

**** GENERAL ADMINISTRATION ****

Functional Area Summary by Agency

	2006 Actual	2007 Adopted Budget	2007 Estimate	2008 Budget	Change from 2007 Adopted Budget	
					\$	%
* TOTAL GENERAL ADMINISTRATION *						
Revenues (a)	\$18,566,940	\$18,273,036	\$18,813,491	\$19,205,671	\$932,635	5.1%
County Tax Levy (b) (c) (d)	\$1,897,105	\$1,736,530	\$1,736,530	\$1,383,546	(\$352,984)	-20.3%
Expenditure (b) (d)	\$18,120,274	\$20,060,959	\$19,859,106	\$20,622,204	\$561,245	2.8%
Rev. Over (Under) Exp.	\$1,407,694	-	\$739,255	-	-	N/A
Oper Income/(Loss)	\$936,077	(\$51,393)	(\$48,340)	(\$32,987)	\$18,406	-35.8%
BREAKDOWN BY AGENCY						
COUNTY EXECUTIVE						
Revenues	\$20,547	\$10,500	\$14,902	\$10,500	\$0	0.0%
County Tax Levy (d)	\$519,712	\$523,679	\$523,679	\$534,144	\$10,465	2.0%
Expenditure (d)	\$495,022	\$534,179	\$524,251	\$544,644	\$10,465	2.0%
Rev. Over (Under) Exp.	\$45,237	-	\$14,330	-	-	N/A
COUNTY BOARD						
Revenues	\$9,358	\$0	\$0	\$0	\$0	N/A
County Tax Levy (d)	\$1,363,357	\$1,372,957	\$1,372,957	\$1,340,437	(\$32,520)	-2.4%
Expenditure (d)	\$1,285,532	\$1,372,957	\$1,359,233	\$1,340,437	(\$32,520)	-2.4%
Rev. Over (Under) Exp.	\$87,183	-	\$13,724	-	-	N/A
COUNTY CLERK						
Revenues (a)	\$237,880	\$218,820	\$245,402	\$354,206	\$135,386	61.9%
County Tax Levy (d)	\$335,746	\$305,087	\$305,087	\$315,378	\$10,291	3.4%
Expenditure (d)	\$534,762	\$523,907	\$450,079	\$669,584	\$145,677	27.8%
Rev. Over (Under) Exp.	\$38,864	-	\$100,410	-	-	N/A
COUNTY TREASURER						
Revenues	\$8,191,451	\$7,746,221	\$8,281,594	\$8,189,437	\$443,216	5.7%
County Tax Levy (c) (d)	(\$6,982,640)	(\$7,043,776)	(\$7,043,776)	(\$7,493,463)	(\$449,687)	6.4%
Expenditure (d)	\$553,195	\$702,445	\$667,875	\$695,974	(\$6,471)	-0.9%
Rev. Over (Under) Exp.	\$655,616	-	\$569,943	-	-	N/A
DEPARTMENT OF ADMINISTRATION						
Revenues (a) (e)	\$9,649,870	\$9,887,595	\$9,846,313	\$10,232,084	\$344,489	3.5%
County Tax Levy (b)	\$5,740,685	\$5,650,685	\$5,650,685	\$5,720,685	\$70,000	1.2%
Expenditure (b) (e)	\$14,013,138	\$15,589,673	\$15,525,434	\$15,985,756	\$396,083	2.5%
Rev. Over (Under) Exp.	\$441,340	-	\$19,904	-	-	N/A
Oper Income/(Loss) (f)	\$936,077	(\$51,393)	(\$48,340)	(\$32,987)	\$18,406	-35.8%
CORPORATION COUNSEL						
Revenues	\$457,834	\$409,900	\$425,280	\$419,444	\$9,544	2.3%
County Tax Levy (d)	\$920,245	\$927,898	\$927,898	\$966,365	\$38,467	4.2%
Expenditure (d)	\$1,238,625	\$1,337,798	\$1,332,234	\$1,385,809	\$48,011	3.6%
Rev. Over (Under) Exp.	\$139,454	-	\$20,944	-	-	N/A

- (a) The 2007 Budget includes a total of \$1,717,944 of fund balance appropriations which includes: \$1,023,234 for the DOA End User Technology Fund, \$145,951 for DOA Records Management, \$422,884 for DOA Risk Management, \$115,879 for DOA Collections, and \$9,996 for DOA Communications. 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 2008 Budget expenditures exclude capitalized Fixed Asset purchases as follows: End User Technology Fund, \$455,026. Total 2007 Budget expenditures exclude capitalized Fixed Asset purchases as follows: End User Technology Fund, \$496,444.
- (c) Revenues in excess of expenditures reduce Tax Levy funding for other general governmental operations.
- (d) Tax Levy and expenditures for the 2007 Budget and 2007 Estimate have been restated for the County Executive, County Board, County Clerk, County Treasurer, and Corporation Counsel to adjust for the new End User Technology Fund (EUTF) cost allocation method to be comparable to 2008 Budget, based on information technology (IT) resources used, as recommended by Internal Audit.
- (e) The 2007 Budget and 2007 Estimate have been restated for the Department of Administration for comparative purposes to reflect the elimination of a \$155,153 crosscharge for two positions reorganized from End User Technology Fund to General Fund Budgets.
- (f) Operating income amounts generated from proprietary fund operations are retained in fund balance and do not result in a reduction of Tax Levy funding for other operations.

GENERAL ADMINISTRATION

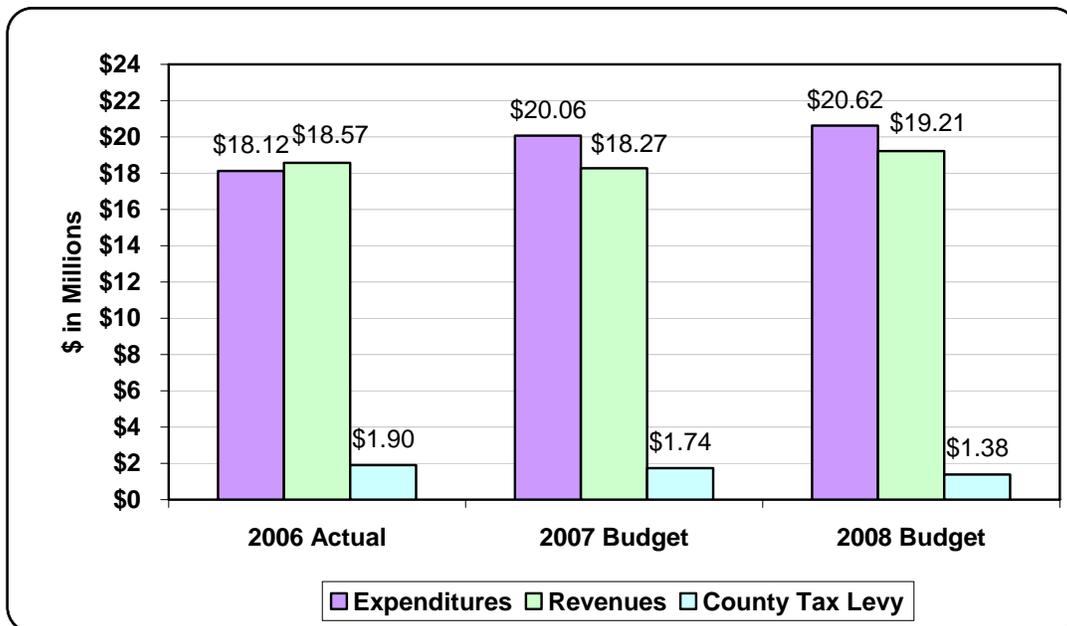
Functional Area Budget Highlights

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 VII) and purchases of major equipment replacements.



The 2008 Expenditure Budget for this functional area totals \$20,622,204, after adjustments to exclude proprietary fund capitalized Fixed Asset items. This is an increase of \$561,245 or 2.8% from the 2007 Adopted Budget. Budgeted revenues, including \$1,807,947 of fund balance appropriations total \$19,205,671, an increase of \$932,635 or 5.1% from the 2007 Adopted Budget. The Tax-Levy necessary to fund this functional area totals \$1,383,546, a decrease of \$352,984 or 20.3% less than the 2007 Adopted Budget.

GENERAL ADMINISTRATION

Functional Area Budget Highlights

Significant program and funding changes from the 2007 budget include:

- The **County Clerk** expenditures increase by \$145,700 mostly for higher costs due to more elections in 2008, including the presidential elections. Most of the increase is funded with a one-time General Fund Balance appropriation of \$120,000.
- The **County Board** is being reduced by 10 members in April 2008, resulting in \$66,860 in personnel savings for the partial year.
- Revenues in the **Office of the Treasurer** increase over \$443,200. Most of the increase is related to an estimated increase in investment income of \$350,000, as higher rates of return are estimated. Agricultural Use Conversion penalties is budgeted to increase \$50,000 based on current and prior year revenues achieved. Penalties and Interest on delinquent loans increases \$40,000 based on recent trends.
- **DOA-General Fund**, as part of a decision to merge Purchasing and Risk Management divisions in 2007, continues to reduce personnel costs by \$52,400. The DOA General Fund also unfunds 0.50 FTE Senior Information Systems Professional, reducing personnel costs by \$52,100.
- **DOA-End User Technology** will incorporate a new method of cost allocation for information technology services to other departments, based on a combination of server usage, user Ids and connected devices, as recommended by Internal Audit.
- **DOA-Communication** will continue to seek improved efficiencies and cost-saving measures in providing telephone services while holding down rate changes to County departments.
- **DOA-Collections** division will repay general fund tax levy of \$95,000. Since 2000, the Collection fund has paid \$630,000 back to the General Fund to repay startup funding and indirect charges not assessed in prior years. The Fund will work with other departments, including the Clerk of Courts and Human Services to improve automation of collection services in 2008.

**BUDGETED POSITIONS 2006-2008
SUMMARY BY AGENCY AND FUND**

GENERAL ADMINISTRATION

Agency	Fund	2006 Actual*	2007 Adopted Budget	2007 Modified Budget	2008 Budget	07-08 Change
COUNTY EXECUTIVE	General	4.50	4.50	4.50	4.50	-
COUNTY BOARD	General	9.00	9.00	9.00	9.00	-
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	62.70	51.42	51.42	51.25	(0.17)
	End User Technology*	19.00	30.20	30.20	27.45	(2.75)
	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.		93.00	92.92	92.92	90.00
CORPORATION COUNSEL	General	11.40	11.40	11.40	11.40	-
TOTAL REGULAR POSITIONS		127.90	127.82	127.82	124.90	(2.92)
TOTAL EXTRA HELP		13.97	10.92	10.92	14.02	3.10
TOTAL OVERTIME		0.26	0.20	0.20	0.16	(0.04)
TOTAL BUDGETED POSITIONS		142.13	138.94	138.94	139.08	0.14

* The 2006 Actual is restated to reflect the transfer of End User Technology Fund into the Department of Administration from Non-Department in the 2007 Budget.

2008 BUDGET ACTIONS

County Board

Decrease overtime 0.01 FTE

County Clerk

Increase Extra Help 0.42 FTE in Elections
Increase Extra Help 0.07 FTE in Licensing
Increase Extra Help 0.02 FTE in Legislative Support and Administrative Services

Department of Administration - General Fund

Unfund 0.42 FTE Purchasing Manager (0.58 FTE was abolished in 2007)
Unfund 0.50 FTE Senior Information Systems Analyst
Transfer 0.25 FTE Office Services Coordinator to Records Management
Transfer 0.25 FTE Clerk Typist I/II to Risk Management Fund
Transfer 0.25 FTE Risk/Purchasing Manager from Risk Management Fund
Transfer 1.00 FTE Senior Information Systems Professional from End User Technology Fund
Reduce Extra Help 0.03 FTE in Budget
Reduce Extra Help 0.08 FTE in Purchasing

Department of Administration - End User Technology

Unfund 1.00 FTE Senior Information Systems Professional
Unfund 1.00 FTE Information Systems Technician
Transfer 1.00 FTE Sr. Information Systems Professional to DOA General Fund-Info. Tech. Solutions
Transfer 0.25 FTE Office Services Coordinator from DOA General Fund-Administrative Services
Increase Extra Help 2.87 FTE in End User Technology
Reduce Extra Help 0.45 FTE in Records Management

Department of Administration - Risk Management

Transfer 0.25 FTE Risk/Purchasing Manager to DOA General Fund-Purchasing
Transfer 0.25 FTE Clerk Typist I/II from DOA General Fund-Administrative Services

Department of Administration - Communications

Reduce Overtime 0.03 FTE

Department of Administration - Collections

Create 2.00 FTE Senior Collections Specialists
Abolish 2.00 FTE Collections Specialists
Increase Extra Help 0.32 FTE

Corporation Counsel

Reduce extra help 0.04 FTE

2007 CURRENT YEAR ACTIONS

Corporation Counsel

Increase Senior Attorney 1.00 FTE in General Legal Services
Decrease Attorney 1.00 FTE in General Legal Services

Department of Administration - Risk Management

Abolish 1.00 FTE Risk Manager.
Create 1.00 FTE Risk/Purchasing Manager

2007 BUDGET ACTIONS

Department of Administration - Collections

Reduce extra help 0.18 FTE

Department of Administration - Communications

Transfer 0.10 FTE Information Systems Manager to General Fund.
Transfer 0.10 FTE Information Systems Technician to End User Technology Fund

Department of Administration - End User Technology

Transfer 1.00 FTE Solutions Administrator to General Fund
Transfer 1.00 FTE Principal Information Systems Professional to General Fund
Transfer 3.00 FTE Senior Information Systems Professional to General Fund
Reduce Extra Help 3.28 FTE

Department of Administration - General Fund

Abolish 0.58 FTE Purchasing Manager
Abolish 1.00 FTE Senior Buyer in Purchasing
Abolish 0.50 FTE Clerk Typist II
Create 1.00 FTE Principal Buyer in Purchasing
Transfer 1.00 FTE Business Services Administrator to End User Technology Fund
Transfer 0.80 FTE Infrastructure Administrator to End User Technology Fund
Transfer 8.00 FTE Principal Information Systems Professionals to End User Technology Fund
Transfer 4.00 FTE Senior Information Systems Professionals to End User Technology Fund
Transfer 1.50 FTE Information Systems Technicians to End User Technology Fund
Increase extra help 0.06 FTE

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