

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2014-15**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDED 2014-15</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	129,204	142,961	105,794	105,794
710103 Temporary Salaries	0	60,000	0	0
710200 Retirement	35,562	37,457	31,195	31,195
710300 Health Insurance	7,783	10,650	16,474	16,474
710400 Workers' Compensation	0	551	633	633
TOTAL SALARIES & EMPLOYEE BENEFITS	172,549	251,619	154,096	154,096
SERVICES & SUPPLIES				
720300 Communications	230	500	500	500
721300 Office Expense	628	600	600	600
721400 Professional & Specialized Services	38,326	120,000	90,000	90,000
721600 Rents & Leases - Equipment	7,583	2,000	6,000	6,000
722000 Transportation & Travel	0	500	500	500
TOTAL SERVICES & SUPPLIES	46,767	123,600	97,600	97,600
INTRAFUND TRANSFER				
770100 Intrafund Transfer *	0	-15,000	0	0
TOTAL INTRAFUND TRANSFER	0	-15,000	0	0
TOTAL - GENERAL SERVICES	219,316	360,219	251,696	251,696

*Reflected as Intrafund Revenue in the Departmental Budget Narrative effective 2014-15 Fiscal Year

GENERAL SERVICES

COMMENTS

On May 24, 2011, the Board of Supervisors approved, in concept, a new budget organization, RMA-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</u> <u>2012-13</u>	<u>Estimated</u> <u>2013-14</u>	<u>Projected</u> <u>2014-15</u>
Charges for Current Services (Grants Management)	\$ 0	\$ 75,000	\$25,000
Interfund Revenue (Capital Projects)	<u>2,284</u>	<u>80,000</u>	<u>16,000</u>
Total Revenue	\$2,284	\$155,000	\$41,000

STAFFING

<u>Permanent</u>	2013-14 Authorized		2014-15 Recommended		
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Eliminated</u>
Assistant Engineer*	0	1	0		1
Facilities/Grounds Coordinator, or Senior Administrative Analyst**	0	1	1		
General Services Manager	1		0	1	
Program Assistant I/II/Senior	<u>1</u>		<u>1</u>		
Total Permanent	2	2	2	1	1

Notes

* It is recommended to eliminate the Assistant Engineer position as it is not needed within this budget organization.

**It is recommended to flexibly staff the Facilities/Grounds Coordinator position with a Senior Administrative Analyst to manage the County's service contracts, provide oversight of the Building and Grounds Maintenance staff and other General Services related items, such as property inventory, lease tracking, etc.

GENERAL SERVICES

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$105,794) are recommended reduced \$37,167 based on the recommended staffing level.
- 710103** **Temporary Salaries** (\$0) is not recommended, a reduction of \$60,000.
- 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** (\$600) is recommended unchanged for office supplies.
- 721400** **Professional & Specialized Services** (\$90,000) is recommended reduced \$30,000 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** (\$6,000) is recommended increased \$4,000 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.