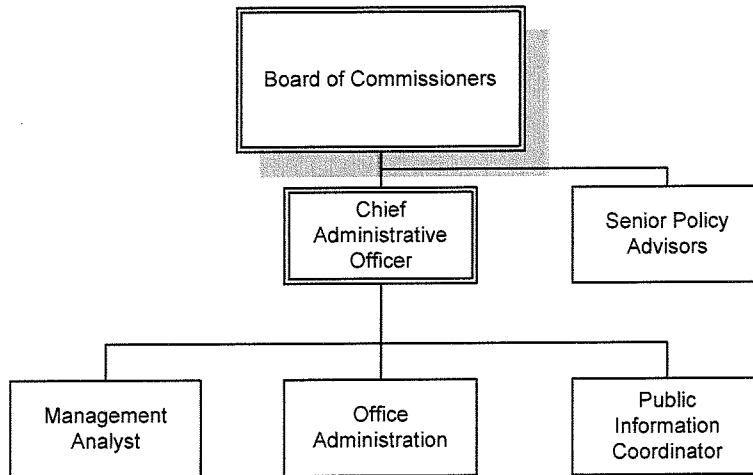


MARION COUNTY FY2007-08 BUDGET  
BUDGET BY DEPARTMENT  
CENTRAL SERVICES GROUP

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## BOARD OF COMMISSIONERS



### MISSION STATEMENT

To provide leadership that ensures fiscal accountability and enhances the health, safety and livability of our communities.

### GOALS AND OBJECTIVES

Goal 1. Customer Service and Communications – Foster a culture of excellent customer service throughout Marion County.

Objective 1. Ensure implementation of the county's customer service policy.

Objective 2. Expand access to residents throughout Marion County of the televised board sessions.

Objective 3. Enhance outreach efforts to cities and community organizations, such as chambers of commerce, city officials, the French Prairie work group, neighborhood associations, Aurora Airport, and so forth.

Goal 2. Enterprise Approach – Develop a strong effective internal management infrastructure that supports county operations and good decision-making.

Objective 1. Implement the Marion County Business Enterprise Enhancement project ("McBee").

Objective 2. Establish a facilities committee to review the *2006 Facilities Master Plan* and make recommendations to the board to meet the county's long-term facilities needs.

Objective 3. Develop a 5-year Capital Improvement Plan that includes fleet acquisitions, IT/Telecom replacement, and deferred maintenance plans.

Goal 3. Strategic Planning – Implement Marion County's strategic plan.

Objective 1. Continue to develop a solid, transparent, and accountable budget process.

Objective 2. Engage the county's executive team to develop and promote leadership skills and management abilities.

Objective 3. Finalize individual department and countywide business continuity plans and hold one training exercise during the fiscal year.

MARION COUNTY FY2007-08 BUDGET  
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**DEPARTMENT OVERVIEW**

The three members of the Board of Commissioners are the elected representatives of all persons residing in Marion County. The board sets policy for the administration of county government. Marion County operates as a general law county within the framework of the Oregon Constitution and Oregon Revised Statutes. The Board is responsible for all three branches of county government; Legislative, Executive, and Quasi-Judicial. Board Sessions are held weekly for official action to adopt ordinances, resolutions and orders pertaining to county operations and to provide an opportunity for public comment.

The Chief Administrative Officer's (CAO) duties include implementing and administering county policy as directed by the Board of Commissioners. The CAO is the appointed county Budget Officer and is responsible for proposing the annual budget. The CAO is responsible for supervising department heads, communication and press relations, and managing the Board's office. The executive staff is responsible for policy development and providing timely and accurate legislative and administrative services to the Board and the CAO. The office staff ensures timely and accurate public notice, public records, minutes, personnel actions, and meeting support for the Commissioners, CAO and numerous boards and commissions.

The total FY07-08 proposed budget for the Board of Commissioners is \$1,858,739, a \$102,670 decrease, or 5.2%, under FY06-07.

*Resource and Requirement Summary*

Board of Commissioners	FY 2004-05 Actual	FY 2005-06 Actual	FY 2006-07 Budget	FY 2007-08 Proposed	+/- %
<b>Resources:</b>					
General Funds	401,004	415,706	420,383	331,008	(21%)
Fees & Charges	87	39	0	0	n.a.
Administrative Cost Recovery	1,406,033	1,493,150	1,541,026	1,527,731	(1%)
<b>Total Resources</b>	<b>1,807,124</b>	<b>1,908,895</b>	<b>1,961,409</b>	<b>1,858,739</b>	<b>(5%)</b>
<b>Requirements:</b>					
Personal Services:					
Salaries and Wages	817,755	914,668	960,020	1,002,085	4%
Fringe Benefits	331,874	371,189	400,199	402,536	1%
Subtotal	1,149,629	1,285,857	1,360,219	1,404,621	3%
Materials and Services	296,762	249,070	265,557	123,626	(53%)
Administrative Charges	360,732	373,883	335,633	330,492	(2%)
<b>Total Requirements</b>	<b>1,807,123</b>	<b>1,908,810</b>	<b>1,961,409</b>	<b>1,858,739</b>	<b>(5%)</b>
FTE	14.00	14.00	14.00	14.00	0%

MARION COUNTY FY2007-08 BUDGET  
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**PROGRAMS**

The Board of Commissioners budget is allocated to one program that is shown on the following table.

**Summary of Department Programs**

	FY 2004-05 Actual	FY 2005-06 Actual	FY 2006-07 Budget	FY 2007-08 Proposed	+/- %
<b>RESOURCES</b>	1,807,123	1,908,810	1,961,409	1,858,739	-5.2%
<b>REQUIREMENTS BY PROGRAM</b>					
Board of Commissioners Office	1,807,123	1,908,810	1,961,409	1,858,739	-5.2%
<b>Total</b>	<b>1,807,123</b>	<b>1,908,810</b>	<b>1,961,409</b>	<b>1,858,739</b>	<b>-5.2%</b>

Resources for the board's office are a combination of a general fund appropriation and administrative charges. The Commissioners' salaries and benefits are a General Fund allocation.

**Board of Commissioners Program**

Executive

- Accounting of all county revenues and expenditures.
- Certifying and levying taxes.
- Adopting and implementing the annual budget.
- Approving contract and grant agreements.
- Maintaining county property and developing new facilities.
- Initiating projects and monitoring their performance.
- Management oversight and supervision of county operations.
- Appointing members of citizen advisory panels, hearings examiners, Budget Committee members and the members of the board of equalization.
- Acting as the board of directors for the Marion County Housing Authority, Northwest Senior and Disability Services, Mid-Valley Behavioral Care Network and four special service districts that consist of the Brooks Community Sewer District, Labish Village Sewage and Drainage District, Fargo Interchange Service District and East Salem Service District.

Legislative

- Enacting ordinances that have the force of law in the county.
- Updating land use ordinances.
- Adopting the comprehensive plan developed by the Children and Families Commission (CFC). The CFC is mandated to submit a countywide comprehensive plan of services and supports for children and families. The CFC encourages the strengthening of families and assists communities in supporting children and families.
- Adopting the Public Safety Plan created by the Marion County Public Safety Coordinating Council. The council is mandated to develop a countywide plan for public safety policy, planning and coordination and implementation of resources by working with all partners in the public safety sector, including the Sheriff, local police chiefs, the District Attorney, Health Department, Juvenile Department, Children and Families Commission and local businesses and citizen advocates.

MARION COUNTY FY2007-08 BUDGET  
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Quasi-Judicial

- Making land use decisions in unincorporated areas of the county and considering appeals.
- Implementing special district formation.
- Approving road vacations, street improvements and road legalization.

Community Collaboration and Partnerships

- Representing the county's interests to other agencies and organizations on local, regional, state and national levels.
- Providing county leadership that considers the interests of residents and to resolve issues of concern.
- Encouraging citizen involvement and ensuring citizens have open access to government.
- Engaging and informing citizens and local jurisdictions on items of countywide importance.

**Department: Board of Commissioners**

	<b>FY 2004-05 Actual</b>	<b>FY 2005-06 Actual</b>	<b>FY 2006-07 Budget</b>	<b>FY 2007-08 Proposed</b>	<b>+/- %</b>
<b>Resources:</b>					
General Fund	401,004	415,706	420,383	331,008	-21.3%
Fees & Charges	87	39	0	0	n.a.
Other Funding	1,406,033	1,493,150	1,541,026	1,527,731	-0.9%
<b>Total Resources</b>	<b>1,807,124</b>	<b>1,908,895</b>	<b>1,961,409</b>	<b>1,858,739</b>	<b>-5.2%</b>
<b>Requirements:</b>					
Personal Services:					
Salaries and Wages	817,755	914,668	960,020	1,002,085	4.4%
Fringe Benefits	331,874	371,189	400,199	402,536	0.6%
Subtotal	1,149,629	1,285,857	1,360,219	1,404,621	3.3%
Materials and Services	296,762	249,070	265,557	123,626	-53.4%
Administrative Charges	360,732	373,883	335,633	330,492	-1.5%
<b>Total Requirements</b>	<b>1,807,123</b>	<b>1,908,810</b>	<b>1,961,409</b>	<b>1,858,739</b>	<b>-5.2%</b>
<b>FTE</b>	<b>14.00</b>	<b>14.00</b>	<b>14.00</b>	<b>14.00</b>	<b>0.0%</b>

Program: Board of Commissioners

Personnel Positions

Title of Position	FTE
Commissioners	3.00
Chief Administrative Officer	1.00
Senior Policy Advisors	4.00
Management Analyst 2	1.00
Public Information Coordinator	1.00
Office Manager	1.00
Department Specialist 3	2.00
Department Specialist 2	1.00
Total FTE	14.00

MARION COUNTY FY2007-08 BUDGET  
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**Board of Commissioners Program Budget Justification**

The FY 07/08 proposed budget contains a 5.2% decrease in the total budget. Changes include a \$95,000 decrease in the Dues & Memberships line item. These costs have been realigned and allocated to General Fund Non-Departmental to more classify membership dues and special assessments in local government organizations that provide benefits to the county as a whole. Each organization assists in providing coordination and collaboration between counties and other government entities on issues with significant regional or state impact, as well as supporting local economic development efforts. Another change is a \$102,335 decrease in the Miscellaneous Contractual Services line item. In the past, this expense has provided funding for an annual federal lobbying contract, which supports countywide programs and initiatives. This contract will move to General Fund Non-Departmental funding due to the countywide benefits this contract provides.

FUNDS

The Board of Commissioners Department budget is included in the Central Service Fund. This is shown in the table below.

**Department Budget by Fund**

	FY2004-05 Actual	FY2005-06 Actual	FY2006-07 Budget	FY2007-08 Proposed	% of Total
<b>RESOURCES</b>					
Central Services Fund	1,807,123	1,908,894	1,961,409	1,858,739	100%
Total	1,807,123	1,908,894	1,961,409	1,858,739	100%
<b>REQUIREMENTS</b>					
Central Services Fund	1,807,123	1,908,894	1,961,409	1,858,739	100%
Total	1,807,123	1,908,894	1,961,409	1,858,739	100%

MARION COUNTY FY2007-08 BUDGET  
BUDGET BY DEPARTMENT  
CENTRAL SERVICES GROUP

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KEY DEPARTMENT ACCOMPLISHMENTS FY2006-07

- The Marion County Public Safety Coordinating Council (PSCC) continued its work on the methamphetamine problem in the region, focusing on improving the communication and cooperation between the county and the 20 communities within our boundaries, along with partnering with state and federal agencies. The PSCC has held a number of public forums to gain insight to the individual needs of our cities. The PSCC also partnered with 30 area businesses and organized the first annual “Striking Out Meth in Marion County” at Volcano Stadium in Keizer, and is currently planning for the 2007 event to be held on July 13<sup>th</sup>.
- The countywide Customer Service Policy was adopted in December 2006.
- In January 2007, the board approved the implementation of health Savings Accounts (HAS) as an employee insurance option that focuses on consumer-driven health care, while saving money and allowing more personal control. This is one of the first HAS options to be available from a government entity in Oregon. The employee participation rate was projected at 3 percent, but over 11 percent of employees took advantage of this opportunity.
- The Marion County Courthouse reopened to the public in the fall of 2006. The county and the circuit court jointly held a ceremony to rededicate the courthouse on September 5, 2006.
- County departments created Pandemic Response Plans and are in the process of developing Business Continuity Plans. New brochures were created for the Pandemic Flu, All Hazards, and County Services.
- Marion County solicited and received funding for new transportation projects and studies, including the Stayton/Sublimity Interchange and a new Salem Bridge.
- The new Dog Shelter facility opened in the fall of 2006 and will likely process over 2,500 dogs in its first year of operation.
- The Farm Stand and Mass Gathering ordinance was clarified and the Weed Advisory board and Weed district were re-instated.
- Designed a pilot housing initiative through facilitating a multi-agency workshop. The initiative will provide additional low-income housing options for ex-offenders under supervision by the Marion County Sheriff’s Office.
- Assisted in locating space and facilitated meetings with 23 organizations resulting in agreements to provide services at a new Center for Family Success, serving children and families involved with incarceration.
- Promoted and helped organize the 2006 Marion County Fair, where gate attendance was up 58% from 2004. Sponsorships and business partnerships also multiplied, with a 70% increase from 2004.

MARION COUNTY FY2007-08 BUDGET  
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- Crafted a memorandum of agreement among Marion County, the Oregon Department of Human Services and Marion County Circuit Court to better integrate services for families recovering from methamphetamine addiction issues.
- During the last year the Board of Commissioners office continued plans to implement a countywide effort for business process improvements. Over the next two years the Business Enterprise Enhancement plan (McBee) will be phased in providing opportunities for more complete utilization of existing software and infrastructure.
- The Keizer Rapids Park completed its master plan and will open in 2007.
- Moonstone Properties took over the operations at the Oregon Garden in 2006 and plans to break ground for a new resort in May 2007. A Management Agreement is now in place between the Garden, the City of Silverton and Marion County and a new Garden Foundation Board of Directors has been created.

**Resources by Fund Detail**

Department: Board of Commissioners				
	Actual FY2005	Actual FY 2006	Budget FY 2007	Proposed FY 2008
<b>580 - Central Services</b>				
<b>General Fund</b>				
38101 Transfer from General Fund	401,004	415,706	420,383	331,008
General Fund Total	<b>401,004</b>	<b>415,706</b>	<b>420,383</b>	<b>331,008</b>
<b>Fees and Charges</b>				
34143 Copy Machine Fees	0	12	0	0
34490 Other Reimbursement	87	26	0	0
Fees and Charges Total	<b>87</b>	<b>39</b>	<b>0</b>	<b>0</b>
<b>Administrative Cost Recovery</b>				
41000 Management Services	1,406,033	1,493,150	1,541,026	1,527,731
Administrative Cost Recovery Total	<b>1,406,033</b>	<b>1,493,150</b>	<b>1,541,026</b>	<b>1,527,731</b>
<b>Board of Commissioners Fund 100 Total</b>	<b>1,807,123</b>	<b>1,908,894</b>	<b>1,961,409</b>	<b>1,858,739</b>

MARION COUNTY FY2007-08 BUDGET  
BUDGET BY DEPARTMENT  
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**Requirements by Fund Detail**

Department: <b>Board of Commissioners</b>				
	Actual FY2005	Actual FY 2006	Budget FY 2007	Proposed FY 2008
<b>580 - Central Services</b>				
<b>Personal Services</b>				
<b>Salaries and Wages</b>				
51111 Regular Wages	665,374	769,960	853,608	924,425
51112 Temporary Wages	19,271	0	4,690	4,599
51113 Vacation Pay	25,393	28,698	0	0
51114 Sick Pay	12,846	11,041	0	0
51115 Holiday Pay	32,125	33,883	0	0
51121 Compensation Credits	60,253	69,798	69,722	73,061
51124 Leave Payoff	2,434	1,177	0	0
51142 Premium Pay	58	111	0	0
<b>Salaries and Wages Total</b>	<b>817,755</b>	<b>914,668</b>	<b>928,020</b>	<b>1,002,085</b>
<b>Fringe Benefits</b>				
51201 Fringe Benefits-Budget	0	0	(4,813)	0
51211 PERS	88,344	91,965	92,190	79,799
51212 401(k)	32,704	35,481	36,699	37,843
51213 PERS Debt Service	35,878	37,645	41,558	39,897
51220 FICA	59,076	65,645	72,124	75,449
51231 Medical Insurance	96,060	119,220	136,248	143,472
51232 Dental Insurance	11,590	11,772	15,960	15,366
51233 Life Insurance	2,400	2,756	2,407	2,514
51234 Disability Insurance	2,108	2,410	3,553	3,713
51240 Unemployment	3,307	3,655	3,820	3,990
51252 WC-Hourly Rate	408	412	453	493
51260 Wellness	0	228	0	0
51261 EAP	0	85	0	0
<b>Fringe Benefits Total</b>	<b>331,874</b>	<b>371,273</b>	<b>400,199</b>	<b>402,536</b>
<b>Personal Services Total</b>	<b>1,149,629</b>	<b>1,285,941</b>	<b>1,328,219</b>	<b>1,404,621</b>
<b>Materials and Services</b>				
52101 Office Supplies	8,980	6,096	10,800	8,800
52107 Departmental Supplies	142	0	0	0
52118 Books	347	188	200	200
52119 Magazines & Publications	142	50	263	400
52120 Newspapers	363	428	350	350
52121 Gasoline	196	147	26	0
52215 Small Office Equipment	862	953	1,000	1,000
52216 Small Departmental Equipment	0	25	0	0
52217 Computer Equipment (<\$5,000)	0	25	467	0
52301 Telephones	5,281	4,805	5,000	0
52305 Postage	1,878	1,488	2,000	2,000
52306 Cellular Phones	1,300	2,514	2,520	2,610
52308 Telecomm Charges	0	0	0	5,000
52544 Printing Services	12,208	7,585	11,500	9,000
52545 Advertising	26,954	861	6,166	4,000
52561 Mail Services	219	0	0	0
52565 Employment Agencies	4,601	2,549	5,872	3,500



MARION COUNTY FY2007-08 BUDGET  
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Department: <b>Board of Commissioners</b>				
	Actual FY2005	Actual FY 2006	Budget FY 2007	Proposed FY 2008
<b>580 - Central Services</b>				
52585 Consultations	0	0	0	35,000
52599 Miscellaneous Contractual Services	122,463	103,168	99,485	19,666
52601 Maint - Office Equipment	36	606	223	0
52602 Maint - Vehicle	172	1,471	368	0
52605 Maint - Building & Grounds	506	5,975	250	250
52606 Maint - Building Remodels	0	819	0	0
52701 Vehicle Rental	0	0	281	500
52704 Equipment Rental	0	114	5,320	5,000
52822 Notary Bond	40	60	141	0
52911 Mileage-Employee	1,218	2,743	1,900	2,600
52913 Meals	0	0	32	0
52921 Meetings	5,635	4,405	5,500	5,500
52922 Conferences	4,990	5,886	8,000	8,000
52923 Training	439	0	1,250	1,250
52930 Dues and Memberships	93,631	93,726	120,000	3,300
52957 PSCC	0	1,582	5,000	5,000
52965 Pre-Employment Investigations	150	70	100	100
52974 Fairs & Shows	30	24	100	100
52986 Permits	0	119	0	0
52988 Recording Charges	0	1	0	0
52991 Awards And Recognition	729	587	3,443	500
52999 Miscellaneous-Other	3,170	0	0	0
<b>Materials and Services Total</b>	<b>296,762</b>	<b>249,070</b>	<b>297,557</b>	<b>123,626</b>
<b>Administrative Charges</b>				
60200 Business Services Allocation	7,718	6,718	5,074	5,440
60250 Risk Management Allocation	12,169	14,091	5,583	5,900
60260 Liability Insurance Allocation	30,800	46,400	5,900	6,700
60270 Workers Comp Insurance Allocation	3,600	3,700	3,500	5,100
60300 Human Resources Allocation	12,444	12,539	12,784	13,330
60350 Facilities Management Allocation	25,706	26,728	29,710	30,398
60351 Department Parking Allocation	660	660	0	0
60352 Custodial Charges	14,892	14,927	16,273	17,808
60353 Courier	609	613	622	626
60354 Utilities Allocation	20,652	21,670	22,385	22,966
60400 Financial Services Allocation	5,464	4,759	5,258	5,901
60410 Legal Services	201,591	189,107	203,783	187,887
60450 Information Technology Allocation	14,961	21,924	20,916	24,483
60451 Information Technology Direct	5,924	6,224	0	0
60452 FIMS Allocation	3,542	3,823	3,845	3,953
<b>Administrative Charges Total</b>	<b>360,732</b>	<b>373,883</b>	<b>335,633</b>	<b>330,492</b>
<b>Board of Commissioners Fund 100 Total</b>	<b>1,807,123</b>	<b>1,908,894</b>	<b>1,961,409</b>	<b>1,858,739</b>

MARION COUNTY FY2007-08 BUDGET  
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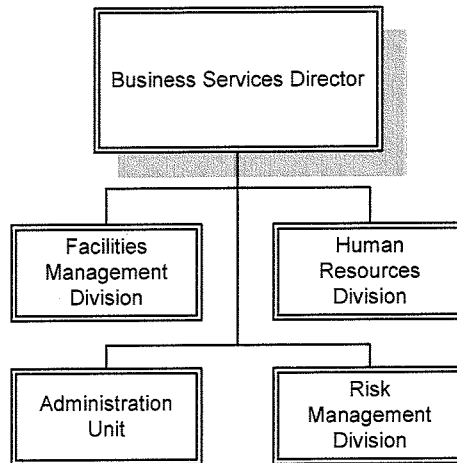
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MARION COUNTY FY2007-08 BUDGET  
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## BUSINESS SERVICES



### MISSION STATEMENT

To provide a core foundation of business practices and consultation that assists Marion County departments to achieve their missions

### GOALS AND OBJECTIVES

Goal 1: Understand our customer's business and mutually develop alternatives and solutions to meet their needs.

- Objective 1. Business Services has a clear understanding of customer needs
- Objective 2. Customers know what they can expect from Business Services
- Objective 3. Collaboration between Business Services and its customers has increased

Goal 2: Measure customer satisfaction for the purpose of continuous improvement.

- Objective 1. Increased customer satisfaction with Business Services
- Objective 2. Better data to support continuous improvement efforts

Goal 3: Develop a process and campaign for maintaining focus on the Business Services Vision.

- Objective 1. Business Services staff see the connection between their work and the broad goals of the county
- Objective 2. Business Services has successfully aligned its mission, strategy and activities around the countywide enterprise vision

MARION COUNTY FY2007-08 BUDGET  
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Goal 4: Create a centralized management function within Business Services to manage the complex set of rules and regulations around employee disability that could create liability for the county.

Objective 1. Reduce direct and indirect costs to the county from employee absence due to illness or injury

Objective 2. Increase productivity within county departments

Objective 3. Reduce and mitigate the county's exposure to liability for untimely or improper processing of disability claims

Goal 5: Develop an action plan for managing the infrastructure of the county's facilities.

Objective 1. A long-term planning process for managing county facilities

Objective 2. Construction, maintenance and custodial standards

Objective 3. Properly maintained facilities through a preventative maintenance program

Objective 4. The adoption of policies and procedures that provides a framework for decision making when initiating facility changes and improvements

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**DEPARTMENT OVERVIEW**

The purpose of the Business Services Department is two fold: 1) to provide core business services to support the county departments in delivering their services to customers and clients and 2) to ensure our business practices are above reproach. Business Services has seven program areas with 64 FTE working in four Divisions.

The department's commitment is to deliver top-quality service by demonstrating professionalism, collaborative partnerships, quality services and products, leadership, and a healthy work environment. Business Services provides facility maintenance and operations, HR administration, employee relations, recruitment, employee development, wellness program, employee benefits, liability and workers compensation management.

There have been several program changes in Business Services. Management of the Benefits and Wellness program has moved from the Risk Management Division to the Human Resources Division. During fiscal year 2006/07 the Finance Department was created, which was previously a division of the department. All program data for Finance has been excluded from the resource and requirement summary.

The Business Services Department is part of the Central Services 580 Fund. The Business Services Department total FY07-08 budget request is \$6,324,310, a \$229,779 increase, or 3.8% over FY06-07.

*Resource and Requirement Summary*

<b>Business Services</b>	<b>FY 2004-05 Actual</b>	<b>FY 2005-06 Actual</b>	<b>FY 2006-07 Budget</b>	<b>FY 2007-08 Proposed</b>	<b>+/- %</b>
<b>Resources:</b>					
General Funds	450	78,854	0	0	
Intergovernmental Funding:					
Other Funding	98,699	92,130	80,039	86,024	7.5%
Fees & Charges	912,393	441,634	343,200	387,400	13%
Administrative Charges	5,016,986	5,253,168	5,671,292	5,850,886	3%
<b>Total Resources</b>	<b>6,028,528</b>	<b>5,865,786</b>	<b>6,094,531</b>	<b>6,324,310</b>	<b>3.8%</b>
<b>Requirements:</b>					
Personal Services:					
Salaries and Wages	2,822,634	2,932,364	2,976,850	3,144,525	5.6%
Fringe Benefits	1,224,900	1,280,665	1,391,290	1,395,216	0.3%
Subtotal	4,047,534	4,213,029	4,368,140	4,539,741	3.9%
Materials and Services	1,441,751	1,098,288	1,195,434	1,180,068	-1.3%
Administrative Charges	539,243	554,469	530,957	604,501	13.9%
<b>Total Requirements</b>	<b>6,028,528</b>	<b>5,865,786</b>	<b>6,094,531</b>	<b>6,324,310</b>	<b>3.8%</b>
FTE	62.00	65.00	63.00	64.00	1.6%

MARION COUNTY FY2007-08 BUDGET  
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 CENTRAL SERVICES GROUP

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**PROGRAMS**

The Business Services budget is allocated to seven programs that are shown on the following table.

**Summary of Department Programs**

	<b>FY 2004-05 Actual</b>	<b>FY 2005-06 Actual</b>	<b>FY 2006-07 Budget</b>	<b>FY 2007-08 Proposed</b>	<b>+/- %</b>
<b>RESOURCES</b>	<b>6,028,528</b>	<b>5,865,786</b>	<b>6,094,531</b>	<b>6,324,310</b>	<b>3.8%</b>
<b>REQUIREMENTS BY PROGRAM</b>					
Administration	710,420	675,053	546,358	578,041	5.8%
Facilities Operations *	1,577,959	1,239,179	1,326,847	1,445,395	8.9%
Facilities Maintenance	1,840,274	1,955,635	2,069,065	2,073,990	0.2%
Liability & Workers Comp Mgmt	313,010	316,640	360,490	383,897	6.5%
Benefits & Wellness	415,456	439,383	435,919	422,991	-3.0%
HR Administration & Employee Rel.	848,374	889,905	891,806	932,518	4.6%
Employee Recruitment & Develop.	323,034	349,991	464,046	487,478	5.0%
<b>Total</b>	<b>6,028,528</b>	<b>5,865,786</b>	<b>6,094,531</b>	<b>6,324,310</b>	<b>3.8%</b>

\* FY 2004/05 includes the telecommunications program totals. This program was transferred to the IT department July 1, 2005

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**Administration Program**

- Office of the Director provides overall planning, direction and supervision of the department
- Provides payroll, purchasing, accounts receivable, and accounts payable services to department divisions
- Department budget preparation, monitoring and reporting
- Clerical and managerial support to the department director and divisions
- Coordination of county administrative policies and procedures

Department: Business Services

Program: Administration

	FY 2004-05 Actual	FY 2005-06 Actual	FY 2006-07 Budget	FY 2007-08 Proposed	+/- %
<b>Resources:</b>					
General Fund	200	0	0	0	n.a.
<b>Intergovernmental Funding:</b>					
Other-Admin Fee-CH2 Condo	5,252	2,626	2,626	2,713	3.3%
Fees & Charges	103	322	0	0	n.a.
Other Funding	0	0	0	0	n.a.
Administrative Charges	704,865	672,105	543,732	575,328	5.8%
<b>Total Resources</b>	<b>710,420</b>	<b>675,053</b>	<b>546,358</b>	<b>578,041</b>	<b>5.8%</b>
<b>Requirements:</b>					
<b>Personal Services:</b>					
Salaries and Wages	402,821	390,991	319,027	345,204	8.2%
Fringe Benefits	178,225	168,958	147,214	149,190	1.3%
Subtotal	581,046	559,949	466,241	494,394	6.0%
Materials and Services	18,896	34,227	24,919	24,900	-0.1%
Administrative Charges	110,479	80,877	55,198	58,747	6.4%
<b>Total Requirements</b>	<b>710,420</b>	<b>675,053</b>	<b>546,358</b>	<b>578,041</b>	<b>5.8%</b>
FTE	8.00	8.00	6.00	6.00	0.0%

Program: Administration

Personnel Positions

Title of Position	FTE
Director	1.00
Administrative Services Manager	1.00
Administrative Assistant	1.00
Contracts Specialist	1.00
Department Specialist 3	1.00
Department Specialist 2	1.00
Total FTE	6.00

**Administration Program Budget Justification**

The FY 07-08 request is for a status quo budget with no changes in positions or services.

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**Facilities Operations Program**

- Oversight of county facilities and capital improvement projects
- Architectural planning
- Custodial services to county facilities
- Courier services
- Issuing key cards and maintaining security systems in county facilities

Department: Business Services

Program: Facilities Operations

	FY 2004-05 Actual	FY 2005-06 Actual	FY 2006-07 Budget	FY 2007-08 Proposed	+/- %
<b>Resources:</b>					
General Fund	0	31,326	0	0	n.a.
<b>Intergovernmental Funding:</b>					
Other	48,424	43,588	43,583	39,160	-10.1%
Fees & Charges	545,897	4,280	0	0	n.a.
Administrative Charges	983,639	1,159,985	1,283,264	1,406,235	9.6%
<b>Total Resources</b>	<b>1,577,959</b>	<b>1,239,179</b>	<b>1,326,847</b>	<b>1,445,395</b>	<b>8.9%</b>
<b>Requirements:</b>					
<b>Personal Services:</b>					
Salaries and Wages	713,754	709,668	737,730	824,353	11.7%
Fringe Benefits	324,625	346,483	399,247	419,440	5.1%
Subtotal	1,038,379	1,056,151	1,136,977	1,243,793	9.4%
Materials and Services	386,719	75,518	86,704	86,795	0.1%
Administrative Charges	152,861	107,510	103,166	114,807	11.3%
<b>Total Requirements</b>	<b>1,577,959</b>	<b>1,239,179</b>	<b>1,326,847</b>	<b>1,445,395</b>	<b>8.9%</b>
FTE	18.00	21.00	21.00	22.00	4.8%

Note: Fiscal Year 2004/05 resources and requirements totals include the telecommunications program which was transferred to the Information Technology Department July 1, 2005.

Program: Facilities Operations

Personnel Positions

Title of Position	FTE
Facilities Division Manager	1.00
Facilities Analyst	1.00
Department Specialist 3	1.00
Custodial Supervisor	1.00
Department Specialist 2	1.00
Courier	1.00
Custodial Worker 2	2.00
Custodial Worker 1	13.00
Facilities Project Coordinator (decision package)	1.00
Total FTE	22.00

**Facilities Operations Program Budget Justification**

There are no significant changes in the Facilities Operations program except for an approved decision package of \$67,846 for a Facilities Project Coordinator. This request is based on a recommendation from the Master Facilities Plan report. The recommendation is that Facilities focuses on maintenance of the



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county's infrastructure and contract out the majority of capital improvements and other department project requests. This position will work with the management team to coordinate and monitor maintenance and construction projects. Results would be coordinated projects that are timely, meet building code, and retain the integrity of the county's building infrastructure in a strategic, enterprise approach. All other activities in the program remain status quo.

**Facilities Maintenance Program**

- Provides regular and preventative maintenance services to county facilities and satellite locations – includes HVAC, electrical, equipment controls and maintenance
- Grounds and external building maintenance, including lawn care, roof & structures, herbicide and pesticide applications

Department: Business Services

Program: Facilities Maintenance

	FY 2004-05 Actual	FY 2005-06 Actual	FY 2006-07 Budget	FY 2007-08 Proposed	+/- %
<b>Resources:</b>					
General Fund	250	47,528	0	0	n.a.
Intergovernmental Funding:					
Other	12,420	19,730	8,000	15,000	87.5%
Fees & Charges	333,254	404,987	343,200	385,400	12.3%
Administrative Cost	1,494,351	1,483,390	1,717,865	1,673,590	-2.6%
<b>Total Resources</b>	<b>1,840,274</b>	<b>1,955,634</b>	<b>2,069,065</b>	<b>2,073,990</b>	<b>0.2%</b>
<b>Requirements:</b>					
Personal Services:					
Salaries and Wages	796,633	827,526	865,956	876,922	1.3%
Fringe Benefits	337,051	341,570	396,383	380,094	-4.1%
Subtotal	1,133,684	1,169,096	1,262,339	1,257,016	-0.4%
Materials and Services	628,090	618,654	629,171	629,171	0.0%
Administrative Charges	78,500	167,884	177,555	187,803	5.8%
<b>Total Requirements</b>	<b>1,840,274</b>	<b>1,955,634</b>	<b>2,069,065</b>	<b>2,073,990</b>	<b>0.2%</b>
FTE	16.00	18.00	18.00	18.00	0.0%

Program: Facilities Maintenance

Personnel Positions

Title of Position	FTE
Maintenance Supervisor	1.00
Sr. Building Maintenance Specialists	3.00
Building Maintenance Specialists	8.00
Maintenance Control Clerk	1.00
Electricians	3.00
Groundskeepers	2.00
Total FTE	18.00

**Facilities Maintenance Program Budget Justification**

The FY 07-08 request is for a status quo budget with no changes in positions or services

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**Liability & Workers Compensation Management Program**

- Manage auto, general liability and workers compensation claims
- Consult with all departments on loss prevention and employee safety
- Analyze and adjust the balance in risk retention and risk transfer
- Procure appropriate insurance coverage
- Ensure adequate funding to recover from accidental loss
- Review contracts to identify risk and appropriate transfer risk

Department: Business Services

Program: Liability & Workers Comp

	FY 2004-05 Actual	FY 2005-06 Actual	FY 2006-07 Budget	FY 2007-08 Proposed	+/- %
<b>Resources:</b>					
Intergovernmental Funding:					
Other	242	261	261	0	-100.0%
Fees & Charges	1,088	2,040	0	330	n.a.
Other Funding	0	0	0	2,000	n.a.
Administrative Cost	311,679	314,339	360,229	381,567	5.9%
<b>Total Resources</b>	<b>313,010</b>	<b>316,640</b>	<b>360,490</b>	<b>383,897</b>	<b>6.5%</b>
<b>Requirements:</b>					
Personal Services:					
Salaries and Wages	161,633	171,916	175,951	195,367	11.0%
Fringe Benefits	69,060	71,736	73,819	78,538	6.4%
Subtotal	230,693	243,652	249,770	273,905	9.7%
Materials and Services	47,951	34,949	63,480	63,397	-0.1%
Administrative Charges	34,365	38,039	47,240	46,595	-1.4%
<b>Total Requirements</b>	<b>313,010</b>	<b>316,640</b>	<b>360,490</b>	<b>383,897</b>	<b>6.5%</b>
FTE	2.85	2.85	2.85	3.00	5.3%

Program: Liability & Workers Compensation Management

Personnel Positions

Title of Position	FTE
Risk Division Manager	1.00
Loss Control Manager	1.00
Department Specialist 3	1.00
Total FTE	3.00

**Liability and Workers Compensation Management Program Budget Justification**

There are no significant changes in the Liability & Workers Compensation Management program for FY 2007/08. In previous years, 15% of the risk manager position was charged to the Benefits and Wellness program. Since management of that program has moved to the human resources division, the position is now charged 100% to this program. The Liability and Workers Compensation Management program will continue to be managed by the Risk Manager.

All other activities in the program remain status quo.

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**Benefits & Wellness Program**

- Administer employee benefit plans, including medical, vision, dental, employee assistance program, life insurance, long-term disability, deferred compensation, PERS and pre-tax plans
- Provide resources to assist employees in achieving optimal physical and mental health

Department: Business Services

Program: Benefits & Wellness

	FY 2004-05 Actual	FY 2005-06 Actual	FY 2006-07 Budget	FY 2007-08 Request	+/- %
<b>Resources:</b>					
Intergovernmental Funding:					
Other	7,747	7,286	7,348	7,021	-4.5%
Fees & Charges	31,848	29,556	0	0	
Administrative Cost	375,861	402,541	428,571	415,970	-2.9%
<b>Total Resources</b>	<b>415,456</b>	<b>439,383</b>	<b>435,919</b>	<b>422,991</b>	<b>-3.0%</b>
<b>Requirements:</b>					
Personal Services:					
Salaries and Wages	108,616	117,844	117,657	112,649	-4.3%
Fringe Benefits	46,554	50,479	51,015	47,138	-7.6%
Subtotal	155,170	168,323	168,672	159,787	-5.3%
Materials and Services	232,122	246,647	241,350	226,000	-6.4%
Administrative Charges	28,164	24,413	25,897	37,204	43.7%
<b>Total Requirements</b>	<b>415,456</b>	<b>439,383</b>	<b>435,919</b>	<b>422,991</b>	<b>-3.0%</b>
FTE	2.15	2.15	2.15	2.00	-7.0%

Program: Benefits & Wellness

Personnel Positions

Title of Position	FTE
Benefits Manager	1.00
Department Specialist 3	1.00
Total FTE	2.00

The FTE count does not include 0.19 of a temporary position that is also budgeted in this program.

**Benefits and Wellness Program Budget Justification**

There are several changes in the Benefits and Wellness Program for FY 2007/08. Management of this program has moved from the Risk Division to the Human Resources Division. There is a reduction in personnel services and contractual services from this program. The reduction in personnel is due to the removal of the costing for the risk manager position. The reduction in materials and services is due to changes in the funding of the employee assistance program. Previously, the costs for this service was included in the ODS medical benefits payment, and payment was made to the provider from the insurance company. The cost for Kaiser members was initially unfunded and paid from the program budget. With the benefits changes in January 2007, the fee for this service has been set up as a separate charge for each employee, and the actual premium amount is collected and paid directly to the provider. Budget authority for this activity will be moved to the self-insurance fund budget where other third party administrator fees are paid. All other activities in the program remain status quo.

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**HR Administration & Employee Relations Program**

- Provides employee relations, investigations and assistance in the interpretation of the personnel rules and county policies
- Provides compensation, classification and organizational analysis
- Maintains the Human Resources Information System
- Contract negotiations, training and handling unfair labor practice complaints, grievances, unit clarifications, mediation and arbitration proceedings

Department: Business Services

Program: HR Admin & Employee Relations

	FY 2004-05 Actual	FY 2005-06 Actual	FY 2006-07 Budget	FY 2007-08 Proposed	+/- %
<b>Resources:</b>					
Intergovernmental Funding:					
Other	24,614	18,639	18,221	21,800	19.6%
Fees & Charges	0	40	0	0	n.a.
Administrative Cost	823,761	871,226	873,585	910,718	4.3%
<b>Total Resources</b>	<b>848,374</b>	<b>889,904</b>	<b>891,806</b>	<b>932,518</b>	<b>4.6%</b>
<b>Requirements:</b>					
Personal Services:					
Salaries and Wages	466,852	512,695	512,497	533,145	4.0%
Fringe Benefits	196,190	213,428	210,251	208,845	-0.7%
Subtotal	663,042	726,123	722,748	741,990	2.7%
Materials and Services	86,960	42,384	84,900	84,900	0.0%
Administrative Charges	98,373	121,397	84,158	105,628	25.5%
<b>Total Requirements</b>	<b>848,374</b>	<b>889,904</b>	<b>891,806</b>	<b>932,518</b>	<b>4.6%</b>
FTE	8.00	8.00	8.00	8.00	0.0%

Program: HR Administration & Employee Relations

Personnel Positions

Title of Position	FTE
HR Division Manager	1.00
Assistant HR Manager	1.00
Sr. Personnel Analyst	3.00
Personnel Specialist	1.00
Department Specialist 3	1.00
Department Specialist 2	1.00
Total FTE	8.00

The FTE count does not include .22 of a temporary position that is also budgeted in this program.

**HR Administration & Employee Relations Program Budget Justification**

There are several changes to the HR Administration & Employee Relations program for FY 2007/08. The benefits and wellness program has moved under the direction of the HR Manager. The employee relations portion of the program is also going to be managed differently. It was determined that the needs of the county would be better served if labor negotiations were contracted out. The critical requirements of this position are handling grievances, arbitration proceedings, contract negotiations and unfair labor practice issues. The position has been reclassified to an HR Supervisor, who will have supervisory

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authority over some of the clerical and technical positions, plus focus on labor issues. The other labor issues will be handled by an attorney or consultant who specializes in labor negotiations. \$20,000 of contractual services has been moved to the legal services to cover any attorney fees associated with contract negotiation. All other activities remain status quo.

**Employee Recruitment & Development**

- Provides employee and volunteer recruitment
- Conducts pre-employment testing and assessments
- Provides comprehensive training and resources for management and line staff
- Provides assistance with conflict resolution and mediation of disputes
- Provides training and support for county staff to effectively manage volunteer resources and cultivate opportunities for the public to participate in meaningful volunteer experiences

**Department: Business Services** **Program: Employee Recruitment & Development**

	FY 2004-05 Actual	FY 2005-06 Actual	FY 2006-07 Budget	FY 2007-08 Proposed	+/- %
<b>Resources:</b>					
<b>Intergovernmental Funding:</b>					
Other	203	409	0	0	n.a.
Administrative Cost	322,831	349,582	464,046	487,478	5.0%
<b>Total Resources</b>	<b>323,034</b>	<b>349,991</b>	<b>464,046</b>	<b>487,478</b>	<b>5%</b>
<b>Requirements:</b>					
<b>Personal Services:</b>					
Salaries and Wages	172,326	201,723	248,032	256,885	3.6%
Fringe Benefits	73,196	88,011	113,361	111,971	-1.2%
Subtotal	245,522	289,734	361,393	368,856	2.1%
Materials and Services	41,012	45,908	64,910	64,905	0.0%
Administrative Charges	36,500	14,349	37,743	53,717	42.3%
<b>Total Requirements</b>	<b>323,034</b>	<b>349,991</b>	<b>464,046</b>	<b>487,478</b>	<b>5.0%</b>
FTE	4.00	5.00	5.00	5.00	0.0%

Program: Employee Recruitment & Development

Personnel Positions

Title of Position	FTE
Training & Development Coordinator	1.00
Recruitment Specialist	2.00
Department Specialist	1.00
Volunteer Coordinator	1.00
Total FTE	5.00

**Employee Recruitment and Development Program Budget Justification**

The FY 07-08 request is for a status quo budget with no changes in positions or services.

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FUNDS

The Business Services Department budget is comprised of one fund. This is shown in the table below.

**Department Budget by Fund**

<u>Fund Name</u>	FY2004-05 Actual	FY2005-06 Actual	FY2006-07 Budget	FY2007-08 Proposed	% of Total
<b>RESOURCES</b>					
Central Services Fund	6,028,528	5,865,786	6,094,531	6,324,310	0%
Total	<u>6,028,528</u>	<u>5,865,786</u>	<u>6,094,531</u>	<u>6,324,310</u>	<u>100%</u>
<b>REQUIREMENTS</b>					
Central Services Fund	6,028,528	5,865,786	6,094,531	6,324,310	0%
Total	<u>6,028,528</u>	<u>5,865,786</u>	<u>6,094,531</u>	<u>6,324,310</u>	<u>100%</u>

**KEY DEPARTMENT ACCOMPLISHMENTS FY2006-07**

- Completed the Facilities Master Plan study
- Organized a multi-agency meeting to strategize a community wide recruitment of volunteers to participate in SOLV's "Down by the Riverside" cleanup project
- Completed RFP process for health plan providers, resulting in selection of a new provider, and implemented a consumer driven health plan
- Coordination and completion of the Courthouse renovation after criminal incident November 2005. Provided leadership and coordinated recovery efforts among county, insurer and contractors in a manner that was expeditious and cost effective
- Returned more than \$117,478 to the county from EAIP reimbursement on workers compensation claims
- Developed a new hire cheat sheet for departments to use as a guide when hiring employees
- Created and implemented a training series on Project Management

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**Resources by Fund Detail**

Department: <b>Business Services</b>				
	Actual FY2005	Actual FY 2006	Budget FY 2007	Proposed FY 2008
<b>580 - Central Services</b>				
<b>General Fund</b>				
38101 Transfer from General Fund	450	78,854	0	0
General Fund Total	<b>450</b>	<b>78,854</b>	<b>0</b>	<b>0</b>
<b>Intergovernmental - Other</b>				
33510 MC Housing Authority	17,337	16,605	16,248	17,210
33590 From Other Agencies-Miscellaneous	74,792	75,525	63,791	68,814
33600 From Other Funds	6,570	0	0	0
Intergovernmental - Other Total	<b>98,699</b>	<b>92,130</b>	<b>80,039</b>	<b>86,024</b>
<b>Fees and Charges</b>				
34101 Jury Fees	0	40	0	0
34145 Pay Telephone Fees	9,937	0	0	0
34162 User Fees	119,057	133,582	75,000	115,000
34199 Other Fees	0	137	0	0
34220 Leases	69,304	101,872	89,200	90,400
34231 Parking Permits	179,546	165,747	179,000	180,000
34261 Browns Island Demolition Landfill	(55)	0	0	0
34425 Telephone Use Reimbursement	488,521	0	0	0
34430 Restitution	8	0	0	0
34480 State - EAIP	9,517	2,040	0	2,000
34490 Other Reimbursement	36,558	31,822	0	0
34530 Surplus Property Sales	0	6,395	0	0
Fees and Charges Total	<b>912,393</b>	<b>441,634</b>	<b>343,200</b>	<b>387,400</b>
<b>Administrative Cost Recovery</b>				
42100 Business Service Administration	704,865	672,105	543,732	575,328
42200 Human Resources Allocation	1,146,591	1,220,808	1,337,631	1,398,196
42440 Mailroom Allocation	56,807	60,233	68,525	69,330
42520 Facilities Allocation	1,617,498	1,760,338	1,999,959	2,064,070
42525 Custodial Allocation	717,797	741,262	846,645	887,685
42590 Department Parking Allocation	85,887	81,542	86,000	58,740
44100 Risk Management Allocation	687,540	674,526	718,345	746,537
44800 Wellness	0	28,875	48,200	51,000
44810 EAP	0	13,480	22,255	0
Administrative Cost Recovery Total	<b>5,016,986</b>	<b>5,253,168</b>	<b>5,671,292</b>	<b>5,850,886</b>
<b>Business Services Grand Total</b>	<b>6,028,528</b>	<b>5,865,786</b>	<b>6,094,531</b>	<b>6,324,310</b>

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**Requirements by Fund Detail**

Department: <b>Business Services</b>				
<b>580 - Central Services</b>	Actual FY2005	Actual FY 2006	Budget FY 2007	Proposed FY 2008
<b>Personal Services</b>				
<b>Salaries and Wages</b>				
51111 Regular Wages	2,187,070	2,258,956	2,786,182	2,900,441
51112 Temporary Wages	47,536	51,333	14,208	13,474
51113 Vacation Pay	112,524	152,509	0	0
51114 Sick Pay	87,717	82,132	0	0
51115 Holiday Pay	107,458	113,072	0	0
51116 Comp Time Pay	30,054	29,896	0	0
51118 Differential Pay	7,993	9,761	10,571	10,500
51121 Compensation Credits	170,708	185,409	133,789	188,010
51122 Pager Pay	5,843	5,007	5,500	5,500
51124 Leave Payoff	3,400	18,316	0	0
51128 Cell Phone Pay	0	497	600	600
51141 Straight Pay	90	22	0	0
51142 Premium Pay	62,241	25,207	26,000	26,000
51145 Temporary-Premium	0	247	0	0
<b>Salaries and Wages Total</b>	<b>2,822,634</b>	<b>2,932,364</b>	<b>2,976,850</b>	<b>3,144,525</b>
<b>Fringe Benefits</b>				
51201 Fringe Benefits-Budget	0	0	6,686	0
51211 PERS	305,890	294,789	286,260	247,073
51212 401(k)	29,371	32,360	31,960	33,261
51213 PERS Debt Service	124,264	120,768	129,042	123,540
51220 FICA	214,734	221,437	224,551	235,279
51231 Medical Insurance	459,395	518,301	613,116	652,456
51232 Dental Insurance	61,910	61,256	67,260	69,799
51233 Life Insurance	8,395	8,699	7,477	7,779
51234 Disability Insurance	7,707	7,974	11,032	11,488
51240 Unemployment	11,354	11,736	11,871	12,351
51252 WC-Hourly Rate	1,878	1,774	2,035	2,190
51260 Wellness	0	1,004	0	0
51261 EAP	0	568	0	0
<b>Fringe Benefits Total</b>	<b>1,224,900</b>	<b>1,280,665</b>	<b>1,391,290</b>	<b>1,395,216</b>
<b>Personal Services Total</b>	<b>4,047,534</b>	<b>4,213,029</b>	<b>4,368,140</b>	<b>4,539,741</b>
<b>Materials and Services</b>				
52101 Office Supplies	17,057	9,516	12,400	11,200
52105 Janitorial Supplies	40,055	55,303	45,000	47,500
52106 Electrical Supplies	30,785	47,085	37,500	45,000
52107 Departmental Supplies	107,936	54,390	44,650	42,050
52108 Food Supplies	1,702	3,894	3,550	3,850
52109 Clothing	2,124	3,548	1,800	1,500
52111 First Aid Supplies	0	0	250	250
52114 Vaccines	3,235	11,872	17,700	17,700



MARION COUNTY FY2007-08 BUDGET  
 BUDGET BY DEPARTMENT  
 CENTRAL SERVICES GROUP

Department: <b>Business Services</b>				
<b>580 - Central Services</b>	Actual FY2005	Actual FY 2006	Budget FY 2007	Proposed FY 2008
52119 Magazines & Publications	1,901	3,453	2,425	2,305
52120 Newspapers	167	167	175	175
52121 Gasoline	8,531	10,323	11,214	10,250
52122 Diesel	972	833	1,500	1,000
52123 Propane	0	101	250	200
52206 Sign Materials	158	386	200	200
52207 Paint	1,555	8,553	4,000	4,000
52210 Parts	7	4	0	0
52211 Batteries	2,026	2,290	1,650	2,250
52212 Tire	63	65	0	500
52214 Small Tools	18,868	11,986	4,300	4,300
52215 Small Office Equipment	10,618	5,414	4,200	5,000
52216 Small Departmental Equipment	30,993	23,376	10,500	10,000
52217 Computer Equipment (<\$5,000)	7,079	242	2,600	900
52218 Software	6,649	8,298	2,000	1,500
52301 Telephones	177,296	12,210	14,950	0
52305 Postage	9,892	8,820	10,575	10,520
52306 Cellular Phones	8,775	9,059	8,900	12,500
52307 Pagers	2,310	1,805	2,100	2,000
52308 Telecomm Charges	0	0	0	14,145
52406 Irrigation Assessment	174	174	200	200
52409 Garbage Disposal	661	386	500	500
52503 Legal Services	1,125	3,054	17,500	35,000
52507 Insurance Broker	115,340	131,886	80,000	80,000
52508 Insurance Administration	28,177	30,286	30,000	32,500
52526 Laboratory Services	322	0	0	0
52544 Printing Services	6,975	10,431	14,800	14,375
52545 Advertising	21,170	28,439	27,700	27,900
52546 Blue Prints	15	0	300	300
52548 Elevator Contractors	20,974	21,732	26,600	23,000
52550 Roofing Contractors	5,672	0	0	0
52551 Graphic Services	2,332	0	0	0
52582 Shredding Services	410	249	500	400
52584 Training Services	0	0	1,500	1,500
52599 Miscellaneous Contractual Services	255,227	160,982	304,900	243,600
52601 Maint - Office Equipment	957	19	2,500	1,000
52602 Maint - Vehicle	4,310	13,222	0	9,000
52605 Maint - Building & Grounds	227,541	181,744	151,350	165,396
52607 Maint - Departmental Equipment	2,955	2,877	3,500	5,000
52608 Maint - Telephones	7	0	0	0
52610 Maint - Software	31,163	18,088	23,145	26,882
52701 Vehicle Rental	0	0	0	1,100
52703 Building Rental - Private	0	60	0	0
52704 Equipment Rental	14,070	13,577	16,100	17,445
52706 Parking Spaces	480	105	500	500

MARION COUNTY FY2007-08 BUDGET  
BUDGET BY DEPARTMENT  
CENTRAL SERVICES GROUP

Department: **Business Services**

<b>580 - Central Services</b>	Actual FY2005	Actual FY 2006	Budget FY 2007	Proposed FY 2008
52713 Condo Assn Assessments	0	0	0	150,000
52841 Liability Claims	6,000	0	0	0
52858 Wkr Comp Outside Legal Counsel	1,391	0	0	0
52911 Mileage-Employee	2,515	1,738	2,550	2,300
52912 Commercial Carrier	1,376	1,020	5,200	4,950
52913 Meals	762	808	3,300	3,050
52914 Lodging	4,052	1,917	8,050	7,950
52921 Meetings	100	100	600	500
52922 Conferences	1,630	4,270	8,615	7,865
52923 Training	17,714	15,170	13,000	12,600
52930 Dues and Memberships	2,874	2,556	4,485	3,185
52941 Safety Clothing	701	0	1,250	1,250
52942 Safety Appliances	1,143	0	0	0
52944 Safety Grants	9,622	8,596	9,000	9,000
52965 Pre-Employment Investigations	5,056	1,766	6,100	4,200
52974 Fairs & Shows	28	247	250	275
52984 Professional Licenses	1,450	850	800	600
52985 Device Licenses	44	2,389	1,500	1,500
52986 Permits	1,349	474	500	500
52988 Recording Charges	0	264	0	0
52991 Awards And Recognition	25,899	16,215	23,500	23,500
52999 Miscellaneous-Other	122,035	120,653	150,000	0
<b>Materials and Services Total</b>	<b>1,441,751</b>	<b>1,098,288</b>	<b>1,195,434</b>	<b>1,180,068</b>
<b>Administrative Charges</b>				
60100 Board of Commissioners Allocation	50,732	50,323	45,935	47,515
60200 Business Services Allocation	30,517	27,184	20,798	22,109
60250 Risk Management Allocation	23,728	24,195	31,850	29,954
60260 Liability Insurance Allocation	23,500	27,200	60,900	48,300
60270 Workers Comp Insurance Allocation	15,100	15,600	18,700	33,300
60300 Human Resources Allocation	43,759	47,083	45,897	47,354
60350 Facilities Management Allocation	36,474	36,917	39,108	50,683
60351 Department Parking Allocation	1,320	1,320	0	0
60352 Custodial Charges	19,800	20,606	21,400	29,585
60353 Courier	2,630	2,782	2,773	2,766
60354 Utilities Allocation	37,163	38,183	38,431	59,073
60400 Financial Services Allocation	29,996	24,033	24,122	26,505
60410 Legal Services	23,030	25,444	26,723	24,241
60450 Information Technology Allocation	65,946	118,795	84,565	96,366
60451 Information Technology Direct	119,250	78,317	54,673	71,549
60452 FIMS Allocation	16,298	16,487	15,082	15,201
<b>Administrative Charges Total</b>	<b>539,243</b>	<b>554,469</b>	<b>530,957</b>	<b>604,501</b>
<b>Business Services Fund 580 Total</b>	<b>6,028,528</b>	<b>5,865,786</b>	<b>6,094,531</b>	<b>6,324,310</b>

MARION COUNTY FY2007-08 BUDGET  
BUDGET BY DEPARTMENT  
CENTRAL SERVICES GROUP

## CENTRAL SERVICES UTILITIES

### DESCRIPTION

This activity is part of the larger Central Services Fund that is comprised of departments that provide central support services to other county departments. The Utilities/Non-Departmental program is not part of any department's budget. However, the program is managed by Business Services. The Utilities function pays for the cost of electricity, natural gas, water, sewer and garbage disposal of all departments, except for that portion of Public Works located at the campus on Silverton Road. Utilities costs are pooled and pro-rated back to departments based on square footage of department facilities.

The Utilities/Non-Departmental portion of the Central Services Fund total FY07-08 proposed budget is \$2,009,613, a \$71,925 increase, or 3.7 %, over FY06-07. Utilities and other Central Services Fund non-departmental activities are accounted for in Fund 580.

### Utilities/Non-Departmental

**Department: Central Services Utilities/Non-Departmental**

	FY 2004-05 Actual	FY 2005-06 Actual	FY 2006-07 Budget	FY 2007-08 Proposed	+/- %
<b>Resources:</b>					
Administrative Charges	1,716,691	1,301,611	1,437,688	1,509,613	5.0%
Net Working Capital					
Unrestricted	0	500,000	500,000	500,000	0.0%
<b>Total Resources</b>	<b>1,716,691</b>	<b>1,801,611</b>	<b>1,937,688</b>	<b>2,009,613</b>	<b>3.7%</b>
<b>Requirements:</b>					
Materials and Services	1,206,495	1,291,056	1,422,900	1,494,697	5.0%
Administrative Charges	10,196	10,555	14,788	14,916	0.9%
Transfers Out	0	30,300	0	500,000	n.a.
Unapprop. Ending Fund Bal.	0	0	500,000	0	-100.0%
<b>Total Requirements</b>	<b>1,216,691</b>	<b>1,331,911</b>	<b>1,937,688</b>	<b>2,009,613</b>	<b>3.7%</b>

### Utilities/Non-Departmental Budget Justification

The increase in utility costs is due to increases in electrical and natural gas costs, the addition of the Evidence Building and Dog Control Facility to the county's building infrastructure, and full year estimates for the Juvenile Detention Facility, which was calculated for a partial year in FY2006-07.

There is a decision package for \$500,000 to transfer available funds to a proposed new reserve fund called the Capital Building and Equipment Fund. This fund is discussed in the Budget by Fund section of this book. The funds are derived from prior year unappropriated balance that was carried forward as net working capital in FY2007-08. These funds were previously used for cash flow purposes, but are no longer needed as central services administrative cost recovery revenue will be earned at the beginning on each month under a new billing process.

MARION COUNTY FY2007-08 BUDGET  
BUDGET BY DEPARTMENT  
CENTRAL SERVICES GROUP

**Resources by Fund Detail**

Department: Central Svc Utilites/Non-Departmental				
	Actual FY2005	Actual FY 2006	Budget FY 2007	Proposed FY 2008
<b>580 - Central Services</b>				
<b>Other - Transfers In</b>				
38199 Transfer from Other Funds	500,000	0	0	0
Other - Transfers In Total	<b>500,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Administrative Cost Recovery</b>				
42521 Utilities Allocation	1,216,691	1,301,611	1,437,688	1,509,613
Administrative Cost Recovery Total	<b>1,216,691</b>	<b>1,301,611</b>	<b>1,437,688</b>	<b>1,509,613</b>
<b>Net Working Capital</b>				
39200 Unrestricted Net Working Capital	0	500,000	500,000	500,000
39302 Intra-Program Support	0	30,300	5,000	0
Net Working Capital Total	<b>0</b>	<b>530,300</b>	<b>505,000</b>	<b>500,000</b>
<b>Central Svc Non-Departmental Fund Total</b>	<b>1,716,691</b>	<b>1,831,911</b>	<b>1,942,688</b>	<b>2,009,613</b>

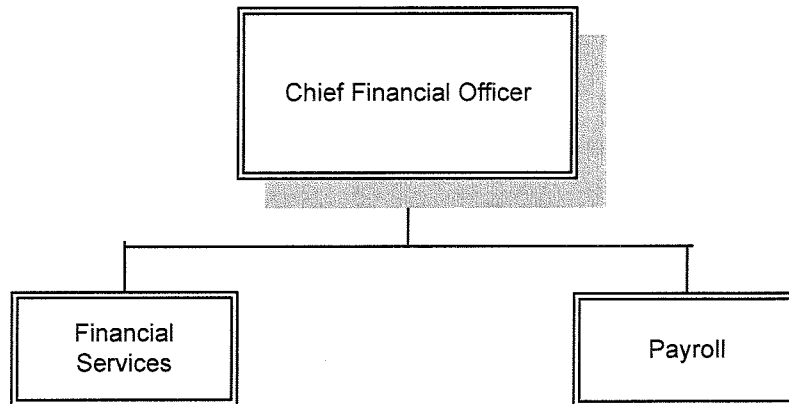
**Requirements by Fund Detail**

Department: Central Svc Utilities/Non-Departmental				
	Actual FY2005	Actual FY 2006	Budget FY 2007	Proposed FY 2008
<b>580 - Central Services</b>				
<b>Materials and Services</b>				
52401 Electricity	687,585	735,063	767,500	893,459
52402 Street Light Electricity	1,237	1,335	1,400	1,430
52404 Natural Gas	242,223	267,759	337,000	267,601
52405 Water	73,986	83,030	88,000	109,625
52407 Sewer	130,763	132,022	153,000	141,687
52409 Garbage Disposal	70,701	71,847	76,000	80,895
Materials and Services Total	<b>1,206,495</b>	<b>1,291,056</b>	<b>1,422,900</b>	<b>1,494,697</b>
<b>Administrative Charges</b>				
60100 Board of Commissioners Allocation	3,560	3,776	4,541	4,595
60400 Financial Services Allocation	4,516	4,378	7,136	7,129
60452 FIMS Allocation	2,120	2,401	3,111	3,192
Administrative Charges Total	<b>10,196</b>	<b>10,555</b>	<b>14,788</b>	<b>14,916</b>
<b>Transfers Out</b>				
56440 Transfer to Capital Reserve	0	0	0	500,000
56480 Transfer to Capital Improvement	0	30,300	5,000	0
Transfers Out Total	<b>0</b>	<b>30,300</b>	<b>5,000</b>	<b>500,000</b>
<b>Contingency</b>				
55100 Contingency	0	0	0	0
Contingency Total	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Unappropriated Ending Fund Bal</b>				
57100 Undesignated Ending Fund Balance	0	0	500,000	0
Unappropriated Ending Fund Bal Total	<b>0</b>	<b>0</b>	<b>500,000</b>	<b>0</b>

MARION COUNTY FY2007-08 BUDGET  
BUDGET BY DEPARTMENT  
CENTRAL SERVICES GROUP

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## FINANCE



### MISSION STATEMENT

Safeguarding the County's fiscal integrity.

### GOALS AND OBJECTIVES

- Goal 1. To provide excellence in customer service, leadership and support in financial matters
- Objective 1. To take a lead role in determining project priorities for the Marion County Enterprise Enhancement Project and begin project implementation
  - Objective 2. To update new department mission, goals and objectives
  - Objective 3. To review and update the county's financial policies and procedures
  - Objective 4. To meet statutory deadlines and receive the GFOA Certificate of Excellence in Financial Reporting
- Goal 2. To develop a competent financial team to comply with applicable laws and regulations
- Objective 1. To maintain competency and expertise of department staff through appropriate training
  - Objective 2. To provide training and support to finance employees county-wide to maintain proficiency and efficiency in financial matters
  - Objective 3. To build partnerships with county departments to maintain financial consistency throughout the county

MARION COUNTY FY2007-08 BUDGET  
 BUDGET BY DEPARTMENT  
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DEPARTMENT OVERVIEW

The Finance Department provides financial services that support departments in delivering their services to customers and clients. The Finance Department is part of the Central Services Fund. The Finance Department total FY07-08 preliminary budget request is \$1,963,328 a \$160,314 increase, or 9%, from FY06-07.

*Resource and Requirement Summary*

Finance Department	FY 2004-05 Actual	FY 2005-06 Actual	FY 2006-07 Budget	FY 2007-08 Proposed	+/- %
<b>Resources:</b>					
General Funds	0	0	0	113,513	n.a.
Intergovernmental Funding:					
Other Funding	40,237	26,694	26,694	22,000	-18%
Fees & Charges	8,324	7,922	5,000	5,500	10%
Transfers In			31,599	33,166	5%
Administrative Cost Recovery	1,373,442	1,356,324	1,739,721	1,789,149	3%
<b>Total Resources</b>	<b>1,422,003</b>	<b>1,390,940</b>	<b>1,803,014</b>	<b>1,963,328</b>	<b>9%</b>
<b>Requirements:</b>					
Personal Services:					
Salaries and Wages	755,565	722,719	982,417	1,163,103	18%
Fringe Benefits	316,068	295,051	426,205	468,658	10%
Subtotal	1,071,633	1,017,770	1,408,622	1,631,761	16%
Materials and Services	170,665	211,523	199,200	167,970	-16%
Administrative Charges	179,704	161,646	195,192	163,597	-16%
<b>Total Requirements</b>	<b>1,422,002</b>	<b>1,390,939</b>	<b>1,803,014</b>	<b>1,963,328</b>	<b>9%</b>
FTE	14.50	14.50	17.00	20.00	18%

MARION COUNTY FY2007-08 BUDGET  
 BUDGET BY DEPARTMENT  
 CENTRAL SERVICES GROUP

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PROGRAMS

The Finance Department budget is allocated to one program, Financial Services, as summarized on the following table.

**Summary of Finance Department Programs**

	FY 2004-05 Actual	FY 2005-06 Actual	FY 2006-07 Budget	FY 2007-08 Request	+/- %
<b>RESOURCES</b>	1,422,003	1,390,939	1,803,014	1,963,328	8.9%
<b>REQUIREMENTS</b>					
Financial Services	1,422,003	1,390,939	1,803,014	1,963,328	8.9%
<b>Total</b>	1,422,003	1,390,939	1,803,014	1,963,328	8.9%

MARION COUNTY FY2007-08 BUDGET  
 BUDGET BY DEPARTMENT  
 CENTRAL SERVICES GROUP

**Finance Program**

- Responsible for County financial reporting, including coordination of the annual audit and production of the Comprehensive Annual Financial Report (CAFR)
- Provide direction and oversight for the County-wide annual budget process and compliance with Oregon Local Budget Law
- Provide fiscal policy and direction for County-wide accounting and financial services
- Produce bi-weekly payroll for more than 1,400 employees and meet all federal and state reporting requirements, including Public Employees Retirement System (PERS) mandates
- Develop and interpret Marion County Public Contracting Law and policies and procedures and ensure County compliance
- Oversight of Marion County tax foreclosed and surplus real property and disposal of personal property
- Management of County debt and related compliance and reporting requirements
- Produce the annual Budget Book
- Provide regular monitoring of county-wide budget to actual expenditure and budget forecasting

*Resource and Requirement Summary*

Finance Program	FY 2004-05 Actual	FY 2005-06 Actual	FY 2006-07 Budget	FY 2007-08 Proposed	+/- %
<b>Resources:</b>					
General Funds	0	0	0	113,513	0%
Intergovernmental Funding:					
Other Funding	40,237	26,694	26,694	22,000	-18%
Fees & Charges	8,324	7,922	5,000	5,500	10%
Transfers In			31,599	33,166	5%
Administrative Cost Recovery	1,373,442	1,356,324	1,739,721	1,789,149	3%
<b>Total Resources</b>	<b>1,422,003</b>	<b>1,390,940</b>	<b>1,803,014</b>	<b>1,963,328</b>	<b>9%</b>
<b>Requirements:</b>					
Personal Services:					
Salaries and Wages	755,565	722,719	982,417	1,163,103	18%
Fringe Benefits	316,068	295,051	426,205	468,658	10%
Subtotal	1,071,633	1,017,770	1,408,622	1,631,761	16%
Materials and Services	170,665	211,523	199,200	167,970	-16%
Administrative Charges	179,704	161,646	195,192	163,597	-16%
<b>Total Requirements</b>	<b>1,422,002</b>	<b>1,390,939</b>	<b>1,803,014</b>	<b>1,963,328</b>	<b>9%</b>
<b>FTE</b>	<b>14.50</b>	<b>14.50</b>	<b>17.00</b>	<b>20.00</b>	<b>18%</b>



MARION COUNTY FY2007-08 BUDGET  
 BUDGET BY DEPARTMENT  
 CENTRAL SERVICES GROUP

Program: Finance Services

Personnel Positions

Title of Position	FTE
Chief Financial Officer	1.00
Senior Budget Analyst	1.00
Management Analyst	1.00
Chief Accountant	1.00
Senior Accountant	1.00
Accountant 2	3.00
Accounting Specialist	3.00
Payroll Manager (replaced Payroll Supervisor)	1.00
Payroll Specialist	3.00
Contracts and Procurement Specialist	1.00
Contracts Compliance Analyst	1.00
Property Specialist	1.00
Financial Management Systems Project Manager	1.00
Department Specialist 3	1.00
Total FTE	20.00

**Financial Services Program Budget Justification**

The budget for the Finance Department has increased by \$160,314 over the FY2006-07 budget. Included in the increase are 3 additional FTE – a payroll specialist, an administrative support staff, and the Financial Management Systems Project Manager. The payroll department has been understaffed for the past few years, while the volume of work has continued to increase - especially related to PERS reporting requirements. The staff increase was necessary to maintain the ability to regularly process payroll for the county. The Department Specialist position is necessary to support the administrative needs of the Finance Department, which is no longer a division of the Business Services Department. This position provides clerical support, reception, special project work, scheduling, and payroll processing for the department. The financial management systems manager is the project coordinator for the Marion County Business Enterprise Enhancement (“McBee”) project. This position is funded with General Fund, by transferring a portion of the McBee total funding that has been allocated to the General Fund Non-Departmental budget. All three positions will be added in the current fiscal year during the last supplemental budget; therefore, they are not considered as FY2007-08 decision packages.

Other personnel cost increases (COLA, merit increases, position upgrades of Department Head and Payroll Manager) were largely offset by staffing turnover of long-term employees paid at higher salary steps than newly hired personnel. Reductions in Materials and Services costs of over \$25,000 compared to last year were also a factor in this year’s budget request.

MARION COUNTY FY2007-08 BUDGET  
 BUDGET BY DEPARTMENT  
 CENTRAL SERVICES GROUP

FUNDS

The Finance Department budget is comprised of one fund. This is shown in the table below.

**Department Budget by Fund**

<u>Fund Name</u>	FY2004-05 Actual	FY2005-06 Actual	FY2006-07 Budget	FY2007-08 Requested	% of Total
<b>RESOURCES</b>					
Central Services Fund	1,422,003	1,390,940	1,803,014	1,963,328	100%
Total	<u>1,422,003</u>	<u>1,390,940</u>	<u>1,803,014</u>	<u>1,963,328</u>	<u>100%</u>
<b>REQUIREMENTS</b>					
Central Services Fund	1,422,002	1,390,939	1,803,014	1,963,328	100%
Total	<u>1,422,002</u>	<u>1,390,939</u>	<u>1,803,014</u>	<u>1,963,328</u>	<u>100%</u>

**KEY DEPARTMENT ACCOMPLISHMENTS FY2006-07**

- Created Finance Department separate from the Business Services Department
- Received Certificate of Award from the Government Finance Officers Association (GFOA) for excellence in financial reporting for the fifth consecutive year
- Created seventeen new ten-year statistical schedules for the June 30, 2006 Comprehensive Annual Financial Report (CAFR), as newly required by Governmental Accounting Standards Board (GASB) Statement 44
- Implemented an Accounts Receivable (A/R) Analysis Team to review A/R processes and related Oracle programs
- As a result of A/R Analysis Team process, the County A/R customer detail balances were reviewed and account status was determined and processed as appropriate (write-off; collection; invoicing; etc..)
- Researched and submitted Public Works solid-waste unpaid accounts for collection
- Submitted four years of uncollected NSF checks for collection, and worked with Treasurer's Office to develop monthly process for submitting NSF checks for collection
- Successfully tested and implemented all required payroll and related year-end system modifications
- With IT assistance, tested and implemented a viable Employee Health Savings Account (HSA) reporting and depositing structure
- Provided education and training to departmental employees, resulting in several cross-trained tasks and an employee with a Grant Management Certificate
- Completed and documented the County's annual escheatment process
- Completed and documented the County's annual 1099 process
- With IT assistance, met Public Employee Retirement System (PERS) requirements for changes to payroll reporting by PERS deadline of January 1, 2007
- Provided fiscal year end training to departments
- Developed & presented Training #9 on financial services in the county's Management Development Series (two times)
- Coordinated with IT on enhancements and yearly upgrades to Oracle financial system
- Implemented an upgraded version of the "BUD" budget development software
- Provided continued improvements to the budget process, including analysis and monitoring

MARION COUNTY FY2007-08 BUDGET  
 BUDGET BY DEPARTMENT  
 CENTRAL SERVICES GROUP

**Resources by Fund Detail**

Department: <b>Finance</b>				
	Actual FY 2005	Actual FY 2006	Budget FY 2007	Proposed FY 2008
<b>580 - Central Services</b>				
<b>General Funds</b>				<b>113,513</b>
<b>Intergovernmental - Other</b>				
33540 MWV Cable Regulatory Commission	28,000	14,000	14,000	14,000
33590 From Other Agencies-Miscellaneous	12,237	12,694	12,694	8,000
Intergovernmental - Other Total	<b>40,237</b>	<b>26,694</b>	<b>26,694</b>	<b>22,000</b>
<b>Fees and Charges</b>				
34490 Other Reimbursement	151	10	0	0
34510 Sale Of Fixed Assets	8,173	7,912	5,000	5,500
Fees and Charges Total	<b>8,324</b>	<b>7,922</b>	<b>5,000</b>	<b>5,500</b>
<b>Other - Transfers In</b>				
38199 Transfer from Other Funds	0	0	31,599	33,166
Other - Transfers In Total	<b>0</b>	<b>0</b>	<b>31,599</b>	<b>33,166</b>
<b>Administrative Cost Recovery</b>				
43000 Fiscal Services Allocation	1,373,442	1,356,324	1,739,721	1,789,149
Administrative Cost Recovery Total	<b>1,373,442</b>	<b>1,356,324</b>	<b>1,739,721</b>	<b>1,789,149</b>
<b>Finance Fund 580 Total</b>	<b>1,422,003</b>	<b>1,390,939</b>	<b>1,803,014</b>	<b>1,963,328</b>

MARION COUNTY FY2007-08 BUDGET  
BUDGET BY DEPARTMENT  
CENTRAL SERVICES GROUP

**Requirements by Fund Detail**

Department: <b>Finance</b>				
<b>580 - Central Services</b>	Actual FY 2005	Actual FY 2006	Budget FY 2007	Proposed FY 2008
<b>Personal Services</b>				
<b>Salaries and Wages</b>				
51111 Regular Wages	607,703	561,419	837,329	1,085,684
51112 Temporary Wages	6,645	1,549	0	0
51113 Vacation Pay	33,125	38,787	0	0
51114 Sick Pay	31,092	31,729	0	0
51115 Holiday Pay	29,862	27,937	0	0
51118 Differential Pay	803	1,537	0	3,600
51121 Compensation Credits	44,801	49,362	46,088	71,419
51124 Leave Payoff	0	8,548	0	0
51142 Premium Pay	1,535	1,851	0	2,400
<b>Salaries and Wages Total</b>	<b>755,565</b>	<b>722,719</b>	<b>883,417</b>	<b>1,163,103</b>
<b>Fringe Benefits</b>				
51201 Fringe Benefits-Budget	0	0	4,070	0
51211 PERS	85,724	76,055	96,332	92,569
51212 401(k)	5,389	4,244	14,571	16,216
51213 PERS Debt Service	34,826	31,145	43,424	46,284
51220 FICA	56,626	54,249	75,110	87,433
51231 Medical Insurance	110,373	108,490	164,259	199,836
51232 Dental Insurance	15,261	13,180	17,670	13,790
51233 Life Insurance	2,314	2,185	2,517	2,920
51234 Disability Insurance	2,124	1,957	3,715	4,302
51240 Unemployment	3,004	2,886	3,993	4,628
51252 WC-Hourly Rate	427	365	544	680
51260 Wellness	0	200	0	0
51261 EAP	0	96	0	0
<b>Fringe Benefits Total</b>	<b>316,068</b>	<b>295,051</b>	<b>426,205</b>	<b>468,658</b>
<b>Personal Services Total</b>	<b>1,071,633</b>	<b>1,017,770</b>	<b>1,309,622</b>	<b>1,631,761</b>
<b>Materials and Services</b>				
52101 Office Supplies	5,921	3,479	6,600	5,250
52107 Departmental Supplies	7,733	4,446	4,325	4,300
52108 Food Supplies	186	156	200	200
52117 Educational Supplies	0	43	0	0
52118 Books	499	908	750	500
52119 Magazines & Publications	2,044	481	1,000	450
52215 Small Office Equipment	4,352	1,849	1,425	850
52217 Computer Equipment (<\$5,000)	2,474	0	500	500
52218 Software	0	59	0	0
52301 Telephones	4,376	3,305	4,000	0
52305 Postage	12,130	10,826	15,000	16,200
52306 Cellular Phones	0	0	0	720
52308 Telecomm Charges	0	0	0	3,650
52501 Audit Services	76,993	62,450	95,000	79,000
52544 Printing Services	2,194	3,595	6,900	10,000
52545 Advertising	957	1,651	8,000	6,100

*Budget*

MARION COUNTY FY2007-08 BUDGET  
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Department: **Finance**

<b>580 - Central Services</b>	Actual FY 2005	Actual FY 2006	Budget FY 2007	Proposed FY 2008
52599 Miscellaneous Contractual Services	21,468	93,478	124,000	14,000
52601 Maint - Office Equipment	1,329	379	1,000	950
52605 Maint - Building & Grounds	708	2,696	950	1,200
52610 Maint - Software	459	602	900	0
52701 Vehicle Rental	0	141	0	1,000
52704 Equipment Rental	3,707	3,795	4,250	4,500
52841 Liability Claims	0	5	0	0
52911 Mileage-Employee	1,662	1,294	1,875	600
52912 Commercial Carrier	1,183	602	1,000	0
52913 Meals	611	407	1,100	1,250
52914 Lodging	2,331	1,411	2,000	1,500
52922 Conferences	2,868	1,902	5,000	4,250
52923 Training	3,945	6,871	6,000	6,350
52925 Tuition Reimbursement	660	900	1,000	0
52930 Dues and Memberships	5,174	1,720	4,175	3,350
52965 Pre-Employment Investigations	838	50	1,000	600
52984 Professional Licenses	0	250	0	0
52992 Auction	30	0	0	0
<b>Materials and Services Total</b>	<b>170,665</b>	<b>211,523</b>	<b>298,200</b>	<b>167,970</b>
<b>Administrative Charges</b>				
60100 Board of Commissioners Allocation	12,535	11,130	11,517	12,893
60200 Business Services Allocation	9,492	6,847	5,957	6,364
60250 Risk Management Allocation	6,937	5,681	6,316	10,230
60260 Liability Insurance Allocation	4,600	4,900	5,100	26,100
60270 Workers Comp Insurance Allocation	4,300	4,100	4,900	5,100
60300 Human Resources Allocation	15,307	12,796	15,009	15,594
60350 Facilities Management Allocation	20,331	22,161	26,593	18,461
60351 Department Parking Allocation	0	440	660	0
60352 Custodial Charges	11,851	12,380	14,570	10,817
60353 Courier	752	631	729	732
60354 Utilities Allocation	16,336	17,963	20,036	13,948
60400 Financial Services Allocation	3,232	2,360	2,726	3,371
60410 Legal Services	14,532	9,928	8,796	8,001
60450 Information Technology Allocation	18,621	26,238	21,967	28,643
60451 Information Technology Direct	37,861	21,265	47,074	0
60452 FIMS Allocation	3,017	2,826	3,242	3,343
<b>Administrative Charges Total</b>	<b>179,704</b>	<b>161,646</b>	<b>195,192</b>	<b>163,597</b>
<b>Finance Fund 580 Total</b>	<b>1,422,003</b>	<b>1,390,939</b>	<b>1,803,014</b>	<b>1,963,328</b>

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MARION COUNTY FY2007-08 BUDGET  
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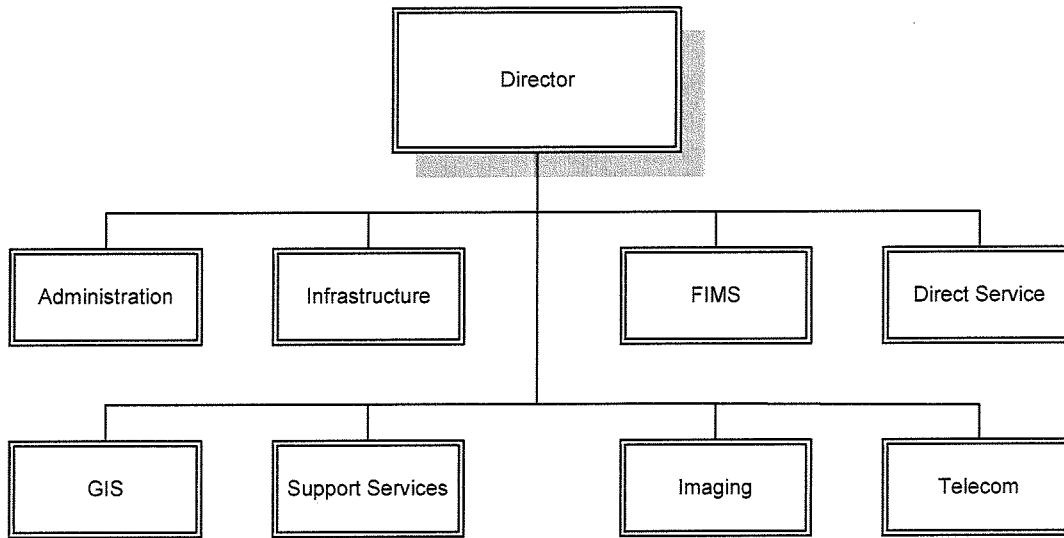
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MARION COUNTY FY2007-08 BUDGET  
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## INFORMATION TECHNOLOGY



### MISSION STATEMENT

The Information Technology Department will lead, implement and manage the resources necessary to provide outstanding, responsive support to customers and efficient and effective delivery of services to Marion County's staff and citizens. Our guiding philosophy is that information technology and technology services make it possible for the county to meet the needs of our citizens and our statutory obligations.

### GOALS AND OBJECTIVES

- Goal 1. Establish a departmental focus on developing a comprehensive set of standards and practices to manage the county's IT resources.
  - Objective 1 – Create a process to support an Information Technology Information Library (ITIL) based framework of best practices to facilitate the delivery of high quality services.
  - Objective 2 – Purchase an ITIL compliant service management tool that includes: incident management, problem management, change management, release management, and configuration management. Define and implement process change relating to the first phase of configuration management, incident management, and change management.
  - Objective 3 – Educate employees on ITIL methodology and train them on specific processes implemented with the service management tool.
- Goal 2. Create a transparent budget that considers long range planning and capital funding of county assets that will tie in with departmental and county strategic planning.
  - Objective 1 – Create an Information Technology strategic plan.

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- Objective 2 - Enhance and align our long range planning around hardware, software, and telecom assets. Ensure that Capital purchases are based on current and future needs with appropriate replacement cycles.
- Objective 3- Develop and manage detailed inventories of all County IT assets in the new service management tool.
- Goal 3. Improve county IT infrastructure.
  - Objective 1 – Improve Security & Network services.
    - Implement recommendations from the HAN assessment.
    - Implement a network protection system from wireless security threats as part of laptop wireless support.
    - Implement internal intrusion detection to protect County assets from attacks that are initiated inside our network.
    - Educate our customers on threats to our network security from the internet, viruses, social engineering, and malicious systems.
    - Enhance firewall services, routers, and core network switches
  - Objective 2 - Expand the use of virtual machines to improve server build response time, decrease number of physical servers, decrease power consumption, and slow the growth of server rooms in support of county business applications.
  - Objective 3 - Complete Departmental Business Continuity Plan, asset inventory, and development of resources (power, fiber, AC, SAN) for the alternative Data Center implementation at Public Works. Implement regular Business Resumption and Disaster Recovery tests and practice runs. Continue development of backup/recovery systems to include both tape and disk based systems.
- Goal 4. Align Departmental business objectives with Enterprise projects
  - Objective 1 - Focus resources on Enterprise initiatives and common departmental projects.
  - Objective 2 - Support the financial management initiatives sponsored by the Board of Commissioners and CAO relating to the Oracle financial system and county business process re-engineering.
  - Objective 3 - Adopt industry standard project management techniques and planning templates to assist project teams in establishing proper project scope, risk, resources, quality assurance, communication, and scheduling.
- Goal 5. Provide excellent customer service to our business partners.
  - Objective 1 - Develop specific service level agreements with all departments for the services IT provides.
  - Objective 2 – Increase communication to customers on IT services.



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**DEPARTMENT OVERVIEW**

The Information Technology (IT) department is part of the central services function reporting to the Chief Administrative Officer. Information Technology provides computer hardware (equipment) and software (operating systems and application programs) support to all county departments and offices.

The Information Technology Department total FY07-08 budget request is \$7,688,523, a \$136,493 increase, or 2%, over FY06-07.

*Resource and Requirement Summary*

Information Technology	FY 2004-05 Actual	FY 2005-06 Actual	FY 2006-07 Budget	FY 2007-08 Proposed	+/- %
<b>Resources:</b>					
Intergovernmental Funding:					
Other Funding	16,661	16,956	34,743	41,639	20%
Fees & Charges	6,027	540,861	562,409	489,613	(13%)
Other Funding	5,908,396	6,612,788	6,954,878	7,137,271	3%
<b>Total Resources</b>	<b>5,931,084</b>	<b>7,170,605</b>	<b>7,552,030</b>	<b>7,668,523</b>	<b>2%</b>
<b>Requirements:</b>					
Personal Services:					
Salaries and Wages	3,200,147	3,686,844	3,908,314	4,137,452	6%
Fringe Benefits	1,242,391	1,381,565	1,558,229	1,525,189	(2%)
Subtotal	4,442,538	5,068,409	5,466,543	5,662,641	4%
Materials and Services	1,153,290	1,625,818	1,698,243	1,369,693	(19%)
Administrative Charges	284,591	284,946	387,244	387,244	0%
Capital Outlay	50,665	92,124	0	248,945	n.a.
<b>Total Requirements</b>	<b>5,931,084</b>	<b>7,071,297</b>	<b>7,552,030</b>	<b>7,668,523</b>	<b>2%</b>
<b>FTE</b>	<b>55.00</b>	<b>57.00</b>	<b>57.00</b>	<b>57.00</b>	<b>0%</b>

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**PROGRAMS**

The Information Technology budget is allocated to eight programs that are shown on the following table.

**Summary of Department Programs**

	<b>FY 2004-05 Actual</b>	<b>FY 2005-06 Actual</b>	<b>FY 2006-07 Budget</b>	<b>FY 2007-08 Proposed</b>	<b>% of Total</b>
<b>RESOURCES</b>	<b>5,931,084</b>	<b>7,071,297</b>	<b>7,552,030</b>	<b>7,688,523</b>	<b>100.0%</b>
<b>REQUIREMENTS BY PROGRAM</b>					
Administration	717,814	740,632	856,307	1,021,801	13.3%
Infrastructure	1,588,389	2,109,454	1,637,105	1,630,021	21.3%
FIMS	730,062	826,690	918,255	936,414	12.2%
GIS	170,689	198,772	67,156	109,094	1.4%
Imaging	142,541	128,299	152,562	155,080	2.0%
Direct Services	2,581,589	2,593,659	2,451,754	2,409,055	31.4%
Telecommunications	0	473,791	562,409	491,998	6.4%
Support Services	0	0	906,482	915,060	11.9%
<b>Total</b>	<b>5,931,084</b>	<b>7,071,297</b>	<b>7,552,030</b>	<b>7,668,523</b>	<b>100.0%</b>

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**Administration Program**

- IT Administration provides overall direction for the IT department and staff.
- Management of IT staff; definition and support of customer business needs.
- Setting IT strategic direction for the county; management of all county IT resources.
- Purchasing and managing all IT related hardware and software.
- Managing hardware and software contracts.
- Establishing positive and productive relationships with all IT customers.
- Providing employees with other essential services.

Department: Information Technology

Program: Administration

	FY 2004-05 Actual	FY 2005-06 Actual	FY 2006-07 Budget	FY 2007-08 Proposed	+/- %
<b>Resources:</b>					
Intergovernmental Funding:					
Other	16,661	0	12,290	14,885	21.1%
Other Funding	701,153	740,632	844,017	1,006,916	19.3%
<b>Total Resources</b>	<b>717,814</b>	<b>740,632</b>	<b>856,307</b>	<b>1,021,801</b>	<b>19.3%</b>
<b>Requirements:</b>					
Personal Services:					
Salaries and Wages	293,083	288,036	283,088	379,042	33.9%
Fringe Benefits	123,252	115,101	115,507	147,487	27.7%
Subtotal	416,335	403,137	398,595	526,529	32.1%
Materials and Services	84,856	102,623	143,760	181,320	26.1%
Administrative Charges	216,623	234,872	313,952	313,952	0.0%
<b>Total Requirements</b>	<b>717,814</b>	<b>740,632</b>	<b>856,307</b>	<b>1,021,801</b>	<b>19.3%</b>
<b>FTE</b>	<b>4.80</b>	<b>3.95</b>	<b>3.80</b>	<b>5.20</b>	<b>36.8%</b>

Program: Administration

Personnel Positions

Title of Position	FTE
Information Technology Director	1.00
Info Technology Deputy Director	0.35
Info Technology Manager	0.60
Management Analyst 1	1.00
Department Specialist 4	1.00
Department Specialist 2	1.00
Programmer Analyst 3	0.25
Total FTE	5.20

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**Administration Program Budget Justification**

The Administration program budget request is 21.7% higher than FY06-07 due to several changes that will help us re-align staff and simplifying the charges for cell phone, training, and office supplies. These changes did not increase overall spending for IT and have only slightly changed the allocation model for these costs. The staff changes include: adding the Management Analyst position, increasing the Deputy Director by .15 to cover additional responsibilities, adding .25 of a Programmer Analyst to cover enterprise projects like business continuity planning, common login credentials across applications and platforms, and creation of project management standards and templates. In addition, two IT Administrators (System Administrator and GIS Administrator) were re-classed to IT Managers and their respective .1 FTE in admin have been adjusted accordingly. The final change moved the line item budget amounts for cell phones, training, and office supplies for the direct services programs to the administrative program.

**Infrastructure Program**

- The Infrastructure program maintains and supports the county's core technology services. These services allow internal and external customer access to information and services needed at all levels of the local government business process.
- The work covers the entire county including all remote locations and includes 3248 network connections (P/C's, printers and other network devices). The county maintains and supports 130+ servers to provide services and access to all county departments.
- Infrastructure functions include: network and data security; maintenance and upgrades of equipment and software; enterprise services (e.g., backup and restoration, email services); development and implementation of new technology; and software compatibility testing.

**Department: Information Technology**

**Program: Infrastructure**

	<b>FY 2004-05 Actual</b>	<b>FY 2005-06 Actual</b>	<b>FY 2006-07 Budget</b>	<b>FY 2007-08 Proposed</b>	<b>+/- %</b>
<b>Resources:</b>					
Intergovernmental Funding:					
Other	0	14,624	16,557	16,525	-0.2%
Fees & Charges	27	0	0	0	n.a.
Other Funding	1,588,362	2,125,130	1,620,548	1,613,496	-0.4%
<b>Total Resources</b>	<b>1,588,389</b>	<b>2,109,454</b>	<b>1,637,105</b>	<b>1,630,021</b>	<b>-0.4%</b>
<b>Requirements:</b>					
Personal Services:					
Salaries and Wages	447,371	691,847	562,017	567,700	1.0%
Fringe Benefits	165,805	241,674	219,406	200,411	-8.7%
Subtotal	613,176	933,521	781,423	768,111	-1.7%
Materials and Services	924,548	1,083,809	855,682	612,965	-28.4%
Administrative Charges	0	0	0	0	n.a.
Capital Outlay	50,665	92,124	0	248,945	n.a.
<b>Total Requirements</b>	<b>1,588,389</b>	<b>2,109,454</b>	<b>1,637,105</b>	<b>1,630,021</b>	<b>-0.4%</b>
<b>FTE</b>	7.90	11.20	7.90	7.15	-9.5%

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Program: Infrastructure

Personnel Positions

Title of Position	FTE
Info Technology Manager	0.60
Network Analyst 3	4.00
Network Analyst 2	2.00
Database Administrator	0.30
Programmer Analyst 1	0.25
Total FTE	7.15

**Infrastructure Program Budget Justification**

The Infrastructure program budget request is .4% down from FY06-07 due to the re-alignment of staff. The changes to staff include moving the management analyst function to the administrative program, and adding .25 FTE of a programmer analyst to help administer enterprise systems like reporting services and SQL server administration. Another significant change to this program includes moving material and services dollars to capital outlay for hardware and software purchases. These dollars will be the used to support long-term strategic expenditures for both equipment and software to support key county services.

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**FIMS Program**

- The Financial Information Management System (FIMS) serves all internal and external customers of Marion County. FIMS is actually the Oracle Financials application software suite - an enterprise resource planning (ERP) system that provides a complete and comprehensive set of applications that are integrated and share common information.
- IT functions include; development of code to extend the Oracle system as business requirements dictate; maintenance of systems to comply with federal and state regulations (GASB, GAAP, etc.); provide customers with integrated tools that effectively support county business processes; provide internal and external customers accurate financial information; develop information systems to comply with or support county administrative and financial policies and procedures; technical support for the Oracle purchasing, accounts payable, accounts receivable, general ledger, projects, payroll, human resources, discoverer, and cash management modules; technical support for extended systems like: budget, time entry, web reports, union/contract systems, financial investment applications, and several smaller systems.
- Develop and support application interfaces to various departmental sub-systems to the main FIMS application.
- Project management, minor and major module patching, major upgrades to the product suite, infrastructure support and maintenance, capacity planning, new product research and installation, and functional support for all modules.

**Department: Information Technology**

**Program: FIMS**

	<b>FY 2004-05 Actual</b>	<b>FY 2005-06 Actual</b>	<b>FY 2006-07 Budget</b>	<b>FY 2007-08 Proposed</b>	<b>+/- %</b>
<b>Resources:</b>					
Administrative Cost Recovery	730,062	826,690	918,255	936,414	2.0%
<b>Total Resources</b>	<b>730,062</b>	<b>826,690</b>	<b>918,255</b>	<b>936,414</b>	<b>2.0%</b>
<b>Requirements:</b>					
Personal Services:					
Salaries and Wages	459,392	500,010	488,594	506,196	3.6%
Fringe Benefits	161,818	176,866	178,478	168,419	-5.6%
Subtotal	621,210	676,876	667,072	674,615	1.1%
Materials and Services	40,884	101,060	179,211	189,827	5.9%
Administrative Charges	67,968	48,754	71,972	71,972	0.0%
<b>Total Requirements</b>	<b>730,062</b>	<b>826,690</b>	<b>918,255</b>	<b>936,414</b>	<b>2.0%</b>
<b>FTE</b>	<b>5.50</b>	<b>6.15</b>	<b>5.55</b>	<b>5.55</b>	<b>0.0%</b>

Program: FIMS

Personnel Positions

Title of Position	FTE
Info Technology Deputy Director	0.35
Database Administrator	0.70
Database Administrator-Senior	1.00
Programmer Analyst 3	3.50
Total FTE	5.55

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**FIMS Program Budget Justification**

The FIMS program budget has no significant changes in positions or services. An increase of \$40,000 for additional licensing has been anticipated to cover increased use of the product as part of the re-engineering effort. Half of these additional costs will be offset by a decrease in software maintenance for products supporting this system.

**GIS Program**

- Services provided by the GIS program include mapping products (paper and on-line), data layer creation and maintenance and spatial data analysis.
- GIS also includes desktop, handheld (PDA) and web map application development and support.

Department: Information Technology

Program: GIS

	FY 2004-05 Actual	FY 2005-06 Actual	FY 2006-07 Budget	FY 2007-08 Proposed	+/- %
<b>Resources:</b>					
Administrative Cost Recovery	170,689	198,772	67,156	109,094	62.4%
<b>Total Resources</b>	<b>170,689</b>	<b>198,772</b>	<b>67,156</b>	<b>109,094</b>	<b>62.4%</b>
<b>Requirements:</b>					
Personal Services:					
Salaries and Wages	84,907	90,381	26,805	46,445	73.3%
Fringe Benefits	33,192	34,458	9,745	16,613	70.5%
Subtotal	118,099	124,839	36,550	63,058	72.5%
Materials and Services	52,590	73,933	30,606	46,036	50.4%
<b>Total Requirements</b>	<b>170,689</b>	<b>198,772</b>	<b>67,156</b>	<b>109,094</b>	<b>62.4%</b>
<b>FTE</b>	0.30	0.30	0.30	0.55	83.3%

Program: GIS

Personnel Positions

Title of Position	FTE
Info Technology Manager	0.30
Programmer Analyst 2	0.25
Total FTE	0.55

**GIS Program Budget Justification**

The major change in the GIS program budget is the addition of .25 FTE to support additional requests for mapping products and spatial data analysis. This is a general resource available to all county departments on request to help with analysis relating to map based information. Examples of these requests are crime scene investigations & statistics, health related analysis, elections mapping, support for new data layers, web mapping tools, aerial photos, and general data maintenance.

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**Imaging**

- Imaging maintains and supports electronic images by scanning paper documents and retaining them in electronic format. These documents can then be retrieved and reproduced in various ways.
- In addition to basic scanning and retrieval this system is used to seamlessly integrate with existing software to allow documents to be scanned directly into those enterprise applications. Examples include:
  - The financial department stores images of purchase orders, bills, contracts, shipping documents, and related financial documents.
  - The Sheriff's Office stores images of police reports, digital evidence, photographs, fingerprint cards, and related documents.
  - Building Inspection for storing permits, plans and related documents.
  - The DA's office is using imaging to scan and store case files and related documents.
  - There are several new projects underway to use imaging to store Land Use records, road records, bridge records, and traffic files.

Department: Information Technology		Program: Imaging			
	FY 2004-05 Actual	FY 2005-06 Actual	FY 2006-07 Budget	FY 2007-08 Proposed	+/- %
<b>Resources:</b>					
Administrative Cost Recovery	142,541	128,299	152,562	155,080	1.7%
<b>Total Resources</b>	<b>142,541</b>	<b>128,299</b>	<b>152,562</b>	<b>155,080</b>	<b>1.7%</b>
<b>Requirements:</b>					
Personal Services:					
Salaries and Wages	89,217	83,274	88,892	95,198	7.1%
Fringe Benefits	34,262	30,464	33,448	32,567	-2.6%
Subtotal	123,479	113,738	122,340	127,765	4.4%
Materials and Services	19,062	14,561	30,222	27,315	-9.6%
<b>Total Requirements</b>	<b>142,541</b>	<b>128,299</b>	<b>152,562</b>	<b>155,080</b>	<b>1.7%</b>
<b>FTE</b>	<b>1.10</b>	<b>1.10</b>	<b>1.10</b>	<b>1.10</b>	<b>0.0%</b>

Program: Imaging

Personnel Positions

Title of Position	FTE
Info Technology Manager	0.10
Programmer Analyst 3	1.00
Total FTE	1.10

**Imaging Program Budget Justification**

The Imaging program budget is for a status quo budget with no changes in positions or services. The increases in this program are due to normal salary and benefit increases.



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**Direct Services**

- Provides dedicated IT services to customers usually in the form of on-site support staff services available to all departments and are managed under three main areas of IT: General Business Systems, Criminal Justice Systems, and Health Systems.
- Teams working with Public Works staff are responsible for maintaining and supporting the county's Training System (TrainingNet), Pool Car Scheduling System (RMS), Animal and Shelter Management System (IAMS), Vehicle management system (Fleet), Budget System (BUD), eCommerce (Visanet) and Geographic Information Systems.
- Teams working with Health department staff are primarily responsible for maintaining and supporting the Department's Patient Management Information System ('Raintree').
- Maintain systems for jail management, police records system, DA case management system, Law Enforcement Data System, Juvenile's Computerized Referral System, the statewide criminal justice information system.

**Department: Information Technology**

**Program: Direct Services**

	<b>FY 2004-05 Actual</b>	<b>FY 2005-06 Actual</b>	<b>FY 2006-07 Budget</b>	<b>FY 2007-08 Proposed</b>	<b>+/- %</b>
<b>Resources:</b>					
Intergovernmental Funding:					
Federal	0	0	0	0	0.0%
State	0	0	0	0	0.0%
Other	0	394	0	0	n.a.
Fees & Charges	6,000	0	0	0	n.a.
Other Funding	2,575,589	2,593,265	2,451,754	2,409,055	-1.7%
<b>Total Resources</b>	<b>2,581,589</b>	<b>2,593,659</b>	<b>2,451,754</b>	<b>2,409,055</b>	<b>-1.7%</b>

**Requirements:**

Personal Services:					
Salaries and Wages	1,826,176	1,855,308	1,656,161	1,703,644	2.9%
Fringe Benefits	724,062	710,856	648,275	611,681	-5.6%
Subtotal	2,550,238	2,566,164	2,304,436	2,315,325	0.5%
Materials and Services	31,351	27,495	147,318	93,730	-36.4%
<b>Total Requirements</b>	<b>2,581,589</b>	<b>2,593,659</b>	<b>2,451,754</b>	<b>2,409,055</b>	<b>-1.7%</b>
<b>FTE</b>	<b>30.60</b>	<b>30.60</b>	<b>23.15</b>	<b>22.25</b>	<b>-3.9%</b>

Program: Direct Services

Personnel Positions

Title of Position	FTE
Info Technology Deputy Director	0.30
Info Technology Manager	2.20
Computer Forensics Specialist	1.00
Programmer Analyst 3	5.25
Programmer Analyst 2	6.75
Programmer Analyst 1	2.75
GIS Analyst 3	1.00
GIS Analyst 2	2.00
GIS Analyst 1	1.00
Total FTE	22.25

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**Direct Services Program Budget Justification**

The Direct Services program budget has made only of few changes in positions and no changes to services. The decrease costs in this program are due to moving parts of staff to assist with enterprise projects and moving training, phone, and office supply line items to the administrative program. There is some off-setting increases in cost associated with the normal salary and benefit increases.

**Telecommunications**

- Serves all departments, the majority of staff and a limited number of external customers.
- The phone system and supporting staff provide key services for the majority of our work force. This program provides installation, maintenance and service of all county telephones and switches, installation and replacement of data cabling and fiber optic cabling and terminations.
- The telecommunications staff ensures compliance with FCC regulations and the NEC.

Department: Information Technology		Program: Telecommunications			
	FY 2004-05 Actual	FY 2005-06 Actual	FY 2006-07 Budget	FY 2007-08 Proposed	+/- %
<b>Resources:</b>					
Intergovernmental Funding:					
Other	0	1,938	0	2,385	n.a.
Fees & Charges	0	540,861	562,409	489,613	-12.9%
<b>Total Resources</b>	<b>0</b>	<b>542,799</b>	<b>562,409</b>	<b>491,998</b>	<b>-12.5%</b>
<b>Requirements:</b>					
Personal Services:					
Salaries and Wages	0	177,989	196,955	194,702	-1.1%
Fringe Benefits	0	72,145	82,678	77,476	-6.3%
Subtotal	0	250,134	279,633	272,178	-2.7%
Materials and Services	0	222,337	281,456	218,500	-22.4%
Administrative Charges	0	1,320	1,320	1,320	0.0%
<b>Total Requirements</b>	<b>0</b>	<b>473,791</b>	<b>562,409</b>	<b>491,998</b>	<b>-12.5%</b>
<b>FTE</b>	<b>0.00</b>	<b>3.00</b>	<b>3.30</b>	<b>3.30</b>	<b>0.0%</b>

Program: Telecommunications

Personnel Positions

Title of Position	FTE
Info Technology Manager	0.30
Telecommunications Technician	3.00
Total FTE	3.30

**Telecommunications Program Budget Justification**

The FY07-08 request proposes no changes in positions or services. Changes are planned for the Telecom funding model migrating from a cost/service model to an allocated model. This change will align the telecom funding methodology with the IT funding methodology. A reduction in M&S of \$60,000 was made to reflect the actual cost of external phone charges and other materials for this program.

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**Support Services**

- The Support Services program provides customer software and hardware, desktop support, infrastructure project support, miscellaneous setups and project assistance as well as desktop and classroom training.
- Provides the "front line" for communications, resolution, and customer follow-up; the scope of this work covers all County employees at all sites, including remote locations.
- Support Services functions include: desktop computer support; desktop software training; hardware and software problem resolution and direct customer support; and installation of equipment supporting the computer equipment replacement plan.

Department: Information Technology		Program: Support Services			
	FY 2004-05 Actual	FY 2005-06 Actual	FY 2006-07 Budget	FY 2007-08 Proposed	+/- %
<b>Resources:</b>					
Intergovernmental Funding:					
Other	0	0	5,896	7,844	33.0%
Administrative Cost Recovery	0	0	900,586	907,216	0.7%
<b>Total Resources</b>	<b>0</b>	<b>0</b>	<b>906,482</b>	<b>915,060</b>	<b>0.9%</b>
<b>Requirements:</b>					
Personal Services:					
Salaries and Wages	0	0	605,802	644,525	6.4%
Fringe Benefits	0	0	270,692	270,535	-0.1%
Subtotal	0	0	876,494	915,060	4.4%
Materials and Services	0	0	29,988	0	-100.0%
<b>Total Requirements</b>	<b>0</b>	<b>0</b>	<b>906,482</b>	<b>915,060</b>	<b>0.9%</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>11.90</b>	<b>11.90</b>	<b>0.0%</b>

Program: Support Services

Personnel Positions

Title of Position	FTE
Info Technology Manager	0.90
Programmer Analyst 1	1.00
Support Technician	3.00
Support Specialist	5.00
User Support Specialist	2.00
<b>Total FTE</b>	<b>11.90</b>

**Support Services Program Budget Justification**

The Support Services program has a reduction in materials and services for charges moved to the administrative program. This program has been very successful with its efforts to support staff with desktop issues and is highly regard for its attention to customer service. This program plans to increase its focus on service level agreements, employee application training, staff cross-training, copier/printer services, automation of software installations, documentation of standard process and workflow, increased knowledge of service management(SM), and the new SM tool.

MARION COUNTY FY2007-08 BUDGET  
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**FUNDS**

The Information Technology Department budget is comprised of one fund. This is shown in the table below.

**Department Budget by Fund**

<u>Fund Name</u>	FY2004-05 Actual	FY2005-06 Actual	FY2006-07 Budget	FY2007-08 Requested	% of Total
<b>RESOURCES</b>					
Central Services	5,931,084	7,170,605	7,552,030	7,688,523	100%
Total	<u>5,931,084</u>	<u>7,170,605</u>	<u>7,552,030</u>	<u>7,688,523</u>	<u>100%</u>
<b>REQUIREMENTS</b>					
Central Services	5,931,084	7,071,297	7,552,030	7,688,523	100%
Total	<u>5,931,084</u>	<u>7,071,297</u>	<u>7,552,030</u>	<u>7,688,523</u>	<u>100%</u>

**KEY DEPARTMENT ACCOMPLISHMENTS FY2006-07**

- Coordinated and setup multi-function copier program, standardized desktop installation and imaging, planned for and executed PC and printer replacement program, standardized salvage procedures, planned for and implemented significant moves for remodeling and new facilities, deployed new software requests,
- Administration – Completed software and hardware inventory, development and selection of a new IT service management tool,
- Security – Added laptop encryption for customers, added public access terminal security, completed enhancements to internet filtering environment, increase monitoring of network traffic issues, successfully prevented a serious virus infection from our adjoining networks, provided interagency support, disaster planning for multi-site business resumption, CJIS Security Compliance completed
- Projects - Virtual machine pilot, piloted email archiving software, migrated our backup and recovery software to another platform, voicemail switch replacement, phone switch replacement, development and implementation of TrainingNet and RMS, developed and deployed the new Animal Management System, added new functionality to the Budget system, MCHD (reduce claims billing latency, assisted with HIPAA compliance, produced over 130 reports, enhanced Methadone dispensing system, replaced legacy PMIS (HP-UNIX) systems, and enhanced RFC process), completed functional specification document for the new Juvenile RYIN system, upgraded enterprise document imaging system,
- Supported changes to Blackberries, command vehicles, patrol cars, and PDA's environments,
- Continue cross-training of employees that support programs for key areas of county business
- Successfully mitigated the Daylight Savings Time change to all the affected IT and related systems the county uses for there daily business requirements.
- Developed and trained county employees on Content Management, Excel, GroupWise, PowerPoint, Word, NEO, and custom training classes for Health and Juvenile.
- GIS - Acquired and deployed new 1/4 meter color aerial photos to county. Built and launched new GIS Web Site on Internet with Data, on line map books and interactive maps <http://www.co.marion.or.us/IT/GIS/>. Created portable/online map books for Emergency Management to use for the EOC.

MARION COUNTY FY2007-08 BUDGET  
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**Resources by Department Detail**

Department: <b>Information Technology</b>				
<b>580 - Central Services</b>	Actual FY 2005	Actual FY 2006	Budget FY 2007	Proposed FY 2008
<b>Intergovernmental - Other</b>				
33510 MC Housing Authority	12,000	12,000	32,343	39,239
33590 From Other Agencies-Miscellaneous	2,400	4,562	2,400	2,400
33600 From Other Funds	2,261	394	0	0
Intergovernmental - Other Total	<b>16,661</b>	<b>16,956</b>	<b>34,743</b>	<b>41,639</b>
<b>Fees and Charges</b>				
34101 Jury Fees	27	0	0	0
34145 Pay Telephone Fees	0	5,985	0	0
34162 User Fees	0	58,479	0	0
34425 Telephone Use Reimbursement	0	476,397	562,409	489,613
34510 Sale Of Fixed Assets	6,000	0	0	0
Fees and Charges Total	<b>6,027</b>	<b>540,861</b>	<b>562,409</b>	<b>489,613</b>
<b>Administrative Cost Recovery</b>				
47100 Information Technology Allocation	5,178,334	5,786,097	6,036,623	6,200,857
47200 FIMS Allocation	730,062	826,690	918,255	936,414
Administrative Cost Recovery Total	<b>5,908,396</b>	<b>6,612,788</b>	<b>6,954,878</b>	<b>7,137,271</b>
<b>Net Working Capital</b>				
39200 Unrestricted Net Working Capital	0	0	69,007	0
39302 Intra-Program Support	0	(30,300)	(5,000)	0
Net Working Capital Total	<b>0</b>	<b>(30,300)</b>	<b>64,007</b>	<b>0</b>
<b>Information Technology Grand Total</b>	<b>5,931,084</b>	<b>7,140,305</b>	<b>7,616,037</b>	<b>7,668,523</b>

MARION COUNTY FY2007-08 BUDGET  
 BUDGET BY DEPARTMENT  
 CENTRAL SERVICES GROUP

**Requirements by Fund Detail**

Department: <b>Information Technology</b>				
	Actual FY 2005	Actual FY 2006	Budget FY 2007	Proposed FY 2008
<b>580 - Central Services</b>				
<b>Personal Services</b>				
<b>Salaries and Wages</b>				
51111 Regular Wages	2,644,528	2,931,893	3,545,879	3,901,610
51112 Temporary Wages	7,920	51,698	0	0
51113 Vacation Pay	116,351	172,223	0	0
51114 Sick Pay	66,739	104,495	0	0
51115 Holiday Pay	122,504	144,022	0	0
51116 Comp Time Pay	9,064	1,859	0	0
51121 Compensation Credits	187,186	221,435	222,435	235,842
51122 Pager Pay	20,656	28,470	0	0
51124 Leave Payoff	5,732	17,699	0	0
51125 Training Pay	4,076	0	0	0
51127 Leadworker Pay	465	369	0	0
51128 Cell Phone Pay	343	1,204	0	0
51141 Straight Pay	59	64	0	0
51142 Premium Pay	14,421	11,157	0	0
51145 Temporary-Premium	102	258	0	0
<b>Salaries and Wages Total</b>	<b>3,200,147</b>	<b>3,686,844</b>	<b>3,768,314</b>	<b>4,137,452</b>
<b>Fringe Benefits</b>				
51201 Fringe Benefits-Budget	0	0	37,168	0
51211 PERS	353,095	373,114	377,151	330,994
51212 401(k)	22,254	24,605	24,111	23,886
51213 PERS Debt Service	143,446	152,931	170,008	165,496
51220 FICA	240,249	278,096	296,223	314,913
51231 Medical Insurance	395,525	458,479	554,724	584,136
51232 Dental Insurance	54,953	55,764	57,000	61,465
51233 Life Insurance	9,667	10,926	9,851	10,431
51234 Disability Insurance	8,826	9,849	14,537	15,393
51240 Unemployment	12,795	14,850	15,632	16,544
51252 WC-Hourly Rate	1,581	1,616	1,824	1,931
51260 Wellness	0	887	0	0
51261 EAP	0	447	0	0
<b>Fringe Benefits Total</b>	<b>1,242,391</b>	<b>1,381,565</b>	<b>1,558,229</b>	<b>1,525,189</b>
<b>Personal Services Total</b>	<b>4,442,538</b>	<b>5,068,409</b>	<b>5,326,543</b>	<b>5,662,641</b>
<b>Materials and Services</b>				
52101 Office Supplies	7,654	12,717	21,380	15,000
52107 Departmental Supplies	86	43,792	26,000	30,000
52108 Food Supplies	0	99	0	0
52118 Books	0	278	0	0
52119 Magazines & Publications	49	0	0	0
52121 Gasoline	0	1,164	2,500	1,000
52211 Batteries	0	0	500	0
52212 Tire	0	0	750	0
52214 Small Tools	0	733	2,500	0
52215 Small Office Equipment	0	675	0	3,000

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Department: **Information Technology**

<b>580 - Central Services</b>	Actual FY 2005	Actual FY 2006	Budget FY 2007	Proposed FY 2008
52218 Software	256,257	228,931	171,719	162,083
52301 Telephones	16,770	255,780	35,000	0
52304 Data Connections	12,266	39,931	186,000	180,000
52305 Postage	413	615	500	500
52306 Cellular Phones	12,705	11,599	38,519	16,000
52307 Pagers	0	132	460	460
52503 Legal Services	0	2,619	0	3,000
52535 GIS	(166)	0	0	0
52544 Printing Services	44	162	200	200
52545 Advertising	1,428	1,376	2,000	2,000
52575 Subscription Services	25	0	0	0
52579 Electronic Subscription Services	4,525	0	6,200	6,200
52599 Miscellaneous Contractual Services	82,031	36,779	29,000	50,000
52602 Maint - Vehicle	0	1,179	1,000	2,000
52604 Maint - Radios	0	90	0	0
52605 Maint - Building & Grounds	3,579	13,848	0	0
52607 Maint - Departmental Equipment	0	0	5,000	4,500
52608 Maint - Telephones	0	0	0	1,500
52609 Maint - Computer Hardware	62,935	166,437	160,700	88,860
52610 Maint - Software	230,784	318,140	463,335	498,210
52616 Misc Maintenance and Repair	390	0	0	0
52701 Vehicle Rental	0	0	0	1,500
52704 Equipment Rental	2,168	2,711	3,000	3,000
52911 Mileage-Employee	10,087	5,134	7,000	2,000
52912 Commercial Carrier	1,309	1,404	4,500	3,500
52913 Meals	2,261	2,491	3,300	3,300
52914 Lodging	8,243	6,303	7,500	5,500
52921 Meetings	339	150	0	1,000
52922 Conferences	(551)	3,866	0	3,000
52923 Training	37,081	51,190	59,760	63,260
52925 Tuition Reimbursement	0	219	400	400
52930 Dues and Memberships	547	55	0	500
52965 Pre-Employment Investigations	140	552	2,000	2,000
52969 Misc. Investigations	0	76	0	0
52986 Permits	0	135	0	2,000
<b>Materials and Services Total</b>	<b>1,153,290</b>	<b>1,625,818</b>	<b>1,501,443</b>	<b>1,369,693</b>
<b>Administrative Charges</b>				
60100 Board of Commissioners Allocation	42,309	44,081	46,932	46,932
60200 Business Services Allocation	27,012	24,377	20,298	20,298
60250 Risk Management Allocation	20,395	20,493	22,195	22,195
60260 Liability Insurance Allocation	15,400	19,100	22,700	22,700
60270 Workers Comp Insurance Allocation	12,700	14,200	14,300	14,300
60300 Human Resources Allocation	43,552	45,507	51,136	51,136
60350 Facilities Management Allocation	13,580	16,952	42,424	42,424
60351 Department Parking Allocation	1,320	2,640	2,640	2,640
60352 Custodial Charges	8,062	8,869	23,854	23,854

MARION COUNTY FY2007-08 BUDGET  
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Department: **Information Technology**

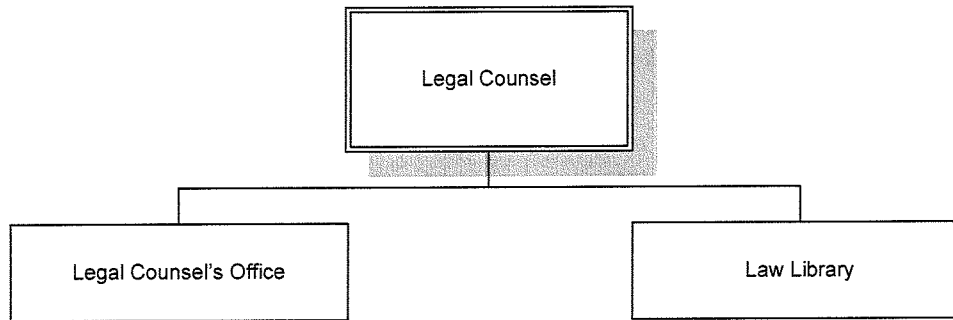
	Actual FY 2005	Actual FY 2006	Budget FY 2007	Proposed FY 2008
<b>580 - Central Services</b>				
60354 Utilities Allocation	10,911	13,740	31,965	31,965
60400 Financial Services Allocation	21,763	19,282	24,633	24,633
60410 Legal Services	5,471	8,288	10,559	10,559
60450 Information Technology Allocation	48,172	31,939	55,875	55,875
60452 FIMS Allocation	11,815	13,252	15,247	15,247
Administrative Charges Total	<b>284,591</b>	<b>284,946</b>	<b>387,244</b>	<b>387,244</b>
<b>Capital Outlay</b>				
53160 Computers	50,665	92,124	21,300	198,945
53170 Software	0	0	31,500	50,000
53180 Telephone Systems	0	0	348,007	0
Capital Outlay Total	<b>50,665</b>	<b>92,124</b>	<b>400,807</b>	<b>248,945</b>
Information Technology Fund 580 Total	<b>5,931,084</b>	<b>7,071,297</b>	<b>7,616,037</b>	<b>7,668,523</b>



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## LEGAL COUNSEL



### MISSION STATEMENT

To support and sustain the effective implementation of countywide and departmental policies and management decisions through sound legal advice and diligent representation of our client, Marion County.

To provide the local legal community and the public with the best available legal resources and research services within the law library's fiscal and physical ability to do so.

### GOALS AND OBJECTIVES

The office will focus on the following goals and objectives during the 2007-08 fiscal year:

1. Providing excellent customer service to our clients
2. Assisting the board of commissioners and departments to review and revise county policies in a timely fashion
3. Providing support to hearings officers so they can conduct administrative hearings and issue decisions in a professional manner
4. Providing cost effective resolutions in contested matters
5. Providing contract review and advice/representation for all departments
6. Supporting core administrative functions: human resources, risk management, financial services, and board of commissioners
7. Work with other county law libraries to enhance the sharing of resources via interlibrary loan
8. Foster better communication between the bar and the library by working closely with Marion County Bar Association Library Committee
9. Continue to work with the IT Department to keep the library technologically functioning at a level required by changing format of collection materials
10. Acquire materials in several formats to meet the diverse needs of our users.

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DEPARTMENT OVERVIEW

The department is comprised of the Legal Counsel's Office and the Law Library. Legal counsel's responsibility is to be exclusive civil lawyers and counselors for Marion County, appointed by the board of commissioners. The Legal Counsel's Office serves the board of commissioners, elected officials, appointed department heads and their assistants, employees, and volunteer boards and commissions. The law library is a service authorized by state statute and funded by library fees paid by litigants and collected by court clerk.

The Legal Counsel Department total FY07-08 budget request is \$1,918,949, a \$167,840 increase, or 10%, over FY06-07.

*Resource and Requirement Summary*

Legal Counsel	FY 2004-05 Actual	FY 2005-06 Actual	FY 2006-07 Budget	FY 2007-08 Proposed	+/- %
<b>Resources:</b>					
General Funds	100	54,987	0	0	n.a.
Intergovernmental Funding:					
Other	79,656	82,915	116,400	98,500	(15%)
Fees & Charges	264,016	523	253,600	280,000	10%
Administrative Cost Recovery	825,807	965,871	1,004,609	1,066,949	6%
Other Funding	8,605	15,912	7,500	17,500	133%
Transfers In	0	0	0	30,000	n.a.
Net Working Capital:					
Unrestricted	410,184	432,777	369,000	426,000	15%
<b>Total Resources</b>	<b>1,588,368</b>	<b>1,552,984</b>	<b>1,751,109</b>	<b>1,918,949</b>	<b>10%</b>
<b>Requirements:</b>					
Personal Services:					
Salaries and Wages	636,128	718,102	809,966	835,763	3%
Fringe Benefits	275,848	302,494	327,440	329,680	1%
Subtotal Personal Services	911,977	1,020,596	1,137,406	1,165,443	2%
Materials and Services	106,533	213,020	155,071	227,086	46%
Administrative Charges	137,081	127,222	129,251	140,170	8%
Contingency	0	0	210,000	150,000	(29%)
Unapprop. Ending Fund Bal.	0	0	119,381	236,250	98%
<b>Total Requirements</b>	<b>1,155,591</b>	<b>1,360,838</b>	<b>1,751,109</b>	<b>1,918,949</b>	<b>10%</b>
<b>FTE</b>	<b>10.60</b>	<b>10.90</b>	<b>11.70</b>	<b>11.70</b>	<b>0%</b>

MARION COUNTY FY2007-08 BUDGET  
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**PROGRAMS**

The Legal Counsel budget is allocated to two programs that are shown on the following table.

**Summary of Department Programs**

	FY 2004-05 Actual	FY 2005-06 Actual	FY 2006-07 Budget	FY 2007-08 Proposed	+/- %
<b>RESOURCES</b>	<b>1,588,368</b>	<b>1,822,851</b>	<b>1,751,109</b>	<b>1,918,649</b>	<b>9.6%</b>
<b>REQUIREMENTS BY PROGRAM</b>					
Legal Counsel	910,401	1,104,295	1,121,009	1,195,449	6.6%
Law Library	245,190	256,543	630,100	723,500	14.8%
<b>Total</b>	<b>1,155,591</b>	<b>1,360,838</b>	<b>1,751,109</b>	<b>1,918,949</b>	<b>9.6%</b>

**Legal Counsel**

- We provide legal advice on specific matters, policy issues and emerging legal issues
- We represent the county in negotiations, meetings and third-party matters.
- We prosecute and defend county decisions and actions in all courts and administrative forums.
- We retain and manage all outside legal counsel representing the county, exclusive of Worker's Compensation counsel.
- We support the county's labor relations manager and hearings officers.
- We also serve members of the public and other government units by providing information on how county processes work

Department: Legal Counsel		Program: Legal Counsel Services			
	FY 2004-05 Actual	FY 2005-06 Actual	FY 2006-07 Budget	FY 2007-08 Proposed	+/- %
<b>Resources:</b>					
General Fund	100	54,987	0	0	n.a.
Intergovernmental Funding:					
Other	79,656	82,915	116,400	98,500	-15.4%
Fees & Charges	4,838	523	0	0	0.0%
Other Funding	825,807	965,871	1,004,609	1,066,949	6.2%
Transfers In	0	0	0	30,000	n.a.
<b>Total Resources</b>	<b>910,401</b>	<b>1,104,295</b>	<b>1,121,009</b>	<b>1,195,449</b>	<b>6.6%</b>
<b>Requirements:</b>					
Personal Services:					
Salaries and Wages	564,855	633,698	720,669	734,561	1.9%
Fringe Benefits	236,069	262,762	285,287	285,743	0.2%
Subtotal	800,925	896,460	1,005,956	1,020,304	1.4%
Materials and Services	23,390	127,656	34,891	85,864	146.1%
Administrative Charges	86,086	80,179	80,162	89,281	11.4%
<b>Total Requirements</b>	<b>910,401</b>	<b>1,104,295</b>	<b>1,121,009</b>	<b>1,195,449</b>	<b>6.6%</b>

MARION COUNTY FY2007-08 BUDGET  
 BUDGET BY DEPARTMENT  
 CENTRAL SERVICES GROUP

Program: Legal Counsel

Personnel Positions

Title of Position	FTE
Legal Counsel	1.00
Sr. Assistant Legal Counsel	4.00
Paralegal	1.00
Hearings Officer	2.00
Secretary to Legal Counsel	2.00
Total FTE	10.00

**Legal Counsel Program Budget Justification**

Increase in Legal Services for contract hearings officer due to Ballot Measure 37 claims. There were over 300 cases filed since July 1, 2006. Many of these cases will come back to the hearings officers as land use applications. Due to this increase, and the increase in dog control cases and the regular work flow of the hearings officers, a contract hearings officer is necessary to issue decisions and recommendations in a timely manner. The Department of Public Works, Environmental Services Division, has agreed to transfer \$30,000 to Legal Services to help support the enforcement of county ordinances. These funds are allocated to legal services in the materials and services category.

**Law Library**

- The law library serves the legal community, the courts, and the public.

**Program Summary**

Department: Legal Counsel	Program: Law Library				
	FY 2004-05 Actual	FY 2005-06 Actual	FY 2006-07 Budget	FY 2007-08 Proposed	+/- %
<b>Resources:</b>					
Fees & Charges	259,178	269,867	253,600	280,000	10.4%
Other Funding	8,605	15,912	7,500	17,500	133.3%
Net Working Capital:					
Unrestricted	410,184	432,777	369,000	426,000	15.4%
<b>Total Resources</b>	<b>677,967</b>	<b>718,556</b>	<b>630,100</b>	<b>723,500</b>	<b>14.8%</b>
<b>Requirements:</b>					
Personal Services:					
Salaries and Wages	71,273	84,404	89,297	101,202	13.3%
Fringe Benefits	39,779	39,732	42,153	43,937	4.2%
Subtotal	111,052	124,136	131,450	145,139	10.4%
Materials and Services	83,143	85,364	120,180	141,222	17.5%
Administrative Charges	50,995	47,043	49,089	50,889	3.7%
Contingency	0	0	210,000	150,000	-28.6%
Unapprop. Ending Fund Bal.	0	0	119,381	236,250	97.9%
<b>Total Requirements</b>	<b>245,190</b>	<b>256,543</b>	<b>630,100</b>	<b>723,500</b>	<b>14.8%</b>
FTE	1.60	1.90	1.70	1.80	5.9%

MARION COUNTY FY2007-08 BUDGET  
BUDGET BY DEPARTMENT  
CENTRAL SERVICES GROUP

Program: Law Library

Personnel Positions

Title of Position	FTE
Law Librarian	0.80
Library Assistant	1.00
Total FTE	1.80

Note: The FTE count excludes a .20 FTE Temporary library assistant positions.

**Law Library Program Budget Justification**

The Law Library total FY07-08 budget request is \$723,500, a 14.8% increase over FY06-07. Personal services increased due to the rising cost of benefits and a .10 FTE increase in the law librarian position. The cost of adequately maintaining the print and digital collections has driven up materials and services by \$20,000, a 17.5% increase over FY06-07. The total amount budgeted in the two accounts, electronic subscriptions and books and publications, allows the library to accomplish the following:

- Diversify and strengthen the overall collection
- Preserve the physical collection through binding and archival means
- Increase access to the collection by implementing an integrated library system featuring a web-based catalog.

Contingency in FY06-07 was \$210,000 based on the uncertainty surrounding the law library's physical location following the courthouse fire. The library anticipated using contingency funds for remodeling space in a different building. The library eventually resettled in the courthouse and spent only a quarter of the contingency to cover the minimal remodeling necessary. Contingency in FY07-08 is \$150,000, or 20% of the budget.

The library has an ending fund balance of \$236,000. It is planned to remain at or above this level for a number of years. The county's 2006 Facility Study indicates that the law library may move out of the courthouse before 2010. The law library will have to fund the move, including the costs of acquiring the new space, new compact shelving, remodeling, furnishings, and the physical move itself. Total cost of relocating the library could fall anywhere between \$200,000 and \$300,000.

**FUNDS**

The Legal Counsel Department budget is comprised of two funds as shown in the table below.

**Department Budget by Fund**

Fund Name	FY2004-05 Actual	FY2005-06 Actual	FY2006-07 Budget	FY2007-08 Proposed	% of Total
<b>RESOURCES</b>					
Central Services Fund	912,808	910,401	1,121,009	1,195,449	62%
Law Library Fund	677,967	718,556	630,100	723,500	38%
<b>Total</b>	<b>1,590,775</b>	<b>1,628,957</b>	<b>1,751,109</b>	<b>1,918,949</b>	<b>100%</b>
<b>REQUIREMENTS</b>					
Central Services Fund	812,725	910,401	1,121,009	1,195,449	62%
Law Library Fund	245,190	256,543	630,100	723,500	38%
<b>Total</b>	<b>1,057,915</b>	<b>1,166,944</b>	<b>1,751,109</b>	<b>1,918,949</b>	<b>100%</b>

MARION COUNTY FY2007-08 BUDGET  
BUDGET BY DEPARTMENT  
CENTRAL SERVICES GROUP

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KEY DEPARTMENT ACCOMPLISHMENTS FY2006-07

- Appointments – research and advice enabled Board of Commissioners to smoothly perform its duties when it and the Clackamas County Board of Commissioners had to fill a vacancy in the Oregon House of Representatives
- Dog Control – worked with Dog Control to refine and improve the dog control ordinance and establish policies and practices for the operation of the Marion County Dog Shelter
- Emergency Preparedness – continued to support the ongoing efforts of the Health Department and the Emergency Management Division of the Public Works Department to prepare for the possibility of an influenza pandemic; provided input to statewide workgroup drafting proposed changes to the state public health laws; participated in federal emergency management training
- Enforcement – assisted the Building Inspection, Planning, and Environmental Services divisions of the Public Works Department in enforcing county codes and ordinances; have maintained over 40 open enforcement cases; twelve have been resolved through compliance since July 1, 2006; money judgments totaling approximately \$129,000 were obtained
- Litigation – promptly evaluated and issued legal opinions regarding 25 tort claim notices filed with the county since July 1, 2006; successfully defended two employment and three civil rights violation cases and appropriately settled one employment case and one negligence case; represented the county in circuit court regarding writs of review and other actions filed by Measure 37 claimants and opponents
- Juvenile – assisted the Juvenile Department in resolving matters relating to the construction of a new Juvenile Detention Facility and food service contracts
- Ordinances – assisted in the development of a new outdoor mass gathering ordinance and a parks ordinance; amended Measure 37 ordinance to improve processes for handling claims; working with outside provider to codify all of the county’s ordinances
- Hearings – Marion County Hearings Officers have conducted hearings and issued decisions concerning 149 dog control cases, 17 land use applications, one towing challenge, one nuisance building violation, one nuisance weed violation and reviewed and made recommendations on 24 complex Measure 37 claims since July 1, 2006
- Law Library – Planned a complete remodel of the law library as part of the courthouse reconstruction
- Law Library – Evaluated the entire collection; eliminated treatises and periodicals infrequently used or duplicated by online sources; purchased new treatise titles
- Law Library – Added new hardware and implemented new public computer network.
- Law Library - Expanded access to online resources by upgrading Lexis and Westlaw subscriptions and subscribing to new Oregon State Bar online service
- Law Library – Emphasized marketing of library services

MARION COUNTY FY2007-08 BUDGET  
 BUDGET BY DEPARTMENT  
 CENTRAL SERVICES GROUP

**Resources by Fund Detail**

Department: <b>Legal Counsel</b>				
	Actual FY 2005	Actual FY 2006	Budget FY 2007	Proposed FY 2008
<b>580 - Central Services</b>				
<b>General Fund</b>				
38101 Transfer from General Fund	100	54,987	0	0
General Fund Total	<b>100</b>	<b>54,987</b>	<b>0</b>	<b>0</b>
<b>Intergovernmental - Other</b>				
33510 MC Housing Authority	0	0	1,800	2,000
33521 East Salem Service District	0	0	1,300	800
33522 Labish Village Drain And Sewer	0	0	100	0
33523 Brooks Community Service District	0	0	2,000	300
33524 Fargo Interchange Service District	0	0	100	200
33590 From Other Agencies-Miscellaneous	79,656	82,915	111,100	95,200
Intergovernmental - Other Total	<b>79,656</b>	<b>82,915</b>	<b>116,400</b>	<b>98,500</b>
<b>Fees and Charges</b>				
34143 Copy Machine Fees	202	0	0	0
34490 Other Reimbursement	4,636	523	0	0
Fees and Charges Total	<b>4,838</b>	<b>523</b>	<b>0</b>	<b>0</b>
<b>Other - Miscellaneous</b>				
37100 Miscellaneous	30	0	0	0
Other - Miscellaneous Total	<b>30</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other - Transfers In</b>				
38102 Transfer from Lottery Distribution	0	95,000	0	0
38199 Transfer from Other Funds	0	0	0	30,000
Other - Transfers In Total	<b>0</b>	<b>95,000</b>	<b>0</b>	<b>30,000</b>
<b>Administrative Cost Recovery</b>				
48100 Legal Services Allocation	825,777	870,871	1,004,609	1,066,949
Administrative Cost Recovery Total	<b>825,777</b>	<b>870,871</b>	<b>1,004,609</b>	<b>1,066,949</b>
<b>Legal Counsel Fund 100 Total</b>	<b>910,401</b>	<b>1,104,295</b>	<b>1,121,009</b>	<b>1,195,449</b>

MARION COUNTY FY2007-08 BUDGET  
 BUDGET BY DEPARTMENT  
 CENTRAL SERVICES GROUP

**Requirements by Fund Detail**

Department: <b>Legal Counsel</b>				
	Actual FY 2005	Actual FY 2006	Budget FY 2007	Proposed FY 2008
<b>580 - Central Services</b>				
<b>Personal Services</b>				
<b>Salaries and Wages</b>				
51111 Regular Wages	453,084	506,514	666,876	682,189
51112 Temporary Wages	4,969	12,163	4,847	0
51113 Vacation Pay	30,296	28,795	0	0
51114 Sick Pay	14,139	14,931	0	0
51115 Holiday Pay	22,077	24,867	0	0
51121 Compensation Credits	39,760	45,517	48,346	52,372
51124 Leave Payoff	0	309	0	0
51125 Training Pay	458	0	0	0
51128 Cell Phone Pay	72	602	600	0
<b>Salaries and Wages Total</b>	<b>564,855</b>	<b>633,698</b>	<b>720,669</b>	<b>734,561</b>
<b>Fringe Benefits</b>				
51201 Fringe Benefits-Budget	0	0	(6,847)	0
51211 PERS	62,829	66,964	69,019	58,764
51212 401(k)	18,542	20,172	22,770	22,196
51213 PERS Debt Service	25,527	27,417	31,110	29,382
51220 FICA	42,742	47,753	54,026	55,599
51231 Medical Insurance	71,329	84,840	97,320	102,480
51232 Dental Insurance	9,231	8,917	10,260	9,456
51233 Life Insurance	1,718	1,894	1,802	1,851
51234 Disability Insurance	1,578	1,723	2,660	2,736
51240 Unemployment	2,300	2,584	2,861	2,939
51252 WC-Hourly Rate	275	275	306	340
51260 Wellness	0	163	0	0
51261 EAP	0	60	0	0
<b>Fringe Benefits Total</b>	<b>236,069</b>	<b>262,762</b>	<b>285,287</b>	<b>285,743</b>
<b>Personal Services Total</b>	<b>800,925</b>	<b>896,460</b>	<b>1,005,956</b>	<b>1,020,304</b>
<b>Materials and Services</b>				
52101 Office Supplies	3,699	10,489	3,903	3,000
52107 Departmental Supplies	218	0	0	0
52118 Books	0	105	0	0
52119 Magazines & Publications	200	0	1,150	800
52121 Gasoline	0	41	0	50
52215 Small Office Equipment	258	0	0	0
52301 Telephones	2,579	2,720	3,500	2,500
52303 Fax	(99)	(63)	0	100
52304 Data Connections	104	0	0	0
52305 Postage	787	901	1,200	1,200
52308 Telecomm Charges	0	0	0	5,973
52503 Legal Services	299	95,792	4,000	51,123
52541 Witness	97	0	260	200
52542 Interpreters	0	75	0	0
52544 Printing Services	254	137	830	1,000
52561 Mail Services	(67)	35	0	0
52579 Electronic Subscription Services	4,168	4,339	4,200	4,200



MARION COUNTY FY2007-08 BUDGET  
BUDGET BY DEPARTMENT  
CENTRAL SERVICES GROUP

Department: **Legal Counsel**

	Actual FY 2005	Actual FY 2006	Budget FY 2007	Proposed FY 2008
<b>580 - Central Services</b>				
52599 Miscellaneous Contractual Services	3,472	3,337	4,028	5,228
52605 Maint - Building & Grounds	161	448	0	20
52701 Vehicle Rental	0	0	0	100
52704 Equipment Rental	0	10	100	20
52911 Mileage-Employee	1,035	904	1,664	1,400
52913 Meals	67	49	150	100
52914 Lodging	0	536	1,625	800
52915 Mileage-Non-Employee	20	0	0	0
52921 Meetings	0	23	125	50
52922 Conferences	3,132	3,532	4,300	4,000
52930 Dues and Memberships	2,982	4,017	3,786	4,000
52965 Pre-Employment Investigations	0	70	70	0
52988 Recording Charges	0	23	0	0
52999 Miscellaneous-Other	0	137	0	0
<b>Materials and Services Total</b>	<b>23,390</b>	<b>127,656</b>	<b>34,891</b>	<b>85,864</b>
<b>Administrative Charges</b>				
60100 Board of Commissioners Allocation	6,779	7,155	7,577	7,985
60200 Business Services Allocation	4,817	4,332	3,521	3,822
60250 Risk Management Allocation	3,703	3,868	3,892	4,223
60260 Liability Insurance Allocation	2,900	4,500	4,100	5,000
60270 Workers Comp Insurance Allocation	2,400	2,500	2,500	3,700
60300 Human Resources Allocation	7,765	8,092	8,871	9,364
60350 Facilities Management Allocation	10,884	11,317	12,580	12,871
60352 Custodial Charges	6,437	6,321	6,891	7,540
60353 Courier	379	399	431	440
60354 Utilities Allocation	8,744	9,175	9,478	9,724
60400 Financial Services Allocation	2,726	2,527	3,146	3,385
60450 Information Technology Allocation	19,452	11,342	14,726	18,791
60451 Information Technology Direct	7,212	6,483	0	0
60452 FIMS Allocation	1,888	2,168	2,449	2,436
<b>Administrative Charges Total</b>	<b>86,086</b>	<b>80,179</b>	<b>80,162</b>	<b>89,281</b>
<b>Legal Counsel Fund 100 Total</b>	<b>910,401</b>	<b>1,104,295</b>	<b>1,121,009</b>	<b>1,195,449</b>

MARION COUNTY FY2007-08 BUDGET  
 BUDGET BY DEPARTMENT  
 CENTRAL SERVICES GROUP

**Resources by Fund Detail**

Department: Law Library				
	Actual FY 2005	Actual FY 2006	Budget FY 2007	Proposed FY 2008
<b>260 - Law Library</b>				
<b>Fees and Charges</b>				
34106 Law Library Fees	258,875	271,748	250,000	280,000
34177 Law Library Computer Fees	303	670	3,600	0
34490 Other Reimbursement	0	(2,551)	0	0
Fees and Charges Total	<b>259,178</b>	<b>269,867</b>	<b>253,600</b>	<b>280,000</b>
<b>Other - Interest</b>				
36100 Investment Interest	7,517	15,912	7,500	17,000
Other - Interest Total	<b>7,517</b>	<b>15,912</b>	<b>7,500</b>	<b>17,000</b>
<b>Other - Miscellaneous</b>				
37100 Miscellaneous	1,088	0	0	500
Other - Miscellaneous Total	<b>1,088</b>	<b>0</b>	<b>0</b>	<b>500</b>
<b>Net Working Capital</b>				
39200 Unrestricted Net Working Capital	410,184	432,777	369,000	426,000
Net Working Capital Total	<b>410,184</b>	<b>432,777</b>	<b>369,000</b>	<b>426,000</b>
<b>Law Library Fund 260 Total</b>	<b>677,967</b>	<b>718,556</b>	<b>630,100</b>	<b>723,500</b>

MARION COUNTY FY2007-08 BUDGET  
 BUDGET BY DEPARTMENT  
 CENTRAL SERVICES GROUP

**Requirements by Fund Detail**

Department: Law Library				
	Actual FY 2005	Actual FY 2006	Budget FY 2007	Proposed FY 2008
<b>260 - Law Library</b>				
<b>Personal Services</b>				
<b>Salaries and Wages</b>				
51111 Regular Wages	56,434	65,606	80,753	89,603
51112 Temporary Wages	2,915	3,805	3,166	6,101
51113 Vacation Pay	3,285	3,853	0	0
51114 Sick Pay	1,694	2,667	0	0
51115 Holiday Pay	3,268	3,062	0	0
51116 Comp Time Pay	0	254	0	0
51121 Compensation Credits	3,678	5,157	5,378	5,498
<b>Salaries and Wages Total</b>	<b>71,273</b>	<b>84,404</b>	<b>89,297</b>	<b>101,202</b>
<b>Fringe Benefits</b>				
51201 Fringe Benefits-Budget	0	0	85	0
51211 PERS	8,197	8,646	8,311	7,608
51212 401(k)	1,278	986	1,076	1,243
51213 PERS Debt Service	3,331	3,536	3,747	3,804
51220 FICA	5,125	5,936	6,258	7,389
51231 Medical Insurance	18,831	17,521	19,464	20,496
51232 Dental Insurance	2,294	2,188	2,280	2,364
51233 Life Insurance	203	255	217	239
51234 Disability Insurance	183	232	320	354
51240 Unemployment	287	338	344	380
51252 WC-Hourly Rate	50	50	51	60
51260 Wellness	0	33	0	0
51261 EAP	0	12	0	0
<b>Fringe Benefits Total</b>	<b>39,779</b>	<b>39,732</b>	<b>42,153</b>	<b>43,937</b>
<b>Personal Services Total</b>	<b>111,052</b>	<b>124,135</b>	<b>131,450</b>	<b>145,139</b>
<b>Materials and Services</b>				
52101 Office Supplies	1,385	489	2,800	1,000
52119 Magazines & Publications	45,056	51,516	70,000	70,000
52217 Computer Equipment (<\$5,000)	1,835	939	3,000	0
52218 Software	0	0	0	3,000
52301 Telephones	1,198	800	1,200	0
52304 Data Connections	30,692	28,561	36,300	1,920
52305 Postage	111	152	130	130
52579 Electronic Subscription Services	0	0	0	61,472
52601 Maint - Office Equipment	1,300	1,450	3,600	0
52911 Mileage-Employee	178	209	200	200
52912 Commercial Carrier	80	0	650	800
52913 Meals	45	0	250	250
52914 Lodging	382	307	800	1,200
52921 Meetings	100	409	300	300
52922 Conferences	295	0	250	450
52923 Training	0	0	200	0
52930 Dues and Memberships	486	498	500	500
52965 Pre-Employment Investigations	0	35	0	0

MARION COUNTY FY2007-08 BUDGET  
 BUDGET BY DEPARTMENT  
 CENTRAL SERVICES GROUP

Department: **Law Library**

	Actual FY 2005	Actual FY 2006	Budget FY 2007	Proposed FY 2008
<b>260 - Law Library</b>				
<b>Administrative Charges</b>				
60100 Board of Commissioners Allocation	2,288	1,967	2,005	2,099
60200 Business Services Allocation	1,245	877	700	815
60250 Risk Management Allocation	886	635	674	722
60260 Liability Insurance Allocation	400	500	600	600
60270 Workers Comp Insurance Allocation	400	300	300	500
60300 Human Resources Allocation	2,036	1,596	1,724	1,843
60350 Facilities Management Allocation	12,192	12,798	13,809	13,925
60352 Custodial Charges	6,669	5,892	6,638	7,159
60353 Courier	103	82	88	91
60354 Utilities Allocation	9,065	9,519	9,788	9,917
60400 Financial Services Allocation	3,727	3,502	4,649	5,853
60410 Legal Services	6,668	3,784	3,064	3,468
60450 Information Technology Allocation	2,389	2,820	2,812	1,090
60451 Information Technology Direct	1,030	778	0	0
60452 FIMS Allocation	1,897	1,993	2,238	2,807
<b>Administrative Charges Total</b>	<b>50,995</b>	<b>47,043</b>	<b>49,089</b>	<b>50,889</b>
<b>Contingency</b>				
55100 Contingency	0	0	210,000	150,000
<b>Contingency Total</b>	<b>0</b>	<b>0</b>	<b>210,000</b>	<b>150,000</b>
<b>Unappropriated Ending Fund Bal</b>				
57100 Undesignated Ending Fund Balance	0	0	119,381	236,250
<b>Unappropriated Ending Fund Bal Total</b>	<b>0</b>	<b>0</b>	<b>119,381</b>	<b>236,250</b>
<b>Law Library Fund 260 Total</b>	<b>245,190</b>	<b>256,543</b>	<b>630,100</b>	<b>723,500</b>