

**COUNTY OF MADERA  
BUDGET UNIT EXPENDITURE DETAIL  
BUDGET FOR THE FISCAL YEAR 2013-14**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
710103 Extra Help	19,881	25,000	25,000	25,000
710200 Retirement	4,841	7,500	5,000	5,000
710300 Health Insurance	8,885	9,000	8,000	8,000
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>33,608</b>	<b>41,500</b>	<b>38,000</b>	<b>38,000</b>
<b>SERVICES &amp; SUPPLIES</b>				
720300 Communications	2,810	4,000	3,000	3,000
720800 Maintenance - Equipment	0	500	500	500
721300 Office Expense	3,500	3,000	3,000	3,000
721301 Office Expense-Duplicating	861	4,000	1,800	1,800
721302 Office Expense-Postage	210,150	240,000	280,000	280,000
721303 Office Expense-Purchasing Agent Store	0	500	500	500
721400 Professional & Specialized Services	3,120	0	3,120	3,120
721426 Professional & Specialized Services - Software Main.	185,392	192,503	195,775	195,775
721600 Rents & Leases - Equipment	5,137	5,000	5,000	5,000
721700 Rents & Leases - Buildings	4,464	0	4,464	4,464
722000 Transportation & Travel	0	500	500	500
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>415,434</b>	<b>450,003</b>	<b>497,659</b>	<b>497,659</b>
<b>FIXED ASSETS</b>				
740300 Equipment	0	0	38,167	38,167
<b>TOTAL FIXED ASSETS</b>	<b>0</b>	<b>0</b>	<b>38,167</b>	<b>38,167</b>
<b>TOTAL - CENTRAL SERVICES</b>	<b>449,042</b>	<b>491,503</b>	<b>573,826</b>	<b>573,826</b>
<b>INTRAFUND TRANSFER</b>				
770000 Intrafund Transfer	-20,711	-18,000	-22,000	-22,000
<b>TOTAL INTRAFUND TRANSFER</b>	<b>-20,711</b>	<b>-18,000</b>	<b>-22,000</b>	<b>-22,000</b>
<b>GRAND TOTAL - CENTRAL SERVICES</b>	<b>428,331</b>	<b>473,503</b>	<b>551,826</b>	<b>551,826</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.

**\*Note:** In 2011-12, activities for the 311/Customer Service Center were appropriated under this budget organization. Due to the need to track expenditures for activities associated with 311 separately, in 2012-13 a separate budget organization was developed for 311/Customer Service Center (02150). All items associated with 311 operations were moved to the separate budget organization.

### STAFFING

<u>Permanent</u>	<u>2012-13 Authorized</u>		<u>2013-14 Recommended</u>	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Central Services Assistant	0	1*	0	1*
Central Services Worker	0		0	1**

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

\*\*In an effort to more accurately allocate the Central Services Worker position, it is recommended that the position be transferred from the Administrative Management Org (00210) to the Central Services Org (02100).

### SALARIES & EMPLOYEE BENEFITS

**710103** Extra Help (\$25,000) is recommended unchanged to fund an extra help Central Services Assistant.

**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 (\$3,000) is recommended reduced \$1,000 for all non-department specific communications lines, elevator emergency telephone lines, security systems, and other shared services.

## CENTRAL SERVICES

### SERVICES & SUPPLIES (continued)

- 720800**      **Maintenance - Equipment** (\$500) is recommended unchanged for maintenance agreements for the mail room equipment.
- 721300**      **Office Expense** (\$3,000) is recommended unchanged for supplies to be used in various Central Services activities.
- 721301**      **Office Expense - Duplicating** (\$1,800) is recommended reduced \$2,200 for paper supplies provided for the Central Duplicating machines. Approximately 3,000,000 copies are produced annually and are charged back to the using Departments.
- 721302**      **Office Expense - Postage** (\$280,000) is recommended increased \$40,000 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** (\$3,120) is recommended for mail courier services.
- 721426**      **Professional & Specialized Services-Software Maintenance** (\$195,775) is recommended increased \$3,272 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. The basic maintenance support for the Assessor, Auditor and Tax Collector is \$16,314 per month.
- 721600**      **Rents & Leases - Equipment** (\$5,000) is recommended unchanged for the maintenance of Central Services copiers, and for the use of vehicles from the Central Garage.
- 721700**      **Rents & Leases – Buildings** (\$4,464) is recommended for Central Services' portion of the leased storage facility shared with County Clerk Recorder.
- 722000**      **Transportation & Travel** (\$500) is recommended unchanged for postal training on newly required regulations and other Central Services functions.

## CENTRAL SERVICES

### FIXED ASSETS

**740301**      **Fixed Assets** (\$38,167) is recommended for the purchase of an upgrade to the MegaByte Property Tax System to transition to the required Dot Net platform. The cost of this upgrade will be offset with available funds from the Property Tax Sale Proceeds Fund.

### INTRAFUND TRANSFER/REVENUE

**770000**      **Intrafund Transfer/Revenue** (\$82,167) County Departments are charged back for their use of the Central Duplicating services; Superior Court, Child Support Services, Behavioral Health Services and RMA-Road Department are charged for postage costs (\$44,000). Additionally, \$38,167 will be transferred from the Property Tax Sale Proceeds fund to offset the cost of the MegaByte Property Tax System.