

**Statement of Purpose**

The mission of the Department of Administration is to assist other County departments and provide County-wide standards and support systems for human resources, financial management, information technology, procurement and other internal support services. The Department promotes and initiates enhancements and efficiencies of internal service operations, which enables better services to other County departments and ultimately the citizens of Waukesha County.

| Financial Summary               | 2007<br>Actual | 2008<br>Adopted<br>Budget | 2008<br>Estimate | 2009<br>Budget | Change From 2008<br>Adopted Budget |         |
|---------------------------------|----------------|---------------------------|------------------|----------------|------------------------------------|---------|
|                                 |                |                           |                  |                | \$                                 | %       |
| <b>General Fund</b>             |                |                           |                  |                |                                    |         |
| Revenues (a)(b)                 | \$1,223,130    | \$1,278,740               | \$1,332,954      | \$1,331,748    | \$53,008                           | 4.1%    |
| County Tax Levy (a)             | \$4,195,440    | \$4,265,440               | \$4,265,440      | \$4,300,100    | \$34,660                           | 0.8%    |
| Expenditures (b)                | \$5,223,956    | \$5,544,180               | \$5,532,481      | \$5,631,848    | \$87,668                           | 1.6%    |
| Rev. Over (Under) Exp.          | \$194,614      | -                         | \$65,913         | -              | -                                  | N/A     |
| <b>End User Technology Fund</b> |                |                           |                  |                |                                    |         |
| Revenues                        | \$4,114,283    | \$5,091,877               | \$4,989,776      | \$5,286,337    | \$194,460                          | 3.8%    |
| County Tax Levy (a)             | \$1,550,245    | \$1,550,245               | \$1,550,245      | \$1,165,245    | (\$385,000)                        | -24.8%  |
| Expenditures (a)                | \$6,170,492    | \$6,580,109               | \$6,449,885      | \$6,451,582    | (\$128,527)                        | -2.0%   |
| Operating Inc./Loss             | (\$505,964)    | \$62,013                  | \$90,136         | -              | (\$62,013)                         | -100.0% |
| <b>Risk Management</b>          |                |                           |                  |                |                                    |         |
| Revenues                        | \$2,242,686    | \$2,201,448               | \$2,191,268      | \$2,328,164    | \$126,716                          | 5.8%    |
| County Tax Levy                 | \$0            | \$0                       | \$0              | \$0            | \$0                                | N/A     |
| Expenditures                    | \$2,086,566    | \$2,201,448               | \$2,191,268      | \$2,328,164    | \$126,716                          | 5.8%    |
| Operating Inc./Loss             | \$156,120      | -                         | -                | -              | -                                  | N/A     |
| <b>Communications</b>           |                |                           |                  |                |                                    |         |
| Revenues                        | \$781,824      | \$867,958                 | \$816,229        | \$798,353      | (\$69,605)                         | -8.0%   |
| County Tax Levy                 | \$0            | \$0                       | \$0              | \$0            | \$0                                | N/A     |
| Expenditures                    | \$775,620      | \$867,958                 | \$786,217        | \$798,353      | (\$69,605)                         | -8.0%   |
| Operating Inc./Loss             | \$6,204        | -                         | \$30,012         | -              | -                                  | N/A     |
| <b>Collections</b>              |                |                           |                  |                |                                    |         |
| Revenues                        | \$806,367      | \$792,061                 | \$816,057        | \$794,841      | \$2,780                            | 0.4%    |
| County Tax Levy (c)             | (\$95,000)     | (\$95,000)                | (\$95,000)       | (\$95,000)     | \$0                                | 0.0%    |
| Expenditures                    | \$683,383      | \$792,061                 | \$745,747        | \$794,841      | \$2,780                            | 0.4%    |
| Operating Inc./Loss             | \$27,984       | (\$95,000)                | (\$24,690)       | (\$95,000)     | -                                  | 0.0%    |
| <b>Total All Funds</b>          |                |                           |                  |                |                                    |         |
| Revenues (a)(b)                 | \$9,168,290    | \$10,232,084              | \$10,146,284     | \$10,539,443   | \$307,359                          | 3.0%    |
| County Tax Levy                 | \$5,650,685    | \$5,720,685               | \$5,720,685      | \$5,370,345    | (\$350,340)                        | -6.1%   |
| Expenditures (a)(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     |
| Operating Inc./Loss             | (\$315,656)    | (\$32,987)                | \$95,458         | (\$95,000)     | (\$62,013)                         | 188.0%  |

(a) 2007 Actual has been restated 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.

(b) 2008 Estimate includes \$30,000 Fund Balance carryover in revenues and expenditures for a Point of Service claims audit.

(c) The Collections Fund Balance appropriation is used to repay the General Fund for start-up funds and deferred indirect costs provided in prior years, which reduces the overall general County Tax Levy.

**Position Summary  
(FTE)**

|                                      | 2007<br>Actual | 2008<br>Adopted<br>Budget | 2008<br>Estimate | 2009<br>Budget | Budget<br>Change |
|--------------------------------------|----------------|---------------------------|------------------|----------------|------------------|
| <b>Department of Administration:</b> |                |                           |                  |                |                  |
| Regular Positions                    | 92.92          | 90.00                     | 90.00            | 89.50          | (0.50)           |
| Extra Help                           | 9.86           | 12.49                     | 12.49            | 8.94           | (3.55)           |
| Overtime                             | 0.13           | 0.10                      | 0.10             | 0.12           | 0.02             |
| <b>Total</b>                         | <b>102.91</b>  | <b>102.59</b>             | <b>102.59</b>    | <b>98.56</b>   | <b>(4.03)</b>    |

(a) Includes End User Technology Fund, Risk Management, Communications and Collections. Refer to Stats/Trends section.

**Current & Proposed Capital Projects**

| Proj.<br># | Project Name  | Information<br>Technology<br>Strategic<br>Plan | Expected<br>Completion<br>Year | Total<br>Project Costs | Estimated %<br>Complete End<br>of '08 | Estimated<br>Operating<br>Impact | A = Annual<br>T = One-<br>Time |
|------------|---|--|--------------------------------|------------------------|---------------------------------------|----------------------------------|--------------------------------|
| 200027     | Electronic Document Mgmt System                               | Y  | 2009                           | \$1,425,000            | 85%                                   | \$78,300                         | A                              |
| 200101     | Internet & Intranet Infrastructure                            | Y  | 2009                           | \$2,116,650            | 95%                                   | \$35,000                         | A                              |
| 200109     | Implement HHS Automated System (a)                            | Y  | 2011                           | \$2,805,000            | 80%                                   | \$179,000                        | A                              |
| 200205     | Tax Records Replacement (b)                                   | Y  | 2009                           | \$900,000              | 95%                                   | \$22,000                         | A                              |
| 200206     | Fiber & Wireless to County Facilities                         | N  | 2009                           | \$960,500              | 90%                                   | \$41,000                         | A                              |
| 200207     | Telecommunications Solution & Infrastructure Analysis Upgrade | Y  | 2010                           | \$400,000              | 75%                                   | \$18,000                         | A                              |
| 200319     | Upgrade Office suite from Windows 2000                        | Y  | 2008                           | \$610,000              | 100%                                  | \$123,000                        | A                              |
| 200414     | County wide Cashiering (c)                                    | Y  | 2009                           | \$970,000              | 30%                                   | \$43,250                         | A                              |
| 200619     | County-wide Financial Operations & Management System Study    | Y  | 2008                           | \$200,000              | 100%                                  | \$0                              | N/A                            |
| 200621     | Consolidation of Network Operating Systems                    | Y  | 2008                           | \$735,000              | 100%                                  | \$45,000                         | A                              |
| 200622     | Register of Deeds Track Index Replacement (d)                 | Y  | 2009                           | \$275,000              | 50%                                   | \$45,000                         | A                              |
| 200624     | Re-engineering IT Infrastructure                              | Y  | 2009                           | \$430,000              | 75%                                   | \$37,000                         | A                              |
| 200710     | Collection System Interface(s) (e)                            | Y  | 2009                           | \$100,000              | 60%                                   | \$15,000                         | A                              |
| 200820     | IT Infrastructure Upgrade to Wiring Closets                   | Y  | 2010                           | \$800,000              | 0%                                    | TBD                              | A                              |
| 200910     | E-Document Management and Archival                            | Y  | 2011                           | \$990,000              | N/A                                   | \$149,000                        | A                              |
| 200912     | Time and Attendance System                                    | N  | 2010                           | \$268,000              | N/A                                   | TBD                              | A                              |

(a) Coordinated project with Health & Human Services.

(b) Coordinated project with Treasurer/Register of Deeds.

(c) Coordinated project with Departments County-wide.

(d) Coordinated project with Register of Deeds.

(e) Coordinated project with Health & Human Services, Clerk of Courts and Information Technology.

**General Fund**

**Administration**

**Fund Purpose/  
Summary**

**Fund Purpose**

The General Fund is the primary operating fund of the County. It accounts for resources traditionally associated with governments and includes all revenues not required to be processed through another fund. Most General Fund revenue comes from Taxes, but the Fund also receives fees, intergovernmental revenues, interest earnings and other revenues.

| <b>Financial Summary</b>     | 2007<br>Actual     | 2008<br>Adopted<br>Budget | 2008<br>Estimate   | 2009<br>Budget     | Change From 2008<br>Adopted Budget |             |
|------------------------------|--------------------|---------------------------|--------------------|--------------------|------------------------------------|-------------|
|                              |                    |                           |                    |                    | \$                                 | %           |
| General Government           | \$317,737          | \$274,014                 | \$274,014          | \$421,338          | \$147,324                          | 53.8%       |
| Fines/Licenses               | \$0                | \$0                       | \$0                | \$0                | \$0                                | N/A         |
| Charges for Service          | \$140,673          | \$148,596                 | \$151,362          | \$153,963          | \$5,367                            | 3.6%        |
| Interdepartmental (a)        | \$590,202          | \$802,930                 | \$806,930          | \$714,847          | (\$88,083)                         | -11.0%      |
| Other Revenue                | \$55,615           | \$44,500                  | \$53,136           | \$41,600           | (\$2,900)                          | -6.5%       |
| Appr. Fund Balance (b)       | \$118,903          | \$8,700                   | \$47,512           | \$0                | (\$8,700)                          | N/A         |
| <b>County Tax Levy (a)</b>   | <b>\$4,195,440</b> | <b>\$4,265,440</b>        | <b>\$4,265,440</b> | <b>\$4,300,100</b> | <b>\$34,660</b>                    | <b>0.8%</b> |
| <b>Total Revenue Sources</b> | <b>\$5,418,570</b> | <b>\$5,544,180</b>        | <b>\$5,598,394</b> | <b>\$5,631,848</b> | <b>\$87,668</b>                    | <b>1.6%</b> |
| Personnel Costs              | \$4,366,031        | \$4,478,606               | \$4,496,702        | \$4,650,659        | \$172,053                          | 3.8%        |
| Operating Expenses (b)       | \$545,188          | \$761,726                 | \$736,565          | \$687,142          | (\$74,584)                         | -9.8%       |
| Interdept. Charges           | \$312,737          | \$303,848                 | \$299,214          | \$294,047          | (\$9,801)                          | -3.2%       |
| Fixed Assets                 | \$0                | \$0                       | \$0                | \$0                | \$0                                | N/A         |
| <b>Total Expenditures</b>    | <b>\$5,223,956</b> | <b>\$5,544,180</b>        | <b>\$5,532,481</b> | <b>\$5,631,848</b> | <b>\$87,668</b>                    | <b>1.6%</b> |
| Rev. Over (Under) Exp.       | \$194,614          | -                         | \$65,913           | -                  | -                                  | N/A         |

**Position Summary (FTE)**

**General Fund:**

|                   |              |              |              |              |               |
|-------------------|--------------|--------------|--------------|--------------|---------------|
| Regular Positions | 51.42        | 51.25        | 51.25        | 50.75        | (0.50)        |
| Extra Help        | 1.44         | 1.33         | 1.33         | 1.40         | 0.07          |
| Overtime          | 0.03         | 0.03         | 0.03         | 0.02         | (0.01)        |
| <b>Total</b>      | <b>52.89</b> | <b>52.61</b> | <b>52.61</b> | <b>52.17</b> | <b>(0.44)</b> |

**End User Technology Fund (Memo):**

|                   |              |              |              |              |               |
|-------------------|--------------|--------------|--------------|--------------|---------------|
| Regular Positions | 30.20        | 27.45        | 27.45        | 27.45        | 0.00          |
| Extra Help        | 7.36         | 9.78         | 9.78         | 6.16         | (3.62)        |
| Overtime          | 0.03         | 0.03         | 0.03         | 0.06         | 0.03          |
| <b>Total</b>      | <b>37.59</b> | <b>37.26</b> | <b>37.26</b> | <b>33.67</b> | <b>(3.59)</b> |

|                    |              |              |              |              |               |
|--------------------|--------------|--------------|--------------|--------------|---------------|
| <b>Grand Total</b> | <b>90.48</b> | <b>89.87</b> | <b>89.87</b> | <b>85.84</b> | <b>(4.03)</b> |
|--------------------|--------------|--------------|--------------|--------------|---------------|

(a) 2007 Actual has been restated 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.

(b) 2008 Estimate includes \$30,000 Fund Balance carryover in revenues and expenditures for a Point of Service claims audit.

**Major Departmental Strategic Outcomes and Objectives for 2009**

**County-Wide Key Strategic Outcome: A safe county**

**Objective 1:** Achieve 95% satisfaction rating for the Information Technology (IT) technical support provided to the Waukesha County Communication Center (WCCC) and a 75% satisfaction rating for the Help Desk function. Reduce problem issues with Help Desk performance to raise satisfaction rating. (Information Technology)

**Key Outcome Indicator:** Satisfaction as measured by survey. Reduced number of issues with the shared Public Safety system and number of incidents of interruptions to IT technical support personnel during time off.

| Performance Measures:   | 2007<br>Actual | 2008<br>Target | 2008<br>Estimate | 2009<br>Target |
|---|----------------|----------------|------------------|----------------|
| Calls to the Help Desk  | 79             | 100            | 105              | 100            |
| % of Satisfaction with Help Desk  | N/A            | N/A            | 50%              | 75%            |
| Requests to bring in IT technical support personnel during non-business hours | 10             | 10             | 2                | 10             |
| % of WCCC personnel satisfied   | 95%            | 95%            | 95%              | 95%            |

**County-Wide Key Strategic Outcome: An environmentally responsible county**

**Objective 2:** Reduce the use of paper and postage for County and department newsletters by 15% through the expanded use of web-based subscription services for County departments while increasing the number of subscriptions by 15%. (Information Technology)

**Key Outcome Indicator:** Cost savings associated with the inventoried communications publications and with conversion to web-based subscriptions, reduction in paper and postage usage and an increase in the number of subscribers compared to the current levels.

| Performance Measures:     | 2007<br>Actual | 2008<br>Target | 2008<br>Estimate | 2009<br>Target |
|---------------------------|----------------|----------------|------------------|----------------|
| Paper and postage savings | \$6,000        | \$7,700        | \$6,000          | \$7,700        |
| Number of subscribers     | 5,000          | 8,200          | 5,000            | 8,200          |

**Objective 3:** With the Departments of Public Works and Parks and Land Use, evaluate equipment replacement scheduling based on hours of operation in conjunction with years of ownership, along with analysis of the cost of equipment maintenance versus the cost of equipment replacement.

**County-Wide Key Strategic Outcome: A well planned county**

**Objective 4:** Plan for the orderly transition of current County provided Long Term Care (LTC) services to a managed care entity beginning in July of 2008 with minimal disruption to consumers. (Budget and Human Resources, Aging and Disability Resource Center and Health and Human Services)

**Key Outcome Indicator:** 1) Current Long Term Care (LTC) clients are transitioned to a Managed Care Organization (MCO) by 12/31/08 or six months after the implementation of start up of the MCO. 2) Transition results provided at Tax Levy neutral or cost savings to Waukesha County.

| Performance Measures:           | 2007<br>Actual | 2008<br>Target | 2008<br>Estimate | 2009<br>Target | 2010<br>Target |
|---------------------------------|----------------|----------------|------------------|----------------|----------------|
| % of cost savings to the County | N/A            | N/A            | N/A              | 0%             | 10%            |

**Objective 5:** Identify employees eligible to retire in next 5-year period and estimate the fiscal impact of the sick leave payouts on the Non-Departmental Budget in order to estimate and plan for the fiscal impact of the sick leave payouts. (Budget)

**Key Outcome Indicator:** Actual sick leave retirement payout payments within +/- 20% of estimated payouts projection.

| Performance Measures:   | 2007<br>Actual | 2008<br>Target | 2008<br>Estimate | 2009<br>Target |
|---|----------------|----------------|------------------|----------------|
| % actual sick leave retirement payout payments deviate from estimate. | N/A            | 20%            | 20%              | 15%            |

**County-Wide Key Strategic Outcomes: A county that provides customers with quality programs and services**

**Objective 6:** Working with Corporation Counsel, develop policies, procedures and a County-wide system for department users that provides for effective life-cycle storage management of electronic records, and also provides for the appropriate disposal of those records when they have reached their end-of-life requirement. The system will also provide for litigation holds and suspension of disposal if it is required. (Information Technology, Business Office, Employment Services, and Risk Management)

**Key Outcome Indicator:** Manual system, using a rules-based formula, is in place to manage these electronic records by late 3<sup>rd</sup> quarter 2009, with an automated tool in place during 2010.

**County-Wide Key Strategic Outcomes: Cost effective services delivered with competence and skill**

**Objective 7:** Achieve a \$300,000 increase in purchases from 2008 to qualify for increased rebates to the County for 2009. (Purchasing and Accounting)

**Key Outcome Indicator:** A \$300,000 increase in payments eligible to qualify for procurement card rebates for 2009 over the 2008 levels.

| Performance Measures:           | 2007<br>Actual | 2008<br>Target | 2008<br>Estimate | 2009<br>Target |
|---------------------------------|----------------|----------------|------------------|----------------|
| Qualifying payments for rebate* | \$2,200,000    | \$1,500,000    | \$2,500,000      | \$2,800,000    |
| \$ Increase over previous year  | \$1,200,000    | \$250,000      | \$300,000        | \$300,000      |

\*The qualifying payments and rebates are based on contract year effective March 1<sup>st</sup>.

**Objective 8:** Improve cost containment associated with Information Technology. (Information Technology)

**Key Outcome Indicator:** Actual cost reduction in operational expenses related to server room operations, shared services agreements between local governments and actual cost reduction in labor expenses and related to PC desktop support.

| Performance Measures:               | 2007<br>Actual | 2008<br>Target | 2008<br>Estimate | 2009<br>Target |
|-------------------------------------|----------------|----------------|------------------|----------------|
| Operating cost reduction            | \$18,000       | \$50,000       | \$50,000         | \$100,000      |
| Number of shared service agreements | 1              | 3              | 1                | 2              |
| Labor cost reduction                | \$42,250       | \$75,000       | \$78,000         | \$75,000       |

**General Fund**

**Administration**

**Outcomes/  
Objectives**

**Objective 9:** Implement a program to provide access to training opportunities to other County governmental units and create new revenue opportunities. (Employment Services)

Key Outcome Indicator: Number of governmental units and the number of their employees participating. Intergovernmental revenue received.

| Performance Measures:                             | 2007<br>Actual | 2008<br>Target        | 2008<br>Estimate      | 2009<br>Target        |
|---|----------------|-----------------------|-----------------------|-----------------------|
| # of government units participating               | 16             | 15                    | 17                    | 15                    |
| # of non-County participants at training sessions | 87             | 75                    | 90                    | 80                    |
| Avg. fee charged per person trained               | \$24           | \$25                  | \$28                  | \$31                  |
| Revenue received from participating units*        | \$3,637        | \$1,500               | \$2,500               | \$2,500               |
| Satisfaction of participants                      | N/A            | Meets<br>Expectations | Meets<br>Expectations | Meets<br>Expectations |

\* 2007 Actual revenue is high due to \$1,500 from the City of Racine to participate in the Hay Study program.

**Objective 10:** Use content management system to update budget information on County's web site in an effort to quickly make the information available to the public via the website and to reduce information technology effort in uploading the information on the website. (Information Technology and Budget)

Key Outcome Indicator: Reduction in Information Technology staff time to upload the budget information onto the Waukesha County's website. Additional hour savings will be achieved through departmental ability to manage their own content rather than relying on IT development resources to develop.

| Performance Measures:   | 2007<br>Actual | 2008<br>Target | 2008<br>Estimate | 2009<br>Target |
|---|----------------|----------------|------------------|----------------|
| Web developer staff time saved uploading Executive and Adopted budget books | N/A            | 24 hours       | 35 hours         | 24 hours       |
| Web developer staff time saved by departments entering their own content    | N/A            | 0 hours        | 100 hours        | 250 hours      |

**Objective 11:** Implement an integrated County-wide cashiering system in order to reduce the cost of delivering services and to reduce the cost and support necessary for maintaining duplicative systems at the County. (Business Office and Information Technology)

Key Outcome Indicator: Reduction of independent departmental stand-alone cashiering systems.

| Performance Measures:                    | 2007<br>Actual | 2008<br>Target | 2008<br>Estimate | 2009<br>Target |
|--|----------------|----------------|------------------|----------------|
| Reduction of stand-alone cashier systems | N/A            | N/A            | N/A              | 5-10           |

**Objective 12:** Evaluate and implement an electronic application process including a paperless system where applicants and employees complete applications on-line, over the internet, at a personal computer, at a kiosk within the Human Resources offices or at other designated locations to reduce processing time and staff support. (Employment Services and Administrative Services)

Key Outcome Indicator: The ability of departments to access applications on a timely and effective basis through an online system; thereby reducing the need for support staff manual interventions.

| Performance Measure:   | 2007<br>Actual | 2008<br>Target | 2009<br>Target | 2010<br>Target |
|--|----------------|----------------|----------------|----------------|
| To reduce reliance on temporary help/third party assistance based on staff time savings realized | N/A            | N/A            | TBD            | 0.25 FTE       |

Administrative Services

**Program Description**

The Administrative Services program is responsible for coordinating and providing efficient administrative/clerical support to divisions and proprietary operations of the Department of Administration and the Director of Administration. This program includes most of the administrative personnel costs associated with the DOA General Fund.

|                           | 2007<br>Actual   | 2008<br>Budget   | 2008<br>Estimate | 2009<br>Budget   | Budget<br>Change |
|---------------------------|------------------|------------------|------------------|------------------|------------------|
| <b>Staffing (FTE)</b>     | <b>11.30</b>     | <b>10.80</b>     | <b>10.80</b>     | <b>10.80</b>     | <b>0.00</b>      |
| General Government        | \$0              | \$0              | \$0              | \$0              | \$0              |
| Charges for Services      | \$0              | \$0              | \$0              | \$0              | \$0              |
| Interdepartmental         | \$0              | \$0              | \$0              | \$0              | \$0              |
| Other Revenue             | \$0              | \$0              | \$0              | \$0              | \$0              |
| Appr. Fund Balance        | \$4,000          | \$0              | \$0              | \$0              | \$0              |
| <b>County Tax Levy</b>    | <b>\$566,423</b> | <b>\$535,193</b> | <b>\$535,193</b> | <b>\$593,797</b> | <b>\$58,604</b>  |
| <b>Total Revenues</b>     | <b>\$570,423</b> | <b>\$535,193</b> | <b>\$535,193</b> | <b>\$593,797</b> | <b>\$58,604</b>  |
| Personnel Costs           | \$567,577        | \$468,482        | \$465,705        | \$524,622        | \$56,140         |
| Operating Expenses        | \$19,567         | \$36,610         | \$33,260         | \$39,260         | \$2,650          |
| Interdept. Charges        | \$30,136         | \$30,101         | \$29,967         | \$29,915         | (\$186)          |
| Fixed Assets              | \$0              | \$0              | \$0              | \$0              | \$0              |
| <b>Total Expenditures</b> | <b>\$617,280</b> | <b>\$535,193</b> | <b>\$528,932</b> | <b>\$593,797</b> | <b>\$58,604</b>  |

|                        |            |   |         |   |   |
|------------------------|------------|---|---------|---|---|
| Rev. Over (Under) Exp. | (\$46,857) | - | \$6,261 | - | - |
|------------------------|------------|---|---------|---|---|



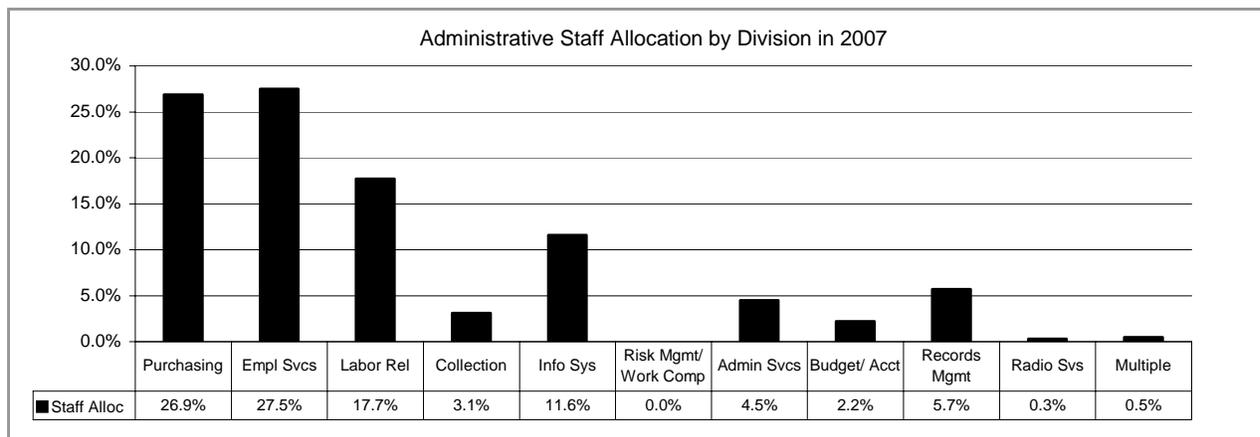
**Program Highlights**

County Tax Levy funding increases by approximately \$58,600 mainly due to increased expenditures budgeted as outlined below.

Personnel costs increase mostly due to cost to continue existing staff and a transfer of vacancy and turnover of \$40,100 to End User Technology Fund to more properly reflect the turnover of staff in each fund. Operating expenditures increase \$2,650 mostly due to transferring in the printing of the Comprehensive Annual Financial Report (CAFR) and the County Executive Budget book from the Non-Departmental General Fund Budget.



**Activity**



## Business Office

## Program Description

The Business Office program coordinates the development and monitoring of the Department of Administration Budget, assists divisions and other County departments in their business operations, financial functions and financial analyses. It also provides tax billing services and assistance to the Treasurer and Register of Deeds in providing tax collection and Notice of Assessment services.

|                           | 2007<br>Actual     | 2008<br>Budget     | 2008<br>Estimate   | 2009<br>Budget     | Budget<br>Change   |
|---------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| <b>Staffing (FTE)</b>     | <b>5.50</b>        | <b>5.50</b>        | <b>5.50</b>        | <b>5.50</b>        | <b>0.00</b>        |
| General Government        | \$317,737          | \$274,014          | \$274,014          | \$421,338          | \$147,324          |
| Charges for Services      | \$136,011          | \$146,384          | \$146,384          | \$149,302          | \$2,918            |
| Interdepartmental         | \$529,708          | \$651,642          | \$655,642          | \$659,425          | \$7,783            |
| Other Revenue             | \$0                | \$0                | \$0                | \$0                | \$0                |
| Appr. Fund Balance        | \$0                | \$0                | \$0                | \$0                | \$0                |
| <b>County Tax Levy</b>    | <b>(\$513,852)</b> | <b>(\$532,068)</b> | <b>(\$532,068)</b> | <b>(\$674,672)</b> | <b>(\$142,604)</b> |
| <b>Total Revenues</b>     | <b>\$469,604</b>   | <b>\$539,972</b>   | <b>\$543,972</b>   | <b>\$555,393</b>   | <b>\$15,421</b>    |
| Personnel Costs           | \$486,070          | \$513,677          | \$509,296          | \$529,287          | \$15,610           |
| Operating Expenses        | \$16,568           | \$18,510           | \$22,699           | \$18,560           | \$50               |
| Interdept. Charges        | \$9,478            | \$7,785            | \$7,785            | \$7,546            | (\$239)            |
| Fixed Assets              | \$0                | \$0                | \$0                | \$0                | \$0                |
| <b>Total Expenditures</b> | <b>\$512,116</b>   | <b>\$539,972</b>   | <b>\$539,780</b>   | <b>\$555,393</b>   | <b>\$15,421</b>    |
| Rev. Over (Under) Exp.    | (\$42,512)         | -                  | \$4,192            | -                  | -                  |



## Program Highlights

General Government revenues increase due to increases in Child Support and Income Maintenance indirect revenues. Charges for Services increase due to an increase in the tax billing rate and an increase in the number of parcels. Interdepartmental revenue increases due to an increase in indirect cost charges.

County Tax Levy funding decreases by approximately \$142,600 mainly due to increased revenues budgeted as outlined above.

Personnel costs increase due to cost to continue existing staff. Interdepartmental charges decrease due to a reduction in End User Technology Fund charges.



| Activity  | 2007<br>Actual | 2008<br>Budget | 2008<br>Estimate | 2009<br>Budget | Budget<br>Change |
|---|----------------|----------------|------------------|----------------|------------------|
| # Tax Billing Customers   | 34             | 34             | 34               | 34             | 0                |
| # Property Tax Bills  | 103,105        | 103,700        | 107,800          | 108,000        | 4,300            |
| # Notice of Assessment Customers                                    | 16             | 17             | 9                | 9              | (8)              |
| # Notice of Assessments   | 6,166          | 5,000          | 5,597            | 5,000          | 0                |
| # Online Payments   | 3,306          | 3,300          | 3,600            | 3,800          | 500              |
| \$ Online Payments  | \$10,625,127   | \$10,500,000   | \$11,700,000     | \$11,800,000   | \$1,300,000      |
| # Municipalities participating with County's online payment program | 1              | 1              | 1                | 1              | 0                |

### Program Description

The Payroll program provides support to all County agencies in preparation and monitoring of payroll data. In addition, program personnel work in conjunction with the Employment Services Division in maintaining an effective human resources/payroll reporting system, audit County-wide payroll in accordance with established County policies and procedures and in compliance with State and Federal regulations, and file required payroll reports to various reporting agencies.

|                           | 2007<br>Actual   | 2008<br>Budget   | 2008<br>Estimate | 2009<br>Budget   | Budget<br>Change |
|---------------------------|------------------|------------------|------------------|------------------|------------------|
| <b>Staffing (FTE)</b>     | <b>2.52</b>      | <b>2.52</b>      | <b>2.52</b>      | <b>2.52</b>      | <b>0.00</b>      |
| General Government        | \$0              | \$0              | \$0              | \$0              | \$0              |
| Charges for Services      | \$0              | \$0              | \$0              | \$0              | \$0              |
| Interdepartmental         | \$0              | \$0              | \$0              | \$0              | \$0              |
| Other Revenue             | \$0              | \$0              | \$0              | \$0              | \$0              |
| Appr. Fund Balance        | \$12,022         | \$0              | \$3,152          | \$0              | \$0              |
| <b>County Tax Levy</b>    | <b>\$266,064</b> | <b>\$270,664</b> | <b>\$270,664</b> | <b>\$282,225</b> | <b>\$11,561</b>  |
| <b>Total Revenues</b>     | <b>\$278,086</b> | <b>\$270,664</b> | <b>\$273,816</b> | <b>\$282,225</b> | <b>\$11,561</b>  |
| Personnel Costs           | \$166,655        | \$177,150        | \$177,776        | \$184,151        | \$7,001          |
| Operating Expenses        | \$94,096         | \$87,509         | \$88,653         | \$92,268         | \$4,759          |
| Interdept. Charges        | \$6,052          | \$6,005          | \$6,005          | \$5,806          | (\$199)          |
| Fixed Assets              | \$0              | \$0              | \$0              | \$0              | \$0              |
| <b>Total Expenditures</b> | <b>\$266,803</b> | <b>\$270,664</b> | <b>\$272,434</b> | <b>\$282,225</b> | <b>\$11,561</b>  |
| Rev. Over (Under) Exp.    | \$11,283         | -                | \$1,382          | -                | -                |

### Program Highlights



County Tax Levy funding increases by approximately \$11,600 mainly due to increased expenditures budgeted as outlined below.

Personnel costs increase due to cost to continue existing staff. Operating expenses increase mainly due to increased costs associated with the Ceridian system including payroll processing and maintenance.

| Activity                 | 2007<br>Actual | 2008<br>Budget | 2008<br>Estimate | 2009<br>Budget | Budget<br>Change |
|--------------------------|----------------|----------------|------------------|----------------|------------------|
| Paychecks Processed      | 45,129         | 45,000         | 45,000           | 45,000         | 0                |
| Payroll Exception Checks | 32             | 30             | 35               | 35             | 5                |
| W2s Processed            | 2,088          | 2,100          | 2,100            | 2,100          | 0                |

## Accounting Services/Accounts Payable

**Program Description**

The Accounting Services/Accounts Payable program provides support to all County agencies in establishing and maintaining an effective accounting and financial reporting system and County-wide system of internal control in accordance with generally accepted accounting principles and in the processing of vendor invoices to ensure payments are made in a timely manner. In addition, program personnel prepare annual financial statements, work in conjunction with the Budget Division in maintaining financial assets and monitoring expenditures against annual and capital budgets, prepare financial analyses, assist the Treasurer's Office in investment of cash and audit transactions so that requisitions and payments are accurate and for a legitimate purchase of goods and services in accordance with the Adopted Budget.

|                           | 2007<br>Actual   | 2008<br>Budget   | 2008<br>Estimate | 2009<br>Budget   | Budget<br>Change |
|---------------------------|------------------|------------------|------------------|------------------|------------------|
| <b>Staffing (FTE)</b>     | <b>6.50</b>      | <b>6.50</b>      | <b>6.50</b>      | <b>6.50</b>      | <b>0.00</b>      |
| General Government        | \$0              | \$0              | \$0              | \$0              | \$0              |
| Charges for Services      | \$839            | \$662            | \$1,986          | \$1,986          | \$1,324          |
| Interdepartmental         | \$45,494         | \$53,888         | \$53,888         | \$55,422         | \$1,534          |
| Other Revenue             | \$1,049          | \$0              | \$0              | \$0              | \$0              |
| Appr. Fund Balance        | \$0              | \$0              | \$0              | \$0              | \$0              |
| <b>County Tax Levy</b>    | <b>\$599,088</b> | <b>\$628,646</b> | <b>\$628,646</b> | <b>\$650,092</b> | <b>\$21,446</b>  |
| <b>Total Revenues</b>     | <b>\$646,470</b> | <b>\$683,196</b> | <b>\$684,520</b> | <b>\$707,500</b> | <b>\$24,304</b>  |
| Personnel Costs           | \$533,674        | \$561,544        | \$559,936        | \$579,638        | \$18,094         |
| Operating Expenses        | \$112,013        | \$109,601        | \$111,497        | \$115,794        | \$6,193          |
| Interdept. Charges        | \$12,498         | \$12,051         | \$11,115         | \$12,068         | \$17             |
| Fixed Assets              | \$0              | \$0              | \$0              | \$0              | \$0              |
| <b>Total Expenditures</b> | <b>\$658,185</b> | <b>\$683,196</b> | <b>\$682,548</b> | <b>\$707,500</b> | <b>\$24,304</b>  |
| Rev. Over (Under) Exp.    | (\$11,715)       | -                | \$1,972          | -                | -                |

**Program Highlights**

Charges for Services revenues increase due to increased wage assignment fees. Interdepartmental revenues increase due to increased charges for financial services provided to the Treasurer.

County Tax Levy funding increases by approximately \$21,400 mainly due to increased expenditures budgeted as outlined below.

Personnel costs increase due to cost to continue existing staff. Operating expenses increase mainly due to Oracle software maintenance by \$2,400 and audit services by \$1,900.



| <b>Activity</b>                     | 2007<br>Actual | 2008<br>Budget | 2008<br>Estimate | 2009<br>Budget | Budget<br>Change |
|-------------------------------------|----------------|----------------|------------------|----------------|------------------|
| Budget Entries Prepared             | 998            | 1,200          | 1,200            | 1,200          | 0                |
| Journal Entries Audited             | 2,737          | 3,000          | 2,800            | 2,800          | (200)            |
| Requisition Lines Audited           | 1,628          | 2,400          | 1,800            | 1,800          | (600)            |
| Invoice Lines (Direct Buys) Audited | 84,487         | 84,000         | 84,000           | 83,500         | (500)            |
| Procard Lines Entered/Audited       | 8,960          | 9,900          | 9,300            | 9,300          | (600)            |

## Budget Management

## Program Description

The Budget Management program is responsible for providing technical assistance to County agencies in preparing annual operating, capital planning and capital project budget requests. The program also provides technical assistance to the County Executive, Finance and other County Board Standing Committees in performing budget reviews, monitoring fiscal analyses on budget requests, grants, and other issues having a fiscal impact.

|                           | 2007<br>Actual   | 2008<br>Budget   | 2008<br>Estimate | 2009<br>Budget   | Budget<br>Change |
|---------------------------|------------------|------------------|------------------|------------------|------------------|
| <b>Staffing (FTE)</b>     | <b>5.57</b>      | <b>5.54</b>      | <b>5.54</b>      | <b>5.60</b>      | <b>0.06</b>      |
| General Government        | \$0              | \$0              | \$0              | \$0              | \$0              |
| Charges for Services      | \$0              | \$0              | \$0              | \$0              | \$0              |
| Interdepartmental         | \$0              | \$0              | \$0              | \$0              | \$0              |
| Other Revenue             | \$0              | \$0              | \$0              | \$0              | \$0              |
| Appr. Fund Balance        | \$20,000         | \$0              | \$3,480          | \$0              | \$0              |
| <b>County Tax Levy</b>    | <b>\$519,454</b> | <b>\$542,767</b> | <b>\$542,767</b> | <b>\$570,940</b> | <b>\$28,173</b>  |
| <b>Total Revenues</b>     | <b>\$539,454</b> | <b>\$542,767</b> | <b>\$546,247</b> | <b>\$570,940</b> | <b>\$28,173</b>  |
| Personnel Costs           | \$471,193        | \$502,667        | \$496,853        | \$531,080        | \$28,413         |
| Operating Expenses        | \$16,956         | \$29,985         | \$20,150         | \$29,923         | (\$62)           |
| Interdept. Charges        | \$11,223         | \$10,115         | \$10,115         | \$9,937          | (\$178)          |
| Fixed Assets              | \$0              | \$0              | \$0              | \$0              | \$0              |
| <b>Total Expenditures</b> | <b>\$499,372</b> | <b>\$542,767</b> | <b>\$527,118</b> | <b>\$570,940</b> | <b>\$28,173</b>  |
| Rev. Over (Under) Exp.    | \$40,082         | -                | \$19,129         | -                | -                |



## Program Highlights

County Tax Levy funding increases by approximately \$28,200 mainly due to increased expenditures budgeted as outlined below.

Personnel costs increase due to cost to continue existing staff, an increase in health insurance by \$16,300 for changes in plan selections for existing employees and an increase in temporary extra help by \$1,400. Interdepartmental charges decrease due to a reduction in End User Technology Fund charges, partially offset by an increase in Records Management storage costs.

## Employment Services / Training

**Program Description**

The Employment Services program is responsible for the implementation of federal and state employment and labor laws, personnel recruitment and selection, processing new applications and applicant tracking, and wage and salary administration. The Training program provides training and education assistance to County employees in order to improve the quality of County services, assist employees in the performance of their jobs and prepare employees for promotional opportunities.

|                           | 2007<br>Actual   | 2008<br>Budget   | 2008<br>Estimate | 2009<br>Budget   | Budget<br>Change |
|---------------------------|------------------|------------------|------------------|------------------|------------------|
| <b>Staffing (FTE)</b>     | <b>4.00</b>      | <b>4.00</b>      | <b>4.00</b>      | <b>4.00</b>      | <b>0.00</b>      |
| Charges for Services      | \$3,676          | \$1,550          | \$2,867          | \$2,550          | \$1,000          |
| Other Revenue             | \$40,371         | \$32,500         | \$26,500         | \$26,500         | (\$6,000)        |
| Appr. Fund Balance        | \$53,590         | \$8,700          | \$8,700          | \$0              | (\$8,700)        |
| <b>County Tax Levy</b>    | <b>\$569,863</b> | <b>\$587,670</b> | <b>\$587,670</b> | <b>\$614,536</b> | <b>\$26,866</b>  |
| <b>Total Revenues</b>     | <b>\$667,500</b> | <b>\$630,420</b> | <b>\$625,737</b> | <b>\$643,586</b> | <b>\$13,166</b>  |
| Personnel Costs           | \$413,038        | \$436,415        | \$433,884        | \$444,017        | \$7,602          |
| Operating Expenses        | \$121,773        | \$157,925        | \$143,935        | \$164,182        | \$6,257          |
| Interdept. Charges        | \$32,372         | \$36,080         | \$36,080         | \$35,387         | (\$693)          |
| Fixed Assets              | \$0              | \$0              | \$0              | \$0              | \$0              |
| <b>Total Expenditures</b> | <b>\$567,183</b> | <b>\$630,420</b> | <b>\$613,899</b> | <b>\$643,586</b> | <b>\$13,166</b>  |

|                        |           |   |          |   |   |
|------------------------|-----------|---|----------|---|---|
| Rev. Over (Under) Exp. | \$100,317 | - | \$11,838 | - | - |
|------------------------|-----------|---|----------|---|---|

**Program Highlights**

Charges for Services revenue increases by \$1,000 due to increased attendance in training programs and increased average fee charged. Other Revenue decreases by \$6,000 due to decreased merchandise sales by \$5,000 and decreased wellness revenue by \$1,000. Fund Balance revenue decreases by \$8,700 due to one-time uses in 2008 of \$5,000 for an upgrade in the wellness center and \$3,700 from prior year cafeteria/vending revenue for a new stove and replacement of the cooler floor in the cafeteria.

County Tax Levy funding increases by approximately \$26,900 mainly due to a decrease in revenues greater than the decrease in expenditures budgeted as outlined below.

Personnel costs increase by \$7,600 due to cost to continue existing staff. Operating expenses increase \$6,300 mainly due to \$18,500 for a new initiative to implement an electronic application process, partially offset by decreased expenses associated with decreased revenues including merchandise for resale by \$5,000, wellness center upgrades by \$5,000, cafeteria replacements by \$3,700 and wellness expenses by \$1,000. Interdepartmental charges decrease mostly due to decreased End User Technology Fund charges and decreased Records Management charges.

| <b>Activity</b>                              | 2007<br>Actual | 2008<br>Budget | 2008<br>Estimate | 2009<br>Budget | Budget<br>Change |
|--|----------------|----------------|------------------|----------------|------------------|
| # of Seasonal, Temporary Employees Hired (a) | 300            | 325            | 200              | 200            | (125)            |
| # of Regular Full-Time Employees Hired       | 94             | 90             | 75               | 80             | (10)             |
| Promotions/Demotions/Transfers (b)           | 96             | 100            | 145              | 100            | 0                |
| Peak # of Employees on Payroll               | 1,867          | 1,900          | 1,850            | 1,850          | (50)             |
| # of Employee/Family Medical Leaves          | 171            | 175            | 218              | 200            | 25               |
| # of non-County participants trained         | 87             | 75             | 90               | 80             | 5                |

(a) Decrease in seasonal employees is due to employees no longer being terminated and then rehired the next year. They stay active from year to year now.

(b) Transfers increase in 2008 due to the creation of the Aging and Disability Resource Center.

## Employee Benefits / Labor Relations

## Program Description

The Employee Benefits program provides the administration of the County's benefit plans. The Labor Relations program manages the County's collective bargaining, grievance arbitration, and employee relations and performance functions.

|                           | 2007<br>Actual   | 2008<br>Budget   | 2008<br>Estimate | 2009<br>Budget   | Budget<br>Change  |
|---------------------------|------------------|------------------|------------------|------------------|-------------------|
| <b>Staffing (FTE)</b>     | <b>3.00</b>      | <b>3.00</b>      | <b>3.00</b>      | <b>3.00</b>      | <b>0.00</b>       |
| General Government        | \$0              | \$0              | \$0              | \$0              | \$0               |
| Charges for Services      | \$0              | \$0              | \$0              | \$0              | \$0               |
| Interdepartmental         | \$15,000         | \$97,400         | \$97,400         | \$0              | (\$97,400)        |
| Other Revenue             | \$0              | \$0              | \$0              | \$0              | \$0               |
| Appr. Fund Balance        | \$0              | \$0              | \$30,780         | \$0              | \$0               |
| <b>County Tax Levy</b>    | <b>\$409,353</b> | <b>\$426,009</b> | <b>\$426,009</b> | <b>\$431,459</b> | <b>\$5,450</b>    |
| <b>Total Revenues</b>     | <b>\$424,353</b> | <b>\$523,409</b> | <b>\$554,189</b> | <b>\$431,459</b> | <b>(\$91,950)</b> |
| Personnel Costs           | \$361,420        | \$376,525        | \$375,279        | \$382,009        | \$5,484           |
| Operating Expenses        | \$56,676         | \$137,101        | \$167,101        | \$39,945         | (\$97,156)        |
| Interdept. Charges        | \$9,100          | \$9,783          | \$9,783          | \$9,505          | (\$278)           |
| Fixed Assets              | \$0              | \$0              | \$0              | \$0              | \$0               |
| <b>Total Expenditures</b> | <b>\$427,196</b> | <b>\$523,409</b> | <b>\$552,163</b> | <b>\$431,459</b> | <b>(\$91,950)</b> |
| Rev. Over (Under) Exp.    | (\$2,843)        | -                | \$2,026          | -                | -                 |

## Program Highlights

Interdepartmental revenues decrease \$97,400 due to elimination of funds transferred from health insurance funds. These costs when occurring will be budgeted in the new Health & Dental Insurance internal service fund budget.

Appropriated Fund Balance in 2008 Estimate includes \$30,000 carryover for Point of Service claims audit, also included in operating expenses.

County Tax Levy funding increases by approximately \$5,500 mainly due to a decrease in revenues greater than the decrease in expenditures budgeted as outlined below.

Personnel costs increase \$5,484 due to cost to continue existing staff. Operating expenses decrease \$97,156 mostly due to one-time expenditures in 2008 not repeated in 2009 including health and wellness initiative by \$50,000, pharmacy audit by \$32,400 and health insurance consultant services by \$15,000.

Purchasing

**Program Description**

The Purchasing program is responsible for directing and coordinating the procurement of equipment, supplies and services required by the County. Program activities include: developing County purchasing policies and initiatives; drafting, negotiating and administering County contracts; and providing support and information (and/or making recommendations) to users on type, availability and costs of equipment, supplies and services (with consideration to benefits, effectiveness and efficiency). The division also manages the disposal or reallocation of the County Fixed Assets (excluding buildings).

|                           | 2007<br>Actual   | 2008<br>Budget   | 2008<br>Estimate | 2009<br>Budget   | Budget<br>Change |
|---------------------------|------------------|------------------|------------------|------------------|------------------|
| <b>Staffing (FTE)</b>     | <b>3.50</b>      | <b>3.25</b>      | <b>3.25</b>      | <b>3.25</b>      | <b>0.00</b>      |
| General Government        | \$0              | \$0              | \$0              | \$0              | \$0              |
| Charges for Services      | \$147            | \$0              | \$125            | \$125            | \$125            |
| Interdepartmental         | \$0              | \$0              | \$0              | \$0              | \$0              |
| Other Revenue             | \$14,195         | \$12,000         | \$26,636         | \$15,100         | \$3,100          |
| Appr. Fund Balance        | \$540            | \$0              | \$0              | \$0              | \$0              |
| <b>County Tax Levy</b>    | <b>\$348,675</b> | <b>\$330,347</b> | <b>\$330,347</b> | <b>\$348,337</b> | <b>\$17,990</b>  |
| <b>Total Revenues</b>     | <b>\$363,557</b> | <b>\$342,347</b> | <b>\$357,108</b> | <b>\$363,562</b> | <b>\$21,215</b>  |
| Personnel Costs           | \$306,060        | \$280,538        | \$290,742        | \$303,626        | \$23,088         |
| Operating Expenses        | \$16,002         | \$39,970         | \$30,970         | \$39,470         | (\$500)          |
| Interdept. Charges        | \$18,337         | \$21,839         | \$20,605         | \$20,466         | (\$1,373)        |
| Fixed Assets              | \$0              | \$0              | \$0              | \$0              | \$0              |
| <b>Total Expenditures</b> | <b>\$340,399</b> | <b>\$342,347</b> | <b>\$342,317</b> | <b>\$363,562</b> | <b>\$21,215</b>  |
| Rev. Over (Under) Exp.    | \$23,158         | -                | \$14,791         | -                | -                |



**Program Highlights**

County Tax Levy funding increases by approximately \$18,000 mainly due to increased expenditures greater than increased revenues budgeted as outlined below.

Revenues increase \$3,225 mostly due to increased procurement card rebates.

Personnel costs increase mostly due to cost to continue existing staff and a change from a single health plan to a family plan for an existing employee. Operating expenses decrease mostly due to reduced printing costs. Interdepartmental expenses decrease mostly due to reduced postage costs.



| Activity               | 2007<br>Actual | 2008<br>Budget | 2008<br>Estimate | 2009<br>Budget | Budget<br>Change |
|------------------------|----------------|----------------|------------------|----------------|------------------|
| Requisitions Processed | 523            | 560            | 560              | 560            | 0                |
| Purchase Orders Issued | 657            | 750            | 750              | 750            | 0                |
| Bids/Proposals Issued  | 150            | 130            | 130              | 130            | 0                |
| Procard Transactions   | \$2,200,000    | \$1,500,000    | \$2,500,000      | \$2,500,000    | \$1,000,000      |

## Information Technology Solutions

## Program Description

The Information Technology (IT) Solutions program supports large computer data applications used by county staff. This support can include either developing "custom" software or implementing Commercial Off The Shelf "COTS" or "package" software systems. The support also includes enhancing the systems, resolving problems with software use and supporting, developing and maintaining the County web environment.

|                            | 2007<br>Actual     | 2008<br>Budget     | 2008<br>Estimate   | 2009<br>Budget     | Budget<br>Change |
|----------------------------|--------------------|--------------------|--------------------|--------------------|------------------|
| <b>Staffing (FTE)</b>      | <b>11.00</b>       | <b>11.50</b>       | <b>11.50</b>       | <b>11.00</b>       | <b>(0.50)</b>    |
| General Government         | \$0                | \$0                | \$0                | \$0                | \$0              |
| Charges for Services       | \$0                | \$0                | \$0                | \$0                | \$0              |
| Interdepartmental (a)      | \$0                | \$0                | \$0                | \$0                | \$0              |
| Other Revenue              | \$0                | \$0                | \$0                | \$0                | \$0              |
| Appr. Fund Balance         | \$28,751           | \$0                | \$1,400            | \$0                | \$0              |
| <b>County Tax Levy (a)</b> | <b>\$1,430,372</b> | <b>\$1,476,212</b> | <b>\$1,476,212</b> | <b>\$1,483,386</b> | <b>\$7,174</b>   |
| <b>Total Revenues</b>      | <b>\$1,459,123</b> | <b>\$1,476,212</b> | <b>\$1,477,612</b> | <b>\$1,483,386</b> | <b>\$7,174</b>   |
| Personnel Costs            | \$1,060,344        | \$1,161,608        | \$1,187,231        | \$1,172,229        | \$10,621         |
| Operating Expenses         | \$91,537           | \$144,515          | \$118,300          | \$147,740          | \$3,225          |
| Interdept. Charges         | \$183,541          | \$170,089          | \$167,759          | \$163,417          | (\$6,672)        |
| Fixed Assets               | \$0                | \$0                | \$0                | \$0                | \$0              |
| <b>Total Expenditures</b>  | <b>\$1,335,422</b> | <b>\$1,476,212</b> | <b>\$1,473,290</b> | <b>\$1,483,386</b> | <b>\$7,174</b>   |
| Rev. Over (Under) Exp.     | \$123,701          | -                  | \$4,322            | -                  | -                |

(a) 2007 Actual has been restated 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.



## Program Highlights

County Tax Levy funding increases by approximately \$7,200 mainly due to increased expenditures budgeted as outlined below.

Personnel costs increase in the 2008 estimate due to health insurance coverage changes for three existing employees. Personnel costs also increase in the 2009 Budget for cost to continue existing staff, partially offset by unfunding 0.50 FTE Senior Information Systems Professional as a result of workload reorganization efficiencies with the Records Management unit. Operating expenses increase by \$3,200 mainly due to an increase in contracted services by \$7,800, partially offset by decreases in office supplies, computer equipment, computer software and third party computer charges. Interdepartmental charges decrease by \$6,700 mainly due to decreased End User Technology Fund charges by \$4,700, decreased telephone charges by \$1,100 and decreased records management charges by \$800.