

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2011-12**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2009-10</u>	<u>BOARD APPROVED EXPENDITURES 2010-11</u>	<u>DEPARTMENT REQUEST 2011-12</u>	<u>CAO RECOMMENDED 2011-12</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	0	0	28,805	28,805
710103 Extra Help	0	0	35,000	35,000
710200 Retirement	0	0	7,402	7,402
710300 Health Insurance	0	0	6,585	6,585
TOTAL SALARIES & EMPLOYEE BENEFITS	0	0	77,792	77,792
SERVICES & SUPPLIES				
720300 Communications	4,141	6,000	4,000	4,000
720800 Maintenance - Equipment	16	500	500	500
720900 Maintenance - Buildings & Improvement	35	0	0	0
721203 Miscellaneous Expense	0	700	0	0
721300 Office Expense	981	3,000	3,000	3,000
721301 Office Expense-Duplicating	2,975	8,000	4,000	4,000
721302 Office Expense-Postage	241,205	325,000	265,000	265,000
721303 Office Expense-Purchasing Agent Store	0	500	500	500
721400 Professional & Specialized Services	3,120	0	0	0
721406 Professional & Specialized Services - Software Main.	194,558	194,550	185,392	185,392
721600 Rents & Leases - Equipment	25,098	25,000	25,000	25,000
721900 Special Departmental Expense	17	0	0	0
722000 Transportation & Travel	36	500	500	500
TOTAL SERVICES & SUPPLIES	472,182	563,750	487,892	487,892
TOTAL - CENTRAL SERVICES	472,182	563,750	565,684	565,684
INTRAFUND TRANSFER				
770000 Intrafund Transfer	-62,259	-78,000	-60,000	-60,000
TOTAL INTRAFUND TRANSFER	-62,259	-78,000	-60,000	-60,000
GRAND TOTAL - CENTRAL SERVICES	409,923	485,750	505,684	505,684

COMMENTS

Central Services combines the following functions: Central Duplicating, Mail Services, Surplus Property, Central Storage, and the new 311 Call Center / Customer Request Management (311/CRM) system. As directed by the Board of Supervisors, County Administration and the County's Information Technology Department will be working together to develop and implement this new 311/CRM system during the first part of the 2011-12 fiscal year. The 311/CRM system is being implemented to improve customer service delivery county-wide. All of the staffing and costs associated with 311/CRM will be incorporated into this budget once identified and then charged out to all County Departments based on usage. These central support operations are administered by the County Administrative Office.

STAFFING

<u>Permanent</u>	<u>2010-11 Authorized</u>	<u>2011-12 Recommended</u>	
		<u>Funded</u>	<u>Unfunded</u>
Program Assistant I/II	N/A	1	
Central Services Assistant	N/A	—	1*
Total Permanent Staff		1	1

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

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$28,805) are recommended to fund one Program Assitant I/II position associated with the 311/CRM system.
- 710103** **Extra Help** (\$35,000) is recommended to fund an extra help Central Services Assistant previously budgeted in the Purchasing Budget (# 00220).
- 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** (\$4,000) is recommended reduced \$2,000 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** (\$3,000) is recommended unchanged for supplies to be used in various Central Services activities.
- 721301** **Office Expense - Duplicating** (\$4,000) is recommended reduced \$4,000 for paper supplies provided for the Central Duplicating machines. Approximately 3,000,000 copies are produced yearly and are charged back to the using Departments.
- 721302** **Office Expense - Postage** (\$265,000) is recommended reduced \$60,000 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** (\$185,392) is recommended reduced \$9,158 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 \$15,449 per month.
- 721600** **Rents & Leases - Equipment** (\$25,000) is recommended unchanged for the Central Services copiers lease, 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** (\$60,000) is recommended reduced \$18,000. 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; and departments will be charged their proportional share of the 311 CRM system costs, once implemented.