

General Administration

**** GENERAL ADMINISTRATION ****

Functional Area Summary by Agency

	2009 Actual	2010 Adopted Budget	2010 Estimate	2011 Budget	Change from 2010 Adopted Budget	
					\$	%
* TOTAL GENERAL ADMINISTRATION *						
Revenues (a)	\$19,630,533	\$20,015,621	\$20,737,476	\$20,553,479	\$537,858	2.7%
County Tax Levy (c)	\$953,824	\$777,836	\$777,836	\$392,803	(\$385,033)	-49.5%
Expenditure (b)	\$19,282,182	\$20,888,457	\$20,351,602	\$21,020,500	\$132,043	0.6%
Rev. Over (Under) Exp.	\$324,337	-	\$779,954	-	-	N/A
Oper Income/(Loss) (d)	\$977,838	(\$95,000)	\$383,756	(\$74,218)	20,782	-21.9%
BREAKDOWN BY AGENCY						
COUNTY EXECUTIVE						
Revenues	\$15,433	\$10,500	\$11,405	\$10,500	\$0	0.0%
County Tax Levy	\$548,569	\$548,569	\$548,569	\$548,569	\$0	0.0%
Expenditure	\$465,323	\$559,069	\$510,638	\$559,069	\$0	0.0%
Rev. Over (Under) Exp.	\$98,679	-	\$49,336	-	-	N/A
COUNTY BOARD						
Revenues	\$67,133	\$0	\$161,162	\$0	\$0	N/A
County Tax Levy	\$1,314,173	\$1,310,373	\$1,310,373	\$1,215,862	(\$94,511)	-7.2%
Expenditure	\$1,086,438	\$1,310,373	\$1,383,846	\$1,215,862	(\$94,511)	-7.2%
Rev. Over (Under) Exp.	\$294,868	-	\$87,689	-	-	N/A
COUNTY CLERK						
Revenues (a)	\$211,744	\$265,610	\$259,400	\$208,592	(\$57,018)	-21.5%
County Tax Levy	\$283,970	\$300,102	\$300,102	\$310,360	\$10,258	3.4%
Expenditure	\$473,905	\$565,712	\$551,507	\$518,952	(\$46,760)	-8.3%
Rev. Over (Under) Exp.	\$21,809	-	\$7,995	-	-	N/A
COUNTY TREASURER						
Revenues	\$7,693,821	\$8,060,139	\$8,421,894	\$8,055,250	(\$4,889)	-0.1%
County Tax Levy (c)	(\$7,556,440)	(\$7,418,719)	(\$7,418,719)	(\$7,400,462)	\$18,257	-0.2%
Expenditure	\$532,568	\$641,420	\$575,762	\$654,788	\$13,368	2.1%
Rev. Over (Under) Exp.	(\$395,187)	-	\$427,413	-	-	N/A
DEPARTMENT OF ADMINISTRATION						
Revenues (a)	\$11,182,040	\$11,225,042	\$11,429,285	\$11,827,037	\$601,995	5.4%
County Tax Levy	\$5,370,345	\$5,036,323	\$5,036,323	\$4,712,458	(\$323,865)	-6.4%
Expenditure (b)	\$15,351,806	\$16,356,365	\$15,888,464	\$16,613,713	\$257,348	1.6%
Rev. Over (Under) Exp.	\$222,741	-	\$193,388	-	-	N/A
Oper Income/(Loss) (d)	\$977,838	(\$95,000)	\$383,756	(\$74,218)	20,782	-21.9%
CORPORATION COUNSEL						
Revenues (a)	\$460,362	\$454,330	\$454,330	\$452,100	(\$2,230)	-0.5%
County Tax Levy	\$993,207	\$1,001,188	\$1,001,188	\$1,006,016	\$4,828	0.5%
Expenditure	\$1,372,142	\$1,455,518	\$1,441,385	\$1,458,116	\$2,598	0.2%
Rev. Over (Under) Exp.	\$81,427	-	\$14,133	-	-	N/A

(a) The 2011 Budget includes a total of \$1,713,506 of Fund Balance appropriations, which includes \$846,779 for the DOA End User Technology Program, \$41,685 for DOA Records Management, \$528,522 for DOA Risk Management, \$34,399 for DOA Communications, \$260,621 for DOA Collections, and \$1,500 in DOA Human Resources. 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.

(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 2011 Budget expenditures exclude capitalized fixed asset purchases as follows: End User Technology Fund, \$529,280. Total 2010 Budget expenditures exclude capitalized Fixed Asset purchases as follows: End User Technology Fund of \$432,214.

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

(d) 2009 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

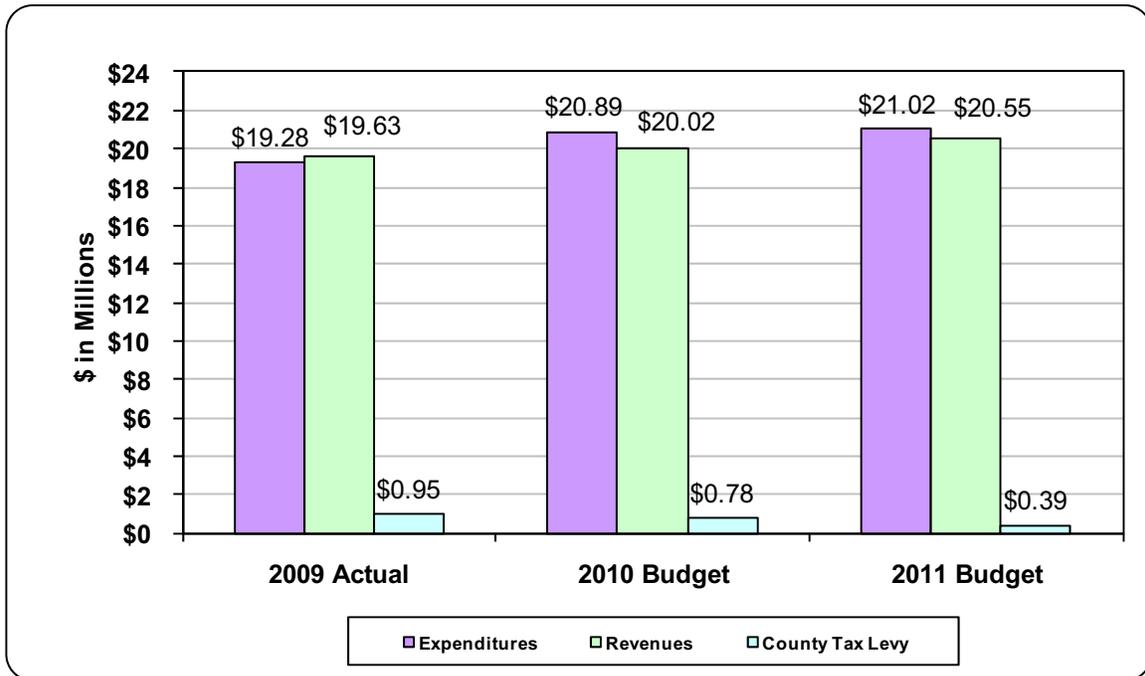
Functional Area Budget Highlights

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 2011 Expenditure Budget for this functional area totals \$21,020,500, after adjustments to exclude proprietary fund capitalized fixed asset items. This is an increase of \$132,043 or 0.6% from the 2010 Adopted Budget. Budgeted revenues, including \$1,713,506 of fund balance appropriations, total \$20,553,479 an increase of \$537,858 or 2.7% from the 2010 Adopted Budget. The Tax Levy necessary to fund this functional area totals \$392,803, a decrease of \$385,033 or 49.5% from the 2010 Adopted Budget mostly due to Tax Levy reallocation from the End User Technology Fund to Departmental budgets to reduce the Fund subsidy and reflect program use.

GENERAL ADMINISTRATION

Functional Area Budget Highlights

Significant program and funding changes from the 2011 Budget include:

- The **County Board Chair's Office** personnel costs decrease \$93,955 or 9%, mainly due to unfunding 1.0 FTE Office Services Coordinator position in 2011 and underfilling the vacant Legislative Policy Advisor with a Programs and Projects Analyst in 2010.
- The **County Clerk's Office** expenditures are decreasing \$46,760 to \$518,952, mainly due to the removal of \$47,000 of non-reoccurring election related costs and related General Fund Balance appropriation. General Fund Balance is not needed during odd-numbered (2011) election year, due to lower elections activity.
- The **Office of the Treasurer** revenues include an estimated decrease in investment income of \$430,000 to about \$4,900,000 as lower rates of return experienced in 2010 are expected to continue into 2011. Agricultural Use Conversion penalties are budgeted to decrease by at least \$50,000 to \$80,000 reflecting estimated lower receipts from agricultural land use conversions fees based on a depressed land development market. Penalties and interest on delinquent taxes are budgeted to increase by \$450,000 to almost \$2.9 million due to higher levels of delinquent tax receipts experienced in 2009 and 2010.
- **DOA-General Fund** cost to continue expenditures are estimated to increase by \$158,500 or 2.7%. This increase is partially offset by cost savings from the staff re-organization in Human Resources (\$42,000) and an increase in revenue of \$77,400 primarily due to an increase in capturing County-wide indirect cost recovery revenues and higher recurring indirect revenue from Child Support by \$83,000 and about \$30,000 from Sheriff Patrol contracts. However, overall County-wide indirect revenues are being reduced from 90% to 85% or about \$45,000. The Tax Levy increases about \$81,000 or 1.9%.
- Overall **DOA-End User Technology Fund (EUTF)** expenditure budget decreases by \$52,777 or under 1%. Tax Levy Support for EUTF decreases by \$380,000 to \$399,872, mostly due to reallocating the tax levy subsidy in the End User Technology program out to departments to reflect infrastructure use. EUTF charges to departments overall are increasing due to the phasing in of the full-cost of technology resources being used. This phase-in is planned to be completed in the 2012 Budget.
- **DOA-Risk Management** division operating expenditures increase by \$63,700 to \$2,165,394 or 3%. This primarily reflects an increase in purchased insurance costs and claim payments for general, automobile liability insurance, and estimated future claim payments based on current upward trends for worker's compensation. Risk Management expenditures are subsidized with General Fund Balance of \$528,522 or 21%, intended to be phased-out over the next five years. Charges to Departments funds only \$1,463,400 or 58% of Risk Management's costs.
- **DOA-Collections** division will continue provide a Tax Levy credit of \$120,000, which is an increase of \$25,000 from the 2010 budget. The Collections Division works with various other departments to improve the automation of collection services to collect on past due accounts receivable. The collection rate charged to departments remains at the 2010 Budget level of 22%.
- **Corporation Counsel** revenue increases \$12,770 due to higher legal services requested by the Health and Human Services Department for their clients, which are billable to various funding sources.

**BUDGETED POSITIONS 2009-2011
SUMMARY BY AGENCY AND FUND**

GENERAL ADMINISTRATION

Agency	Fund	2009 Actual	2010 Adopted Budget	2010 Modified Budget	2011 Budget	10-11 Change
COUNTY EXECUTIVE	General	4.50	4.50	4.50	4.50	-
COUNTY BOARD	General	8.00	8.00	8.00	7.00	(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	50.75	51.60	51.60	51.60	-
	End User Technology	27.45	26.60	26.60	26.60	-
	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.	89.50	89.50	89.50	89.50	-
CORPORATION COUNSEL	General	11.40	11.40	11.40	11.40	-
TOTAL REGULAR POSITIONS		123.40	123.40	123.40	122.40	(1.00)
TOTAL EXTRA HELP		10.57	12.09	12.09	10.69	(1.40)
TOTAL OVERTIME		0.17	0.14	0.14	0.17	0.03
TOTAL BUDGETED POSITIONS		134.14	135.63	135.63	133.26	(2.37)

2011 BUDGET ACTIONS

County Board

Unfund 1.00 FTE Office Services Coordinator in Legislative Support

County Clerk

Reduce Extra Help by 0.27 FTE
Increase Overtime by 0.01 FTE

Department of Administration - General Fund

Increase Overtime by 0.02 FTE
Retitle Senior Financial Analyst to Senior Financial Budget Analyst

Department of Administration - Collections Fund

Increase Extra Help by 0.75 FTE

Department of Administration - End User Technology Fund

Reduce Extra Help by 1.88 FTE

2010 CURRENT YEAR ACTIONS

Department of Administration - General Fund

Abolish 1.00 FTE Employment Services Manager
Create 1.00 FTE Human Resources Analyst
Re-title 1.00 FTE Labor Relations Manager to Human Resources Manager
Reclassify 1.00 FTE Clerk Typist II Confidential to Clerk Typist III Confidential in Administrative Services

Corporation Counsel

Transfer in 0.60 FTE Senior Attorney from Corporation Counsel - Child Support Division
Transfer out 0.60 FTE Principal Assistant Corp. Counsel to Corporation Counsel - Child Support Division

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