

**COUNTY OF MADERA  
BUDGET UNIT EXPENDITURE DETAIL  
BUDGET FOR THE FISCAL YEAR 2012-13**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2010-11*</u>	<u>BOARD APPROVED EXPENDITURES 2011-12</u>	<u>DEPARTMENT REQUEST 2012-13</u>	<u>CAO RECOMMENDED 2012-13</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	0	163,374	139,738	139,738
710200 Retirement	0	42,408	35,889	35,889
710300 Health Insurance	0	19,360	13,644	13,644
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>0</b>	<b>225,142</b>	<b>189,271</b>	<b>189,271</b>
SERVICES & SUPPLIES				
720300 Communications	0	1,500	900	900
721300 Office Expense	0	1,500	600	600
721400 Professional & Specialized Services	0	75,000	75,000	75,000
721600 Rents & Leases - Equipment	0	2,000	2,000	2,000
722000 Transportation & Travel	0	500	500	500
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>0</b>	<b>80,500</b>	<b>79,000</b>	<b>79,000</b>
INTRAFUND TRANSFER				
770100 Intrafund Transfer	0	0	-80,000	-80,000
<b>TOTAL INTRAFUND TRANSFER</b>	<b>0</b>	<b>0</b>	<b>-80,000</b>	<b>-80,000</b>
<b>TOTAL - RMA - General Services</b>	<b>0</b>	<b>305,642</b>	<b>188,271</b>	<b>188,271</b>

\*Note: Org Key and budget was 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>	<b>2011-12 Authorized</b>		<b>2012-13 Recommended</b>	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Assistant Engineer	1 <sup>(1)</sup>		0	1
Facilities/Grounds Coordinator	0	1	0	1
General Services Manager	1		1	
Program Assistant I/II	<u>1<sup>(1)</sup></u>		<u>1</u>	
Total Permanent	<u>3</u>	<u>1</u>	<u>2</u>	<u>2</u>

(1) These positions were transferred from budget organization 01310 – RMA-Administration effective June 30, 2011.

### SALARIES & EMPLOYEE BENEFITS

**710102**      **Permanent Salaries** (\$139,738) are recommended reduced \$23,636 based on the recommended staffing level.

**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.

## RMA – GENERAL SERVICES

### SERVICES & SUPPLIES

- 720300**      **Communications** (\$900) is recommended reduced \$600 to provide the anticipated telephone and cell phone expenses of this Division.
- 721300**      **Office Expense** (\$600) is recommended reduced \$900 for office supplies based on projected expenditures.
- 721400**      **Professional & Specialized Services** (\$75,000) is recommended unchanged to fund a contracted Grants Manager.
- 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.