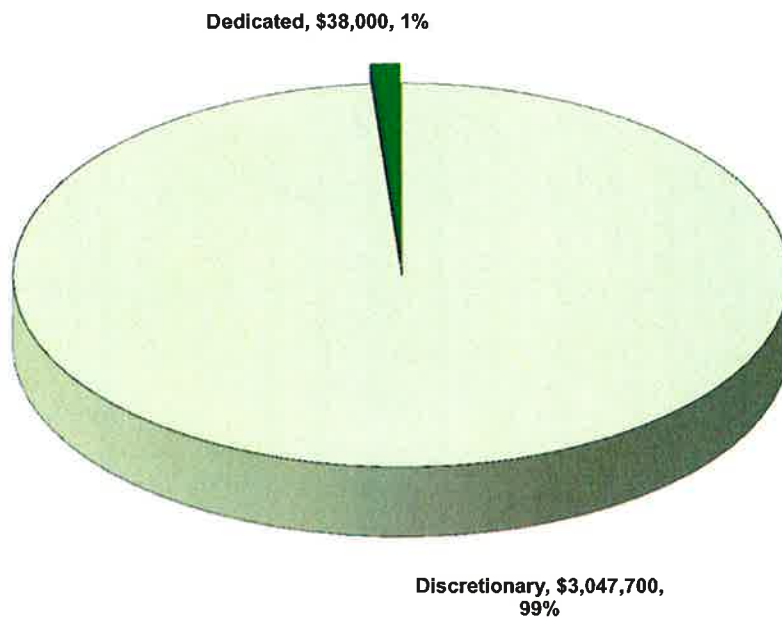


**Clatsop County Functions/Programs Budget
General Government - Overhead 2012-2013
Total \$3,085,700**



2012-2013 Budget Summary

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

Date: 7/6/2012 3:08 PM

	Actual 2009-2010	Actual 2010-2011	Budget 2011-2012	Requested 2012-2013	Proposed 2012-2013	Approved 2012-2013	Adopted 2012-2013
Expenditure Categories							
Personnel Services	349,026	367,469	415,900	429,400	429,400	429,400	429,400
Material Supplies	17,928	14,865	19,100	17,900	17,900	17,900	17,900
Other Charges	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:	366,954	382,334	435,000	447,300	447,300	447,300	447,300
Funding Sources							
Departmental Revenue	631	379	21,000	22,900	22,900	22,900	22,900
General Fund Amount Needed to Balance	366,323	381,955	414,000	424,400	424,400	424,400	424,400
Full Time Positions	3.4	3.28	3.35	3.35	3.35	3.35	3.35

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 responsible for ensuring 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 2011-2012 VS. 2012-2013								
	Expenditures		Resources		General Fund Subsidy		FTE	
Requested	\$12,300	3%	\$1,900	9%	\$10,400	3%	0.00	0%
Proposed	\$12,300	3%	\$1,900	9%	\$10,400	3%	0.00	0%
Approved	\$12,300	3%	\$1,900	9%	\$10,400	3%	0.00	0%
Adopted	\$12,300	3%	\$1,900	9%	\$10,400	3%	0.00	0%

2012-2013 Budget Summary

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

Date: **7/6/2012 3:08 PM**

Significant Budget Changes:

Requested Budget:

This last year, a shift in staff specialist positions resulted in additional benefits included in the County Manager budget and a reduction in the Employee Relations budget. This budget contains increases in personnel services as a result of insurance rate increases and cost of living increases. The materials and supplies budget has been reduced by \$1,200. The County Manager position salary has been budgeted at a little more than 10% above the Assistant County Manager position. This is above the median range advertised for this position. The deferred compensation benefit was eliminated with the departure of the current County Manager.

Proposed Budget:

I recommend this budget be approved as requested.

Approved Budget:

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.

FY2011-12 Accomplishments

- Completed a revision of the Board Policies by working with the Commissioners to create Board rules
- Supported Board through a complex land use remand;
- 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 permits for construction of the extension of Ensign Road;
- Adopted a County-wide Strategic Plan that will provide a flexible template for identifying, developing and discussing projects that are important to the County.

FY2012-13 Goals and Objectives

- Successfully hire and brief a new County Manager;
- Facilitate and monitor progress on the adopted County Strategic Plan including continuing to work on the Westport projects, Highway 101 flooding, and joint fisheries meetings;
- Monitor and participate in state policy making that affect the County;
- Provide overall excellent management of the County organization;
- Provide leadership for difficult County issues.

WORKLOAD MEASURES			
	TOTAL FY 10/11	ESTIMATED FY 11/12	ESTIMATED FY 12/13
Meetings attended– County Manager & Assistant	408	306	300
Pages of Minutes for Board Meetings	230	140	150
Agreements & Contracts approved	270	327	325
Board Agenda Packets distributed	252	240	240
Vacancies filled on County Committees	26	35	15
Web page users accessing pages	850,000	850,000	900,000
Volunteer Hours contributed	21,746	21,636	22,000
News releases issued	170	170	180
Recruitments – employee	26	18	20
Employees hired	18	14	20

2012-2013 Budget Detail

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

Date: 7/6/2012 3:08 PM

	2009-2010	2010-2011	2011-2012	Requested	Proposed	Approved	Adopted
Total Budget:	366,954	382,334	435,000	447,300	447,300	447,300	447,300

Authorized Personnel:	Salary Range	2009-2010	2010-2011	2011-2012	Requested	Proposed	Approved	Adopted
County Manager	\$ 11,000	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Assist. Manager	\$6434-8579	1.00	0.93	1.00	1.00	1.00	1.00	1.00
Staff Assistant	\$3144-4193	1.40	1.35	1.35	1.35	1.35	1.35	1.35
Total:		3.40	3.28	3.35	3.35	3.35	3.35	3.35

Departmental Revenue Account Name	Account	2009-2010	2010-2011	2011-2012	Requested	Proposed	Approved	Adopted
Revenue From Industrial Dev Re	81-6996	0		20,800	21,800	21,800	21,800	21,800
Special Projects Revenue	81-7048			0	0	0	0	0
Copy Fees	81-7770	167	222	100	100	100	100	100
S.A.I.F. Reimbursement	81-8700			0	0	0	0	0
Revenue Refunds & Reimbursers	81-8778	170		0	0	0	0	0
Miscellaneous Revenue	81-8990	295	157	100	1,000	1,000	1,000	1,000
Total Revenue		631	379	21,000	22,900	22,900	22,900	22,900

Line Item Budget Detail
For the Fiscal Year 2012-2013
Beginning July 1, 2012

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

Budget 1
 Page 1 of 1
 Date: 7/6/2012 15:08

Account Name	Account	Actual 2009-2010	Actual 2010-2011	Adopted 2011-2012	Requested	Proposed	Approved	Adopted
Personnel Services								
County Manager	82-1002	120,000	123,000	126,100	120,000	120,000	120,000	120,000
Assist. Manager	82-1003	90,027	89,625	101,900	106,600	106,600	106,600	106,600
Staff Assistant	82-1191	50,582	54,843	58,900	68,400	68,400	68,400	68,400
Extra Help	82-1941			0	0	0	0	0
Overtime	82-1945			200	200	200	200	200
F.I.C.A.	82-1950	20,194	19,432	22,500	22,600	22,600	22,600	22,600
Retirement	82-1955	23,760	25,646	45,900	45,200	45,200	45,200	45,200
Retirement Bond Payment	82-1958	19,749	24,630	27,800	28,000	28,000	28,000	28,000
Medical Insurance	82-1960	14,792	19,774	21,500	35,200	35,200	35,200	35,200
Life Insurance	82-1970	370	363	300	300	300	300	300
Salary Continuation Insur	82-1972	464	463	400	600	600	600	600
S.A.I.F.	82-1975	1,268	1,737	1,700	500	500	500	500
Unemployment	82-1980	320	456	1,200	1,800	1,800	1,800	1,800
Deferred Compensation	82-1983	7,500	7,500	7,500	0	0	0	0
Personnel Services		349,026	367,469	415,900	429,400	429,400	429,400	429,400
Materials & Supplies								
Telephones	82-2070	3,344	3,494	3,000	3,000	3,000	3,000	3,000
Membership Fees And Dues	82-2370	1,936	2,665	3,000	3,000	3,000	3,000	3,000
Office Supplies	82-2410	979	345	1,200	1,000	1,000	1,000	1,000
Books And Periodicals	82-2413	551	140	300	300	300	300	300
Postage And Freight	82-2419	539	834	800	800	800	800	800
Printing And Reproduction	82-2425	3,551	2,607	2,000	2,000	2,000	2,000	2,000
Office Furniture & Equipment	82-2454			0	0	0	0	0
Contractual Services	82-2471			1,000	0	0	0	0
Publi. And Legal Notices	82-2600	542	69	500	500	500	500	500
Education And Training	82-2928	1,941	887	2,000	1,700	1,700	1,700	1,700
Miscellaneous Expense	82-2929	314	377	400	400	400	400	400
Reimbursed Travel Expense	82-2930	4,231	3,447	4,900	5,200	5,200	5,200	5,200
Materials & Supplies		17,928	14,865	19,100	17,900	17,900	17,900	17,900
Total for All Categories		366,954	382,334	435,000	447,300	447,300	447,300	447,300

2012-2013 Budget Summary

Fund: **General**
Fund ID: **001**
Organization: **Employee Relations**
Org ID: **1125**

Date: 7/6/2012 3:09 PM

	Actual 2009-2010	Actual 2010-2011	Budget 2011-2012	Requested 2012-2013	Proposed 2012-2013	Approved 2012-2013	Adopted 2012-2013
Expenditure Categories							
Personnel Services	195,960	212,839	205,000	217,300	217,300	217,300	217,300
Material Supplies	90,969	80,811	148,700	89,600	89,600	89,600	89,600
Other Charges	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:	286,928	293,650	353,700	306,900	306,900	306,900	306,900
Funding Sources							
Departmental Revenue	109	2,714	2,600	3,500	3,500	3,500	3,500
General Fund Amount Needed to Balance	286,819	290,936	351,100	303,400	303,400	303,400	303,400
Full Time Positions	2.5	2.5	2.25	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 2011-2012 VS. 2012-2013								
	Expenditures		Resources		General Fund Subsidy		FTE	
Requested	(\$46,800)	-13%	\$900	35%	(\$47,700)	-14%	-0.05	-2%
Proposed	(\$46,800)	-13%	\$900	35%	(\$47,700)	-14%	-0.05	-2%
Approved	(\$46,800)	-13%	\$900	35%	(\$47,700)	-14%	-0.05	-2%
Adopted	(\$46,800)	-13%	\$900	35%	(\$47,700)	-14%	-0.05	-2%

2012-2013 Budget Summary

Fund: **General**
Fund ID: **001**
Organization: **Employee Relations**
Org ID: **1125**

Date: 7/6/2012 3:09 PM

Significant Budget Changes:

Requested Budget:

The requested Employee Relations budget reflects an additional decrease in personnel services for the Human Resources Director's FTE from .25 FTE to .30 FTE in salary allocated to Emergency Services.

A \$20,000 reduction was made to the Contractual Services line item. Only one bargaining contract will be negotiated and there is no pending litigation or arbitration carrying over into 2012-13.

The Education Program budget is reduced by \$8,000. The budget only reflects those employees currently enrolled in the Education Program for 2012-13.

Funding for Employee Training is reduced by \$32,000. The 2011-2012 budget reflected \$30,000 in training for the County-wide implementation of Office 10.

Proposed Budget:

I recommend this budget be approved as requested.

Approved Budget:

Adopted Budget:

Fund: **General Fund** **Performance Measurement**
Fund ID: **Improve Effectiveness – Communicate Results**
Organization: **Human Resources**
Org ID: **1125**

Program Results

Clatsop County attracts, motivates and retains high quality employees, with consideration to financial resources and effectiveness. Clatsop County also attracts and recognizes a variety of volunteers in many capacities throughout County departments in an effort to enhance County services through volunteer support.

The Community Relations program provides 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 2011-12 Accomplishments

- Wrote and delivered a monthly community newsletter, Clatsop Tidings, to keep citizens informed of current activities and accomplishments throughout the County.
- Redesigned County website to include adding a calendaring system.
- Increased on-time performance reviews to 90% for County staff.
- Received a \$3,500 grant for our award winning employee wellness program.
- Developed time saving tracking system for Family Medical Leave.

FY 2012-13 Goals and Objectives

- Work with commissioners to write and distribute regular updates to constituents on district news and issues.
- Complete comprehensive update of personnel policies.
- Complete comprehensive update of position descriptions.
- Update committees in Volunteer Works program.
- Increase Emergency Management public education and outreach.

WORKLOAD MEASURES

	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>
Number of Recruitments	26	18	20
Number of New Hires	18	14	20
Number of Employees	231	225	225
<i>Community Relations and Volunteer Data</i>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>
Number of Volunteers	342	382	400
Volunteer Hours Contributed	21,746	21,636	22,000
News releases issued	120	135	140
Board Agenda Packets Completed	24	23	22

EFFECTIVENESS MEASURES

	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>
Number of employees who separated from County	24	10	10
Dollar amount saved using volunteers	\$392,523	\$451,119	\$500,000
Board Highlights completed	22	23	22
Public Records Requests completed	9	10	8

2012-2013 Budget Detail

Fund: **General**
Fund ID: **001**
Organization: **Employee Relations**
Org ID: **1125**

Date: 7/6/2012 3:09 PM

	2009-2010	2010-2011	2011-2012	Requested	Proposed	Approved	Adopted
Total Budget:	286,928	293,650	353,700	306,900	306,900	306,900	306,900

Authorized Personnel:	Salary Range	2009-2010	2010-2011	2011-2012	Requested	Proposed	Approved	Adopted
Human Resources Manager	\$5627-7503	1.00	1.00	0.75	0.70	0.70	0.70	0.70
Staff Assistant	\$3035-4047	0.50	0.50	0.50	0.50	0.50	0.50	0.50
Community Relations Coordinator	\$3035-4047	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Total:		2.50	2.50	2.25	2.20	2.20	2.20	2.20

Departmental Revenue Account Name	Account	2009-2010	2010-2011	2011-2012	Requested	Proposed	Approved	Adopted
Copy Fees	81-7770	21		0	0	0	0	0
S.A.I.F. Reimbursement	81-8700			0	0	0	0	0
Rev. Refunds & Reim.	81-8778			0	0	0	0	0
Wellness Grant Revenue	81-8870		2,685	2,600	3,500	3,500	3,500	3,500
Miscellaneous Revenue	81-8990	88	29	0	0	0	0	0
Total Revenue		109	2,714	2,600	3,500	3,500	3,500	3,500

Line Item Budget Detail
For the Fiscal Year 2012-2013
Beginning July 1, 2012

Fund: 001
 Org Number: 1125
 Org Name: Employee Relations

Budget 1
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 Date: 7/6/2012 15:09

Account Name	Account	Actual 2009-2010	Actual 2010-2011	Adopted 2011-2012	Requested	Proposed	Approved	Adopted
Personnel Services								
Human Resources Manager	82-1097	77,752	83,681	67,500	67,600	67,600	67,600	67,600
Staff Assistant	82-1191	20,520	22,078	24,100	24,100	24,100	24,100	24,100
Community Relations Coordinato	82-1899	36,953	40,338	43,200	47,500	47,500	47,500	47,500
Extra Help - Staff Assist	82-1937			0	0	0	0	0
Overtime	82-1945	54		200	200	200	200	200
F.I.C.A.	82-1950	10,047	10,822	10,300	10,700	10,700	10,700	10,700
Retirement	82-1955	12,333	13,197	18,900	20,300	20,300	20,300	20,300
Retirement Bond Payment	82-1958	13,673	13,426	12,800	13,200	13,200	13,200	13,200
Medical Insurance	82-1960	23,753	28,128	26,800	32,000	32,000	32,000	32,000
Life Insurance	82-1970	278	278	200	200	200	200	200
Salary Continuation Insur	82-1972	310	321	300	400	400	400	400
S.A.I.F.	82-1975	94	277	200	300	300	300	300
Unemployment	82-1980	192	294	500	800	800	800	800
Personnel Services		195,960	212,839	205,000	217,300	217,300	217,300	217,300
Materials & Supplies								
Reference Checks	82-2010			100	100	100	100	100
Telephones	82-2070	372	372	400	400	400	400	400
Membership Fees And Dues	82-2370	305	400	400	400	400	400	400
Office Supplies	82-2410	184	1,166	500	500	500	500	500
Books And Periodicals	82-2413	35		100	100	100	100	100
Postage And Freight	82-2419	750	2,023	900	900	900	900	900
Printing And Reproduction	82-2425	1,103	1,287	900	900	900	900	900
Contractual Services	82-2471	66,459	40,464	60,000	40,000	40,000	40,000	40,000
U.A. Testing	82-2506	1,179	1,437	1,300	1,300	1,300	1,300	1,300
Publi. And Legal Notices	82-2600	961	880	600	600	600	600	600
Wellness Grant	82-2870		2,122	2,600	3,500	3,500	3,500	3,500
Education Program	82-2926		7,320	25,000	17,000	17,000	17,000	17,000
Employee Training	82-2927	8,662	11,128	43,000	11,000	11,000	11,000	11,000
Education And Training	82-2928	675	435	1,500	1,500	1,500	1,500	1,500
Miscellaneous Expense	82-2929	6	16	100	100	100	100	100
Reimbursed Travel Expense	82-2930	1,677	1,184	2,700	2,700	2,700	2,700	2,700
Employee Recognition	82-3137	8,600	10,577	8,600	8,600	8,600	8,600	8,600
Materials & Supplies		90,969	80,811	148,700	89,600	89,600	89,600	89,600
Total for All Categories		286,928	293,650	353,700	306,900	306,900	306,900	306,900

2012-2013 Budget Summary

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

Date: 7/6/2012 3:32 PM

	Actual 2009-2010	Actual 2010-2011	Budget 2011-2012	Requested 2012-2013	Proposed 2012-2013	Approved 2012-2013	Adopted 2012-2013
Expenditure Categories							
Personnel Services	0	0	0	0	0	0	0
Material Supplies	105,465	137,692	130,900	110,900	110,900	110,900	110,900
Other Charges	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:	105,465	137,692	130,900	110,900	110,900	110,900	110,900
Funding Sources							
Departmental Revenue	0	0	0	0	0	0	0
General Fund Amount Needed to Balance	105,465	137,692	130,900	110,900	110,900	110,900	110,900
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 2011-2012 VS. 2012-2013							
	Expenditures		Resources		General Fund Subsidy		FTE
Requested	(\$20,000)	-15%	\$0	0%	(\$20,000)	-15%	0.00
Proposed	(\$20,000)	-15%	\$0	0%	(\$20,000)	-15%	0.00
Approved	(\$20,000)	-15%	\$0	0%	(\$20,000)	-15%	0.00
Adopted	(\$20,000)	-15%	\$0	0%	(\$20,000)	-15%	0.00

2012-2013 Budget Summary

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

Date: **7/6/2012 3:32 PM**

Significant Budget Changes:

Requested Budget:

County Counsel services has been reduced by \$20,000. The Georgia Pacific tax case which has taken up a large share of this budget in the past years should be resolved by end of FY 2012. This should result in some savings to this organizational unit.

Proposed Budget:

I recommend this budget be approved as requested.

Approved Budget:

Adopted Budget:

2012-2013 Budget Detail

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

Date: 7/6/2012 3:32 PM

	2009-2010	2010-2011	2011-2012	Requested	Proposed	Approved	Adopted
Total Budget:	105,465	137,692	130,900	110,900	110,900	110,900	110,900

Authorized Personnel:	Salary Range	2009-2010	2010-2011	2011-2012	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	2009-2010	2010-2011	2011-2012	Requested	Proposed	Approved	Adopted
Miscellaneous Revenue	81-8990			0	0	0	0	0
Total Revenue		0	0	0	0	0	0	0

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

Line Item Budget Detail
For the Fiscal Year 2012-2013
Beginning July 1, 2012

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

Budget 1
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 Date: 7/6/2012 15:32

Account Name	Account	Actual 2009-2010	Actual 2010-2011	Adopted 2011-2012	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	200	200	200	200
Printing And Reproduction	82-2425	16	19	100	100	100	100	100
Contractual Services	82-2471	105,339	137,583	130,000	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		105,465	137,692	130,900	110,900	110,900	110,900	110,900
Total for All Categories		105,465	137,692	130,900	110,900	110,900	110,900	110,900

2012-2013 Budget Summary

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

Date: 7/6/2012 3:32 PM

	Actual 2009-2010	Actual 2010-2011	Budget 2011-2012	Requested 2012-2013	Proposed 2012-2013	Approved 2012-2013	Adopted 2012-2013
Expenditure Categories							
Personnel Services	579,654	556,634	606,500	644,900	644,900	644,900	644,900
Material Supplies	259,799	284,121	278,900	239,700	239,700	239,700	239,700
Other Charges	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:	839,453	840,755	885,400	884,600	884,600	884,600	884,600
Funding Sources							
Departmental Revenue	12,301	3,816	1,500	1,500	1,500	1,500	1,500
General Fund Amount Needed to Balance	827,152	836,939	883,900	883,100	883,100	883,100	883,100
Full Time Positions	6.3	6.15	6.15	6.15	6.15	6.15	6.15

Functions and Responsibilities:

Information Systems (IS) is responsible for information technology, telecommunications, and office automation. IS supplies technical support for 225 PC's, 71 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 2011-2012 VS. 2012-2013							
	Expenditures		Resources		General Fund Subsidy		FTE
Requested	(\$800)	-0%	\$0	0%	(\$800)	-0%	0.00
Proposed	(\$800)	-0%	\$0	0%	(\$800)	-0%	0.00
Approved	(\$800)	-0%	\$0	0%	(\$800)	-0%	0.00
Adopted	(\$800)	-0%	\$0	0%	(\$800)	-0%	0.00

2012-2013 Budget Summary

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

Date: **7/6/2012 3:32 PM**

Significant Budget Changes:

Requested Budget:

The General Fund subsidy for Personnel Services in Information Systems for fiscal Year 2012-2013 has increased by 9.4%. This increase is a result of no turnover in personnel, and the IS staff earning step increases and a COLA. The General Fund subsidy for Materials & Supplies decreased by 6%. This is attributed to replacing the Novell GroupWise e-mail system with Microsoft Exchange. The yearly operational licensing costs are greatly reduced with Microsoft Exchange. For the upcoming year, hardware costs will remain the same. This is in part due to leasing our PC's through a 4 year lease plan instead of staying with the prior purchase cycle. It is estimated that leasing the computers has reduced our Hardware maintenance costs by \$24,000 this year.

Proposed Budget:

I recommend this budget be approved as requested.

Approved Budget:

Adopted Budget:

Fund: **General Fund**
Fund ID: **001-00**
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).

FY2010-11 Accomplishments

- Made sure the County LAN is available 24x7x365
- Upgraded the internet service provided to the County from 6 Mb to 40 Mb to meet the increasing demand in bandwidth.
- Migrated the Novell Groupwise e-mail server to Microsoft Exchange e-mail server.
- Upgraded the operating system to Windows 7 for all County PC's, and upgraded Office 2000 to Microsoft 2010 Office Suite.
- 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
- Met goals and objectives of Information Technology Strategic Plan
- GIS – Replaced pcmaps with Intranet version of WebMaps.
- GIS - Converted all taxmaps to Geospatial SQL database environment

FY2011-12 Goals and Objectives

- Make sure the County LAN is available 24x7x365
- 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
- Meet goals and objectives of Information Technology Strategic Plan.
- Migrate custom applications from Oracle to SQL Server 2008 which will result in saving ~ \$20,000 Yr.
- Create Electronic timetracking.
- Potentially set up Community corrections infrastructure to house the Sheriffs office.
- GIS – Add surveys to Webmaps.
- GIS – Set up the GIS interface for Clerk & Elections OCVR

WORKLOAD MEASURES

Total PC Units	Cost Per Unit	Cost Per Unit
337	\$1,741	\$1,828

	2011-12		2012-13	
	Ticket	Cost	Ticket	Cost
EASY ... less than 1 day to complete, 1 IT staff person	1,500	\$197,300	1,200	\$217,400
MEDIUM ... less than 3 days to complete, 1 IT staff person	800	\$105,200	800	\$144,900
HARD ... more than 3 days to complete of more than 1 IT staff person	160	\$21,000	100	\$18,100
SPECIAL PROJECTS ... items specified on the annual IT project list	2000	\$263,000	1300	\$235,500

EFFECTIVENESS MEASURES

	2009-10	2010-11	2011-12
Percent of network availability	99%	98.77%	99%
Percent of network availability – Monday thru Friday 7:00 AM thru 6:00 PM	99.99	99%	99%
Percent of help desk tickets completed on time or early	80%	80%	80%
Customer Satisfaction – rating of good to excellent (%)	95.5	98.6	98.6%
Ratio of IS staff to total County network users	1:43	1:43	1:43

2012-2013 Budget Detail

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

Date: 7/6/2012 3:33 PM

	2009-2010	2010-2011	2011-2012	Requested	Proposed	Approved	Adopted
Total Budget:	839,453	840,755	885,400	884,600	884,600	884,600	884,600

Authorized Personnel:	Salary Range	2009-2010	2010-2011	2011-2012	Requested	Proposed	Approved	Adopted
Central Services Director	\$6,756 - 9,008	0.30	0.15	0.15	0.15	0.15	0.15	0.15
Information Systems Manager	\$5,414 - 7,218	1.00	1.00	1.00	1.00	1.00	1.00	1.00
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	1.00	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	1.00	1.00	1.00
GIS Coordinator/Analyst	\$4,318 - 5,249	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Total:		6.30	6.15	6.15	6.15	6.15	6.15	6.15

Departmental Revenue Account Name	Account	2009-2010	2010-2011	2011-2012	Requested	Proposed	Approved	Adopted
Data Processing Fees	81-7040	1,209		0	0	0	0	0
ID Card Replacement	81-7042		25	0	0	0	0	0
GIS Fees & Income	81-7045	3,101	2,992	1,500	1,500	1,500	1,500	1,500
GIS ORMAP Grant	81-7047	7,714		0	0	0	0	0
Fees for Services	81-7072		657	0	0	0	0	0
S.A.I.F. Reimbursement	81-8700			0	0	0	0	0
Rev. Refunds & Reim.	81-8778		40	0	0	0	0	0
Miscellaneous Revenue	81-8990	277	102	0	0	0	0	0
Total Revenue		12,301	3,816	1,500	1,500	1,500	1,500	1,500

Line Item Budget Detail
For the Fiscal Year 2012-2013
Beginning July 1, 2012

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

Budget 1
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 Date: 7/6/2012 15:33

Account Name	Account	Actual 2009-2010	Actual 2010-2011	Adopted 2011-2012	Requested	Proposed	Approved	Adopted
Personnel Services								
Central Services Director	82-1040	28,212	15,625	16,000	16,800	16,800	16,800	16,800
Information Systems Manager	82-1101	81,570	102,760	84,900	89,600	89,600	89,600	89,600
Staff Assistant	82-1191			0	0	0	0	0
Information Systems Analyst	82-1365	72,079	49,903	67,100	73,700	73,700	73,700	73,700
SR Network Administrator	82-1370	61,740	63,322	62,200	68,400	68,400	68,400	68,400
Programmer/analyst	82-1380	58,590	5,279	0	0	0	0	0
PC Help Desk	82-1385	46,489	40,993	45,400	48,600	48,600	48,600	48,600
Network Administrator	82-1390		50,017	55,200	59,100	59,100	59,100	59,100
GIS Coordinator/Analyst	82-1402	53,815	58,624	62,300	65,200	65,200	65,200	65,200
Extra Help	82-1941			0	0	0	0	0
Overtime	82-1945	1,879	923	2,000	0	0	0	0
F.I.C.A.	82-1950	30,211	28,920	30,200	32,400	32,400	32,400	32,400
Retirement	82-1955	36,284	32,391	51,100	54,700	54,700	54,700	54,700
Retirement Bond Payment	82-1958	39,819	30,969	37,200	40,200	40,200	40,200	40,200
Medical/Dental Insurance	82-1960	65,889	72,759	88,200	91,500	91,500	91,500	91,500
Life/AD&D Insurance	82-1970	566	555	500	500	500	500	500
Salary Continuation Insur	82-1972	695	646	700	900	900	900	900
S.A.I.F.	82-1975	1,255	2,044	1,900	800	800	800	800
Unemployment	82-1980	561	904	1,600	2,500	2,500	2,500	2,500
Personnel Services		579,654	556,634	606,500	644,900	644,900	644,900	644,900
Materials & Supplies								
Telephones	82-2070	2,325	3,202	2,500	3,000	3,000	3,000	3,000
Maintenance - Equipment	82-2260			0	0	0	0	0
Software Maintenance	82-2265	91,308	100,722	98,400	80,200	80,200	80,200	80,200
Membership Fees And Dues	82-2370	100	100	100	100	100	100	100
Office Supplies	82-2410	445	524	600	600	600	600	600
Books And Periodicals	82-2413	48	68	100	100	100	100	100
Postage And Freight	82-2419	1,298	1,285	1,100	1,100	1,100	1,100	1,100
Records And Forms	82-2422			0	0	0	0	0
Printing And Reproduction	82-2425	1,014	1,232	500	1,000	1,000	1,000	1,000
PC Equipment	82-2455	100,123	108,838	94,000	74,000	74,000	74,000	74,000
Contractual Services	82-2471		11	0	0	0	0	0
Contractual Technology Dev	82-2477	53,058	58,728	71,600	71,600	71,600	71,600	71,600
Publi. And Legal Notices	82-2600	652	2,768	500	500	500	500	500
Education And Training	82-2928	6,838	3,194	5,300	5,000	5,000	5,000	5,000
Reimbursed Travel Expense	82-2930	2,589	3,449	4,200	2,500	2,500	2,500	2,500
Materials & Supplies		259,799	284,121	278,900	239,700	239,700	239,700	239,700
Total for All Categories		839,453	840,755	885,400	884,600	884,600	884,600	884,600

2012-2013 Budget Summary

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

Date: 7/6/2012 3:34 PM

	Actual 2009-2010	Actual 2010-2011	Budget 2011-2012	Requested 2012-2013	Proposed 2012-2013	Approved 2012-2013	Adopted 2012-2013
Expenditure Categories							
Personnel Services	265,612	259,138	312,700	322,200	322,200	322,200	322,200
Material Supplies	52,422	61,858	61,000	63,600	63,600	63,600	63,600
Other Charges	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:	318,034	320,997	373,700	385,800	385,800	385,800	385,800
Funding Sources							
Departmental Revenue	1,315	169	200	100	100	100	100
General Fund Amount Needed to Balance	316,718	320,827	373,500	385,700	385,700	385,700	385,700
Full Time Positions	3.4	3.8	3.7	3.63	3.63	3.63	3.63

Functions and Responsibilities:

Finance & Treasury 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. The Director works with the County Administrator in the preparation of the County Budget and with the monitoring of revenues and expenditures for all County funds.

Budget Change 2011-2012 VS. 2012-2013								
	Expenditures		Resources		General Fund Subsidy		FTE	
Requested	\$12,100	3%	(\$100)	-50%	\$12,200	3%	-0.07	-2%
Proposed	\$12,100	3%	(\$100)	-50%	\$12,200	3%	-0.07	-2%
Approved	\$12,100	3%	(\$100)	-50%	\$12,200	3%	-0.07	-2%
Adopted	\$12,100	3%	(\$100)	-50%	\$12,200	3%	-0.07	-2%

2012-2013 Budget Summary

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

Date: 7/6/2012 3:34 PM

Significant Budget Changes:

Requested Budget:

The requested 2012-2013 budget for Finance & Treasury is an approximate increase of 4%. This 4% increase is reflective of cost of living increases for salaries as well as overall costs charged by vendors for contractual services, materials and supplies, and insurance costs. The Admin IV position has been reduced in FTE to .53 to accurately reflect her time worked based on a 37.5 hr FTE.

Proposed Budget:

I recommend this budget be approved as requested.

Approved Budget:

Adopted Budget:

2012-2013 Budget Detail

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

Date: 7/6/2012 3:34 PM

	2009-2010	2010-2011	2011-2012	Requested	Proposed	Approved	Adopted
Total Budget:	318,034	320,997	373,700	385,800	385,800	385,800	385,800

Authorized Personnel:	Salary Range	2009-2010	2010-2011	2011-2012	Requested	Proposed	Approved	Adopted
Central Services Director	\$6,756-9,008	0.40	0.20	0.20	0.20	0.20	0.20	0.20
Asst Finance Director	\$4,553-6,071	1.00	1.00	0.90	0.90	0.90	0.90	0.90
Accountant II	\$3,437-4,178	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Admin. Support IV	\$2,525-3,069		0.60	0.60	0.53	0.53	0.53	0.53
Total:		3.40	3.80	3.70	3.63	3.63	3.63	3.63

Departmental Revenue Account Name	Account	2009-2010	2010-2011	2011-2012	Requested	Proposed	Approved	Adopted
S.A.I.F. Reimbursement	81-8700			0	0	0	0	0
Rev. Refunds & Reim.	81-8778	1,046	58	0	0	0	0	0
Nsf Check Fee	81-8911			0	0	0	0	0
Miscellaneous Revenue	81-8990	269	111	200	100	100	100	100
Total Revenue		1,315	169	200	100	100	100	100

Fund: **General Fund**
Fund ID: **001**
Organization: **Finance and Treasury**
Org ID: **1625**

Performance Measurement
Improve Effectiveness – Communicate Results

Program Description

Finance and Treasury includes assisting in the annual budget process, long range financial planning, and financial advice to the Board and County Manager. Finance and Treasury 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.

FY2011-12 Accomplishments

- Successful completion of County annual audit for fiscal year 2010-11
- Timely and accurately processed County debt obligations, payroll processing and financial reports
- Provide tool to process procurement cards electronically in the General Ledger system
- Timely provide County departments with the Indirect Cost plan for the 12-13 budget
- Successfully converted to a web-based payroll system through Ceridian
- Completed cost analysis for potential jail-remodel project

FY2012-13 Goals and Objectives

- Complete County fiscal year 2011-2012 audit
- Work with IT to convert to and implement an electronic time sheet process
- Accurately provide the Indirect Cost Plan for the 2013-14 budget on a timely schedule
- Should the Jail Bond Measure pass our staff will be involved in assisting B&G with the RFP and contract processes for construction in addition to working with our financial advisors on the bond sale.

WORKLOAD MEASURES

	Actual # of Items 2010-11	Cost per item	Projected 2011-12	Budget 2012-13
Cost per payroll checks processed	4,900	24.12	24.15	24.20
Cost per accounts payable checks processed	5,600	19.56	19.50	19.45
Cost per vouchers processed	13,100	8.40	8.39	8.39

	Actual 2010-11	Projected 2011-12	Budget 2012-13
Payroll checks processed	4,900	4,600	4,500
Accounts payable checks issued	5,600	5,500	5,400
Purchase orders processed	10,800	10,500	10,400
Vouchers processed	13,100	13,000	13,000

EFFECTIVENESS MEASURES

	2010-11	2011-12	2012-13
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%

Line Item Budget Detail
For the Fiscal Year 2012-2013
Beginning July 1, 2012

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

Budget 1
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 Date: 7/6/2012 15:34

Account Name	Account	Actual 2009-2010	Actual 2010-2011	Adopted 2011-2012	Requested	Proposed	Approved	Adopted
Personnel Services								
Central Services Director	82-1040	37,616	20,834	21,400	22,400	22,400	22,400	22,400
Asst Finance Director	82-1104	44,491	56,679	56,000	61,500	61,500	61,500	61,500
Staff Assistant	82-1191			0	0	0	0	0
Accountant II	82-1848	85,854	95,388	99,200	103,800	103,800	103,800	103,800
Accountant I	82-1850	0		0	0	0	0	0
Payroll Accountant	82-1852			0	0	0	0	0
Admin. Support IV	82-1854	10,808	5,944	16,900	17,900	17,900	17,900	17,900
Extra Help - Staff Assist	82-1937	0		0	0	0	0	0
Extra Help	82-1941	1,174	672	6,000	1,000	1,000	1,000	1,000
Overtime	82-1945			1,200	0	0	0	0
F.I.C.A.	82-1950	13,267	13,316	15,400	15,800	15,800	15,800	15,800
Retirement	82-1955	17,213	16,305	28,100	29,600	29,600	29,600	29,600
Retirement Bond Payment	82-1958	17,871	12,855	18,400	19,500	19,500	19,500	19,500
Medical/Dental Insurance	82-1960	36,226	35,573	48,300	48,400	48,400	48,400	48,400
Life/AD&D Insurance	82-1970	307	285	300	300	300	300	300
Salary Continuation Insur	82-1972	306	278	300	400	400	400	400
S.A.I.F.	82-1975	197	554	400	400	400	400	400
Unemployment	82-1980	282	455	800	1,200	1,200	1,200	1,200
Personnel Services		265,612	259,138	312,700	322,200	322,200	322,200	322,200
Materials & Supplies								
Telephones	82-2070	1,334	1,318	1,300	1,500	1,500	1,500	1,500
Maintenance - Equipment	82-2260	184		4,800	500	500	500	500
Membership Fees And Dues	82-2370	920	660	800	800	800	800	800
Office Supplies	82-2410	1,218	877	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	1,947	1,848	1,800	1,800	1,800	1,800	1,800
Records And Forms	82-2422	855	528	1,000	500	500	500	500
Printing And Reproduction	82-2425	3,070	3,158	2,200	4,000	4,000	4,000	4,000
Contractual Services	82-2471	36,240	47,369	41,600	47,200	47,200	47,200	47,200
Publi. And Legal Notices	82-2600	941	2,246	500	500	500	500	500
Education And Training	82-2928	1,375	2,179	2,300	2,200	2,200	2,200	2,200
Reimbursed Travel Expense	82-2930	4,338	1,675	3,500	3,400	3,400	3,400	3,400
Refunds and Returns	82-3204			0	0	0	0	0
Materials & Supplies		52,422	61,858	61,000	63,600	63,600	63,600	63,600
Total for All Categories		318,034	320,997	373,700	385,800	385,800	385,800	385,800

2012-2013 Budget Summary

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

Date: 7/6/2012 3:35 PM

	Actual 2009-2010	Actual 2010-2011	Budget 2011-2012	Requested 2012-2013	Proposed 2012-2013	Approved 2012-2013	Adopted 2012-2013
Expenditure Categories							
Personnel Services	412,980	415,193	455,000	474,800	474,800	474,800	474,800
Material Supplies	451,463	483,920	468,800	474,900	474,900	474,900	474,900
Other Charges	549	558	500	500	500	500	500
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:	864,992	899,671	924,300	950,200	950,200	950,200	950,200
Funding Sources							
Departmental Revenue	11,484	29,641	9,800	10,000	10,000	10,000	10,000
General Fund Amount Needed to Balance	853,508	870,030	914,500	940,200	940,200	940,200	940,200
Full Time Positions	5.3	5.3	5.3	5.3	5.3	5.3	5.3

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 2011-2012 VS. 2012-2013							
	Expenditures		Resources		General Fund Subsidy		FTE
Requested	\$25,900	3%	\$200	2%	\$25,700	3%	0.00
Proposed	\$25,900	3%	\$200	2%	\$25,700	3%	0.00
Approved	\$25,900	3%	\$200	2%	\$25,700	3%	0.00
Adopted	\$25,900	3%	\$200	2%	\$25,700	3%	0.00

2012-2013 Budget Summary

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

Date: 7/6/2012 3:35 PM

Significant Budget Changes:

Requested Budget:

The significant budget changes for 2012-13 are \$19,800 in Personnel and \$6,100 in Materials and Supplies(M & S). The increase in personnel is related to cost of living or step increases of existing staff. In M & S the County was able to implement changes to our hot water systems and electrical systems that reduced our utilities in the County jail by\$13,300. These savings were offset by the County leasing new space for the building and Grounds shop and storage of surplus furniture \$12,000.

Proposed Budget:

I recommend this budget be approved as requested.

Approved Budget:

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 to facilitate County services. 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 County purchasing and contracting policies, as well as the Oregon's public contracting. Seek grants; Energy trust, State and Federal to contribute to improving facilities.

FY2011-12 Accomplishments

- Excellent job of assisting the GF departments to deliver their services
- Energy efficiency, Lighting and HVAC grants fine-tuned equipment, jail 25% more efficient
- Old Jail roof: Specified new roof to meet current codes and bid out and managed contractor
- Jail Project: Lead Architect Selection Process, Schematic design phase and energy design
- Building Operator Certification – staff continuing education
- Darigold Building: Hazardous material abatement, building demolition, parking lot lay out
- Implemented new maintenance software developed in house by IS staff to track work requests
- Maintain existing equipment and buildings to a high standard. Painted corridors 800 Exchange

FY2012-13 Goals and Objectives

- Capital Projects plan – Roof replacement; courthouse
- 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; Work Crew Building and Jail Project
- 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
- Darigold property; assist purchaser with grant application and management

WORKLOAD MEASURES

Cost to maintain facility per square foot:	Cost 2010-11	Projected 2011-2012	Budget 2012-13
Animal Control	13.22	11.85	12.31
Courthouse	5.99	5.52	5.78
Sheriff Office/Jail	9.58	10.04	10.02
800 Exchange Street	7.22	6.71	6.93
820 Exchange Street	7.53	7.25	7.31
Boyington Building	6.97	7.21	7.60

Work Request	2010-11	2011-12	2011-12
EASY ... less than 1 day to complete, 1 B&G staff	1,182	976	1,079
MEDIUM ... less than 3 days to complete, 1 B&G staff person	31	44	38
HARD ... more than 3 days to complete of more than 1 B&G staff person	9	11	10
SPECIAL PROJECTS ... items specified on the annual B&G project list	1,222	1,031	1,127

EFFECTIVENESS MEASURES

	2010-11	2011-12	2012-13
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%

2012-2013 Budget Detail

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

Date: 7/6/2012 3:35 PM

	2009-2010	2010-2011	2011-2012	Requested	Proposed	Approved	Adopted
Total Budget:	864,992	899,671	924,300	950,200	950,200	950,200	950,200

Authorized Personnel:	Salary Range	2009-2010	2010-2011	2011-2012	Requested	Proposed	Approved	Adopted
Central Services Director	\$ 6,756 - 9,008	0.30	0.30	0.30	0.30	0.30	0.30	0.30
Maint/custodial Supervisor	\$3,738 - 4,984	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
Maintenance Technician	\$3,274 - 3,980	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Maintenance Assistant	\$2,693 - 3,274	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Custodian	\$2,444 - 2,970	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Total:		5.30	5.30	5.30	5.30	5.30	5.30	5.30

Departmental Revenue Account Name	Account	2009-2010	2010-2011	2011-2012	Requested	Proposed	Approved	Adopted
Property Rents	81-3400	10,021	10,021	9,800	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	1,250		0	0	0	0	0
Miscellaneous Revenue	81-8990	213	54	0	0	0	0	0
Insurance Loss Proceeds	81-8992		10,831	0	0	0	0	0
Total Revenue		11,484	29,641	9,800	10,000	10,000	10,000	10,000

Capital Expenditures	Current	Requested	Proposed	Approved	Adopted
None (See Special Projects)	0	0	0	0	0
Totals:	0	0	0	0	0

Line Item Budget Detail
For the Fiscal Year 2012-2013
Beginning July 1, 2012

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

Budget 1
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 Date: **7/6/2012 15:35**

Account Name	Account	Actual 2009-2010	Actual 2010-2011	Adopted 2011-2012	Requested	Proposed	Approved	Adopted
Personnel Services								
Central Services Director	82-1040	28,212	15,625	16,000	16,800	16,800	16,800	16,800
Maint/custodial Supervisor	82-1108	55,670	57,745	59,200	61,900	61,900	61,900	61,900
Facilities & Projects Manager	82-1145	77,752	79,696	81,700	85,500	85,500	85,500	85,500
Staff Assistant	82-1191			0	0	0	0	0
Maintenance Technician	82-1720	35,538	37,918	38,900	40,700	40,700	40,700	40,700
Maintenance Assistant	82-1725	44,464	46,293	47,300	49,400	49,400	49,400	49,400
Custodian	82-1780	29,748	32,192	34,600	36,900	36,900	36,900	36,900
Extra Help	82-1941			0	0	0	0	0
Overtime	82-1945			800	800	800	800	800
F.I.C.A.	82-1950	20,163	19,966	21,300	22,300	22,300	22,300	22,300
Retirement	82-1955	25,580	25,016	41,400	43,400	43,400	43,400	43,400
Retirement Bond Payment	82-1958	27,393	24,760	26,300	27,700	27,700	27,700	27,700
Medical Insurance	82-1960	62,664	69,156	80,400	79,900	79,900	79,900	79,900
Life Insurance	82-1970	482	466	400	400	400	400	400
Salary Continuation Insur	82-1972	531	508	500	700	700	700	700
S.A.I.F.	82-1975	4,391	5,279	5,100	6,600	6,600	6,600	6,600
Unemployment	82-1980	393	574	1,100	1,800	1,800	1,800	1,800
Personnel Services		412,980	415,193	455,000	474,800	474,800	474,800	474,800
Materials & Supplies								
Telephones	82-2070	3,746	3,694	4,000	4,000	4,000	4,000	4,000
Custodial Services - Sheriff O	82-2150	12,645	13,276	12,600	12,500	12,500	12,500	12,500
Custodial Supplies - Sheriff O	82-2151	440	307	500	500	500	500	500
Custodial Services - 857 Comme	82-2153	1,689		0	0	0	0	0
Custodial Supplies - Boy Mtg C	82-2154	231	22	200	200	200	200	200
Custodial Services - Animal Sh	82-2155	5,151	4,769	5,300	5,300	5,300	5,300	5,300
Custodial Supplies - Animal Sh	82-2156	436	600	600	600	600	600	600
Custodial Supplies - Jail	82-2157	10,884	11,385	12,800	12,800	12,800	12,800	12,800
Custodial Services - Jail	82-2158	10,785	9,855	10,000	10,000	10,000	10,000	10,000
Custodial Supplies	82-2160	6,469	5,662	6,500	6,500	6,500	6,500	6,500
Custodial Services	82-2161	3,988	5,908	4,100	9,000	9,000	9,000	9,000
Custodial Supplies-800/820	82-2163	4,010	4,741	4,200	4,200	4,200	4,200	4,200
Custodial Services-800/820	82-2168	41,725	45,846	43,800	40,600	40,600	40,600	40,600
Incinerator Permits	82-2180	360	360	0	0	0	0	0
Utilities-800	82-2191	31,381	31,394	30,500	32,700	32,700	32,700	32,700
Utilities-820	82-2192	17,417	18,015	17,900	19,200	19,200	19,200	19,200
Maintenance Supplies	82-2259	1,610	3,455	1,600	1,600	1,600	1,600	1,600
Maintenance - Equipment	82-2260	497	552	1,500	1,500	1,500	1,500	1,500
Maintenance - Boiler	82-2261	90	448	2,000	2,000	2,000	2,000	2,000
Software Maintenance	82-2265			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	1,557	1,692	1,800	1,800	1,800	1,800	1,800
Maintenance - S., I. & G.	82-2300	19,939	29,497	33,000	33,000	33,000	33,000	33,000
Employee Drug Screen	82-2302			0	0	0	0	0
Maint-sig Animal Control	82-2303	2,765	5,673	600	2,000	2,000	2,000	2,000

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Line Item Budget Detail
For the Fiscal Year 2012-2013
Beginning July 1, 2012

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

Budget 1
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 Date: 7/6/2012 15:35

Account Name	Account	Actual 2009-2010	Actual 2010-2011	Adopted 2011-2012	Requested	Proposed	Approved	Adopted
Materials & Supplies								
Maintenance - Sig Jail	82-2304	32,130	33,181	40,100	40,100	40,100	40,100	40,100
Maintenance - Elevators	82-2305	6,735	7,843	6,600	6,900	6,900	6,900	6,900
Maint. Elevators-800/820	82-2306	10,194	11,057	9,800	9,500	9,500	9,500	9,500
Maint. - S.I.G. Health	82-2307	718	1,555	2,000	2,000	2,000	2,000	2,000
Maint S.I.G. Boat House	82-2313		18	500	500	500	500	500
Maint. SIG-800	82-2321	6,120	10,320	5,000	5,000	5,000	5,000	5,000
Maint. SIG-820	82-2322	9,330	8,724	5,000	5,000	5,000	5,000	5,000
B&G Shop	82-2330	300	5,851	0	0	0	0	0
B&G Storage	82-2331			0	0	0	0	0
Membership Fees And Dues	82-2370	40	40	0	0	0	0	0
Office Supplies	82-2410	636	229	200	200	200	200	200
Books And Periodicals	82-2413	43	42		0	0	0	0
Postage And Freight	82-2419	334	229	100	200	200	200	200
Printing And Reproduction	82-2425	141	721	600	600	600	600	600
PC Equipment	82-2455			0	0	0	0	0
Contractual Services	82-2471	230	1,194	0	0	0	0	0
Contractual Services-Temp Help	82-2492			0	0	0	0	0
Publi. And Legal Notices	82-2600	352	666	0	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	1	306	0	12,000	12,000	12,000	12,000
Small Tools And Instrum.	82-2710	1,277	6,004	500	500	500	500	500
Vehicle Maintenance & Use	82-2923	1,449	855	1,000	1,000	1,000	1,000	1,000
Education And Training	82-2928	1,187	200	1,300	1,300	1,300	1,300	1,300
Reimbursed Travel Expense	82-2930	511	460	800	800	800	800	800
Utilities	82-2960	43,587	40,260	44,400	40,900	40,900	40,900	40,900
Utilities Deten Center	82-2961	118,273	114,354	118,200	104,900	104,900	104,900	104,900
Utilities Health Dept	82-2962	5,584	5,078	6,400	5,300	5,300	5,300	5,300
Utilities Animal Control	82-2963	33,280	35,864	31,500	34,300	34,300	34,300	34,300
Utilities B&G Shop	82-2964		296	0	1,600	1,600	1,600	1,600
Materials & Supplies		451,463	483,920	468,800	474,900	474,900	474,900	474,900
Other Charges								
Property Taxes	82-3800	549	558	500	500	500	500	500
Other Charges		549	558	500	500	500	500	500
Total for All Categories		864,992	899,671	924,300	950,200	950,200	950,200	950,200

