

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2016-17**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2014-15</u>	<u>BOARD APPROVED EXPENDITURES 2015-16</u>	<u>DEPARTMENT REQUEST 2016-17</u>	<u>CAO RECOMMENDED 2016-17</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	95,021	109,778	119,372	119,372
710103 Temporary Salaries	17,638	0	0	0
710200 Retirement	30,186	33,735	38,406	38,406
710300 Health Insurance	6,318	7,054	14,659	14,659
710400 Workers' Compensation	633	636	3,708	3,708
TOTAL SALARIES & EMPLOYEE BENEFITS	149,796	151,203	176,145	176,145
SERVICES & SUPPLIES				
720300 Communications	313	500	500	500
721300 Office Expense	514	1,100	500	500
721400 Professional & Specialized Services	144,501	90,000	60,000	60,000
721600 Rents & Leases - Equipment	52	4,000	2,000	2,000
722000 Transportation & Travel	543	500	500	500
TOTAL SERVICES & SUPPLIES	145,923	96,100	63,500	63,500
OPERATING TRANSFER OUT				
750100 Operating Transfers Out	30,000	0	0	0
TOTAL OPERATING TRANSFER OUT	30,000	0	0	0
TOTAL - GENERAL SERVICES	325,718	247,303	239,645	239,645

GENERAL SERVICES

COMMENTS

The Administration-General Services Division (01311) encompasses the following functions under its umbrella: Special Projects, General Grants (i.e., non-department-specific grants), 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 Administrative-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.

<u>REVENUE</u>	<u>Actual</u> <u>2014-15</u>	<u>Estimated</u> <u>2015-16</u>	<u>Projected</u> <u>2016-17</u>
Staff Reimbursement	\$109,260	\$0	\$10,000

STAFFING

<u>Permanent</u>	<u>2015-16 Authorized</u>		<u>2016-17 Recommended</u>	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Facilities/Grounds Coordinator, or Senior Administrative Analyst	1		1	
General Services Manager	0	1	0	1
Program Assistant I/II/Senior	<u>1</u>	<u>-</u>	<u>1</u>	<u>-</u>
Total Permanent	<u>2</u>	<u>1</u>	<u>2</u>	<u>1</u>

SALARIES & EMPLOYEE BENEFITS

710102 Permanent Salaries (\$119,372) are recommended increased \$9,594 based on recommended staffing levels.

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

710200 Retirement reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.

710300 Health Insurance is based on the employer's share of health insurance premiums.

GENERAL SERVICES

SALARIES & EMPLOYEE BENEFITS (continued)

710400 Workers' Compensation reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

720300 Communications (\$500) are recommended unchanged based on actual and projected expenditures for office and cellular telephone service.

721300 Office Expense (\$500) is recommended reduced \$600 based on projected expenditures.

721400 Professional & Specialized Services (\$60,000) are recommended reduced \$30,000 based on current and projected expenditures. Funds provide for a contracted Grants Manager, and to cover costs associated with capital project management which cannot be charged directly to the projects.

721600 Rents & Leases - Equipment (\$2,000) are recommended reduced \$2,000 based on current and projected expenditures for the rental of vehicles from the Central Garage.

722000 Transportation & Travel (\$500) are recommended unchanged to provide minimal funding for travel, conference attendance, and training.