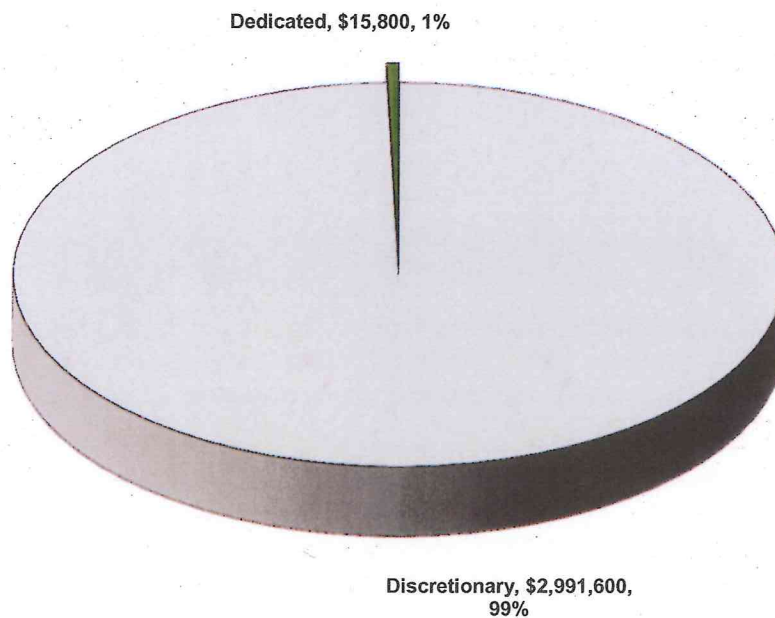


**Clatsop County Functions/Programs Budget
General Government - Overhead 2013-2014
Total \$3,007,400**



2013-2014 Budget Summary

Fund: General
Fund ID: 001
Organization: County Manager
Org ID: 1120

Date: 6/27/2013 4:44 PM

	Actual 2010-2011	Actual 2011-2012	Budget 2012-2013	Requested 2013-2014	Proposed 2013-2014	Approved 2013-2014	Adopted 2013-2014
Expenditure Categories							
Personnel Services	367,469	420,911	429,400	283,300	283,300	283,300	283,300
Material Supplies	14,865	13,809	17,900	12,900	12,900	12,900	12,900
Special Payments	0	0	0	0	0	0	0
Debt Service	0	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0	0
Transfer Out	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0
Total Expenditures:	382,334	434,720	447,300	296,200	296,200	296,200	296,200
Funding Sources							
Departmental Revenue	379	23,705	22,900	100	100	100	100
General Fund Amount Needed to Balance	381,955	411,015	424,400	296,100	296,100	296,100	296,100
Full Time Positions	3.28	3.35	3.35	2.35	2.28	2.28	2.28

Functions and Responsibilities:

The County Manager is the administrative executive of the County government, responsible to the Board of Commissioners for the proper administration of the County, also responsible for ensuring that all affairs of the County are conducted in accordance with the County Home Rule Charter. In addition, the Manager is responsible for providing staff support and policy advice to the Board of Commissioners, for directing departments regarding matters of concern to other agencies and the public, for providing liaison between departments and the Board of Commissioners, for preparing Board of Commissioners meeting agendas, for performing organizational and other special studies and for providing information to the public. The County Manager acts as the County's budget officer and has the responsibility to prepare, implement and monitor the County's annual budget in accordance with the Board's Budget Policies and Oregon Local Budget Law and for carrying out the policies established by the Board.

Budget Change 2012-2013 VS. 2013-2014								
	Expenditures		Resources		General Fund Subsidy		FTE	
Requested	(\$151,100)	-34%	(\$22,800)	-100%	(\$128,300)	-30%	-1.00	-30%
Proposed	(\$151,100)	-34%	(\$22,800)	-100%	(\$128,300)	-30%	-1.07	-32%
Approved	(\$151,100)	-34%	(\$22,800)	-100%	(\$128,300)	-30%	-1.07	-32%
Adopted	(\$151,100)	-34%	(\$22,800)	-100%	(\$128,300)	-30%	-1.07	-32%

2013-2014 Budget Summary

Fund: General
Fund ID: 001
Organization: County Manager
Org ID: 1120

Date: 6/27/2013 4:44 PM

Significant Budget Changes:

Requested Budget:

Significant changes in the County Manager's budget include the reduction of Personnel Services in the amount of \$140,400. This cost saving comes from the elimination of the Assistant County Manager position. This position had previously been supported in part by the Industrial Development Revolving Fund, in the amount of \$26,800 for FY 12-13. This transfer from the Industrial Development Revolving Fund is not requested for FY 13-14. In addition to savings in personnel costs, there are total savings of \$5,000 in Materials & Supplies. This savings comes from a \$1,000 reduction in Membership Fees and Dues, and \$3,200 savings in Reimbursed Travel, and \$200 in Education and Training. In total, this fund anticipates a 35 percent reduction from the previous year.

Proposed Budget:

I recommend this budget be approved as requested.

Approved Budget:

I recommend this budget be adopted as Approved.

Adopted Budget:

Fund: General Fund
Fund ID: 001
Organization: County Manager
Org ID: 1120

Performance Measurement
Improve Effectiveness – Communicate Results

Program Results County services are provided to the public in accordance with all applicable regulations and the policies of the Board of County Commissioners. Clatsop County residents have access to accurate information on current issues in a variety of formats, and have opportunities to provide input to County decision-makers. County goals are met and progress is communicated to the public.

Program Description The County Manager's Office serves as Budget Officer for the County and ensures the administration of County services. The Office encourages the use of a variety of communication tools, including the County's web page, news releases and other means to make information available to residents and employees. The Office reviews and refines the information presented to the Board; communicate and encourage citizens to participate on advisory committees; develop policies and procedures to facilitate operational practices that conform to all regulations and laws and minimizes the County's risk exposure; and facilitates work on County goals.

FY2012-13 Accomplishments

- Presented Board packets with summaries of issues, background material, a staff recommendation and request for direction or decision, available to Board and the public one week before each Board meeting;
- Continued work on North Coast Business Park by securing contract with commercial broker to provide real estate brokerage services for marketing sale and/or lease of North coast Business Park property.
- Facilitated Board Retreat with visioning and strategic planning resulting in a Clatsop County Visioning Concept.

FY2013-14 Goals and Objectives

- Monitor progress on the adopted County Commission Goals
- Monitor and participate in county visioning;
-

WORKLOAD MEASURES			
	TOTAL FY 11/12	ESTIMATED FY 12/13	ESTIMATED FY 13/14
Meetings attended – County Manager		524	476
Pages of Minutes for Board Meetings	186	184	180
Agreements & Contracts approved	285	324	300
Board Agenda Packets distributed	23	22	23
Vacancies filled on County Committees	25	19	36
Web page users accessing pages	244,000	330,000	400,000
Volunteer Hours contributed	21,653	22,500	23,000
News releases issued	135	128	130
Recruitments – employee	18	13	10
Employees hired	14	10	10

2013-2014 Budget Detail

Fund: General
Fund ID: 001
Organization: County Manager
Org ID: 1120

Date: 6/27/2013 4:45 PM

	2010-2011	2011-2012	2012-2013	Requested	Proposed	Approved	Adopted
Total Budget:	382,334	434,720	447,300	296,200	296,200	296,200	296,200

Authorized Personnel:	Salary Range	2010-2011	2011-2012	2012-2013	Requested	Proposed	Approved	Adopted
County Manager	\$9,800	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Assist. Manager	\$0	0.93	1.00	1.00	0.00	0.00	0.00	0.00
Staff Assistant	\$3,223-4,298	1.35	1.35	1.35	1.35	1.28	1.28	1.28
Total:		3.28	3.35	3.35	2.35	2.28	2.28	2.28

Departmental Revenue Account Name	Account	2010-2011	2011-2012	2012-2013	Requested	Proposed	Approved	Adopted
Public Records Request	81-4090			0	0	0	0	0
Revenue From Industrial Dev Re	81-6996		20,800	21,800	0	0	0	0
Special Projects Revenue	81-7048			0	0	0	0	0
Copy Fees	81-7770	222	9	100	100	100	100	100
S.A.I.F. Reimbursement	81-8700			0	0	0	0	0
Revenue Refunds & Reimbuser	81-8778		169	0	0	0	0	0
Miscellaneous Revenue	81-8990	157	2,727	1,000	0	0	0	0
Total Revenue		379	23,705	22,900	100	100	100	100

Line Item Budget Detail
For the Fiscal Year 2013-2014
Beginning July 1, 2013

Fund: 001
 Org Number: 1120
 Org Name: County Manager

Budget 1
 Page 1 of 1
 Date: 6/27/2013 16:45

Account Name	Account	Actual 2010-2011	Actual 2011-2012	Adopted 2012-2013	Requested	Proposed	Approved	Adopted
Personnel Services								
County Manager	82-1002	123,000	123,344	120,000	119,700	119,700	119,700	119,700
Assist. Manager	82-1003	89,625	103,594	106,600	0	0	0	0
Staff Assistant	82-1191	54,843	63,380	68,400	66,600	66,600	66,600	66,600
Extra Help	82-1941			0	0	0	0	0
Overtime	82-1945			200	200	200	200	200
F.I.C.A.	82-1950	19,432	20,721	22,600	14,300	14,300	14,300	14,300
Retirement	82-1955	25,646	44,855	45,200	31,900	31,900	31,900	31,900
Retirement Bond Payment	82-1958	24,630	27,800	28,000	14,900	14,900	14,900	14,900
Medical Insurance	82-1960	19,774	27,546	35,200	26,700	26,700	26,700	26,700
Life Insurance	82-1970	363	368	300	200	200	200	200
Salary Continuation Insur	82-1972	463	546	600	400	400	400	400
S.A.I.F.	82-1975	1,737	1,056	500	300	300	300	300
Unemployment	82-1980	456	827	1,800	2,100	2,100	2,100	2,100
Deferred Compensation	82-1983	7,500	6,875	0	6,000	6,000	6,000	6,000
Personnel Services		367,469	420,911	429,400	283,300	283,300	283,300	283,300
Materials & Supplies								
Telephones	82-2070	3,494	2,916	3,000	3,000	3,000	3,000	3,000
Membership Fees And Dues	82-2370	2,665	3,107	3,000	2,000	2,000	2,000	2,000
Office Supplies	82-2410	345	935	1,000	1,000	1,000	1,000	1,000
Books And Periodicals	82-2413	140	167	300	200	200	200	200
Postage And Freight	82-2419	834	781	800	500	500	500	500
Printing And Reproduction	82-2425	2,607	1,982	2,000	2,000	2,000	2,000	2,000
Office Furniture & Equipment	82-2454			0	0	0	0	0
Contractual Services	82-2471			0	0	0	0	0
Publi. And Legal Notices	82-2600	69		500	500	500	500	500
Education And Training	82-2928	887	585	1,700	1,500	1,500	1,500	1,500
Miscellaneous Expense	82-2929	377	408	400	200	200	200	200
Reimbursed Travel Expense	82-2930	3,447	2,928	5,200	2,000	2,000	2,000	2,000
Materials & Supplies		14,865	13,809	17,900	12,900	12,900	12,900	12,900
Total for All Categories		382,334	434,720	447,300	296,200	296,200	296,200	296,200

2013-2014 Budget Summary

Fund: General
Fund ID: 001
Organization: Human Resources
Org ID: 1125

Date: 6/27/2013 4:45 PM

	Actual 2010-2011	Actual 2011-2012	Budget 2012-2013	Requested 2013-2014	Proposed 2013-2014	Approved 2013-2014	Adopted 2013-2014
Expenditure Categories							
Personnel Services	212,839	206,327	217,300	217,200	217,200	217,200	217,200
Material Supplies	80,811	156,289	89,600	89,200	89,200	89,200	89,200
Special Payments	0	0	0	0	0	0	0
Debt Service	0	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0	0
Transfer Out	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0
Total Expenditures:	293,650	362,616	306,900	306,400	306,400	306,400	306,400
Funding Sources							
Departmental Revenue	2,714	4,102	3,500	3,500	3,500	3,500	3,500
General Fund Amount Needed to Balance	290,936	358,514	303,400	302,900	302,900	302,900	302,900
Full Time Positions	2.5	2.25	2.2	2.2	2.2	2.2	2.2

Functions and Responsibilities:

Provides a framework of personnel practices which comply with local, state and federal laws for all county employees including: recruitment; classification plan and review; compensation system surveys; personnel rules and regulations; labor relations; benefits administration; personnel records; new employee orientation; complaint procedures; collective bargaining negotiations; dispute resolution; American with Disabilities Act compliance; exit interviews; award/recognition programs; performance appraisal system; training and organizational development; Equal Employment Opportunity and Affirmative Action program administration; and safety and Risk Management administration. Also coordinates all aspects of the county's volunteer services program.

Budget Change 2012-2013 VS. 2013-2014							
	Expenditures		Resources		General Fund Subsidy		FTE
Requested	(\$500)	-0%	\$0	0%	(\$500)	-0%	0.00
Proposed	(\$500)	-0%	\$0	0%	(\$500)	-0%	0.00
Approved	(\$500)	-0%	\$0	0%	(\$500)	-0%	0.00
Adopted	(\$500)	-0%	\$0	0%	(\$500)	-0%	0.00

2013-2014 Budget Summary

Fund: **General**
Fund ID: **001**
Organization: **Human Resources**
Org ID: **1125**

Date: 6/27/2013 4:45 PM

Significant Budget Changes:

Requested Budget:

Non-Represented Compensation and Classification Study
Included in the proposal in the FY 2013-2014 budget to conduct a classification and compensation study of the non-represented positions in Clatsop County. The estimated cost is approximately \$20,000 to \$25,000 for a complete study.

Proposed Budget:

I recommend this budget be approved as requested.

Approved Budget:

I recommend this budget be adopted as Approved.

Adopted Budget:

Fund: General Fund
Fund ID: 001
Organization: Human Resources
Org ID: 1125

Performance Measurement
Improve Effectiveness – Communicate Results

Program Results

Clatsop County attracts and retains high performing employees, with a focus on customer service and fiscal accountability. Clatsop County also recruits and recognizes a variety of qualified volunteers in many capacities throughout County departments in an effort to enhance County services through volunteer support.

The Community Relations program provides timely quality information about County services to the citizens of the County utilizing the media and other means to convey this information. Our volunteer program complies with local, state and federal employment laws, and assesses areas of risk management related to volunteer positions.

Program Description

The division provides human resources management and volunteer program coordination to the County by developing and implementing policies, programs and services, which contribute to the accomplishment of County and employee goals. Human Resources is responsible for maintaining compliance with employment laws and government regulations, and providing supervisory personnel with the training, support and assistance to effectively lead their department or division.

The Community Relations Coordinator provides quality communication services in the areas of community relations, media relations and internal organizational communication. The coordinator also supports and assists staff in developing new volunteer jobs, recruiting for open positions, conducting new volunteer orientations, staff training related to volunteer management, and organizes an annual countywide volunteer recognition program.

FY 2012-13 Accomplishments

- Supported commissioners to with regular updates to constituents on district news and issues.
- Negotiated Collective Bargaining Agreements with two new Labor Unions (Clatsop County Law Enforcement Association and Federation of Parole and Probation Officers) and renewal of Oregon Nurse's Association contract.
- Ongoing comprehensive updates of personnel policies.
- Ongoing comprehensive updates of position descriptions.
- Updated committees in Volunteer Works program.
- Applied for and received a \$3,500 grant for the County's award winning employee wellness program.
- Emergency Management increased public education and outreach.

FY 2013-14 Goals and Objectives

- Set-up video recordings of Board Meetings – live and archived.
- Conduct Non-Represented comp and class study.
- Conduct employee opinion survey.
- Organize Benefits Committee to perform an analysis of Medical/Dental/Vision/Life benefits.
- Ongoing comprehensive updates of personnel policies.
- Ongoing complete comprehensive updates of position descriptions.
- Apply for Wellness program grant funds.

WORKLOAD MEASURES

	<u>0211-12</u>	<u>2012-13</u>	<u>2013-14</u>
Number of Recruitments	18	13	10
Number of New Hires	14	10	10
Number of Employees	225	222	220
Community Relations and Volunteer Data	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>
Number of Volunteers	537	493	500
Volunteer Hours Contributed	21,653	22,500	23,000
News releases issued	135	128	130
Board Agenda Packets Completed	23	22	23

EFFECTIVENESS MEASURES

	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>
Number of employees who separated from County	24	13	10
Dollar amount saved using volunteers	\$451,465	\$469, 125	\$479,550
Board Highlights completed	22	22	22
Public Records Requests completed	9	12	10

2013-2014 Budget Detail

Fund: **General**
Fund ID: **001**
Organization: **Human Resources**
Org ID: **1125**

Date: 6/27/2013 4:45 PM

	2010-2011	2011-2012	2012-2013	Requested	Proposed	Approved	Adopted
Total Budget:	293,650	362,616	306,900	306,400	306,400	306,400	306,400

Authorized Personnel:	Salary Range	2010-2011	2011-2012	2012-2013	Requested	Proposed	Approved	Adopted
Human Resources Manager	\$5976-7968	1.00	0.75	0.70	0.70	0.70	0.70	0.70
Staff Assistant	\$3223-4298	0.50	0.50	0.50	0.50	0.50	0.50	0.50
Community Relations Coordinator	\$3223-4298	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Total:		2.50	2.25	2.20	2.20	2.20	2.20	2.20

Departmental Revenue Account Name	Account	2010-2011	2011-2012	2012-2013	Requested	Proposed	Approved	Adopted
Copy Fees	81-7770		358	0	0	0	0	0
S.A.I.F. Reimbursement	81-8700			0	0	0	0	0
Rev. Refunds & Reim.	81-8778		216	0	0	0	0	0
Wellness Grant Revenue	81-8870	2,685	3,528	3,500	3,500	3,500	3,500	3,500
Miscellaneous Revenue	81-8990	29		0	0	0	0	0
Total Revenue		2,714	4,102	3,500	3,500	3,500	3,500	3,500

Line Item Budget Detail
For the Fiscal Year 2013-2014
Beginning July 1, 2013

Fund: 001
 Org Number: 1125
 Org Name: Human Resources

Budget 1
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 Date: 6/27/2013 16:45

Account Name	Account	Actual 2010-2011	Actual 2011-2012	Adopted 2012-2013	Requested	Proposed	Approved	Adopted
Personnel Services								
Human Resources Manager	82-1097	83,681	68,271	67,600	64,300	64,300	64,300	64,300
Staff Assistant	82-1191	22,078	22,061	24,100	25,700	25,700	25,700	25,700
Community Relations Coordinato	82-1899	40,338	43,722	47,500	50,600	50,600	50,600	50,600
Extra Help - Staff Assist	82-1937			0	0	0	0	0
Overtime	82-1945			200	200	200	200	200
F.I.C.A.	82-1950	10,822	9,827	10,700	10,800	10,800	10,800	10,800
Retirement	82-1955	13,197	19,756	20,300	26,800	26,800	26,800	26,800
Retirement Bond Payment	82-1958	13,426	12,800	13,200	11,300	11,300	11,300	11,300
Medical Insurance	82-1960	28,128	28,543	32,000	25,100	25,100	25,100	25,100
Life Insurance	82-1970	278	253	200	200	200	200	200
Salary Continuation Insur	82-1972	321	340	400	400	400	400	400
S.A.I.F.	82-1975	277	244	300	300	300	300	300
Unemployment	82-1980	294	511	800	1,500	1,500	1,500	1,500
Personnel Services		212,839	206,327	217,300	217,200	217,200	217,200	217,200
Materials & Supplies								
Reference Checks	82-2010			100	100	100	100	100
Telephones	82-2070	372	373	400	400	400	400	400
Membership Fees And Dues	82-2370	400	360	400	400	400	400	400
Office Supplies	82-2410	1,166	622	500	400	400	400	400
Books And Periodicals	82-2413		39	100	100	100	100	100
Postage And Freight	82-2419	2,023	1,557	900	900	900	900	900
Printing And Reproduction	82-2425	1,287	1,893	900	900	900	900	900
Legal Services	82-2469			0	0	0	0	0
Contractual Services	82-2471	40,464	89,448	40,000	40,000	40,000	40,000	40,000
U.A. Testing	82-2506	1,437	941	1,300	1,000	1,000	1,000	1,000
Publi. And Legal Notices	82-2600	880	280	600	600	600	600	600
Wellness Grant	82-2870	2,122	2,401	3,500	3,500	3,500	3,500	3,500
Education Program	82-2926	7,320	12,844	17,000	17,000	17,000	17,000	17,000
Employee Training	82-2927	11,128	30,174	11,000	11,000	11,000	11,000	11,000
Education And Training	82-2928	435	345	1,500	1,500	1,500	1,500	1,500
Miscellaneous Expense	82-2929	16	116	100	100	100	100	100
Reimbursed Travel Expense	82-2930	1,184	6,771	2,700	2,700	2,700	2,700	2,700
Employee Recognition	82-3137	10,577	8,125	8,600	8,600	8,600	8,600	8,600
Materials & Supplies		80,811	156,289	89,600	89,200	89,200	89,200	89,200
Total for All Categories		293,650	362,616	306,900	306,400	306,400	306,400	306,400

2013-2014 Budget Summary

Fund: **General**
Fund ID: **001**
Organization: **County Counsel**
Org ID: **1300**

Date: 6/27/2013 4:45 PM

	Actual 2010-2011	Actual 2011-2012	Budget 2012-2013	Requested 2013-2014	Proposed 2013-2014	Approved 2013-2014	Adopted 2013-2014
Expenditure Categories							
Personnel Services	0	0	0	0	0	0	0
Material Supplies	137,692	165,991	110,900	110,600	110,600	110,600	110,600
Special Payments	0	0	0	0	0	0	0
Debt Service	0	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0	0
Transfer Out	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0
Total Expenditures:	137,692	165,991	110,900	110,600	110,600	110,600	110,600
Funding Sources							
Departmental Revenue	0	0	0	0	0	0	0
General Fund Amount Needed to Balance	137,692	165,991	110,900	110,600	110,600	110,600	110,600
Full Time Positions	0	0	0	0	0	0	0

Functions and Responsibilities:

County Counsel services are selected by the Board of Commissioners as set forth by the Clatsop County Charter. County Counsel provides legal advice and representation to the Board of Commissioners, County Manager, county departments and offices and County service districts. Enforces county ordinances. Services are provided through contracts with several private attorneys who provide general and specialized legal services, i.e. labor, land use, bond counsel, etc. Contracting for legal counsel allows the county to access specialized legal services that would likely not be available if the county employed an attorney.

Budget Change 2012-2013 VS. 2013-2014							
	Expenditures		Resources		General Fund Subsidy		FTE
Requested	(\$300)	-0%	\$0	0%	(\$300)	-0%	0.00
Proposed	(\$300)	-0%	\$0	0%	(\$300)	-0%	0.00
Approved	(\$300)	-0%	\$0	0%	(\$300)	-0%	0.00
Adopted	(\$300)	-0%	\$0	0%	(\$300)	-0%	0.00

2013-2014 Budget Summary

Fund: **General**
Fund ID: **001**
Organization: **County Counsel**
Org ID: **1300**

Date: 6/27/2013 4:45 PM

Significant Budget Changes:

Requested Budget:

Proposed Budget:

There are no significant changes in this budget. I recommend this budget be approved as requested.

Approved Budget:

I recommend this budget be adopted as Approved.

Adopted Budget:

2013-2014 Budget Detail

Fund: General
Fund ID: 001
Organization: County Counsel
Org ID: 1300

Date: 6/27/2013 4:45 PM

	2010-2011	2011-2012	2012-2013	Requested	Proposed	Approved	Adopted
Total Budget:	137,692	165,991	110,900	110,600	110,600	110,600	110,600

Authorized Personnel:	Salary Range	2010-2011	2011-2012	2012-2013	Requested	Proposed	Approved	Adopted
None	\$	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total:		0.00	0.00	0.00	0.00	0.00	0.00	0.00

Departmental Revenue Account Name	Account	2010-2011	2011-2012	2012-2013	Requested	Proposed	Approved	Adopted
Miscellaneous Revenue	81-8990			0	0	0	0	0
Total Revenue		0	0	0	0	0	0	0

Line Item Budget Detail
For the Fiscal Year 2013-2014
Beginning July 1, 2013

Fund: 001
 Org Number: 1300
 Org Name: County Counsel

Budget 1
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 Date: 6/27/2013 16:45

Account Name	Account	Actual 2010-2011	Actual 2011-2012	Adopted 2012-2013	Requested	Proposed	Approved	Adopted
Personnel Services								
None	82-1000			0	0	0	0	0
Personnel Services		0	0	0	0	0	0	0
Materials & Supplies								
Telephones	82-2070	90	90	100	100	100	100	100
Membership Fees And Dues	82-2370		20	100	100	100	100	100
Books And Periodicals	82-2413			200	0	0	0	0
Printing And Reproduction	82-2425	19	43	100	0	0	0	0
Legal Services	82-2469			0	0	0	0	0
Contractual Services	82-2471	137,583	165,838	110,000	110,000	110,000	110,000	110,000
Miscellaneous Expense	82-2929			0	0	0	0	0
Reimbursed Travel Expense	82-2930			400	400	400	400	400
Materials & Supplies		137,692	165,991	110,900	110,600	110,600	110,600	110,600
Total for All Categories		137,692	165,991	110,900	110,600	110,600	110,600	110,600

2013-2014 Budget Summary

Fund: General
Fund ID: 001
Organization: Information Systems
Org ID: 1650

Date: 6/27/2013 4:46 PM

	Actual 2010-2011	Actual 2011-2012	Budget 2012-2013	Requested 2013-2014	Proposed 2013-2014	Approved 2013-2014	Adopted 2013-2014
Expenditure Categories							
Personnel Services	556,634	602,799	644,900	573,000	573,000	573,000	573,000
Material Supplies	284,121	250,410	239,700	218,000	218,000	218,000	218,000
Special Payments	0	0	0	0	0	0	0
Debt Service	0	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0	0
Transfer Out	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0
Total Expenditures:	840,755	853,209	884,600	791,000	791,000	791,000	791,000
Funding Sources							
Departmental Revenue	3,816	2,533	1,500	2,100	2,100	2,100	2,100
General Fund Amount Needed to Balance	836,939	850,676	883,100	788,900	788,900	788,900	788,900
Full Time Positions	6.15	6.15	6.15	5.15	5.15	5.15	5.15

Functions and Responsibilities:

Information Systems (IS) is responsible for information technology, telecommunications, and office automation. IS supplies technical support for 235 PC's, 72 printers, 41 servers, phones, copiers, and includes support for several remote locations. This office, in coordination with the departments and MIS committee, develops and plans for information technology and communication needs for the County.

Budget Change 2012-2013 VS. 2013-2014							
	Expenditures		Resources		General Fund Subsidy		FTE
Requested	(\$93,600)	-11%	\$600	40%	(\$94,200)	-11%	-1.00 -16%
Proposed	(\$93,600)	-11%	\$600	40%	(\$94,200)	-11%	-1.00 -16%
Approved	(\$93,600)	-11%	\$600	40%	(\$94,200)	-11%	-1.00 -16%
Adopted	(\$93,600)	-11%	\$600	40%	(\$94,200)	-11%	-1.00 -16%

2013-2014 Budget Summary

Fund: General
Fund ID: 001
Organization: Information Systems
Org ID: 1650

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Significant Budget Changes:

Requested Budget:

The General Fund subsidy for Personnel Services in Information Systems for fiscal year 2013-2014 has decreased by 11.5%. This decrease is a result of eliminated 1 FTE position. The workload for the eliminated position has been distributed among the remaining employees. This is possible due to the stability of the network, and streamlining IT processes and services. The General Fund subsidy for Materials and Supplies decreased by 10%. This is attributed to the completion of the County's mobile website. For the upcoming year, hardware costs will remain relatively stable. This is due in part to our PC lease and maintaining hardware as outlined in our network hardware replacement cycle.

Proposed Budget:

I recommend this budget be approved as requested.

Approved Budget:

I recommend this budget be adopted as Approved.

Adopted Budget:

Fund: General Fund
Fund ID: 001
Organization: Information Systems
Org ID: 1650

**Performance Measurement
Improve Effectiveness – Communicate Results**

Program Description

Information Systems (CSIS) is committed to providing integrated systems developed in a collaborative, solutions-oriented environment with a focus on customer service, operations efficiency, and fiscal accountability. CSIS is responsible for information technology, telecommunications, and office automation. CSIS supplies technical support for PC's, printers, servers, phone systems, and copiers, including support for several remote locations. In coordination with the departments and MIS committee, CSIS develops and plans for information technology and communication needs for the County. The in-house software development team supports the core business client/server applications including Geographic Information Systems (GIS).

FY2012-13 Accomplishments

- Made sure the County LAN is available 24x7x365
- Created electronic timetracking for County Employees.
- Year Enabled the Appraisal system for A&T
- Assisted with the deployment and installation of the EMRS system for HHS.
- Added a training module to the County Intranet.
- Created a mobile version of the County Website.
- Ensured Local Area Network is properly maintained and is in compliance with Health Insurance Portability and Accountability Act (HIPAA) and Criminal Justice Information Services (CJIS) standards
- Replaced the Core Switch, and upgraded switches in accordance to our switch replacement plan.
- Met goals and objectives of Information Technology Strategic Plan.
- GIS – Created an interactive Web Map for the Commissioners districts.
- GIS – Set up the GIS interface for Clerk & Elections OCVR

FY2013-14 Goals and Objectives

- Make sure the County LAN is available 24x7x365
- Replace the County Phone System
- Ensure Local Area Network is properly maintained and is in compliance with Health Insurance Portability and Accountability Act (HIPAA) and Criminal Justice Information Services (CJIS) standards.
- Migrate custom applications from Oracle to SQL Server 2008 which will result in saving ~ \$20,000 Yr.
- Set up off site server replication at the EOC.
- GIS – Implement ARCServer.
- GIS – Re-Drawing the precincts for the Clerks office.

WORKLOAD MEASURES

Total PC Units	Cost Per Unit	Cost Per Unit
347	\$1,828	\$1,710

	2011-12		2012-13	
	Ticket	Cost	Ticket	Cost
EASY ... less than 1 day to complete, 1 IT staff person	1,200	\$217,400	1,000	\$185,400
MEDIUM ... less than 3 days to complete, 1 IT staff person	800	\$144,900	400	\$74,200
HARD ... more than 3 days to complete of more than 1 IT staff person	100	\$18,100	100	\$18,500
SPECIAL PROJECTS ... items specified on the annual IT project list	1300	\$235,500	1700	\$315,300

EFFECTIVENESS MEASURES

	2009-10	2010-11	2011-12
Percent of network availability	98.77%	99%	99%
Percent of network availability – Monday thru Friday 7:00 AM thru 6:00 PM	99%	99%	99%
Percent of help desk tickets completed on time or early	80%	80%	80%
Customer Satisfaction – rating of good to excellent (%)	98.6	98.6	98.6%
Ratio of IS staff to total County network users	1:43	1:43	1:51

2013-2014 Budget Detail

Fund: General
Fund ID: 001
Organization: Information Systems
Org ID: 1650

Date: 6/27/2013 4:46 PM

	2010-2011	2011-2012	2012-2013	Requested	Proposed	Approved	Adopted
Total Budget:	840,755	853,209	884,600	791,000	791,000	791,000	791,000

Authorized Personnel:	Salary Range	2010-2011	2011-2012	2012-2013	Requested	Proposed	Approved	Adopted
Central Services Director	\$6,756 - 9,008	0.15	0.15	0.15	0.00	0.00	0.00	0.00
Human Resources Director	\$5,627 - 7,503	0.00	0.00	0.00	0.08	0.08	0.08	0.08
Information Systems Manager	\$5,414 - 7,218	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Staff Assistant	\$2,557 - 3,109	0.00	0.00	0.00	0.08	0.08	0.08	0.08
Information Systems Analyst	\$4,784 - 6,378	1.00	1.00	1.00	1.00	1.00	1.00	1.00
SR Network Administrator	\$4,784 - 6,378	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Programmer/analyst	\$4,168 - 5,066	1.00	0.00	0.00	0.00	0.00	0.00	0.00
PC Help Desk	\$3,222 - 3,917	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Network Administrator	\$4,318 - 5,249	0.00	1.00	1.00	0.00	0.00	0.00	0.00
GIS Coordinator/Analyst	\$4,318 - 5,249	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Total:		6.15	6.15	6.15	5.15	5.15	5.15	5.15

Departmental Revenue Account Name	Account	2010-2011	2011-2012	2012-2013	Requested	Proposed	Approved	Adopted
Data Processing Fees	81-7040			0	0	0	0	0
ID Card Replacement	81-7042	25	105	0	100	100	100	100
GIS Fees & Income	81-7045	2,992	2,393	1,500	1,500	1,500	1,500	1,500
GIS ORMAP Grant	81-7047			0	0	0	0	0
Fees for Services	81-7072	657		0	500	500	500	500
S.A.I.F. Reimbursement	81-8700			0	0	0	0	0
Rev. Refunds & Reim.	81-8778	40	35	0	0	0	0	0
Miscellaneous Revenue	81-8990	102		0	0	0	0	0
Total Revenue		3,816	2,533	1,500	2,100	2,100	2,100	2,100

Line Item Budget Detail
For the Fiscal Year 2013-2014
Beginning July 1, 2013

Fund: 001
 Org Number: 1650
 Org Name: Information Systems

Budget 1

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Account Name	Account	Actual 2010-2011	Actual 2011-2012	Adopted 2012-2013	Requested	Proposed	Approved	Adopted
Personnel Services								
Central Services Director	82-1040	15,625	16,215	16,800	0	0	0	0
Human Resources Director	82-1097	0	0	0	7,700	7,700	7,700	7,700
Information Systems Manager	82-1101	102,760	85,809	89,600	91,000	91,000	91,000	91,000
Staff Assistant	82-1191	0	0	0	4,000	4,000	4,000	4,000
Information Systems Analyst	82-1365	49,903	67,811	73,700	78,500	78,500	78,500	78,500
SR Network Administrator	82-1370	63,322	68,882	68,400	79,300	79,300	79,300	79,300
Programmer/analyst	82-1380	5,279		0	0	0	0	0
PC Help Desk	82-1385	40,993	44,764	48,600	49,400	49,400	49,400	49,400
Network Administrator	82-1390	50,017	54,408	59,100	0	0	0	0
GIS Coordinator/Analyst	82-1402	58,624	62,985	65,200	66,200	66,200	66,200	66,200
Extra Help	82-1941			0	0	0	0	0
Overtime	82-1945	923	126	0	0	0	0	0
F.I.C.A.	82-1950	28,920	29,923	32,400	29,200	29,200	29,200	29,200
Retirement	82-1955	32,391	52,549	54,700	67,300	67,300	67,300	67,300
Retirement Bond Payment	82-1958	30,969	37,200	40,200	30,500	30,500	30,500	30,500
Medical/Dental Insurance	82-1960	72,759	77,845	91,500	63,700	63,700	63,700	63,700
Life/AD&D Insurance	82-1970	555	591	500	500	500	500	500
Salary Continuation Insur	82-1972	646	817	900	800	800	800	800
S.A.I.F.	82-1975	2,044	1,343	800	700	700	700	700
Unemployment	82-1980	904	1,531	2,500	4,200	4,200	4,200	4,200
Personnel Services		556,634	602,799	644,900	573,000	573,000	573,000	573,000
Materials & Supplies								
Telephones	82-2070	3,202	2,898	3,000	3,000	3,000	3,000	3,000
Maintenance - Equipment	82-2260			0	0	0	0	0
Software Maintenance	82-2265	100,722	74,832	80,200	80,000	80,000	80,000	80,000
Membership Fees And Dues	82-2370	100	100	100	100	100	100	100
Office Supplies	82-2410	524	757	600	500	500	500	500
Books And Periodicals	82-2413	68		100	100	100	100	100
Postage And Freight	82-2419	1,285	1,321	1,100	1,300	1,300	1,300	1,300
Records And Forms	82-2422			0	0	0	0	0
Printing And Reproduction	82-2425	1,232	1,187	1,000	1,000	1,000	1,000	1,000
PC Equipment	82-2455	108,838	94,259	74,000	74,000	74,000	74,000	74,000
Contractual Services	82-2471	11		0	0	0	0	0
Contractual Technology Dev	82-2477	58,728	70,692	71,600	52,000	52,000	52,000	52,000
Publi. And Legal Notices	82-2600	2,768	115	500	500	500	500	500
Education And Training	82-2928	3,194	2,653	5,000	3,500	3,500	3,500	3,500
Reimbursed Travel Expense	82-2930	3,449	1,597	2,500	2,000	2,000	2,000	2,000
Materials & Supplies		284,121	250,410	239,700	218,000	218,000	218,000	218,000
Total for All Categories		840,755	853,209	884,600	791,000	791,000	791,000	791,000

2013-2014 Budget Summary

Fund: **General**
Fund ID: **001**
Organization: **Budget & Finance**
Org ID: **1625**

Date: 6/27/2013 4:46 PM

	Actual 2010-2011	Actual 2011-2012	Budget 2012-2013	Requested 2013-2014	Proposed 2013-2014	Approved 2013-2014	Adopted 2013-2014
Expenditure Categories							
Personnel Services	259,138	298,924	322,200	451,400	451,400	451,400	451,400
Material Supplies	61,858	68,055	63,600	62,700	62,700	62,700	62,700
Special Payments	0	0	0	0	0	0	0
Debt Service	0	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0	0
Transfer Out	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0
Total Expenditures:	320,997	366,979	385,800	514,100	514,100	514,100	514,100
Funding Sources							
Departmental Revenue	169	14,116	100	100	100	100	100
General Fund Amount Needed to Balance	320,827	352,863	385,700	514,000	514,000	514,000	514,000
Full Time Positions	3.8	3.7	3.63	4.53	4.53	4.53	4.53

Functions and Responsibilities:

Budget & Finance is responsible for the finance, treasury, payroll, accounts payable, tax distribution, and indirect cost functions of the County. This office handles the banking and investments of the County funds, as well as several other taxing districts. This office also handles the annual County wide audit, including the four component units of 4-H, Rural Law, Westport Sewer, and the Road District. Budget & Finance also works with the County Manager in the preparation of the County Budget and with the monitoring of revenues and expenditures for all County funds.

Budget Change 2012-2013 VS. 2013-2014							
	Expenditures		Resources		General Fund Subsidy		FTE
Requested	\$128,300	33%	\$0	0%	\$128,300	33%	0.90 25%
Proposed	\$128,300	33%	\$0	0%	\$128,300	33%	0.90 25%
Approved	\$128,300	33%	\$0	0%	\$128,300	33%	0.90 25%
Adopted	\$128,300	33%	\$0	0%	\$128,300	33%	0.90 25%

2013-2014 Budget Summary

Fund: General
Fund ID: 001
Organization: Budget & Finance
Org ID: 1625

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Significant Budget Changes:

Requested Budget:

Significant changes in this budget include: Hiring a Finance Director to replace what was formerly the Central Services Director, this position will now have a 100% allocation to Budget & Finance. Previously the Central Services Director was allocated 20% in Finance, 15% in IS, 15% in Buildings and Grounds, and 50% in A&T. The Assistant Finance Director that was at .90 FTE has been increased to 1 FTE, this reflects the time that was being spent on the Mental Health Org Unit being changed so that 100% is in Budget & Finance. There is a slight overall decrease in Material & Supplies which is due to a decrease in our contractual services. Some other areas of M&S have increased to account for applying for the GFOA budget award and an increase in printing and reproduction to account for Budget & Finance now being responsible for the printing of the budget documents.

Proposed Budget:

I recommend this budget be approved as requested.

Approved Budget:

I recommend this budget be adopted as Approved.

Adopted Budget:

Fund: General Fund
Fund ID: 001
Organization: Budget and Finance
Org ID: 1625

**Performance Measurement
Improve Effectiveness – Communicate Results**

Program Description

Budget and Finance includes assisting in the annual budget process, long range financial planning, and financial advice to the Board and County Manager. Budget and Finance manages operations including revenue receipt, accounts payable, payroll, fixed assets, general ledger, purchasing, preparation of County annual audit, grant accounting, preparation of financial and special reports as requested, investing County funds, and monitoring of revenues and expenditures for all County funds.

FY2012-13 Accomplishments

- Successful completion of County annual audit for fiscal year 2011-12
- Timely and accurately processed County debt obligations, payroll processing and financial reports
- Provide tool with IS to process time sheets electronically in the General Ledger and on Inside
- Timely provide County departments with the Indirect Cost plan and Cost Sheets for the 13-14 budget
- Increased the role of Budget & Finance in the budget process and applied for the GFOA Budget Award
- Successfully went out for two RFP's to provide Banking services as well as Payment Processing Services
- Implement the use of credit cards throughout all departments who choose to use credit cards at minimal or no cost to the County

FY2013-14 Goals and Objectives

- Complete County fiscal year 2012-2013 audit
- Continue to work towards receiving a GFOA Budget Award for the County Budget
- Accurately provide the Indirect Cost Plan and Cost Sheets for the 2014-15 budget on a timely schedule
- Fee review for County Departments
- Collaborate on improvements to the County Budget Process

WORKLOAD MEASURES

	<i>Actual # of Items 2011-12</i>	<i>Cost per item</i>	<i>Projected 2012-13</i>	<i>Budget 2013-14</i>
Cost per payroll checks processed	4,600	32.37	32.98	33.71
Cost per accounts payable checks processed	5,600	21.62	22.16	22.71
Cost per vouchers processed	12,900	9.39	9.93	10.09

	<i>Actual 2011-12</i>	<i>Projected 2012-13</i>	<i>Budget 2013-14</i>
Payroll checks processed	4,600	4,600	4,500
Accounts payable checks issued	5,600	5,600	5,600
Purchase orders processed	10,800	10,500	10,300
Vouchers processed	12,900	12,500	12,300

EFFECTIVENESS MEASURES

	2011-12	2012-13	2013-14
Successful Completion of County Audit	Yes	Yes	Yes
Customer service survey of internal departments percentage rated as good or excellent	94%	95%	95%
Payroll processing, distribution, and reporting is accurately prepared and released on time	95%	95%	95%

2013-2014 Budget Detail

Fund: General
Fund ID: 001
Organization: Budget & Finance
Org ID: 1625

Date: 6/27/2013 4:46 PM

	2010-2011	2011-2012	2012-2013	Requested	Proposed	Approved	Adopted
Total Budget:	320,997	366,979	385,800	514,100	514,100	514,100	514,100

Authorized Personnel:	Salary Range	2010-2011	2011-2012	2012-2013	Requested	Proposed	Approved	Adopted
Finance Director	\$5,976-7,968				1.00	1.00	1.00	1.00
Central Services Director	\$6,925-9,233	0.20	0.20	0.20	0.00	0.00	0.00	0.00
Asst Finance Director	\$4,667-6,222	1.00	0.90	0.90	1.00	1.00	1.00	1.00
Accountant II	\$3,523-4,283	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Admin. Support IV	\$2,588-3,146	0.60	0.60	0.53	0.53	0.53	0.53	0.53
Total:		3.80	3.70	3.63	4.53	4.53	4.53	4.53

Departmental Revenue Account Name	Account	2010-2011	2011-2012	2012-2013	Requested	Proposed	Approved	Adopted
S.A.I.F. Reimbursement	81-8700			0	0	0	0	0
Rev. Refunds & Reim.	81-8778	58	14,067	0	0	0	0	0
Nsf Check Fee	81-8911			0	0	0	0	0
Miscellaneous Revenue	81-8990	111	49	100	100	100	100	100
Total Revenue		169	14,116	100	100	100	100	100

Capital Expenditures	Current	Requested	Proposed	Approved	Adopted
None					
Totals:	0	0	0	0	0

Line Item Budget Detail
For the Fiscal Year 2013-2014
Beginning July 1, 2013

Fund: 001
 Org Number: 1625
 Org Name: Budget & Finance

Budget 1
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Account Name	Account	Actual 2010-2011	Actual 2011-2012	Adopted 2012-2013	Requested	Proposed	Approved	Adopted
Personnel Services								
Finance Director	82-1035			0	85,100	85,100	85,100	85,100
Central Services Director	82-1040	20,834	21,620	22,400	0	0	0	0
Asst Finance Director	82-1104	56,679	56,624	61,500	72,900	72,900	72,900	72,900
Staff Assistant	82-1191			0	0	0	0	0
Accountant II	82-1848	95,388	100,278	103,800	105,400	105,400	105,400	105,400
Accountant I	82-1850			0	0	0	0	0
Payroll Accountant	82-1852			0	0	0	0	0
Admin. Support IV	82-1854	5,944	16,753	17,900	17,300	17,300	17,300	17,300
Extra Help - Staff Assist	82-1937			0	0	0	0	0
Extra Help	82-1941	672		1,000	0	0	0	0
Overtime	82-1945			0	0	0	0	0
F.I.C.A.	82-1950	13,316	14,462	15,800	21,500	21,500	21,500	21,500
Retirement	82-1955	16,305	27,399	29,600	54,500	54,500	54,500	54,500
Retirement Bond Payment	82-1958	12,855	18,400	19,500	22,400	22,400	22,400	22,400
Medical/Dental Insurance	82-1960	35,573	41,464	48,400	67,700	67,700	67,700	67,700
Life/AD&D Insurance	82-1970	285	360	300	400	400	400	400
Salary Continuation Insur	82-1972	278	380	400	600	600	600	600
S.A.I.F.	82-1975	554	398	400	500	500	500	500
Unemployment	82-1980	455	787	1,200	3,100	3,100	3,100	3,100
Personnel Services		259,138	298,924	322,200	451,400	451,400	451,400	451,400
Materials & Supplies								
Telephones	82-2070	1,318	1,472	1,500	1,500	1,500	1,500	1,500
Maintenance - Equipment	82-2260			500	500	500	500	500
Membership Fees And Dues	82-2370	660	945	800	1,000	1,000	1,000	1,000
Office Supplies	82-2410	877	987	1,200	1,200	1,200	1,200	1,200
Books And Periodicals	82-2413			0	0	0	0	0
Postage And Freight	82-2419	1,848	1,947	1,800	1,900	1,900	1,900	1,900
Records And Forms	82-2422	528	125	500	1,100	1,100	1,100	1,100
Printing And Reproduction	82-2425	3,158	4,068	4,000	4,000	4,000	4,000	4,000
Contractual Services	82-2471	47,369	55,235	47,200	45,400	45,400	45,400	45,400
Publ. And Legal Notices	82-2600	2,246	382	500	500	500	500	500
Education And Training	82-2928	2,179	820	2,200	2,200	2,200	2,200	2,200
Reimbursed Travel Expense	82-2930	1,675	2,075	3,400	3,400	3,400	3,400	3,400
Refunds and Returns	82-3204			0	0	0	0	0
Materials & Supplies		61,858	68,055	63,600	62,700	62,700	62,700	62,700
Total for All Categories		320,997	366,979	385,800	514,100	514,100	514,100	514,100

2013-2014 Budget Summary

Fund: **General**
Fund ID: **001**
Organization: **Building And Grounds**
Org ID: **1790**

Date: 6/27/2013 4:47 PM

	Actual 2010-2011	Actual 2011-2012	Budget 2012-2013	Requested 2013-2014	Proposed 2013-2014	Approved 2013-2014	Adopted 2013-2014
Expenditure Categories							
Personnel Services	415,193	446,424	474,800	495,100	495,100	495,100	495,100
Material Supplies	483,920	478,525	474,900	493,400	493,400	493,400	493,400
Special Payments	558	571	500	600	600	600	600
Debt Service	0	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0	0
Transfer Out	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0
Total Expenditures:	899,671	925,520	950,200	989,100	989,100	989,100	989,100
Funding Sources							
Departmental Revenue	29,641	10,285	10,000	10,000	10,000	10,000	10,000
General Fund Amount Needed to Balance	870,030	915,234	940,200	979,100	979,100	979,100	979,100
Full Time Positions	5.3	5.3	5.3	5.4	5.4	5.4	5.4

Functions and Responsibilities:

Building & Grounds is responsible for the general maintenance and housekeeping of the Courthouse (33,000 sf), Sheriff Detention Center (29,000 sf), Boyington Building (4,332 sf), Animal Shelter (4,720 sf), 800 Exchange (16,808 sf) and 820 Exchange (12,629 sf). The staff works with other departments to provide general renovations, scheduled and unscheduled maintenance, custodial services and emergency repairs within established safety and health standards. The staff also supervises community service workers or inmates temporarily assigned to assist Building & Grounds from Community Corrections or the Jail. Building & Grounds staff supervise a variety of general and specialty contractors in compliance with state law.

Budget Change 2012-2013 VS. 2013-2014								
	Expenditures		Resources		General Fund Subsidy		FTE	
Requested	\$38,900	4%	\$0	0%	\$38,900	4%	0.10	2%
Proposed	\$38,900	4%	\$0	0%	\$38,900	4%	0.10	2%
Approved	\$38,900	4%	\$0	0%	\$38,900	4%	0.10	2%
Adopted	\$38,900	4%	\$0	0%	\$38,900	4%	0.10	2%

2013-2014 Budget Summary

Fund: **General**
Fund ID: **001**
Organization: **Building And Grounds**
Org ID: **1790**

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Significant Budget Changes:

Requested Budget:

This year's budget is \$38,900 more than last fiscal year. Revenues include \$10,000 of property rents, the remainder of the revenue coming from the General Fund.

The management of this Division is being transferred from the Central Services Department to the Public Works Department. This shows up in the budget as the removal of the Central Services Director line item and the addition of the Public Works Director in Personnel Services. There is also the addition of .25 FTE of a Staff Assistant to perform accounts payable/receivable and contracting functions. This clerical work is not new, but these functions were being charged out to the General Finance and Treasury Division and not directly to Building & Grounds. Retirement is up \$15,200 and Retirement Bond Payment is down \$3,100 and Medical Insurance is down \$10,100.

Materials and Supplies are up \$18,500 due to a net increase in contracted Custodial Services, some buildings were less expensive under the new custodial contracts and some more expensive; between all the buildings there is a net increase of \$17,900. The Alarm Monitoring is up by \$400 with the addition of the new work crew building. There is an increase in Utilities B&G shop of \$1400, which is a result of moving to a different location with higher utility rates.

Proposed Budget:

I recommend this budget be approved as requested.

Approved Budget:

I recommend this budget be adopted as Approved.

Adopted Budget:

Fund: General Fund
Fund ID: 001
Organization: Building and Grounds
Org ID: 1790

**Performance Measurement
Improve Effectiveness – Communicate Results**

Program Description

Building and Grounds (B&G) is responsible for maintaining the existing facilities and planning for future projects. We strive to provide the County Departments with a comfortable, safe, clean and efficient facility. The B&G staff coordinates daily routine maintenance, services existing equipment, and plans for needed replacement and upgrades to equipment and facilities. The in-house maintenance team performs much of the standard repairs and replacements. Specialty contractors are used as needed. We maintain up-to-date information ensuring compliance with our County purchasing & contracting policies, and the Oregon's public contracting rules. We also provide Capital Improvement Project Management to GF departments. Seek grants; Energy trust, State and Federal to improve facilities.

FY2012-13 Accomplishments

- Assist the GF departments to deliver their services by providing a good work environment
- Energy efficiency, fine-tuned equipment and record energy data to increase efficiency
- Capital Improvement Projects completed; Work Crew project, Emergency Operation Center, Animal Shelter, Outdoor kennel enclosure, and HVAC system controls upgraded
- Staff continuing education
- 800 Exchange landscape project completed by our crew
- Track work requests with Maintenance software developed in house by IS staff
- Maintain existing equipment and buildings to a high standard.

FY2013-14 Goals and Objectives

- Security Improvements
- Capital Projects – Courthouse; brick weatherproofing, storm water separation, Jail ground and storm water separation
- Track Energy Use for grant received in 2010, continue to reduce energy and water use
- Continue with B&G emergency plan to ensure facilities can support mission of the County
- Assist other departments in planning of new / remodel projects; Plan Sheriffs move to Community Corrections
- Continue management of repair and cleaning contractors
- Improve safety training – respirator plan, first aid, hazardous materials
- Grants – seek Energy trust, State and Federal to contribute to improving facilities

WORKLOAD MEASURES

Cost to maintain facility per square foot:	Cost 2011-12	Projected 2012-2013	Budget 2013-14
Animal Control	19.99	17.77	20.77
Courthouse	5.70	5.98	6.71
Sheriff Office/Jail	12.28	12.67	12.50
800 Exchange Street	9.01	9.57	9.65
820 Exchange Street	9.94	9.61	9.78
Boyington Building	4.36	2.65	3.92

Work Request	2011-12	2012-13	2013-14
EASY ... less than 1 day to complete, 1 B&G staff	964	1,273	1,400
MEDIUM ... less than 3 days to complete, 1 B&G staff person	70	51	56
HARD ... more than 3 days to complete of more than 1 B&G staff person	19	25	28
SPECIAL PROJECTS ... items specified on the annual B&G project list	1,053	1,349	1,484

EFFECTIVENESS MEASURES

	2011-13	2012-13	2013-14
Percentage of Minor service requests completed in one day	90%	90%	90%
Percentage of Major B&G work orders completed during the year	95%	95%	95%
Customer Satisfaction – rating of good to excellent (%)	90%	90%	95%

2013-2014 Budget Detail

Fund: General
Fund ID: 001
Organization: Building And Grounds
Org ID: 1790

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	2010-2011	2011-2012	2012-2013	Requested	Proposed	Approved	Adopted
Total Budget:	899,671	925,520	950,200	989,100	989,100	989,100	989,100

Authorized Personnel:	Salary Range	2010-2011	2011-2012	2012-2013	Requested	Proposed	Approved	Adopted
Central Services Director	\$ 6,925 - 9,233	0.30	0.30	0.30	0.00	0.00	0.00	0.00
Public Works Director	\$6,925 - 9,233				0.15	0.15	0.15	0.15
Maint/custodial Supervisr	\$3,831 - 5,108	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Facilities & Projects Manager	\$5,160 - 6,880	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Staff Assistant	\$2,557 -3,109	0.00	0.00	0.00	0.25	0.25	0.25	0.25
Maintenance Technician	\$3,356 - 4,079	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Maintenance Assistant	\$2,760 - 3,355	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Custodian	\$2,504 - 3,044	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Total:		5.30	5.30	5.30	5.40	5.40	5.40	5.40

Departmental Revenue Account Name	Account	2010-2011	2011-2012	2012-2013	Requested	Proposed	Approved	Adopted
Property Rents	81-3400	10,021	10,020	10,000	10,000	10,000	10,000	10,000
ARRA 10-1530 HVAC Grant	81-5116	8,735		0	0	0	0	0
Capitol Improvement Project	81-7050			0	0	0	0	0
S.A.I.F. Reimbursement	81-8700			0	0	0	0	0
Rev. Refunds & Reim.	81-8778		263	0	0	0	0	0
Miscellaneous Revenue	81-8990	54	3	0	0	0	0	0
Insurance Loss Proceeds	81-8992	10,831		0	0	0	0	0
Total Revenue		29,641	10,285	10,000	10,000	10,000	10,000	10,000

Capital Expenditures	Current	Requested	Proposed	Approved	Adopted
See Special Projects		0	0	0	0
Totals:	0	0	0	0	0

Line Item Budget Detail
For the Fiscal Year 2013-2014
Beginning July 1, 2013

Fund: 001
 Org Number: 1790
 Org Name: Building And Grounds

Budget 1
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Account Name	Account	Actual 2010-2011	Actual 2011-2012	Adopted 2012-2013	Requested	Proposed	Approved	Adopted
Personnel Services								
Central Services Director	82-1040	15,625	16,215	16,800	0	0	0	0
Public Works Director	82-1088	0	0	0	17,000	17,000	17,000	17,000
Maint/custodial Supervisor	82-1108	57,745	59,802	61,900	62,800	62,800	62,800	62,800
Facilities & Projects Manager	82-1145	79,696	82,565	85,500	86,700	86,700	86,700	86,700
Staff Assistant	82-1191			0	10,700	10,700	10,700	10,700
Maintenance Technician	82-1720	37,918	39,283	40,700	41,300	41,300	41,300	41,300
Maintenance Assistant	82-1725	46,293	47,759	49,400	50,200	50,200	50,200	50,200
Custodian	82-1780	32,192	34,993	36,900	37,400	37,400	37,400	37,400
Extra Help	82-1941			0	0	0	0	0
Overtime	82-1945			800	800	800	800	800
F.I.C.A.	82-1950	19,966	20,729	22,300	23,500	23,500	23,500	23,500
Retirement	82-1955	25,016	41,968	43,400	58,600	58,600	58,600	58,600
Retirement Bond Payment	82-1958	24,760	26,300	27,700	24,600	24,600	24,600	24,600
Medical Insurance	82-1960	69,156	68,830	79,900	69,800	69,800	69,800	69,800
Life Insurance	82-1970	466	476	400	500	500	500	500
Salary Continuation Insur	82-1972	508	601	700	700	700	700	700
S.A.I.F.	82-1975	5,279	5,857	6,600	7,100	7,100	7,100	7,100
Unemployment	82-1980	574	1,046	1,800	3,400	3,400	3,400	3,400
Personnel Services		415,193	446,424	474,800	495,100	495,100	495,100	495,100
Materials & Supplies								
Telephones	82-2070	3,694	3,651	4,000	4,000	4,000	4,000	4,000
Custodial Services - Sheriff O	82-2150	13,276	12,931	12,500	10,900	10,900	10,900	10,900
Custodial Supplies - Sheriff O	82-2151	307	957	500	500	500	500	500
Custodial Services - Boy Mtg C	82-2153		643	0	0	0	0	0
Custodial Supplies - Boy Mtg C	82-2154	22		200	200	200	200	200
Custodial Services - Animal Sh	82-2155	4,769	5,419	5,300	7,300	7,300	7,300	7,300
Custodial Supplies - Animal Sh	82-2156	600	566	600	600	600	600	600
Custodial Supplies - Jail	82-2157	11,385	11,129	12,800	13,200	13,200	13,200	13,200
Custodial Services - Jail	82-2158	9,855	9,891	10,000	7,500	7,500	7,500	7,500
Custodial Supplies	82-2160	5,662	5,646	6,500	6,500	6,500	6,500	6,500
Custodial Services	82-2161	5,908	9,466	9,000	9,000	9,000	9,000	9,000
Custodial Supplies-800/820	82-2163	4,741	3,906	4,200	4,200	4,200	4,200	4,200
Custodial Services-800/820	82-2168	45,846	41,142	40,600	56,400	56,400	56,400	56,400
Incinerator Permits	82-2180	360	360	0	0	0	0	0
Utilities-800	82-2191	31,394	32,989	32,700	32,700	32,700	32,700	32,700
Utilities-820	82-2192	18,015	19,794	19,200	19,200	19,200	19,200	19,200
Maintenance Supplies	82-2259	3,455	1,972	1,600	1,600	1,600	1,600	1,600
Maintenance - Equipment	82-2260	552	847	1,500	1,500	1,500	1,500	1,500
Maintenance - Boiler	82-2261	448		2,000	2,000	2,000	2,000	2,000
Software Maintenance	82-2265		750	0	0	0	0	0
Alarm Monitoring - 800/820	82-2270	1,198	1,198	1,300	1,300	1,300	1,300	1,300
Alarm Monitoring	82-2272	1,692	1,917	1,800	2,200	2,200	2,200	2,200
Maintenance S.I.G.	82-2300	29,497	22,084	33,000	33,000	33,000	33,000	33,000
Employee Drug Screen	82-2302			0	0	0	0	0

Line Item Budget Detail
For the Fiscal Year 2013-2014
Beginning July 1, 2013

Fund: 001
 Org Number: 1790
 Org Name: Building And Grounds

Budget 1
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Account Name	Account	Actual 2010-2011	Actual 2011-2012	Adopted 2012-2013	Requested	Proposed	Approved	Adopted
Materials & Supplies								
Animal Control Maint. S.I.G.	82-2303	5,673	3,969	2,000	2,000	2,000	2,000	2,000
Jail Maint S.I.G.	82-2304	33,181	38,778	40,100	40,100	40,100	40,100	40,100
Maintenance - Elevators	82-2305	7,843	7,747	6,900	7,100	7,100	7,100	7,100
Maint. Elevators-800/820	82-2306	11,057	10,266	9,500	10,100	10,100	10,100	10,100
Maint. S.I.G - Boy Mtg Ctr.	82-2307	1,555	2,605	2,000	2,000	2,000	2,000	2,000
Maint S.I.G. Boat House	82-2313	18		500	500	500	500	500
800 Maint. S.I.G.	82-2321	10,320	8,185	5,000	5,000	5,000	5,000	5,000
820 Maint. S.I.G.	82-2322	8,724	13,705	5,000	5,000	5,000	5,000	5,000
Ford Family Foundation	82-2330	5,851	6,779	0	0	0	0	0
B&G Shop SIG	82-2331		1,632	0	0	0	0	0
Membership Fees And Dues	82-2370	40		0	100	100	100	100
Office Supplies	82-2410	229	236	200	200	200	200	200
Books And Periodicals	82-2413	42	65	0	0	0	0	0
Postage And Freight	82-2419	229	262	200	200	200	200	200
Printing And Reproduction	82-2425	721	21	600	600	600	600	600
PC Equipment	82-2455			0	0	0	0	0
Contractual Services	82-2471	1,194	1,150	0	0	0	0	0
Contractual Services-Temp Help	82-2492			0	0	0	0	0
Publi. And Legal Notices	82-2600	666	123	1,000	1,000	1,000	1,000	1,000
Rents And Leases - Equip.	82-2630	225		0	0	0	0	0
Rts. & Lea. - S., I. & G.	82-2670	306	8,256	12,000	12,000	12,000	12,000	12,000
Small Tools And Instrum.	82-2710	6,004	2,817	500	500	500	500	500
Vehicle Maintenance & Use	82-2923	855	563	1,000	1,000	1,000	1,000	1,000
Education And Training	82-2928	200	539	1,300	1,300	1,300	1,300	1,300
Reimbursed Travel Expense	82-2930	460	412	800	800	800	800	800
Utilities	82-2960	40,260	38,635	40,900	40,900	40,900	40,900	40,900
Utilities Deten Center	82-2961	114,354	102,246	104,900	104,900	104,900	104,900	104,900
Utilities - Boy Mtg Ctr	82-2962	5,078	5,254	5,300	5,300	5,300	5,300	5,300
Utilities Animal Control	82-2963	35,864	34,530	34,300	36,000	36,000	36,000	36,000
Utilities B&G Shop	82-2964	296	2,494	1,600	3,000	3,000	3,000	3,000
Materials & Supplies		483,920	478,525	474,900	493,400	493,400	493,400	493,400
Special Payments								
Property Taxes	82-3800	558	571	500	600	600	600	600
Special Payments		558	571	500	600	600	600	600
Total for All Categories		899,671	925,520	950,200	989,100	989,100	989,100	989,100

