

**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2018-19**

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

	ACTUAL 2016-17	BOARD APPROVED 2017-18	DEPARTMENT REQUEST 2018-19	CAO RECOMMENDED 2018-19
<u>ESTIMATED REVENUES:</u>				
CHARGES FOR CURRENT SERVICES				
662700 Other Charges for Services	2,411	45,000	51,000	51,000
662800 Interfund Revenue	400			
TOTAL CHARGES FOR CURRENT SERVICES	2,811	45,000	51,000	51,000
MISCELLANEOUS REVENUE				
670000 Intrafund Revenue	21,612	10,000	13,000	13,000
TOTAL MISCELLANEOUS REVENUE	21,612	10,000	13,000	13,000
<u>TOTAL ESTIMATED REVENUES</u>	<u>24,423</u>	<u>55,000</u>	<u>64,000</u>	<u>64,000</u>
<u>EXPENDITURES:</u>				
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	59,388	30,742	32,152	32,152
710103 Extra Help	103	32,000	30,000	30,000
710200 Retirement	8,521	10,060	11,041	11,041
710300 Health Insurance	0	7,031	8,010	8,010
710400 Workers' Compensation	333	336	690	690
TOTAL SALARIES & EMPLOYEE BENEFITS	68,345	80,169	81,893	81,893
SERVICES & SUPPLIES				
720300 Communications	3,818	500	500	500
720800 Maintenance - Equipment		500	500	500
721300 Office Expense	47,328	8,500	10,000	10,000
721301 Office Expense-Duplicating	0	500	500	500
721302 Office Expense-Postage	205,558	275,000	275,000	275,000
721303 Office Expense-Purchasing Agent Store	278	500	500	500
721400 Professional & Specialized Services	0	500	500	500

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	ACTUAL <u>2016-17</u>	BOARD APPROVED <u>2017-18</u>	DEPARTMENT REQUEST <u>2018-19</u>	CAO RECOMMENDED <u>2018-19</u>
SERVICES & SUPPLIES (continued)				
721426 Professional & Specialized Services - Software Main.	218,865	210,000	214,000	214,000
721600 Rents & Leases - Equipment	7,460	12,000	27,000	27,000
721700 Rents & Leases - Buildings	2,232	500	500	500
722000 Transportation & Travel	1,906	500	1,500	1,500
TOTAL SERVICES & SUPPLIES	487,445	509,000	530,500	530,500
<u>TOTAL EXPENDITURES</u>	<u>555,790</u>	<u>589,169</u>	<u>612,393</u>	<u>612,393</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>531,367</u>	<u>534,169</u>	<u>548,393</u>	<u>548,393</u>

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.

ESTIMATED REVENUES

- 662700** **Charges for Current Services** (\$51,000) is recommended increased \$6,000 based on subvented departments share of postage costs.
- 670000** **Miscellaneous Revenue** (\$13,000) is recommended increased \$3,000 based on subvented departments share of postage costs.

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$32,152) is recommended increased \$1,410 based on cost of recommended staff..
- 710103** **Extra Help** (\$30,000) is recommended reduced \$2,000 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.

SERVICES & SUPPLIES

- 720300** **Communications** (\$500) 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.

CENTRAL SERVICES

SERVICES & SUPPLIES (continued)

- 721300** **Office Expense** (\$10,000) is recommended increased \$1,500 based on actual expenditures for supplies to be used in various Central Services activities.
- 721301** **Office Expense - Duplicating** (\$500) is recommended unchanged for paper supplies provided for the Central Duplicating machines.
- 721302** **Office Expense - Postage** (\$275,000) is recommended unchanged 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** (\$214,000) is recommended increased \$4,000 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** (\$27,000) is recommended increased \$15,000 for internal postage meter, inserter/folder, binding machine and copier as well as for the use of vehicles from the Central Garage.
- 721700** **Rents & Leases – Buildings** (\$500) is recommended unchanged for Central Services' portion of leased storage space.
- 722000** **Transportation & Travel** (\$1,500) is recommended increased \$1,000 for postal training on newly required regulations and other Central Services functions.

**COUNTY OF MADERA
 BUDGET UNIT POSITION SUMMARY
 BUDGET FOR THE FISCAL YEAR 2018-19**

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<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2017-18 Authorized Positions</u>		<u>2018-19 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	-	1.0	
3688	Central Services Worker	1.0	-	1.0	-	1.0	-	
	TOTAL	1.0	1.0	1.0	1.0	1.0	1.0	

NOTES: