

**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2024-25**

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

	ACTUAL 2022-23	BOARD APPROVED 2023-24	DEPARTMENT REQUEST 2024-25	CAO RECOMMENDED 2024-25
<u>ESTIMATED REVENUES:</u>				
CHARGES FOR CURRENT SERVICES				
662800 Interfund Revenue	0	25,000	72,097	72,097
TOTAL CHARGES FOR CURRENT SERVICES	0	25,000	72,097	72,097
MISCELLANEOUS REVENUE				
673000 Miscellaneous Revenue	7	0	0	0
TOTAL MISCELLANEOUS REVENUE	7	0	0	0
<u>TOTAL ESTIMATED REVENUES</u>	<u>7</u>	<u>25,000</u>	<u>72,097</u>	<u>72,097</u>
<u>EXPENDITURES:</u>				
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	316,696	379,730	408,835	408,835
710200 Retirement	144,205	152,990	172,651	172,651
710300 Health Insurance	54,991	60,855	60,868	60,868
710400 Workers' Compensation	3,965	3,023	3,023	3,023
TOTAL SALARIES & EMPLOYEE BENEFITS	519,857	596,597	645,377	645,377
SERVICES & SUPPLIES				
720300 Communications	368	1,000	500	500
720800 Mtce-Equipment	30	0	0	0
721300 Office Expense	1,693	2,000	2,000	2,000
721400 Professional & Specialized Services	13,167	25,000	20,000	20,000
721500 Publications & Legal Notices	0	1,000	1,000	1,000
721601 Rents & Leases - Co Vehicles	17,755	1,000	2,000	2,000
721900 Special Departmental Expense	1,885	10,000	4,000	4,000
722000 Transportation & Travel	4,027	10,000	10,000	10,000
740100 Land	15,261	0	0	0
TOTAL SERVICES & SUPPLIES	54,187	50,000	39,500	39,500
<u>TOTAL EXPENDITURES</u>	<u>574,044</u>	<u>646,597</u>	<u>684,877</u>	<u>684,877</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>574,037</u>	<u>621,597</u>	<u>612,780</u>	<u>612,780</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.

For Fiscal Year 2024-25, the implications of upholding a leveled budget for the General Services Administration entail scaling back on capital project management within Professional & Specialized Services. These reductions cannot be directly allocated to specific non-funded projects. This encompasses expenses related to conceptual planning, grant applications, and various real property transactions such as appraisals and title services.

ESTIMATED REVENUES

673000 **Interfund Revenue** (\$72,097) is anticipated to be realized from charges to subvented departments (Department of Social Services, Public Health, Behavioral Health, Fleet Services etc.) for various administrative services including lease management, project management, and oversight of Building Maintenance and Grounds Maintenance.

SALARIES & EMPLOYEE BENEFITS

710102 **Permanent Salaries** (\$408,835) is a recommended increase of \$29,105 based on projected step increases.

710200 **Retirement** (\$172,651) is a recommended increase of \$19,661 based on the County's anticipated contribution to Social Security and the Public Employees' Retirement System.

710300 **Health Insurance** (\$60,868) is a recommended 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.

GENERAL SERVICES

SERVICES & SUPPLIES

- 720300** **Communications** (\$500) is a recommended decrease of \$500 for expenses related to charges for cellular telephone lines.
- 721300** **Office Expense** (\$2,000) is a recommended unchanged based on the current year's projected expenditures for office expenses.
- 721400** **Professional & Specialized Services** (\$20,000) is a recommended decrease of \$5,000 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 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** (\$2,000) is a recommended increase of \$1,000 due to the increase in mileage rates for the rental of vehicles from Fleet Services.
- 721900** **Special Departmental Expense** (\$4,000) is recommended decrease of \$6,000 for special facility requests.
- 722000** **Transportation & Travel** (\$10,000) is a recommended unchanged based on funding for travel, conference attendance, and training for the Principal Administrative Analyst, Facilities Superintendent, and Division Director.

**COUNTY OF MADERA
 BUDGET UNIT POSITION SUMMARY
 BUDGET FOR THE FISCAL YEAR 2024-25**

Department: **GENERAL SERVICES (01311)**
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 Activity: **Property Management**
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<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2023-24 Authorized Positions</u>		<u>2024-25 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	-	-	
TOTAL		4.0	2.0	4.0	2.0	-	-	

NOTES: