400 **Workers' Compensation** (\$3,074) 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.

721300 **Office Expense** (\$1,000) is recommended increased \$500 for office expenses for new staff.

GENERAL SERVICES

- 721400** **Professional & Specialized Services** (\$40,000) are recommended reduced \$45,000 based on current and projected expenditures that impact the General Fund. 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** (\$1,000) is recommended increased \$500 for publications and legal notices associated with Real Property transactions.
- 721601** **Rents & Leases – Co Vehicles** (\$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 2021-22**

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<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2020-21 Authorized Positions</u>		<u>2021-22 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	Senior Administrative Analyst	-	1.0	-	-	-	(1.0)	A
4126	or Principal Administrative Analyst	-		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	-	-	-	
	Facilities Superintendent	1.0	-	1.0	-	1.0	-	B
TOTAL		<u>3.0</u>	<u>1.0</u>	<u>4.0</u>	<u>-</u>	<u>1.0</u>	<u>(1.0)</u>	

NOTES:

- A** Funding Senior Administrative Analyst or Principal Administrative Analyst for Fiscal Year 2021-22
- B** New position added in Fiscal Year 2020-21