

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2013-14**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12*</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	120,496	139,738	142,961	142,961
710103 Temporary Salaries	0	0	60,000	60,000
710200 Retirement	32,590	35,889	37,457	37,457
710300 Health Insurance	6,487	13,644	10,650	10,650
710400 Workers' Compensation	0	0	551	551
TOTAL SALARIES & EMPLOYEE BENEFITS	159,573	189,271	251,619	251,619
SERVICES & SUPPLIES				
720300 Communications	206	900	500	500
721300 Office Expense	367	600	600	600
721400 Professional & Specialized Services	57,602	75,000	120,000	120,000
721600 Rents & Leases - Equipment	6,868	2,000	2,000	2,000
722000 Transportation & Travel	208	500	500	500
TOTAL SERVICES & SUPPLIES	65,251	79,000	123,600	123,600
INTRAFUND TRANSFER				
770100 Intrafund Transfer	-21,129	-80,000	-15,000	-15,000
TOTAL INTRAFUND TRANSFER	-21,129	-80,000	-15,000	-15,000
TOTAL - RMA - GENERAL SERVICES	203,695	188,271	360,219	360,219

*Note: Org Key and budget were created with adoption of 2011-12 Budget.

RMA – 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.

This reorganization centralizes non-administrative functions in a more efficient organizational structure, and consolidates 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.

STAFFING

<u>Permanent</u>	2012-13 Authorized		2013-14 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Assistant Engineer	0	1	0	1
Facilities/Grounds Coordinator	0	1	0	1
General Services Manager	1		1	
Program Assistant I/II	<u>1</u>		<u>1</u>	
Total Permanent	2	2	2	2

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$142,961) are recommended increased \$3,223 based on the recommended staffing level.
- 710103** **Temporary Salaries** (\$60,000) is recommended to fund additional costs for project management and other related activities (to be effective October 1, 2013).
- 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.

RMA – GENERAL SERVICES

SERVICES & SUPPLIES

- 720300** **Communications** (\$500) is recommended reduced \$400 based on actual and projected expenditures to provide the anticipated telephone and cell phone expenses of this Division.
- 721300** **Office Expense** (\$600) is recommended unchanged for office supplies based on projected expenditures.
- 721400** **Professional & Specialized Services** (\$120,000) is recommended increased \$45,000 to fund a contracted Grants Manager, and to cover costs associated with building inspections and plan checks required for upcoming capital projects (increase to be effective October 1, 2013).
- 721600** **Rents & Leases - Equipment** (\$2,000) is recommended unchanged 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.

INTRAFUND TRANSFER/REVENUES

\$170,000 of the operating cost for General Services is anticipated to be recovered through grants for services provided by the Grant Manager, and recovered through charges to subvented departments and capital project funds for services provided by staff.