** GENERAL ADMINISTRATION **

Functional Area Summary by Agency

	2007 Actual	2008 Adopted Budget	2008 Estimate	2009 Budget	Change from 2008 Adopted Budget $	%
*** TOTAL GENERAL ADMINISTRATION ***						
Revenues (a)	$18,533,031	$19,205,671	$19,148,444	$19,438,040	$232,369	1.2%
County Tax Levy (b) (c)	$1,765,410	$1,383,546	$1,383,546	$953,824	($429,722)	-31.1%
Expenditure (b)	$19,245,528	$20,622,204	$20,294,135	$20,486,864	($135,340)	-0.7%
Rev. Over (Under) Exp.	$1,368,569	-	$142,397	-	-	N/A
Oper Income/(Loss) (d)	($315,656)	($32,987)	$95,458	($95,000)	($62,013)	188.0%
BREAKDOWN BY AGENCY						
COUNTY EXECUTIVE						
Revenues	$16,903	$10,500	$14,080	$10,500	$0	0.0%
County Tax Levy	$526,466	$534,144	$534,144	$548,569	$14,425	2.7%
Expenditure	$492,140	$544,644	$522,956	$559,069	$14,425	2.7%
Rev. Over (Under) Exp.	$51,229	-	$25,268	-	-	N/A
COUNTY BOARD						
Revenues	$0	$0	$48,767	$0	$0	N/A
County Tax Levy	$1,382,745	$1,340,437	$1,340,437	$1,314,173	($26,264)	-2.0%
Expenditure	$1,220,525	$1,340,437	$1,354,414	$1,314,173	($26,264)	-2.0%
Rev. Over (Under) Exp.	$162,220	-	$34,790	-	-	N/A
COUNTY CLERK						
Revenues (a)	$251,934	$354,206	$354,208	$233,100	($121,106)	-34.2%
County Tax Levy	$306,246	$315,378	$315,378	$283,970	($31,408)	-10.0%
Expenditure	$444,467	$669,584	$667,845	$517,070	($152,514)	-22.8%
Rev. Over (Under) Exp.	$113,713	-	$1,741	-	-	N/A
COUNTY TREASURER						
Revenues	$8,425,636	$8,189,437	$8,169,237	$8,210,553	$21,116	0.3%
County Tax Levy (c)	($7,033,477)	($7,493,463)	($7,493,463)	($7,556,440)	($62,977)	0.8%
Expenditure	$569,794	$695,974	$661,467	$654,113	($41,861)	-6.0%
Rev. Over (Under) Exp.	$822,365	-	$14,307	-	-	N/A
DEPARTMENT OF ADMINISTRATION						
Revenues (a)	$9,168,290	$10,232,084	$10,146,284	$10,539,443	$307,359	3.0%
County Tax Levy (b)	$5,650,685	$5,720,685	$5,720,685	$5,370,345	($350,340)	-6.1%
Expenditure (b)	$14,940,017	$15,985,756	$15,705,598	$16,004,788	$19,032	0.1%
Rev. Over (Under) Exp.	$194,614	-	$65,913	-	-	N/A
Oper Income/(Loss) (d)	($315,656)	($32,987)	$95,458	($95,000)	($62,013)	188.0%
CORPORATION COUNSEL						
Revenues	$670,268	$419,444	$415,868	$444,444	$25,000	6.0%
County Tax Levy	$932,745	$966,365	$966,365	$993,207	$26,842	2.8%
Expenditure	$1,578,585	$1,385,809	$1,381,855	$1,437,651	$51,842	3.7%
Rev. Over (Under) Exp.	$24,428	-	$378	-	-	N/A

(a) The 2009 Budget includes a total of $1,856,611 of fund balance appropriations, which includes $972,985 for the DOA End User Technology Fund, $29,606 for DOA Records Management, $594,864 for DOA Risk Management, $29,987 for DOA Communications, $205,616 for DOA Collections, $8,553 for DOA Mail Services and Copier Replacement and $15,000 for Corporation Counsel General Fund. The 2008 Budget includes a total of $1,807,947 of fund balance appropriations, which includes $932,938 for the DOA End User Technology Fund, $72,600 for DOA Records Management, $463,898 for DOA Risk Management, $64,000 for DOA Communications, $145,811 for DOA Collections, $8,700 for DOA General Fund, and $120,000 for County Clerk.

(b) To conform with financial accounting standards, proprietary fund expenditures exclude Fixed Asset expenditures, debt service-principal payments and proprietary fund retained earnings. Therefore, expenditures less revenues do not equal Tax Levy. Total 2009 Budget expenditures exclude capitalized Fixed Asset purchases as follows: End User Technology Fund, $464,113. Total 2008 Budget expenditures exclude capitalized Fixed Asset purchases as follows: End User Technology Fund of $455,026.

(c) Revenues in excess of expenditures reduce Tax Levy funding for other general governmental operations.

(d) Operating income amounts generated from proprietary fund operations are retained in proprietary fund balance and do not result in a reduction of Tax Levy funding for other operations.

GENERAL ADMINISTRATION

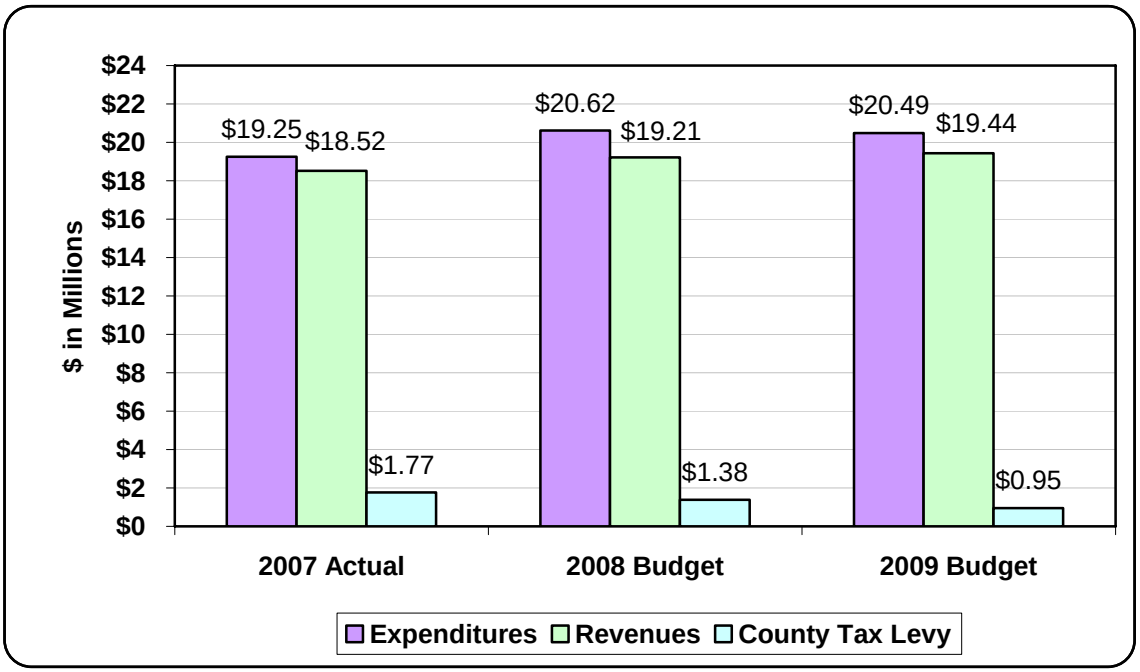
Functional Area Budget Highlights

The agencies within the General Administration Functional Area can be divided into two areas: 1) those with responsibilities vested in an elected official; and 2) those that provide the central administrative support operation for the County.

The agencies headed by an elected official include the **County Executive**, **County Board, County Clerk,** and **County Treasurer**.

The agencies that provide central administrative support include: the **Department of Administration (DOA)**, which provides internal operations of financial services, human resource services, purchasing and information systems, and includes the following proprietary fund operations: **Risk Management**, **Collections**, and **Communications**. The **End User Technology Fund** is an internal service fund that performs the County's information technology and records management functions. The **Office of Corporation Counsel** serves as legal advisor and counsel to all county elected officials, county agencies, boards, commissions, and committees.

General Administration related operations and projects included in other functional areas are county-wide technology related capital projects (see Capital Projects Section) and purchases of major equipment replacements.



The 2009 Expenditure Budget for this functional area totals $20,486,864, after adjustments to exclude proprietary fund capitalized Fixed Asset items. This is a decrease of $135,340 or 0.7% from the 2008 Adopted Budget. Budgeted revenues, including $1,856,611 of fund balance appropriations, total $19,438,040, an increase of $232,369 or 1.2% from the 2008 Adopted Budget. The Tax-Levy necessary to fund this functional area totals $953,824, a decrease of $429,722 or 31.1% from the 2008 Adopted Budget.

GENERAL ADMINISTRATION

Functional Area Budget Highlights

Significant program and funding changes from the 2008 budget include:

- The **County Board** was reduced by 10 members beginning in April 2008 resulting in approximately $66,860 in personnel cost savings for the eight month period of 2008. An additional four months of cost savings is being realized in 2009, which results in $37,340 of personnel cost savings in 2009 for a total annual cost savings over the 12 month period of $104,200.
- The **County Board** is unfunding 1.00 FTE principal auditor position in 2009 and is shifting the salary and benefit budget cost savings of $103,000 to the operating expense appropriation unit to provide for outsourced contract audit assistance.
- The **County Clerk** expenditures decrease by $152,514 to $517,070, mainly due to the removal of $120,000 of General Fund Balance appropriation budgeted in 2008 to cover higher one-time election costs resulting from the 2008 Presidential Elections and more election activity. This decrease is also due to a reduction of $31,408 in Tax Levy supported expenditures, based on lower prior year spending levels.
- The **Office of the Treasurer** revenues include an estimated increase in investment income of $50,000, to $5,750,000 as higher rates of return experienced in 2008 are expected to continue. Agricultural Use Conversion penalties are budgeted to decrease by $35,000 to $215,000 reflecting estimated lower receipts from agricultural land use conversions fees based on current trends. Penalties and Interest on delinquent loans remains at the 2008 level of $676,000 for penalty payments and $1,352,000 for the interest payments.
- **DOA-General Fund**, unfunds 0.50 FTE Senior Information System Professional, reducing personnel costs by an estimated $52,100 as this position will no longer be needed for records managements as departments continue to absorb decentralized imaging and records management functions.
- Tax Levy Support for the **DOA-End User Technology Fund (EUTF)** decreases by $385,000 to $1,165,245. This reduction is mostly due to a decreases in expenditures and Tax Levy support for the End User Technology program area. Tax Levy declines $405,000, including $350,000 in Tax Levy shifted out to departments to help limit the impact of increases in charges from the prior year to absorb a 3% increase. EUTF Charges to departments overall are increasing due to the phasing in of full-cost of computer ownership, based on a new charging methodology to better reflect technology resources being used by departments, as recommended by Internal Audit. Further, End User Technology program expenditures increase by 0.3%, while revenues increase 13%, allowing for an additional $55,000 decrease in base Tax Levy support. These decreases are partially offset by the shifting of $20,000 in Tax Levy funding and related expenditures associated with Countywide imaging of accounts payable invoices put into the Records Management program area from the Non-Departmental General Fund budget.
- **DOA-Collections** division will repay General Fund Tax Levy of $95,000. Since 2000, the Collection fund has paid $725,000 back to the General Fund to repay startup funding and indirect charges not assessed in prior years. The Fund will work with various other departments to collect on past due accounts receivable, including the Clerk of Courts and Human Services, to improve the automation of collection services in 2009.
- **Corporation Counsel** is being provided with $15,000 in General Fund Balance to help fund expected one-time collective bargaining; arbitration; and legal service cost increases for 2009.

BUDGETED POSITIONS 2007-2009
SUMMARY BY AGENCY AND FUND

GENERAL ADMINISTRATION

Agency	Fund	2007 Actual	2008 Adopted Budget	2008 Modified Budget	2009 Budget	08-09 Change
COUNTY EXECUTIVE	General	4.50	4.50	4.50	4.50	-
COUNTY BOARD	General	8.00	9.00	9.00	8.00	(1.00)
COUNTY CLERK	General	4.00	4.00	4.00	4.00	-
TREASURER	General	6.00	6.00	6.00	6.00	-
DEPT. OF ADMINISTRATION	General	51.42	51.25	51.25	50.75	(0.50)
	End User Technology*	30.20	27.45	27.45	27.45	-
	Risk Management	3.20	3.20	3.20	3.20	-
	Communications	2.35	2.35	2.35	2.35	-
	Collections	5.75	5.75	5.75	5.75	-
	Subtotal Dept. of Admin.	92.92	90.00	90.00	89.50	(0.50)
CORPORATION COUNSEL	General	11.40	11.40	11.40	11.40	-
TOTAL REGULAR POSITIONS		126.82	124.90	124.90	123.40	(1.50)
TOTAL EXTRA HELP		10.87	14.02	14.02	10.20	(3.82)
TOTAL OVERTIME		0.17	0.16	0.16	0.18	0.02
TOTAL BUDGETED POSITIONS		137.86	139.08	139.08	133.78	(5.30)

2009 BUDGET ACTIONS

County Board

Unfund 1.00 FTE Principal Internal Auditor

County Clerk

Decrease Temporary Extra Help 0.22 FTE in Elections
Decrease Temporary Extra Help 0.05 FTE in Licensing

Department of Administration - General Fund

Unfund 0.50 FTE Senior Information Systems Professional (0.50 FTE was unfunded in 2008)
Increase Temporary Extra Help 0.07 FTE
Decrease Overtime 0.01 FTE

Department of Administration - End User Technology

Increase Overtime 0.03 FTE
Decrease Temporary Extra Help 0.46 FTE in End User Technology
Decrease Temporary Extra Help 3.16 FTE in Records Management
Reclass 2.00 FTE Imaging Tech. to Records Mgt. Analysts in Records Management/Mail Services.

2008 CURRENT YEAR ACTIONS

None

For additional detail see the Budgeted Position Summary included with each agency detail summary.