

COUNTY OF MADERA
 BUDGET UNIT DETAIL
 BUDGET FOR THE FISCAL YEAR 2022-23

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

	<u>ACTUAL</u> <u>2020-21</u>	<u>BOARD</u> <u>APPROVED</u> <u>2021-22</u>	<u>DEPARTMENT</u> <u>REQUEST</u> <u>2022-23</u>	<u>CAO</u> <u>RECOMMENDED</u> <u>2022-23</u>
<u>ESTIMATED REVENUES:</u>				
CHARGES FOR CURRENT SERVICES				
662800 Interfund Revenue	0	20,000	15,000	15,000
TOTAL CHARGES FOR CURRENT SERVICES	0	20,000	15,000	15,000
OTHER FINANCING SOURCES				
680200 Operating Transfer In	43,223	0	0	0
TOTAL OTHER FINANCING SOURCES	43,223	0	0	0
MISCELLANEOUS REVENUE				
673000 Miscellaneous Revenue	13,917	0	0	0
TOTAL MISCELLANEOUS REVENUE	13,917	0	0	0
<u>TOTAL ESTIMATED REVENUES</u>	<u>57,140</u>	<u>20,000</u>	<u>15,000</u>	<u>15,000</u>
<u>EXPENDITURES:</u>				
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	228,385	332,139	359,608	359,608
710103 Temporary Salaries	12,785	0	0	0
710200 Retirement	90,949	131,029	146,037	146,037
710300 Health Insurance	21,830	45,954	47,916	47,916
710400 Workers' Compensation	3,471	3,074	3,965	3,965
TOTAL SALARIES & EMPLOYEE BENEFITS	357,419	512,196	557,525	557,525
SERVICES & SUPPLIES				
720300 Communications	424	600	1,000	1,000
721300 Office Expense	300	1,000	1,500	1,500
721400 Professional & Specialized Services	60,560	40,000	40,000	40,000
721500 Publications & Legal Notices	0	1,000	1,000	1,000
721601 Rents & Leases - Co Vehicles	504	500	500	500
721900 Special Departmental Expense	69	0	15,000	15,000
722000 Transportation & Travel	0	1,000	2,000	2,000

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	ACTUAL <u>2020-21</u>	BOARD APPROVED <u>2021-22</u>	DEPARTMENT REQUEST <u>2022-23</u>	CAO RECOMMENDED <u>2022-23</u>
TOTAL SERVICES & SUPPLIES	61,857	44,100	61,000	61,000
<u>TOTAL EXPENDITURES</u>	<u>419,276</u>	<u>556,296</u>	<u>618,525</u>	<u>618,525</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>362,136</u>	<u>536,296</u>	<u>603,525</u>	<u>603,525</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, Grounds Maintenance, and Fleet Services. The Utilities, Building Operations, Building Maintenance, Grounds Maintenance, and Fleet Services budgets are included in their respective budget organizations, 01700, 01320, 01330, 01360, and 10800.

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, property acquisition, and fleet services.

ESTIMATED REVENUES

673000 **Intrafund Revenue** (\$15,000) are anticipated to be realized from charges to subvented departments (Department of Social Services, Public Health, Behavioral Health, etc.) for various administrative services including lease management, project management, and oversight of Building Maintenance and Grounds Maintenance.

SALARIES & EMPLOYEE BENEFITS

710102 **Permanent Salaries** (\$359,608) is a recommended increase of \$27,469 based on maintaining current staffing allocations as well as cost of living increases and step/longevity increases.

710200 **Retirement** (\$146,037) is a recommended increase of \$15,008 based on the County's anticipated contribution to Social Security and the Public Employees' Retirement System.

710300 **Health Insurance** (\$47,916) is a recommended increase of \$1,962 and is based on the employer's share of health insurance premiums.

710400 **Workers' Compensation** (\$3,965) reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

720300 **Communications** (\$1,000) is a recommended increase of \$400 and is based on current charges for two (2) cellular telephone lines.

GENERAL SERVICES

SERVICES & SUPPLIES (continued)

- 721300** **Office Expense** (\$1,500) is a recommended increase of \$500 based on the current year's projected expenditures for office expenses.
- 721400** **Professional & Specialized Services** (\$40,000) is a recommended unchanged 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 certain non-funded projects. This includes costs for conceptual planning, and/or grant applications in addition to real property transactions such as appraisals and title services.
- 7214500** **Publications & Legal Notices** (\$1,000) is recommended unchanged for publications and legal notices associated with real property transactions.
- 721601** **Rents & Leases – Co Vehicles** (\$500) is recommended unchanged based on current and projected expenditures for the rental of vehicles from Fleet Services.
- 721900** **Special Departmental Expense** (\$15,000) is the anticipated cost of adding 12 new banners for the County's Government Center.
- 722000** **Transportation & Travel** (\$2,000) is a recommended increase of \$1,000 based on minimal funding for travel, conference attendance, and training for the Senior Administrative Analyst, Facilities Superintendent, and Division Director.

**COUNTY OF MADERA
BUDGET UNIT POSITION SUMMARY
BUDGET FOR THE FISCAL YEAR 2022-23**

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

<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2021-22 Authorized Positions</u>		<u>2022-23 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							
4126	or Principal Administrative Analyst	1.0	-	1.0	-	-	-	
4205	General Services Manager	-	1.0	-	-	-	(1.0)	A
4220	Division Director of General Services	1.0	-	1.0	-	-	-	
3636	Program Assistant I or							
3637	Program Assistant II or							
3654	Senior Program Assistant	1.0	-	1.0	-	-	-	
4221	Facilities Superintendent	1.0	-	1.0	-	-	-	
TOTAL		4.0	1.0	4.0	-	-	(1.0)	

NOTES:

A General Services Manager recommended for deletion in FY 2022-23; the leadership position in General Services was replaced with a Division Director position.