

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2010-11</u>	<u>BOARD APPROVED EXPENDITURES 2011-12</u>	<u>DEPARTMENT REQUEST 2012-13</u>	<u>CAO RECOMMENDED 2012-13</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	0	28,805	0	0
710103 Extra Help	0	35,000	25,000	25,000
710200 Retirement	0	7,402	7,500	7,500
710300 Health Insurance	0	6,585	9,000	9,000
TOTAL SALARIES & EMPLOYEE BENEFITS	0	77,792	41,500	41,500
SERVICES & SUPPLIES				
720300 Communications	3,293	4,000	4,000	4,000
720500 Household Expenses	140	0	0	0
720800 Maintenance - Equipment	0	500	500	500
720900 Maintenance - Buildings & Improvement	0	0	0	0
721203 Miscellaneous Expense	0	0	0	0
721300 Office Expense	1,941	3,000	3,000	3,000
721301 Office Expense-Duplicating	1,547	4,000	4,000	4,000
721302 Office Expense-Postage	271,170	265,000	240,000	240,000
721303 Office Expense-Purchasing Agent Store	0	500	500	500
721400 Professional & Specialized Services	3,556	0	0	0
721406 Professional & Specialized Services - Software Main.	199,637	185,392	192,503	192,503
721600 Rents & Leases - Equipment	11,423	25,000	5,000	5,000
721700 Rents & Leases - Buildings	4,466	0	0	0
721900 Special Departmental Expense	0	0	0	0
722000 Transportation & Travel	80	500	500	500
TOTAL SERVICES & SUPPLIES	497,253	487,892	450,003	450,003
TOTAL - CENTRAL SERVICES	497,253	487,892	491,503	491,503
INTRAFUND TRANSFER				
770000 Intrafund Transfer	-28,751	-60,000	-18,000	-18,000
TOTAL INTRAFUND TRANSFER	-28,751	-60,000	-18,000	-18,000
GRAND TOTAL - CENTRAL SERVICES	468,502	505,684	473,503	473,503

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, a separate budget organization has been developed for 311/Customer Service Center. All items associated with 311 operations have been moved to the newly created budget organization.

STAFFING

<u>Permanent</u>	2011-12 Authorized		2012-13 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Central Services Assistant	0	1*	0	1*
Program Assistant I/II	<u>1</u>	<u>0</u>	<u>0**</u>	<u>0</u>
Total Permanent Staff	1	1	0	1

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

**The Program Assistant position was transferred to the newly created 311/Customer Service Center budget organization, as it is associated with 311/CRM system.

SALARIES & EMPLOYEE BENEFITS

710102 **Permanent Salaries** (\$0) are recommended reduced \$28,805 based on recommended staffing.

710103 **Extra Help** (\$25,000) is recommended reduced \$10,000 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.

710400 **Workers' Compensation** reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

CENTRAL SERVICES

SERVICES & SUPPLIES

- 720300** **Communications** (\$4,000) is recommended unchanged 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** (\$3,000) is recommended unchanged for supplies to be used in various Central Services activities.
- 721301** **Office Expense - Duplicating** (\$4,000) is recommended unchanged 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** (\$240,000) is recommended reduced \$25,000 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** (\$192,503) is recommended increased \$7,111 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 \$16,041 per month.
- 721600** **Rents & Leases - Equipment** (\$5,000) is recommended reduced \$20,000 for the maintenance of Central Services copiers, and for the use of vehicles from the Central Garage.
- 722000** **Transportation & Travel** (\$500) is recommended unchanged for postal training on newly required regulations and other Central Services functions.

INTRAFUND TRANSFER

- 770000** **Intrafund Transfer** (\$18,000) is recommended reduced \$42,000. 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.