

Department of Management Services

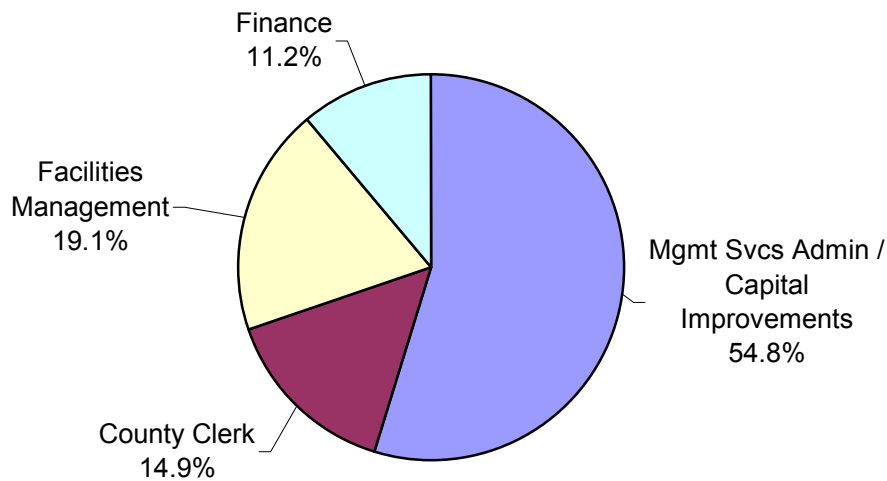
Department Purpose

To support other County departments in serving Lane County's citizens by providing them with technical assistance in the use of financial and capital resources, to maintain county facilities, and to provide our public stakeholders quality government services in elections, recording and archiving.

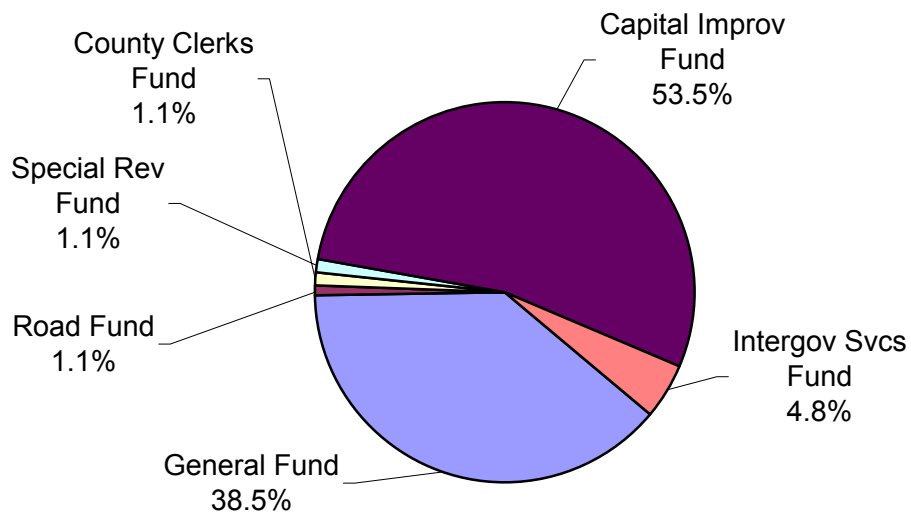
Total Expenditures

\$18,830,882

FY 08-09 Expenditures by Division



FY 08-09 Budget by Fund



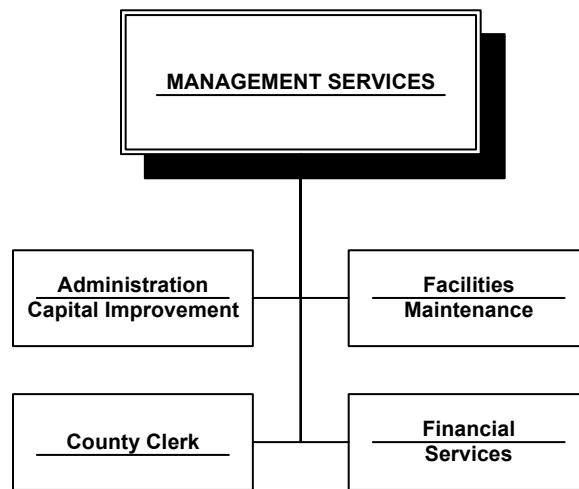
David Suchart, Director
Management Services
682-3699

Management Services

Department Overview

The Department of Management Services provides a diverse array of services to the citizens of Lane County, as well as other County departments and political agencies. Departmental responsibilities are detailed in Lane Manual, Section 3.080, and include:

- Administration/Capital Improvement (Oversight of department/division priorities, goals, and objectives; management of capital construction and renovation of county assets.)
- County Clerk (Deeds and Recordation, Board of Property Tax Appeals, Elections, Marriage Licensing and Archives)
- Facilities (Maintenance, Custodial, Landscaping, Capital Projects, Property Management, Tax Foreclosed Property, and Mailroom)
- Financial Services (Accounts Payable, Accounts Receivable, Financial Analysis and Reporting, Debt Management, Payroll, Treasury, and Purchasing)



Department Goals & Objectives

- Continue renovation of the Charnelton Place building.
- Develop improved accessibility to Courthouse facilities per ADA Title II standards.
- Prepare for the anticipated peak demands of the Presidential General Election.
- Continue full utilization of staff across all division programs to maximize work experience through proactive cross-training.
- Continue to seek a high level of expectation on timeliness, productivity, and customer service standards for all division staff and responsible programs.
- Maintain a high level of maintenance, custodial, and landscaping support with existing workforce and increased facilities, without sacrificing health and safety requirements.
- Meet land management goals through land sales, rentals, and parking receipts to retain the program's self-sufficiency and profitability.
- Upgrade and streamline mailroom processes.
- Develop and implement a standardized countywide accounts receivable system to optimize cash collections and ensure the integrity of receivables reporting.
- Create an on-demand training program for County staff on financial procedures and controls designed to assure consistent application of internal controls.
- Continue to leverage technology and gain efficiencies by developing a self-service information site to support procurement functions.

Management Services

Key Accomplishments in FY 07-08

- Relocation of Parole & Probation to the County Annex, and Veterans' Services to the Charnelton Place building in a very short period of time when the leases at the State office building were not renewed.
- Arrangement of the short-term relocation of the Child Advocacy Center to a vacant building on the Juvenile Justice Center campus, allowing the County to sell the former Child Advocacy Center property.
- Renovation of and improvements to the Court Clerks' area in the Courthouse.
- Remodeling of space in the PSB for Relief Nursery Downtown drop-in child care services for children through age six, for caregivers and parents needing to take care of business at the Lane County Courthouse and Public Service Building.
- Development and implementation of a newly mandated domestic partnership registry program, successfully implemented within one business day of formal notification by the Courts.
- Achievement of 98% accuracy rate on recorded real property records, while maintaining daily indexing and verification.
- Conversion of microfilm documents to optically scanned images, back to 1993, providing improved internal and external customer service access.
- Enhancement of base ballot drop site pick up schedule to provide for improved scheduling and added security for the upcoming Presidential General Election.
- Upgrade of 30-year-old unreliable Public Service Building passenger elevators.
- Repair of extensive water damage to structural members and exterior walls of the Bus Barn building, preserving the asset's viability as an income resource.
- Presentation to the Property Management program of the nationally-recognized Phoenix Award for work done on Brownfield redevelopment on McVay Highway.
- Completion of solicitation and review process for acquisition of a document imaging system intended to provide timely, accessible information and document retrieval.
- Enhancement of financial analysis through development of reporting tools, including a Debt Affordability Report, Annual Investment Report, and Quarterly Budget Monitoring Reports.
- Redemption of callable pension bonds, which reduced the interest payable by all County programs.
- Receipt of the Certificate of Achievement for Excellence in Financial Reporting from the GFOA.

Changes, Challenges & Opportunities for FY 08-09

Department Environment/Challenges

The Department continues to provide a high level of service with limited resources in the areas of capital construction and renovation, County facility access security, elections, deeds and recordation, archiving, custodial and maintenance, and financial services. The department has been fortunate to have low employee turnover, resulting in experienced and skilled staff. The greater difficulty will be when there is a natural turnover due to staff retirements and unexpected changes. In preparation, the department consistently assesses, refines, and maintains process documentation, as well as active cross-training to minimize future impacts to department programs. The challenge is to maintain a level of service to safeguard county assets, employees, and the public, and comply with state and federal mandates, with a limited workforce and increased costs.

Changes

Both federal and state legislation continue to challenge the need to closely monitor and address any bills introduced that have unfunded mandates potential, placing undue burdens on county general funds. Training was conducted and a newly developed accessibility voting system was implemented for the 2008

Management Services

Federal Elections to meet the requirements of the federal Help America Vote Act (HAVA). Increased custodial and maintenance responsibilities, with the purchase of the Charnelton Place building, the relocation of Veterans' Services to Charnelton Place, and the relocation of Parole & Probation to the County Annex, continue to stretch limited staff. In light of these added encumbrances, the vacant Custodial Supervisor position was filled; however, the remainder of Facilities' workforce remains static. With the continued vacancy in Purchasing and increasing demands for services and information, the Financial Services division is extending efforts to utilize electronic commerce and service delivery methods.

Opportunities

The experience and longevity of staff in the County Clerk division has strengthened the opportunity to fully leverage staff throughout the division, and to implement cross-training strategies across programs in anticipation of upcoming staff turnover due to retirements. Facilities will evaluate resources, priorities, and procedures to determine what projects can be accomplished in-house, while keeping a high standard of support activities. The potential loss of Federal funds challenges all County divisions, and the resulting reduction in support staff provides the Financial Services division the opportunity to centralize and standardize accounting related activities, which could result in higher efficiencies and tighter adherence to internal financial policies.

Performance Management

- *Percent of small dollar purchases made with Procurement Card.* The program was rolled out countywide last year, and many programs are beginning to expand use. This initiative allows us to streamline processes and gain efficiencies through reduced paper handling.
- *Number of properties in inventory at beginning/end of fiscal year.* The inventory represents tax foreclosed properties owned by Lane County. The inventory fluctuates, based on how many properties are acquired through tax foreclosure, and how long it takes to sell the properties. Disposing of these properties removes them from County ownership, and returns them to private ownership and, thereby, the active tax roll.
- *Percentage of documents recorded error free.* This is a measure of the accuracy of the recorded document indexes. Maintaining a high degree of accuracy ensures high quality customer service by providing accurate and timely property record searches to the public both in the Public Records Library and online through the Regional Land Information Database. Accurately indexing records reduces staff time by eliminating inaccurate index searches.

DEPARTMENT PERFORMANCE MEASURES						
Performance Measures	2005-06 Actual	2006-07 Actual	2007-08 Actual	2007-08 Target	2007-08 Perf. Index	2008-09 Target
% of purchases <\$500 made with Procurement Card	10%	22%	38%	50%	Below target	50%
# of properties in inventory at beginning/end of fiscal year	90 / 74	74 / 85	85 / 72	87 / 67	On target	72 / 67
% of documents recorded error free	98.87%	98.74%	99.3%	99%	On target	99%

Management Services

DEPARTMENT FINANCIAL SUMMARY						
	FY 05-06 Actual	FY 06-07 Actual	FY 07-08 Curr Bgt	FY 08-09 Adopted	\$ Chng Fr Curr	% Chng Fr Curr
RESOURCES:						
Taxes & Assessments	94,673	85,339	100,000	70,000	(30,000)	-30.00%
Licenses and Permits	62,256	62,955	62,000	62,000	0	0.00%
Fines, Forf & Penalties	2,175	0	2,000	2,000	0	0.00%
Property and Rentals	648,963	831,528	1,872,825	978,472	(894,353)	-47.75%
Federal Revenues	104,275	13,758	75,612	75,612	0	0.00%
State Revenues	100,000	0	0	0	0	0.00%
Local Revenues	249,745	138,164	280,000	100,000	(180,000)	-64.29%
Fees and Charges	3,417,737	3,117,398	2,799,000	2,257,000	(542,000)	-19.36%
Administrative Charges	4,584,608	4,966,609	5,136,283	5,219,499	83,216	1.62%
Interest Earnings	386,346	432,673	341,000	337,500	(3,500)	-1.03%
Total Revenue	9,650,778	9,648,424	10,668,720	9,102,083	(1,566,637)	-14.68%
Resource Carryover	3,432,004	3,948,459	2,689,382	2,678,577	(10,805)	-0.40%
Interfund Loans	0	0	1,000,000	4,000,000	3,000,000	300.00%
Fund Transfers In	1,580,192	2,004,190	2,108,203	1,724,275	(383,928)	-18.21%
TOTAL RESOURCES	14,662,971	21,927,675	16,466,305	17,504,935	1,038,630	6.31%
EXPENDITURES:						
Personnel Services	3,834,994	4,093,253	4,509,202	4,753,462	244,260	5.42%
Materials and Services	4,240,141	5,190,892	5,721,538	6,433,707	712,169	12.45%
Capital Expenses	1,165,675	8,755,842	2,313,296	4,796,438	2,483,142	107.34%
Fiscal Transactions	804,172	1,055,302	1,580,348	1,463,862	(116,486)	-7.37%
Total Resrvs & Conting.	0	0	2,940,470	1,383,413	(1,557,057)	-52.95%
TOTAL EXPENDITURES	10,044,982	19,095,289	17,064,854	18,830,882	1,766,028	10.35%
Total FTE	54.8	55.8	55.8	55.8	0.00	0.00%
EXPENDITURES BY FUND						
General Fund	5,733,160	6,085,198	6,890,895	7,246,669	355,774	5.16%
Road Fund	232,910	194,347	245,558	243,509	(2,049)	-0.83%
County Clerks Fund	279,171	120,148	222,390	182,361	(40,029)	-18.00%
Special Revenue Fund	138,725	130,787	288,386	241,541	(46,845)	-16.24%
Capital Improvement Fund	2,644,025	11,521,023	7,988,510	10,009,182	2,020,672	25.29%
Intergovernmental Svcs Fnd	1,016,990	1,043,786	1,429,115	907,620	(521,495)	-36.49%
Funds Total	10,044,981	19,095,289	17,064,854	18,830,882	1,766,028	10.35%

Management Services

DEPARTMENT POSITION LISTING

Administration & Capital Improvement Fund

1.00 Administrative Support Spec

1.00 Dept Director (MS)

2.00 Division FTE Total

Financial Services

1.00 Accountant

1.80 Accounting Analyst

1.00 Administrative Analyst

1.00 Manager

1.00 Payroll Specialist

2.00 Prof/Tech Supervisor

1.00 Program Supervisor

4.00 Sr Accounting Clerk

1.00 Sr Stores Clerk

13.80 Division FTE Total

Facilities Maintenance

9.00 Custodian

1.00 Dentention Custodian

1.00 Landscape Technician

1.00 Mail Clerk

1.00 Maintenance Specialist 1

5.00 Maintenance Specialist 2

3.00 Maintenance Specialist 3

1.00 Maintenance/Trades Supervisor

1.00 Maintenance/Trades Supv

1.00 Manager

1.00 Office Assistant 2

1.00 Property Management Officer 2

26.00 Division FTE Total

County Clerk

1.00 Manager

10.00 Office Assistant 2

1.00 Office Assistant 2-Bilingual

2.00 Program Supervisor

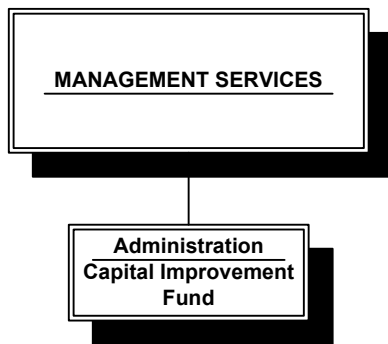
14.00 Division FTE Total

55.80 Department FTE Total

Management Services: Administration/Capital Improvement Fund

Division Purpose Statement

The administration program provides direction and management oversight to all division and program managers. It also coordinates issues and projects with internal and external agencies regarding Capital Improvements. The Department Director serves in an ex-officio capacity as County Clerk and County Treasurer.



Division Locator

Management Services Administration/Capital Improvement Fund ←

*Financial Services
Facilities Maintenance
County Clerk*

Management Services: Administration/Capital Improvement Fund

DIVISION FINANCIAL SUMMARY						
	FY 05-06 Actual	FY 06-07 Actual	FY 07-08 Curr Bgt	FY 08-09 Adopted	\$ Chng Fr Curr	% Chng Fr Curr
RESOURCES:						
Property and Rentals	21,630	184,542	1,167,825	345,000	(822,825)	-70.46%
Federal Revenues	47,368	60,024	75,612	75,612	0	0.00%
State Revenues	100,000	0	0	0	0	0.00%
Fees and Charges	80,000	0	0	0	0	0.00%
Administrative Charges	1,648,602	1,830,711	1,873,359	1,875,883	2,524	0.13%
Interest Earnings	92,687	135,615	25,000	27,000	2,000	8.00%
Total Revenue	1,990,287	2,210,892	3,141,796	2,323,495	(818,301)	-26.05%
Resource Carryover	2,706,739	3,340,032	2,054,122	2,272,555	218,433	10.63%
Interfund Loans	0	0	1,000,000	4,000,000	3,000,000	300.00%
Fund Transfers In	1,515,623	1,937,662	2,041,092	1,675,000	(366,092)	-17.94%
TOTAL RESOURCES	6,212,648	13,815,189	8,237,010	10,271,050	2,034,040	24.69%
EXPENDITURES:						
Personnel Services	215,727	233,383	246,830	264,808	17,978	7.28%
Materials and Services	951,966	1,799,164	1,699,723	2,695,540	995,817	58.59%
Capital Expenses	979,432	8,755,842	2,313,296	4,796,438	2,483,142	107.34%
Fiscal Transactions	739,603	988,774	1,513,237	1,414,587	(98,650)	-6.52%
Total Resrvs & Conting.	0	0	2,494,403	1,131,426	(1,362,977)	-54.64%
TOTAL EXPENDITURES	2,886,728	11,777,163	8,267,489	10,302,799	2,035,310	24.62%
Total FTE	2.00	2.00	2.00	2.00	0.00	0.00%
EXPENDITURES BY FUND						
General Fund	242,702	256,140	278,979	293,617	14,638	5.25%
Capital Improvement Fund	2,644,025	11,521,023	7,988,510	10,009,182	2,020,672	25.29%
Funds Total	2,886,727	11,777,163	8,267,489	10,302,799	2,035,310	24.62%

DIVISION FINANCIAL SUMMARY BY PROGRAM						
	FY 05-06 Actual	FY 06-07 Actual	FY 07-08 Curr Bgt	FY 08-09 Adopted	\$ Chng Fr Curr	% Chng Fr Curr
Programs						
Capital Projects	2,644,025	11,521,023	7,988,510	10,009,182	2,020,672	25.29%
MS Administration	242,702	256,140	278,979	293,617	14,638	5.25%
Total Expenditures	2,886,728	11,777,163	8,267,489	10,302,799	2,035,310	24.62%

Management Services: Administration/Capital Improvement Fund

Division Overview

The administration program provides direction and management oversight to all division and program managers within Management Services. Issues and projects having organization-wide impact, such as financial systems or new building construction, are coordinated through this program. The program prepares and monitors the department-operating budget.

The program also provides project management staff for the Capital Improvement Fund, which was established in 1998. The fund is intended to meet major capital requirements of the County's building and computer systems. Capital Improvement dollars are collected annually from Operating Funds on the basis of the County's federally approved indirect cost allocation plan. The Lane County Board of Commissioners annually approves specific projects focusing on fire/life/safety requirements as the highest priority, followed by preservation of County assets.

Division Objectives for FY 08-09

- Maintain capital improvement program for all County facilities.
- Continue renovation and remodel of new Public Health facility.
- Implementation of an Energy Savings Performance Contract for comprehensive energy and water management services and related capital improvements, including energy savings guarantee services, for the Lane County Adult Corrections facility.
- Develop improved accessibility to Courthouse facilities per ADA Title II standards.

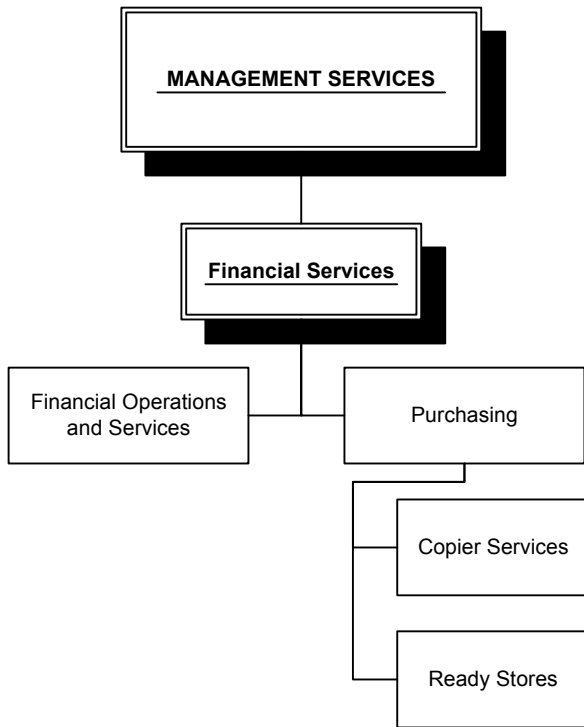
Key Accomplishments of FY 07-08

- Commenced remodeling of the new Public Health facility, including repairs to the Exterior Insulation and Finish System (EIFS), and interior remodeling to accommodate the Veterans' Services division of Health and Human Services.
- Relocation of Parole & Probation to the Public Health Annex, and Veterans' Services to the new Public Health building in a very short period of time when the leases at the State office building were not renewed.
- Arrangement of the short-term relocation of the Child Advocacy Center to a vacant building on the Juvenile Justice Center campus, allowing the County to sell the former Child Advocacy Center property.
- Remodeling of space in the PSB for Relief Nursery Downtown drop-in child care services for children through age six, for caregivers and parents needing to take care of business at the Lane County Courthouse and Public Service building.

Changes, Challenges & Opportunities for FY 08-09

Insufficient facility space, aging buildings and equipment, and requirements for greater security and increased services continue to strain available resources that have not kept pace with demand. Deteriorating conditions at the Public Health building necessitate replacing this facility as soon as possible to provide quality facilities for public health caregivers and service recipients. The acquisition of an existing building for this new Public Health facility enables the County to replace the current Public Health facility sooner and at a lower cost than would construction of a new building. The division continues to work with the other County departments to identify capital improvement priorities and the means to achieve them.

Management Services: Financial Services



Division Purpose Statement

To provide quality financial services, information and guidance to Lane County direct service providers, administrators, policy makers and citizens in order to promote the financial stability and integrity of the organization and to enable the conduct of its financial business.

Division Locator

Management Services

*Administration/Capital
Improvement Fund*

Financial Services ↙

Facilities Maintenance

County Clerk

Management Services: Financial Services

DIVISION FINANCIAL SUMMARY						
	FY 05-06 Actual	FY 06-07 Actual	FY 07-08 Curr Bgt	FY 08-09 Adopted	\$ Chng Fr Curr	% Chng Fr Curr
RESOURCES:						
Property and Rentals	3,512	26	0	0	0	0.00%
Fees and Charges	549,157	588,328	525,000	160,000	(365,000)	-69.52%
Administrative Charges	1,287,942	1,388,678	1,415,096	1,414,455	(641)	-0.05%
Interest Earnings	275,078	278,805	305,000	305,000	0	0.00%
Total Revenue	2,115,689	2,255,837	2,245,096	1,879,455	(365,641)	-16.29%
Resource Carryover	214,315	232,942	247,142	141,500	(105,642)	-42.75%
TOTAL RESOURCES	2,330,004	2,488,779	2,492,238	2,020,955	(471,283)	-18.91%
EXPENDITURES:						
Personnel Services	1,099,038	1,146,656	1,232,873	1,243,680	10,807	0.88%
Materials and Services	1,078,376	1,065,633	1,120,040	796,775	(323,265)	-28.86%
Total Resrvs & Conting.	0	0	209,796	82,323	(127,473)	-60.76%
TOTAL EXPENDITURES	2,177,414	2,212,289	2,562,709	2,122,778	(439,931)	-17.17%
Total FTE	13.80	13.80	13.80	13.80	0.00	0.00%
EXPENDITURES BY FUND						
General Fund	1,368,494	1,359,696	1,485,567	1,516,278	30,711	2.07%
Intergovernmental Services Fund	808,920	852,593	1,077,142	606,500	(470,642)	-43.69%
Funds Total	2,177,414	2,212,289	2,562,709	2,122,778	(439,931)	-17.17%

DIVISION FINANCIAL SUMMARY BY PROGRAM						
	FY 05-06 Actual	FY 06-07 Actual	FY 07-08 Curr Bgt	FY 08-09 Adopted	\$ Chng Fr Curr	% Chng Fr Curr
Programs						
Copier Services	269,528	262,495	284,146	240,168	(43,978)	-15.48%
Financial Services	1,416,814	1,467,881	1,612,390	1,657,589	45,199	2.80%
Purchasing	126,021	97,709	138,809	127,768	(11,041)	-7.95%
Ready Stores	365,050	384,204	527,364	97,253	(430,111)	-81.56%
Total Expenditures	2,177,414	2,212,289	2,562,709	2,122,778	(439,931)	-17.17%

Management Services: Financial Services

Division Overview

The Financial Services division provides centralized financial management, oversight and operational services to promote the financial stability and integrity of the organization. Financial reporting and analysis services include issuance of financial reports, the Comprehensive Annual Financial Report and the provision of expert consulting services to County departments on complex financial issues. Treasury services include cash management, investment services and the issuance and servicing of bonded and long-term debt. Operational activities include the accurate and timely payment of County obligations and centralized payroll and fringe benefit processing. Financial Services also administers procurement activity and surplus equipment disposal to ensure compliance with public contracting laws. Financial Services division provides these services while complying with ORS, Internal Revenue Service regulations, labor laws, GASB and the Securities and Exchange Commission rules.

Division Objectives for FY 08-09

- Develop and implement a standardized countywide accounts receivable system to optimize cash collections and ensure the integrity of receivables reporting.
- Create an on-demand training program for County staff on financial procedures and controls designed to assure consistent application of internal controls.
- Continue to leverage technology and gain efficiencies by developing a self-service information site to support procurement functions.

Key Accomplishments of FY 07-08

- Enhanced financial analysis through the development of reporting tools, including a Debt Affordability Report, Annual Investment Report and Quarterly Budget Monitoring Reports.
- Completed the solicitation and review process for acquisition of a document imaging system intended to provide timely, accessible information and document retrieval.
- Received the Certificate of Achievement for Excellence in Financial Reporting from the GFOA for the fifth consecutive year.

Changes, Challenges & Opportunities for FY 08-09

The potential loss of Federal funds challenges all County divisions, and the resulting reduction in support staff provides the Financial Services division with the opportunity to centralize and standardize accounting related activities. Centralization could result in efficiencies and tighter adherence to internal financial policies.

Performance Management

- *GFOA Certificate of Excellence in Financial Reporting.* The County was able to obtain this prestigious award for the first time for our annual report submitted as of 6/30/2003 and have received it annually since. The certificate reflects on the accuracy and integrity of our financial records and processes.
- *Investment return.* The investment program strives for a rate of return in excess of the Local Government Investment Pool (LGIP), while adequately preserving principal. Because our investment policy allows investment of up to three-year terms, this benchmark is stated on a three-year rolling average. Current year returns fell below the Pool because the County has longer-term investments, and the market reflected flat yield curve during the past year. Additionally, many of the County's investments contained call features which were exercised by the issuers.

Management Services: Financial Services

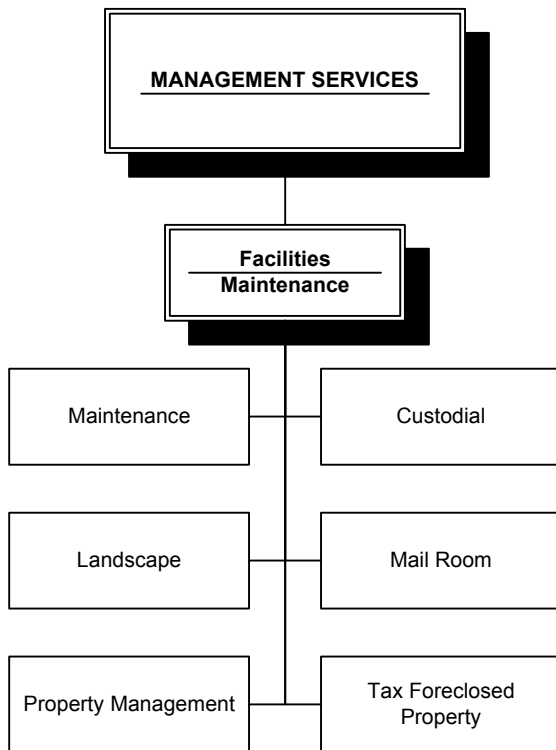
- *Percent of small dollar purchases made with Procurement Card.* The program was rolled out countywide last year and many programs are beginning to expand use. This initiative allows us to streamline processes and gain efficiencies through reduced paper handling.

DIVISION PERFORMANCE MEASURES						
Performance Measures	2005-06 Actual	2006-07 Actual	2007-08 Actual	2007-08 Target	2007-08 Perf. Index	2008-09 Target
Obtain GFOA Certificate of Excellence in Financial Reporting	Yes	Yes	Yes	100%	On target	Yes
Investment return as a percent of LGIP investment return	123%	91%	90%	100%	Below target	100%
% of purchases <\$500 made with Procurement Card	10%	22%	38%	50%	Below target	50%

Management Services: Facilities Maintenance

Division Purpose Statement

To make sure county facilities' physical resources are properly operated, maintained and available, thereby ensuring departments, employees and the public are able to conduct business in a comfortable and safe environment.



Division Locator

Management Services

*Administration/Capital
Improvement Fund
Financial Services*

Facilities

Maintenance ↖

County Clerk

Management Services: Facilities Maintenance

DIVISION FINANCIAL SUMMARY						
	FY 05-06 Actual	FY 06-07 Actual	FY 07-08 Curr Bgt	FY 08-09 Adopted	\$ Chng Fr Curr	% Chng Fr Curr
RESOURCES:						
Fines, Forf, and Penalties	2,175	0	2,000	2,000	0	0.00%
Property and Rentals	623,821	646,960	705,000	633,472	(71,528)	-10.15%
Federal Revenues	56,907	(46,266)	0	0	0	0.00%
Fees and Charges	225,040	203,264	250,000	225,000	(25,000)	-10.00%
Administrative Charges	1,570,462	1,663,620	1,791,773	1,884,789	93,016	5.19%
Interest Earnings	11,552	11,738	2,000	2,000	0	0.00%
Total Revenue	2,489,957	2,479,316	2,750,773	2,747,261	(3,512)	-0.13%
Resource Carryover	191,795	233,800	274,728	155,661	(119,067)	-43.34%
TOTAL RESOURCES	2,681,752	2,713,116	3,025,501	2,902,922	(122,579)	-4.05%
EXPENDITURES:						
Personnel Services	1,520,356	1,584,888	1,760,073	1,852,381	92,308	5.24%
Materials and Services	1,369,669	1,390,407	1,714,149	1,682,009	(32,140)	-1.87%
Capital Expenses	17,203	0	0	0	0	0.00%
Total Resrvs & Conting.	0	0	161,999	114,850	(47,149)	-29.10%
TOTAL EXPENDITURES	2,907,228	2,975,295	3,636,221	3,649,240	13,019	0.36%
Total FTE	25.00	26.00	26.00	26.00	0.00	0.00%
EXPENDITURES BY FUND						
General Fund	2,327,522	2,458,968	2,750,304	2,863,070	112,766	4.10%
Road Fund	232,910	194,347	245,558	243,509	(2,049)	-0.83%
Special Revenue Fund	138,725	130,787	288,386	241,541	(46,845)	-16.24%
Intergovernmental Services Fund	208,070	191,193	351,973	301,120	(50,853)	-14.45%
Funds Total	2,907,227	2,975,295	3,636,221	3,649,240	13,019	0.36%

DIVISION FINANCIAL SUMMARY BY PROGRAM						
	FY 05-06 Actual	FY 06-07 Actual	FY 07-08 Curr Bgt	FY 08-09 Adopted	\$ Chng Fr Curr	% Chng Fr Curr
Programs						
Building Maintenance	1,497,451	1,486,224	1,608,720	1,725,350	116,630	7.25%
Custodial	514,307	612,935	687,475	672,864	(14,611)	-2.13%
Landscaping	66,793	91,124	103,462	108,823	5,361	5.18%
Mail Room	281,741	267,860	428,923	380,716	(48,207)	-11.24%
Property Management	408,210	386,366	519,255	519,946	691	0.13%
Tax Foreclosed Property Sales	138,725	130,787	288,386	241,541	(46,845)	-16.24%
Total Expenditures	2,907,228	2,975,295	3,636,221	3,649,240	13,019	0.36%

Management Services: Facilities Maintenance

Division Overview

Maintenance

Ensures a functional, safe and secure work environment by providing preventive and corrective maintenance, emergency repair service, operational control, and project implementation to sixteen County owned or leased facilities, with associated equipment and systems. Implements energy and cost saving measures; oversees contractors and provides project management.

Custodial

Provides a clean, healthy and safe building environment through trash removal, restroom sanitizing and restocking, hard floor care, carpet cleaning, window cleaning, biohazard clean-up and disposal, graffiti removal, after-hours security checks, and dusting for nine County facilities. Maintains inventory records, MSDS sheets and cost analysis records. Implements cost savings measures.

Landscape

Maintains and cares for indoor plants and exterior grounds and landscape for eleven County buildings. Operates, repairs and maintains irrigation systems; conducts annual tests and maintenance on backflow devices; assists in maintaining parking lots and addresses related safety/security issues; oversees contractors and provides project input.

Mailroom

Sorts mail and delivers by department; picks up mail from departments, affixes postage and prepares mail for post office; receives parcels and works with vendors to maintain postage machine and mail service.

Property Management

Manages County-owned, general fund, real property. Negotiates, prepares and administers real property leases and service contracts (janitorial, maintenance, etc.). Administers county parking program, cafeteria, and contracts with vendors. Maintains inventory of County-owned real property. Administers easements and licenses for use of county property.

Tax Foreclosed Property

Manages County-owned tax foreclosed real property. Prepares and negotiates all sales, easements, leases, use licenses and service contracts for tax foreclosed property. Conducts appraisals and analysis for the disposition or retention of county tax foreclosed property. Prepares properties for sale for both Sheriff's Department auctions and private sales throughout the year. Works with non-profit and public organizations for transfer of County property for affordable housing. Provides service to general public on all matters concerning County-owned tax foreclosed property.

Division Objectives for FY 08-09

- Continue asbestos abatement when feasible.
- Continue upgrading lighting and mechanical systems for energy/cost savings.
- Use existing resources to complete more project work, thereby saving contractor costs.
- Repair Courthouse main sewer line.
- Institute off-site system monitoring/control.
- Install Remote Notification Option (RENO) on selected HVAC systems.
- Efficient use of parking lots.
- Reduce inventory of low value properties.
- Document facilities processes and procedures.
- Repair remaining roof leaks in the PSB.
- Transition maintenance of new buildings into facilities.

Management Services: Facilities Maintenance

Key Accomplishments of FY 07-08

- Assisted in numerous remodel projects, such as Mailroom upgrade, Probate relocation, and 2nd Floor Courthouse remodel.
- Participated in the remodel of several Courthouse Judges' chambers.
- Upgraded the two 30 year old PSB passenger elevators to meet code and safety regulations.
- Significantly reduced the number of roof leaks in the Courthouse and PSB.
- Oversaw the major structural repair and installation of store front windows at the Bus Barn property.
- Instituted a new parking procedure and payment schedule.

Changes, Challenges & Opportunities for FY 08-09

Facilities division recently filled the Custodial Supervisor position that had been vacant for six months. The challenge now is to regain the janitorial quality and efficiency of the past. Facilities is also in the process of transitioning new buildings into maintenance over the next two years. There is added workload to existing staff, with no increase in FTE. Older buildings have become difficult to maintain because the old, unreliable systems are failing. Maintaining within budgetary guidelines is an ongoing challenge.

Performance Management

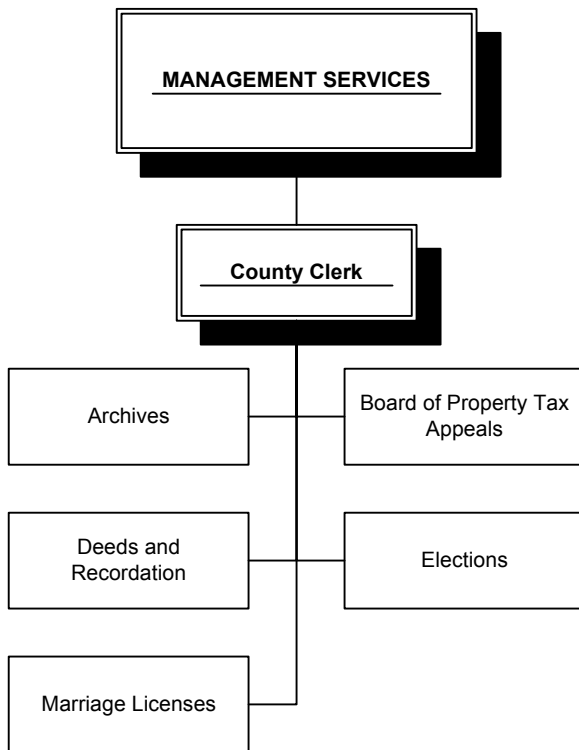
- *The percentage of assigned preventative maintenance work orders completed within 2 weeks* is again slightly below target. While we will maintain the target of 98%, in light of the added workload with additional facilities and the unreliable and outdated systems in the County's older facilities, with no increase in FTE for the division, this is deemed acceptable.
- *The percentage of County employees parking at County parking lots* is slightly below target. Considering the fluctuations in parking habits, and the turnover of County employees, this slight variation from target is negligible. The percentage of space allocated to County employees is 64% of the total County-owned parking, due to the necessity of having space available for non-employees to park on a daily basis. The target of 60% of County employees parking at County parking lots corresponds to the amount of space allocated.
- *Number of properties in inventory at beginning/end of fiscal year.* The inventory represents tax foreclosed properties owned by Lane County. The inventory fluctuates, based on how many properties are acquired through tax foreclosure, and how long it takes to sell the properties. Disposing of these properties removes them from County ownership and returns them to private ownership, thereby, returning them to the active tax roll.

DIVISION PERFORMANCE MEASURES						
Performance Measures	2005-06 Actual	2006-07 Actual	2007-08 Actual	2007-08 Target	2007-08 Perf. Index	2008-09 Target
% of assigned preventative maintenance work orders completed within 2 weeks	98%	90%	92%	98%	Below Target	98%
% of County employees parking in County lots	60%	64%	57%	60%	Near Target	60%
# of properties in inventory at beginning/end of fiscal year	90 / 74	74 / 85	85 / 72	87 / 67	On Target	72 / 67

Management Services: County Clerk

Division Purpose Statement

To provide accurate, efficient, and timely customer service to the citizens of Lane County to comply with federal, state, and local laws in the areas of elections and recordation.



Division Locator

Management Services

*Administration/Capital
Improvement Fund
Financial Services
Facilities Maintenance
County Clerk ←*

Management Services: County Clerk

DIVISION FINANCIAL SUMMARY						
	FY 05-06 Actual	FY 06-07 Actual	FY 07-08 Curr Bgt	FY 08-09 Adopted	\$ Chng Fr Curr	% Chng Fr Curr
RESOURCES:						
Taxes and Assessments	94,673	85,339	100,000	70,000	(30,000)	-30.00%
Licenses and Permits	62,256	62,955	62,000	62,000	0	0.00%
Local Revenues	249,745	138,164	280,000	100,000	(180,000)	-64.29%
Fees and Charges	2,563,540	2,325,806	2,024,000	1,872,000	(152,000)	-7.51%
Administrative Charges	77,602	83,600	56,055	44,372	(11,683)	-20.84%
Interest Earnings	7,029	6,515	9,000	3,500	(5,500)	-61.11%
Total Revenue	3,054,845	2,702,379	2,531,055	2,151,872	(379,183)	-14.98%
Resource Carryover	319,155	141,685	113,390	108,861	(4,529)	-3.99%
Fund Transfers In	64,569	66,528	67,111	49,275	(17,836)	-26.58%
TOTAL RESOURCES	3,438,567	2,910,591	2,711,556	2,310,008	(401,548)	-14.81%
EXPENDITURES:						
Personnel Services	999,873	1,128,326	1,269,426	1,392,593	123,167	9.70%
Materials and Services	840,130	935,688	1,187,626	1,259,383	71,757	6.04%
Capital Expenses	169,040	0	0	0	0	0.00%
Fiscal Transactions	64,569	66,528	67,111	49,275	(17,836)	-26.58%
Total Resrvs & Conting.	0	0	74,272	54,814	(19,458)	-26.20%
TOTAL EXPENDITURES	2,073,612	2,130,542	2,598,435	2,756,065	157,630	6.07%
Total FTE	14.00	14.00	14.00	14.00	0.00	0.00%
EXPENDITURES BY FUND						
General Fund	1,794,441	2,010,394	2,376,045	2,573,704	197,659	8.32%
County Clerks Fund	279,171	120,148	222,390	182,361	(40,029)	-18.00%
Funds Total	2,073,612	2,130,542	2,598,435	2,756,065	157,630	6.07%

DIVISION FINANCIAL SUMMARY BY PROGRAM						
	FY 05-06 Actual	FY 06-07 Actual	FY 07-08 Curr Bgt	FY 08-09 Adopted	\$ Chng Fr Curr	% Chng Fr Curr
Programs						
Archives	44,004	44,372	42,849	28,066	(14,783)	-34.50%
Brd Of Property Tax Appeals	55,728	58,047	65,427	53,460	(11,967)	-18.29%
County Clerk	261,184	120,148	222,390	182,361	(40,029)	-18.00%
Elections	1,104,337	1,347,797	1,625,192	1,810,278	185,086	11.39%
Marriage Licenses	15,319	16,739	27,871	30,063	2,192	7.86%
Records	593,040	543,439	614,706	651,837	37,131	6.04%
Total Expenditures	2,073,612	2,130,542	2,598,435	2,756,065	157,630	6.07%

Management Services: County Clerk

Division Overview

Deeds and Recordation Program: Record legal documents, including contracts, deeds, and other conveyances of real property, maintaining records with indices for retrieval by the public.

Elections Program: The County Clerk is statutorily charged to conduct all elections in accordance with Oregon law in the most efficient, economical and exacting manner possible, which includes various related election activities throughout the year.

Board of Property Tax Appeals: Responsible for hearing appeals for the reduction of real property values in accordance with Oregon law. The Board also considers petitions to excuse liability for the penalty imposed by Oregon law for late filing of real and personal property returns.

Marriage Program: Issue marriage licenses according to state law, maintaining records with indices for retrieval by the public. Perform civil marriage ceremonies by deputized staff.

Archives Program: Responsible for operations of the County Record and Archive Center.

Division Objectives for FY 08-09

- Continue to seek a high level of expectation on timeliness, productivity, and customer service standards for all division staff and responsible programs.
- Prepare for the anticipated peak demands of the Presidential General Election by planning, hiring, and training an adequate pool of extra help staff to draw from.
- Fully utilize staff across all programs to maximize work experience through proactive cross-training.
- Improve division error tracking processes for timely identification and reduce repetitive errors.
- Continue to enhance customer service by reevaluating and updating instructions and information made available to the public.

Key Accomplishments of FY 07-08

- Significant contribution to the development and implementation of district boundary processes upon elimination of the boundary commission, with the County Clerk assigned as initial filing officer of district annexations, formations, dissolutions, withdrawals, and mergers effective January 1, 2008.
- Collective division management brainstorming and problem solving in anticipation of expected and unexpected demands of the Presidential General Election. A critical accomplishment was an enhanced base ballot drop site pick up schedule that provides for improved scheduling and added security, while allowing for timely expansion as needed.
- 98% accuracy rate on recorded real property records while maintaining daily indexing and verification.
- Successful development and implementation of a newly mandated domestic partnership registry program - within one business day of formal notification from courts.
- Conversion of microfilm documents to optical scanned images, back to 1993, providing improved internal and external customer service access.

Changes, Challenges & Opportunities for FY 08-09

- The division has been fortunate to have low employee turnover, resulting in long term experienced and skilled staff, cross-trained across programs. All staff actively participates in process reviews to fine tune processes and share their collective knowledge to improve accuracy and efficiencies throughout the division. A post-election review has become standard after every major election, invaluable in reassessing what works well and what can be done better. In preparation for the

Management Services: County Clerk

eventual natural turnover and retirements, the division consistently maintains process documentation, as well as cross-training to minimize future impact.

- Federal and state legislation continue to challenge the need to closely monitor and address any bills introduced that have unfunded mandates potentially placing undue burdens on county general funds.
- Implementation and training of a newly developed accessibility voting system for the 2008 Federal Elections to meet the requirements of the federal Help America Vote Act (HAVA).

Performance Management

- *Percentage of documents recorded error free.* This is a measure of the accuracy of the recorded document indexes. Maintaining a high degree of accuracy ensures high quality customer service by providing accurate and timely property record searches to the public both in the Public Records Library and online through the Regional Land Information Database. Accurately indexing records reduces staff time by eliminating inaccurate index searches.
- *Number of appeals processed.* This measure is a count of the number of appeals heard by the Board of Property Tax Appeals. All appeals are heard in conformance with state law.
- *Percentage of marriages indexed in one day.* This is a measure of the percentage of marriage licenses indexed and scanned within one business day of receipt. This is a customer service and staff efficiency measure. Timely indexing provides customers access to certified copies of their marriage license for both their use and for other governmental agencies. Further, achieving the target indicates efficient performance by staff performing this function.
- *Number of archive boxes retained longer than 6 months past the purge date.* Retaining materials longer than statutorily required (the purge date) increases costs through reduction of available space and staff time required to track these materials. Timely destruction of materials, according to statutory schedules, minimizes use of warehouse and shelf space and staff time.
- *Percentage of registrations – new and updated voters – completed without data entry error.* This is a customer service measure. Maintaining a high degree of accuracy ensures that voters are correctly registered in accordance with state law allowing them to vote in any election for which they are eligible. Accurate data entry also reduces staff time necessary to research questions regarding voter registration or ballot errors.

DIVISION PERFORMANCE MEASURES						
Performance Measures	2005-06 Actual	2006-07 Actual	2007-08 Actual	2007-08 Target	2007-08 Perf. Index	2008-09 Target
% of documents recorded error free	98.87%	98.74%	99.3%	99%	On target	99%
# of appeals processed	1,312	930	791			
% of marriages indexed in 1 day	92%	87%	94.2%	90%	On target	95%
# of archive boxes retained > 6mos past purge date	170	53	60	100	Above target	100
% of registrations – new & updated voters – completed without data entry error	92%	94.7%	96%	95%	On target	95%

Management Services

DEPARTMENT REVENUE SUMMARY						
Revenue Accounts	FY 05-06 Actual	FY 06-07 Actual	FY 07-08 Curr Bgt	FY 08-09 Adopted	\$ Chng Fr Curr	% Chng Fr Curr
Other Assessment	94,673	85,339	100,000	70,000	(30,000)	-30.00%
TAXES AND ASSESSMENTS	94,673	85,339	100,000	70,000	(30,000)	-30.00%
Marriage	62,256	62,955	62,000	62,000	0	0.00%
LICENSES AND PERMITS	62,256	62,955	62,000	62,000	0	0.00%
Foreclosure Penalty	2,175	0	2,000	2,000	0	0.00%
FINES, FORF, AND PENALTIES	2,175	0	2,000	2,000	0	0.00%
Sale Of Capital Assets	0	0	537,825	0	(537,825)	-100.00%
Land Sales	95,368	126,180	180,000	160,000	(20,000)	-11.11%
Miscellaneous Sales	3,512	26	0	0	0	0.00%
Rental	0	159,085	630,000	345,000	(285,000)	-45.24%
Real Property	2	0	0	0	0	0.00%
Parking	383,380	368,498	360,000	386,600	26,600	7.39%
Rent - Other Properties	166,701	177,740	165,000	86,872	(78,128)	-47.35%
PROPERTY AND RENTALS	648,963	831,528	1,872,825	978,472	(894,353)	-47.75%
Health & Human Services	0	0	75,612	75,612	0	0.00%
Misc - Federal Revenue	56,907	(46,266)	0	0	0	0.00%
Reimbursements	47,368	60,024			0	0.00%
FEDERAL REVENUES	104,274	13,758	75,612	75,612	0	0.00%
State Reimbursements	100,000	0	0	0	0	0.00%
OTHER STATE REVENUES	100,000	0	0	0	0	0.00%
Special Elections	249,745	138,164	280,000	100,000	(180,000)	-64.29%
LOCAL REVENUES	249,745	138,164	280,000	100,000	(180,000)	-64.29%
Waste System Inspections	821	0	0	0	0	0.00%
Elections Fees	6,046	9,549	7,000	8,000	1,000	14.29%
Recording Fees	2,421,830	2,193,172	1,900,000	1,750,000	(150,000)	-7.89%
Marriage Ceremonies	10,960	10,935	12,000	12,000	0	0.00%
State Processing Fee	48,815	44,070	40,000	37,000	(3,000)	-7.50%
Maintenance Reimbursement	80,000	0	0	0	0	0.00%
Misc. Fees/Reimbursement	66	376	0	0	0	0.00%
Miscellaneous Svc Charges	76,077	67,901	65,000	65,000	0	0.00%
Refunds & Reimbursements	10	0	0	0	0	0.00%
Cash Over & Under	2	1	0	0	0	0.00%
Mailroom Services	224,153	202,888	250,000	225,000	(25,000)	-10.00%
Copier Services	210,403	212,382	200,000	160,000	(40,000)	-20.00%
Ready Stores	338,553	375,606	325,000	0	(325,000)	-100.00%
Miscellaneous Internal Services	0	520	0	0	0	0.00%
FEES AND CHARGES	3,417,737	3,117,398	2,799,000	2,257,000	(542,000)	-19.36%

Management Services

DEPARTMENT REVENUE SUMMARY						
Revenue Accounts	FY 05-06 Actual	FY 06-07 Actual	FY 07-08 Curr Bgt	FY 08-09 Adopted	\$ Chng Fr Curr	% Chng Fr Curr
County Administrative Charges	4,584,608	4,966,609	5,136,283	5,219,499	83,216	1.62%
ADMINISTRATIVE CHARGES	4,584,608	4,966,609	5,136,283	5,219,499	83,216	1.62%
Investment Earnings	386,346	432,672	341,000	337,500	(3,500)	-1.03%
INTEREST EARNINGS	386,346	432,672	341,000	337,500	(3,500)	-1.03%
Mortgage Capital Revenue	0	6,326,603	0	0	0	0.00%
Resource Carryover	0	0	68,369	0	(68,369)	-100.00%
Fund Balance	3,432,004	3,948,459	2,621,013	2,678,577	57,564	2.20%
Interfund Loan Received	0	0	1,000,000	4,000,000	3,000,000	300.00%
Transfer Fr General Fund (100)	1,193,278	1,537,316	1,516,917	1,500,000	(16,917)	-1.12%
Transfer Fr Sp Rev Funds (200)	64,569	66,528	117,111	49,275	(67,836)	-57.92%
Intrafund Transfer	322,345	400,347	474,175	175,000	(299,175)	-63.09%
FISCAL TRANSACTIONS	5,012,196	12,279,252	5,797,585	8,402,852	2,605,267	44.94%
TOTAL RESOURCES	14,662,972	21,927,674	16,466,305	17,504,935	1,038,630	6.31%

Management Services

DEPARTMENT EXPENSE SUMMARY						
Expenditure Accounts	FY 05-06 Actual	FY 06-07 Actual	FY 07-08 Curr Bgt	FY 08-09 Adopted	\$ Chng Fr Curr	% Chng Fr Curr
Permanent Operating Salaries	2,241,599	2,243,202	2,368,992	2,415,987	46,995	1.98%
Extra Help	89,581	146,228	231,804	225,948	(5,856)	-2.53%
Unclassified Temporary	63	0	0	0	0	0.00%
Overtime	8,038	18,206	40,884	76,032	35,148	85.97%
Reduction Unfunded Vac Liab	36,220	43,720	64,889	73,905	9,016	13.89%
Compensatory Time	12,743	5,144	1,296	3,996	2,700	208.33%
Employee Benefits	1,432,580	1,464,524	0	0	0	0.00%
Risk Management Benefits	14,170	26,725	37,293	43,578	6,285	16.85%
Social Security Expense	0	0	160,915	165,938	5,023	3.12%
Medicare Insurance Expense	0	0	39,257	40,633	1,376	3.51%
Unemployment Insurance (State)	0	0	25,000	26,849	1,849	7.40%
Workers Comp	0	0	13,532	8,402	(5,130)	-37.91%
Disability Insurance - Long-term	0	0	26,608	25,327	(1,281)	-4.81%
PERS - OPSRP Employer rate	0	0	294,405	337,331	42,926	14.58%
PERS Bond	0	145,503	147,487	132,914	(14,573)	-9.88%
PERS - 6% Pickup	0	0	147,947	167,315	19,368	13.09%
Health Insurance	0	0	690,384	764,568	74,184	10.75%
Dental Insurance	0	0	62,880	70,616	7,736	12.30%
Vision Insurance	0	0	12,840	14,000	1,160	9.03%
EE Assistance Pgm - IBH	0	0	4,032	3,360	(672)	-16.67%
Life Insurance	0	0	10,752	10,752	0	0.00%
Flexible Spending	0	0	672	672	0	0.00%
Disability Insurance - Short Term	0	0	1,344	1,344	0	0.00%
Defer. Comp Employer Contrib.	0	0	7,991	8,268	277	3.47%
Retiree Medical	0	0	117,998	135,727	17,729	15.02%
PERSONNEL SERVICES	3,834,994	4,093,253	4,509,202	4,753,462	244,260	5.42%
Professional & Consulting	468,096	548,540	816,378	618,423	(197,955)	-24.25%
Data Processing Services	0	22	512,360	1,412,360	900,000	175.66%
Banking & Armored Car Svc	80,446	88,839	120,000	120,000	0	0.00%
Construction Services	0	0	1,500	1,500	0	0.00%
Training Services	100	0	0	0	0	0.00%
Intergovernmental Agreements	83,923	71,695	86,000	86,000	0	0.00%
Agency Payments	12,484	42,168	14,000	14,000	0	0.00%
Motor Fuel & Lubricants	302	236	1,200	1,100	(100)	-8.33%
Machinery & Equipment Parts	20,254	24,612	29,000	27,750	(1,250)	-4.31%
Refuse & Garbage	25,133	25,648	30,416	35,012	4,596	15.11%
Spec Handling/Haz Waste Disp	1,623	2,534	20,167	16,000	(4,167)	-20.66%
Light, Power & Water	399,783	436,110	501,861	512,461	10,600	2.11%
Telephone Services	38,268	43,209	45,257	49,866	4,609	10.18%
Purchased Insurance	7,596	15,707	11,804	12,139	335	2.84%
Maintenance of Equipment	74,024	58,516	68,370	65,134	(3,236)	-4.73%
Maintenance of Structures	153,298	229,735	248,837	378,384	129,547	52.06%
Maintenance of Grounds	22,649	14,371	32,175	41,000	8,825	27.43%

Management Services

DEPARTMENT EXPENSE SUMMARY						
Expenditure Accounts	FY 05-06 Actual	FY 06-07 Actual	FY 07-08 Curr Bgt	FY 08-09 Adopted	\$ Chng Fr Curr	% Chng Fr Curr
Maintenance Agreements	205,655	139,051	149,678	137,363	(12,315)	-8.23%
Operating Licenses & Permits	14,393	11,738	23,500	24,100	600	2.55%
External Equipment Rental	27,664	105,559	152,616	102,026	(50,590)	-33.15%
Real Estate & Space Rentals	1,989	1,831	3,885	2,000	(1,885)	-48.52%
Fleet Services Rentals	18,519	19,704	16,824	22,968	6,144	36.52%
Copier Charges	9,014	6,460	11,875	9,100	(2,775)	-23.37%
Mail Room Charges	12,122	13,100	14,795	14,480	(315)	-2.13%
Direct/Information Services	352,987	449,730	413,656	524,063	110,407	26.69%
County Overhead Charges	607,747	587,871	735,254	780,114	44,860	6.10%
PC Replacement Services	26,550	27,828	39,880	39,880	0	0.00%
Office Supplies & Expense	24,423	39,539	34,972	34,475	(497)	-1.42%
Educational Materials	1,408	0	0	0	0	0.00%
Membrshp/Professional Licenses	4,541	2,845	5,300	6,305	1,005	18.96%
Printing & Binding	87,405	147,846	205,550	205,150	(400)	-0.19%
Advertising & Publicity	11,615	10,742	17,600	15,600	(2,000)	-11.36%
Photo/Video Supplies & Svcs	722	0	0	0	0	0.00%
Postage	264,520	271,322	350,425	355,425	5,000	1.43%
Radio/Comm. Supplies & Svcs	0	0	50	50	0	0.00%
DP Supplies And Access	2,368	6,244	1,800	1,800	0	0.00%
DP Equipment	3,617	295,924	0	0	0	0.00%
Furniture, Equipment & Tools	580,045	28,236	43,000	106,990	63,990	148.81%
Library - Serials & Conts	786	650	850	850	0	0.00%
Miscellaneous Supplies	11	17	100	50	(50)	-50.00%
Special Supplies	118,339	136,922	215,100	205,100	(10,000)	-4.65%
Clothing & Personal Supplies	337	180	500	300	(200)	-40.00%
Safety Supplies	9,150	13,137	3,400	2,550	(850)	-25.00%
Janitorial Supplies	35,991	40,142	35,688	38,688	3,000	8.41%
Traffic Supplies	0	40	0	0	0	0.00%
Building Materials Supplies	955	(250)	2,800	0	(2,800)	-100.00%
Electrical Supplies	19,503	21,840	17,279	19,508	2,229	12.90%
Stores Inventory	372,853	381,994	335,000	35,000	(300,000)	-89.55%
Business Expense & Travel	12,449	15,597	9,850	24,450	14,600	148.22%
Committee Stipends & Expense	12,274	13,408	15,000	10,798	(4,202)	-28.01%
Awards & Recognition	690	690	690	690	0	0.00%
Outside Education & Travel	9,045	18,656	20,191	18,750	(1,441)	-7.14%
County Training Classes	1,593	415	3,255	3,355	100	3.07%
Training Services & Materials	520	95	1,350	500	(850)	-62.96%
Miscellaneous Payments	319	202	500	0	(500)	-100.00%
Mortgage Reserves	0	779,643	300,000	300,000	0	0.00%
Reimbursable Expenses	46	0	0	100	100	100.00%
MATERIALS & SERVICES	4,240,141	5,190,892	5,721,538	6,433,707	712,169	12.45%
Office Machines	17,203	0	0	0	0	0.00%
Mortgage Capital Outlay	0	5,513,127	0	0	0	0.00%
CAPITAL OUTLAY	17,203	5,513,127	0	0	0	0.00%

Management Services

DEPARTMENT EXPENSE SUMMARY						
Expenditure Accounts	FY 05-06 Actual	FY 06-07 Actual	FY 07-08 Curr Bgt	FY 08-09 Adopted	\$ Chng Fr Curr	% Chng Fr Curr
Professional Services	0	0	0	28,814	28,814	100.00%
Acquisition & Construction	0	2,386,873	0	0	0	0.00%
Improvements	1,148,472	855,842	2,313,296	4,767,624	2,454,328	106.10%
CAPITAL PROJECTS	1,148,472	3,242,714	2,313,296	4,796,438	2,483,142	107.34%
Mortgage Issuance Costs	0	75,242	0	0	0	0.00%
Mortgage Principal Pymt	0	18,782	100,000	85,000	(15,000)	-15.00%
Mortgage Interest Pymt	0	85,148	520,000	530,000	10,000	1.92%
FISCAL TRANSACTIONS	0	179,172	620,000	615,000	(5,000)	-0.81%
Transfer To General Fund (100)	64,569	66,528	67,111	249,275	182,164	271.44%
Transfer To Debt Service Funds	417,258	409,256	419,062	424,587	5,525	1.32%
Intrafund Transfer	322,345	400,347	474,175	175,000	(299,175)	-63.09%
FUND TRANSFERS	804,172	876,131	960,348	848,862	(111,486)	-11.61%
Audit Adjustments Fiscal	0	0	0	0	0	0.00%
AUDIT ADJUSTMENTS	0	0	0	0	0	0.00%
Operational Contingency	0	0	2,383,545	835,588	(1,547,957)	-64.94%
Operational Reserves	0	0	19,100	0	(19,100)	-100.00%
Reserves - Future Projects	0	0	537,825	547,825	10,000	1.86%
TOTAL RESERVES	0	0	2,940,470	1,383,413	(1,557,057)	-52.95%
TOTAL EXPENDITURES	10,044,981	19,095,289	17,064,854	18,830,882	1,766,028	10.35%