

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

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

<u>ACCOUNT CLASSIFICATION</u>	ACTUAL EXPENDITURES <u>2015-16</u>	BOARD APPROVED EXPENDITURES <u>2016-17</u>	DEPARTMENT REQUEST <u>2017-18</u>	CAO RECOMMENDED <u>2017-18</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	108,990	119,372	138,990	138,990
710103 Temporary Salaries	0	0	0	0
710200 Retirement	32,562	38,406	45,062	45,062
710300 Health Insurance	13,540	14,659	14,062	14,062
710400 Workers' Compensation	636	3,708	3,928	3,928
TOTAL SALARIES & EMPLOYEE BENEFITS	155,729	176,145	202,042	202,042
SERVICES & SUPPLIES				
720300 Communications	30	500	500	500
721300 Office Expense	1,588	500	500	500
721400 Professional & Specialized Services	47,099	60,000	82,000	82,000
721600 Rents & Leases - Equipment	619	2,000	1,000	1,000
722000 Transportation & Travel	1,019	500	1,000	1,000
TOTAL SERVICES & SUPPLIES	50,356	63,500	85,000	85,000
OPERATING TRANSFER OUT				
750100 Operating Transfers Out	0	0	0	0
TOTAL OPERATING TRANSFER OUT	0	0	0	0
TOTAL - GENERAL SERVICES	206,085	239,645	287,042	287,042

GENERAL SERVICES

COMMENTS

The County Administration - General Services Division (01311) encompasses the following functions under its umbrella: Capital 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 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.

<u>REVENUE</u>	<u>Actual</u> <u>2015-16</u>	<u>Estimated</u> <u>2016-17</u>	<u>Projected</u> <u>2017-18</u>
Staff Reimbursement	\$1,148	\$10,000	\$20,000

STAFFING

<u>Permanent</u>	<u>2016-17 Authorized</u>		<u>2017-18 Recommended</u>	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Facilities/Grounds Coordinator, or Senior Administrative Analyst	1		0	1
General Services Manager	0	1	1*	0
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>

Note: *The General Services Manager position was filled February 1, 2017.

SALARIES & EMPLOYEE BENEFITS

710102 Permanent Salaries (\$138,990) are recommended increased \$19,618 based on the recommended staffing levels, and the filling of the General Services Manager position in February 2017.

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

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

GENERAL SERVICES

SALARIES & EMPLOYEE BENEFITS (continued)

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

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 unchanged based on projected expenditures.

721400 **Professional & Specialized Services** (\$82,000) are recommended increased \$22,000 based on current and projected expenditures. Funds provide for a contracted Grants Manager, costs associated with capital project management which cannot be charged directly to the projects, and Real Property transactions such as appraisals. Funds were reduced last fiscal year as projects and land acquisitions/sales were anticipated to decrease. In FY 2017-18, staff expects needing to reestablish those funds for future projects and Real Property transactions.

721600 **Rents & Leases - Equipment** (\$1,000) are recommended reduced \$1,000 based on current and projected expenditures for the rental of vehicles from the Central Garage.

722000 **Transportation & Travel** (\$1,000) are recommended increased \$500 to provide minimal funding for travel, conference attendance, and training.