

COUNTY OF MADERA  
 BUDGET UNIT DETAIL  
 BUDGET FOR THE FISCAL YEAR 2018-19

Department: GENERAL SERVICES (01311)  
 Function: General  
 Activity: Property Management  
 Fund: General

	ACTUAL <u>2016-17</u>	BOARD APPROVED <u>2017-18</u>	DEPARTMENT REQUEST <u>2018-19</u>	CAO RECOMMENDED <u>2018-19</u>
<b><u>ESTIMATED REVENUES:</u></b>				
CHARGES FOR CURRENT SERVICES				
673000 Intrafund Revenue	0	20,000	20,000	20,000
<b>TOTAL CHARGES FOR CURRENT SERVICES</b>	<b>0</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>
MISCELLANEOUS REVENUE				
673000 Intrafund Revenue	891	0	0	0
<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>891</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>TOTAL ESTIMATED REVENUES</u></b>	<b><u>891</u></b>	<b><u>20,000</u></b>	<b><u>20,000</u></b>	<b><u>20,000</u></b>
<b><u>EXPENDITURES:</u></b>				
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	121,903	138,990	145,995	145,995
710103 Temporary Salaries	0	0	0	0
710200 Retirement	39,072	45,062	45,120	45,120
710300 Health Insurance	13,827	14,062	16,020	16,020
710400 Workers' Compensation	3,708	3,928	4,173	4,173
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>178,510</b>	<b>202,042</b>	<b>211,308</b>	<b>211,308</b>
SERVICES & SUPPLIES				
720300 Communications	0	500	600	600
721300 Office Expense	861	500	500	500
721400 Professional & Specialized Services	79,967	82,000	103,500	103,500
721600 Rents & Leases - Equipment	75	1,000	1,000	1,000
722000 Transportation & Travel	1,123	1,000	1,000	1,000
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>82,026</b>	<b>85,000</b>	<b>106,600</b>	<b>106,600</b>
<b><u>TOTAL EXPENDITURES</u></b>	<b><u>260,536</u></b>	<b><u>287,042</u></b>	<b><u>317,908</u></b>	<b><u>317,908</u></b>
<b><u>NET COUNTY COST (EXP - REV)</u></b>	<b><u>259,645</u></b>	<b><u>267,042</u></b>	<b><u>297,908</u></b>	<b><u>297,908</u></b>

## GENERAL SERVICES

### COMMENTS

The County Administration - General Services Division (01311) encompasses the following functions under its umbrella: Capital Projects, Utilities, Building Operations, Building Maintenance, and Grounds Maintenance. The Utilities, Building Operations, Building Maintenance, and Grounds Maintenance budgets are included in their respective budget organizations, 01700, 01320, 01330, and 01360.

Services provided by the County Administration - General Services Division include utilities management, facility management (County-owned and leased), oversight of the janitorial services in County facilities, capital project management, and property acquisition.

### ESTIMATED REVENUES

**67300 Intrafund Revenue** (\$20,000) are anticipated to be realized from charges to subvented departments for various administrative services including lease management, project management, and oversight of Building Maintenance and Grounds Maintenance.

### SALARIES & EMPLOYEE BENEFITS

**710102 Permanent Salaries** (\$145,995) are recommended increased \$7,005 based on the recommended staffing levels.

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

**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** (\$600) are recommended increased \$100 based on actual and projected expenditures for office and cellular telephone service.

**721300 Office Expense** (\$500) is recommended unchanged based on projected expenditures.

## GENERAL SERVICES

### SERVICES & SUPPLIES (continued)

- 721400**      **Professional & Specialized Services** (\$103,500) are recommended increased \$21,500 based on current and projected expenditures. Funds cover costs associated with capital project management which cannot be charged directly to the projects, and Real Property transactions such as appraisals. Staff anticipates an increase in smaller projects as well as the need to assist other General Fund departments with projects that cannot be charged to capital projects. These projects include retrofitting the Sheriff's Bass Lake Boat Dock, evaluating the Juvenile Hall's security system, various small scale solar projects, etc. Additionally, there will be a 4 percent increase in contract costs for Kitchell CEM effective July 1, 2018.
- 721600**      **Rents & Leases - Equipment** (\$1,000) are recommended unchanged based on current and projected expenditures for the rental of vehicles from the Central Garage.
- 722000**      **Transportation & Travel** (\$1,000) are recommended unchanged to provide minimal funding for travel, conference attendance, and training.

**COUNTY OF MADERA  
 BUDGET UNIT POSITION SUMMARY  
 BUDGET FOR THE FISCAL YEAR 2018-19**

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

<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2017-18 Authorized Positions</u>		<u>2018-19 Proposed Positions</u>		<u>Y-O-Y Changes in Positions</u>		<u>Notes</u>
		<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	
3209	Facilities/Grounds Coordinator or Senior Administrative Analyst	-	1.0	-	1.0	-	-	
4205	General Services Manager	1.0	-	1.0	-	-	-	
3636	Program Assistant I or							
3637	Program Assistant II or							
3654	Senior Program Assistant	1.0	-	1.0	-	-	-	
	<b>TOTAL</b>	<b>2.0</b>	<b>1.0</b>	<b>2.0</b>	<b>1.0</b>	<b>-</b>	<b>-</b>	