

# **Internal Services**

# **Budget Office**

# **Department Summary**

The Budget Office is responsible for the County's budgeting, and financial planning functions. The department works with the Board of County Commissioners and county departments to develop the county budget, long-term financial projections, and operational policies.

Expenditures By	2011-2012	2013-2014	2013		2015-2016	
Program	Actual	Budget	Actual	Baseline	Adjustment	Total Required
Budget Office	\$1,801,795	\$1,805,669	\$837,427	\$998,385	\$0	\$998,385
Total:	\$1,801,795	\$1,805,669	\$837,427	\$998,385	\$0	\$998,385
Expenditures By Object Category						
Salaries, Regular	\$1,387,754	\$1,281,570	\$654,562	\$679,867	\$0	\$679,867
Benefits	\$376,316	\$463,519	\$164,047	\$261,626	\$0	\$261,626
Allowances	\$385	\$0	\$169	\$0	\$0	\$0
Supplies	\$8,418	\$8,900	\$2,202	\$8,900	\$0	\$8,900
Temporary Services	\$0	\$1,318	\$0	\$1,318	\$0	\$1,318
Professional Services	\$1,276	\$8,626	\$1,074	\$8,626	\$0	\$8,626
Travel and Training	\$6,862	\$17,016	\$2,597	\$0	\$0	\$0
Other Services	\$20,784	\$24,720	\$12,776	\$38,048	\$0	\$38,048
Total:	\$1,801,795	\$1,805,669	\$837,427	\$998,385	\$0	\$998,385

# **Budget Office**

#### **Program Summary**

The Office of Budget is organized to establish, monitor and amend the operating and capital budgets for Clark County pursuant to Washington State Law. Functions include facilitating the long range planning, operational planning, budgeting and performance measuring/benchmarking processes for the County. The office is also responsible for involving the community in planning and budgeting.

Total:	\$1,801,795	\$1,805,669	\$837,427	\$998,385	\$0	\$998,385
Other Services	\$20,784	\$24,720	\$12,776	\$38,048	\$0	\$38,048
Travel and Training	\$6,862	\$17,016	\$2,597	\$0	\$0	\$0
Professional Services	\$1,276	\$8,626	\$1,074	\$8,626	\$0	\$8,626
Temporary Services	\$0	\$1,318	\$0	\$1,318	\$0	\$1,318
Supplies	\$8,418	\$8,900	\$2,202	\$8,900	\$0	\$8,900
Allowances	\$385	\$0	\$169	\$0	\$0	\$0
Benefits	\$376,316	\$463,519	\$164,047	\$261,626	\$0	\$261,626
Salaries, Regular	\$1,387,754	\$1,281,570	\$654,562	\$679,867	\$0	\$679,867
Object Category	Actual	Budget	Actual	Baseline	Adjustment	Recommended
Program By	2011-2012	2013-2014	2013		2015-2016	
Purpose: Support	Scop	e: Internal				
Operational Planning Car						

# **Central Stores**

# **Department Summary**

The information presented here is for prior period expenditures.

Expenditures By		2011-2012	2013-2014	2013		2015-2016	
Program		Actual	Budget	Actual	Baseline	Adjustment	Total Required
Central Stores		\$21	\$0	\$0	\$0	\$0	\$0
	Total:	\$21	\$0	\$0	\$0	\$0	\$0
Expenditures By Object Category	,						
Supplies		\$21	\$0	\$0	\$0	\$0	\$0
	Total:	\$21	\$0	\$0	\$0	\$0	\$0

#### **Central Stores**

#### **Program Summary**

Central Stores receives requests for office supplies from all departments, pulls the requested items from its warehouse stock and boxes them for pickup by the department. Purchasing office supplies in large quantities allows the County to take advantage of volume discounts that would not normally be available to individual departments, thereby, saving public funds. By providing a ready stock of office supplies for immediate use, Central Stores also improves the efficiency and public responsiveness of the departments that use its services.

Operational Planning Ca	ategories <u> </u>					
Purpose: Support	Scope: Internal					
Program By	2011-2012	2013-2014	2013		2015-2016	
Object Category	Actual	Budget	Actual	Baseline	Adjustment	Recommended
Supplies	\$21	\$0	\$0	\$0	\$0	\$0
Total:	\$21	\$0	\$0	\$0	\$0	\$0

# **Central Support Services**

# **Department Summary**

The information presented here is for prior period expenditures. There is no amount budgeted for the 2011/12 biennium.

Expenditures By	2011-2012	2013-2014	2013		2015-2016	
Program	Actual	Budget	Actual	Baseline	Adjustment	Total Required
Central Support Services	\$10,330	\$0	\$1,388,710	\$3,494,836	\$0	\$3,494,836
Total:	\$10,330	\$0	\$1,388,710	\$3,494,836	\$0	\$3,494,836
Expenditures By Object Category						
Supplies	\$0	\$0	\$72,763	\$24,000	\$0	\$24,000
Other Services	\$0	\$0	\$1,315,946	\$3,462,624	\$0	\$3,462,624
Transfers	\$10,330	\$0	\$0	\$8,212	\$0	\$8,212
Debt Service and Interest	\$0	\$0	\$1	\$0	\$0	\$0
Total:	\$10,330	\$0	\$1,388,710	\$3,494,836	\$0	\$3,494,836

# **Central Support Services**

# **Program Summary**

This is a Central Support Services

Operational Planning Categories

Purpose:	Scop	e:				
Program By	2011-2012	2013-2014	2013		2015-2016	
Object Category	Actual	Budget	Actual	Baseline	Adjustment	Recommended
Supplies	\$0	\$0	\$72,763	\$24,000	\$0	\$24,000
Other Services	\$0	\$0	\$1,315,946	\$3,462,624	\$0	\$3,462,624
Transfers	\$10,330	\$0	\$0	\$8,212	\$0	\$8,212
Debt Service and Interest	\$0	\$0	\$1	\$0	\$0	\$0
Total:	\$10,330	\$0	\$1,388,710	\$3,494,836	\$0	\$3,494,836

# **Facilities Management**

# **Department Summary**

This department is responsible for the maintenance of all County buildings. Activities include preventative maintenance, emergency and unscheduled repairs, and performance of remodeling projects at the request of operating departments. The County contracts for routine janitorial services.

Expenditures By	2011-2012	2013-2014	2013		2015-2016	
Program	Actual	Budget	Actual	Baseline	Adjustment	Total Required
Facilities Maintenance	\$17,146,549	\$16,098,097	\$6,933,795	\$13,078,440	\$0	\$13,078,440
Total:	\$17,146,549	\$16,098,097	\$6,933,795	\$13,078,440	\$0	\$13,078,440
Expenditures By Object Category						
Salaries, Regular	\$4,459,850	\$4,988,988	\$2,218,107	\$5,209,010	\$0	\$5,209,010
Benefits	\$1,534,930	\$2,082,611	\$778,354	\$2,180,593	\$0	\$2,180,593
Allowances	\$36,232	\$40,630	\$17,983	\$40,630	\$0	\$40,630
Overtime/Comp Time	\$117,154	\$70,602	\$62,100	\$70,602	\$0	\$70,602
Supplies	\$1,311,727	\$1,171,524	\$662,280	\$1,227,054	\$0	\$1,227,054
Temporary Services	\$131,644	\$20,000	\$64,391	\$20,000	\$0	\$20,000
Professional Services	\$667,639	\$559,968	\$269,662	\$577,960	\$0	\$577,960
Travel and Training	\$15,477	\$25,000	\$9,132	\$25,000	\$0	\$25,000
Other Services	\$8,374,363	\$6,897,754	\$2,839,150	\$3,689,539	\$0	\$3,689,539
Internal Charges	\$72,522	\$18,840	\$0	\$0	\$0	\$0
Debt Service and Interest	\$253,529	\$5,052	\$155	\$5,052	\$0	\$5,052
Capital Expenditures	\$171,482	\$217,128	\$12,481	\$33,000	\$0	\$33,000
Total:	\$17,146,549	\$16,098,097	\$6,933,795	\$13,078,440	\$0	\$13,078,440

#### **Facilities Maintenance**

#### **Program Summary**

This program comprises a technical support group that provides management, administration, and maintenance for General Government facilities and various rental buildings. Activities include preventive maintenance, repair maintenance, construction, engineering services and an energy conservation program.

Purpose: Support	Scop	e: Internal				
Program By	2011-2012	2013-2014	2013		2015-2016	
Object Category	Actual	Budget	Actual	Baseline	Adjustment	Recommended
Salaries, Regular	\$4,459,850	\$4,988,988	\$2,218,107	\$5,209,010	\$0	\$5,209,010
Benefits	\$1,534,930	\$2,082,611	\$778,354	\$2,180,593	\$0	\$2,180,593
Allowances	\$36,232	\$40,630	\$17,983	\$40,630	\$0	\$40,630
Overtime/Comp Time	\$117,154	\$70,602	\$62,100	\$70,602	\$0	\$70,602
Supplies	\$1,311,727	\$1,171,524	\$662,280	\$1,227,054	\$0	\$1,227,054
Temporary Services	\$131,644	\$20,000	\$64,391	\$20,000	\$0	\$20,000
Professional Services	\$667,639	\$559,968	\$269,662	\$577,960	\$0	\$577,960
Travel and Training	\$15,477	\$25,000	\$9,132	\$25,000	\$0	\$25,000
Other Services	\$8,374,363	\$6,897,754	\$2,839,150	\$3,689,539	\$0	\$3,689,539
Internal Charges	\$72,522	\$18,840	\$0	\$0	\$0	\$0
Debt Service and Interest	\$253,529	\$5,052	\$155	\$5,052	\$0	\$5,052
Capital Expenditures	\$171,482	\$217,128	\$12,481	\$33,000	\$0	\$33,000
Total:	\$17,146,549	\$16,098,097	\$6,933,795	\$13,078,440	\$0	\$13,078,440

# **General Government Major Maintenance**

# **Department Summary**

The Major Maintenance Reserve Fund (5193) was established during 1997 under the control of the Office of Budget to manage the reserves generated by both the existing and the proposed programs with funding coming from the General Fund (0001), the ER & R Fund (5091), and the Road Fund (1012). Expenditures will be for project costs incurred by the service provider in accordance with the long term maintenance programs. The long term programs will include a contingency element which will enable changes to the annual program to be made by the County Administrator with the overall budget appropriations. The projects in this department relate specifically to general government facilities mostly in the downtown campus area.

Expenditures By	2011-2012	2013-2014	2013		2015-2016	
Program	Actual	Budget	Actual	Baseline	Adjustment	Total Required
General Government Major Maintenance	\$1,221,799	\$1,784,500	\$725,268	\$100,000	\$1,368,115	\$1,468,115
Total:	\$1,221,799	\$1,784,500	\$725,268	\$100,000	\$1,368,115	\$1,468,115
Expenditures By Object Category						
Supplies	\$94,448	\$0	\$31,421	\$0	\$0	\$0
Professional Services	\$50,607	\$100,000	\$0	\$100,000	\$0	\$100,000
Other Services	\$27,366	\$0	\$324,689	\$0	\$0	\$0
Internal Charges	\$1,019,529	\$0	\$0	\$0	\$0	\$0
Capital Expenditures	\$29,849	\$1,684,500	\$369,158	\$0	\$1,368,115	\$1,368,115
Total:	\$1,221,799	\$1,784,500	\$725,268	\$100,000	\$1,368,115	\$1,468,115

**Operational Planning Categories** 

# **General Government Major Maintenance**

#### **Program Summary**

This program includes cost for major maintenance projects performed for all Clark County Facilities. These buildings include, but are not limited to the County Courthouse, Franklin Center, 911 Emergency Services Center, 1408 Franklin and others. In addition to major maintenance projects, this program includes minor maintenance and remodel projects.

Purpose: Support	Scop	e: Internal				
Program By	2011-2012	2013-2014	2013		2015-2016	
Object Category	Actual	Budget	Actual	Baseline	Adjustment	Recommended
Supplies	\$94,448	\$0	\$31,421	\$0	\$0	\$0
Professional Services	\$50,607	\$100,000	\$0	\$100,000	\$0	\$100,000
Other Services	\$27,366	\$0	\$324,689	\$0	\$0	\$0
Internal Charges	\$1,019,529	\$0	\$0	\$0	\$0	\$0
Capital Expenditures	\$29,849	\$1,684,500	\$369,158	\$0	\$1,368,115	\$1,368,115
Total:	\$1,221,799	\$1,784,500	\$725,268	\$100,000	\$1,368,115	\$1,468,115

Budget Adjustments		FTE	Expenditure	Revenue
CRESA Chiller Replacement	5193-330-04	0.00	\$393,250	\$0
The CRESA chillers are the original chillers that were installed when the buil in the year 1995. The chillers are 20 years old and have reached their life ex a failure of one of the units, the dispatch center would not be able to function approved a decision package for Fund 5193, which awarded \$177,500 in sp revenue from CRESA 911 which we would request be carried over to the 20 that additional resources are needed to complete this project.	spectancy. If we have n. In July 2013 BOCC ending authority and			
5193-330-518300-Major Maintenance				
Dolle Boiler Replacement	5193-330-03	0.00	\$26,626	\$0
This is a request for budget and revenue to help fund the replacement of a b Building.  5193-330-594120-Capital Expend-Courts	oiler at the Dolle			
Franklin Center Fire Alarm	5193-330-02	0.00	\$49,239	\$0
The Franklin Fire Alarm System does not meet current standards for Fire/Life defined by NFPA. The system is 30 years old and in need of replacement. <b>5193-330-518300-Major Maintenance</b>	e Safety requirements	3		
Fund 5193 Carry over Expenses	5193-330-05	0.00	\$899,000	\$0
This package is to request to carry over the expenses budget over from the the 2015-16 biennium to complete ongoing projects. The revenue to complete already in Fund 5193.  5193-330-518300-Major Maintenance				
Budget	Adjustment Total:	0.00	\$1,368,115	\$0

# **General Services**

# **Department Summary**

The General Services department provides a wide variety of internal support services to the County's operating departments. Included are purchasing, printing, mail room, telecommunications, records, facilities management, construction services, and loss control. However, facilities management and loss control budgets will be submitted under separate cover.

Expenditures By	2011-2012	2013-2014	2013		2015-2016	
Program	Actual	Budget	Actual	Baseline	Adjustment	Total Required
Railroad	\$1,774,379	\$742,883	\$537,823	\$238,600	\$0	\$238,600
Mailroom	\$1,034,076	\$975,142	\$622,045	\$1,176,805	\$0	\$1,176,805
Telecommunications	\$135,850	\$192,919	\$32,405	\$213,585	\$0	\$213,585
GS Records Management Division	\$647,508	\$603,644	\$380,251	\$652,753	\$0	\$652,753
Purchasing	\$2,564,287	\$2,054,589	\$1,080,400	\$2,128,678	\$17,472	\$2,146,150
Printing	\$486,829	\$640,084	\$272,497	\$643,575	\$16,038	\$659,613
Total:	\$6,642,929	\$5,209,261	\$2,925,421	\$5,053,996	\$33,510	\$5,087,506
Expenditures By Object Category						
Salaries, Regular	\$2,389,978	\$2,314,789	\$1,198,027	\$2,382,894	\$0	\$2,382,894
Benefits	\$814,079	\$1,027,090	\$408,819	\$954,016	\$0	\$954,016
Allowances	\$1,131	\$0	\$3,128	\$0	\$0	\$0
Overtime/Comp Time	\$363	\$7,000	\$0	\$7,000	\$0	\$7,000
Supplies	\$141,277	\$194,392	\$79,476	\$174,098	\$5,244	\$179,342
Temporary Services	\$38,389	\$0	\$2,422	\$0	\$0	\$0
Professional Services	\$423,484	\$19,400	\$2,923	\$20,412	\$17,472	\$37,884
Travel and Training	\$9,192	\$4,654	\$1,670	\$14,654	\$0	\$14,654
Other Services	\$1,232,402	\$1,117,952	\$726,422	\$1,500,922	\$10,794	\$1,511,716
Internal Charges	\$1,200	\$1,200	\$0	\$0	\$0	\$0
Capital Expenditures	\$1,591,434	\$522,784	\$502,534	\$0	\$0	\$0
Total:	\$6,642,929	\$5,209,261	\$2,925,421	\$5,053,996	\$33,510	\$5,087,506

#### **GS** Records Management Division

#### **Program Summary**

Records Management helps county departments comply with state laws relating to the preservation, access, and destruction of records (RCW 40.14, RCW 42.17). Records Management provides a range of services designed to reduce the amount of time county staff spends managing records, reduce the amount of space devoted to records storage, and reduce the overal costs required for maintaining all county records.

Purpose: Support	Scop	e: Internal				
Program By	2011-2012	2013-2014	2013		2015-2016	
<b>Object Category</b>	Actual	Budget	Actual	Baseline	Adjustment	Recommended
Salaries, Regular	\$427,609	\$379,762	\$227,114	\$325,126	\$0	\$325,126
Benefits	\$171,700	\$184,034	\$85,912	\$141,941	\$0	\$141,941
Allowances	\$256	\$0	\$114	\$0	\$0	\$0
Supplies	\$14,931	\$14,844	\$5,695	\$14,844	\$0	\$14,844
Temporary Services	\$2,753	\$0	\$0	\$0	\$0	\$0
Professional Services	\$4,167	\$9,800	\$807	\$9,800	\$0	\$9,800
Travel and Training	\$229	\$904	\$129	\$904	\$0	\$904
Other Services	\$22,224	\$14,300	\$60,480	\$160,138	\$0	\$160,138
Internal Charges	\$600	\$0	\$0	\$0	\$0	\$0
Capital Expenditures	\$3,039	\$0	\$0	\$0	\$0	\$0
Total:	\$647,508	\$603,644	\$380,251	\$652,753	\$0	\$652,753

#### Mailroom

#### **Program Summary**

**Operational Planning Categories** 

The Mail room provides centralized handling of all internal and U.S. Postal Service mail pick up, sorting, delivery, metering and posting. This primary daily operation is often intermixed with the handling of special bulk mailings, UPS postings and other special mail-handling requirements. This centralization generates the volume necessary to obtain less costly pre sort rates, provides more timely delivery service to take advantage of interest earnings on incoming funds, and ensures that public funds are used most efficiently in regard to postal charges.

Purpose: Support	Sco	pe: Internal				
Program By	2011-2012	2013-2014	2013		2015-2016	
Object Category	Actual	Budget	Actual	Baseline	Adjustment	Recommended
Salaries, Regular	\$51,350	\$79,414	\$41,087	\$79,514	\$0	\$79,514
Benefits	\$30,923	\$57,268	\$12,910	\$25,859	\$0	\$25,859
Allowances	\$42	\$0	\$32	\$0	\$0	\$0
Overtime/Comp Time	\$0	\$2,000	\$0	\$2,000	\$0	\$2,000
Supplies	\$6,231	\$4,450	\$2,879	\$4,450	\$0	\$4,450
Temporary Services	\$30,698	\$0	\$2,422	\$0	\$0	\$0
Professional Services	\$3	\$0	\$300	\$0	\$0	\$0
Travel and Training	\$40	\$0	\$0	\$0	\$0	\$0
Other Services	\$911,150	\$832,010	\$562,415	\$1,064,982	\$0	\$1,064,982
Internal Charges	\$600	\$0	\$0	\$0	\$0	\$0
Capital Expenditures	\$3,039	\$0	\$0	\$0	\$0	\$0
Total:	\$1,034,076	\$975,142	\$622,045	\$1,176,805	\$0	\$1,176,805

# **Printing**

#### **Program Summary**

The Print shop receives requests for copies from all departments. These requests are printed and the printed materials are delivered to the requesting department(s). The Print shop also provides services such as padding, collating, punching and direct delivery to the Mail room.

Operational Planning Ca	tegories					
Purpose: Support	Scop	e: Internal				
Program By	2011-2012	2013-2014	2013		2015-2016	
Object Category	Actual	Budget	Actual	Baseline	Adjustment	Recommended
Salaries, Regular	\$189,381	\$189,271	\$103,359	\$206,246	\$0	\$206,246
Benefits	\$89,918	\$112,829	\$50,414	\$116,765	\$0	\$116,765
Allowances	\$106	\$0	\$56	\$0	\$0	\$0
Overtime/Comp Time	\$0	\$3,000	\$0	\$3,000	\$0	\$3,000
Supplies	\$107,030	\$155,080	\$63,977	\$135,080	\$5,244	\$140,324
Professional Services	\$220	\$2,000	\$1	\$2,000	\$0	\$2,000
Travel and Training	\$0	\$400	\$0	\$400	\$0	\$400
Other Services	\$100,174	\$177,504	\$54,690	\$180,084	\$10,794	\$190,878
Total:	\$486,829	\$640,084	\$272,497	\$643,575	\$16,038	\$659,613

Budget Adjustments		FTE	Expenditure	Revenue
Printshop Business Cards 0	0001-320-01	0.00	\$16,038	\$0
This package would allow the Printshop to take over all business card printing necounty.	eeds of the			
0001-320-518702-Printing				
Budget Adi	ustment Total:	0.00	\$16,038	\$0

#### **Purchasing**

#### **Program Summary**

The Purchasing Division receives requests for all supplies, services, and equipment required by County departments. Purchasing staff then obtain pricing, select vendors, arrange for purchase, follow up on delivery, address complaints, and maintain working relationships with the associated vendors. Through centralized procurement and control, the department provides for the fair and equitable treatment of all persons involved in Clark County's purchasing process, maximizes the purchasing value of public funds, and provides safeguards for maintaining the system's quality and integrity.

Operational Planning Categories	
Purpose: Support	Scope: Internal

Program By	2011-2012	2013-2014	2013		2015-2016	
Object Category	Actual	Budget	Actual	Baseline	Adjustment	Recommended
Salaries, Regular	\$1,486,852	\$1,384,258	\$781,117	\$1,470,655	\$0	\$1,470,655
Benefits	\$448,262	\$558,441	\$242,488	\$550,051	\$0	\$550,051
Allowances	\$659	\$0	\$2,910	\$0	\$0	\$0
Overtime/Comp Time	\$363	\$2,000	\$0	\$2,000	\$0	\$2,000
Supplies	\$13,040	\$20,018	\$6,925	\$19,724	\$0	\$19,724
Temporary Services	\$4,938	\$0	\$0	\$0	\$0	\$0
Professional Services	\$419,019	\$7,000	\$1,815	\$8,012	\$17,472	\$25,484
Travel and Training	\$8,923	\$3,350	\$1,541	\$3,350	\$0	\$3,350
Other Services	\$182,231	\$75,538	\$43,604	\$74,886	\$0	\$74,886
Internal Charges	\$0	\$1,200	\$0	\$0	\$0	\$0
Capital Expenditures	\$0	\$2,784	\$0	\$0	\$0	\$0
Total:	\$2,564,287	\$2,054,589	\$1,080,400	\$2,128,678	\$17,472	\$2,146,150

Budget Adjustments		FTE	Expenditure	Revenue
Gen. Ser. Parking Lot Security	0001-320-04	0.00	\$17,472	\$0

This Decision Package would add 8 hours per week of patrol for the parking garage at the PSC building and other county parking areas.

0001-320-518401-Purchasing

Budget Adjustment Total:	0.00	\$17,472	\$0

## Railroad

## **Program Summary**

Operational Planning Ca	itegories					
Purpose:	Scop	e:				
Program By	2011-2012	2013-2014	2013		2015-2016	
Object Category	Actual	Budget	Actual	Baseline	Adjustment	Recommended
Salaries, Regular	\$159,039	\$153,564	\$37,089	\$157,959	\$0	\$157,959
Benefits	\$57,198	\$69,319	\$14,521	\$70,641	\$0	\$70,641
Allowances	\$51	\$0	\$13	\$0	\$0	\$0
Travel and Training	\$0	\$0	\$0	\$10,000	\$0	\$10,000
Other Services	\$0	\$0	\$65	\$0	\$0	\$0
Capital Expenditures	\$1,558,091	\$520,000	\$486,135	\$0	\$0	\$0
Total:	\$1,774,379	\$742,883	\$537,823	\$238,600	\$0	\$238,600

#### **Telecommunications**

#### **Program Summary**

The Telecommunications Division provides centralized voice communication equipment, services and support. It maintains and installs all related equipment, monitors service levels, provides technical support and training, processes and monitors all associated costs, and monitors the telecommunication market so it can advise county departments on how to improve service levels through new technology.

Purpose: Support	Sco	pe: Internal				
Program By	2011-2012	2013-2014	2013		2015-2016	
Object Category	Actual	Budget	Actual	Baseline	Adjustment	Recommended
Salaries, Regular	\$75,747	\$128,520	\$8,261	\$143,394	\$0	\$143,394
Benefits	\$16,078	\$45,199	\$2,574	\$48,759	\$0	\$48,759
Allowances	\$17	\$0	\$3	\$0	\$0	\$0
Supplies	\$45	\$0	\$0	\$0	\$0	\$0
Professional Services	\$75	\$600	\$0	\$600	\$0	\$600
Other Services	\$16,623	\$18,600	\$5,168	\$20,832	\$0	\$20,832
Capital Expenditures	\$27,265	\$0	\$16,399	\$0	\$0	\$0
Total:	\$135,850	\$192,919	\$32,405	\$213,585	\$0	\$213,585

#### **Human Resources**

# **Department Summary**

The Human Resources Department is responsible for all personnel functions of county government including recruitment, hiring, compensation, benefits, labor relations, employee relations, civil service, training and others. The missions of the department is to enhance the effectiveness with which the County hires, compensates and manages its employees in support of each department's goals.

Expenditures By	2011-2012	2013-2014	2013		2015-2016	
Program	Actual	Budget	Actual	Baseline	Adjustment	Total Required
Human Resources Services	\$2,934,673	\$3,155,105	\$1,547,039	\$3,751,998	\$0	\$3,751,998
CCSO Testing 201	\$63,613	\$0	\$5,722	\$0	\$0	\$0
County Wide Programs	\$701,142	\$644,901	\$276,952	\$162,520	\$0	\$162,520
Total:	\$3,699,428	\$3,800,006	\$1,829,713	\$3,914,518	\$0	\$3,914,518
Expenditures By Object Category						
Salaries, Regular	\$2,435,873	\$2,346,401	\$1,199,300	\$2,518,349	\$0	\$2,518,349
Benefits	\$753,657	\$889,977	\$356,644	\$832,925	\$0	\$832,925
Allowances	\$976	\$0	\$453	\$0	\$0	\$0
Overtime/Comp Time	\$1,051	\$5,000	\$210	\$5,000	\$0	\$5,000
Supplies	\$34,490	\$47,500	\$12,621	\$47,500	\$0	\$47,500
Temporary Services	\$38,751	\$35,000	\$26,667	\$35,000	\$0	\$35,000
Professional Services	\$237,345	\$276,000	\$134,122	\$276,000	\$0	\$276,000
Travel and Training	\$34,238	\$24,500	\$12,008	\$24,500	\$0	\$24,500
Other Services	\$163,047	\$175,628	\$87,688	\$175,244	\$0	\$175,244
Total:	\$3,699,428	\$3,800,006	\$1,829,713	\$3,914,518	\$0	\$3,914,518

# **CCSO Testing 201**

#### **Program Summary**

This program is responsible for recruiting and selecting most Sheriff's Office personnel and carrying out related administrative functions on behalf of the Civil Service Commissioner.

Operational Planning	<u>Categories</u>					
Purpose: Support	Sco	ppe: Internal				
Program By	2011-2012	2013-2014	2013		2015-2016	
Object Category	Actual	Budget	Actual	Baseline	Adjustment	Recommended
Salaries, Regular	\$45,346	\$0	\$0	\$0	\$0	\$0
Benefits	\$10,273	\$0	\$0	\$0	\$0	\$0
Allowances	\$15	\$0	\$0	\$0	\$0	\$0
Professional Services	\$7,754	\$0	\$5,523	\$0	\$0	\$0
Travel and Training	\$225	\$0	\$199	\$0	\$0	\$0
Total:	\$63,613	\$0	\$5,722	\$0	\$0	\$0

# **County Wide Programs**

#### **Program Summary**

This program encompasses a variety of distinct special programs administered by the department: the Employee Assistance Program; the Property Tax Work-off Program which assists low-income and disabled persons to meet County property tax obligations through temporary work; the Courthouse Information Booth which is staffed by retired volunteers; employee recognition programs; and county-wide Training Programs which provide training opportunities of county-wide application.

<b>Operational Planning</b>	Categories					
Purpose: Support	Sco	ope: Internal				
Program By	2011-2012	2013-2014	2013		2015-2016	
Object Category	Actual	Budget	Actual	Baseline	Adjustment	Recommended
Salaries, Regular	\$508,103	\$480,566	\$188,797	\$123,744	\$0	\$123,744
Benefits	\$148,514	\$161,835	\$53,049	\$36,276	\$0	\$36,276
Allowances	\$211	\$0	\$76	\$0	\$0	\$0
Overtime/Comp Time	\$63	\$0	\$4	\$0	\$0	\$0
Supplies	\$73	\$0	\$184	\$0	\$0	\$0
Temporary Services	\$38,483	\$0	\$26,409	\$0	\$0	\$0
Travel and Training	\$0	\$2,500	\$0	\$2,500	\$0	\$2,500
Other Services	\$5,695	\$0	\$8,433	\$0	\$0	\$0
Total:	\$701,142	\$644,901	\$276,952	\$162,520	\$0	\$162,520

#### **Human Resources Services**

#### **Program Summary**

Provide professional services, programs and advice regarding all employment-related matters. Manage labor relations (12 bargaining units) and employee relations. Reccommend policies and design and manage programs to select high-quality employees, to enhance the workplace, to treat employees fairly, and to provide total compensation packages that are competitive and cost effective. To ensure employment conditions meet legal compliance.

Purpose: Support	Scop	e: Internal				
Program By	2011-2012	2013-2014	2013		2015-2016	
Object Category	Actual	Budget	Actual	Baseline	Adjustment	Recommended
Salaries, Regular	\$1,882,424	\$1,865,835	\$1,010,503	\$2,394,605	\$0	\$2,394,605
Benefits	\$594,870	\$728,142	\$303,595	\$796,649	\$0	\$796,649
Allowances	\$750	\$0	\$377	\$0	\$0	\$0
Overtime/Comp Time	\$988	\$5,000	\$206	\$5,000	\$0	\$5,000
Supplies	\$34,417	\$47,500	\$12,437	\$47,500	\$0	\$47,500
Temporary Services	\$268	\$35,000	\$258	\$35,000	\$0	\$35,000
Professional Services	\$229,591	\$276,000	\$128,599	\$276,000	\$0	\$276,000
Travel and Training	\$34,013	\$22,000	\$11,809	\$22,000	\$0	\$22,000
Other Services	\$157,352	\$175,628	\$79,255	\$175,244	\$0	\$175,244
Total:	\$2,934,673	\$3,155,105	\$1,547,039	\$3,751,998	\$0	\$3,751,998

# **Information Services**

# **Department Summary**

The Information Services department is responsible for the County's information technology functions. The department manages the technology infrastructure, including network, servers, software applications, programmers and other staff, and for county departments.

Expenditures By	2011-2012	2013-2014	2013		2015-2016	
Program	Actual	Budget	Actual	Baseline	Adjustment	Total Required
Application Services	\$5,355,496	\$5,629,610	\$2,638,536	\$5,706,928	\$182,130	\$5,889,058
Network & System Administration	\$3,152,518	\$2,413,565	\$1,291,555	\$2,547,288	\$0	\$2,547,288
County-Wide Support	\$2,337,329	\$3,610,761	\$1,492,522	\$2,985,296	\$0	\$2,985,296
Service Desk	\$596,720	\$594,943	\$257,249	\$448,500	\$0	\$448,500
IS Administration	\$950,652	\$797,805	\$371,527	\$807,213	\$0	\$807,213
Capital planning	\$0	\$0	\$0	\$0	\$0	\$0
Total:	\$12,392,715	\$13,046,684	\$6,051,389	\$12,495,225	\$182,130	\$12,677,355
Expenditures By Object Category						
Salaries, Regular	\$6,906,628	\$6,350,470	\$3,345,814	\$6,620,796	\$0	\$6,620,796
Benefits	\$1,845,495	\$2,110,974	\$933,033	\$2,243,779	\$0	\$2,243,779
Allowances	\$2,098	\$0	\$991	\$0	\$0	\$0
Overtime/Comp Time	\$59,580	\$83,796	\$23,825	\$83,796	\$0	\$83,796
Supplies	\$425,417	\$594,037	\$223,380	\$498,620	\$101,000	\$599,620
Temporary Services	\$12,216	\$10,000	\$60,918	\$10,000	\$0	\$10,000
Professional Services	\$482,001	\$854,852	\$261,572	\$780,604	\$0	\$780,604
Travel and Training	\$31,670	\$71,400	\$18,663	\$52,300	\$14,760	\$67,060
Other Services	\$2,453,655	\$2,522,140	\$1,165,719	\$2,205,330	\$0	\$2,205,330
Internal Charges	\$3,901	\$3,670	\$0	\$0	\$0	\$0
Transfers	\$50,000	\$0	\$0	\$0	\$0	\$0
Capital Expenditures	\$120,054	\$445,345	\$17,474	\$0	\$66,370	\$66,370
Total:	\$12,392,715	\$13,046,684	\$6,051,389	\$12,495,225	\$182,130	\$12,677,355

#### **Application Services**

#### **Program Summary**

Systems and Programming provides application and programming support to critical systems including financial systems (payroll and general ledger system), law and justice systems (jail records and databases, case tracking, and 911 Emergency Dispatch.

Operational Planning Categories	
Purpose: Essential	Scope: Regional (County-wide)

•		. • •	• /			
Program By	2011-2012	2013-2014	2013		2015-2016	
Object Category	Actual	Budget	Actual	Baseline	Adjustment	Recommended
Salaries, Regular	\$4,028,508	\$3,734,256	\$1,986,199	\$4,006,174	\$0	\$4,006,174
Benefits	\$1,114,010	\$1,286,795	\$582,029	\$1,414,974	\$0	\$1,414,974
Allowances	\$1,201	\$0	\$564	\$0	\$0	\$0
Overtime/Comp Time	\$18,383	\$63,396	\$5,410	\$63,396	\$0	\$63,396
Supplies	\$81,778	\$61,900	\$10,308	\$73,900	\$101,000	\$174,900
<b>Temporary Services</b>	\$0	\$0	\$6,398	\$0	\$0	\$0
Professional Services	\$147	\$48,000	\$3,863	\$48,000	\$0	\$48,000
Travel and Training	\$26,598	\$18,400	\$7,493	\$18,400	\$14,760	\$33,160
Other Services	\$84,871	\$71,000	\$36,272	\$82,084	\$0	\$82,084
Capital Expenditures	\$0	\$345,863	\$0	\$0	\$66,370	\$66,370
Total:	\$5,355,496	\$5,629,610	\$2,638,536	\$5,706,928	\$182,130	\$5,889,058

Budget Adjustments		FTE	Expenditure	Revenue
Web Renovation	0001-305-05	0.00	\$182,130	\$0
Funding to upgrade existing County wide Internet and Intranet frameworks.				
0001-305-518875-CCIS Application Support and Programming				
Budge	t Adjustment Total:	0.00	\$182,130	\$0

# Capital planning

### **Program Summary**

This program is established to facilitate the planning of capital projects for the county as a whole. This includes transportation, water quality /stormwater drainage, government buildings, including detention, parks, etc. Business plans are developed for projects and departments. In addition, revenue sources are identified and planned.

Scope: Internal

Operation	al Planning	Categories
Purpose:	Support	

Program By	2011-2012	2013-2014	2013		2015-2016	
Object Category	Actual	Budget	Actual	Baseline	Adjustment	Recommended
Capital Expenditures	\$0	\$0	\$0	\$0	\$0	\$0
Total:	\$0	\$0	\$0	\$0	\$0	\$0

# **County-Wide Support**

# **Program Summary**

<b>Operational Planning</b>	Categories					
Purpose: Essential	Scop	e: County-Wide				
Program By	2011-2012	2013-2014	2013		2015-2016	
Object Category	Actual	Budget	Actual	Baseline	Adjustment	Recommended
Salaries, Regular	-\$731	\$0	\$1,467	\$0	\$0	\$0
Benefits	-\$203	\$0	\$413	\$0	\$0	\$0
Allowances	\$0	\$0	\$1	\$0	\$0	\$0
Supplies	\$72,537	\$368,987	\$174,955	\$261,570	\$0	\$261,570
Temporary Services	\$0	\$0	\$1,858	\$0	\$0	\$0
Professional Services	\$440,872	\$806,752	\$252,179	\$732,504	\$0	\$732,504
Travel and Training	\$0	\$29,400	\$8,263	\$10,000	\$0	\$10,000
Other Services	\$1,824,854	\$2,306,140	\$1,053,386	\$1,981,222	\$0	\$1,981,222
Capital Expenditures	\$0	\$99,482	\$0	\$0	\$0	\$0
Total:	\$2,337,329	\$3,610,761	\$1,492,522	\$2,985,296	\$0	\$2,985,296

# **IS Administration**

# **Program Summary**

IS administration provides administrative support to OBIS staff, plans and implements technology services, project management, and financial management.

Operational Planning C	Categories					
Purpose: Support	Scop	e: Internal				
Program By	2011-2012	2013-2014	2013		2015-2016	
Object Category	Actual	Budget	Actual	Baseline	Adjustment	Recommended
Salaries, Regular	\$578,540	\$533,904	\$207,268	\$550,066	\$0	\$550,066
Benefits	\$160,643	\$177,781	\$52,316	\$179,101	\$0	\$179,101
Allowances	\$194	\$0	\$67	\$0	\$0	\$0
Overtime/Comp Time	\$0	\$400	\$0	\$400	\$0	\$400
Supplies	\$11,081	\$10,550	\$5,056	\$10,550	\$0	\$10,550
Temporary Services	\$12,216	\$0	\$49,876	\$0	\$0	\$0
Professional Services	\$209	\$0	\$1,131	\$0	\$0	\$0
Travel and Training	\$753	\$9,000	\$17	\$9,000	\$0	\$9,000
Other Services	\$61,582	\$62,800	\$38,322	\$58,096	\$0	\$58,096
Internal Charges	\$3,370	\$3,370	\$0	\$0	\$0	\$0
Transfers	\$50,000	\$0	\$0	\$0	\$0	\$0
Capital Expenditures	\$72,064	\$0	\$17,474	\$0	\$0	\$0
Total:	\$950,652	\$797,805	\$371,527	\$807,213	\$0	\$807,213

# **Network & System Administration**

#### **Program Summary**

Systems administrators are responsible for the architecture, design, installation and operation of the function of the overall network.

<b>Operational Planning</b>	Categories					
Purpose: Support	Sco	pe: Internal				
Program By	2011-2012	2013-2014	2013		2015-2016	
Object Category	Actual	Budget	Actual	Baseline	Adjustment	Recommended
Salaries, Regular	\$1,870,229	\$1,746,024	\$969,077	\$1,840,444	\$0	\$1,840,444
Benefits	\$457,243	\$534,741	\$246,233	\$565,280	\$0	\$565,280
Allowances	\$536	\$0	\$289	\$0	\$0	\$0
Overtime/Comp Time	\$40,906	\$20,000	\$18,368	\$20,000	\$0	\$20,000
Supplies	\$225,259	\$39,500	\$26,036	\$39,500	\$0	\$39,500
Professional Services	\$35,796	\$0	\$2,263	\$0	\$0	\$0
Travel and Training	\$3,888	\$13,400	\$2,890	\$13,700	\$0	\$13,700
Other Services	\$470,140	\$59,600	\$26,399	\$68,364	\$0	\$68,364
Internal Charges	\$531	\$300	\$0	\$0	\$0	\$0
Capital Expenditures	\$47,990	\$0	\$0	\$0	\$0	\$0
Total:	\$3,152,518	\$2,413,565	\$1,291,555	\$2,547,288	\$0	\$2,547,288

#### **Service Desk**

# **Program Summary**

<b>Operational Planning</b>	Categories					
Purpose: Support	Scop	e: Internal				
Program By	2011-2012	2013-2014	2013		2015-2016	
Object Category	Actual	Budget	Actual	Baseline	Adjustment	Recommended
Salaries, Regular	\$430,082	\$336,286	\$181,803	\$224,112	\$0	\$224,112
Benefits	\$113,802	\$111,657	\$52,042	\$84,424	\$0	\$84,424
Allowances	\$167	\$0	\$70	\$0	\$0	\$0
Overtime/Comp Time	\$291	\$0	\$47	\$0	\$0	\$0
Supplies	\$34,762	\$113,100	\$7,025	\$113,100	\$0	\$113,100
Temporary Services	\$0	\$10,000	\$2,786	\$10,000	\$0	\$10,000
Professional Services	\$4,977	\$100	\$2,136	\$100	\$0	\$100
Travel and Training	\$431	\$1,200	\$0	\$1,200	\$0	\$1,200
Other Services	\$12,208	\$22,600	\$11,340	\$15,564	\$0	\$15,564
Total:	\$596,720	\$594,943	\$257,249	\$448,500	\$0	\$448,500

# **Major Maintenance Reserve - General**

# **Department Summary**

The information presented here is for prior period expenditures.

Expenditures By	2011-2012	2013-2014	2013		2015-2016	
Program	Actual	Budget	Actual	Baseline	Adjustment	Total Required
Major Maintenance Reserve - General	\$1,213,600	\$0	\$0	\$0	\$0	\$0
Total:	\$1,213,600	\$0	\$0	\$0	\$0	\$0
Expenditures By Object Category						
Other Services	\$131,825	\$0	\$0	\$0	\$0	\$0
Transfers	\$1,081,775	\$0	\$0	\$0	\$0	\$0
Total:	\$1,213,600	\$0	\$0	\$0	\$0	\$0

# **Major Maintenance Reserve - General**

# **Program Summary**

This program represents both reserves and expenditures for major maintenance projects for the Facilities Management function within the general government structure.

<b>Operational Planning</b>	Categories					
Purpose: Discretiona	ry Scop	e: Internal				
Program By	2011-2012	2013-2014	2013		2015-2016	
Object Category	Actual	Budget	Actual	Baseline	Adjustment	Recommended
Other Services	\$131,825	\$0	\$0	\$0	\$0	\$0
Transfers	\$1,081,775	\$0	\$0	\$0	\$0	\$0
Total:	\$1,213,600	\$0	\$0	\$0	\$0	\$0

#### **Public Information and Outreach**

# **Department Summary**

The Public Information and Outreach office (PIO) provides citizens with accurate, comprehensive information about county services, activities, and issues. In addition, the PIO office serves as a resource for elected officials' offices and other county departments in developing strategies and materials that promote effective communication and outreach with the public. The Neighborhood Outreach Program is an important component of that effort, enhancing community dialogue, partnerships, and problem-solving. The PIO office serves as the lead public information officer for the Emergency Coordination Center in the event of a natural disaster or emergency, and is responsible for establishing procedures and coordinating with other intergovernmental agencies and municipalities within Clark County.

Expenditures By	2011-2012	2013-2014	2013		2015-2016	
Program	Actual	Budget	Actual	Baseline	Adjustment	Total Required
Neighborhood Outreach	\$3,336	\$4,326	\$0	\$4,326	\$0	\$4,326
Communications	\$1,194,086	\$1,305,802	\$673,277	\$1,440,913	\$0	\$1,440,913
Total:	\$1,197,422	\$1,310,128	\$673,277	\$1,445,239	\$0	\$1,445,239
Expenditures By Object Category						
Salaries, Regular	\$855,619	\$885,488	\$495,147	\$1,010,374	\$0	\$1,010,374
Benefits	\$281,998	\$369,758	\$148,632	\$384,543	\$0	\$384,543
Allowances	\$363	\$0	\$194	\$0	\$0	\$0
Supplies	\$16,170	\$11,932	\$7,026	\$9,456	\$0	\$9,456
Temporary Services	\$802	\$0	\$0	\$0	\$0	\$0
Professional Services	\$5,131	\$5,500	\$3,197	\$5,800	\$0	\$5,800
Travel and Training	\$1,324	\$2,100	\$1,328	\$3,976	\$0	\$3,976
Other Services	\$36,015	\$35,350	\$17,753	\$31,090	\$0	\$31,090
Total:	\$1,197,422	\$1,310,128	\$673,277	\$1,445,239	\$0	\$1,445,239

#### **Communications**

#### **Program Summary**

This program offers assistance and advice to county staff in developing communications strategies that inform citizens and that enhance interaction and dialogue between county government and the public. Staff in this program also develop and produce many of the materials that comprise the county's public information effort.

<b>Operational Planning</b>	Categories					
Purpose: Support	Sco	ppe: Internal				
Program By	2011-2012	2013-2014	2013		2015-2016	
Object Category	Actual	Budget	Actual	Baseline	Adjustment	Recommended
Salaries, Regular	\$855,619	\$885,488	\$495,147	\$1,010,374	\$0	\$1,010,374
Benefits	\$281,998	\$369,758	\$148,632	\$384,543	\$0	\$384,543
Allowances	\$363	\$0	\$194	\$0	\$0	\$0
Supplies	\$14,962	\$8,256	\$7,026	\$7,456	\$0	\$7,456
Temporary Services	\$176	\$0	\$0	\$0	\$0	\$0
Professional Services	\$4,167	\$5,100	\$3,197	\$5,100	\$0	\$5,100
Travel and Training	\$1,314	\$1,850	\$1,328	\$2,550	\$0	\$2,550
Other Services	\$35,487	\$35,350	\$17,753	\$30,890	\$0	\$30,890
Total:	\$1,194,086	\$1,305,802	\$673,277	\$1,440,913	\$0	\$1,440,913

#### **Neighborhood Outreach**

**Operational Planning Categories** 

#### **Program Summary**

This program provides services to neighborhood associations participating in the Neighborhood Outreach Program. It provides opportunities for county government and neighborhood associations to create partnerships that maintain or enhance the livability within a geographic boundary. It also provides support and expertise to county departments in developing effective citizen participation opportunities with county neighborhoods.

Purpose: Support	Scop	e: Regional (County-w	ride)				
Program By Object Category	2011-2012	2013-2014	2013		2015-2016		
	Actual	Budget	Actual	Baseline	Adjustment	Recommended	
Supplies	\$1,208	\$3,676	\$0	\$2,000	\$0	\$2,000	
Temporary Services	\$626	\$0	\$0	\$0	\$0	\$0	
Professional Services	\$964	\$400	\$0	\$700	\$0	\$700	
Travel and Training	\$10	\$250	\$0	\$1,426	\$0	\$1,426	
Other Services	\$528	\$0	\$0	\$200	\$0	\$200	
Total:	\$3,336	\$4,326	\$0	\$4,326	\$0	\$4,326	

# Server Equipment Repair & Replacement

# **Department Summary**

This fund budgets for the expenditures associated with the ongoing repair and replacement of County-wide computer network servers and collects revenue from County departments and participating outside agencies.

Expenditures By	2011-2012	2013-2014	2013		2015-2016	
Program	Actual	Budget	Actual	Baseline	Adjustment	Total Required
Server Equipment Repair & Replacement	\$1,929,393	\$845,174	\$896,295	\$606,616	\$0	\$606,616
Total:	\$1,929,393	\$845,174	\$896,295	\$606,616	\$0	\$606,616
Expenditures By Object Category						
Supplies	\$40,345	\$48,800	\$10,640	\$48,800	\$0	\$48,800
Other Services	\$863,045	\$0	\$322,443	\$0	\$0	\$0
Internal Charges	\$26,587	\$0	\$0	\$0	\$0	\$0
Debt Service and Interest	\$13	\$0	\$107	\$0	\$0	\$0
Capital Expenditures	\$999,403	\$796,374	\$563,105	\$557,816	\$0	\$557,816
Total:	\$1,929,393	\$845,174	\$896,295	\$606,616	\$0	\$606,616

# Server Equipment Repair & Replacement

#### **Program Summary**

This program facilitates the repair and replacement of County-wide computer network server equipment and collects revenue from County departments and participating outside agencies to fund these costs.

Operational Planning	Categories					
Purpose: Support	Scop	e: Regional (County-	wide)			
Program By Object Category	2011-2012	2013-2014	2013		2015-2016	
	Actual	Budget	Actual	Baseline	Adjustment	Recommended
Supplies	\$40,345	\$48,800	\$10,640	\$48,800	\$0	\$48,800
Other Services	\$863,045	\$0	\$322,443	\$0	\$0	\$0
Internal Charges	\$26,587	\$0	\$0	\$0	\$0	\$0
Debt Service and Interest	\$13	\$0	\$107	\$0	\$0	\$0
Capital Expenditures	\$999,403	\$796,374	\$563,105	\$557,816	\$0	\$557,816
Total:	\$1,929,393	\$845,174	\$896,295	\$606,616	\$0	\$606,616