

**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2023-24**

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

	<u>ACTUAL 2021-22</u>	<u>BOARD APPROVED 2022-23</u>	<u>DEPARTMENT REQUEST 2023-24</u>	<u>CAO RECOMMENDED 2023-24</u>
<u>ESTIMATED REVENUES:</u>				
CHARGES FOR CURRENT SERVICES				
662800 Interfund Revenue	0	15,000	25,000	25,000
TOTAL CHARGES FOR CURRENT SERVICES	0	15,000	25,000	25,000
MISCELLANEOUS REVENUE				
673000 Miscellaneous Revenue	5,000	0	0	0
TOTAL MISCELLANEOUS REVENUE	5,000	0	0	0
OTHER FINANCING SOURCES				
680200 Operating Transfer In	8,270	0	0	0
TOTAL OTHER FINANCING SOURCES	8,270	0	0	0
<u>TOTAL ESTIMATED REVENUES</u>	<u>13,270</u>	<u>15,000</u>	<u>25,000</u>	<u>25,000</u>
<u>EXPENDITURES:</u>				
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	373,539	359,608	379,730	379,730
710200 Retirement	112,753	146,037	152,990	152,990
710300 Health Insurance	40,606	47,916	60,855	60,855
710400 Workers' Compensation	3,074	3,965	3,023	3,023
TOTAL SALARIES & EMPLOYEE BENEFITS	529,971	557,525	596,597	596,597
SERVICES & SUPPLIES				
720300 Communications	928	1,000	1,000	1,000
721300 Office Expense	2,846	1,500	2,000	2,000
721400 Professional & Specialized Services	14,001	40,000	25,000	25,000
721500 Publications & Legal Notices	0	1,000	1,000	1,000
721601 Rents & Leases - Co Vehicles	628	500	1,000	1,000
721900 Special Departmental Expense	128	15,000	10,000	10,000
722000 Transportation & Travel	2,125	2,000	10,000	10,000

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	<u>ACTUAL</u> <u>2021-22</u>	<u>BOARD</u> <u>APPROVED</u> <u>2022-23</u>	<u>DEPARTMENT</u> <u>REQUEST</u> <u>2023-24</u>	<u>CAO</u> <u>RECOMMENDED</u> <u>2023-24</u>
TOTAL SERVICES & SUPPLIES	20,655	61,000	50,000	50,000
<u>TOTAL EXPENDITURES</u>	<u>550,626</u>	<u>618,525</u>	<u>646,597</u>	<u>646,597</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>537,357</u>	<u>603,525</u>	<u>621,597</u>	<u>621,597</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 (\$25,000) 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 (\$379,730) is a recommended increase of \$20,122 based on projected step increases.

710200 Retirement (\$152,990) is a recommended increase of \$6,953 based on the County's anticipated contribution to Social Security and the Public Employees' Retirement System.

710300 Health Insurance (\$60,855) is a recommended increase of \$12,939 and is based on the employer's share of health insurance premiums.

710400 Workers' Compensation (\$3,023) reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

720300 Communications (\$1,000) is a recommended unchanged for expenses related to charges for two (2) cellular telephone lines.

GENERAL SERVICES

SERVICES & SUPPLIES (continued)

- 721300** **Office Expense** (\$2,000) is a recommended increase of \$500 based on the current year's projected expenditures for office expenses.
- 721400** **Professional & Specialized Services** (\$25,000) is a recommended decrease 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.
- 721500** **Publications & Legal Notices** (\$1,000) is recommended unchanged for publications and legal notices associated with real property transactions.
- 721601** **Rents & Leases – Co Vehicles** (\$1,000) is a recommended increase of \$500 due to the increase in mileage rates for the rental of vehicles from Fleet Services.
- 721900** **Special Departmental Expense** (\$10,000) is recommended decrease of \$5,000 for special facility requests.
- 722000** **Transportation & Travel** (\$10,000) is a recommended increase of \$11,000 based on 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 2023-24**

Department: **GENERAL SERVICES (01311)**
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<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2022-23 Authorized Positions</u>		<u>2023-24 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	-	-	
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	-	-	-	
3601	Account Clerk I							
3602	Account Clerk II	-	-	-	1.0	-	1.0	A
TOTAL		4.0	1.0	4.0	2.0	-	1.0	

NOTES:

A One (1) FTE unfunded Account Clerk I/II is recommended to assist Building Maintenance/Grounds Maintenance with time entry/billing and accounts payable due to high volume.