

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2015-16**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2013-14</u>	<u>BOARD APPROVED EXPENDITURES 2014-15</u>	<u>DEPARTMENT REQUEST 2015-16</u>	<u>CAO RECOMMENDED 2015-16</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	139,762	105,794	109,778	109,778
710103 Temporary Salaries	30,767	0	0	0
710200 Retirement	31,110	31,195	33,735	33,735
710300 Health Insurance	12,545	16,474	7,054	7,054
710400 Workers' Compensation	551	633	636	636
TOTAL SALARIES & EMPLOYEE BENEFITS	214,735	154,096	151,203	151,203
SERVICES & SUPPLIES				
720300 Communications	366	500	500	500
721300 Office Expense	1,369	600	1,100	1,100
721400 Professional & Specialized Services	67,284	90,000	90,000	90,000
721600 Rents & Leases - Equipment	2,765	6,000	4,000	4,000
722000 Transportation & Travel	99	500	500	500
TOTAL SERVICES & SUPPLIES	71,883	97,600	96,100	96,100
TOTAL - GENERAL SERVICES	286,618	251,696	247,303	247,303

GENERAL SERVICES

COMMENTS

On May 24, 2011, the Board of Supervisors approved, in concept, a new budget organization, Administration-General Services (01311), consolidating the following functions: Special Projects, General Grants (i.e., non-department-specific grants), Building Operations, Building Maintenance, and Grounds Maintenance. These functions were previously spread over several RMA departments, primarily RMA-Administration, and Engineering and General Services. The Building Operations, Building Maintenance, and Grounds Maintenance budgets are included in their respective budget organizations, 01320, 01330, and 01360.

The reorganization centralized non-administrative functions in a more efficient organizational structure, and consolidated other general services functions under one management team. Services to be provided will include utilities management, oversight of the janitorial/security services in County facilities, real property/lease management, and the monitoring of public facilities fees.

<u>REVENUE</u>	<u>Actual 2013-14</u>	<u>Estimated 2014-15</u>	<u>Projected 2015-16</u>
Staff Reimbursement	\$1,189	\$41,000	\$41,493

STAFFING

<u>Permanent</u>	2014-15 Authorized			2015-16 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Eliminated</u>	<u>Funded</u>	<u>Unfunded</u>
Assistant Engineer	0		1	0	
Facilities/Grounds Coordinator, or Senior Administrative Analyst	1			1	
General Services Manager	0	1		0	1
Program Assistant I/II/Senior	1			1	
Total Permanent	2	1	1	2	1

SALARIES & EMPLOYEE BENEFITS

710102 **Permanent Salaries** (\$109,778) are recommended increased \$3,984 based on the cost of the recommended staffing.

710103 **Temporary Salaries** (\$0) is not recommended.

GENERAL SERVICES

SALARIES & EMPLOYEE BENEFITS (continued)

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

SERVICES & SUPPLIES

- 720300** **Communications** (\$500) is recommended unchanged based on actual and projected expenditures for office and cellular telephone service.
- 721300** **Office Expense** (\$1,100) is recommended increased \$500 to fund two Adobe Professional licenses for staff.
- 721400** **Professional & Specialized Services** (\$90,000) is recommended unchanged to fund 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** (\$4,000) is recommended reduced \$2,000 based on current and projected expenditures for the rental of vehicles from the Central Garage.
- 722000** **Transportation & Travel** (\$500) is recommended unchanged to provide minimal funding for travel, conference attendance, and training.