

**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2021-22**

Department: **Mail Room (County Clerk)
(02120)**
Function: **General**
Activity: **Other General**
Fund: **General**

| | <u>ACTUAL 2019-20</u> | <u>BOARD APPROVED 2020-21</u> | <u>DEPARTMENT REQUEST 2021-22</u> | <u>CAO RECOMMENDED 2021-22</u> |
|---|---------------------------|---------------------------------------|---|--|
| <u>ESTIMATED REVENUES:</u> | | | | |
| CHARGES FOR CURRENT SERVICES | | | | |
| 662700 Other Charges for Services | 0 | 50,000 | 0 | 0 |
| 662723 Services to Other Agencies | 1,438 | 0 | 2,500 | 2,500 |
| TOTAL CHARGES FOR CURRENT SERVICES | 1,438 | 50,000 | 2,500 | 2,500 |
| MISCELLANEOUS REVENUE | | | | |
| 670000 Intrafund Revenue | 17,959 | 25,000 | 25,000 | 25,000 |
| TOTAL MISCELLANEOUS REVENUE | 17,959 | 25,000 | 25,000 | 25,000 |
| <u>TOTAL ESTIMATED REVENUES</u> | <u>19,397</u> | <u>75,000</u> | <u>27,500</u> | <u>27,500</u> |
| <u>EXPENDITURES:</u> | | | | |
| SALARIES & EMPLOYEE BENEFITS | | | | |
| 710102 Permanent Salaries | 37,330 | 37,606 | 37,755 | 37,755 |
| 710103 Extra Help | 21,843 | 10,000 | 30,000 | 30,000 |
| 710200 Retirement | 20,333 | 14,180 | 14,895 | 14,895 |
| 710300 Health Insurance | 8,047 | 8,451 | 9,089 | 9,089 |
| 710400 Workers' Compensation | 663 | 580 | 514 | 514 |
| TOTAL SALARIES & EMPLOYEE BENEFITS | 88,215 | 70,816 | 92,253 | 92,253 |
| SERVICES & SUPPLIES | | | | |
| 720300 Communications | 2,844 | 1,500 | 250 | 250 |
| 720800 Maintenance - Equipment | 0 | 250 | 250 | 250 |
| 721300 Office Expense | 23,046 | 15,000 | 2,250 | 2,250 |
| 721302 Office Expense-Postage | 226,810 | 240,000 | 245,000 | 245,000 |
| 721303 Office Expense-Purchasing Agent Store | 0 | 500 | 0 | 0 |
| 721400 Professional & Specialized Services | 0 | 500 | 0 | 0 |
| 721426 Professional & Specialized Services - Software Main. | 214,259 | 232,000 | 0 | 0 |
| 721601 Rents & Leases - Co Vehicles | 32,087 | 27,000 | 200 | 200 |

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| | ACTUAL 2019-20 | BOARD APPROVED 2020-21 | DEPARTMENT REQUEST 2021-22 | CAO RECOMMENDED 2021-22 |
|---|---------------------------|---------------------------------------|---|--|
| SERVICES & SUPPLIES (continued) | | | | |
| 721700 Rents & Leases - Buildings | 0 | 500 | 0 | 0 |
| 721900 Special Department Expense | 15,388 | 1,000 | 500 | 500 |
| 722000 Transportation & Travel | 0 | 500 | 500 | 500 |
| TOTAL SERVICES & SUPPLIES | 514,435 | 518,750 | 248,950 | 248,950 |
| OTHER CHARGES | | | | |
| 730330 Rents & Leases - Equipment | 0 | 0 | 19,865 | 19,865 |
| TOTAL OTHER CHARGES | 0 | 0 | 19,865 | 19,865 |
| <u>TOTAL EXPENDITURES</u> | <u>602,651</u> | <u>589,566</u> | <u>361,068</u> | <u>361,068</u> |
| <u>NET COUNTY COST (EXP - REV)</u> | <u>583,254</u> | <u>514,566</u> | <u>333,568</u> | <u>333,568</u> |

Mail Room (County Clerk)

COMMENTS

This budget funds the cost of the County's mail room services. The mail room serves all County Departments except offices located outside the immediate Madera area. The mailroom has a postage machine and a folding machine available to serve County Departments. This division is administered by the County Clerk-Recorder's Office.

ESTIMATED REVENUES

662723 **Services To Other Agencies** (\$2,500) is recommended based on Maintenance Districts share of postage costs.

670000 **Intrafund Revenue** (\$25,000) is recommended unchanged and is based on subvented departments share of postage costs.

SALARIES & EMPLOYEE BENEFITS

710102 **Permanent Salaries** (\$37,755) is recommended increased \$150 based on cost of recommended staff.

710103 **Extra Help** (\$30,000) is recommended to fund extra help salaries.

710200 **Retirement** (\$14,895) reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.

710300 **Health Insurance** (\$9,089) is based on the employer's share of health insurance premiums.

710400 **Workers' Compensation** (\$514) reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

720300 **Communications** (\$250) is recommended to fund the mailroom telephone line.

720800 **Maintenance - Equipment** (\$250) is recommended for potential maintenance and repairs of mail room equipment.

Mail Room (County Clerk)

SERVICES & SUPPLIES (continued)

- 721300** **Office Expense** (\$2,250) is recommended reduced \$12,750 to fund the County's Post Office Box rental, shredder services, and other mail room supplies. Certain expenses have been moved to budget 00210 and 01330 as they related to non-mailroom expenses.
- 721302** **Office Expense - Postage** (\$245,000) is recommended increased \$5,000 based on current usage for postage and mail services for all County Departments, except Social Services and offices located outside the Madera area.
- 721303** **Office Expense - Purchasing Agent Store** (\$0) is recommended reduced. This expense has been moved to budget 00230.
- 721400** **Professional & Specialized Services** (\$0) is not recommended.
- 721426** **Professional & Specialized Services-Software Maintenance** (\$0) is not recommended in this budget. This expense has been relocated to the Information Technology budget 00240. This service provides Computer Consultation for the Property Tax System (Megabyte). The service will provide ongoing software maintenance enhancements to the programs and additions/deletions to the Property Tax System Programs when there are County changes or new laws.
- 721601** **Rents & Leases – County Vehicles** (\$200) is recommended for the use of vehicles from the Central Garage. This expense is recommended reduced due to the relocation of several equipment leases to account 730330 and to budget 00210.
- 721700** **Rents & Leases – Buildings** (\$0) is not recommended.
- 721900** **Special Department Expense** (\$500) is recommended for miscellaneous Departmental supplies.
- 722000** **Transportation & Travel** (\$500) is recommended for postal training on newly required regulations and other mail room functions.
- 730330** **Rents & Leases - Equipment** (\$19,865) is recommended for leases of the internal postage meter, inserter/folder, binding machine and copier.

**COUNTY OF MADERA
 BUDGET UNIT POSITION SUMMARY
 BUDGET FOR THE FISCAL YEAR 2021-22**

Department: Mail Room (County Clerk)
 (02100)
 Function: General
 Activity: Other General
 Fund: General

| <u>JCN</u> | <u>CLASSIFICATION</u> | <u>2020-21 Authorized Positions</u> | | <u>2021-22 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> | |
| 3684 | Central Services Assistant | - | 1.0 | - | 1.0 | - | - | |
| 3688 | Central Services Worker | 1.0 | - | 1.0 | - | - | - | |
| TOTAL | | <u>1.0</u> | <u>1.0</u> | <u>1.0</u> | <u>1.0</u> | <u>-</u> | <u>-</u> | |

NOTES: