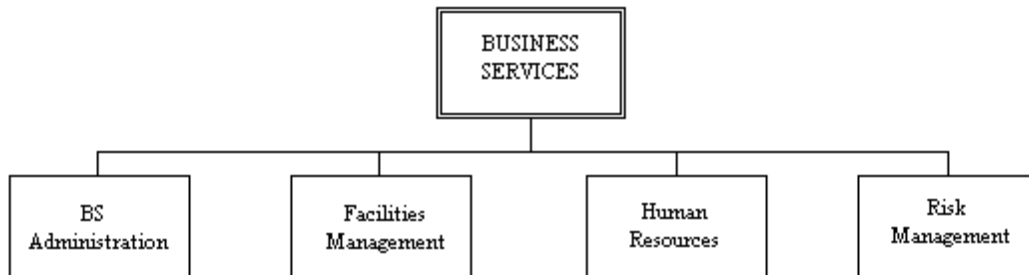


MARION COUNTY FY 2012-13 BUDGET
BY DEPARTMENT
BUSINESS SERVICES

BUSINESS SERVICES



MISSION STATEMENT

To provide a core foundation of business practices and consultation that assists Marion County departments to achieve their missions.

GOALS AND OBJECTIVES

- Goal 1 Provide training and professional development opportunities that align with the county's goals and objectives.
- Objective 1 Establish a strategic training and development plan that supports employee, volunteer and team success.
 - Objective 2 Identify and deliver training opportunities designed to emphasize and motivate high productivity and excellence in customer service.
 - Objective 3 Maximize learning and cost efficiency by utilizing a wide variety of training methods with a focus on intact teams, just-in-time and on-demand training.
- Goal 2 Optimize county resources by improving employee safety and health in order to increase productivity and reduce absenteeism and the cost of insurance.
- Objective 1 Develop, promote and manage a comprehensive safety and wellness program.
 - Objective 2 Educate and inform employees about the importance of awareness, self-care, and behavioral change in improving wellness, productivity and work-life balance.
 - Objective 3 Consult with departments to ensure compliance with occupational safety and health requirements.
- Goal 3 Utilize efficient and effective volunteer engagement practices that promote inclusiveness by citizens in meaningful volunteer activities to meet the needs of county departments and residents.
- Objective 1 Provide county departments the support necessary to recruit and manage volunteers to assist with delivering services to citizens.

MARION COUNTY FY 2012-13 BUDGET
BY DEPARTMENT
BUSINESS SERVICES

- Objective 2 Coordinate with community partners to ensure that volunteer resources are effectively activated, monitored and evaluated during and after emergencies.

- Goal 4 Promote an enterprise approach to employee relations, performance management and employment practices across county departments.
 - Objective 1 Develop educational plans for management team members who are new to supervision, new to the county or needing additional assistance to ensure collective bargaining agreements, personnel policies and statutes are adhered to consistently.

 - Objective 2 Recommend employee relations practices necessary to establish a positive employer/employee relationship and promote a high level of employee morale and motivation.

- Goal 5 Manage the physical assets of the county (facilities, infrastructure, mechanical/electrical equipment, and grounds) to ensure a safe, comfortable and productive workplace for employees and visitors.
 - Objective 1 Develop capital improvement plans and a new facility master plan for 5- and 10-year facilities life cycle, replacement, retrofit, and redevelopment.

 - Objective 2 Develop and implement construction, maintenance, and custodial standards that promote efficiency, energy savings, and highest value asset management.

 - Objective 3 Extend life cycle of all physical assets through effective preventive maintenance working toward 65% of all work orders in this category, or approaching 2:1 preventive maintenance versus corrective maintenance ratio.

 - Objective 4 Provide the highest level of responsiveness to customers utilizing continuous improvement concepts and technologies that promote improved customer service, meaningful data collection, proactive work habits, and a quality environment for county staff and the community.

DEPARTMENT OVERVIEW

The purpose of the Business Services Department is to provide core business services to support the county departments in delivering their services to customers and clients. The Business Services Department has four programs and 57.5 full time employees.

The department's commitment is to deliver top-quality service by demonstrating professionalism, collaborative partnerships, quality services and products, leadership, and a safe and healthy work environment. Business Services provides facility maintenance and operations, human resources administration, employee and labor relations, recruitment, professional training and development, employee benefits, safety and wellness, liability and workers compensation insurance management, and volunteer coordination.

MARION COUNTY FY 2012-13 BUDGET
BY DEPARTMENT
BUSINESS SERVICES

Resource and Requirement Summary

| Business Services | FY 09-10 ACTUAL | FY 10-11 ACTUAL | FY 11-12 BUDGET | FY 12-13 ADOPTED | +/- % |
|------------------------------|--------------------|--------------------|--------------------|---------------------|---------------|
| RESOURCES | | | | | |
| Intergovernmental Federal | 0 | 16,930 | 0 | 10,000 | n.a. |
| Intergovernmental State | 0 | 0 | 21,589 | 0 | -100.00% |
| Charges for Services | 640,314 | 351,696 | 282,915 | 315,993 | 11.69% |
| Admin Cost Recovery | 5,656,171 | 5,820,504 | 6,185,207 | 6,108,705 | -1.24% |
| General Fund Transfers | 56,174 | 0 | 0 | 0 | n.a. |
| Other Fund Transfers | 0 | 7,410 | 20,471 | 0 | -100.00% |
| Settlements | 0 | 29 | 0 | 0 | n.a. |
| TOTAL RESOURCES | 6,352,659 | 6,196,569 | 6,510,182 | 6,434,698 | -1.16% |
| REQUIREMENTS | | | | | |
| Personnel Services | | | | | |
| Salaries and Wages | 3,183,779 | 3,072,868 | 3,092,208 | 2,996,229 | -3.10% |
| Fringe Benefits | 1,597,064 | 1,579,751 | 1,718,307 | 1,771,447 | 3.09% |
| Total Personnel Services | 4,780,843 | 4,652,620 | 4,810,515 | 4,767,676 | -0.89% |
| Materials and Services | | | | | |
| Supplies | 138,753 | 121,526 | 163,405 | 161,995 | -0.86% |
| Materials | 47,027 | 78,878 | 39,333 | 39,142 | -0.49% |
| Communications | 22,571 | 20,749 | 23,878 | 26,672 | 11.70% |
| Utilities | 1,369 | 860 | 22,738 | 13,922 | -38.77% |
| Contracted Services | 233,270 | 291,449 | 360,302 | 276,120 | -23.36% |
| Repairs and Maintenance | 279,582 | 304,601 | 288,614 | 309,600 | 7.27% |
| Rentals | 216,802 | 137,277 | 188,133 | 192,816 | 2.49% |
| Miscellaneous | 65,889 | 64,344 | 103,117 | 140,630 | 36.38% |
| Total Materials and Services | 1,005,263 | 1,019,684 | 1,189,520 | 1,160,897 | -2.41% |
| Administrative Charges | 566,554 | 517,670 | 498,147 | 506,125 | 1.60% |
| Capital Outlay | 0 | 6,595 | 12,000 | 0 | -100.00% |
| TOTAL REQUIREMENTS | 6,352,660 | 6,196,569 | 6,510,182 | 6,434,698 | -1.16% |
| FTE | 62.50 | 62.50 | 60.25 | 57.50 | -4.6% |

MARION COUNTY FY 2012-13 BUDGET
BY DEPARTMENT
BUSINESS SERVICES

PROGRAMS

The Business Services programs are shown on the following table:

Summary of Programs

| | FY 09-10 ACTUAL | FY 10-11 ACTUAL | FY 11-12 BUDGET | FY 2012-13 ADOPTED | +/- % |
|---------------------------|--------------------|--------------------|--------------------|-----------------------|---------------|
| RESOURCES | | | | | |
| BS Administration | 925,706 | 854,237 | 725,325 | 531,181 | -26.77% |
| Facilities Management | 3,386,847 | 3,362,686 | 3,471,638 | 3,602,912 | 3.78% |
| Risk Management | 766,122 | 794,269 | 900,023 | 921,574 | 2.39% |
| Human Resources | 1,273,985 | 1,185,376 | 1,413,196 | 1,379,031 | -2.42% |
| TOTAL RESOURCES | 6,352,659 | 6,196,569 | 6,510,182 | 6,434,698 | -1.16% |
| REQUIREMENTS | | | | | |
| BS Administration | 925,706 | 854,237 | 725,325 | 531,181 | -26.77% |
| Facilities Management | 3,386,847 | 3,362,686 | 3,471,638 | 3,602,912 | 3.78% |
| Risk Management | 766,122 | 794,269 | 900,023 | 921,574 | 2.39% |
| Human Resources | 1,273,985 | 1,185,376 | 1,413,196 | 1,379,031 | -2.42% |
| TOTAL REQUIREMENTS | 6,352,659 | 6,196,569 | 6,510,182 | 6,434,698 | -1.16% |

MARION COUNTY FY 2012-13 BUDGET
BY DEPARTMENT
BUSINESS SERVICES

BS Administration Program

- Provides overall planning, direction and supervision of the department.
- Provides payroll, purchasing and contracts, accounts receivable, and accounts payable services to department programs and services.
- Performs department budget preparation, monitoring and reporting.
- Provides clerical and managerial support to the department director and programs.
- Performs countywide key and key card management.
- Provides countywide work order support.

Program Summary

Business Services

Program: BS Administration

| | FY 09-10 ACTUAL | FY 10-11 ACTUAL | FY 11-12 BUDGET | FY 12-13 ADOPTED | +/- % |
|-------------------------------------|--------------------|--------------------|--------------------|---------------------|----------------|
| RESOURCES | | | | | |
| Charges for Services | 3,462 | 3,597 | 2,400 | 3,250 | 35.42% |
| Admin Cost Recovery | 922,244 | 850,640 | 722,925 | 527,931 | -26.97% |
| TOTAL RESOURCES | 925,706 | 854,237 | 725,325 | 531,181 | -26.77% |
| REQUIREMENTS | | | | | |
| Personnel Services | | | | | |
| Salaries and Wages | 317,209 | 509,701 | 399,215 | 282,719 | -29.18% |
| Fringe Benefits | 151,789 | 257,124 | 221,545 | 169,963 | -23.28% |
| Total Personnel Services | 468,998 | 766,825 | 620,760 | 452,682 | -27.08% |
| Materials and Services | | | | | |
| Supplies | 3,977 | 3,353 | 3,225 | 2,525 | -21.71% |
| Materials | 1,919 | 1,906 | 950 | 700 | -26.32% |
| Communications | 1,071 | 1,645 | 980 | 1,472 | 50.20% |
| Contracted Services | 624 | 397 | 730 | 645 | -11.64% |
| Repairs and Maintenance | 412 | 1,025 | 300 | 300 | 0.00% |
| Rentals | 3,964 | 3,660 | 35,051 | 28,522 | -18.63% |
| Miscellaneous | 1,288 | 4,287 | 4,725 | 4,640 | -1.80% |
| Total Materials and Services | 13,255 | 16,272 | 45,961 | 38,804 | -15.57% |
| Administrative Charges | 443,454 | 71,139 | 58,604 | 39,695 | -32.27% |
| TOTAL REQUIREMENTS | 925,707 | 854,236 | 725,325 | 531,181 | -26.77% |
| FTE | 5.00 | 9.00 | 7.75 | 5.00 | -35.5% |

MARION COUNTY FY 2012-13 BUDGET
BY DEPARTMENT
BUSINESS SERVICES

FTE By Position Title By Program

| Program: BS Administration | |
|---|-------------|
| Position Title | FTE |
| Accounting Specialist | 1.00 |
| Administrative Assistant | 1.00 |
| Business Services Director | 1.00 |
| Contracts Specialist | 1.00 |
| Department Specialist 3 | 1.00 |
| Program BS Administration FTE Total: | 5.00 |

MARION COUNTY FY 2012-13 BUDGET
BY DEPARTMENT
BUSINESS SERVICES

BS Administration Program Budget Justification

RESOURCES

Changes to program resources include a small increase in Charges for Services to other agencies due for support to the Courthouse Square Condominium Association.

REQUIREMENTS

FTE

Two FTE were transferred out to other departments. One Business Systems Analyst was transferred to Information Technology in the FY 11-12 1st Supplemental Budget. One Business Systems Analyst was transferred to Finance in the FY 11-12 2nd Supplemental Budget.

One vacant Department Specialist 2 in Administration has been deleted and replaced with a Building Maintenance Specialist due to increased needs to maintain multiple locations after the move from Courthouse Square.

Personnel Services

Normal Personnel Services increases attributed to step increases and fringe benefit cost increases are included in the FY 12-13 personnel expenditures, although these are offset by the decreases in FTE.

The result of the replacement of a Department Specialist 2 with a Building Maintenance Specialist is a net savings of \$12,064 in Personnel Services because the former was being paid at the longevity rate and the latter position will be at entry level. The Business Services Administration program saves the entire cost of the Department Specialist 2 position from its elimination.

Materials and Services

No significant changes in Materials and Services.

Administrative Charges

The decrease was a large percent relative to the rather small total budgeted for Administrative Charges. Decreases were experienced in almost all Administrative Charges accounts, with small dollar amounts reallocated to other programs to more appropriately reflect use of the charged services.

Transfers Out

Not Applicable

Contingency

Not Applicable

Other

Not Applicable

MARION COUNTY FY 2012-13 BUDGET
BY DEPARTMENT
BUSINESS SERVICES

Facilities Management Program

- Performs repairs, preventive maintenance, renovations, and construction services for county-owned and leased facilities.
- Provides long-range facility needs assessment, planning, and funding requirements.
- Oversees building fire, life, safety and security systems.
- Manages facilities management database systems including the facilities conditions assessment program and the FacilityDude work order system.
- Administers energy efficiency and resource conservation programs, including grant funding.
- Performs custodial, courier and grounds maintenance services.
- Does designs, budgeting, bidding, and management for capital improvement projects.
- Develops and presents five-year, countywide prioritized Capital Improvement Projects list.

MARION COUNTY FY 2012-13 BUDGET
BY DEPARTMENT
BUSINESS SERVICES

Program Summary

Business Services

Program: Facilities Management

| | FY 09-10 ACTUAL | FY 10-11 ACTUAL | FY 11-12 BUDGET | FY 12-13 ADOPTED | +/- % |
|------------------------------|--------------------|--------------------|--------------------|---------------------|---------------|
| RESOURCES | | | | | |
| Charges for Services | 515,439 | 260,565 | 199,134 | 226,809 | 13.90% |
| Admin Cost Recovery | 2,871,407 | 3,094,683 | 3,252,033 | 3,376,103 | 3.82% |
| Other Fund Transfers | 0 | 7,410 | 20,471 | 0 | -100.00% |
| Settlements | 0 | 29 | 0 | 0 | n.a. |
| TOTAL RESOURCES | 3,386,847 | 3,362,686 | 3,471,638 | 3,602,912 | 3.78% |
| REQUIREMENTS | | | | | |
| Personnel Services | | | | | |
| Salaries and Wages | 1,725,116 | 1,592,780 | 1,617,054 | 1,667,013 | 3.09% |
| Fringe Benefits | 932,294 | 874,051 | 953,219 | 1,054,422 | 10.62% |
| Total Personnel Services | 2,657,410 | 2,466,831 | 2,570,273 | 2,721,435 | 5.88% |
| Materials and Services | | | | | |
| Supplies | 108,558 | 99,432 | 136,850 | 136,970 | 0.09% |
| Materials | 33,322 | 66,912 | 29,473 | 25,842 | -12.32% |
| Communications | 13,025 | 13,532 | 14,800 | 14,196 | -4.08% |
| Utilities | 1,369 | 860 | 22,738 | 13,922 | -38.77% |
| Contracted Services | 1,958 | 1,354 | 50,371 | 10,260 | -79.63% |
| Repairs and Maintenance | 250,528 | 283,108 | 270,400 | 308,100 | 13.94% |
| Rentals | 201,913 | 121,962 | 63,281 | 64,238 | 1.51% |
| Miscellaneous | 9,963 | 12,385 | 20,877 | 19,950 | -4.44% |
| Total Materials and Services | 620,637 | 599,544 | 608,790 | 593,478 | -2.52% |
| Administrative Charges | 108,800 | 289,716 | 280,575 | 287,999 | 2.65% |
| Capital Outlay | 0 | 6,595 | 12,000 | 0 | -100.00% |
| TOTAL REQUIREMENTS | 3,386,847 | 3,362,686 | 3,471,638 | 3,602,912 | 3.78% |
| FTE | 38.50 | 36.50 | 35.50 | 36.50 | 2.8% |

MARION COUNTY FY 2012-13 BUDGET
 BY DEPARTMENT
 BUSINESS SERVICES

FTE By Position Title By Program

| Program: Facilities Management | |
|---|--------------|
| Position Title | FTE |
| Building Maintenance Specialist | 8.00 |
| Building Maintenance Specialist Sr | 2.00 |
| Custodial Supervisor | 1.00 |
| Custodial Worker 1 | 12.00 |
| Custodial Worker 2 | 2.00 |
| Electrician 1 | 2.00 |
| Electrician 2 | 1.00 |
| Facilities Analyst | 1.00 |
| Facilities Maintenance and Systems Coordinator | 1.00 |
| Facilities Program Manager | 1.00 |
| Facilities Project Coordinator | 1.00 |
| Groundskeeper | 1.50 |
| Mail Courier | 1.00 |
| Maint Control Clerk | 1.00 |
| Maintenance Supervisor | 1.00 |
| Program Facilities Management FTE Total: | 36.50 |

MARION COUNTY FY 2012-13 BUDGET
BY DEPARTMENT
BUSINESS SERVICES

Facilities Management Program Budget Justification

RESOURCES

Increase of \$27,675 in Charges for Services due to increased facilities user fees and parking revenue. Parking revenue based on Courthouse Square employees being established in their current locations.

REQUIREMENTS

FTE

A Building Maintenance Specialist has been added at a cost of \$60,781 due to increased needs to maintain multiple locations after the move from Courthouse Square. Funding was provided by the elimination of one vacant Department Specialist 2 position in the Administration program.

Personnel Services

Normal Personnel Services increases attributed to step increases and fringe benefit cost increases are included in the FY 12-13 personnel expenditures, offset by the addition of one position.

Salaries and Wages were decreased in Personnel Services by \$10,000 as a result of Facilities Maintenance going to four day work weeks, ten hour days.

Materials and Services

Facilities Management Program had an overall increase of \$5,159. This was the result of an increase in the Miscellaneous category which includes commercial travel, lodging, meals and conferences for job-specific continuing education and training for Facilities Administration staff and an increase in Repairs and Maintenance to reflect actual expenditures. This increase is offset by a decrease in Contracted Services and Communications in the Facilities Maintenance service.

Administrative Charges

Slight increase, not significant.

Transfers Out

Not Applicable

Contingency

Not Applicable

Other

Not Applicable

MARION COUNTY FY 2012-13 BUDGET
BY DEPARTMENT
BUSINESS SERVICES

Risk Management Program

- Manages auto, general liability and workers' compensation claims.
- Consults with and guides all departments on loss prevention and employee safety.
- Analyzes and adjusts the balance between risk retention and risk transfer.
- Procures appropriate insurance coverage.
- Ensures adequate funding to recover from accidental loss.
- Reviews contracts to identify risk and appropriate transfer of risk.
- Provides resources to assist employees in achieving optimal physical and mental health.
- Administers employee benefit plans, including medical, vision, dental, employee assistance program, life and long-term disability insurance, deferred compensation, unemployment, PERS and pre-tax plans.

MARION COUNTY FY 2012-13 BUDGET
BY DEPARTMENT
BUSINESS SERVICES

Program Summary

Business Services

Program: Risk Management

| | FY 09-10 ACTUAL | FY 10-11 ACTUAL | FY 11-12 BUDGET | FY 12-13 ADOPTED | +/- % |
|------------------------------|--------------------|--------------------|--------------------|---------------------|---------------|
| RESOURCES | | | | | |
| Intergovernmental Federal | 0 | 16,930 | 0 | 10,000 | n.a. |
| Intergovernmental State | 0 | 0 | 21,589 | 0 | -100.00% |
| Charges for Services | 92,820 | 66,551 | 60,730 | 64,658 | 6.47% |
| Admin Cost Recovery | 673,302 | 710,788 | 817,704 | 846,916 | 3.57% |
| TOTAL RESOURCES | 766,122 | 794,269 | 900,023 | 921,574 | 2.39% |
| REQUIREMENTS | | | | | |
| Personnel Services | | | | | |
| Salaries and Wages | 374,772 | 362,331 | 390,590 | 405,297 | 3.77% |
| Fringe Benefits | 165,850 | 159,383 | 185,490 | 190,015 | 2.44% |
| Total Personnel Services | 540,622 | 521,714 | 576,080 | 595,312 | 3.34% |
| Materials and Services | | | | | |
| Supplies | 18,128 | 13,493 | 17,580 | 16,650 | -5.29% |
| Materials | 8,069 | 8,605 | 7,300 | 9,650 | 32.19% |
| Communications | 4,271 | 3,436 | 4,880 | 5,090 | 4.30% |
| Contracted Services | 130,711 | 138,981 | 171,569 | 150,265 | -12.42% |
| Repairs and Maintenance | 23,833 | 15,389 | 250 | 250 | 0.00% |
| Rentals | 5,667 | 3,092 | 32,544 | 36,531 | 12.25% |
| Miscellaneous | 31,620 | 30,304 | 32,045 | 46,975 | 46.59% |
| Total Materials and Services | 222,300 | 213,300 | 266,168 | 265,411 | -0.28% |
| Administrative Charges | 3,200 | 59,255 | 57,775 | 60,851 | 5.32% |
| TOTAL REQUIREMENTS | 766,122 | 794,269 | 900,023 | 921,574 | 2.39% |
| FTE | 6.00 | 6.00 | 6.00 | 6.00 | 0.0% |

MARION COUNTY FY 2012-13 BUDGET
BY DEPARTMENT
BUSINESS SERVICES

FTE By Position Title By Program

| Program: Risk Management | |
|---|-------------|
| Position Title | FTE |
| Benefits Manager | 1.00 |
| Claims Adjuster | 1.00 |
| Employee Services Manager | 0.50 |
| Human Resources Specialist | 1.00 |
| Human Resources Specialist (Confidential) | 0.50 |
| Loss Control Manager | 1.00 |
| Safety & Wellness Coordinator | 1.00 |
| Program Risk Management FTE Total: | 6.00 |

MARION COUNTY FY 2012-13 BUDGET
BY DEPARTMENT
BUSINESS SERVICES

Risk Management Program Budget Justification

RESOURCES

This will be the third budget year of the Oregon Health & Science University SHIELD (Safety & Health Improvement: Enhancing Law Enforcement Departments) grant (four-year, \$2.5 million study). Marion County Sheriff's Office employees are being assessed on their fitness and wellness. Anticipate reduction in amount received based on steady decline in the first two years of grant term. Federally funded by the National Institute for Occupational Safety and Health.

REQUIREMENTS

FTE

No change.

Personnel Services

The Personnel Services increase is attributed to normal Salaries and Wages and Fringe Benefit cost increases, e.g., step increases, and a Public Employee Retirement System (PERS) increase due to elimination of a PERS subsidy.

Materials and Services

Risk Management Program had an overall reduction of \$4,000 due to an anticipated decrease in grant revenues. A minor increase in the Benefits service to third party administrator contracts, particularly Insurance Administrative Services, has been offset by reductions in the category of Contracted Services in the Wellness service.

Administrative Charges

No significant change.

Transfers Out

Not Applicable

Contingency

Not Applicable

Other

Not Applicable

MARION COUNTY FY 2012-13 BUDGET
BY DEPARTMENT
BUSINESS SERVICES

Human Resources Program

- Provides employee relations, investigations and assistance in the interpretation of the personnel rules, county policies and collective bargaining agreements.
- Provides compensation, classification and organizational analysis.
- Maintains the Human Resources Management System (HRMS-Oracle module).
- Manages contract negotiations, training and handling of unfair labor practice complaints, grievances, unit clarifications, mediation and arbitration proceedings.
- Conducts pre-employment testing and assessments.
- Provides training and resources for county management and line staff.
- Provides training and support for county staff to effectively manage volunteer resources and cultivate opportunities for the public to participate in meaningful volunteer experiences.
- Provide recruitment services and maintain electronic recruitment system (NEOGOV).

Program Summary

Business Services

Program: Human Resources

| | FY 09-10 ACTUAL | FY 10-11 ACTUAL | FY 11-12 BUDGET | FY 12-13 ADOPTED | +/- % |
|-------------------------------------|--------------------|--------------------|--------------------|---------------------|---------------|
| RESOURCES | | | | | |
| Charges for Services | 28,593 | 20,983 | 20,651 | 21,276 | 3.03% |
| Admin Cost Recovery | 1,189,218 | 1,164,393 | 1,392,545 | 1,357,755 | -2.50% |
| General Fund Transfers | 56,174 | 0 | 0 | 0 | n.a. |
| TOTAL RESOURCES | 1,273,985 | 1,185,376 | 1,413,196 | 1,379,031 | -2.42% |
| REQUIREMENTS | | | | | |
| Personnel Services | | | | | |
| Salaries and Wages | 766,682 | 608,055 | 685,349 | 641,200 | -6.44% |
| Fringe Benefits | 347,131 | 289,194 | 358,053 | 357,047 | -0.28% |
| Total Personnel Services | 1,113,813 | 897,249 | 1,043,402 | 998,247 | -4.33% |
| Materials and Services | | | | | |
| Supplies | 8,089 | 5,248 | 5,750 | 5,850 | 1.74% |
| Materials | 3,716 | 1,456 | 1,610 | 2,950 | 83.23% |
| Communications | 4,204 | 2,136 | 3,218 | 5,914 | 83.78% |
| Contracted Services | 99,976 | 150,717 | 137,632 | 114,950 | -16.48% |
| Repairs and Maintenance | 4,809 | 5,079 | 17,664 | 950 | -94.62% |
| Rentals | 5,258 | 8,564 | 57,257 | 63,525 | 10.95% |
| Miscellaneous | 23,017 | 17,367 | 45,470 | 69,065 | 51.89% |
| Total Materials and Services | 149,071 | 190,567 | 268,601 | 263,204 | -2.01% |
| Administrative Charges | 11,100 | 97,560 | 101,193 | 117,580 | 16.19% |
| TOTAL REQUIREMENTS | 1,273,985 | 1,185,376 | 1,413,196 | 1,379,031 | -2.42% |
| FTE | 13.00 | 11.00 | 11.00 | 10.00 | -9.1% |

MARION COUNTY FY 2012-13 BUDGET
BY DEPARTMENT
BUSINESS SERVICES

FTE By Position Title By Program

| Program: Human Resources | |
|---|--------------|
| Position Title | FTE |
| Department Specialist 3 | 1.00 |
| Employee Services Manager | 0.50 |
| Human Resources Analyst Sr | 3.00 |
| Human Resources Program Manager | 1.00 |
| Human Resources Specialist | 2.00 |
| Human Resources Specialist (Confidential) | 1.50 |
| Volunteer Services Coordinator | 1.00 |
| Program Human Resources FTE Total: | 10.00 |

MARION COUNTY FY 2012-13 BUDGET
BY DEPARTMENT
BUSINESS SERVICES

Human Resources Program Budget Justification

RESOURCES

There is a slight increase in Charges for Services to other agencies for services provided to Marion County Housing Authority and Mid-Valley Behavioral Care Network.

REQUIREMENTS

FTE

Elimination of vacant Human Resources Supervisor position.

Personnel Services

The Personnel Services Salaries and Wages and Fringe benefits decreases are attributed to elimination of the Human Resources Supervisory position, partially offset by normal increases, e.g., step increases and fringe benefit cost increases for other positions. Elimination of the position results in a savings of \$90,618 in Personnel Services.

Materials and Services

Human Resources Program had an overall reduction of \$5,397. The Maintenance and Repairs category was reduced by \$16,714. The funds were moved to Subscriptions to cover costs for NEOGOV, the on-line recruitment application, and Volgistics, the web-based volunteer database. There were slight increases in Contracted Services and Communications. These increases were offset by a reduction in Legal Services of \$15,000 due to more accurately anticipating expenditures for collective bargaining support and costs of defending grievances and arbitrations in addition to Marion County Legal Counsel taking a greater role in labor relations.

Administrative Charges

Slight decrease, not significant.

Transfers Out

Not Applicable

Contingency

Not Applicable

Other

Not Applicable

MARION COUNTY FY 2012-13 BUDGET
 BY DEPARTMENT
 BUSINESS SERVICES

FUNDS

The Business Services Department budget consists of one fund, which is the Central Services Fund.

Department Budget by Fund

| Fund Name | FY 09-10 ACTUAL | FY 10-11 ACTUAL | FY 11-12 BUDGET | FY 2012-13 ADOPTED | % of Total |
|---------------------------|--------------------|--------------------|--------------------|-----------------------|---------------|
| RESOURCES | | | | | |
| FND 580 Central Services | 6,352,659 | 6,196,569 | 6,510,182 | 6,434,698 | 100.00% |
| TOTAL RESOURCES | 6,352,659 | 6,196,569 | 6,510,182 | 6,434,698 | 100.0% |
| REQUIREMENTS | | | | | |
| FND 580 Central Services | 6,352,659 | 6,196,569 | 6,510,182 | 6,434,698 | 100.00% |
| TOTAL REQUIREMENTS | 6,352,659 | 6,196,569 | 6,510,182 | 6,434,698 | 100.0% |

MARION COUNTY FY 2012-13 BUDGET
BY DEPARTMENT
BUSINESS SERVICES

KEY DEPARTMENT ACCOMPLISHMENTS

- Completed delivery of customer service training to all Marion County employees at the direction of the Board of Commissioners.
- Successfully negotiated collective bargaining agreements with MCLEA and FOPPO, finalizing each within budget and without arbitration.
- Successfully implemented NEOGOV, an on-line recruitment service, greatly expanding the pool of Marion County job applicants (5,177 applicants in 2008; 1,930 in 2009; 3,414 in 2010; rose to 4,598 applicants in just six months of 2011 when NEOGOV launched).
- Coordinated more than 7,000 volunteers, delivering nearly \$3 million value of service to the county.
- Successfully completed implementation of the new Oracle Advanced Benefits module and conducted open enrollment with successful launch during the first January pay period.
- Continued implementation of the Oregon Health and Science University Shield Grant, a first of its kind study of safety and health in law enforcement; included installation of wellness facility at the Marion County Jail with donated exercise equipment.
- Oversaw wellness program that resulted in Marion County being named healthiest employer of 2011 by the Portland Business Journal.
- Completed installation of six new energy efficient boilers at the Marion County Jail; project was completed at approximately half of the original cost estimate.
- Installed new HVAC system in clerk's vault at Marion County Courthouse allowing secure and environmentally correct storage of county records dating to prior to statehood in 1859.
- Successfully launched new Computerized Maintenance Management System providing greater functionality, better tracking of hours and parts, and user friendliness.

MARION COUNTY FY 2012-13 BUDGET
BY DEPARTMENT
BUSINESS SERVICES

KEY INDICATORS

1: Days Away, Restricted or Transferred (DART) Rate

Definition and Purpose

The DART rates are days away, restricted or transferred from work. It is used to compare occupational injury rates.

Significance

To protect the health and safety of Marion County employees by reducing the number of workplace injuries. This indicator ties to the county strategic priority for Operational Efficiency and Quality Service - Goal #1: Provide efficient, effective, and responsive government through stewardship and accountability.. Keeping employees on the job helps avoid delays, keeps employees productive, and provides continuity of service.

Data Units Fiscal Year

DART rates kept below Oregon's occupational safety rates reported for public entities.

| FY 09-10 Actual | FY 10-11 Actual |
|-------------------------|-------------------------|
| Marion County 3.70 | Marion County 3.16 |
| Public Entities 5.70 | Public Entities 5.10 |

Explanation of Trends and Changes

While the DART rate declined slightly, Risk Management is developing a comprehensive behavioral based safety program aimed at reducing the rate further.

2: Ratio of Preventive Maintenance Hours to Repair Hours

Definition and Purpose

Effective preventive maintenance programs help reduce facilities operating costs (utilities and repairs) while extending the life of building systems. Failure to perform adequate preventive maintenance increases the hours required to repair building systems.

Significance

This indicator will demonstrate whether or not adequate preventive maintenance is being performed. This indicator ties to the county strategic priority for Operational Efficiency and Quality Service - Goal #1: Provide efficient, effective, and responsive government through stewardship and accountability. Reduction in operating costs, utilities, and reduction of hours required to repair building systems.

MARION COUNTY FY 2012-13 BUDGET
BY DEPARTMENT
BUSINESS SERVICES

Data Units Calendar Year

Ratio of repair hours to preventive maintenance hours:

| CY 2009 Actual | CY 2010 Actual | CY 2011 Actual |
|----------------|----------------|----------------|
| 2.8:1 | 2.1:1 | 2.8:1 |

Explanation of Trends and Changes

Computerized Maintenance Management Software (CMMS) has been replaced. Information gathering is much more reliable and reporting functions more adaptable and useful, so current and future data reports will be accurate. Since that change and the emphasis on preventive maintenance (PM), the department has increased PM to corrective maintenance (CM) ratios with a targeted goal of PMs equaling 65% of all work orders over the next two years.

3: Employee Retention Rate

Definition and Purpose

Measure the stability of the Marion County workforce. A stable workforce usually results in lower costs and improved customer service.

Significance

Retention rates measure the stability of the workforce. Low employee retention rates may indicate the need for evaluation and remediation to decrease turnover rates. This indicator ties to the county strategic priority for Operational Efficiency and Quality Service - Goal #1: Provide efficient, effective, and responsive government through stewardship and accountability. High retention rates reflect employee satisfaction and morale and ensures continuity of services and expertise.

Data Units Fiscal Year

| FY 08-09 Actual | FY 09-10 Actual | FY 10-11 Actual |
|-----------------|-----------------|-----------------|
| 90.44% | 93.57% | 91.20% |

Explanation of Trends and Changes

The total retention rate was lower in FY10-11 due in part to the layoffs that occurred in 2011. The retention rate was 93.82 if involuntary separations are removed from the total retention rate calculation.

MARION COUNTY FY 2012-13 BUDGET
BY DEPARTMENT
BUSINESS SERVICES

Resources by Fund Detail

| 580 - Central Services | Actual FY 09-10 | Actual FY 10-11 | Budget FY 11-12 | Proposed FY 12-13 | Approved FY 12-13 | Adopted FY 12-13 |
|--|----------------------------|----------------------------|----------------------------|------------------------------|------------------------------|-----------------------------|
| Intergovernmental Federal | | | | | | |
| 331990 Other Federal Revenues | 0 | 16,930 | 0 | 10,000 | 10,000 | 10,000 |
| Intergovernmental Federal Total | 0 | 16,930 | 0 | 10,000 | 10,000 | 10,000 |
| Intergovernmental State | | | | | | |
| 332990 Other State Revenues | 0 | 0 | 21,589 | 0 | 0 | 0 |
| Intergovernmental State Total | 0 | 0 | 21,589 | 0 | 0 | 0 |
| Charges for Services | | | | | | |
| 341620 User Fees | 137,828 | 135,280 | 125,000 | 135,000 | 135,000 | 135,000 |
| 342200 Property Leases | 78,635 | 4,665 | 4,800 | 4,900 | 4,900 | 4,900 |
| 342300 Department Parking Charges | 52,690 | 10,890 | 18,480 | 15,840 | 15,840 | 15,840 |
| 342310 Parking Permits | 189,011 | 67,988 | 50,160 | 66,383 | 66,383 | 66,383 |
| 344300 Restitution | 50 | 0 | 0 | 0 | 0 | 0 |
| 344800 EAIP Reimbursement | 2,400 | 25,794 | 500 | 3,000 | 3,000 | 3,000 |
| 344999 Other Reimbursements | 27,729 | 5,019 | 0 | 0 | 0 | 0 |
| 347101 Central Svcs to Other Agencies | 74,823 | 50,441 | 33,050 | 39,390 | 39,390 | 39,390 |
| 347998 Services to Other Depts Closed | 3,640 | 0 | 0 | 0 | 0 | 0 |
| 347999 Svcs to Other Agencies Closed | 21,089 | 0 | 0 | 0 | 0 | 0 |
| 348700 Wellness Program | 52,420 | 51,619 | 50,925 | 51,480 | 51,480 | 51,480 |
| Charges for Services Total | 640,314 | 351,696 | 282,915 | 315,993 | 315,993 | 315,993 |
| Admin Cost Recovery | | | | | | |
| 411200 Business Services Allocation | 0 | 0 | 694,580 | 968,014 | 968,014 | 968,014 |
| 411210 Facilities Mgt Allocation | 2,375,647 | 2,437,580 | 2,280,524 | 1,923,748 | 1,923,748 | 1,923,748 |
| 411220 Custodial Allocation | 988,573 | 1,088,852 | 924,276 | 962,128 | 962,128 | 962,128 |
| 411230 Courier Allocation | 91,010 | 50,475 | 47,233 | 50,144 | 50,144 | 50,144 |
| 411250 Risk Management Allocation | 467,773 | 437,128 | 817,704 | 846,916 | 846,916 | 846,916 |
| 411255 Benefits Allocation | 0 | 371,515 | 0 | 0 | 0 | 0 |
| 411260 Human Resources Allocation | 1,733,168 | 1,323,938 | 1,392,545 | 1,357,755 | 1,357,755 | 1,357,755 |
| 411800 MCBEE Allocation | 0 | 111,016 | 28,345 | 0 | 0 | 0 |
| Admin Cost Recovery Total | 5,656,171 | 5,820,504 | 6,185,207 | 6,108,705 | 6,108,705 | 6,108,705 |
| General Fund Transfers | | | | | | |
| 381100 Transfer from General Fund | 56,174 | 0 | 0 | 0 | 0 | 0 |

MARION COUNTY FY 2012-13 BUDGET
BY DEPARTMENT
BUSINESS SERVICES

| 580 - Central Services | Actual FY 09-10 | Actual FY 10-11 | Budget FY 11-12 | Proposed FY 12-13 | Approved FY 12-13 | Adopted FY 12-13 |
|--------------------------------------|----------------------------|----------------------------|----------------------------|------------------------------|------------------------------|-----------------------------|
| General Fund Transfers Total | 56,174 | 0 | 0 | 0 | 0 | 0 |
| Other Fund Transfers | | | | | | |
| 381455 Xfr from Facility Renovation | 0 | 7,410 | 20,471 | 0 | 0 | 0 |
| Other Fund Transfers Total | 0 | 7,410 | 20,471 | 0 | 0 | 0 |
| Settlements | | | | | | |
| 382100 Settlements | 0 | 29 | 0 | 0 | 0 | 0 |
| Settlements Total | 0 | 29 | 0 | 0 | 0 | 0 |
| Central Services Total | 6,352,659 | 6,196,569 | 6,510,182 | 6,434,698 | 6,434,698 | 6,434,698 |
| Business Services Grand Total | 6,352,659 | 6,196,569 | 6,510,182 | 6,434,698 | 6,434,698 | 6,434,698 |

MARION COUNTY FY 2012-13 BUDGET
BY DEPARTMENT
BUSINESS SERVICES

Requirements by Fund Detail

| 580 - Central Services | Actual FY 09-10 | Actual FY 10-11 | Budget FY 11-12 | Proposed FY 12-13 | Approved FY 12-13 | Adopted FY 12-13 |
|---------------------------------------|----------------------------|----------------------------|----------------------------|------------------------------|------------------------------|-----------------------------|
| Personnel Services | | | | | | |
| Salaries and Wages | | | | | | |
| 511110 Regular Wages | 2,575,427 | 2,495,020 | 2,933,368 | 2,857,885 | 2,857,885 | 2,857,885 |
| 511120 Temporary Wages | 25,591 | 26,955 | 0 | 0 | 0 | 0 |
| 511130 Vacation Pay | 143,768 | 141,690 | 0 | 0 | 0 | 0 |
| 511140 Sick Pay | 108,379 | 81,023 | 0 | 0 | 0 | 0 |
| 511150 Holiday Pay | 129,937 | 130,353 | 0 | 0 | 0 | 0 |
| 511160 Comp Time Pay | 23,701 | 20,101 | 16,000 | 5,000 | 5,000 | 5,000 |
| 511180 Differential Pay | 10,538 | 10,284 | 11,380 | 11,380 | 11,380 | 11,380 |
| 511210 Compensation Credits | 115,757 | 109,901 | 103,220 | 92,604 | 92,604 | 92,604 |
| 511220 Pager Pay | 5,316 | 12,072 | 13,000 | 12,500 | 12,500 | 12,500 |
| 511240 Leave Payoff | 24,739 | 23,027 | 0 | 0 | 0 | 0 |
| 511280 Cell Phone Pay | 992 | 455 | 0 | 0 | 0 | 0 |
| 511290 Health Insurance Waiver Pay | 1,842 | 2,932 | 3,240 | 4,860 | 4,860 | 4,860 |
| 511410 Straight Pay | 0 | 1,056 | 0 | 0 | 0 | 0 |
| 511420 Premium Pay | 17,354 | 17,766 | 12,000 | 12,000 | 12,000 | 12,000 |
| 511450 Premium Pay Temps | 437 | 231 | 0 | 0 | 0 | 0 |
| Salaries and Wages Total | 3,183,779 | 3,072,868 | 3,092,208 | 2,996,229 | 2,996,229 | 2,996,229 |
| Fringe Benefits | | | | | | |
| 512110 PERS | 336,682 | 328,939 | 471,174 | 458,079 | 458,079 | 458,079 |
| 512120 401K | 34,415 | 33,212 | 33,738 | 32,596 | 32,596 | 32,596 |
| 512130 PERS Debt Service | 161,438 | 126,827 | 141,069 | 132,991 | 132,991 | 132,991 |
| 512140 PERS Rate Subsidy | 0 | 0 | (87,873) | 0 | 0 | 0 |
| 512200 FICA | 239,979 | 232,498 | 231,063 | 224,760 | 224,760 | 224,760 |
| 512310 Medical Insurance | 691,048 | 723,677 | 791,605 | 789,600 | 789,600 | 789,600 |
| 512320 Dental Insurance | 82,731 | 79,223 | 89,866 | 84,760 | 84,760 | 84,760 |
| 512330 Group Term Life Insurance | 11,220 | 10,683 | 8,770 | 8,545 | 8,545 | 8,545 |
| 512340 Long Term Disability Insurance | 11,922 | 14,869 | 18,828 | 20,619 | 20,619 | 20,619 |
| 512400 Unemployment Insurance | 12,751 | 12,311 | 14,289 | 13,890 | 13,890 | 13,890 |
| 512520 Workers Comp Insurance | 1,550 | 1,520 | 1,778 | 1,725 | 1,725 | 1,725 |
| 512600 Wellness Program | 2,459 | 2,328 | 2,368 | 2,298 | 2,298 | 2,298 |
| 512610 Employee Assistance Program | 1,770 | 1,663 | 1,632 | 1,584 | 1,584 | 1,584 |
| 512700 County HSA Contributions | 9,100 | 12,000 | 0 | 0 | 0 | 0 |
| Fringe Benefits Total | 1,597,064 | 1,579,751 | 1,718,307 | 1,771,447 | 1,771,447 | 1,771,447 |
| Personnel Services Total | 4,780,843 | 4,652,620 | 4,810,515 | 4,767,676 | 4,767,676 | 4,767,676 |

MARION COUNTY FY 2012-13 BUDGET
BY DEPARTMENT
BUSINESS SERVICES

| 580 - Central Services | Actual FY 09-10 | Actual FY 10-11 | Budget FY 11-12 | Proposed FY 12-13 | Approved FY 12-13 | Adopted FY 12-13 |
|-------------------------------------|----------------------------|----------------------------|----------------------------|------------------------------|------------------------------|-----------------------------|
| Materials and Services | | | | | | |
| Supplies | | | | | | |
| 521010 Office Supplies | 6,684 | 7,268 | 6,800 | 7,675 | 7,675 | 7,675 |
| 521050 Janitorial Supplies | 49,434 | 56,475 | 58,100 | 62,100 | 62,100 | 62,100 |
| 521060 Electrical Supplies | 18,707 | 16,990 | 30,000 | 30,000 | 30,000 | 30,000 |
| 521070 Departmental Supplies | 30,153 | 14,489 | 34,100 | 29,250 | 29,250 | 29,250 |
| 521080 Food Supplies | 770 | 336 | 0 | 0 | 0 | 0 |
| 521090 Uniforms and Clothing | 3,771 | 645 | 3,500 | 3,500 | 3,500 | 3,500 |
| 521110 First Aid Supplies | 9 | 91 | 150 | 150 | 150 | 150 |
| 521140 Vaccines | 12,464 | 10,850 | 14,180 | 13,500 | 13,500 | 13,500 |
| 521170 Educational Supplies | 3,935 | 200 | 200 | 0 | 0 | 0 |
| 521190 Publications | 3,470 | 3,156 | 3,875 | 3,715 | 3,715 | 3,715 |
| 521210 Gasoline | 8,403 | 10,785 | 11,500 | 11,105 | 11,105 | 11,105 |
| 521220 Diesel | 590 | 0 | 500 | 500 | 500 | 500 |
| 521230 Propane | 68 | 62 | 200 | 200 | 200 | 200 |
| 521240 Automotive Supplies | 0 | 9 | 0 | 0 | 0 | 0 |
| 521300 Safety Clothing | 96 | 74 | 200 | 200 | 200 | 200 |
| 521310 Safety Equipment | 200 | 97 | 100 | 100 | 100 | 100 |
| Supplies Total | 138,753 | 121,526 | 163,405 | 161,995 | 161,995 | 161,995 |
| Materials | | | | | | |
| 522020 Crushed Rock | 54 | 0 | 0 | 0 | 0 | 0 |
| 522060 Sign Materials | 109 | 1,190 | 250 | 250 | 250 | 250 |
| 522070 Paint | 3,087 | 2,194 | 3,000 | 3,000 | 3,000 | 3,000 |
| 522080 Building Materials | 62 | 2,288 | 0 | 0 | 0 | 0 |
| 522100 Parts | 449 | 871 | 0 | 0 | 0 | 0 |
| 522110 Batteries | 2,753 | 887 | 1,600 | 1,600 | 1,600 | 1,600 |
| 522120 Tires and Accessories | 0 | 84 | 0 | 0 | 0 | 0 |
| 522140 Small Tools | 9,323 | 12,685 | 6,405 | 4,500 | 4,500 | 4,500 |
| 522150 Small Office Equipment | 5,071 | 2,555 | 3,000 | 3,050 | 3,050 | 3,050 |
| 522160 Small Departmental Equipment | 12,601 | 43,597 | 22,140 | 22,542 | 22,542 | 22,542 |
| 522170 Computers Non Capital | 11,466 | 10,201 | 1,288 | 1,400 | 1,400 | 1,400 |
| 522180 Software | 2,053 | 2,325 | 1,650 | 2,800 | 2,800 | 2,800 |
| Materials Total | 47,027 | 78,878 | 39,333 | 39,142 | 39,142 | 39,142 |
| Communications | | | | | | |
| 523010 Telephone Equipment | 0 | 102 | 0 | 0 | 0 | 0 |
| 523020 Phone and Communication Svcs | 0 | 0 | 0 | 2,432 | 2,432 | 2,432 |
| 523040 Data Connections | 1,008 | 997 | 1,000 | 1,000 | 1,000 | 1,000 |
| 523050 Postage | 8,616 | 5,323 | 7,108 | 4,810 | 4,810 | 4,810 |
| 523060 Cellular Phones | 11,300 | 12,790 | 15,770 | 18,430 | 18,430 | 18,430 |
| 523070 Pagers | 1,647 | 1,537 | 0 | 0 | 0 | 0 |
| Communications Total | 22,571 | 20,749 | 23,878 | 26,672 | 26,672 | 26,672 |

MARION COUNTY FY 2012-13 BUDGET
BY DEPARTMENT
BUSINESS SERVICES

| 580 - Central Services | Actual FY 09-10 | Actual FY 10-11 | Budget FY 11-12 | Proposed FY 12-13 | Approved FY 12-13 | Adopted FY 12-13 |
|---------------------------------------|----------------------------|----------------------------|----------------------------|------------------------------|------------------------------|-----------------------------|
| Materials and Services | | | | | | |
| Utilities | | | | | | |
| 524010 Electricity | 0 | 1 | 10,125 | 10,982 | 10,982 | 10,982 |
| 524040 Natural Gas | 0 | 0 | 2,457 | 1,482 | 1,482 | 1,482 |
| 524050 Water | 211 | 469 | 3,562 | 123 | 123 | 123 |
| 524070 Sewer | 0 | 0 | 4,328 | 164 | 164 | 164 |
| 524090 Garbage Disposal and Recycling | 1,158 | 390 | 2,266 | 1,171 | 1,171 | 1,171 |
| Utilities Total | 1,369 | 860 | 22,738 | 13,922 | 13,922 | 13,922 |
| Contracted Services | | | | | | |
| 525110 Consulting Services | 429 | 0 | 1,750 | 4,500 | 4,500 | 4,500 |
| 525160 Wellness Services | 0 | 0 | 0 | 18,500 | 18,500 | 18,500 |
| 525177 Employment Agencies | 6,500 | 13,000 | 0 | 0 | 0 | 0 |
| 525355 Engineering Services | 0 | 0 | 10,000 | 10,000 | 10,000 | 10,000 |
| 525450 Subscription Services | 0 | 840 | 0 | 21,135 | 21,135 | 21,135 |
| 525510 Legal Services | 89,356 | 106,621 | 105,000 | 90,000 | 90,000 | 90,000 |
| 525620 Insurance Brokers | 77,693 | 60,428 | 84,600 | 85,000 | 85,000 | 85,000 |
| 525630 Insurance Admin Services | 24,119 | 46,625 | 25,000 | 28,800 | 28,800 | 28,800 |
| 525710 Printing Services | 2,849 | 4,371 | 4,180 | 2,700 | 2,700 | 2,700 |
| 525715 Advertising | 1,254 | 2,822 | 2,000 | 1,900 | 1,900 | 1,900 |
| 525735 Mail Services | 0 | 23 | 492 | 795 | 795 | 795 |
| 525740 Document Disposal Services | 229 | 422 | 450 | 450 | 450 | 450 |
| 525770 Interpreters | 1,020 | 0 | 0 | 1,500 | 1,500 | 1,500 |
| 525999 Other Contracted Services | 29,823 | 56,295 | 126,830 | 10,840 | 10,840 | 10,840 |
| Contracted Services Total | 233,270 | 291,449 | 360,302 | 276,120 | 276,120 | 276,120 |
| Repairs and Maintenance | | | | | | |
| 526010 Office Equipment Maintenance | 0 | 0 | 500 | 250 | 250 | 250 |
| 526011 Dept Equipment Maintenance | 4,872 | 4,167 | 4,800 | 4,800 | 4,800 | 4,800 |
| 526012 Vehicle Maintenance | 2,938 | 3,362 | 1,700 | 1,700 | 1,700 | 1,700 |
| 526021 Computer Software Maintenance | 62,880 | 40,329 | 60,864 | 47,400 | 47,400 | 47,400 |
| 526030 Building Maintenance | 194,209 | 209,875 | 175,750 | 190,450 | 190,450 | 190,450 |
| 526031 Elevator Maintenance | 100 | 19,078 | 0 | 20,000 | 20,000 | 20,000 |
| 526032 Roof Maintenance | 0 | 38 | 5,000 | 5,000 | 5,000 | 5,000 |
| 526050 Grounds Maintenance | 14,584 | 27,752 | 40,000 | 40,000 | 40,000 | 40,000 |
| Repairs and Maintenance Total | 279,582 | 304,601 | 288,614 | 309,600 | 309,600 | 309,600 |
| Rentals | | | | | | |
| 527110 Fleet Leases | 41,932 | 40,200 | 38,376 | 39,372 | 39,372 | 39,372 |
| 527120 Motor Pool Mileage | 1,306 | 1,081 | 1,600 | 1,575 | 1,575 | 1,575 |
| 527130 Parking | 17 | 15 | 70 | 50 | 50 | 50 |
| 527140 County Parking | 0 | 320 | 0 | 480 | 480 | 480 |

MARION COUNTY FY 2012-13 BUDGET
BY DEPARTMENT
BUSINESS SERVICES

| 580 - Central Services | Actual FY 09-10 | Actual FY 10-11 | Budget FY 11-12 | Proposed FY 12-13 | Approved FY 12-13 | Adopted FY 12-13 |
|---------------------------------------|----------------------------|----------------------------|----------------------------|------------------------------|------------------------------|-----------------------------|
| Materials and Services | | | | | | |
| 527210 Building Rental Private | 60 | 141 | 130,269 | 131,593 | 131,593 | 131,593 |
| 527240 Condo Assn Assessments | 154,836 | 76,902 | 0 | 0 | 0 | 0 |
| 527300 Equipment Rental | 18,651 | 18,619 | 17,818 | 19,746 | 19,746 | 19,746 |
| Rentals Total | 216,802 | 137,277 | 188,133 | 192,816 | 192,816 | 192,816 |
| Miscellaneous | | | | | | |
| 529110 Mileage Reimbursement | 2,395 | 5,483 | 6,277 | 6,500 | 6,500 | 6,500 |
| 529120 Commercial Travel | 3,132 | 2,040 | 4,847 | 9,250 | 9,250 | 9,250 |
| 529130 Meals | 1,446 | 522 | 2,374 | 2,025 | 2,025 | 2,025 |
| 529140 Lodging | 4,800 | 4,706 | 8,525 | 10,930 | 10,930 | 10,930 |
| 529210 Meetings | 76 | 333 | 700 | 950 | 950 | 950 |
| 529220 Conferences | 4,845 | 4,808 | 22,995 | 14,075 | 14,075 | 14,075 |
| 529230 Training | 20,479 | 13,038 | 32,524 | 71,280 | 71,280 | 71,280 |
| 529300 Dues and Memberships | 2,770 | 7,048 | 5,855 | 6,640 | 6,640 | 6,640 |
| 529430 Safety Incentives EAIP | 0 | 540 | 0 | 0 | 0 | 0 |
| 529440 Safety Grants | 7,050 | 6,827 | 7,000 | 7,000 | 7,000 | 7,000 |
| 529650 Pre Employment Investigations | 339 | 383 | 100 | 50 | 50 | 50 |
| 529740 Fairs and Shows | 286 | 48 | 275 | 275 | 275 | 275 |
| 529820 Vehicle Registration | 0 | 93 | 0 | 0 | 0 | 0 |
| 529840 Professional Licenses | 260 | 1,400 | 645 | 655 | 655 | 655 |
| 529850 Device Licenses | 1,478 | 134 | 1,500 | 1,500 | 1,500 | 1,500 |
| 529860 Permits | 1,612 | 2,949 | 500 | 500 | 500 | 500 |
| 529910 Awards and Recognition | 14,921 | 9,599 | 9,000 | 9,000 | 9,000 | 9,000 |
| 529999 Miscellaneous Expense | 0 | 4,394 | 0 | 0 | 0 | 0 |
| Miscellaneous Total | 65,889 | 64,344 | 103,117 | 140,630 | 140,630 | 140,630 |
| Materials and Services Total | 1,005,263 | 1,019,684 | 1,189,520 | 1,160,897 | 1,160,897 | 1,160,897 |
| Administrative Charges | | | | | | |
| 611100 County Admin Allocation | 37,673 | 57,155 | 63,277 | 63,217 | 63,217 | 63,217 |
| 611110 Governing Body Allocation | 20,052 | 0 | 0 | 0 | 0 | 0 |
| 611300 Legal Services Allocation | 24,687 | 27,488 | 31,633 | 42,857 | 42,857 | 42,857 |
| 611400 Information Tech Allocation | 119,553 | 129,464 | 157,097 | 164,793 | 164,793 | 164,793 |
| 611410 FIMS Allocation | 48,941 | 47,472 | 62,236 | 58,559 | 58,559 | 58,559 |
| 611420 Telecommunications Allocation | 45,769 | 47,972 | 26,876 | 22,369 | 22,369 | 22,369 |
| 611430 Info Tech Direct Charges | 18,972 | 10,694 | 0 | 0 | 0 | 0 |
| 611600 Finance Allocation | 46,681 | 47,807 | 49,260 | 51,608 | 51,608 | 51,608 |
| 611700 Utilities Allocation | 64,766 | 61,243 | 0 | 0 | 0 | 0 |
| 611800 MCBEE Allocation | 11,660 | 7,875 | 4,968 | 5,722 | 5,722 | 5,722 |
| 614100 Liability Insurance Allocation | 49,200 | 23,900 | 27,000 | 18,200 | 18,200 | 18,200 |
| 614200 WC Insurance Allocation | 78,600 | 56,600 | 75,800 | 78,800 | 78,800 | 78,800 |

MARION COUNTY FY 2012-13 BUDGET
 BY DEPARTMENT
 BUSINESS SERVICES

| 580 - Central Services | Actual FY 09-10 | Actual FY 10-11 | Budget FY 11-12 | Proposed FY 12-13 | Approved FY 12-13 | Adopted FY 12-13 |
|---------------------------------------|----------------------------|----------------------------|----------------------------|------------------------------|------------------------------|-----------------------------|
| Administrative Charges Total | 566,554 | 517,670 | 498,147 | 506,125 | 506,125 | 506,125 |
| Capital Outlay | | | | | | |
| 531300 Departmental Equipment Capital | 0 | 0 | 12,000 | 0 | 0 | 0 |
| 532400 Off Road Vehicles | 0 | 6,595 | 0 | 0 | 0 | 0 |
| Capital Outlay Total | 0 | 6,595 | 12,000 | 0 | 0 | 0 |
| Central Services Total | 6,352,660 | 6,196,569 | 6,510,182 | 6,434,698 | 6,434,698 | 6,434,698 |
| Business Services Grand Total | 6,352,660 | 6,196,569 | 6,510,182 | 6,434,698 | 6,434,698 | 6,434,698 |

MARION COUNTY FY 2012-13 BUDGET
BY DEPARTMENT
BUSINESS SERVICES

THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK