

General Administration

**** GENERAL ADMINISTRATION ****

Functional Area Summary by Agency

	2008 Actual	2009 Adopted Budget	2009 Estimate	2010 Budget	Change from 2009 Adopted Budget	
					\$	%
* TOTAL GENERAL ADMINISTRATION *						
Revenues (a)	\$19,037,917	\$19,438,040	\$18,762,760	\$20,015,621	\$577,581	3.0%
County Tax Levy (c)	\$1,383,546	\$953,824	\$953,824	\$777,836	(\$175,988)	-18.5%
Expenditure (b)	\$19,220,705	\$20,486,864	\$20,268,398	\$20,888,457	\$401,593	2.0%
Rev. Over (Under) Exp.	\$346,110	-	(\$456,787)	-	-	N/A
Oper Income/(Loss) (d)	\$854,648	(\$95,000)	(\$95,000)	(\$95,000)	-	0.0%

BREAKDOWN BY AGENCY

COUNTY EXECUTIVE

Revenues	\$14,807	\$10,500	\$12,500	\$10,500	\$0	0.0%
County Tax Levy	\$534,144	\$548,569	\$548,569	\$548,569	\$0	0.0%
Expenditure	\$480,931	\$559,069	\$525,196	\$559,069	\$0	0.0%
Rev. Over (Under) Exp.	\$68,020	-	\$35,873	-	-	N/A

COUNTY BOARD

Revenues	\$48,767	\$0	\$66,750	\$0	\$0	N/A
County Tax Levy	\$1,340,437	\$1,314,173	\$1,314,173	\$1,310,373	(\$3,800)	-0.3%
Expenditure	\$1,171,917	\$1,314,173	\$1,240,041	\$1,310,373	(\$3,800)	-0.3%
Rev. Over (Under) Exp.	\$217,287	-	\$140,882	-	-	N/A

COUNTY CLERK

Revenues (a)	\$335,684	\$233,100	\$218,250	\$265,610	\$32,510	13.9%
County Tax Levy	\$315,378	\$283,970	\$283,970	\$300,102	\$16,132	5.7%
Expenditure	\$652,815	\$517,070	\$495,739	\$565,712	\$48,642	9.4%
Rev. Over (Under) Exp.	(\$1,753)	-	\$6,481	-	-	N/A

COUNTY TREASURER

Revenues	\$8,021,572	\$8,210,553	\$7,465,766	\$8,060,139	(\$150,414)	-1.8%
County Tax Levy (c)	(\$7,493,463)	(\$7,556,440)	(\$7,556,440)	(\$7,418,719)	\$137,721	-1.8%
Expenditure	\$574,742	\$654,113	\$627,639	\$641,420	(\$12,693)	-1.9%
Rev. Over (Under) Exp.	(\$46,633)	-	(\$718,313)	-	-	N/A

DEPARTMENT OF ADMINISTRATION

Revenues (a)	\$10,208,072	\$10,539,443	\$10,553,769	\$11,225,042	\$685,599	6.5%
County Tax Levy	\$5,720,685	\$5,370,345	\$5,370,345	\$5,036,323	(\$334,022)	-6.2%
Expenditure (b)	\$15,001,360	\$16,004,788	\$15,943,567	\$16,356,365	\$351,577	2.2%
Rev. Over (Under) Exp.	\$72,749	-	\$75,574	-	-	N/A
Oper Income/(Loss) (d)	\$854,648	(\$95,000)	(\$95,000)	(\$95,000)	-	0.0%

CORPORATION COUNSEL

Revenues (a)	\$409,015	\$444,444	\$445,725	\$454,330	\$9,886	2.2%
County Tax Levy	\$966,365	\$993,207	\$993,207	\$1,001,188	\$7,981	0.8%
Expenditure	\$1,338,940	\$1,437,651	\$1,436,216	\$1,455,518	\$17,867	1.2%
Rev. Over (Under) Exp.	\$36,440	-	\$2,716	-	-	N/A

- (a) The 2010 Budget includes a total of \$1,862,896 of Fund Balance appropriations, which includes \$900,061 for the DOA End User Technology Program, \$27,958 for DOA Records Management, \$612,354 for DOA Risk Management, \$39,006 for DOA Communications, \$221,517 for DOA Collections, \$47,000 for the County Clerk and \$15,000 for Corporation Counsel General Fund. The 2009 Budget includes a total of \$1,856,611 of Fund Balance appropriations, which includes \$972,985 for the DOA End User Technology program, \$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.
- (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 2010 Budget expenditures exclude capitalized fixed asset purchases as follows: End User Technology Fund, \$432,214. Total 2009 Budget expenditures exclude capitalized Fixed Asset purchases as follows: End User Technology Fund of \$464,113.
- (c) Revenues in excess of expenditures reduce Tax Levy funding for other general governmental operations.
- (d) 2008 Actual Operating income generated from proprietary fund operations is retained in proprietary fund balance and does not result in a reduction of Tax Levy funding for other operations.

GENERAL ADMINISTRATION

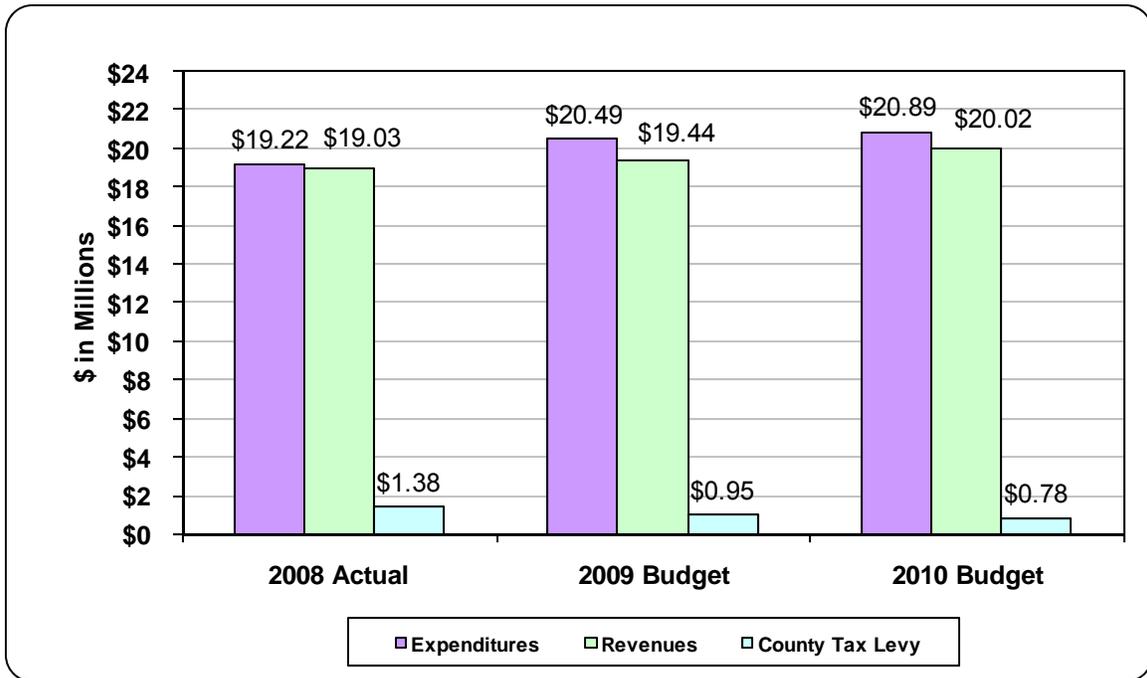
Functional Area Budget Highlights

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 2010 Expenditure Budget for this functional area totals \$20,888,457, after adjustments to exclude proprietary fund capitalized fixed asset items. This is an increase of \$401,593 or 2.0% from the 2009 Adopted Budget. Budgeted revenues, including \$1,862,896 of fund balance appropriations, total \$20,015,621, an increase of \$577,581 or 3.0% from the 2009 Adopted Budget. The Tax Levy necessary to fund this functional area totals \$777,836, a decrease of \$175,988 or 18.5% from the 2009 Adopted Budget.

GENERAL ADMINISTRATION

Functional Area Budget Highlights

Significant program and funding changes from the 2009 Budget include:

- The **County Board** Chairman and staff work with Local Government Institute issues such as identifying sources of revenue or revenue structures that could supplant or supplement the property tax and identify changes in local government structure or relationships to promote efficiency in the delivery of local government services. Staff also serves on the Supreme Court Policy and Planning Committee and Criminal Justice Committees to focus on cost reductions for county services while maintaining public safety.
- The **County Clerk's** Office budget includes \$47,000 in appropriated General Fund Balance to cover one-time election costs anticipated in even numbered years (2010), due to higher election activity expected during the 2010 mid-term election year. Fund Balance is not appropriated during odd-numbered election years, related to lower election activity.
- The **Office of the Treasurer** revenues include an estimated decrease in investment income of \$400,000 to \$5,350,000 as lower rates of return experienced in 2009 are expected to continue into 2010. Agricultural Use Conversion penalties are budgeted to decrease by \$85,000 to \$130,000 reflecting estimated lower receipts from agricultural land use conversions fees based on a slow down of land development. Penalties and interest on delinquent taxes are budgeted to increase by \$124,000 to \$800,000 and \$248,000 to \$1,600,000, respectively, due to higher levels of delinquent tax receipts in 2009.
- **DOA-General Fund** personnel costs and corresponding grant revenues include \$106,679 added to the base budget for a Workforce Development Center (WDC) Coordinator position, created during 2009 through enrolled ordinance (164-21). This regular full-time position will provide improved coordination between agencies and replaces a contracted third-party coordinator position which frequently turned over.
- Tax Levy Support for the **DOA-End User Technology Fund (EUTF)** decreases by \$385,373 to \$779,872, mostly due to shifting approximately \$350,000 in tax levy from the End User Technology program out to departments to help limit the impact of cost increases being phased into departments' budgets. EUTF charges to departments overall are increasing due to the phasing in of full-cost of technology resources being used, based on the new charging methodology. The End User Technology budget limited overall expenditure increases to \$26,582 or less than 1%.
- **DOA-Risk Management** division operating expenditures increase by \$126,349 to \$2,101,693, mostly due to an increase in estimated worker's compensation claims and anticipated future loss reserve expenses by \$100,000, based primarily on an increase in current-year self-insured claims and historical trends. These claims expenses are largely funded through interdepartmental chargebacks to Departments, based on their claims experience.
- **DOA-Collections** division will continue to pay back General Fund Tax Levy of \$95,000. Since 2000, the Collection fund has paid \$820,000 back to the General Fund reducing the overall County levy to repay startup funding and indirect charges not assessed in prior years. The Collections Division works with various other departments to improve the automation of collection services to collect on past due accounts receivable.

**BUDGETED POSITIONS 2008-2010
SUMMARY BY AGENCY AND FUND**

GENERAL ADMINISTRATION

Agency	Fund	2008 Actual	2009 Adopted Budget	2009 Modified Budget	2010 Budget	09-10 Change
COUNTY EXECUTIVE	General	4.50	4.50	4.50	4.50	-
COUNTY BOARD	General	8.00	8.00	8.00	8.00	-
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	51.25	50.75	51.35	51.60	0.85
	End User Technology	26.20	27.45	27.45	26.60	(0.85)
	Risk Management	3.20	3.20	3.20	3.20	-
	Communications	2.35	2.35	2.35	2.35	-
	Collections	4.75	5.75	5.75	5.75	-
	Subtotal Dept. of Admin.	87.75	89.50	90.10	89.50	0.00
CORPORATION COUNSEL	General	11.40	11.40	11.40	11.40	-
TOTAL REGULAR POSITIONS		121.65	123.40	124.00	123.40	-
TOTAL EXTRA HELP		13.22	10.24	10.64	12.09	1.85
TOTAL OVERTIME		0.25	0.18	0.16	0.14	(0.04)
TOTAL BUDGETED POSITIONS		135.12	133.82	134.80	135.63	1.81

2010 BUDGET ACTIONS

County Clerk

Increase Extra Help by 0.72 FTE

Treasurer

Increase Extra Help by 0.06 FTE

Department of Administration - General Fund

Transfer 0.15 FTE Informations Systems Manager from DOA General Fund to End User Technology Fund

Decrease Extra Help 0.04 FTE

Decrease Overtime 0.02 FTE

Department of Administration - End User Technology Fund

Transfer 0.15 FTE Information Systems Manager from DOA-General Fund into End User Technology Fund

Abolish: 1.00 FTE Clerk I in Records Management

Increase Extra Help 1.58 FTE in Records Management

Decrease Extra Help 0.47 FTE in the End User Technology Program

Department of Administration - Communications Fund

Reduce Overtime 0.02 FTE

2009 CURRENT YEAR ACTIONS

County Clerk

Increase Extra Help by 0.45 FTE

Department of Administration - General Fund

Create 1.00 FTE Workforce Development Center Coordinator (approximately 0.60 FTE funded for partial year 2009)

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