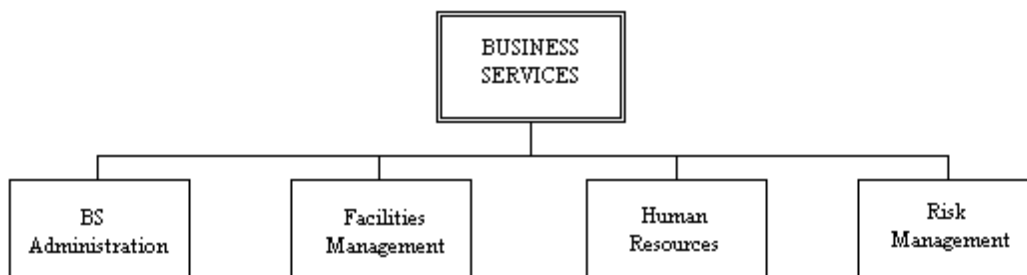


MARION COUNTY FY2010-11 BUDGET
BY DEPARTMENT
BUSINESS SERVICES

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 Understand our customers' business and mutually develop alternatives and solutions to meet their needs.
 - Objective 1 Business Services has a clear understanding of customer needs.
 - Objective 2 Customers know what they can expect from Business Services.
 - Objective 3 Collaboration between Business Services and its customers has increased.

- Goal 2 Measure customer satisfaction for the purpose of continuous improvement.
 - Objective 1 Increased customer satisfaction with Business Services.
 - Objective 2 Better data to support continuous improvement efforts.

- Goal 3 Develop a process and campaign for maintaining focus on the Business Services Vision.
 - Objective 1 Business Services staff sees the connection between their work and the broad goals of the county.
 - Objective 2 Business Services has successfully aligned its mission, strategy and activities around the countywide enterprise vision.

- Goal 4 Create a centralized management function within Business Services to develop and manage a proactive program that promotes safety and wellness for county employees.
 - Objective 1 Reduce direct and indirect costs to the county from employee absence due to illness or injury.
 - Objective 2 Increase productivity within county departments.

- Goal 5 Develop an action plan for managing the infrastructure of the county's facilities.
 - Objective 1 A long-term planning process for managing county facilities.

MARION COUNTY FY2010-11 BUDGET
BY DEPARTMENT
BUSINESS SERVICES

- Objective 2 Development of construction, maintenance and custodial standards.
- Objective 3 Properly maintained facilities through a preventative maintenance program.
- Objective 4 The adoption of policies and procedures that provides a framework for decision making when initiating facility changes and improvements.

DEPARTMENT OVERVIEW

The purpose of the business services department is two fold: To provide core business services to support the county departments in delivering their services to customers and clients and to ensure our business practices are above reproach. The business services department has four programs and 63.5 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 healthy work environment. Business Services provides facility maintenance and operations, human resources administration, employee relations, recruitment, employee development, employee benefits, safety and wellness, and liability and workers compensation insurance management.

MARION COUNTY FY2010-11 BUDGET
BY DEPARTMENT
BUSINESS SERVICES

<i>Resource and Requirement Summary</i>					
Business Services	FY 07-08 ACTUAL	FY 08-09 ACTUAL	FY 09-10 BUDGET	FY 10-11 ADOPTED	+/- %
RESOURCES					
Charges for Services	646,926	621,928	644,097	526,571	-18.25%
Admin Cost Recovery	5,384,690	5,813,758	5,844,978	6,390,757	9.34%
General Fund Transfers	23,935	0	56,174	0	-100.00%
TOTAL RESOURCES	6,055,551	6,435,686	6,545,249	6,917,328	5.68%
REQUIREMENTS					
Personal Services					
Salaries and Wages	3,052,028	3,172,296	3,286,845	3,420,354	4.06%
Fringe Benefits	1,331,170	1,624,999	1,641,924	1,711,265	4.22%
Vacancy Savings	0	0	(127,178)	0	-100.00%
Total Personal Services	4,383,198	4,797,295	4,801,591	5,131,619	6.87%
Materials and Services					
Supplies	201,780	150,595	200,525	187,200	-6.65%
Materials	49,033	58,238	36,500	68,550	87.81%
Communications	41,549	22,622	22,750	22,265	-2.13%
Utilities	1,949	1,572	500	300	-40.00%
Contracted Services	337,423	382,389	329,091	359,661	9.29%
Repairs and Maintenance	246,439	220,060	288,632	312,348	8.22%
Rentals	168,833	230,289	212,307	218,237	2.79%
Insurance	8	0	0	0	n.a.
Miscellaneous	46,968	62,460	65,846	64,262	-2.41%
Total Materials and Services	1,093,982	1,128,226	1,156,151	1,232,823	6.63%
Administrative Charges	572,502	490,068	587,507	552,886	-5.89%
Capital Outlay	5,868	20,098	0	0	n.a.
TOTAL REQUIREMENTS	6,055,551	6,435,686	6,545,249	6,917,328	5.68%
FTE	84.00	65.00	62.50	63.50	1.6%

MARION COUNTY FY2010-11 BUDGET
BY DEPARTMENT
BUSINESS SERVICES

PROGRAMS

The Business Services programs are shown on the following table:

Summary of Programs

	FY 07-08 ACTUAL	FY 08-09 ACTUAL	FY 09-10 BUDGET	FY 2010-11 ADOPTED	+/- %
RESOURCES					
BS Administration	567,241	976,101	940,874	1,018,654	8.27%
Facilities Management	3,402,485	3,387,460	3,460,294	3,652,116	5.54%
Risk Management	700,816	705,907	809,217	862,332	6.56%
Human Resources	1,385,008	1,366,218	1,334,864	1,384,226	3.70%
TOTAL RESOURCES	6,055,551	6,435,686	6,545,249	6,917,328	5.68%
REQUIREMENTS					
BS Administration	567,241	976,101	940,874	1,018,654	8.27%
Facilities Management	3,402,485	3,387,460	3,460,294	3,652,116	5.54%
Risk Management	700,816	705,907	809,217	862,332	6.56%
Human Resources	1,385,008	1,366,218	1,334,864	1,384,226	3.70%
TOTAL REQUIREMENTS	6,055,551	6,435,686	6,545,249	6,917,328	5.68%

MARION COUNTY FY2010-11 BUDGET
BY DEPARTMENT
BUSINESS SERVICES

BS Administration Program

- The office of the director 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
- Department budget preparation, monitoring and reporting
- Clerical and managerial support to the department director and programs
- Coordination of county administrative policies and procedures
- Enterprise project management services

Program Summary

Business Services	Program: BS Administration				
	FY 07-08 ACTUAL	FY 08-09 ACTUAL	FY 09-10 BUDGET	FY 10-11 ADOPTED	+/- %
RESOURCES					
Charges for Services	5,581	3,427	3,500	3,400	-2.86%
Admin Cost Recovery	537,725	972,674	937,374	1,015,254	8.31%
General Fund Transfers	23,935	0	0	0	n.a.
TOTAL RESOURCES	567,241	976,101	940,874	1,018,654	8.27%
REQUIREMENTS					
Personal Services					
Salaries and Wages	343,428	349,266	321,936	625,038	94.15%
Fringe Benefits	149,007	173,301	153,274	300,516	96.06%
Vacancy Savings	0	0	(13,536)	0	-100.00%
Total Personal Services	492,435	522,567	461,674	925,554	100.48%
Materials and Services					
Supplies	4,898	3,293	4,500	3,575	-20.56%
Materials	(141)	2,814	500	950	90.00%
Communications	2,991	1,042	1,200	1,045	-12.92%
Contracted Services	1,000	2,940	1,600	1,040	-35.00%
Repairs and Maintenance	1,052	821	600	500	-16.67%
Rentals	5,967	5,076	4,100	5,350	30.49%
Miscellaneous	930	1,979	2,293	4,262	85.87%
Total Materials and Services	16,697	17,966	14,793	16,722	13.04%
Administrative Charges	58,109	435,568	464,407	76,378	-83.55%
TOTAL REQUIREMENTS	567,241	976,101	940,874	1,018,654	8.27%
FTE	6.00	6.00	5.00	10.00	100.0%

MARION COUNTY FY2010-11 BUDGET
BY DEPARTMENT
BUSINESS SERVICES

FTE By Position Title By Program

Program: BS Administration	
Position Title	FTE
Accounting Clerk	1.00
Administrative Assistant	1.00
Administrative Services Manager	1.00
Business Services Director	1.00
Business Systems Analyst	1.00
Contracts Specialist	1.00
Department Specialist 2	1.00
Department Specialist 2 (Bilingual)	1.00
Department Specialist 3	1.00
Senior Project Manager	1.00
Program BS Administration FTE Total:	10.00

BS Administration Program Budget Analysis

Changes to program resources included the addition of Marion County Business Enterprise Enhancement (MCBEE) administrative cost recovery to support the transfer of 2 FTE from the non-departmental program.

There are significant changes in FTE in this program. Due to general clerical staff consolidation completed in FY 09-10, 3 FTE were transferred from the facilities and human resources programs. In addition, 2 FTE were transferred from the MCBEE non-departmental program. Other FTE changes include the reclassification of the administrative services manager position to a business analyst.

The FTE changes listed above account for a \$439,000 increase to the personal services category.

There are no significant changes to the materials and services category.

Administrative charges have been allocated across all programs this year rather than accounting for the total in this program as they have the past two years.

MARION COUNTY FY2010-11 BUDGET
BY DEPARTMENT
BUSINESS SERVICES

Facilities Management Program

- Repair, preventive maintenance, renovations, and construction services for county-owned and leased facilities.
- Long-range facility needs assessment, planning, and funding requirements.
- Building fire, life, safety and security systems.
- Facilities management database systems including utility tracking, resource conservation, facilities conditions and work orders.
- Energy efficiency and resource conservation programs, including grant funding.
- Custodial, courier and grounds maintenance services.
- Design, budgeting, bidding, and management for capital improvement projects.

Program Summary

Business Services

Program: Facilities Management

	FY 07-08 ACTUAL	FY 08-09 ACTUAL	FY 09-10 BUDGET	FY 10-11 ADOPTED	+/- %
RESOURCES					
Charges for Services	529,860	505,981	515,696	430,223	-16.57%
Admin Cost Recovery	2,872,625	2,881,479	2,944,598	3,221,893	9.42%
TOTAL RESOURCES	3,402,485	3,387,460	3,460,294	3,652,116	5.54%
REQUIREMENTS					
Personal Services					
Salaries and Wages	1,652,390	1,689,964	1,776,845	1,686,934	-5.06%
Fringe Benefits	752,354	922,452	934,496	920,578	-1.49%
Vacancy Savings	0	0	(69,260)	0	-100.00%
Total Personal Services	2,404,744	2,612,416	2,642,081	2,607,512	-1.31%
Materials and Services					
Supplies	166,121	129,753	158,200	144,050	-8.94%
Materials	41,476	41,738	25,300	24,350	-3.75%
Communications	19,230	12,888	12,150	11,970	-1.48%
Utilities	1,949	1,572	500	300	-40.00%
Contracted Services	78,070	92,312	25,260	53,950	113.58%
Repairs and Maintenance	231,278	205,147	271,988	282,950	4.03%
Rentals	153,891	213,297	195,367	201,237	3.00%
Miscellaneous	15,072	17,039	20,648	17,600	-14.76%
Total Materials and Services	707,087	713,746	709,413	736,407	3.81%
Administrative Charges	284,787	41,200	108,800	308,197	183.27%
Capital Outlay	5,868	20,098	0	0	n.a.
TOTAL REQUIREMENTS	3,402,485	3,387,460	3,460,294	3,652,116	5.54%
FTE	40.00	40.00	38.50	36.50	-5.2%

MARION COUNTY FY2010-11 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	3.00
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 Division 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

Facilities Management Program Budget Analysis

There is a reduction in charges for services revenue due to the departure of Marion County Housing Authority from Court House Square, which affected leases, user fees and courier services.

There is a reduction of 2 FTE in this program due to the transfer of 2 department specialist positions to the administration program. Other FTE changes include a reclassification of a senior building maintenance specialist to a systems coordinator.

There are no significant changes to personnel services.

Materials and services are status quo, with some minor line item adjustments to more accurately reflect anticipated expenditures.

Administrative charges have been allocated across all programs this year.

MARION COUNTY FY2010-11 BUDGET
BY DEPARTMENT
BUSINESS SERVICES

Risk Management Program

- Manage auto, general liability and workers compensation claims
- Consult with all departments on loss prevention and employee safety
- Analyze and adjust the balance in risk retention and risk transfer
- Procure appropriate insurance coverage
- Ensure adequate funding to recover from accidental loss
- Review contracts to identify risk and appropriate transfer of risk
- Provide resources to assist employees in achieving optimal physical and mental health
- Administer 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 FY2010-11 BUDGET
BY DEPARTMENT
BUSINESS SERVICES

Program Summary

Business Services	Program: Risk Management				
	FY 07-08 ACTUAL	FY 08-09 ACTUAL	FY 09-10 BUDGET	FY 10-11 ADOPTED	+/- %
RESOURCES					
Charges for Services	79,395	77,688	86,501	66,652	-22.95%
Admin Cost Recovery	621,422	628,220	722,716	795,680	10.10%
TOTAL RESOURCES	700,816	705,907	809,217	862,332	6.56%
REQUIREMENTS					
Personal Services					
Salaries and Wages	307,070	357,632	381,486	395,416	3.65%
Fringe Benefits	123,871	164,670	177,933	171,550	-3.59%
Vacancy Savings	0	0	(14,190)	0	-100.00%
Total Personal Services	430,941	522,303	545,229	566,966	3.99%
Materials and Services					
Supplies	17,319	4,220	21,775	21,425	-1.61%
Materials	4,070	4,128	8,500	1,600	-81.18%
Communications	8,317	4,216	4,850	4,850	0.00%
Contracted Services	123,912	126,285	184,713	158,700	-14.08%
Repairs and Maintenance	11,037	11,017	10,700	10,750	0.47%
Rentals	6,657	5,288	7,140	7,350	2.94%
Insurance	8	0	0	0	n.a.
Miscellaneous	19,236	26,149	23,110	27,025	16.94%
Total Materials and Services	190,555	181,304	260,788	231,700	-11.15%
Administrative Charges	79,320	2,300	3,200	63,666	1,889.56%
TOTAL REQUIREMENTS	700,816	705,907	809,217	862,332	6.56%
FTE	5.00	6.00	6.00	6.00	0.0%

FTE By Position Title By Program

Program: Risk Management	
Position Title	FTE
Benefits Manager	1.00
Human Resources Specialist	2.00
Loss Control Manager	1.00
Risk Manager	1.00
Safety & Wellness Coordinator	1.00
Program Risk Management FTE Total:	6.00

MARION COUNTY FY2010-11 BUDGET
BY DEPARTMENT
BUSINESS SERVICES

Risk Management Program Budget Analysis

The reduction in program resources are from an unanticipated insurance reimbursement received in FY 09-10 and appropriated through supplemental budget for one time expenditures during the fiscal year.

There are no FTE changes in this program.

One position in this program has been reclassified from a human resources specialist position to a claims specialist. Personal services increases are the result of benefits coverage and normal step increases.

There is a \$31,000 reduction to contractual services in the materials and services category from minor changes in safety and wellness and from the reduction from the one time expenditures indicated above that affected the base budget amount.

Administrative charges have been allocated across all programs this year.

MARION COUNTY FY2010-11 BUDGET
BY DEPARTMENT
BUSINESS SERVICES

Human Resources Program

- Provides employee relations, investigations and assistance in the interpretation of the personnel rules and county policies
- Provides compensation, classification and organizational analysis
- Maintains the Human Resources Management System (HRMS-Oracle module)
- Contract negotiations, training and handling unfair labor practice complaints, grievances, unit clarifications, mediation and arbitration proceedings
- Conducts pre-employment testing and assessments
- Provides comprehensive training and resources for 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

Program Summary

Business Services	Program: Human Resources				
	FY 07-08 ACTUAL	FY 08-09 ACTUAL	FY 09-10 BUDGET	FY 10-11 ADOPTED	+/- %
RESOURCES					
Charges for Services	32,090	34,833	38,400	26,296	-31.52%
Admin Cost Recovery	1,352,918	1,331,385	1,240,290	1,357,930	9.48%
General Fund Transfers	0	0	56,174	0	-100.00%
TOTAL RESOURCES	1,385,008	1,366,218	1,334,864	1,384,226	3.70%
REQUIREMENTS					
Personal Services					
Salaries and Wages	749,140	775,433	806,578	712,966	-11.61%
Fringe Benefits	305,939	364,576	376,221	318,621	-15.31%
Vacancy Savings	0	0	(30,192)	0	-100.00%
Total Personal Services	1,055,079	1,140,009	1,152,607	1,031,587	-10.50%
Materials and Services					
Supplies	13,442	13,329	16,050	18,150	13.08%
Materials	3,628	9,558	2,200	41,650	1,793.18%
Communications	11,011	4,476	4,550	4,400	-3.30%
Contracted Services	134,441	160,852	117,518	145,971	24.21%
Repairs and Maintenance	3,073	3,074	5,344	18,148	239.60%
Rentals	2,318	6,628	5,700	4,300	-24.56%
Miscellaneous	11,730	17,292	19,795	15,375	-22.33%
Total Materials and Services	179,643	215,209	171,157	247,994	44.89%
Administrative Charges	150,286	11,000	11,100	104,645	842.75%
TOTAL REQUIREMENTS	1,385,008	1,366,218	1,334,864	1,384,226	3.70%
FTE	13.00	13.00	13.00	11.00	-15.4%

MARION COUNTY FY2010-11 BUDGET
BY DEPARTMENT
BUSINESS SERVICES

FTE By Position Title By Program

Program: Human Resources	
Position Title	FTE
Department Specialist 2	1.00
Human Resources Analyst Sr	3.00
Human Resources Manager	1.00
Human Resources Specialist	3.00
Human Resources Supervisor	1.00
Labor Relations Specialist	1.00
Volunteer Coordinator	1.00
Program Human Resources FTE Total:	11.00

- The FTE count does not include .07 of budgeted temporary positions.

Human Resources Program Budget Analysis

There is a small reduction in charges for services revenue due to reduced human resources services provided to Marion County Housing Authority.

A department specialist position was transferred from human resources to the administration program this year. Other FTE changes include the elimination of a training and development coordinator position, and the reclassification of a department specialist 2 to a department specialist 3 for higher clerical level support to the human resources manager and training service.

Based on the FTE changes mentioned above, there is a net decrease \$117,020 to the personnel services category.

Materials and services category was increased by \$72,837 to accommodate the changes to training and development. Increases are in educational supplies, software and software maintenance and contractual services for a learning management system and outsourced training services.

Administrative charges have been allocated across all programs this year.

MARION COUNTY FY2010-11 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 07-08 ACTUAL	FY 08-09 ACTUAL	FY 09-10 BUDGET	FY 2010-11 ADOPTED	% of Total
RESOURCES					
FND 580 Central Services	6,055,551	6,435,686	6,545,249	6,917,328	100.00%
TOTAL RESOURCES	6,055,551	6,435,686	6,545,249	6,917,328	100.0%
REQUIREMENTS					
FND 580 Central Services	6,055,551	6,435,686	6,545,249	6,917,328	100.00%
TOTAL REQUIREMENTS	6,055,551	6,435,686	6,545,249	6,917,328	100.0%

MARION COUNTY FY2010-11 BUDGET
BY DEPARTMENT
BUSINESS SERVICES

KEY DEPARTMENT ACCOMPLISHMENTS

- Multiple programs participated in the MCBEE chart of accounts conversion project, which was successfully completed in October 2009.
- Evaluated and modified the human resources training program for new employees and management staff.
- Developed and implemented a new skills assessment for the selection of bilingual applicants.
- Developed a new performance evaluation methodology.
- 3,849 active community volunteers during the year, resulting in a contribution value of \$3,346,500.
- Conducted an evaluation on the county's four retirement plans and developed a request for proposal to solicit new providers.
- Added a waiver of coverage incentive to health plan options which resulted in medical premium savings to the county.
- Provided various workshops and training opportunities in wellness and safety topics.
- Major work in capital improvement projects this year. Includes design and completion of \$2 million in projects which resulted in cost savings due to value engineering, securing promotional discounts and security external reimbursements from the state. Also applied for and secured grant funding and potential tax credits of \$1.1 million for other projects and the new resource conservation program. Design and construction is in process for five major capital projects with total budgets in excess of \$9 million.
- Developed a facilities conditions assessment system that will provide the county with accurate data on conditions, serviceable life, operating costs and replacement values. Work is underway to integrate the database with the resource conservation management and work order management systems.

MARION COUNTY FY2010-11 BUDGET
BY DEPARTMENT
BUSINESS SERVICES

KEY INDICATORS

1: 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 County Goal #1: Operational Efficiency and Quality Service. 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 08-09 Actual
Marion County 2.53
Public Entities 5.40

Explanation of Trends and Changes

The results allows for a side-by-side comparison with other similar organizations adjusted for variations in payroll hours.

2: Ratio of Preventative Maintenance Hours to Repair Hours

Definition and Purpose

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

Significance

This indicator will demonstrate whether or not adequate preventative maintenance is being performed. This indicator ties to County Goal #1: Operational Efficiency and Quality Service. Reduction in operating costs, utilities and reduction of hours required to repair building systems.

MARION COUNTY FY2010-11 BUDGET
BY DEPARTMENT
BUSINESS SERVICES

Data Units Calendar Year

Repair Hours per each hour of preventative maintenance

CY 2008 Actual	CY 2009 Actual
3.5 Hours	3.7 Hours

Explanation of Trends and Changes

In 2009 the ratio of hours spent on repairs increased 7.5%. This indicates the county's preventative maintenance program was not as successful as it should have been. Factors could include the program is not adequately funded, properly structured, or that equipment is beyond its serviceable life, therefore failing more often. In 2010, analysis will be conducted to determine the cause of the increase and develop a plan to address.

3: Total Units of Energy (British thermal units, or BTU's) Used Annually at County Facilities

Definition and Purpose

Effective resource conservation management programs reduce the energy consumed by facilities.

Significance

This indicator will demonstrate if the county's new resource conservation management program is effective. This indicator ties to County Goal #1: Operational Efficiency and Quality Service. Reduction of energy usage results in lower energy bills, thus reducing costs.

Data Units None

The data for this indicator will not be available until implementation of the utility tracking system in July 2010.

Explanation of Trends and Changes

Data is not available at this time.

4: 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 County Goal #1: Operational Efficiency and Quality Service. High retention rates reflect employee satisfaction and morale and ensures continuity of services and expertise.

MARION COUNTY FY2010-11 BUDGET
BY DEPARTMENT
BUSINESS SERVICES

Data Units Fiscal Year

FY 07-08 Actual	FY 08-09 Actual
88.16%	90.44%

Explanation of Trends and Changes

Retention rates are high and have continued to trend upward in the first two quarters of FY 09-10.

MARION COUNTY FY2010-11 BUDGET
BY DEPARTMENT
BUSINESS SERVICES

Resources by Fund Detail

580 - Central Services	Actual FY 07-08	Actual FY 08-09	Budget FY 09-10	Proposed FY 10-11	Approved FY 10-11	Adopted FY 10-11
Charges for Services						
341170 Witness Fees	0	20	0	0	0	0
341490 Ferrous Metal Fees	0	1,598	0	0	0	0
341620 User Fees	139,702	128,761	125,000	125,000	125,000	125,000
342200 Property Leases	89,438	70,440	92,926	7,092	7,092	7,092
342300 Department Parking Charges	58,080	54,065	60,060	55,400	55,400	55,400
342310 Parking Permits	185,334	182,960	180,660	180,000	180,000	180,000
344800 EAIP Reimbursement	4,620	4,080	3,000	9,350	9,350	9,350
344999 Other Reimbursements	16,622	8,074	16,488	0	0	0
345100 Sale of Capital Assets	1,230	0	0	0	0	0
345300 Surplus Property Sales	2,228	0	0	0	0	0
347101 Central Svcs to Other Agencies	0	0	0	97,129	97,129	97,129
347998 Services to Other Depts Closed	0	2,800	0	0	0	0
347999 Svcs to Other Agencies Closed	99,125	116,604	115,963	0	0	0
348700 Wellness Program	50,546	52,527	50,000	52,600	52,600	52,600
Charges for Services Total	646,926	621,928	644,097	526,571	526,571	526,571
Admin Cost Recovery						
411200 Business Services Allocation	537,725	0	937,374	765,753	765,753	765,753
411210 Facilities Mgt Allocation	1,961,627	2,405,271	2,050,893	2,298,467	2,298,467	2,298,467
411220 Custodial Allocation	845,272	992,512	813,150	852,472	852,472	852,472
411230 Courier Allocation	65,726	76,854	80,555	70,954	70,954	70,954
411250 Risk Management Allocation	621,422	435,138	438,702	498,753	498,753	498,753
411255 Benefits Allocation	0	0	0	296,927	296,927	296,927
411260 Human Resources Allocation	1,352,918	1,903,983	1,524,304	1,357,930	1,357,930	1,357,930
411800 MCBEE Allocation	0	0	0	249,501	249,501	249,501
Admin Cost Recovery Total	5,384,690	5,813,758	5,844,978	6,390,757	6,390,757	6,390,757
General Fund Transfers						
381100 Transfer from General Fund	23,935	0	56,174	0	0	0
General Fund Transfers Total	23,935	0	56,174	0	0	0
Central Services Total	6,055,551	6,435,686	6,545,249	6,917,328	6,917,328	6,917,328
Business Services Grand Total	6,055,551	6,435,686	6,545,249	6,917,328	6,917,328	6,917,328

MARION COUNTY FY2010-11 BUDGET
BY DEPARTMENT
BUSINESS SERVICES

Requirements by Fund Detail

580 - Central Services	Actual FY 07-08	Actual FY 08-09	Budget FY 09-10	Proposed FY 10-11	Approved FY 10-11	Adopted FY 10-11
Personal Services						
Salaries and Wages						
511110 Regular Wages	2,408,862	2,559,130	3,110,148	3,256,987	3,256,987	3,256,987
511120 Temporary Wages	20,414	22,683	3,160	4,508	4,508	4,508
511130 Vacation Pay	134,841	152,008	0	0	0	0
511140 Sick Pay	111,784	105,427	0	0	0	0
511150 Holiday Pay	120,883	128,779	0	0	0	0
511160 Comp Time Pay	21,488	18,523	16,000	15,000	15,000	15,000
511180 Differential Pay	10,447	10,607	12,000	11,000	11,000	11,000
511210 Compensation Credits	190,610	138,469	127,637	111,119	111,119	111,119
511220 Pager Pay	5,228	5,314	5,200	5,300	5,300	5,300
511240 Leave Payoff	7,852	19,599	0	0	0	0
511280 Cell Phone Pay	604	362	0	1,200	1,200	1,200
511290 Health Insurance Waiver Pay	0	0	0	3,240	3,240	3,240
511420 Premium Pay	19,017	11,396	12,700	12,000	12,000	12,000
Salaries and Wages Total	3,052,028	3,172,296	3,286,845	3,420,354	3,420,354	3,420,354
Fringe Benefits						
512110 PERS	234,257	427,882	367,744	387,331	387,331	387,331
512120 401K	32,786	34,278	34,896	37,320	37,320	37,320
512130 PERS Debt Service	115,572	137,280	143,906	117,885	117,885	117,885
512200 FICA	230,720	239,524	242,928	255,570	255,570	255,570
512310 Medical Insurance	593,181	658,404	719,520	774,421	774,421	774,421
512320 Dental Insurance	74,385	81,467	84,815	88,562	88,562	88,562
512330 Group Term Life Insurance	10,035	11,091	9,595	10,104	10,104	10,104
512340 Long Term Disability Insurance	8,480	8,899	19,090	20,107	20,107	20,107
512400 Unemployment Insurance	12,229	12,697	12,792	13,474	13,474	13,474
512520 Workers Comp Insurance	1,552	1,613	2,198	1,965	1,965	1,965
512600 Wellness Program	2,426	2,518	2,497	2,576	2,576	2,576
512610 Employee Assistance Program	1,798	1,845	1,943	1,950	1,950	1,950
512700 County HSA Contributions	13,750	7,500	0	0	0	0
Fringe Benefits Total	1,331,170	1,624,999	1,641,924	1,711,265	1,711,265	1,711,265
Vacancy Savings						
519990 Vacancy Savings Budget Only	0	0	(127,178)	0	0	0
Vacancy Savings Total	0	0	(127,178)	0	0	0
Personal Services Total	4,383,198	4,797,295	4,801,591	5,131,619	5,131,619	5,131,619

MARION COUNTY FY2010-11 BUDGET
BY DEPARTMENT
BUSINESS SERVICES

580 - Central Services	Actual FY 07-08	Actual FY 08-09	Budget FY 09-10	Proposed FY 10-11	Approved FY 10-11	Adopted FY 10-11
Materials and Services						
Supplies						
521010 Office Supplies	10,879	11,094	10,900	8,400	8,400	8,400
521050 Janitorial Supplies	54,094	48,811	51,000	58,000	58,000	58,000
521060 Electrical Supplies	52,238	23,649	45,000	30,000	30,000	30,000
521070 Departmental Supplies	46,464	38,550	46,550	42,400	42,400	42,400
521080 Food Supplies	2,062	1,294	2,650	1,600	1,600	1,600
521090 Uniforms and Clothing	2,689	4,566	3,100	3,500	3,500	3,500
521110 First Aid Supplies	57	297	325	325	325	325
521140 Vaccines	12,841	2,111	17,000	17,000	17,000	17,000
521170 Educational Supplies	5,762	5,994	6,850	10,200	10,200	10,200
521190 Publications	2,896	3,467	4,150	3,325	3,325	3,325
521210 Gasoline	10,666	10,241	11,500	11,500	11,500	11,500
521220 Diesel	0	276	1,000	500	500	500
521230 Propane	230	173	250	200	200	200
521240 Automotive Supplies	0	3	0	0	0	0
521300 Safety Clothing	902	70	250	250	250	250
Supplies Total	201,780	150,595	200,525	187,200	187,200	187,200
Materials						
522060 Sign Materials	1,029	24	500	350	350	350
522070 Paint	8,445	4,985	4,000	3,000	3,000	3,000
522080 Building Materials	183	0	0	0	0	0
522100 Parts	0	0	0	150	150	150
522110 Batteries	2,422	2,300	2,000	1,800	1,800	1,800
522120 Tires and Accessories	59	0	250	0	0	0
522140 Small Tools	5,165	4,513	3,000	4,000	4,000	4,000
522150 Small Office Equipment	6,141	5,239	3,450	3,600	3,600	3,600
522160 Small Departmental Equipment	18,860	26,056	14,000	13,200	13,200	13,200
522170 Computers Non Capital	3,396	10,263	800	450	450	450
522180 Software	3,332	4,859	8,500	42,000	42,000	42,000
Materials Total	49,033	58,238	36,500	68,550	68,550	68,550
Communications						
523010 Telephones	905	327	0	0	0	0
523040 Data Connections	0	532	600	700	700	700
523050 Postage	8,624	8,585	9,225	9,170	9,170	9,170
523060 Cellular Phones	11,639	11,625	11,575	10,945	10,945	10,945
523070 Pagers	1,650	1,552	1,350	1,450	1,450	1,450
523080 Telecomm Charges	18,730	0	0	0	0	0
Communications Total	41,549	22,622	22,750	22,265	22,265	22,265
Utilities						
524050 Water	186	198	0	0	0	0

MARION COUNTY FY2010-11 BUDGET
BY DEPARTMENT
BUSINESS SERVICES

580 - Central Services	Actual FY 07-08	Actual FY 08-09	Budget FY 09-10	Proposed FY 10-11	Approved FY 10-11	Adopted FY 10-11
Materials and Services						
524090 Garbage Disposal and Recycling	1,763	1,373	500	300	300	300
Utilities Total	1,949	1,572	500	300	300	300
Contracted Services						
525110 Consulting Services	0	0	0	2,300	2,300	2,300
525175 Temporary Staffing	3,201	0	2,000	2,000	2,000	2,000
525210 Medical Services	83	0	0	0	0	0
525510 Legal Services	103,381	154,008	99,471	105,471	105,471	105,471
525620 Insurance Brokers	70,470	74,165	80,000	80,570	80,570	80,570
525630 Insurance Admin Services	32,805	21,791	27,000	27,000	27,000	27,000
525710 Printing Services	6,008	4,881	6,660	7,850	7,850	7,850
525715 Advertising	22,559	13,054	10,047	2,050	2,050	2,050
525725 Drafting Blueprints and Design	25	0	0	0	0	0
525740 Shredding Services	428	441	600	550	550	550
525770 Interpreters	175	40	1,500	1,500	1,500	1,500
525999 Other Contracted Services	98,287	114,011	101,813	130,370	130,370	130,370
Contracted Services Total	337,423	382,389	329,091	359,661	359,661	359,661
Repairs and Maintenance						
526010 Office Equipment Maintenance	516	0	500	500	500	500
526011 Dept Equipment Maintenance	3,611	8,003	3,950	5,000	5,000	5,000
526012 Vehicle Maintenance	5,496	2,277	0	0	0	0
526014 Radio Maintenance	0	508	0	0	0	0
526021 Computer Software Maintenance	27,313	52,274	36,034	52,698	52,698	52,698
526030 Building Maintenance	190,069	137,913	248,148	254,150	254,150	254,150
526031 Elevator Maintenance	19,230	19,085	0	0	0	0
526040 Remodels and Site Improvements	202	0	0	0	0	0
Repairs and Maintenance Total	246,439	220,060	288,632	312,348	312,348	312,348
Rentals						
527100 Vehicle Rental	1,965	238	0	0	0	0
527110 Fleet Leases	0	38,534	39,492	39,912	39,912	39,912
527120 Motor Pool Mileage	0	1,632	2,765	2,475	2,475	2,475
527240 Condo Assn Assessments	148,843	166,627	150,000	156,000	156,000	156,000
527300 Equipment Rental	18,026	23,259	20,050	19,850	19,850	19,850
Rentals Total	168,833	230,289	212,307	218,237	218,237	218,237
Insurance						
528410 Liability Claims	8	0	0	0	0	0
Insurance Total	8	0	0	0	0	0

MARION COUNTY FY2010-11 BUDGET
BY DEPARTMENT
BUSINESS SERVICES

580 - Central Services	Actual FY 07-08	Actual FY 08-09	Budget FY 09-10	Proposed FY 10-11	Approved FY 10-11	Adopted FY 10-11
Materials and Services						
Miscellaneous						
529110 Mileage Reimbursement	1,846	2,271	1,705	2,890	2,890	2,890
529120 Commercial Travel	1,807	2,171	3,200	3,200	3,200	3,200
529130 Meals	679	1,063	1,725	1,875	1,875	1,875
529140 Lodging	4,570	3,784	5,780	6,380	6,380	6,380
529210 Meetings	192	264	0	0	0	0
529220 Conferences	4,547	6,148	7,100	6,660	6,660	6,660
529230 Training	12,260	23,583	24,786	18,830	18,830	18,830
529300 Dues and Memberships	2,840	2,485	2,715	5,207	5,207	5,207
529440 Safety Grants	5,627	9,000	7,000	7,000	7,000	7,000
529650 Pre Employment Investigations	1,392	162	1,150	100	100	100
529740 Fairs and Shows	276	98	275	275	275	275
529840 Professional Licenses	1,095	1,160	1,060	845	845	845
529850 Device Licenses	1,342	937	1,350	1,500	1,500	1,500
529860 Permits	1,648	948	1,500	500	500	500
529910 Awards and Recognition	6,851	8,236	6,500	9,000	9,000	9,000
529999 Miscellaneous Expense	(4)	152	0	0	0	0
Miscellaneous Total	46,968	62,460	65,846	64,262	64,262	64,262
Materials and Services Total	1,093,982	1,128,226	1,156,151	1,232,823	1,232,823	1,232,823
Administrative Charges						
611100 County Admin Allocation	43,851	42,355	40,578	59,908	59,908	59,908
611110 Governing Body Allocation	0	19,050	21,623	0	0	0
611200 Business Services Allocation	19,057	0	0	0	0	0
611210 Facilities Mgt Allocation	48,600	0	0	0	0	0
611220 Custodial Allocation	28,626	0	0	0	0	0
611230 Courier Allocation	2,654	0	0	0	0	0
611250 Risk Management Allocation	24,813	0	0	0	0	0
611260 Human Resources Allocation	46,233	0	0	0	0	0
611300 Legal Services Allocation	23,351	26,365	24,893	28,114	28,114	28,114
611400 Information Tech Allocation	87,894	109,768	121,517	135,505	135,505	135,505
611410 FIMS Allocation	15,633	34,860	47,462	52,511	52,511	52,511
611420 Telecommunications Allocation	0	20,649	49,917	47,181	47,181	47,181
611430 Info Tech Direct Charges	66,384	61,906	19,749	11,835	11,835	11,835
611600 Finance Allocation	24,733	49,801	47,532	49,438	49,438	49,438
611700 Utilities Allocation	59,074	66,114	74,588	75,959	75,959	75,959
611800 MCBEE Allocation	0	0	11,848	11,935	11,935	11,935
614100 Liability Insurance Allocation	48,300	22,500	49,200	23,900	23,900	23,900
614200 WC Insurance Allocation	33,300	36,700	78,600	56,600	56,600	56,600

MARION COUNTY FY2010-11 BUDGET
BY DEPARTMENT
BUSINESS SERVICES

580 - Central Services	Actual FY 07-08	Actual FY 08-09	Budget FY 09-10	Proposed FY 10-11	Approved FY 10-11	Adopted FY 10-11
Administrative Charges Total	572,502	490,068	587,507	552,886	552,886	552,886
Capital Outlay						
531300 Departmental Equipment Capital	5,868	20,098	0	0	0	0
Capital Outlay Total	5,868	20,098	0	0	0	0
Central Services Total	6,055,551	6,435,686	6,545,249	6,917,328	6,917,328	6,917,328
Business Services Grand Total	6,055,551	6,435,686	6,545,249	6,917,328	6,917,328	6,917,328