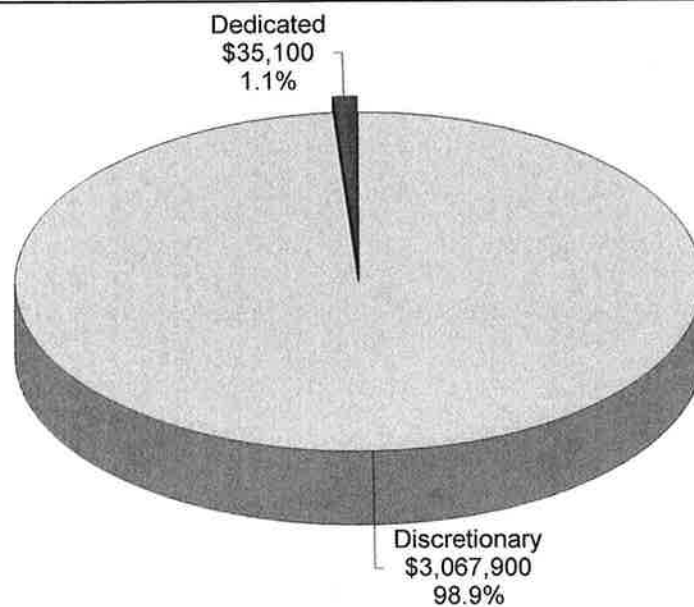


Clatsop County Functions/Programs Budget General Government - Overhead 2011-2012



Total
\$3,103,000

2011-2012 Budget Summary

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

Date: 7/15/2011 2:45 PM

	Actual 2008-2009	Actual 2009-2010	Budget 2010-2011	Requested 2011-2012	Proposed 2011-2012	Approved 2011-2012	Adopted 2011-2012
Expenditure Categories							
Personnel Services	300,221	349,026	361,700	405,400	405,400	405,400	415,900
Material Supplies	53,540	17,928	17,100	19,100	19,100	19,100	19,100
Other Charges	0	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0
Transfer Out	0	0	0	0	0	0	0
Total Expenditures:	353,760	366,954	378,800	424,500	424,500	424,500	435,000
Funding Sources							
Departmental Revenue	917	631	200	21,000	21,000	21,000	21,000
General Fund Amount Needed to Balance	352,844	366,323	378,600	403,500	403,500	403,500	414,000
Full Time Positions	3.4	3.4	3.28	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 2010-2011 VS. 2011-2012								
	Expenditures		Resources		General Fund Subsidy		FTE	
Requested	\$45,700	12%	\$20,800	10400%	\$24,900	7%	0.07	2%
Proposed	\$45,700	12%	\$20,800	10400%	\$24,900	7%	0.07	2%
Approved	\$45,700	12%	\$20,800	10400%	\$24,900	7%	0.07	2%
Adopted	\$56,200	15%	\$20,800	10400%	\$35,400	9%	0.07	2%

2011-2012 Budget Summary

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

Date: 7/15/2011 2:45 PM

Significant Budget Changes:

Requested Budget:

The increase in Personnel Services is due to the transition of the Assistant County Manager from Mental Health funds to this organizational unit. This salary increase is off set with the Industrial Revolving Funds (\$20,800) for work devoted to the North Coast Business Park development.

Material and Supplies have increased due to increases in costs for office supplies and telephones. Membership dues increased due to increased membership activity.

Proposed Budget:

I recommend this budget be approved as requested.

Approved Budget:

Adopted Budget:

The proposed budget did not reflect the salary shift from the Mental Health organizational unit to the County Managers budget as reflected in the proposed narrative. This amount is offset by revenue from the Industrial Revolving Account for time spent on the North Coast Business Park project.

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.

FY2010-11 Accomplishments

- Supported Board efforts to organize the four County joint fisheries committee and held 3 meetings;
- Supported Board through complex land use remand and review hearing process;
- 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;
- Facilitated development of revision to North Coast Business Park plan;
- Focused five projects in the Westport area for coordinated development planning.

FY2011-12 Goals and Objectives

- Facilitate and monitor progress on Board goals including starting policy governance;
- Development of at least one project at the North Coast Business Park.
- Monitor and participate in state policy making that affect the County.
- Fund one of the Westport area projects;
- Provide leadership for difficult County issues.

WORKLOAD MEASURES			
	TOTAL FY 09/10	ESTIMATED FY 10/11	ESTIMATED FY 11/12
Meetings attended– County Manager & Assistant		174	175
Pages of Minutes for Board Meetings	141	113	150
Agreements & Contracts approved	276	243	240
Board Agenda Packets distributed	264	163	160
Vacancies filled on County Committees	35	35	30
Web page users accessing pages	123,000	200,000	30,000
Volunteer Hours contributed	26,686	18,860	20,000
News releases issued	140	120	130
Recruitments – employee	22	26	15
Employees hired	22	28	15

2011-2012 Budget Detail

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

Date: 7/15/2011 2:45 PM

	2008-2009	2009-2010	2010-2011	Requested	Proposed	Approved	Adopted
Total Budget:	353,760	366,954	378,800	424,500	424,500	424,500	435,000

Authorized Personnel:	Salary Range	2008-2009	2009-2010	2010-2011	Requested	Proposed	Approved	Adopted
County Manager	\$10,500	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Assist. Administrator	\$6210-8281	1.00	1.00	0.93	1.00	1.00	1.00	1.00
Staff Assistant	\$3035-4047	1.40	1.40	1.35	1.35	1.35	1.35	1.35
Total:		3.40	3.40	3.28	3.35	3.35	3.35	3.35

Departmental Revenue Account Name	Account	2008-2009	2009-2010	2010-2011	Requested	Proposed	Approved	Adopted
Revenue From Industrial Dev F	81-6996	0	0	0	20,800	20,800	20,800	20,800
Special Projects Revenue	81-7048			0	0	0	0	0
Copy Fees	81-7770	44	167	100	100	100	100	100
S.A.I.F. Reimbursement	81-8700			0	0	0	0	0
Revenue Refunds & Reimbuser	81-8778	864	170	0	0	0	0	0
Miscellaneous Revenue	81-8990	9	295	100	100	100	100	100
Total Revenue		917	631	200	21,000	21,000	21,000	21,000

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

Line Item Budget Detail
For the Fiscal Year 2011-2012
Beginning July 1, 2011

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

Budget 1
 Page 1 of 1
 Date: 7/15/2011 14:45

Account Name	Account	Actual 2008-2009	Actual 2009-2010	Adopted 2010-2011	Requested	Proposed	Approved	Adopted
Personnel Services								
County Manager	82-1002	62,768	120,000	123,000	126,100	126,100	126,100	126,100
Assist. Administrator	82-1003	92,683	90,027	89,600	94,200	94,200	94,200	101,900
Staff Assistant	82-1191	60,293	50,582	52,200	58,900	58,900	58,900	58,900
Extra Help	82-1941	1,780		0	0	0	0	0
Overtime	82-1945			200	200	200	200	200
F.I.C.A.	82-1950	16,622	20,194	20,900	21,900	21,900	21,900	22,500
Retirement	82-1955	27,859	23,760	24,300	44,700	44,700	44,700	45,900
Retirement Bond Payment	82-1958	18,770	19,749	25,100	27,100	27,100	27,100	27,800
Medical Insurance	82-1960	14,737	14,792	16,200	21,300	21,300	21,300	21,500
Life Insurance	82-1970	363	370	300	300	300	300	300
Salary Continuation Insur	82-1972	446	464	400	400	400	400	400
S.A.I.F.	82-1975	496	1,268	1,700	1,700	1,700	1,700	1,700
Unemployment	82-1980	279	320	300	1,100	1,100	1,100	1,200
Deferred Compensation	82-1983	3,125	7,500	7,500	7,500	7,500	7,500	7,500
Personnel Services		300,221	349,026	361,700	405,400	405,400	405,400	415,900
Materials & Supplies								
Telephones	82-2070	2,209	3,344	1,500	3,000	3,000	3,000	3,000
Membership Fees And Dues	82-2370	610	1,936	2,500	3,000	3,000	3,000	3,000
Office Supplies	82-2410	835	979	1,200	1,200	1,200	1,200	1,200
Books And Periodicals	82-2413	247	551	300	300	300	300	300
Postage And Freight	82-2419	659	539	800	800	800	800	800
Printing And Reproduction	82-2425	2,074	3,551	2,000	2,000	2,000	2,000	2,000
Office Furniture & Equipment	82-2454	488		0	0	0	0	0
Contractual Services	82-2471	41,956		1,000	1,000	1,000	1,000	1,000
Publi. And Legal Notices	82-2600	258	542	500	500	500	500	500
Education And Training	82-2928	1,160	1,941	2,000	2,000	2,000	2,000	2,000
Miscellaneous Expense	82-2929	443	314	400	400	400	400	400
Reimbursed Travel Expense	82-2930	2,601	4,231	4,900	4,900	4,900	4,900	4,900
Materials & Supplies		53,540	17,928	17,100	19,100	19,100	19,100	19,100
Total for All Categories		353,760	366,954	378,800	424,500	424,500	424,500	435,000

2011-2012 Budget Summary

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

Date: 7/15/2011 2:46 PM

	Actual 2008-2009	Actual 2009-2010	Budget 2010-2011	Requested 2011-2012	Proposed 2011-2012	Approved 2011-2012	Adopted 2011-2012
Expenditure Categories							
Personnel Services	222,900	195,960	214,100	205,000	205,000	205,000	205,000
Material Supplies	153,424	82,369	95,400	110,100	110,100	110,100	140,100
Other Charges	9,050	8,600	8,000	8,600	8,600	8,600	8,600
Capital Outlay	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0
Transfer Out	0	0	0	0	0	0	0
Total Expenditures:	385,374	286,928	317,500	323,700	323,700	323,700	353,700
Funding Sources							
Departmental Revenue	931	109	2,900	2,600	2,600	2,600	2,600
General Fund Amount Needed to Balance	384,443	286,819	314,600	321,100	321,100	321,100	351,100
Full Time Positions	2.5	2.5	2.5	2.25	2.25	2.25	2.25

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 2010-2011 VS. 2011-2012								
	Expenditures		Resources		General Fund Subsidy		FTE	
Requested	\$6,200	2%	(\$300)	-10%	\$6,500	2%	-0.25	-10%
Proposed	\$6,200	2%	(\$300)	-10%	\$6,500	2%	-0.25	-10%
Approved	\$6,200	2%	(\$300)	-10%	\$6,500	2%	-0.25	-10%
Adopted	\$36,200	11%	(\$300)	-10%	\$36,500	12%	-0.25	-10%

2011-2012 Budget Summary

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

Date: 7/15/2011 2:46 PM

Significant Budget Changes:

Requested Budget:

The requested Employee Relations budget reflects a decrease in personnel services associated with .25 FTE of the Human Resources Director's salary allocated to Emergency Services. The increase in contractual services is due to labor contract bargaining for the Deputy District Attorney and Sheriff's bargaining units and other employee relations issues. The increase in employee training (\$30,000) was shifted from the Information Technology budget for employee training for Windows 7 and Office suite 2010 to be conducted in FY 11-12. This will be a one-time expense for all employees as the County migrates to this new computer software.

Proposed Budget:

I recommend this budget be approved as requested.

Approved Budget:

Adopted Budget:

A \$30,000 adjustment in employee training is requested to provide Windows 7 training for all county employees. The County is converting to Windows 7 and Microsoft Outlook in the Summer of 2011. This is a significant change from the current Windows 2000 and Groupwise e-mail and training will be needed.

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

Performance Measurement
Improve Effectiveness – Communicate Results

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 and provide additional staff 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 attainment 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. It 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 2010-11 Accomplishments

- Issued a monthly community newsletter to keep citizens informed of ongoing county activities and accomplishments.
- Completed Emergency Management Division transition from the Sheriff's Office to the County Manager's Office.
- Improved to 90% completion rate of performance reviews for county department staff.
- Achieved 90% employee enrollment for healthy benefits, yielding a \$2,600 wellness grant for the county's wellness program.

FY 2011-12 Goals and Objectives

- Research and present options for video taping Clatsop County Board of Commissioner meetings.
- Work with commissioners to write and distribute regular updates to constituents on district news/issues.
- Develop calendaring system on the County website.
- Achieve 95% completion rate for performance reviews.

WORKLOAD MEASURES

<i>Human Resources</i>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>
Number of Recruitments	22	26	15
Number of New Hires	22	18	15
Number of Employees	228	231	225
<i>Volunteer and Community Relations Data</i>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>
Number of Volunteers	639	342	400
Volunteer Hours Contributed	26,686	21,636	22,000
News releases issued	140	120	130
Board Agenda Packets Completed	25	24	24
<i>EFFECTIVENESS MEASURES</i>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>
Number of employees who separated from County	10	24	15
Dollar amount saved using volunteers	\$481,682	\$451,119	\$460,000
Board Highlights completed	20	22	21
Public Records Requests completed	10	9	10

2011-2012 Budget Detail

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

Date: 7/15/2011 2:46 PM

	2008-2009	2009-2010	2010-2011	Requested	Proposed	Approved	Adopted
Total Budget:	385,374	286,928	317,500	323,700	323,700	323,700	353,700

Authorized Personnel:	Salary Range	2008-2009	2009-2010	2010-2011	Requested	Proposed	Approved	Adopted
Human Resources Manager	\$5627-7503	1.00	1.00	1.00	0.75	0.75	0.75	0.75
Staff Assistant	\$3035-4047	0.50	0.50	0.50	0.50	0.50	0.50	0.50
Community Relations Coordina	\$3035-4047	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Total:		2.50	2.50	2.50	2.25	2.25	2.25	2.25

Departmental Revenue Account Name	Account	2008-2009	2009-2010	2010-2011	Requested	Proposed	Approved	Adopted
Copy Fees	81-7770		21	100	0	0	0	0
S.A.I.F. Reimbursement	81-8700			0	0	0	0	0
Rev. Refunds & Reim.	81-8778	507		0	0	0	0	0
Wellness Grant Revenue	81-8870	0		2,800	2,600	2,600	2,600	2,600
Miscellaneous Revenue	81-8990	425	88	0	0	0	0	0
Total Revenue		931	109	2,900	2,600	2,600	2,600	2,600

Line Item Budget Detail
For the Fiscal Year 2011-2012
Beginning July 1, 2011

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

Budget 1
 Page 1 of 1
 Date: 7/15/2011 14:46

Account Name	Account	Actual 2008-2009	Actual 2009-2010	Adopted 2010-2011	Requested	Proposed	Approved	Adopted
Personnel Services								
Human Resources Manager	82-1097	79,694	77,752	83,700	67,500	67,500	67,500	67,500
Staff Assistant	82-1191	22,688	20,520	21,300	24,100	24,100	24,100	24,100
Community Relations Coordinato	82-1899	34,945	36,953	38,300	43,200	43,200	43,200	43,200
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	10,193	10,047	11,000	10,300	10,300	10,300	10,300
Retirement	82-1955	32,770	12,333	13,500	18,900	18,900	18,900	18,900
Retirement Bond Payment	82-1958	13,162	13,673	13,200	12,800	12,800	12,800	12,800
Medical Insurance	82-1960	28,410	23,753	32,000	26,800	26,800	26,800	26,800
Life Insurance	82-1970	287	278	300	200	200	200	200
Salary Continuation Insur	82-1972	353	310	300	300	300	300	300
S.A.I.F.	82-1975	231	94	200	200	200	200	200
Unemployment	82-1980	168	192	100	500	500	500	500
Personnel Services		222,900	195,960	214,100	205,000	205,000	205,000	205,000
Materials & Supplies								
Reference Checks	82-2010			1,000	100	100	100	100
Telephones	82-2070	378	372	400	400	400	400	400
Membership Fees And Dues	82-2370	2,595	305	300	400	400	400	400
Office Supplies	82-2410	326	184	500	500	500	500	500
Books And Periodicals	82-2413	8	35	100	100	100	100	100
Postage And Freight	82-2419	1,215	750	500	900	900	900	900
Printing And Reproduction	82-2425	1,086	1,103	900	900	900	900	900
Contractual Services	82-2471	136,093	66,459	45,000	60,000	60,000	60,000	60,000
U.A. Testing	82-2506	789	1,179	1,300	1,300	1,300	1,300	1,300
Publi. And Legal Notices	82-2600		961	600	600	600	600	600
Wellness Grant	82-2870	0		2,800	2,600	2,600	2,600	2,600
Education Program	82-2926			25,000	25,000	25,000	25,000	25,000
Employee Training	82-2927	1,769	8,662	13,000	13,000	13,000	13,000	43,000
Education And Training	82-2928	817	675	2,300	1,500	1,500	1,500	1,500
Miscellaneous Expense	82-2929		6	0	100	100	100	100
Reimbursed Travel Expense	82-2930	8,348	1,677	1,700	2,700	2,700	2,700	2,700
Materials & Supplies		153,424	82,369	95,400	110,100	110,100	110,100	140,100
Other Charges								
Employee Recognition	82-3137	9,050	8,600	8,000	8,600	8,600	8,600	8,600
Other Charges		9,050	8,600	8,000	8,600	8,600	8,600	8,600
Total for All Categories		385,374	286,928	317,500	323,700	323,700	323,700	353,700

2011-2012 Budget Summary

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

Date: 7/15/2011 2:46 PM

	Actual 2008-2009	Actual 2009-2010	Budget 2010-2011	Requested 2011-2012	Proposed 2011-2012	Approved 2011-2012	Adopted 2011-2012
Expenditure Categories							
Personnel Services	0	0	0	0	0	0	0
Material Supplies	156,465	105,465	130,900	130,900	130,900	130,900	130,900
Other Charges	0	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0
Transfer Out	0	0	0	0	0	0	0
Total Expenditures:	156,465	105,465	130,900	130,900	130,900	130,900	130,900
Funding Sources							
Departmental Revenue	0	0	0	0	0	0	0
General Fund Amount Needed to Balance	156,465	105,465	130,900	130,900	130,900	130,900	130,900
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 Administrator, 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 2010-2011 VS. 2011-2012							
	Expenditures		Resources		General Fund Subsidy		FTE
Requested	\$0	0%	\$0	0%	\$0	0%	0.00 0%
Proposed	\$0	0%	\$0		\$0	0%	0.00
Approved	\$0	0%	\$0		\$0	0%	0.00
Adopted	\$0	0%	\$0	0%	\$0	0%	0.00 0%

2011-2012 Budget Summary

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

Date: 7/15/2011 2:46 PM

Significant Budget Changes:

Requested Budget:

This budget is unchanged from the previous year's budget.

Proposed Budget:

I recommend this budget be approved as requested.

Approved Budget:

Adopted Budget:

2011-2012 Budget Detail

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

Date: 7/15/2011 2:47 PM

	2008-2009	2009-2010	2010-2011	Requested	Proposed	Approved	Adopted
Total Budget:	156,465	105,465	130,900	130,900	130,900	130,900	130,900

Authorized Personnel:	Salary Range	2008-2009	2009-2010	2010-2011	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	2008-2009	2009-2010	2010-2011	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					
Totals:	0	0	0	0	0

Line Item Budget Detail
For the Fiscal Year 2011-2012
Beginning July 1, 2011

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

Budget 1
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 Date: 7/15/2011 14:47

Account Name	Account	Actual 2008-2009	Actual 2009-2010	Adopted 2010-2011	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	91	90	100	100	100	100	100
Membership Fees And Dues	82-2370	75	20	100	100	100	100	100
Books And Periodicals	82-2413			200	200	200	200	200
Printing And Reproduction	82-2425	8	16	100	100	100	100	100
Contractual Services	82-2471	156,291	105,339	130,000	130,000	130,000	130,000	130,000
Miscellaneous Expense	82-2929			0	0	0	0	0
Reimbursed Travel Expense	82-2930			400	400	400	400	400
Materials & Supplies		156,465	105,465	130,900	130,900	130,900	130,900	130,900
Total for All Categories		156,465	105,465	130,900	130,900	130,900	130,900	130,900

2011-2012 Budget Summary

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

Date: 7/15/2011 3:57 PM

	Actual 2008-2009	Actual 2009-2010	Budget 2010-2011	Requested 2011-2012	Proposed 2011-2012	Approved 2011-2012	Adopted 2011-2012
Expenditure Categories							
Personnel Services	593,511	579,654	609,900	606,500	606,500	606,500	606,500
Material Supplies	251,500	259,799	297,900	278,900	278,900	278,900	278,900
Other Charges	0	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0
Transfer Out	0	0	0	0	0	0	0
Total Expenditures:	845,011	839,453	907,800	885,400	885,400	885,400	885,400
Funding Sources							
Departmental Revenue	10,364	12,301	5,000	1,500	1,500	1,500	1,500
General Fund Amount Needed to Balance	834,647	827,152	902,800	883,900	883,900	883,900	883,900
Full Time Positions	6.45	6.3	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, 31 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 2010-2011 VS. 2011-2012								
	Expenditures		Resources		General Fund Subsidy		FTE	
Requested	(\$22,400)	-2%	(\$3,500)	-70%	(\$18,900)	-2%	0.00	0%
Proposed	(\$22,400)	-2%	(\$3,500)	-70%	(\$18,900)	-2%	0.00	0%
Approved	(\$22,400)	-2%	(\$3,500)	-70%	(\$18,900)	-2%	0.00	0%
Adopted	(\$22,400)	-2%	(\$3,500)	-70%	(\$18,900)	-2%	0.00	0%

2011-2012 Budget Summary

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

Date: 7/15/2011 3:57 PM

Significant Budget Changes:

Requested Budget:

The General Fund subsidy for Personnel Services in Information Systems for fiscal year 2011-2012 has decreased by 1%. In the prior year the IS department replaced 5 of the 6 positions with new Personnel. The hiring for these positions resulted in a slight decrease in Personnel costs due to outgoing employees working at the top end of the pay range replaced by new hires starting multiple steps below that.

The General Fund subsidy for Materials & Supplies decreased by 1%. This is attributed to replacing content filtering, firewall, and threat detection hardware with a new appliance that has lower overall maintenance costs. Also, replacing the antivirus software resulted in slightly lower maintenance costs. For the upcoming year, IS will replace the majority of the county PC's, migrate the e-mail server to Exchange, upgrade the PC operating system from XP to Windows 7, and upgrade the office suite from Office 2000 to Office 2010. Making this upgrade via a lease plan vs. continuing our current purchase cycle, will save the county approximately \$95,000 in upgrade and maintenance costs over the next 4 years.

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
- Updated the Virtual Environment to industry standard (VMWare)
- Replaced firewall, content filter, and threat detection hardware with 1 integrated piece of hardware which will save the County \$10,000 in maintenance costs over the next 3 years.
- 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 – Implemented a new version of WebMaps, the County's online application for GIS data, to better serve the taxpayers.
- GIS – Continued converting all taxmaps using ORMAP,

FY2011-12 Goals and Objectives

- Make sure the County LAN is available 24x7x365
- Upgrade the internet service provided to the County to meet the increasing demand in bandwidth.
- Migrate the Novell Groupwise e-mail server to Microsoft Exchange e-mail server.
- Upgrade the operating system to Windows 7 for all County PC's, and upgraded Office 2000 to Microsoft 2010 Office Suite.
- 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
- GIS - Convert all taxmaps to Geospatial SQL database environment.
- GIS – Replace pcmaps with Intranet version of WebMaps.

WORKLOAD MEASURES

Total PC Units	Cost Per Unit	Cost Per Unit
337	\$1,620	\$1,603

	2010-11		2011-12	
	Ticket	Cost	Ticket	Cost
EASY ... less than 1 day to complete, 1 IT staff person	1,200	\$174,000	1,600	\$168,000
MEDIUM ... less than 3 days to complete, 1 IT staff person	1,000	\$145,000	1,400	\$147,000
HARD ... more than 3 days to complete of more than 1 IT staff person	120	\$17,400	120	\$12,600
SPECIAL PROJECTS ... items specified on the annual IT project list	1,400	\$203,000	2,000	\$210,000

EFFECTIVENESS MEASURES

	2009-10	2010-11	2011-12
Percent of network availability	97.94%	99%	98.77%
Percent of network availability – Monday thru Friday 7:00 AM thru 6:00 PM	98.5	99.99	99%
Percent of help desk tickets completed on time or early	80%	80%	80%
Customer Satisfaction – rating of good to excellent (%)	98.5	95.5	98.6%
Ratio of IS staff to total County network users	1:43	1:43	1:43

2011-2012 Budget Detail

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

Date: 7/15/2011 3:58 PM

	2008-2009	2009-2010	2010-2011	Requested	Proposed	Approved	Adopted
Total Budget:	845,011	839,453	907,800	885,400	885,400	885,400	885,400

Authorized Personnel:	Salary Range	2008-2009	2009-2010	2010-2011	Requested	Proposed	Approved	Adopted
Central Services Director	\$6,521 - 8,695	0.30	0.30	0.15	0.15	0.15	0.15	0.15
Information Systems Manager	\$5,226 - 6,967	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Staff Assistant	\$2,557 - 3,109	0.15	0.00	0.00	0.00	0.00	0.00	0.00
Information Systems Analyst	\$4,618 - 6,157	1.00	1.00	1.00	1.00	1.00	1.00	1.00
SR Network Administrator	\$4,618 - 6,157	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Programmer/analyst	\$4,168 - 5,066	1.00	1.00	1.00	0.00	0.00	0.00	0.00
PC Help Desk	\$3,110 - 3,781	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Network Administrator	\$4,168 - 5,066			0.00	1.00	1.00	1.00	1.00
GIS Coordinator/Analyst	\$4,168 - 5,066	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Total:		6.45	6.30	6.15	6.15	6.15	6.15	6.15

Departmental Revenue Account Name	Account	2008-2009	2009-2010	2010-2011	Requested	Proposed	Approved	Adopted
Data Processing Fees	81-7040	1,793	1,209	2,000	0	0	0	0
ID Card Replacement	81-7042			0	0	0	0	0
GIS Fees & Income	81-7045	2,511	3,101	3,000	1,500	1,500	1,500	1,500
GIS ORMAP Grant	81-7047	5,050	7,714	0	0	0	0	0
Fees for Services	81-7072			0	0	0	0	0
S.A.I.F. Reimbursement	81-8700			0	0	0	0	0
Rev. Refunds & Reim.	81-8778	975		0	0	0	0	0
Miscellaneous Revenue	81-8990	35	277	0	0	0	0	0
Total Revenue		10,364	12,301	5,000	1,500	1,500	1,500	1,500

Line Item Budget Detail
For the Fiscal Year 2011-2012
Beginning July 1, 2011

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

Budget 1
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 Date: **7/15/2011 15:58**

Account Name	Account	Actual 2008-2009	Actual 2009-2010	Adopted 2010-2011	Requested	Proposed	Approved	Adopted
Personnel Services								
Central Services Director	82-1040	28,361	28,212	15,600	16,000	16,000	16,000	16,000
Information Systems Manager	82-1101	81,570	81,570	83,600	84,900	84,900	84,900	84,900
Staff Assistant	82-1191	5,321		0	0	0	0	0
Information Systems Analyst	82-1365	72,079	72,079	73,900	67,100	67,100	67,100	67,100
SR Network Administrator	82-1370	71,609	61,740	73,900	62,200	62,200	62,200	62,200
Programmer/analyst	82-1380	54,377	58,590	60,800	0	0	0	0
PC Help Desk	82-1385	42,155	46,489	45,400	45,400	45,400	45,400	45,400
Network Administrator	82-1390			0	55,200	55,200	55,200	55,200
GIS Coordinator/Analyst	82-1402	50,612	53,815	59,400	62,300	62,300	62,300	62,300
Extra Help	82-1941	0		15,000	0	0	0	0
Overtime	82-1945		1,879	0	2,000	2,000	2,000	2,000
F.I.C.A.	82-1950	30,417	30,211	32,700	30,200	30,200	30,200	30,200
Retirement	82-1955	56,913	36,284	37,500	51,100	51,100	51,100	51,100
Retirement Bond Payment	82-1958	41,022	39,819	38,000	37,200	37,200	37,200	37,200
Medical/Dental Insurance	82-1960	55,396	65,889	70,500	88,200	88,200	88,200	88,200
Life/AD&D Insurance	82-1970	649	566	500	500	500	500	500
Salary Continuation Insur	82-1972	852	695	700	700	700	700	700
S.A.I.F.	82-1975	1,710	1,255	2,000	1,900	1,900	1,900	1,900
Unemployment	82-1980	469	561	400	1,600	1,600	1,600	1,600
Personnel Services		593,511	579,654	609,900	606,500	606,500	606,500	606,500
Materials & Supplies								
Telephones	82-2070	2,217	2,325	1,500	2,500	2,500	2,500	2,500
Maintenance - Equipment	82-2260			0	0	0	0	0
Software Maintenance	82-2265	83,421	91,308	101,400	98,400	98,400	98,400	98,400
Membership Fees And Dues	82-2370	100	100	200	100	100	100	100
Office Supplies	82-2410	191	445	600	600	600	600	600
Books And Periodicals	82-2413		48	100	100	100	100	100
Postage And Freight	82-2419	1,114	1,298	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	390	1,014	500	500	500	500	500
PC Equipment	82-2455	113,116	100,123	111,000	94,000	94,000	94,000	94,000
Contractual Services	82-2471			0	0	0	0	0
Contractual Technology Dev	82-2477	45,810	53,058	71,600	71,600	71,600	71,600	71,600
Publi. And Legal Notices	82-2600		652	500	500	500	500	500
Education And Training	82-2928	725	6,838	5,200	5,300	5,300	5,300	5,300
Reimbursed Travel Expense	82-2930	4,416	2,589	4,200	4,200	4,200	4,200	4,200
Materials & Supplies		251,500	259,799	297,900	278,900	278,900	278,900	278,900
Total for All Categories		845,011	839,453	907,800	885,400	885,400	885,400	885,400

2011-2012 Budget Summary

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

Date: 7/15/2011 3:59 PM

	Actual 2008-2009	Actual 2009-2010	Budget 2010-2011	Requested 2011-2012	Proposed 2011-2012	Approved 2011-2012	Adopted 2011-2012
Expenditure Categories							
Personnel Services	294,822	265,612	296,600	312,700	312,700	312,700	312,700
Material Supplies	50,983	52,422	53,700	61,000	61,000	61,000	61,000
Other Charges	0	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0
Transfer Out	0	0	0	0	0	0	0
Total Expenditures:	345,805	318,034	350,300	373,700	373,700	373,700	373,700
Funding Sources							
Departmental Revenue	1,151	1,315	200	200	200	200	200
General Fund Amount Needed to Balance	344,654	316,718	350,100	373,500	373,500	373,500	373,500
Full Time Positions	4.15	3.4	3.8	3.7	3.7	3.7	3.7

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. 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 2010-2011 VS. 2011-2012							
	Expenditures		Resources		General Fund Subsidy		FTE
Requested	\$23,400	7%	\$0	0%	\$23,400	7%	-0.10 -3%
Proposed	\$23,400	7%	\$0	0%	\$23,400	7%	-0.10 -3%
Approved	\$23,400	7%	\$0	0%	\$23,400	7%	-0.10 -3%
Adopted	\$23,400	7%	\$0	0%	\$23,400	7%	-0.10 -3%

2011-2012 Budget Summary

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

Date: 7/15/2011 3:59 PM

Significant Budget Changes:

Requested Budget:

This budget increased by \$25,400 or just over 7%. The change was in 2 areas:

- 1) Personnel which increased by \$16,100 due to a COLA increase for all staff (\$900); this COLA increase is offset by a lower pay schedule (\$7,300 less) for the new Asst. Finance Director as well as a reduction of .10 (10%) FTE for the Asst. Finance Director's salary going to Mental Health Administration; and an increase in health and retirement benefits (\$15,200).
- 2) Contractual Services: An increase of \$4,500 for upgrading our payroll system to web-based, as well as an increase of \$3,000 which is to more accurately reflect the cost of our Milliman contract which is mandatory to be in compliance for our GASB 45 Actuarial Valuation of Postemployment Benefits.

Proposed Budget:

I recommend this budget be approved as requested.

Approved Budget:

Adopted Budget:

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

Performance Measurement
Improve Effectiveness – Communicate Results

Program Description

Finance and Treasury include 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.

FY2010-11 Accomplishments

- Successful completion of County annual audit for fiscal year 2009-2010
- Timely and accurate processing of 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 10-11 budget

FY2011-12 Goals and Objectives

- Complete County fiscal year 2010-2011 audit
- Work with Ceridian to convert to a web-based payroll system and implement an electronic time sheet process
- Accurately provide the Indirect Cost Plan for the 2012-13 budget on a timely schedule

WORKLOAD MEASURES

	Actual # of Items 2009-10	Cost per item	Projected 2010-11	Budget 2011-12
Cost per payroll checks processed	4,900	23.42	23.65	23.89
Cost per accounts payable checks processed	5,600	18.66	18.85	19.03
Cost per vouchers processed	12,800	8.23	8.31	8.39

	Actual 2009-10	Projected 2010-11	Budget 2011-12
Payroll checks processed	4,900	4,500	4,400
Accounts payable checks issued	5,600	5,700	5,700
Purchase orders processed	10,500	10,000	9,900
Vouchers processed	12,800	13,000	12,800

EFFECTIVENESS MEASURES

	2009-10	2010-11	2011-12
Successful Completion of County Audit	Yes	Yes	Yes
Customer service survey of internal departments percentage rated as good or excellent	85%	90%	90%
Payroll processing, distribution, and reporting is accurately prepared and released on time	95%	95%	95%



2011-2012 Budget Detail

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

Date: 7/15/2011 3:59 PM

	2008-2009	2009-2010	2010-2011	Requested	Proposed	Approved	Adopted
Total Budget:	345,805	318,034	350,300	373,700	373,700	373,700	373,700

Authorized Personnel:	Salary Range	2008-2009	2009-2010	2010-2011	Requested	Proposed	Approved	Adopted
Central Services Director	\$6,684 - 8,913	0.40	0.40	0.20	0.20	0.20	0.20	0.20
Asst Finance Director	\$4,505 - 6,006	1.00	1.00	1.00	0.90	0.90	0.90	0.90
Staff Assistant	\$2,557 - 3,109	0.75	0.00	0.00	0.00	0.00	0.00	0.00
Accountant II	\$3,401 - 4134	1.00	2.00	2.00	2.00	2.00	2.00	2.00
Payroll Accountant	\$2,683 - 3,577	1.00	0.00	0.00	0.00	0.00	0.00	0.00
Admin. Support IV	\$2,498 - 3,036			0.60	0.60	0.60	0.60	0.60
Total:		4.15	3.40	3.80	3.70	3.70	3.70	3.70

Departmental Revenue Account Name	Account	2008-2009	2009-2010	2010-2011	Requested	Proposed	Approved	Adopted
S.A.I.F. Reimbursement	81-8700			0	0	0	0	0
Rev. Refunds & Reim.	81-8778	894	1,046	0	0	0	0	0
Nsf Check Fee	81-8911			0	0	0	0	0
Miscellaneous Revenue	81-8990	257	269	200	200	200	200	200
Total Revenue		1,151	1,315	200	200	200	200	200

Line Item Budget Detail
For the Fiscal Year 2011-2012
Beginning July 1, 2011

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

Budget 1
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 Date: 7/15/2011 16:00

Account Name	Account	Actual 2008-2009	Actual 2009-2010	Adopted 2010-2011	Requested	Proposed	Approved	Adopted
Personnel Services								
Central Services Director	82-1040	37,815	37,616	20,800	21,400	21,400	21,400	21,400
Asst Finance Director	82-1104	58,457	44,491	63,300	56,000	56,000	56,000	56,000
Staff Assistant	82-1191	28,806		0	0	0	0	0
Accountant II	82-1848	34,736	85,854	93,300	99,200	99,200	99,200	99,200
Accountant I	82-1850	0	0	0	0	0	0	0
Payroll Accountant	82-1852	34,947		0	0	0	0	0
Admin. Support IV	82-1854	0	10,808	15,300	16,900	16,900	16,900	16,900
Extra Help - Staff Assist	82-1937	0	0	0	0	0	0	0
Extra Help	82-1941	230	1,174	6,000	6,000	6,000	6,000	6,000
Overtime	82-1945			1,200	1,200	1,200	1,200	1,200
F.I.C.A.	82-1950	14,043	13,267	15,300	15,400	15,400	15,400	15,400
Retirement	82-1955	25,493	17,213	19,100	28,100	28,100	28,100	28,100
Retirement Bond Payment	82-1958	19,747	17,871	17,800	18,400	18,400	18,400	18,400
Medical/Dental Insurance	82-1960	39,133	36,226	43,300	48,300	48,300	48,300	48,300
Life/AD&D Insurance	82-1970	410	307	300	300	300	300	300
Salary Continuation Insur	82-1972	432	306	300	300	300	300	300
S.A.I.F.	82-1975	276	197	400	400	400	400	400
Unemployment	82-1980	297	282	200	800	800	800	800
Personnel Services		294,822	265,612	296,600	312,700	312,700	312,700	312,700
Materials & Supplies								
Telephones	82-2070	1,339	1,334	1,300	1,300	1,300	1,300	1,300
Maintenance - Equipment	82-2260	650	184	600	4,800	4,800	4,800	4,800
Membership Fees And Dues	82-2370	618	920	800	800	800	800	800
Office Supplies	82-2410	916	1,218	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	1,722	1,947	1,800	1,800	1,800	1,800	1,800
Records And Forms	82-2422	2,472	855	1,800	1,000	1,000	1,000	1,000
Printing And Reproduction	82-2425	1,389	3,070	1,200	2,200	2,200	2,200	2,200
Contractual Services	82-2471	35,771	36,240	36,700	41,600	41,600	41,600	41,600
Publ. And Legal Notices	82-2600	453	941	500	500	500	500	500
Education And Training	82-2928	3,013	1,375	2,600	2,300	2,300	2,300	2,300
Reimbursed Travel Expense	82-2930	2,600	4,338	5,200	3,500	3,500	3,500	3,500
Refunds and Returns	82-3204	41		0	0	0	0	0
Materials & Supplies		50,983	52,422	53,700	61,000	61,000	61,000	61,000
Total for All Categories		345,805	318,034	350,300	373,700	373,700	373,700	373,700

2011-2012 Budget Summary

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

Date: 7/15/2011 4:01 PM

	Actual 2008-2009	Actual 2009-2010	Budget 2010-2011	Requested 2011-2012	Proposed 2011-2012	Approved 2011-2012	Adopted 2011-2012
Expenditure Categories							
Personnel Services	404,081	412,980	411,900	455,000	455,000	455,000	455,000
Material Supplies	502,236	451,463	472,800	468,800	468,800	468,800	468,800
Other Charges	534	549	500	500	500	500	500
Capital Outlay	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0
Transfer Out	0	0	0	0	0	0	0
Total Expenditures:	906,852	864,992	885,200	924,300	924,300	924,300	924,300
Funding Sources							
Departmental Revenue	12,243	11,484	9,800	9,800	9,800	9,800	9,800
General Fund Amount Needed to Balance	894,609	853,508	875,400	914,500	914,500	914,500	914,500
Full Time Positions	5.4	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), Darigold Building, 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 2010-2011 VS. 2011-2012								
	Expenditures		Resources		General Fund Subsidy		FTE	
Requested	\$39,100	4%	\$0	0%	\$39,100	4%	0.00	0%
Proposed	\$39,100	4%	\$0	0%	\$39,100	4%	0.00	0%
Approved	\$39,100	4%	\$0	0%	\$39,100	4%	0.00	0%
Adopted	\$39,100	4%	\$0	0%	\$39,100	4%	0.00	0%

2011-2012 Budget Summary

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

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Significant Budget Changes:

Requested Budget:

The significant budget changes for 2011-12 are all in personal services (43,100). The changes in personal services were due to retirement rate increase of \$16,100, medical insurance increases of (\$14,400) and cost of living increases (\$9,400).

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 Attorney General's public contracting and purchasing rules. 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
- Received and managed grants for energy efficiency, Lighting and HVAC grants
- Hired contractors to install Energy Saving Lighting, HVAC and Plumbing projects
- Prepared jail for the semi-annual jail inspection; installed exterior lights and laundry fire sprinkler
- Staff training: Master Gardner continuing education and Building Operator Certification
- Darigold Building: Disposed of contents, hazardous material abatement, building demolition
- Continued use of maintenance software to track work requests, preventative maintenance, inventory and facility information
- Maintain existing equipment and buildings to a high standard

FY2010-11 Goals and Objectives

- Capital Projects plan – Roof replacement; jail, old jail, courthouse
- Track Energy Use for grant received in 2010
- Continue with B&G emergency plan to ensure facilities can support mission of the County
- Assist other departments in planning of new / remodel projects
- 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 2009-10	Projected 2010-2011	Budget 2011-12
Animal Control	11.86	11.73	11.85
Courthouse	5.84	5.46	5.52
Sheriff Office/Jail	10.43	9.94	10.04
800 Exchange Street	6.85	6.64	6.71
820 Exchange Street	7.16	7.18	7.25
Boyington Building	8.62	7.14	7.21

	2009-10	2010-11	2011-12
EASY ... less than 1 day to complete, 1 B&G staff	1504	1,003	1,103
MEDIUM ... less than 3 days to complete, 1 B&G staff person	30	11	15
HARD ... more than 3 days to complete of more than 1 B&G staff person	10	20	20
SPECIAL PROJECTS ... items specified on the annual B&G project list	N/A	640	640

EFFECTIVENESS MEASURES

	2009-10	2010-11	2011-12
Percentage of Minor service requests completed in one day	85%	90%	90%
Percentage of Major B&G work orders completed during the year	90%	95%	95%
Customer Satisfaction – rating of good to excellent (%) <small>358</small>	85%	90%	95%

2011-2012 Budget Detail

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

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	2008-2009	2009-2010	2010-2011	Requested	Proposed	Approved	Adopted
Total Budget:	906,852	864,992	885,200	924,300	924,300	924,300	924,300

Authorized Personnel:	Salary Range	2008-2009	2009-2010	2010-2011	Requested	Proposed	Approved	Adopted
Central Services Director	\$6,521 - 8,695	0.30	0.30	0.30	0.30	0.30	0.30	0.30
Maint/custodial Supervisor	\$3,608 - 4,811	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Facilities & Projects Manager	\$4,981 - 6,641	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Staff Assistant	\$2,557 -3,109	0.10	0.00	0.00	0.00	0.00	0.00	0.00
Maintenance Technician	\$3,161-3,842	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Maintenance Assistant	\$2,600 - 3,160	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Custodian	\$2,359 - 2,867	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Total:		5.40	5.30	5.30	5.30	5.30	5.30	5.30

Departmental Revenue Account Name	Account	2008-2009	2009-2010	2010-2011	Requested	Proposed	Approved	Adopted
Property Rents	81-3400	9,796	10,021	9,800	9,800	9,800	9,800	9,800
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	2,447	1,250	0	0	0	0	0
Miscellaneous Revenue	81-8990		213	0	0	0	0	0
Insurance Loss Proceeds	81-8992			0	0	0	0	0
Total Revenue		12,243	11,484	9,800	9,800	9,800	9,800	9,800

Line Item Budget Detail
For the Fiscal Year 2011-2012
Beginning July 1, 2011

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

Budget 1
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 Date: 7/15/2011 16:01

Account Name	Account	Actual 2008-2009	Actual 2009-2010	Adopted 2010-2011	Requested	Proposed	Approved	Adopted
Personnel Services								
Central Services Director	82-1040	28,361	28,212	15,600	16,000	16,000	16,000	16,000
Maint/custodial Supervisr	82-1108	54,942	55,670	57,700	59,200	59,200	59,200	59,200
Facilities & Projects Manager	82-1145	77,752	77,752	79,700	81,700	81,700	81,700	81,700
Staff Assistant	82-1191	3,547		0	0	0	0	0
Maintenance Technician	82-1720	32,869	35,538	37,900	38,900	38,900	38,900	38,900
Maintenance Assistant	82-1725	43,667	44,464	46,100	47,300	47,300	47,300	47,300
Custodian	82-1780	19,039	29,748	31,300	34,600	34,600	34,600	34,600
Extra Help	82-1941	0		0	0	0	0	0
Overtime	82-1945	317		800	800	800	800	800
F.I.C.A.	82-1950	19,361	20,163	20,600	21,300	21,300	21,300	21,300
Retirement	82-1955	33,788	25,580	25,300	41,400	41,400	41,400	41,400
Retirement Bond Payment	82-1958	25,608	27,393	24,800	26,300	26,300	26,300	26,300
Medical Insurance	82-1960	58,861	62,664	66,000	80,400	80,400	80,400	80,400
Life Insurance	82-1970	502	482	400	400	400	400	400
Salary Continuation Insur	82-1972	598	531	500	500	500	500	500
S.A.I.F.	82-1975	4,534	4,391	4,900	5,100	5,100	5,100	5,100
Unemployment	82-1980	335	393	300	1,100	1,100	1,100	1,100
Personnel Services		404,081	412,980	411,900	455,000	455,000	455,000	455,000
Materials & Supplies								
Telephones	82-2070	3,995	3,746	4,000	4,000	4,000	4,000	4,000
Custodial Services - Sheriff O	82-2150	12,650	12,645	12,400	12,600	12,600	12,600	12,600
Custodial Supplies - Sheriff O	82-2151	506	440	600	500	500	500	500
Custodial Services - 857 Comme	82-2153	5,403	1,689	5,900	0	0	0	0
Custodial Supplies - Boy Mtg C	82-2154	287	231	100	200	200	200	200
Custodial Services - Animal Sh	82-2155	5,314	5,151	5,200	5,300	5,300	5,300	5,300
Custodial Supplies - Animal Sh	82-2156	563	436	800	600	600	600	600
Custodial Supplies - Jail	82-2157	16,317	10,884	12,800	12,800	12,800	12,800	12,800
Custodial Services - Jail	82-2158	9,611	10,785	9,900	10,000	10,000	10,000	10,000
Custodial Supplies	82-2160	6,829	6,469	8,000	6,500	6,500	6,500	6,500
Custodial Services	82-2161		3,988	4,100	4,100	4,100	4,100	4,100
Custodial Supplies-800/820	82-2163	6,085	4,010	2,500	4,200	4,200	4,200	4,200
Custodial Services-800/820	82-2168	40,416	41,725	43,400	43,800	43,800	43,800	43,800
Incinerator Permits	82-2180	360	360	0	0	0	0	0
Utilities-800	82-2191	31,863	31,381	30,500	30,500	30,500	30,500	30,500
Utilities-820	82-2192	18,341	17,417	17,900	17,900	17,900	17,900	17,900
Maintenance Supplies	82-2259	2,224	1,610	1,600	1,600	1,600	1,600	1,600
Maintenance - Equipment	82-2260	2,108	497	1,500	1,500	1,500	1,500	1,500
Maintenance - Boiler	82-2261	216	90	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	1,200	1,300	1,300	1,300	1,300
Alarm Monitoring	82-2272	1,827	1,557	1,600	1,800	1,800	1,800	1,800
Maintenance - S., I. & G.	82-2300	38,353	19,939	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	5,099	2,765	600	600	600	600	600

Line Item Budget Detail
For the Fiscal Year 2011-2012
Beginning July 1, 2011

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

Budget 1
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 Date: 7/15/2011 16:01

Account Name	Account	Actual 2008-2009	Actual 2009-2010	Adopted 2010-2011	Requested	Proposed	Approved	Adopted
Materials & Supplies								
Maintenance - Sig Jail	82-2304	49,137	32,130	40,100	40,100	40,100	40,100	40,100
Maintenance - Elevators	82-2305	6,795	6,735	6,300	6,600	6,600	6,600	6,600
Maint. Elevators-800/820	82-2306	9,389	10,194	9,300	9,800	9,800	9,800	9,800
Maint. - S.I.G. Health	82-2307	1,079	718	2,000	2,000	2,000	2,000	2,000
Maint S.I.G. Boat House	82-2313			500	500	500	500	500
Maint. SIG-800	82-2321	9,173	6,120	5,000	5,000	5,000	5,000	5,000
Maint. SIG-820	82-2322	8,579	9,330	5,000	5,000	5,000	5,000	5,000
B&G Shop	82-2330		300	0	0	0	0	0
Membership Fees And Dues	82-2370	40	40	0	0	0	0	0
Office Supplies	82-2410	509	636	200	200	200	200	200
Books And Periodicals	82-2413		43					
Postage And Freight	82-2419	298	334	100	100	100	100	100
Printing And Reproduction	82-2425	174	141	600	600	600	600	600
PC Equipment	82-2455	268		0	0	0	0	0
Contractual Services	82-2471		230	0	0	0	0	0
Contractual Services-Temp Help	82-2492	4,083		0	0	0	0	0
Publi. And Legal Notices	82-2600	308	352	0	0	0	0	0
Rents And Leases - Equip.	82-2630	85		0	0	0	0	0
Rts. & Lea. - S., I. & G.	82-2670		1	0	0	0	0	0
Small Tools And Instrum.	82-2710	1,311	1,277	500	500	500	500	500
Vehicle Maintenance & Use	82-2923	1,146	1,449	1,000	1,000	1,000	1,000	1,000
Education And Training	82-2928	340	1,187	1,300	1,300	1,300	1,300	1,300
Reimbursed Travel Expense	82-2930	262	511	800	800	800	800	800
Utilities	82-2960	43,885	43,587	44,400	44,400	44,400	44,400	44,400
Utilities Deten Center	82-2961	117,300	118,273	118,200	118,200	118,200	118,200	118,200
Utilities Health Dept	82-2962	7,581	5,584	6,400	6,400	6,400	6,400	6,400
Utilities Animal Control	82-2963	30,933	33,280	31,500	31,500	31,500	31,500	31,500
Utilities B&G Shop	82-2964			0	0	0	0	0
Materials & Supplies		502,236	451,463	472,800	468,800	468,800	468,800	468,800
Other Charges								
Property Taxes	82-3800	534	549	500	500	500	500	500
Other Charges		534	549	500	500	500	500	500
Total for All Categories		906,852	864,992	885,200	924,300	924,300	924,300	924,300

