



# Internal Services

**Central Stores**

**Department Summary**

This budget reflects the purchase of general office supplies for resale to County operating departments. Such centralized purchasing of commonly used commodities reduces the total costs.

	2001-2002	2003-2004	2003	2005-2006	2005-2006	2005-2006
<b><u>Expenditures by Program</u></b>	<b>Actuals</b>	<b>Budget</b>	<b>Actuals</b>	<b>Baseline</b>	<b>Adjustment</b>	<b>Total Required</b>
Central Stores	\$662,764	\$990,000	\$473,388	\$990,000	\$2,006	\$992,006
<b><u>Total:</u></b>	<b><u>\$662,764</u></b>	<b><u>\$990,000</u></b>	<b><u>\$473,388</u></b>	<b><u>\$990,000</u></b>	<b><u>\$2,006</u></b>	<b><u>\$992,006</u></b>
<b><u>Expenditures By Obj. Category</u></b>						
Supplies	\$662,764	\$990,000	\$473,388	\$990,000	\$0	\$990,000
Other Services	\$0	\$0	\$0	\$0	\$2,006	\$2,006
<b><u>Total:</u></b>	<b><u>\$662,764</u></b>	<b><u>\$990,000</u></b>	<b><u>\$473,388</u></b>	<b><u>\$990,000</u></b>	<b><u>\$2,006</u></b>	<b><u>\$992,006</u></b>

**Central Stores**

**Program Summary**

**Central Stores**

Central Stores receives requests for office supplies from all departments, pulls the requested items from its warehouse stock and boxes them for pick-up 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 Cagories

Purpose: Support

Scope: Internal

	2001-2002	2003-2004	2003	2005-2006	2005-2006	2005-2006
<b>Program By Obj. Category:</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Baseline</b>	<b>Adjustment</b>	<b>Recommended</b>
Supplies	\$662,764	\$990,000	\$473,388	\$990,000	\$0	\$990,000
Other Services	\$0	\$0	\$0	\$0	\$2,006	\$2,006
<b>Total:</b>	<b>\$662,764</b>	<b>\$990,000</b>	<b>\$473,388</b>	<b>\$990,000</b>	<b>\$2,006</b>	<b>\$992,006</b>

**BUDGET ADJUSTMENTS:**

	Expenditure	FTE	Revenue
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TER&R Revenue & Fees 5092-390-05 This item adjusts the fees charged to departments for desktop equipment repair and replacement based on the current equipment inventory. The rate per year per PC of \$1,003 has not changed.

5093-321-519580-Central Stores \$2,006 0.00 \$0

**BUDGET ADJUSTMENTS TOTAL:** \$2,006 0.00 \$0

**Central Support - Parks Caretakers**

**Department Summary**

This program provides security and minor maintenance at the regional parks.

	2001-2002	2003-2004	2003	2005-2006	2005-2006	2005-2006
<b><u>Expenditures by Program</u></b>	<b><u>Actuals</u></b>	<b><u>Budget</u></b>	<b><u>Actuals</u></b>	<b><u>Baseline</u></b>	<b><u>Adjustment</u></b>	<b><u>Total Required</u></b>
Facilities Parks Caretakers	\$232,283	\$116,556	\$109,734	\$116,556	\$0	\$116,556
<b><u>Total:</u></b>	<b><u>\$232,283</u></b>	<b><u>\$116,556</u></b>	<b><u>\$109,734</u></b>	<b><u>\$116,556</u></b>	<b><u>\$0</u></b>	<b><u>\$116,556</u></b>
<b><u>Expenditures By Obj. Category</u></b>						
Salaries, Regular	\$205,574	\$116,556	\$97,258	\$116,556	\$0	\$116,556
Benefits	\$26,709	\$0	\$12,348	\$0	\$0	\$0
Supplies	\$0	\$0	\$128	\$0	\$0	\$0
<b><u>Total:</u></b>	<b><u>\$232,283</u></b>	<b><u>\$116,556</u></b>	<b><u>\$109,734</u></b>	<b><u>\$116,556</u></b>	<b><u>\$0</u></b>	<b><u>\$116,556</u></b>

**Central Support - Parks Caretakers**

**Program Summary**

**Facilities Parks Caretakers**

**This program provides the budget for the Caretakers at the County's Regional Parks.**

Operational planning Cagories

Purpose: Support

Scope: Internal

	2001-2002	2003-2004	2003	2005-2006	2005-2006	2005-2006
<b><u>Program By Obj. Category:</u></b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Baseline</b>	<b>Adjustment</b>	<b>Recommended</b>
Salaries, Regular	\$205,574	\$116,556	\$97,258	\$116,556	\$0	\$116,556
Benefits	\$26,709	\$0	\$12,348	\$0	\$0	\$0
Supplies	\$0	\$0	\$128	\$0	\$0	\$0
<b>Total:</b>	<b><u>\$232,283</u></b>	<b><u>\$116,556</u></b>	<b><u>\$109,734</u></b>	<b><u>\$116,556</u></b>	<b><u>\$0</u></b>	<b><u>\$116,556</u></b>

**Central Support Services**

**Department Summary**

	2001-2002	2003-2004	2003	2005-2006	2005-2006	2005-2006
<b><u>Expenditures by Program</u></b>	<b>Actuals</b>	<b>Budget</b>	<b>Actuals</b>	<b>Baseline</b>	<b>Adjustment</b>	<b>Total Required</b>
Central Support Services	\$7,004	\$0	-\$108	\$0	\$0	\$0
<b><u>Total:</u></b>	<b><u>\$7,004</u></b>	<b><u>\$0</u></b>	<b><u>-\$108</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>
 <b><u>Expenditures By Obj. Category</u></b>						
Allowances	-\$108	\$0	-\$108	\$0	\$0	\$0
Other Services	\$7,112	\$0	\$0	\$0	\$0	\$0
<b><u>Total:</u></b>	<b><u>\$7,004</u></b>	<b><u>\$0</u></b>	<b><u>-\$108</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>

**Central Support Services**

**Program Summary**

**Central Support Services**

**This is a Central Support Services**

Operational planning Cagories

Purpose:

Scope:

	2001-2002	2003-2004	2003	2005-2006	2005-2006	2005-2006
<b><u>Program By Obj. Category:</u></b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Baseline</b>	<b>Adjustment</b>	<b>Recommended</b>
Allowances	-\$108	\$0	-\$108	\$0	\$0	\$0
Other Services	\$7,112	\$0	\$0	\$0	\$0	\$0
<b><u>Total:</u></b>	<b><u>\$7,004</u></b>	<b><u>\$0</u></b>	<b><u>-\$108</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>

## 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.

	2001-2002	2003-2004	2003	2005-2006	2005-2006	2005-2006
<u>Expenditures by Program</u>	<u>Actuals</u>	<u>Budget</u>	<u>Actuals</u>	<u>Baseline</u>	<u>Adjustment</u>	<u>Total Required</u>
Facilities Maintenance	\$4,871,136	\$6,202,927	\$3,066,409	\$7,326,407	\$1,595,746	\$8,922,153
<b>Total:</b>	<b><u>\$4,871,136</u></b>	<b><u>\$6,202,927</u></b>	<b><u>\$3,066,409</u></b>	<b><u>\$7,326,407</u></b>	<b><u>\$1,595,746</u></b>	<b><u>\$8,922,153</u></b>

### Expenditures By Obj. Category

Salaries, Regular	\$2,702,412	\$2,816,025	\$1,557,659	\$3,350,588	\$0	\$3,350,588
Benefits	\$635,724	\$849,148	\$348,044	\$1,208,077	\$85,409	\$1,293,486
Allowances	\$23,600	\$30,910	\$11,390	\$30,910	\$0	\$30,910
Overtime/Comp Time	\$82,658	\$54,602	\$44,591	\$54,602	\$0	\$54,602
Supplies	\$659,113	\$799,374	\$433,414	\$799,374	\$0	\$799,374
Temporary Services	\$3,964	\$0	\$9,280	\$0	\$0	\$0
Professional Services	\$4,277	\$3,208	\$167,173	\$3,208	\$0	\$3,208
Travel and Training	\$13,719	\$76,220	\$5,304	\$76,220	\$0	\$76,220
Other Services	\$745,669	\$1,573,440	\$489,554	\$1,803,428	\$1,510,337	\$3,313,765
<b>Total:</b>	<b><u>\$4,871,136</u></b>	<b><u>\$6,202,927</u></b>	<b><u>\$3,066,409</u></b>	<b><u>\$7,326,407</u></b>	<b><u>\$1,595,746</u></b>	<b><u>\$8,922,153</u></b>

## Facilities Management

## Staffing Roster

Position Status	Job	FTE	Title	Grade Step	Employee
Operational	Facilities Management Manager	1	FAC0001.Facilities Management Manager		Stump, Darrel William
Operational	Facilities Maint Specialist	1	FAC0002.Facilities Maint Specialist	6	Smith, Larry Albert
Operational	Facilities Maint Specialist	1	FAC0003.Facilities Maint Specialist	6	Smith, William R
Operational	Facilities Maint Specialist	1	FAC0004.Facilities Maint Specialist	6	Muonio, Gordon C
Operational	Facilities Maint Specialist	1	FAC0005.Facilities Maint Specialist	6	Miller, Brad E
Operational	Facilities Maint Specialist	1	FAC0006.Facilities Maint Specialist	6	Sellberg, John J
Operational	Facilities Maint Specialist	1	FAC0007.Facilities Maint Specialist	6	Forester, George R
Operational	Office Assistant III	1	FAC0008.Office Assistant III	6	Vandervort, Cathy Ann
Operational	Facilities Maint Specialist	1	FAC0009.Facilities Maint Specialist	6	Pfenning, Michael Ferris
Operational	Facilities Maint Specialist	1	FAC0010.Facilities Maint Specialist	6	Schook, David Lynn
Operational	Program Manager I	1	FAC0011.Program Manager I		Wright, Michael D
Operational	Facilities Maint Specialist	1	FAC0012.Facilities Maint Specialist	6	Jenkins, Terrance E
Operational	Custodial Aide	1	FAC0013.Custodial Aide	6	Stephens, Kevin M
Operational	Facilities Maint Specialist	1	FAC0014.Facilities Maint Specialist	6	Ryan, Richard A
Operational	Office Assistant III	1	FAC0015.Office Assistant III	6	Ohman, Sandy
Operational	Facilities Maint Specialist	1	FAC0016.Facilities Maint Specialist	6	Jackson, Christopher R
Operational	Facilities Maintenance Helper	1	FAC0017.Facilities Maintenance Helper	6	Gooding, Robert E
Operational	Facilities Maint Specialist	1	FAC0018.Facilities Maint Specialist	6	Flores, David J
Operational	Project Coordinator	1	FAC0019.Project Coordinator		Spencer, Dan A
Operational	Facilities Maint Specialist	1	FAC0020.Facilities Maint Specialist	6	Robinson, Richard E
Operational	Facilities Maint Spec, Lead	1	FAC0022.Facilities Maint Spec, Lead	6	Odem, Kenneth R
Operational	Facilities Maint Specialist	1	FAC0023.Facilities Maint Specialist	6	Cook, Daniel E
Operational	Facilities Maint Specialist	1	FAC0024.Facilities Maint Specialist	6	Hammer, Robert S
Operational	Facilities Maint Specialist	1	FAC0025.Facilities Maint Specialist	6	Welch, Earl W
Operational	Facilities Maintenance Helper	1	FAC0026.Facilities Maintenance Helper	6	Nelson, Rodney A
Operational	Facilities Maint Specialist	1	FAC0027.Facilities Maint Specialist	6	McElrath, Kelly E
Operational	Facilities Maintenance Worker	1	FAC0029.Facilities Maintenance Worker	5	Hardie, Bryan
Operational	Facilities Maintenance Helper	1	FAC0030.Facilities Maintenance Helper	6	Valentine, Mark W
Operational	Facilities Maint Specialist	1	FAC0032.Facilities Maint Specialist	6	Gottsch, Jeff D
Operational	Facilities Maint Specialist	1	FAC0033.Facilities Maint Specialist	6	Schmit, Ryan P
Operational	Facilities Maint Specialist	.5	FAC0028.Facilities Maint Specialist	6	
Operational	Facilities Maint Specialist	1	FAC0031.Facilities Maint Specialist	1	
Operational	Facilities Maint Specialist	1	FAC0034.Facilities Maint Specialist	1	

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**Facilities Management**

**Program Summary**

**Facilities Maintenance**

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.

[Operational planning Cagories](#)

Purpose: Support

Scope: Internal

	2001-2002	2003-2004	2003	2005-2006	2005-2006	2005-2006
<b>Program By Obj. Category:</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Baseline</b>	<b>Adjustment</b>	<b>Recommended</b>
Salaries, Regular	\$2,702,412	\$2,816,025	\$1,557,659	\$3,350,588	\$0	\$3,350,588
Benefits	\$635,724	\$849,148	\$348,044	\$1,208,077	\$85,409	\$1,293,486
Allowances	\$23,600	\$30,910	\$11,390	\$30,910	\$0	\$30,910
Overtime/Comp Time	\$82,658	\$54,602	\$44,591	\$54,602	\$0	\$54,602
Supplies	\$659,113	\$799,374	\$433,414	\$799,374	\$0	\$799,374
Temporary Services	\$3,964	\$0	\$9,280	\$0	\$0	\$0
Professional Services	\$4,277	\$3,208	\$167,173	\$3,208	\$0	\$3,208
Travel and Training	\$13,719	\$76,220	\$5,304	\$76,220	\$0	\$76,220
Other Services	\$745,669	\$1,573,440	\$489,554	\$1,803,428	\$1,510,337	\$3,313,765
<b>Total:</b>	<b>\$4,871,136</b>	<b>\$6,202,927</b>	<b>\$3,066,409</b>	<b>\$7,326,407</b>	<b>\$1,595,746</b>	<b>\$8,922,153</b>

**BUDGET ADJUSTMENTS:**

Expenditure	FTE	Revenue
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2004 Debt Service	0001-305-04Bond	The County issued general obligation in 2004 for several projects including the Community Health Building, Exhibition Center, Pepsi Building, Low Income Housing, County Assessor/Treasurer system, and Conservation Futures. This request budgets the debt service for 2005-06 and related capital expenditures.			
5093-330-518319-Physical Plant Admin			-\$128,850	0.00	\$0
Contingency for Contracts	0001-305-04	This package includes contingency for both estimated contract settlements and for merit increases.			
5093-308-508200-Prior Year Claims			\$20,886	0.00	\$0
Contingency for PERS	0001-305-03				
5093-308-508200-Prior Year Claims			\$85,409	0.00	\$0
TER&R Revenue & Fees	5092-390-05	This item adjusts the fees charged to departments for desktop equipment repair and replacement based on the current equipment inventory. The rate per year per PC of \$1,003 has not changed.			
5093-330-518301-Courthouse			\$2,006	0.00	\$0
Utilities Budget Increase	5093-331-01	Increase Utility budget to reflect actual expenditures.			
5093-330-518301-Courthouse			\$1,616,295	0.00	\$0
<b>BUDGET ADJUSTMENTS TOTAL:</b>			<b>\$1,595,746</b>	<b>0.00</b>	<b>\$0</b>

**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), the Road Fund (1012) and the Road Operations Fund (5095). 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.

	2001-2002	2003-2004	2003	2005-2006	2005-2006	2005-2006
<b><u>Expenditures by Program</u></b>	<b>Actuals</b>	<b>Budget</b>	<b>Actuals</b>	<b>Baseline</b>	<b>Adjustment</b>	<b>Total Required</b>
General Government Major Maintenance	\$718,373	\$100,000	\$47,153	\$100,000	\$90,000	\$190,000
<b><u>Total:</u></b>	<b><u>\$718,373</u></b>	<b><u>\$100,000</u></b>	<b><u>\$47,153</u></b>	<b><u>\$100,000</u></b>	<b><u>\$90,000</u></b>	<b><u>\$190,000</u></b>
<b><u>Expenditures By Obj. Category</u></b>						
Supplies	\$705,774	\$100,000	\$47,153	\$100,000	\$90,000	\$190,000
Professional Services	\$12,599	\$0	\$0	\$0	\$0	\$0
<b><u>Total:</u></b>	<b><u>\$718,373</u></b>	<b><u>\$100,000</u></b>	<b><u>\$47,153</u></b>	<b><u>\$100,000</u></b>	<b><u>\$90,000</u></b>	<b><u>\$190,000</u></b>

**General Government Major Maintenance**

**Program Summary**

**General Government Major Maintenance**

This program includes the costs for major maintenance projects performed for facilities located within the downtown campus area, non-public works 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.

[Operational planning Cagories](#) Purpose: Support  
Scope: Internal

	2001-2002	2003-2004	2003	2005-2006	2005-2006	2005-2006
<b>Program By Obj. Category:</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Baseline</b>	<b>Adjustment</b>	<b>Recommended</b>
Supplies	\$705,774	\$100,000	\$47,153	\$100,000	\$90,000	\$190,000
Professional Services	\$12,599	\$0	\$0	\$0	\$0	\$0
<b>Total:</b>	<b>\$718,373</b>	<b>\$100,000</b>	<b>\$47,153</b>	<b>\$100,000</b>	<b>\$90,000</b>	<b>\$190,000</b>

**BUDGET ADJUSTMENTS:**

Expenditure	FTE	Revenue
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Major Maintenance Franklin	5093-330-09	Major Maintenance for Franklin Center Building Re-roofing			
5193-330-518300-Major Maintenance			\$60,000	0.00	\$0
Major Maintenance Trailer Gen	5093-330-12	Major Maintenance for Trailer Mounted Backup Generator			
5193-330-518300-Major Maintenance			\$30,000	0.00	\$0

<b><u>BUDGET ADJUSTMENTS TOTAL:</u></b>			<b><u>\$90,000</u></b>	<b><u>0.00</u></b>	<b><u>\$0</u></b>
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## 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.

	2001-2002	2003-2004	2003	2005-2006	2005-2006	2005-2006
<u>Expenditures by Program</u>	<u>Actuals</u>	<u>Budget</u>	<u>Actuals</u>	<u>Baseline</u>	<u>Adjustment</u>	<u>Total Required</u>
GS Records	\$326,427	\$402,364	\$153,793	\$336,861	\$59,000	\$395,861
Mailroom	\$1,105,586	\$1,250,120	\$675,668	\$1,265,142	\$0	\$1,265,142
Printing	\$388,031	\$418,994	\$205,921	\$448,708	-\$2,006	\$446,702
Purchasing	\$1,011,997	\$1,277,342	\$748,464	\$1,577,023	\$952	\$1,577,975
Telecommunications	\$180,981	\$293,237	\$101,011	\$216,804	-\$2,006	\$214,798
<b>Total:</b>	<b><u>\$3,013,022</u></b>	<b><u>\$3,642,057</u></b>	<b><u>\$1,884,857</u></b>	<b><u>\$3,844,538</u></b>	<b><u>\$55,940</u></b>	<b><u>\$3,900,478</u></b>

### Expenditures By Obj. Category

Salaries, Regular	\$1,366,492	\$1,642,996	\$888,796	\$1,743,502	\$0	\$1,743,502
Benefits	\$296,782	\$480,518	\$207,864	\$582,492	\$0	\$582,492
Overtime/Comp Time	\$4,220	\$7,000	\$6,444	\$7,000	\$0	\$7,000
Supplies	\$131,584	\$174,190	\$75,600	\$174,190	\$59,000	\$233,190
Temporary Services	\$4,856	\$2,213	\$4,425	\$2,214	\$0	\$2,214
Professional Services	\$90,126	\$66,000	\$25,086	\$66,000	\$0	\$66,000
Travel and Training	\$10,191	\$5,100	\$6,548	\$5,100	\$0	\$5,100
Other Services	\$1,108,771	\$1,264,040	\$670,094	\$1,264,040	-\$3,060	\$1,260,980
<b>Total:</b>	<b><u>\$3,013,022</u></b>	<b><u>\$3,642,057</u></b>	<b><u>\$1,884,857</u></b>	<b><u>\$3,844,538</u></b>	<b><u>\$55,940</u></b>	<b><u>\$3,900,478</u></b>

**General Services****Staffing Roster**

Position Status	Job	FTE	Title	Grade Step	Employee
Operational	Director, General Services	1	GEN0001.Director, General Services		Johnston, Douglas M
Operational	Purchasing Manager	1	GEN0002.Purchasing Manager		Westerman, Michael A
Operational	Office Assistant II	1	GEN0003.Office Assistant II	6	Balogh, Mary Beth
Operational	Buyer, Assistant	1	GEN0004.Buyer, Assistant	5	Ricci, Priscilla J
Operational	Program Coordinator I	1	GEN0005.Program Coordinator I		Taylor, Cathy M
Operational	Print Shop Supervisor	1	GEN0006.Print Shop Supervisor	6	Duisen, Ray
Operational	Offset Press Operator	1	GEN0007.Offset Press Operator	6	Golliher, Rhonda F
Operational	Office Assistant II	1	GEN0008.Office Assistant II	6	Estlow, Michael J
Operational	Records Officer	1	GEN0009.Records Officer		Sharp, Larry Melvin
Operational	Office Assistant II	1	GEN0010.Office Assistant II	5	Evans, Stephanie A
Operational	Office Assistant II	1	GEN0011.Office Assistant II	6	Baumgardner, Babs L
Operational	Office Assistant I	1	GEN0012.Office Assistant I	6	Guerra, Richard S
Operational	Office Assistant III	1	GEN0013.Office Assistant III	6	LaRocque, Linnea L
Operational	Buyer	1	GEN0014.Buyer		Anderson, Allyson L
Operational	Office Assistant II	.5	GEN0015.Office Assistant II	5	Odell, Koni R
Operational	Office Assistant II	.5	GEN0015.Office Assistant II	6	Thomas, Cheryl D
Operational	Central Stores Assistant	.5	GEN0016.Central Stores Assistant	3	Colvin, William W
Operational	Buyer, Assistant	1	GEN0019.Buyer, Assistant	2	Christopherson, Debra S
Operational	Program Coordinator II	1	GEN0020.Program Coordinator II		Springmeyer, William Arthur
Operational	Office Assistant II	1	GEN0021.Office Assistant II	4	Walker, Belinda L
Operational	Central Stores Assistant	.8	GEN0022.Central Stores Assistant	5	McConnell, Bill D

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**General Services**

**Program Summary**

**GS Records**

This program provides for the orderly, cost-effective preservation, disposition, and maintenance of the County's records--all record series and inactive and archival records, including microfilm and other methods of storage. It also carries out requested research for the public and for County departments and assists in providing for uniform filing systems throughout all County departments.

[Operational planning Cagories](#)

Purpose: Support

Scope: Internal

	2001-2002	2003-2004	2003	2005-2006	2005-2006	2005-2006
<b>Program By Obj. Category:</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Baseline</b>	<b>Adjustment</b>	<b>Recommended</b>
Salaries, Regular	\$186,752	\$253,228	\$100,706	\$198,112	\$0	\$198,112
Benefits	\$43,347	\$78,424	\$23,562	\$68,037	\$0	\$68,037
Supplies	\$8,869	\$15,200	\$4,842	\$15,200	\$59,000	\$74,200
Professional Services	\$78,681	\$42,000	\$19,623	\$42,000	\$0	\$42,000
Travel and Training	\$0	\$800	\$0	\$800	\$0	\$800
Other Services	\$8,778	\$12,712	\$5,060	\$12,712	\$0	\$12,712
<b>Total:</b>	<b>\$326,427</b>	<b>\$402,364</b>	<b>\$153,793</b>	<b>\$336,861</b>	<b>\$59,000</b>	<b>\$395,861</b>

**BUDGET ADJUSTMENTS:**

Expenditure	FTE	Revenue
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Move Record Center	0001-320-03	The department requests funding for the move and set-up Record Center from three locations to the Pepsi Bldg.			
0001-320-518405-Records			\$59,000	0.00	\$0
<b>BUDGET ADJUSTMENTS TOTAL:</b>			<b>\$59,000</b>	<b>0.00</b>	<b>\$0</b>

**General Services**

**Program Summary**

**Mailroom**

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.

Operational planning Categories

Purpose: Support

Scope: Internal

	2001-2002	2003-2004	2003	2005-2006	2005-2006	2005-2006
<b><u>Program By Obj. Category:</u></b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Baseline</b>	<b>Adjustment</b>	<b>Recommended</b>
Salaries, Regular	\$91,736	\$95,818	\$49,022	\$100,302	\$0	\$100,302
Benefits	\$25,229	\$32,384	\$14,179	\$42,922	\$0	\$42,922
Overtime/Comp Time	\$0	\$2,000	\$344	\$2,000	\$0	\$2,000
Supplies	\$2,738	\$4,450	\$3,719	\$4,450	\$0	\$4,450
Travel and Training	\$3,087	\$300	\$2,085	\$300	\$0	\$300
Other Services	\$982,796	\$1,115,168	\$606,319	\$1,115,168	\$0	\$1,115,168
<b><u>Total:</u></b>	<b><u>\$1,105,586</u></b>	<b><u>\$1,250,120</u></b>	<b><u>\$675,668</u></b>	<b><u>\$1,265,142</u></b>	<b><u>\$0</u></b>	<b><u>\$1,265,142</u></b>

**General Services**

**Program Summary**

**Printing**

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 Cagories      Purpose: Support  
 Scope: Internal

	2001-2002	2003-2004	2003	2005-2006	2005-2006	2005-2006
<b>Program By Obj. Category:</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Baseline</b>	<b>Adjustment</b>	<b>Recommended</b>
Salaries, Regular	\$198,166	\$187,876	\$109,486	\$199,726	\$0	\$199,726
Benefits	\$42,706	\$55,612	\$24,980	\$73,476	\$0	\$73,476
Overtime/Comp Time	\$2,964	\$3,000	\$2,565	\$3,000	\$0	\$3,000
Supplies	\$101,948	\$130,200	\$50,575	\$130,200	\$0	\$130,200
Professional Services	\$0	\$2,000	\$0	\$2,000	\$0	\$2,000
Travel and Training	\$0	\$400	\$0	\$400	\$0	\$400
Other Services	\$42,247	\$39,906	\$18,315	\$39,906	-\$2,006	\$37,900
<b>Total:</b>	<b>\$388,031</b>	<b>\$418,994</b>	<b>\$205,921</b>	<b>\$448,708</b>	<b>-\$2,006</b>	<b>\$446,702</b>

**BUDGET ADJUSTMENTS:**

Expenditure	FTE	Revenue
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TER&R Revenue & Fees      5092-390-05

This item adjusts the fees charged to departments for desktop equipment repair and replacement based on the current equipment inventory. The rate per year per PC of \$1,003 has not changed.

0001-320-518402-Printing	-\$2,006	0.00	\$0
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<b><u>BUDGET ADJUSTMENTS TOTAL:</u></b>	<b><u>-\$2,006</u></b>	<b><u>0.00</u></b>	<b><u>\$0</u></b>
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**General Services**

**Program Summary**

**Purchasing**

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 Cagories](#)

Purpose: Support

Scope: Internal

	2001-2002	2003-2004	2003	2005-2006	2005-2006	2005-2006
<b>Program By Obj. Category:</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Baseline</b>	<b>Adjustment</b>	<b>Recommended</b>
Salaries, Regular	\$752,496	\$903,809	\$553,616	\$1,100,592	\$0	\$1,100,592
Benefits	\$164,459	\$251,538	\$134,068	\$354,435	\$0	\$354,435
Overtime/Comp Time	\$1,116	\$2,000	\$3,521	\$2,000	\$0	\$2,000
Supplies	\$18,029	\$24,340	\$16,464	\$24,340	\$0	\$24,340
Temporary Services	\$4,856	\$2,213	\$4,425	\$2,214	\$0	\$2,214
Professional Services	\$11,436	\$20,000	\$5,234	\$20,000	\$0	\$20,000
Travel and Training	\$4,129	\$3,000	\$3,447	\$3,000	\$0	\$3,000
Other Services	\$55,476	\$70,442	\$27,689	\$70,442	\$952	\$71,394
<b>Total:</b>	<b>\$1,011,997</b>	<b>\$1,277,342</b>	<b>\$748,464</b>	<b>\$1,577,023</b>	<b>\$952</b>	<b>\$1,577,975</b>

**BUDGET ADJUSTMENTS:**

Expenditure	FTE	Revenue
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TER&R Revenue & Fees 5092-390-05

This item adjusts the fees charged to departments for desktop equipment repair and replacement based on the current equipment inventory. The rate per year per PC of \$1,003 has not changed.

0001-320-518401-Purchasing	\$952	0.00	\$0
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<b>BUDGET ADJUSTMENTS TOTAL:</b>	<b>\$952</b>	<b>0.00</b>	<b>\$0</b>
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**General Services**

**Program Summary**

**Telecommunications**

The Telecommunications Division provides centralized voice communication support, services and equipment. It maintains and installs all related equipment, monitors service levels, provides training and technical support, processes and monitors all associated costs, and monitors the telecommunication market to enable it to inform and advise County departments regarding ways to improve service levels.

Operational planning Cagories Purpose: Support  
Scope: Internal

	2001-2002	2003-2004	2003	2005-2006	2005-2006	2005-2006
<b>Program By Obj. Category:</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Baseline</b>	<b>Adjustment</b>	<b>Recommended</b>
Salaries, Regular	\$137,342	\$202,265	\$75,966	\$144,770	\$0	\$144,770
Benefits	\$21,041	\$62,560	\$11,075	\$43,622	\$0	\$43,622
Overtime/Comp Time	\$140	\$0	\$14	\$0	\$0	\$0
Professional Services	\$9	\$2,000	\$229	\$2,000	\$0	\$2,000
Travel and Training	\$2,975	\$600	\$1,016	\$600	\$0	\$600
Other Services	\$19,474	\$25,812	\$12,711	\$25,812	-\$2,006	\$23,806
<b>Total:</b>	<b>\$180,981</b>	<b>\$293,237</b>	<b>\$101,011</b>	<b>\$216,804</b>	<b>-\$2,006</b>	<b>\$214,798</b>

**BUDGET ADJUSTMENTS:**

Expenditure	FTE	Revenue
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TER&R Revenue & Fees 5092-390-05

This item adjusts the fees charged to departments for desktop equipment repair and replacement based on the current equipment inventory. The rate per year per PC of \$1,003 has not changed.

0001-320-518404-Telephone	-2,006	0.00	\$0
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<b>BUDGET ADJUSTMENTS TOTAL:</b>	<b>-2,006</b>	<b>0.00</b>	<b>\$0</b>
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**Grounds Maintenance**

**Department Summary**

This budget includes the cost of grounds maintenance for County Buildings in the area considered to be the "downtown campus." It includes the Courthouse, Franklin Center, 1408 Franklin, etc.

	2001-2002	2003-2004	2003	2005-2006	2005-2006	2005-2006
<b><u>Expenditures by Program</u></b>	<b>Actuals</b>	<b>Budget</b>	<b>Actuals</b>	<b>Baseline</b>	<b>Adjustment</b>	<b>Total Required</b>
Grounds Maintenance	\$97,763	\$159,252	\$99,479	\$220,988	\$0	\$220,988
<b><u>Total:</u></b>	<b><u>\$97,763</u></b>	<b><u>\$159,252</u></b>	<b><u>\$99,479</u></b>	<b><u>\$220,988</u></b>	<b><u>\$0</u></b>	<b><u>\$220,988</u></b>

**Expenditures By Obj. Category**

Professional Services	\$97,763	\$159,252	\$99,479	\$220,988	\$0	\$220,988
<b><u>Total:</u></b>	<b><u>\$97,763</u></b>	<b><u>\$159,252</u></b>	<b><u>\$99,479</u></b>	<b><u>\$220,988</u></b>	<b><u>\$0</u></b>	<b><u>\$220,988</u></b>

**Grounds Maintenance**

**Program Summary**

**Grounds Maintenance**

This program provides grounds maintenance and landscaping services for the general fund facilities. This service is provided by the City County Parks Division on a reimbursable basis.

[Operational planning Cagories](#)

Purpose: Support

Scope: Internal

	2001-2002	2003-2004	2003	2005-2006	2005-2006	2005-2006
<b>Program By Obj. Category:</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Baseline</b>	<b>Adjustment</b>	<b>Recommended</b>
Professional Services	\$97,763	\$159,252	\$99,479	\$220,988	\$0	\$220,988
<b>Total:</b>	<b><u>\$97,763</u></b>	<b><u>\$159,252</u></b>	<b><u>\$99,479</u></b>	<b><u>\$220,988</u></b>	<b><u>\$0</u></b>	<b><u>\$220,988</u></b>

## 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.

	2001-2002	2003-2004	2003	2005-2006	2005-2006	2005-2006
<u>Expenditures by Program</u>	<u>Actuals</u>	<u>Budget</u>	<u>Actuals</u>	<u>Baseline</u>	<u>Adjustment</u>	<u>Total Required</u>
CCSO Testing 201	\$147,005	\$101,934	\$53,456	\$146,904	\$0	\$146,904
County Wide Programs	\$404,445	\$348,484	\$164,010	\$451,430	-\$23,540	\$427,890
Human Resources Services	\$1,349,611	\$1,843,579	\$941,775	\$1,927,259	\$63,799	\$1,991,058
<b>Total:</b>	<b><u>\$1,901,061</u></b>	<b><u>\$2,293,997</u></b>	<b><u>\$1,159,241</u></b>	<b><u>\$2,525,593</u></b>	<b><u>\$40,259</u></b>	<b><u>\$2,565,852</u></b>

### Expenditures By Obj. Category

Salaries, Regular	\$1,222,922	\$1,360,150	\$762,781	\$1,590,301	\$16,994	\$1,607,295
Benefits	\$261,371	\$381,827	\$144,772	\$433,272	\$20,553	\$453,825
Allowances	\$0	\$0	\$42	\$0	\$0	\$0
Overtime/Comp Time	\$14,452	\$6,000	\$3,519	\$5,000	\$0	\$5,000
Supplies	\$22,572	\$41,500	\$25,400	\$41,500	\$0	\$41,500
Temporary Services	\$59,717	\$55,000	\$28,064	\$55,000	\$0	\$55,000
Professional Services	\$168,538	\$286,728	\$113,087	\$236,728	\$0	\$236,728
Travel and Training	\$15,114	\$33,800	\$6,242	\$32,800	\$0	\$32,800
Other Services	\$136,375	\$128,992	\$75,334	\$130,992	\$2,712	\$133,704
<b>Total:</b>	<b><u>\$1,901,061</u></b>	<b><u>\$2,293,997</u></b>	<b><u>\$1,159,241</u></b>	<b><u>\$2,525,593</u></b>	<b><u>\$40,259</u></b>	<b><u>\$2,565,852</u></b>

**Human Resources**

**Staffing Roster**

Position Status	Job	FTE	Title	Grade Step	Employee
Operational	Program Manager II	1	HRS0001.Program Manager II		Speidel, Bruce E
Operational	Program Assistant	1	HRS0002.Program Assistant	1	Vergis, Maria T
Operational	Program Manager II	1	HRS0004.Program Manager II		Chislett, Carol R
Operational	Director, Human Resources	1	HRS0005.Director, Human Resources		Reis, Francine M
Operational	Office Assistant II	1	HRS0006.Office Assistant II	4	Martin, Arlene G
Operational	Human Resources Representative	1	HRS0007.Human Resources Representative		Alexander, Judy A
Operational	Human Resources Rep, Assoc	1	HRS0008.Human Resources Rep, Assoc		Back, Kathleen P
Operational	Program Manager II	1	HRS0009.Program Manager II		Bartlett, Kathryn
Operational	Office Assistant III	1	HRS0010.Office Assistant III	2	Rubanka, Denise G
Operational	Human Resources Rep, Assoc	.6	HRS0011.Human Resources Rep, Assoc		Coons, Cindy C
Operational	Office Assistant III	1	HRS0012.Office Assistant III		Baldassare, Pamela S
Operational	Dept Info Systems Coord I	1	HRS0013.Dept Info Systems Coord I		Hammrich, Jeremy W
Operational	Human Resources Representative	1	HRS0014.Human Resources Representative		Bourcier, Laura E
Operational	Program Coordinator II	1	HRS0802.Program Coordinator II		Hatch, Samantha

**13.6**

**Human Resources**

**Program Summary**

**CCSO Testing 201**

**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 Cagories

Purpose: Support

Scope: Internal

	2001-2002	2003-2004	2003	2005-2006	2005-2006	2005-2006
<b>Program By Obj. Category:</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Baseline</b>	<b>Adjustment</b>	<b>Recommended</b>
Salaries, Regular	\$117,707	\$76,462	\$41,983	\$110,472	\$0	\$110,472
Benefits	\$25,651	\$21,972	\$8,952	\$29,032	\$0	\$29,032
Overtime/Comp Time	\$521	\$0	\$17	\$0	\$0	\$0
Professional Services	\$2,435	\$2,700	\$1,670	\$2,700	\$0	\$2,700
Travel and Training	\$112	\$800	\$834	\$700	\$0	\$700
Other Services	\$579	\$0	\$0	\$4,000	\$0	\$4,000
<b>Total:</b>	<b><u>\$147,005</u></b>	<b><u>\$101,934</u></b>	<b><u>\$53,456</u></b>	<b><u>\$146,904</u></b>	<b><u>\$0</u></b>	<b><u>\$146,904</u></b>

**Human Resources**

**Program Summary**

**County Wide Programs**

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.

Operational planning Cagories

Purpose: Support

Scope: Internal

	2001-2002	2003-2004	2003	2005-2006	2005-2006	2005-2006
<b>Program By Obj. Category:</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Baseline</b>	<b>Adjustment</b>	<b>Recommended</b>
Salaries, Regular	\$181,570	\$108,938	\$69,020	\$180,700	-\$12,194	\$168,506
Benefits	\$40,377	\$33,518	\$13,903	\$65,102	-\$11,346	\$53,756
Allowances	\$0	\$0	\$29	\$0	\$0	\$0
Overtime/Comp Time	\$6,716	\$0	\$1,322	\$0	\$0	\$0
Supplies	\$2,337	\$10,000	\$6,676	\$10,000	\$0	\$10,000
Temporary Services	\$31,737	\$45,000	\$27,806	\$45,000	\$0	\$45,000
Professional Services	\$137,562	\$137,028	\$43,101	\$137,028	\$0	\$137,028
Travel and Training	\$385	\$4,000	\$0	\$3,600	\$0	\$3,600
Other Services	\$3,761	\$10,000	\$2,153	\$10,000	\$0	\$10,000
<b>Total:</b>	<b>\$404,445</b>	<b>\$348,484</b>	<b>\$164,010</b>	<b>\$451,430</b>	<b>-\$23,540</b>	<b>\$427,890</b>

**BUDGET ADJUSTMENTS:**

	Expenditure	FTE	Revenue
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Increase OAll Full Time 0001-310-02

Request for a full time OAll position in replace of the OAll Project position from the 03-04 budget. This position has been funded through salary savings from the HR Assistant Rep position no. HRS.0011, and we would fund the OAll regular position in the same manner. The projected annual salary for this position is \$26,603, and the salary savings from the HR Asst. Rep position is approximately \$20,107 annually. This represents an added cost for the regular full time OAll position of \$6496. Employee benefit costs added to the position are life and LTD premiums representing approximately \$250 annually. The additional costs above the HR Asst. Rep salary savings can be covered through line item adjustments in other categories.

The need for this position arises from customer service demands, legal reporting requirements, FMS data entry and maintenance, and other administrative support to the HR Representatives.

0001-310-516104-County-Wide Programs -\$23,540    -0.12    \$0

**BUDGET ADJUSTMENTS TOTAL:** **-\$23,540    -0.12    \$0**

**Human Resources**

**Program Summary**

**Human Resources Services**

**Provide professional services, programs and advice regarding all employment-related matters. Manage labor relations (12 bargaining units) and employee relations. Recommend 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.**

Operational planning Cagories

Purpose: Support

Scope: Internal

	2001-2002	2003-2004	2003	2005-2006	2005-2006	2005-2006
<b>Program By Obj. Category:</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Baseline</b>	<b>Adjustment</b>	<b>Recommended</b>
Salaries, Regular	\$923,645	\$1,174,750	\$651,778	\$1,299,129	\$29,188	\$1,328,317
Benefits	\$195,343	\$326,337	\$121,917	\$339,138	\$31,899	\$371,037
Allowances	\$0	\$0	\$13	\$0	\$0	\$0
Overtime/Comp Time	\$7,215	\$6,000	\$2,180	\$5,000	\$0	\$5,000
Supplies	\$20,235	\$31,500	\$18,724	\$31,500	\$0	\$31,500
Temporary Services	\$27,980	\$10,000	\$258	\$10,000	\$0	\$10,000
Professional Services	\$28,541	\$147,000	\$68,316	\$97,000	\$0	\$97,000
Travel and Training	\$14,617	\$29,000	\$5,408	\$28,500	\$0	\$28,500
Other Services	\$132,035	\$118,992	\$73,181	\$116,992	\$2,712	\$119,704
<b>Total:</b>	<b>\$1,349,611</b>	<b>\$1,843,579</b>	<b>\$941,775</b>	<b>\$1,927,259</b>	<b>\$63,799</b>	<b>\$1,991,058</b>

**BUDGET ADJUSTMENTS:**

Expenditure	FTE	Revenue
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BASE	BASE	BASE	Expenditure	FTE	Revenue
0001-310-516101-Human Resource Services			\$5,819	0.04	\$0
Increase OAll Full Time	0001-310-02	Request for a full time OAll position in replace of the OAll Project position from the 03-04 budget. This position has been funded through salary savings from the HR Assistant Rep position no. HRS.0011, and we would fund the OAll regular position in the same manner. The projected annual salary for this position is \$26,603, and the salary savings from the HR Asst. Rep position is approximately \$20,107 annually. This represents an added cost for the regular full time OAll position of \$6496. Employee benefit costs added to the position are life and LTD premiums representing approximately \$250 annually. The additional costs above the HR Asst. Rep salary savings can be covered through line item adjustments in other categories.			
0001-310-516101-Human Resource Services		The need for this position arises from customer service demands, legal reporting requirements, FMS data entry and maintenance, and other administrative support to the HR Representatives.	\$55,268	0.72	\$0
TER&R Revenue & Fees	5092-390-05	This item adjusts the fees charged to departments for desktop equipment repair and replacement based on the current equipment inventory. The rate per year per PC of \$1,003 has not changed.			
0001-310-516105-Department Operations			\$2,712	0.00	\$0
<b>BUDGET ADJUSTMENTS TOTAL:</b>			<b>\$63,799</b>	<b>0.76</b>	<b>\$0</b>

**MDC & Radio ER&R**

**Department Summary**

The department is responsible for collecting funds to pay for the repair and replacement of Mobile Data Computers (MDCs) and 800 MHz radios used by the Clark County Sheriff's Office and other County departments.

	2001-2002	2003-2004	2003	2005-2006	2005-2006	2005-2006
<b><u>Expenditures by Program</u></b>	<b>Actuals</b>	<b>Budget</b>	<b>Actuals</b>	<b>Baseline</b>	<b>Adjustment</b>	<b>Total Required</b>
Repair and Replacement of MDC and Radio	\$473,908	\$80,000	\$28,159	\$80,000	\$0	\$80,000
<b><u>Total:</u></b>	<b><u>\$473,908</u></b>	<b><u>\$80,000</u></b>	<b><u>\$28,159</u></b>	<b><u>\$80,000</u></b>	<b><u>\$0</u></b>	<b><u>\$80,000</u></b>
<b><u>Expenditures By Obj. Category</u></b>						
Supplies	\$473,908	\$80,000	\$399	\$80,000	\$0	\$80,000
Other Services	\$0	\$0	\$27,760	\$0	\$0	\$0
<b><u>Total:</u></b>	<b><u>\$473,908</u></b>	<b><u>\$80,000</u></b>	<b><u>\$28,159</u></b>	<b><u>\$80,000</u></b>	<b><u>\$0</u></b>	<b><u>\$80,000</u></b>

**MDC & Radio ER&R**

**Program Summary**

**Repair and Replacement of MDC and Radio**

**This program is responsible for the repair and replacement of the County's Mobile Data Computers (MDCs) and 800 MHz Radios used by the Clark County Sheriff's Office and other County departments.**

Operational planning Cagories

Purpose: Support

Scope: Internal

	2001-2002	2003-2004	2003	2005-2006	2005-2006	2005-2006
<b><u>Program By Obj. Category:</u></b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Baseline</b>	<b>Adjustment</b>	<b>Recommended</b>
Supplies	\$473,908	\$80,000	\$399	\$80,000	\$0	\$80,000
Other Services	\$0	\$0	\$27,760	\$0	\$0	\$0
<b>Total:</b>	<b><u>\$473,908</u></b>	<b><u>\$80,000</u></b>	<b><u>\$28,159</u></b>	<b><u>\$80,000</u></b>	<b><u>\$0</u></b>	<b><u>\$80,000</u></b>

**Major Maintenance Reserve - General**

**Department Summary**

The Major Maintenance Reserve Fund (5193) was established during 1995 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), the Road Fund (1012) and the Road Operations Fund (5095). 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.

	2001-2002	2003-2004	2003	2005-2006	2005-2006	2005-2006
<b><u>Expenditures by Program</u></b>	<b>Actuals</b>	<b>Budget</b>	<b>Actuals</b>	<b>Baseline</b>	<b>Adjustment</b>	<b>Total Required</b>
Major Maintenance Reserve - General	-\$35,925	\$0	\$0	\$0	\$0	\$0
<b><u>Total:</u></b>	<b><u>-\$35,925</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>
<b><u>Expenditures By Obj. Category</u></b>						
Other Services	-\$35,925	\$0	\$0	\$0	\$0	\$0
<b><u>Total:</u></b>	<b><u>-\$35,925</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>

**Major Maintenance Reserve - General**

**Program Summary**

**Major Maintenance Reserve - General**

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

Operational planning Cagories

Purpose: Discretionary

Scope: Internal

	2001-2002	2003-2004	2003	2005-2006	2005-2006	2005-2006
<b>Program By Obj. Category:</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Baseline</b>	<b>Adjustment</b>	<b>Recommended</b>
Other Services	-\$35,925	\$0	\$0	\$0	\$0	\$0
<b>Total:</b>	<b><u>-\$35,925</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>

**Office of Budget and Information Services**

**Department Summary**

The Office of Budget and Information Services (OBIS) is responsible for the County's budgeting, financial planning, and information technology functions. The budget division works with the Board of County Commissioners and county departments to develop the county budget, long-term financial projections, and operational policies. The information services division manages the technology infrastructure, including network, servers, software applications, programmers and other staff, for county departments, the City of Vancouver, and other participating agencies.

<b>Expenditures by Program</b>	2001-2002	2003-2004	2003	2005-2006	2005-2006	2005-2006
	<b>Actuals</b>	<b>Budget</b>	<b>Actuals</b>	<b>Baseline</b>	<b>Adjustment</b>	<b>Total Required</b>
Capital Planning	\$29,196	\$0	\$0	\$0	\$0	\$0
Data Circuits	\$403,588	\$563,012	\$265,927	\$506,200	\$0	\$506,200
GF Systems and Programming	\$3,512,611	\$4,557,162	\$2,224,917	\$4,861,146	-\$3,306	\$4,857,840
Help Desk	\$603,880	\$819,690	\$317,445	\$645,565	\$2,006	\$647,571
IS Administration	\$1,068,549	\$757,092	\$426,049	\$1,268,628	-\$2,006	\$1,266,622
Maintenance Agreements	\$858,038	\$808,428	\$537,545	\$813,200	\$0	\$813,200
Network Communications-OBIS	\$2,292,143	\$1,699,216	\$985,256	\$2,363,196	\$218,732	\$2,581,928
OBIS Operations	\$645,070	\$466,234	\$266,825	\$577,725	-\$6,018	\$571,707
Office of Budget	\$973,450	\$1,207,920	\$466,538	\$1,200,131	-\$298	\$1,199,833
Software Licenses	\$1,187,151	\$1,113,834	\$636,575	\$1,113,834	\$143,516	\$1,257,350
System Administration	\$1,214,290	\$1,452,286	\$739,685	\$954,856	\$11,032	\$965,888
Technology Projects	\$25,736	\$0	\$0	\$0	\$0	\$0
<b>Total:</b>	<b>\$12,813,702</b>	<b>\$13,444,874</b>	<b>\$6,866,762</b>	<b>\$14,304,481</b>	<b>\$363,658</b>	<b>\$14,668,139</b>

**Expenditures By Obj. Category**

Salaries, Regular	\$6,256,133	\$7,257,139	\$3,668,503	\$7,630,950	\$0	\$7,630,950
Benefits	\$1,153,664	\$1,654,179	\$689,040	\$2,139,975	\$0	\$2,139,975
Allowances	\$385	\$0	\$154	\$200	\$0	\$200
Overtime/Comp Time	\$244,014	\$190,328	\$151,964	\$297,800	\$0	\$297,800
Supplies	\$2,314,066	\$1,917,536	\$1,153,659	\$1,842,734	\$352,516	\$2,195,250
Temporary Services	\$125,651	\$151,440	\$72,571	\$52,700	\$0	\$52,700
Professional Services	\$1,082,984	\$930,630	\$330,005	\$606,826	\$0	\$606,826
Travel and Training	\$225,978	\$236,448	\$108,379	\$202,328	\$0	\$202,328
Other Services	\$1,410,827	\$1,068,260	\$691,201	\$1,528,396	\$11,142	\$1,539,538
Internal Charges	\$0	\$2,572	\$1,286	\$2,572	\$0	\$2,572
<b>Total:</b>	<b>\$12,813,702</b>	<b>\$13,444,874</b>	<b>\$6,866,762</b>	<b>\$14,304,481</b>	<b>\$363,658</b>	<b>\$14,668,139</b>

**Office of Budget and Information Services**

**Staffing Roster**

Position Status	Job	FTE	Title	Grade Step	Employee
Operational	Director Budget & IS	1	BUD0001.Director Budget & IS		Olson, Glenn
Operational	Management Analyst, Senior	1	BUD0003.Management Analyst, Senior		Stevens, Robert M
Operational	Management Analyst, Senior	1	BUD0004.Management Analyst, Senior		Ramras, Natalya Y
Operational	Office Assistant III	1	BUD0006.Office Assistant III	6	Boman, Lisa A
Operational	Deputy Director Budget	1	BUD0007.Deputy Director Budget		Dickman, James J
Operational	Programmer Analyst, Princ	1	BUD0008.Programmer Analyst, Princ	7	Parker, Larry L
Operational	Department Finance Manager	1	BUD0009.Department Finance Manager		Munn, Gregory A
Operational	Information Technology Mgr III	1	BUD0010.Information Technology Mgr III		Collings, Raymond G
Operational	Information Technology Mgr III	1	BUD0011.Information Technology Mgr III		Robertson, Nathan A.
Operational	Information Tech Assistant	1	BUD0012.Information Tech Assistant	6	Johnston, Sandra L.
Operational	IT Accounting Assistant	1	BUD0013.IT Accounting Assistant	6	Hunt, Margaret D
Operational	Information Tech Supervisor	1	BUD0014.Information Tech Supervisor		Fisher, Karen D.
Operational	Computer Operator, Sr	1	BUD0015.Computer Operator, Sr	6	Browne King, Connie Jo
Operational	Computer Operator, Sr	1	BUD0016.Computer Operator, Sr	6	Gammelgard, Lee O
Operational	Network Administrator, Sr	1	BUD0017.Network Administrator, Sr	6	Vidito, Michael J
Operational	Network Administrator, Princ	1	BUD0018.Network Administrator, Princ	6	Schnelle, Richard C
Operational	Programmer Analyst, Princ	1	BUD0019.Programmer Analyst, Princ	7	Schafer, Patricia M.
Operational	Programmer Analyst, Princ	1	BUD0020.Programmer Analyst, Princ	7	Skehan, William E.
Operational	Programmer Analyst, Princ	1	BUD0021.Programmer Analyst, Princ	7	Howells, Harold
Operational	Programmer Analyst, Princ	1	BUD0022.Programmer Analyst, Princ	6	Johnson, Stephen L
Operational	Programmer Analyst, Sr	1	BUD0023.Programmer Analyst, Sr	7	Hymas, Duane
Operational	Programmer Analyst, Sr	1	BUD0024.Programmer Analyst, Sr	7	Renon, Florentino
Operational	Database Administrator, Princ	1	BUD0025.Database Administrator, Princ	6	Vuu, Loann T
Operational	Programmer Analyst, Sr	1	BUD0026.Programmer Analyst, Sr	7	Oaks, Harold D
Operational	Programmer Analyst, Sr	1	BUD0027.Programmer Analyst, Sr	7	Croteau, Marian A
Operational	Systems Administrator, Sr	1	BUD0028.Systems Administrator, Sr	6	Buss, Richard W
Operational	Systems Administrator, Sr	1	BUD0029.Systems Administrator, Sr	6	Gerke, Paul K
Operational	Systems Administrator, Sr	1	BUD0030.Systems Administrator, Sr	6	Rankin, Richard D.
Operational	Programmer Analyst, Sr	1	BUD0031.Programmer Analyst, Sr	7	Donaldson, Kevin S
Operational	Systems Administrator, Sr	1	BUD0032.Systems Administrator, Sr	6	Powell, Kenneth C
Operational	Deputy Dir Budget & IS	1	BUD0033.Deputy Dir Budget & IS		Scheuch, David M.
Operational	Help Desk Technician	1	BUD0034.Help Desk Technician	3	Hsiao, Yin-Chuan J
Operational	Systems Administrator, Sr	1	BUD0035.Systems Administrator, Sr	5	Bacon, David M
Operational	Database Administrator, Princ	1	BUD0036.Database Administrator, Princ	6	Harrington, Mark C
Operational	Programmer Analyst, Sr	1	BUD0037.Programmer Analyst, Sr	5	Ganga, Venu
Operational	Information Technology Mgr I	1	BUD0038.Information Technology Mgr I		Arndt, Steven R
Operational	Help Desk Technician	1	BUD0039.Help Desk Technician	2	Woodrow, William J
Operational	Help Desk Technician	1	BUD0040.Help Desk Technician	4	Alonzo, Lou
Operational	Management Analyst, Senior	1	BUD0041.Management Analyst, Senior		Scarpelli, Paul A
Operational	Database Administrator, Sr	1	BUD0042.Database Administrator, Sr	5	Hickel, Edward J
Operational	Systems Administrator, Sr	1	BUD0043.Systems Administrator, Sr	5	Green, Lisa M
Operational	Programmer Analyst, Sr	1	BUD0044.Programmer Analyst, Sr	3	Vantrease, Richard L
Operational	Systems Administrator, Sr	1	BUD0045.Systems Administrator, Sr	5	Strano, Giovanni R
Operational	Programmer Analyst, Sr	1	BUD0046.Programmer Analyst, Sr	5	Sines, Phyllis C
Operational	Systems Administrator, Sr	1	BUD0047.Systems Administrator, Sr	6	Wilkerson, Victor L
Operational	Technical Support Spec, Sr	1	BUD0049.Technical Support Spec, Sr	6	Jacobson, Bill L.
Operational	Programmer Analyst, Sr	1	BUD0050.Programmer Analyst, Sr	6	Flaherty, Samuel H
Operational	Programmer Analyst, Sr	1	BUD0051.Programmer Analyst, Sr	5	Swayam, Venkata S
Operational	Programmer Analyst, Sr	1	BUD0052.Programmer Analyst, Sr	5	Scott, Philip B
Operational	Network Administrator, Princ	1	BUD0054.Network Administrator, Princ	3	Lichty, Alan S
Operational	Programmer Analyst, Sr	1	BUD0048.Programmer Analyst, Sr	1	
Operational	Programmer Analyst, Sr	1	BUD0055.Programmer Analyst, Sr	1	
Operational	Management Analyst, Senior	1	BUD0056.Management Analyst, Senior		

**Office of Budget and Information Services**

**Program Summary**

**Capital Planning**

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.

[Operational planning Cagories](#)

Purpose: Support

Scope: Internal

	2001-2002	2003-2004	2003	2005-2006	2005-2006	2005-2006
<b><u>Program By Obj. Category:</u></b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Baseline</b>	<b>Adjustment</b>	<b>Recommended</b>
Salaries, Regular	\$25,158	\$0	\$0	\$0	\$0	\$0
Benefits	\$4,038	\$0	\$0	\$0	\$0	\$0
<b>Total:</b>	<b><u>\$29,196</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>

**Office of Budget and Information Services**

**Program Summary**

**Data Circuits**

**Data circuits are purchased from an outside carrier and provide for a data connection between one location and another, including the internet. This is an IS function that budgets for and collects costs associated with this activity.**

Operational planning Cagories

Purpose: Support

Scope: Internal

	2001-2002	2003-2004	2003	2005-2006	2005-2006	2005-2006
<b>Program By Obj. Category:</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Baseline</b>	<b>Adjustment</b>	<b>Recommended</b>
Professional Services	\$400,118	\$558,628	\$265,927	\$506,200	\$0	\$506,200
Other Services	\$3,470	\$4,384	\$0	\$0	\$0	\$0
<b>Total:</b>	<b><u>\$403,588</u></b>	<b><u>\$563,012</u></b>	<b><u>\$265,927</u></b>	<b><u>\$506,200</u></b>	<b><u>\$0</u></b>	<b><u>\$506,200</u></b>

**Office of Budget and Information Services**

**Program Summary**

**GF Systems and Programming**

**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 Cagories

Purpose: Essential

Scope: Regional (County-wide)

	2001-2002	2003-2004	2003	2005-2006	2005-2006	2005-2006
<b>Program By Obj. Category:</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Baseline</b>	<b>Adjustment</b>	<b>Recommended</b>
Salaries, Regular	\$2,458,857	\$3,401,838	\$1,684,982	\$3,499,256	\$0	\$3,499,256
Benefits	\$433,785	\$734,422	\$314,297	\$963,498	\$0	\$963,498
Allowances	\$14	\$0	\$0	\$0	\$0	\$0
Overtime/Comp Time	\$61,921	\$38,516	\$55,296	\$116,700	\$0	\$116,700
Supplies	\$37,849	\$33,794	\$31,992	\$53,200	\$0	\$53,200
Temporary Services	\$90,473	\$114,284	\$1,467	\$2,100	\$0	\$2,100
Professional Services	\$280,329	\$44,242	\$51,403	\$73,700	\$0	\$73,700
Travel and Training	\$107,152	\$113,702	\$52,752	\$86,800	\$0	\$86,800
Other Services	\$42,231	\$76,364	\$32,728	\$65,892	-\$3,306	\$62,586
<b>Total:</b>	<b>\$3,512,611</b>	<b>\$4,557,162</b>	<b>\$2,224,917</b>	<b>\$4,861,146</b>	<b>-\$3,306</b>	<b>\$4,857,840</b>

**BUDGET ADJUSTMENTS:**

Expenditure	FTE	Revenue
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TER&R Revenue & Fees 5092-390-05

This item adjusts the fees charged to departments for desktop equipment repair and replacement based on the current equipment inventory. The rate per year per PC of \$1,003 has not changed.

0001-305-518860-Systems And Programing	-\$3,306	0.00	\$0
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<b>BUDGET ADJUSTMENTS TOTAL:</b>	<b>-\$3,306</b>	<b>0.00</b>	<b>\$0</b>
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**Office of Budget and Information Services**

**Program Summary**

**Help Desk**

The help desk provides county, City of Vancouver, and other regional service customers telephone support for PC and network related problems and is the centralized clearinghouse of information on system status.

Operational planning Categories

Purpose: Support

Scope: Internal

	2001-2002	2003-2004	2003	2005-2006	2005-2006	2005-2006
<b>Program By Obj. Category:</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Baseline</b>	<b>Adjustment</b>	<b>Recommended</b>
Salaries, Regular	\$412,595	\$541,416	\$211,095	\$437,601	\$0	\$437,601
Benefits	\$90,403	\$149,918	\$48,468	\$141,004	\$0	\$141,004
Overtime/Comp Time	\$4,766	\$4,692	\$2,567	\$5,700	\$0	\$5,700
Supplies	\$51,551	\$44,420	\$5,894	\$27,100	\$0	\$27,100
Temporary Services	\$13,845	\$27,758	\$40,271	\$12,000	\$0	\$12,000
Professional Services	\$15,463	\$16,674	\$547	\$800	\$0	\$800
Travel and Training	\$13,148	\$12,504	\$579	\$1,300	\$0	\$1,300
Other Services	\$2,109	\$22,308	\$8,024	\$20,060	\$2,006	\$22,066
<b>Total:</b>	<b>\$603,880</b>	<b>\$819,690</b>	<b>\$317,445</b>	<b>\$645,565</b>	<b>\$2,006</b>	<b>\$647,571</b>

**BUDGET ADJUSTMENTS:**

Expenditure	FTE	Revenue
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TER&R Revenue & Fees 5092-390-05

This item adjusts the fees charged to departments for desktop equipment repair and replacement based on the current equipment inventory. The rate per year per PC of \$1,003 has not changed.

0001-305-518851-Help Desk	\$2,006	0.00	\$0
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<b>BUDGET ADJUSTMENTS TOTAL:</b>	<b>\$2,006</b>	<b>0.00</b>	<b>\$0</b>
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**Office of Budget and Information Services**

**Program Summary**

**IS Administration**

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

Operational planning Cagories

Purpose: Support

Scope: Internal

	2001-2002	2003-2004	2003	2005-2006	2005-2006	2005-2006
<b>Program By Obj. Category:</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Baseline</b>	<b>Adjustment</b>	<b>Recommended</b>
Salaries, Regular	\$557,445	\$505,848	\$269,334	\$519,856	\$0	\$519,856
Benefits	\$108,009	\$129,480	\$51,964	\$160,474	\$0	\$160,474
Overtime/Comp Time	\$1,267	\$298	\$586	\$1,000	\$0	\$1,000
Supplies	\$28,067	\$24,658	\$16,093	\$25,200	\$0	\$25,200
Temporary Services	\$12,185	\$4,398	\$10,098	\$4,300	\$0	\$4,300
Professional Services	\$7,020	\$2,366	\$460	\$2,300	\$0	\$2,300
Travel and Training	\$9,627	\$6,334	\$1,307	\$2,500	\$0	\$2,500
Other Services	\$344,929	\$81,138	\$74,921	\$550,426	-\$2,006	\$548,420
Internal Charges	\$0	\$2,572	\$1,286	\$2,572	\$0	\$2,572
<b>Total:</b>	<b>\$1,068,549</b>	<b>\$757,092</b>	<b>\$426,049</b>	<b>\$1,268,628</b>	<b>-\$2,006</b>	<b>\$1,266,622</b>

**BUDGET ADJUSTMENTS:**

Expenditure	FTE	Revenue
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TER&R Revenue & Fees 5092-390-05

This item adjusts the fees charged to departments for desktop equipment repair and replacement based on the current equipment inventory. The rate per year per PC of \$1,003 has not changed.

0001-305-518810-Administrative Support -2,006 0.00 \$0

**BUDGET ADJUSTMENTS TOTAL: -2,006 0.00 \$0**

**Office of Budget and Information Services**

**Program Summary**

**Maintenance Agreements**

Maintenance agreements are purchased from an outside vendor and provide long-term (greater than one year) maintenance on county owned server and related hardware. This is an IS function that budgets for and collects costs associated with this activity.

[Operational planning Cagories](#)

Purpose: Essential

Scope: Internal

	2001-2002	2003-2004	2003	2005-2006	2005-2006	2005-2006
<b><u>Program By Obj. Category:</u></b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Baseline</b>	<b>Adjustment</b>	<b>Recommended</b>
Supplies	\$392	\$29,926	\$0	\$0	\$0	\$0
Other Services	\$857,646	\$778,502	\$537,545	\$813,200	\$0	\$813,200
<b>Total:</b>	<b><u>\$858,038</u></b>	<b><u>\$808,428</u></b>	<b><u>\$537,545</u></b>	<b><u>\$813,200</u></b>	<b><u>\$0</u></b>	<b><u>\$813,200</u></b>

**Office of Budget and Information Services**

**Program Summary**

**Network Communications-OBIS**

**Network communications provides the installation, maintenance, and repair of the equipment (switches, routers, hubs, etc.) that connect server computers to desktop computers and peripherals.**

Operational planning Cagories

Purpose:

Scope:

	2001-2002	2003-2004	2003	2005-2006	2005-2006	2005-2006
<b>Program By Obj. Category:</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Baseline</b>	<b>Adjustment</b>	<b>Recommended</b>
Salaries, Regular	\$817,253	\$647,949	\$429,293	\$1,343,063	\$0	\$1,343,063
Benefits	\$149,044	\$147,425	\$78,019	\$366,899	\$0	\$366,899
Allowances	\$203	\$0	\$84	\$100	\$0	\$100
Overtime/Comp Time	\$78,169	\$69,712	\$35,331	\$64,600	\$0	\$64,600
Supplies	\$921,347	\$478,878	\$388,012	\$487,700	\$209,000	\$696,700
Temporary Services	\$5,790	\$0	\$20,735	\$29,300	\$0	\$29,300
Professional Services	\$229,553	\$258,832	\$7,656	\$10,900	\$0	\$10,900
Travel and Training	\$35,498	\$36,450	\$19,183	\$46,100	\$0	\$46,100
Other Services	\$55,286	\$23,628	\$6,943	\$14,534	\$9,732	\$24,266
Capital Expenditures	\$0	\$36,342	\$0	\$0	\$0	\$0
<b>Total:</b>	<b>\$2,292,143</b>	<b>\$1,699,216</b>	<b>\$985,256</b>	<b>\$2,363,196</b>	<b>\$218,732</b>	<b>\$2,581,928</b>

**BUDGET ADJUSTMENTS:**

Expenditure	FTE	Revenue
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Network Equipment R&R	0001-305-870-01	This item requests to increase funding for repair and replacement of computer network infrastructure equipment.			
0001-305-518870-Network (C0Re Tech.)			\$209,000	0.00	\$0
TER&R Revenue & Fees	5092-390-05	This item adjusts the fees charged to departments for desktop equipment repair and replacement based on the current equipment inventory. The rate per year per PC of \$1,003 has not changed.			
0001-305-518870-Network (C0Re Tech.)			\$9,732	0.00	\$0
<b>BUDGET ADJUSTMENTS TOTAL:</b>			<b>\$218,732</b>	<b>0.00</b>	<b>\$0</b>

**Office of Budget and Information Services**

**Program Summary**

**OBIS Operations**

Operations provides all database processing of reports and data storage, backup and retrieval for all County departments. Operations maintains data security with a comprehensive tape back-up system that is processed daily.

Operational planning Cagories

Purpose: Essential

Scope: Regional (County-wide)

	2001-2002	2003-2004	2003	2005-2006	2005-2006	2005-2006
<b>Program By Obj. Category:</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Baseline</b>	<b>Adjustment</b>	<b>Recommended</b>
Salaries, Regular	\$315,248	\$192,560	\$161,084	\$348,876	\$0	\$348,876
Benefits	\$61,840	\$54,644	\$32,252	\$94,613	\$0	\$94,613
Allowances	\$14	\$0	\$7	\$0	\$0	\$0
Overtime/Comp Time	\$2,074	\$1,726	\$319	\$700	\$0	\$700
Supplies	\$163,009	\$154,906	\$65,121	\$117,300	\$0	\$117,300
Temporary Services	\$307	\$0	\$0	\$0	\$0	\$0
Professional Services	\$31,276	\$39,506	\$990	\$2,800	\$0	\$2,800
Travel and Training	\$37	\$46	\$1,034	\$1,400	\$0	\$1,400
Other Services	\$71,265	\$22,846	\$6,018	\$12,036	-\$6,018	\$6,018
<b>Total:</b>	<b>\$645,070</b>	<b>\$466,234</b>	<b>\$266,825</b>	<b>\$577,725</b>	<b>-\$6,018</b>	<b>\$571,707</b>

**BUDGET ADJUSTMENTS:**

Expenditure	FTE	Revenue
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TER&R Revenue & Fees 5092-390-05

This item adjusts the fees charged to departments for desktop equipment repair and replacement based on the current equipment inventory. The rate per year per PC of \$1,003 has not changed.

0001-305-518853-Operations (Core Tech.)	-\$6,018	0.00	\$0
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<b>BUDGET ADJUSTMENTS TOTAL:</b>	<b>-\$6,018</b>	<b>0.00</b>	<b>\$0</b>
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**Office of Budget and Information Services**

**Program Summary**

**Office of Budget**

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.

[Operational planning Cagories](#)

Purpose: Support

Scope: Internal

	2001-2002	2003-2004	2003	2005-2006	2005-2006	2005-2006
<b>Program By Obj. Category:</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Baseline</b>	<b>Adjustment</b>	<b>Recommended</b>
Salaries, Regular	\$778,360	\$921,576	\$372,823	\$883,382	\$0	\$883,382
Benefits	\$141,595	\$227,330	\$65,500	\$257,735	\$0	\$257,735
Supplies	\$8,609	\$8,900	\$4,334	\$8,900	\$0	\$8,900
Temporary Services	\$3,051	\$5,000	\$0	\$5,000	\$0	\$5,000
Professional Services	\$3,154	\$8,626	\$1,972	\$8,626	\$0	\$8,626
Travel and Training	\$13,378	\$14,028	\$9,331	\$14,028	\$0	\$14,028
Other Services	\$25,303	\$22,460	\$12,578	\$22,460	-\$298	\$22,162
<b>Total:</b>	<b>\$973,450</b>	<b>\$1,207,920</b>	<b>\$466,538</b>	<b>\$1,200,131</b>	<b>-\$298</b>	<b>\$1,199,833</b>

**BUDGET ADJUSTMENTS:**

Expenditure	FTE	Revenue
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TER&R Revenue & Fees	5092-390-05	This item adjusts the fees charged to departments for desktop equipment repair and replacement based on the current equipment inventory. The rate per year per PC of \$1,003 has not changed.		
0001-305-514234-Budget	*	\$-298	0.00	\$0
<b>BUDGET ADJUSTMENTS TOTAL:</b>		<b>-\$298</b>	<b>0.00</b>	<b>\$0</b>

**Office of Budget and Information Services**

**Program Summary**

**Software Licenses**

Software vendors usually charge a maintenance or licensing fee in exchange for periodic support and application upgrades. This is an IS function that budgets for and collects costs associated with system-wide software applications and database licensing and maintenance.

Operational planning Cagories Purpose: Essential  
Scope: Internal

	2001-2002	2003-2004	2003	2005-2006	2005-2006	2005-2006
<b>Program By Obj. Category:</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Baseline</b>	<b>Adjustment</b>	<b>Recommended</b>
Supplies	\$1,073,093	\$1,113,834	\$636,575	\$1,113,834	\$143,516	\$1,257,350
Professional Services	\$114,058	\$0	\$0	\$0	\$0	\$0
<b>Total:</b>	<b>\$1,187,151</b>	<b>\$1,113,834</b>	<b>\$636,575</b>	<b>\$1,113,834</b>	<b>\$143,516</b>	<b>\$1,257,350</b>

**BUDGET ADJUSTMENTS:**

Expenditure	FTE	Revenue
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Annual Software Licensing Incr 0001-305-816-02	Annual increases to software licensing costs.			
0001-305-518816-Software License		\$123,266	0.00	\$0
MPE Upgrade Licensing 0001-305-816-03	In 2003 a project was approved to replace and upgrade MPE server equipment to provide a stable platform through system end of life (2006). One of the older servers was kept and upgraded. The additional licensing cost for IX/Powerhouse reporting is \$9,400 per year plus tax. This item requests to add \$20,250 as a one time expense in 2005/06.			
0001-305-518816-Software License		\$20,250	0.00	\$0

<b>BUDGET ADJUSTMENTS TOTAL:</b>	<b>\$143,516</b>	<b>0.00</b>	<b>\$0</b>
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**Office of Budget and Information Services**

**Program Summary**

**System Administration**

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

Operational planning Cagories

Purpose: Support

Scope: Internal

	2001-2002	2003-2004	2003	2005-2006	2005-2006	2005-2006
<b>Program By Obj. Category:</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Baseline</b>	<b>Adjustment</b>	<b>Recommended</b>
Salaries, Regular	\$871,283	\$1,045,952	\$539,892	\$598,916	\$0	\$598,916
Benefits	\$161,877	\$210,960	\$98,540	\$155,752	\$0	\$155,752
Allowances	\$154	\$0	\$63	\$100	\$0	\$100
Overtime/Comp Time	\$94,391	\$75,384	\$57,865	\$109,100	\$0	\$109,100
Supplies	\$30,149	\$28,220	\$5,638	\$9,500	\$0	\$9,500
Professional Services	\$1,389	\$1,756	\$1,050	\$1,500	\$0	\$1,500
Travel and Training	\$47,138	\$53,384	\$24,193	\$50,200	\$0	\$50,200
Other Services	\$7,909	\$36,630	\$12,444	\$29,788	\$11,032	\$40,820
<b>Total:</b>	<b>\$1,214,290</b>	<b>\$1,452,286</b>	<b>\$739,685</b>	<b>\$954,856</b>	<b>\$11,032</b>	<b>\$965,888</b>

**BUDGET ADJUSTMENTS:**

Expenditure	FTE	Revenue
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TER&R Revenue & Fees 5092-390-05

This item adjusts the fees charged to departments for desktop equipment repair and replacement based on the current equipment inventory. The rate per year per PC of \$1,003 has not changed.

0001-305-518885-Systems Admin	\$11,032	0.00	\$0
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<b>BUDGET ADJUSTMENTS TOTAL:</b>	<b>\$11,032</b>	<b>0.00</b>	<b>\$0</b>
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**Office of Budget and Information Services**

**Program Summary**

**Technology Projects**

This program provides IS with the ability to track county technology projects. Costs for such projects may be budgeted within IS and reimbursed by the user department. This program is used for approved decision packages that were initiated by other County departments

[Operational planning Cagories](#)

Purpose: Support

Scope: Internal

	2001-2002	2003-2004	2003	2005-2006	2005-2006	2005-2006
<b><u>Program By Obj. Category:</u></b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Baseline</b>	<b>Adjustment</b>	<b>Recommended</b>
Salaries, Regular	\$19,934	\$0	\$0	\$0	\$0	\$0
Benefits	\$3,073	\$0	\$0	\$0	\$0	\$0
Overtime/Comp Time	\$1,426	\$0	\$0	\$0	\$0	\$0
Professional Services	\$624	\$0	\$0	\$0	\$0	\$0
Other Services	\$679	\$0	\$0	\$0	\$0	\$0
<b>Total:</b>	<b><u>\$25,736</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>

**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.

	2001-2002	2003-2004	2003	2005-2006	2005-2006	2005-2006
<b><u>Expenditures by Program</u></b>	<b>Actuals</b>	<b>Budget</b>	<b>Actuals</b>	<b>Baseline</b>	<b>Adjustment</b>	<b>Total Required</b>
Communications	\$856,694	\$773,455	\$488,675	\$925,689	\$13,000	\$938,689
Neighborhood Outreach	\$19,852	\$161,264	\$8,655	\$20,156	\$0	\$20,156
<b><u>Total:</u></b>	<b><u>\$876,546</u></b>	<b><u>\$934,719</u></b>	<b><u>\$497,330</u></b>	<b><u>\$945,845</u></b>	<b><u>\$13,000</u></b>	<b><u>\$958,845</u></b>

**Expenditures By Obj. Category**

Salaries, Regular	\$666,879	\$676,764	\$385,330	\$670,259	\$0	\$670,259
Benefits	\$124,259	\$166,765	\$72,360	\$185,046	\$0	\$185,046
Supplies	\$23,961	\$22,794	\$6,972	\$22,794	\$0	\$22,794
Temporary Services	\$10,863	\$9,850	\$7,242	\$9,850	\$0	\$9,850
Professional Services	\$7,878	\$16,000	\$1,490	\$16,000	\$13,000	\$29,000
Travel and Training	\$12,897	\$12,498	\$6,395	\$12,498	\$0	\$12,498
Other Services	\$29,809	\$30,048	\$17,541	\$29,398	\$0	\$29,398
<b><u>Total:</u></b>	<b><u>\$876,546</u></b>	<b><u>\$934,719</u></b>	<b><u>\$497,330</u></b>	<b><u>\$945,845</u></b>	<b><u>\$13,000</u></b>	<b><u>\$958,845</u></b>

**Public Information and Outreach**

**Staffing Roster**

Position Status	Job	FTE	Title	Grade Step	Employee
Operational	Director, Pub Info & Outreach	1	DCR0001.Director, Pub Info & Outreach		Forney, Lianne
Operational	Communication Specialist	1	DCR0002.Communication Specialist		Gordon, Nancy A
Operational	Administrative Assistant	1	DCR0003.Administrative Assistant	6	Pace, Terrie L
Operational	Graphics Communication Spec	1	DCR0004.Graphics Communication Spec		Leonard, Jane C
Operational	Program Coordinator I	1	DCR0005.Program Coordinator I		Gaya, Holly J
Operational	Communications Specialist, Sr	1	DCR0006.Communications Specialist, Sr		Finch, Susan H

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**Public Information and Outreach**

**Program Summary**

**Communications**

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.

[Operational planning Cagories](#)

Purpose: Support

Scope: Internal

	2001-2002	2003-2004	2003	2005-2006	2005-2006	2005-2006
<b>Program By Obj. Category:</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Baseline</b>	<b>Adjustment</b>	<b>Recommended</b>
Salaries, Regular	\$666,879	\$572,344	\$385,330	\$670,259	\$0	\$670,259
Benefits	\$124,259	\$130,077	\$72,360	\$185,046	\$0	\$185,046
Supplies	\$20,738	\$17,694	\$5,141	\$17,694	\$0	\$17,694
Temporary Services	\$2,697	\$3,000	\$3,618	\$3,000	\$0	\$3,000
Professional Services	\$6,700	\$15,000	\$1,150	\$15,000	\$13,000	\$28,000
Travel and Training	\$8,212	\$7,298	\$4,538	\$7,298	\$0	\$7,298
Other Services	\$27,209	\$28,042	\$16,538	\$27,392	\$0	\$27,392
<b>Total:</b>	<b>\$856,694</b>	<b>\$773,455</b>	<b>\$488,675</b>	<b>\$925,689</b>	<b>\$13,000</b>	<b>\$938,689</b>

**BUDGET ADJUSTMENTS:**

	Expenditure	FTE	Revenue
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Reallocate Youth Town Hall      0001-340-01      This proposal would reallocate current General Fund funding for the Youth Town Hall program from fund 1934 to PIO office.

0001-340-513150-Administration      \$13,000      0.00      \$0

**BUDGET ADJUSTMENTS TOTAL:**      **\$13,000**      **0.00**      **\$0**

**Public Information and Outreach**

**Program Summary**

**Neighborhood Outreach**

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.

Operational planning Cagories      Purpose: Support  
 Scope: Regional (County-wide)

	2001-2002	2003-2004	2003	2005-2006	2005-2006	2005-2006
<b><u>Program By Obj. Category:</u></b>	<b><u>Actual</u></b>	<b><u>Budget</u></b>	<b><u>Actual</u></b>	<b><u>Baseline</u></b>	<b><u>Adjustment</u></b>	<b><u>Recommended</u></b>
Salaries, Regular	\$0	\$104,420	\$0	\$0	\$0	\$0
Benefits	\$0	\$36,688	\$0	\$0	\$0	\$0
Supplies	\$3,223	\$5,100	\$1,831	\$5,100	\$0	\$5,100
Temporary Services	\$8,166	\$6,850	\$3,624	\$6,850	\$0	\$6,850
Professional Services	\$1,178	\$1,000	\$340	\$1,000	\$0	\$1,000
Travel and Training	\$4,685	\$5,200	\$1,857	\$5,200	\$0	\$5,200
Other Services	\$2,600	\$2,006	\$1,003	\$2,006	\$0	\$2,006
<b>Total:</b>	<b><u>\$19,852</u></b>	<b><u>\$161,264</u></b>	<b><u>\$8,655</u></b>	<b><u>\$20,156</u></b>	<b><u>\$0</u></b>	<b><u>\$20,156</u></b>

## Risk Management

## Department Summary

The Risk Management department has overall responsibility for the County's self-insurance program. It manages the County's General Liability Reserve Fund and recommends reserve levels both for specific claims and for unknown liabilities. The department is also responsible for loss control and responds to the scene of injuries and other potential liabilities.

	2001-2002	2003-2004	2003	2005-2006	2005-2006	2005-2006
<u>Expenditures by Program</u>	<u>Actuals</u>	<u>Budget</u>	<u>Actuals</u>	<u>Baseline</u>	<u>Adjustment</u>	<u>Total Required</u>
Risk Management	\$579,087	\$558,254	\$291,996	\$584,037	\$3,008	\$587,045
<b>Total:</b>	<b><u>\$579,087</u></b>	<b><u>\$558,254</u></b>	<b><u>\$291,996</u></b>	<b><u>\$584,037</u></b>	<b><u>\$3,008</u></b>	<b><u>\$587,045</u></b>
 <u>Expenditures By Obj. Category</u>						
Salaries, Regular	\$425,530	\$412,762	\$225,353	\$425,244	\$0	\$425,244
Benefits	\$83,781	\$109,724	\$45,821	\$128,421	\$0	\$128,421
Overtime/Comp Time	\$7,130	\$0	\$4,410	\$0	\$0	\$0
Supplies	\$40,616	\$12,146	\$5,691	\$11,750	\$0	\$11,750
Professional Services	\$1,818	\$7,650	\$2,178	\$2,650	\$0	\$2,650
Travel and Training	\$3,782	\$3,250	\$1,685	\$3,250	\$0	\$3,250
Other Services	\$16,430	\$12,722	\$6,858	\$12,722	\$3,008	\$15,730
<b>Total:</b>	<b><u>\$579,087</u></b>	<b><u>\$558,254</u></b>	<b><u>\$291,996</u></b>	<b><u>\$584,037</u></b>	<b><u>\$3,008</u></b>	<b><u>\$587,045</u></b>

## Risk Management

## Staffing Roster

Position Status	Job	FTE	Title	Grade Step	Employee
Operational	Risk Manager	1	LOS0001.Risk Manager		Pavone, Edward Michael
Operational	Program Assistant	1	LOS0002.Program Assistant	6	Hasler, Connie L
Operational	Office Assistant II	1	LOS0003.Office Assistant II	6	Gouthro, Judith E
Operational	Program Coordinator II	1	LOS0004.Program Coordinator II		McVicker, Timothy J
		<u>4</u>			

**Risk Management**

**Program Summary**

**Risk Management**

This department has only one program. It has overall responsibility for the County's self-insurance program. It manages the County's General Liability Reserve Fund and recommends reserve levels both for specific claims and for unknown liabilities. The department is also responsible for loss control and responds to the scene of injuries and other potential liabilities.

Operational planning Cagories      Purpose: Support  
 Scope: Internal

	2001-2002	2003-2004	2003	2005-2006	2005-2006	2005-2006
<b>Program By Obj. Category:</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Baseline</b>	<b>Adjustment</b>	<b>Recommended</b>
Salaries, Regular	\$425,530	\$412,762	\$225,353	\$425,244	\$0	\$425,244
Benefits	\$83,781	\$109,724	\$45,821	\$128,421	\$0	\$128,421
Overtime/Comp Time	\$7,130	\$0	\$4,410	\$0	\$0	\$0
Supplies	\$40,616	\$12,146	\$5,691	\$11,750	\$0	\$11,750
Professional Services	\$1,818	\$7,650	\$2,178	\$2,650	\$0	\$2,650
Travel and Training	\$3,782	\$3,250	\$1,685	\$3,250	\$0	\$3,250
Other Services	\$16,430	\$12,722	\$6,858	\$12,722	\$3,008	\$15,730
<b>Total:</b>	<b>\$579,087</b>	<b>\$558,254</b>	<b>\$291,996</b>	<b>\$584,037</b>	<b>\$3,008</b>	<b>\$587,045</b>

**BUDGET ADJUSTMENTS:**

Expenditure	FTE	Revenue
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TER&R Revenue & Fees      5092-390-05

This item adjusts the fees charged to departments for desktop equipment repair and replacement based on the current equipment inventory. The rate per year per PC of \$1,003 has not changed.

0001-311-514701-Risk Management      \$3,008      0.00      \$0

**BUDGET ADJUSTMENTS TOTAL:**      **\$3,008**      **0.00**      **\$0**

**Utilities**

**Department Summary**

This budget includes the cost of supplying utility services to all County buildings, including heat and electricity.

	2001-2002	2003-2004	2003	2005-2006	2005-2006	2005-2006
<b><u>Expenditures by Program</u></b>	<b><u>Actuals</u></b>	<b><u>Budget</u></b>	<b><u>Actuals</u></b>	<b><u>Baseline</u></b>	<b><u>Adjustment</u></b>	<b><u>Total Required</u></b>
Utilities	\$3,958,692	\$3,648,960	\$2,579,169	\$3,787,350	\$0	\$3,787,350
<b><u>Total:</u></b>	<b><u>\$3,958,692</u></b>	<b><u>\$3,648,960</u></b>	<b><u>\$2,579,169</u></b>	<b><u>\$3,787,350</u></b>	<b><u>\$0</u></b>	<b><u>\$3,787,350</u></b>

**Expenditures By Obj. Category**

Supplies	\$95,994	\$133,308	\$50,840	\$133,308	\$0	\$133,308
Temporary Services	\$2,175	\$0	\$92	\$0	\$0	\$0
Professional Services	\$0	\$0	-\$205	\$0	\$0	\$0
Travel and Training	\$0	\$0	\$164	\$0	\$0	\$0
Other Services	\$3,860,523	\$3,515,652	\$2,528,278	\$3,654,042	\$0	\$3,654,042
<b><u>Total:</u></b>	<b><u>\$3,958,692</u></b>	<b><u>\$3,648,960</u></b>	<b><u>\$2,579,169</u></b>	<b><u>\$3,787,350</u></b>	<b><u>\$0</u></b>	<b><u>\$3,787,350</u></b>

**Utilities**

**Program Summary**

**Utilities**

**This budget includes the cost of supplying utility services to all County buildings, including heat and electricity.**

Operational planning Cagories

Purpose: Support

Scope: Internal

	2001-2002	2003-2004	2003	2005-2006	2005-2006	2005-2006
<b><u>Program By Obj. Category:</u></b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Baseline</b>	<b>Adjustment</b>	<b>Recommended</b>
Supplies	\$95,994	\$133,308	\$50,840	\$133,308	\$0	\$133,308
Temporary Services	\$2,175	\$0	\$92	\$0	\$0	\$0
Professional Services	\$0	\$0	-\$205	\$0	\$0	\$0
Travel and Training	\$0	\$0	\$164	\$0	\$0	\$0
Other Services	\$3,860,523	\$3,515,652	\$2,528,278	\$3,654,042	\$0	\$3,654,042
<b>Total:</b>	<b><u>\$3,958,692</u></b>	<b><u>\$3,648,960</u></b>	<b><u>\$2,579,169</u></b>	<b><u>\$3,787,350</u></b>	<b><u>\$0</u></b>	<b><u>\$3,787,350</u></b>