

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2011-12**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2009-10</u>	<u>BOARD APPROVED EXPENDITURES 2010-11</u>	<u>DEPARTMENT REQUEST 2011-12</u>	<u>CAO RECOMMENDED 2011-12</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	0	0	163,374	163,374
710200 Retirement	0	0	42,408	42,408
710300 Health Insurance	0	0	19,360	19,360
TOTAL SALARIES & EMPLOYEE BENEFITS	0	0	225,142	225,142
SERVICES & SUPPLIES				
720300 Communications	0	0	1,500	1,500
721300 Office Expense	0	0	1,500	1,500
721400 Professional & Specialized Services	0	0	75,000	75,000
721600 Rents & Leases - Equipment	0	0	2,000	2,000
722000 Transportation & Travel	0	0	500	500
TOTAL SERVICES & SUPPLIES	0	0	80,500	80,500
TOTAL - RMA - General Services	0	0	305,642	305,642

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 will centralize non-administrative functions in a more efficient organizational structure, and will begin the process of consolidating other general services functions under one management team. Initial staffing consists of existing staff to be transferred from RMA-Administration (01310), with the subsequent addition of the General Services Manager and Facilities/Grounds coordinator positions once development and recruitment of the positions are completed.

STAFFING

<u>Permanent</u>	2010-11	2011-12 Recommended	
	<u>Authorized</u>	<u>Funded</u>	<u>Unfunded</u>
Assistant Engineer	0	1 ⁽¹⁾	
Facilities/Grounds Coordinator	0	0	1
General Services Manager	0	1 ⁽²⁾	
Program Assistant I/II	0	1 ⁽¹⁾	
Total Permanent	0	3	1

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

(2) The New General Services Manager position is funded for six months.

SALARIES & EMPLOYEE BENEFITS

710102 **Permanent Salaries** are recommended at \$163,374 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.

SERVICES & SUPPLIES

- 720300** **Communications** (\$1,500) is recommended to provide the anticipated telephone and cell phone expenses of this Division.
- 721300** **Office Expense** (\$1,500) is recommended for office supplies based on projected expenditures.
- 721400** **Professional & Specialized Services** (\$75,000) is recommended to fund a contracted Grants Manager.
- 721600** **Rents & Leases - Equipment** (\$2,000) is recommended for the rental of vehicles from the Central Garage.
- 722000** **Transportation & Travel** (\$500) is recommended to provide minimal funding for travel, conference attendance, and training.