

Administration

Budget Summary:

	FY 04 Actual	FY 05 Actual	FY 06 Amend.	FY 06 Estimated	FY 07 Total Req.	FY 07 Total Rec.	FY 07 App. Cont.	FY 07 App. Exp.	FY 07 Total App.	Cont. % Inc/Dec	Total % Inc/Dec
Revenues											
<i>Sales & Service</i>	2,748	2,830	2,829	3,238	2,830	2,830	2,830	0	2,830	0.0%	0.0%
Total Revenues	2,748	2,830	2,829	3,238	2,830	2,830	2,830	0	2,830	0.0%	0.0%
Expenditures											
<i>Salaries</i>	1,093,574	1,097,355	1,271,282	1,271,202	1,508,018	1,481,412	1,378,265	111,755	1,490,020	8.4%	16.5%
<i>Other Personnel Costs</i>	375,092	382,174	436,058	430,751	528,755	516,310	474,865	42,545	517,410	8.9%	18.4%
<i>Operating</i>	993,032	1,040,677	1,667,610	1,170,875	1,857,263	1,707,263	1,641,263	67,337	1,708,600	-1.6%	2.4%
<i>Debt</i>	252,177	122,030	0	0	0	0	0	0	0	0.0%	0.0%
<i>Transfers</i>	766,214	1,000,000	2,952,392	2,793,624	3,201,181	3,201,181	3,201,181	0	3,201,181	8.4%	8.4%
<i>Public Assistance/Grants/Special Pro</i>	31,185	12,900	34,800	35,680	28,200	28,200	28,200	0	28,200	-19.0%	-19.0%
<i>Capital Outlay</i>	43,024	322,547	787,585	708,248	1,016,505	986,505	967,505	19,000	986,505	22.8%	25.3%
Total Expenditures	3,554,299	3,977,683	7,149,727	6,410,380	8,139,922	7,920,871	7,691,279	240,637	7,931,916	7.6%	10.9%
Net Cost:	3,551,551	3,974,853	7,146,898	6,407,142	8,137,092	7,918,041	7,688,449	240,637	7,929,086	7.6%	10.9%

■ *The Administration budget is increasing because of large capital expenditures and transfers in the General Services budget for Capital Improvements Program (CIP) projects approved by the Board of Commissioners. Please see the General Services budget for further explanation.*

■ *Salaries in Administration are increasing by a larger percentage because of the mid-year addition of positions in the Manager's Office and Finance Office to support grants. The public assistance/grants/special programs line item is decreasing because the county will have to reimburse fewer school impact fees for affordable housing construction.*

Buildings & Grounds

The mission of the Facilities Management Department is to ensure a clean and safe working environment for the employees of Chatham County and the visiting public.

Budget Summary:	FY 04 Actual	FY 05 Actual	FY 06 Amend.	FY 06 Estimated	FY 07 Total Req.	FY 07 Total Rec.	FY 07 App. Cont.	FY 07 App. Exp.	FY 07 Total App.	% Cont. Inc/Dec	% Total Inc/Dec
Expenditures											
<i>Salaries</i>	186,106	176,825	238,001	234,548	271,205	244,599	244,599	0	244,599	2.8%	2.8%
<i>Other Personnel Costs</i>	103,012	105,125	112,941	108,819	125,514	113,072	113,072	0	113,072	0.1%	0.1%
<i>Operating</i>	434,548	536,308	671,112	599,206	708,735	708,735	708,735	0	708,735	5.6%	5.6%
<i>Debt</i>	252,177	122,030	0	0	0	0	0	0	0	0.0%	0.0%
<i>Capital Outlay</i>	0	0	19,500	18,438	12,000	12,000	12,000	0	12,000	-38.5%	-38.5%
Total Expenditures	975,843	940,287	1,041,554	961,011	1,117,454	1,078,406	1,078,406	0	1,078,406	3.5%	3.5%
Net Cost:	975,843	940,287	1,041,554	961,011	1,117,454	1,078,406	1,078,406	0	1,078,406	3.5%	3.5%
FTE's	8.00	8.00	9.00	9.00	10.00	9.00	9.00	0.00	9.00	0.0%	0.0%

County Attorney

Budget Summary:	FY 04 Actual	FY 05 Actual	FY 06 Amend.	FY 06 Estimated	FY 07 Total Req.	FY 07 Total Rec.	FY 07 App. Cont.	FY 07 App. Exp.	FY 07 Total App.	% Cont. Inc/Dec	% Total Inc/Dec
Expenditures											
<i>Operating</i>	36,000	62,120	62,500	62,240	75,500	75,500	75,500	0	75,500	20.8%	20.8%
Total Expenditures	36,000	62,120	62,500	62,240	75,500	75,500	75,500	0	75,500	20.8%	20.8%
Net Cost:	36,000	62,120	62,500	62,240	75,500	75,500	75,500	0	75,500	20.8%	20.8%
FTE's	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	0.0%
■The County Attorney requested the increase in his retainer.											

County Manager's Office

The mission of the Manager's Office is to implement policies adopted by the Chatham County Board of Commissioners and ensure the effectiveness of County departments within legal requirements, best management practices, and efficient management of the County's resources.

Budget Summary:	FY 04 Actual	FY 05 Actual	FY 06 Amend.	FY 06 Estimated	FY 07 Total Req.	FY 07 Total Rec.	FY 07 App. Cont.	FY 07 App. Exp.	FY 07 Total App.	% Cont. Inc/Dec	% Total Inc/Dec
Expenditures											
<i>Salaries</i>	286,329	244,680	312,843	316,035	378,125	378,125	346,733	40,000	386,733	10.8%	23.6%
<i>Other Personnel Costs</i>	81,219	64,061	87,835	86,470	113,445	113,442	101,130	13,412	114,542	15.1%	30.4%
<i>Operating</i>	33,289	34,753	62,305	52,212	77,964	77,964	62,964	16,337	79,301	1.1%	27.3%
<i>Capital Outlay</i>	2,675	0	0	11,200	8,000	8,000	0	8,000	8,000	0.0%	800000.0 %
Total Expenditures	403,512	343,494	462,983	465,917	577,534	577,531	510,827	77,749	588,576	10.3%	27.1%
Net Cost:	403,512	343,494	462,983	465,917	577,534	577,531	510,827	77,749	588,576	10.3%	27.1%
FTE's	6.00	4.00	5.00	5.00	6.00	6.00	5.00	1.00	6.00	0.0%	20.0%
■ The increase in salaries and personnel costs is larger because the Grants and Special Projects Manager was funded for only 10 months in FY 2006.											

Expansion Approved:

■ **Management Technician Position:** Establish a management technician position to support the Assistant County Manager in meeting increased responsibilities.: Much more responsibility has been added to the County Manager's Office in the last few years. In addition, a staff position was cut from the Manager's Office in 2003. The result is that the Assistant County Manager's responsibilities have increased significantly. That position is now responsible for overseeing preparation of the budget and capital improvements program, management of most new capital projects, coordination of the Chatham Leadership Academy, oversight of work place safety and risk management, analysis and recommendations for new procedures (such as the fleet system, electronic document management system, and contract with Alamance County for shared library operations), in addition to serving as second in command for day-to-day operations of the county. Some of the work required to perform these functions could be delegated to a management technician, who could assist in budget preparation, risk management, workplace safety, performing required analysis of operations, etc. The Assistant County Manager could then focus less on day-to-day details and more on operational improvements and project management. Net Cost: \$54,747.00

■ **Website Redesign and Maintenance:** Redesign the county's website to make it easier to use and more relevant for citizens. Purchase software to make updates easier for departments.: The county's website is becoming an increasingly important source of information for current and prospective citizens as well as the business community in Chatham County. It is often the first point of contact, making it very important to make the best impression possible. New research shows that this first impression for business leaders is critical. The website has not had a substantial redesign since 2002. There is very little consistency in design and features across the website. For example, some pages lack a clear Chatham County identity, while others do not provide basic contact information. New web software has evolved to provide more user-friendly features, such as easy signup for email notices and some simple online application forms, and to make it easier for staff to update their web information. The redesign will allow us to solicit input from external and internal users to work with a professional website designer to produce a template that we implement, starting with three to five pilot departments in FY 07. This one-time project will be funded by a transfer from capital reserve. Total Cost: \$23,000; Net Cost: \$0.00

Court Facilities

Budget Summary:	FY 04 Actual	FY 05 Actual	FY 06 Amend.	FY 06 Estimated	FY 07 Total Req.	FY 07 Total Rec.	FY 07 App. Cont.	FY 07 App. Exp.	FY 07 Total App.	% Cont. Inc/Dec	% Total Inc/Dec
Revenues											
<i>Sales & Service</i>	2,748	2,830	2,829	2,830	2,830	2,830	2,830	0	2,830	0.0%	0.0%
Total Revenues	2,748	2,830	2,829	2,830	2,830	2,830	2,830	0	2,830	0.0%	0.0%
Expenditures											
<i>Operating</i>	44,524	54,646	78,964	61,725	71,505	71,505	71,505	0	71,505	-9.4%	-9.4%
Total Expenditures	44,524	54,646	78,964	61,725	71,505	71,505	71,505	0	71,505	-9.4%	-9.4%
Net Cost:	41,776	51,816	76,135	58,895	68,675	68,675	68,675	0	68,675	-9.8%	-9.8%
FTE's	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	0.0%

Finance Office

The mission of the Finance Department is to maintain all County financial records, plan and execute financial strategies to improve the County's debt rating, and oversee all purchasing transactions for County departments. The Department is committed to providing timely, accessible, and accurate service to all of its users while conducting its business in accordance with applicable local, State, and Federal regulations.

Budget Summary:	FY 04 Actual	FY 05 Actual	FY 06 Amend.	FY 06 Estimated	FY 07 Total Req.	FY 07 Total Rec.	FY 07 App. Cont.	FY 07 App. Exp.	FY 07 Total App.	% Cont. Inc/Dec	% Total Inc/Dec
Expenditures											
<i>Salaries</i>	308,231	322,036	332,661	332,849	375,136	375,136	375,136	0	375,136	12.8%	12.8%
<i>Other Personnel Costs</i>	90,806	94,977	103,083	102,966	120,155	120,155	120,155	0	120,155	16.6%	16.6%
<i>Operating</i>	270,779	93,470	145,698	139,024	144,671	144,671	144,671	0	144,671	-0.7%	-0.7%
<i>Capital Outlay</i>	0	58,035	21,407	6,001	0	0	0	0	0	-100.0%	-100.0%
Total Expenditures	669,817	568,517	602,849	580,840	639,962	639,962	639,962	0	639,962	6.2%	6.2%
Net Cost:	669,817	568,517	602,849	580,840	639,962	639,962	639,962	0	639,962	6.2%	6.2%
FTE's	7.00	7.00	8.00	8.00	8.00	8.00	8.00	0.00	8.00	0.0%	0.0%

Fleet Management

Budget Summary:	FY 04 Actual	FY 05 Actual	FY 06 Amend.	FY 06 Estimated	FY 07 Total Req.	FY 07 Total Rec.	FY 07 App. Cont.	FY 07 App. Exp.	FY 07 Total App.	% Cont. Inc/Dec	% Total Inc/Dec
Expenditures											
<i>Salaries</i>	58,631	59,652	60,672	61,630	62,539	62,539	62,539	0	62,539	3.1%	3.1%
<i>Other Personnel Costs</i>	23,469	24,193	25,727	25,876	26,932	26,932	26,932	0	26,932	4.7%	4.7%
<i>Operating</i>	13,287	22,548	33,230	17,825	21,716	21,716	21,716	0	21,716	-34.6%	-34.6%
<i>Capital Outlay</i>	10,650	138,098	6,000	23,531	0	0	0	0	0	-100.0%	-100.0%
Total Expenditures	106,037	244,491	125,629	128,862	111,187	111,187	111,187	0	111,187	-11.5%	-11.5%
Net Cost:	106,037	244,491	125,629	128,862	111,187	111,187	111,187	0	111,187	-11.5%	-11.5%
FTE's	2.00	2.00	2.00	2.00	2.00	2.00	2.00	0.00	2.00	0.0%	0.0%

General Services

Budget Summary:	FY 04 Actual	FY 05 Actual	FY 06 Amend.	FY 06 Estimated	FY 07 Total Req.	FY 07 Total Rec.	FY 07 App. Cont.	FY 07 App. Exp.	FY 07 Total App.	% Cont. Inc/Dec	% Total Inc/Dec
Revenues											
<i>Sales & Service</i>	0	0	0	408	0	0	0	0	0	0.0%	0.0%
Total Revenues	0	0	0	408	0	0	0	0	0	0.0%	0.0%
Expenditures											
<i>Operating</i>	16,070	34,472	445,542	92,474	530,896	380,896	380,896	0	380,896	-14.5%	-14.5%
<i>Transfers</i>	766,214	1,000,000	2,952,392	2,793,624	3,201,181	3,201,181	3,201,181	0	3,201,181	8.4%	8.4%
<i>Public Assistance/Grants/Special Programs</i>	31,185	12,900	34,800	35,680	28,200	28,200	28,200	0	28,200	-19.0%	-19.0%
<i>Capital Outlay</i>	103	0	740,678	640,678	955,505	955,505	955,505	0	955,505	29.0%	29.0%
Total Expenditures	813,572	1,047,372	4,173,412	3,562,456	4,715,782	4,565,782	4,565,782	0	4,565,782	9.4%	9.4%
Net Cost:	813,572	1,047,372	4,173,412	3,562,048	4,715,782	4,565,782	4,565,782	0	4,565,782	9.4%	9.4%
FTE's	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	0.0%
<p>■The continuation budget includes \$955,505 for building renovations and \$100,000 for imaging. These projects were approved by the Board of Commissioners in the Capital Improvements Program (CIP). A transfer from fund balance pays for these projects.</p> <p>■The General Services budget also includes a \$2,501,181 transfer to a general fund reserve account to accumulate funds for future debt service on capital projects.</p>											

Management Informations Systems (MIS)

The mission of the MIS Department is to provide centralized technical support for all County Departments, minimizing computer downtime, maximizing networkability between Departments, and implementing a long-term technology development strategy that will allow the County to grow in a secure, technologically seamless environment.

Budget Summary:	FY 04	FY 05	FY 06	FY 06	FY 07	FY 07	FY 07	FY 07	FY 07	% Cont.	% Total
	Actual	Actual	Amend.	Estimated	Total Req.	Total Rec.	App. Cont.	App. Exp.	Total App.	Inc/Dec	Inc/Dec
Expenditures											
<i>Salaries</i>	254,278	294,162	327,105	326,140	421,013	421,013	349,258	71,755	421,013	6.8%	28.7%
<i>Other Personnel Costs</i>	76,585	93,819	106,472	106,620	142,709	142,709	113,576	29,133	142,709	6.7%	34.0%
<i>Operating</i>	144,535	202,361	168,259	146,169	226,276	226,276	175,276	51,000	226,276	4.2%	34.5%
<i>Capital Outlay</i>	29,597	126,414	0	8,400	41,000	11,000	0	11,000	11,000	0.0%	1100000.0%
Total Expenditures	504,994	716,757	601,836	587,329	830,998	800,998	638,110	162,888	800,998	6.0%	33.1%
Net Cost:	504,994	716,757	601,836	587,329	830,998	800,998	638,110	162,888	800,998	6.0%	33.1%
FTE's	6.00	7.00	7.00	7.00	9.00	9.00	7.00	2.00	9.00	0.0%	28.6%

Expansion Approved:

■ **Enterprise Agreement:** Enter into a three-year agreement with Microsoft to standardize and provide for updated software across all county departments.: In recent years, the county has dramatically improved its computer network and implemented minimum standards for computers. However, the county still lacks standardized operating systems and software, which decreases the organization's ability to share computer files and applications. An enterprise agreement will allow the county to purchase seats in bulk for both operating systems and software and provide for free upgrades, which is cheaper in the long run than purchasing separate licenses for all departments. Through the enterprise agreement, computers in every department will have up-to-date software for a fixed annual price. The county will have the option of locking this price in for six years. An enterprise agreement also provides training and support. Finally, this agreement includes an e-mail server. Currently, the county spends more than \$10,000 per year for use of the state's e-mail server, which will no longer be required. Having our own e-mail server will allow for greater organizational efficiency by having automated e-mail groups and being able to share calendars. This three-year project will be funded by a transfer from capital reserve. Total Cost: \$51,000. Net Cost: \$0.00

■ **Database Administrator:** Establish a position to maintain the increasing number of county databases to ensure data integrity and integration.: Chatham County is becoming more dependent on computer applications that store and retrieve information using databases. To ensure data integrity and consistency as well as increase data sharing between these systems, a new position is established. By centralizing responsibility for database administration, we can ensure proper maintenance of these important systems and the creation of better standards and documentation. Without this position, the county will miss opportunities to make its software applications more useful and efficient. New systems that are soon to be installed include the following:

--Electronic Document Management System: Standardized system of storage and retrieval of images and documents

--Computer Aided Dispatch System: Replacement of current system used at EOC for emergency response

--CityView upgrades: Internet access to permitting/inspections data for citizens to check on and apply for permits through the internet

--ArclIMS webserver migration: Improved functionality of the www.chathamgis.com website. Net Cost: \$75,656.00

■ Upgrade the county's GIS web server: Purchase software to update the GIS website in order to increase the number of users who have access and expand data availability.: The GIS website currently provides access to approximately 40 layers of geospatial data and is nearing its designed data layer limit. As the County's geospatial database expands, it is necessary to upgrade the mapserver software to increase the number of available data layers and website functionality. The current website also requires users to have Internet Explorer 5.5 or higher on a Windows operating system. This limits access to users who utilize other operating systems. The new GIS website mapserver software will also allow Chatham County to provide its geospatial data for distribution via NC OneMap which is a statewide online geospatial data distribution initiative. This one-time project will be funded by a transfer from capital reserve. Total Cost: \$11,000; Net Cost: \$0.00

■ Information Technology Assistant for Public Health and Elections: Provide county funding for the loss of grant funds to cover a halftime technology position for Health and Elections and move the position organizationally from Health to MIS, to increase capacity for the organization.: The Health Department has a full-time IT position. Half of this position is currently funded through state funds, which the county is losing next year. The Health Department requested that the county assume the full cost of this position. In addition, the Elections Office requested a fulltime machine technician to assist with programming and testing the new voting equipment. The County Manager did not believe this responsibility required a fulltime position. The budget funds the Health IT position, but that the position will also assume the responsibilities for Elections. In addition, consistent with how other IT positions are treated, the position is being moved organizationally to MIS so that it can increase the IT capacity for the entire organization. Net Cost: \$25,231.00