

**COUNTY OF MADERA  
BUDGET UNIT EXPENDITURE DETAIL  
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **CENTRAL SERVICES  
(02100)**  
Function: **General**  
Activity: **Other General**  
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
710102 Permanent Salaries	20,356	0	30,742	30,742
710103 Extra Help	8,606	37,215	32,000	32,000
710200 Retirement	6,328	8,973	10,060	10,060
710300 Health Insurance	4,923	5,517	7,031	7,031
710400 Workers' Compensation	134	333	336	336
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>40,346</b>	<b>52,038</b>	<b>80,169</b>	<b>80,169</b>
<b>SERVICES &amp; SUPPLIES</b>				
720300 Communications	111	3,500	500	500
720800 Maintenance - Equipment	0	500	500	500
721300 Office Expense		4,000	8,500	8,500
721301 Office Expense-Duplicating	11,835	1,800	500	500
721302 Office Expense-Postage	222,201	300,000	275,000	275,000
721303 Office Expense-Purchasing Agent Store	0	500	500	500
721400 Professional & Specialized Services	1,560	500	500	500
721426 Professional & Specialized Services - Software Main.	200,301	213,000	210,000	210,000
721600 Rents & Leases - Equipment	242	5,000	12,000	12,000
721700 Rents & Leases - Buildings	4,464	5,000	500	500
722000 Transportation & Travel	0	500	500	500
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>440,715</b>	<b>534,300</b>	<b>509,000</b>	<b>509,000</b>
<b>FIXED ASSETS</b>				
740300 Equipment				
<b>TOTAL FIXED ASSETS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL - CENTRAL SERVICES</b>	<b>481,061</b>	<b>586,338</b>	<b>589,169</b>	<b>589,169</b>

## CENTRAL SERVICES

### COMMENTS

Central Services combines the following functions: Central Duplicating, Mail Services, Surplus Property, and Central Storage. These operations are combined into one budget allowing for centralized control of these functions. These functions are administered by the County Administrative Office.

<u>REVENUE</u>	<u>Actual</u> <u>2015-16</u>	<u>Estimated</u> <u>2016-17</u>	<u>Projected</u> <u>2017-18</u>
Charges for Services	\$25,734	\$42,500	\$55,000
Total Revenue	\$25,734	\$42,500	\$55,000

### STAFFING

<u>Permanent</u>	<u>2016-17 Authorized</u>		<u>2017-18 Recommended</u>	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Central Services Assistant	0	1	0	1*
Central Services Worker	<u>0</u>	<u>1*</u>	<u>1</u>	<u>0</u>
Total	0	2	1	1

**Note:** \*The Central Service Assistant position is currently being filled with an extra help employee.

### SALARIES & EMPLOYEE BENEFITS

- 710102**      **Permanent Salaries** (\$30,742) is recommended increased \$30,742 to fund one permanent Central Services Worker.
- 710103**      **Extra Help** (\$32,000) is recommended reduced \$5,215 to fund an extra help Central Services Assistant position.
- 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.

## CENTRAL SERVICES

### SERVICES & SUPPLIES

- 720300**      **Communications** (\$500) is recommended reduced \$3,000 for all non-department specific communications lines, elevator emergency telephone lines, security systems, and other shared services.
- 720800**      **Maintenance - Equipment** (\$500) is recommended unchanged for maintenance agreements for the mail room equipment.
- 721300**      **Office Expense** (\$4,000) is recommended increased \$4,500 based on actual expenditures for supplies to be used in various Central Services activities.
- 721301**      **Office Expense - Duplicating** (\$500) is recommended reduced \$1,300 for paper supplies provided for the Central Duplicating machines.
- 721302**      **Office Expense - Postage** (\$275,000) is recommended reduced \$25,000 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** (\$500) is recommended unchanged for the central purchasing of common office supplies which are then charged back to using Departments.
- 721400**      **Professional & Specialized Services** (\$500) is recommended unchanged.
- 721426**      **Professional & Specialized Services-Software Maintenance** (\$210,000) is recommended reduced \$3,000 to provide Computer Consultation for the Property Tax System (Megabyte). This 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.
- 721600**      **Rents & Leases - Equipment** (\$12,000) is recommended increased \$7,000 for internal postage meter and for the use of vehicles from the Central Garage.
- 721700**      **Rents & Leases – Buildings** (\$500) is recommended reduced \$4,500 for Central Services' portion of leased storage space.
- 722000**      **Transportation & Travel** (\$500) is recommended unchanged for postal training on newly required regulations and other Central Services functions.