

Administration

Administration includes departments that provide support functions for departments that deliver services. It also includes non-departmental expense.

Budget Summary:

	A 2010 Actual	B 2011 Actual	C 2012 Amended	D 2012 Estimated	E 2013 Total Req.	F 2013 Total Rec.	G 2013 Appr. Cont.	H 2013 Appr. Exp.	I 2013 Total Appr.	J Variance	K Total % Inc./Dec.
Revenues											
Intergovernmental	142,637	152,328	135,000	163,433	148,000	148,000	148,000	0	148,000	13,000	10%
Grants/Donations	35,573	28,066	0	80,117	0	0	0	0	0	0	0%
Sales & Service	0	140	0	0	0	0	0	0	0	0	0%
Total Revenues	178,210	180,534	135,000	243,550	148,000	148,000	148,000	0	148,000	13,000	10%
Expenditures											
Salaries	1,870,071	1,950,994	1,829,942	1,847,973	2,025,731	2,137,107	2,000,283	136,824	2,137,107	307,165	17%
Other Personnel Costs	688,369	739,785	727,374	728,646	782,352	804,268	749,814	54,454	804,268	76,894	11%
Operating	2,643,587	1,995,087	2,355,481	1,668,886	2,785,746	2,548,772	2,540,165	8,607	2,548,772	193,291	8%
Debt	393,201	383,540	373,880	529,771	279,437	279,437	279,437	0	279,437	(94,443)	(25%)
Transfers	4,037,130	4,196,105	4,305,616	4,305,616	5,840,470	5,840,470	5,840,470	0	5,840,470	1,534,854	36%
Public Assistance/Grants/Special Programs	478,078	417,503	84,500	238,666	81,121	81,121	81,121	0	81,121	(3,379)	(4%)
Capital Outlay	465,688	828,538	570,245	472,502	1,919,708	1,919,708	165,608	1,754,100	1,919,708	1,349,463	237%
Total Expenditures	10,576,124	10,511,552	10,247,038	9,792,060	13,714,565	13,610,883	11,656,898	1,953,985	13,610,883	3,363,845	33%
Net Cost:	10,397,914	10,331,018	10,112,038	9,548,510	13,566,565	13,462,883	11,508,898	1,953,985	13,462,883	3,350,845	33%

County Attorney

The Chatham County Attorney's Office serves as the legal adviser to the Board of Commissioners. The Office also provides legal advice to the County Manager and all Department Heads and their employees in the civil law arena. Our mission is to do so by proactively working with the various departments in a consistent and effective manner. The Office seeks to minimize the County's exposure to legal actions and also prepares, reviews, researches and litigates, if needed, on matters involving the County.



Budget Summary:	A 2010 Actual	B 2011 Actual	C 2012 Amended	D 2012 Estimated	E 2013 Total Req.	F 2013 Total Rec.	G 2013 Appr. Cont.	H 2013 Appr. Exp.	I 2013 Total Appr.	J Variance	K Total % Inc./Dec.
Expenditures											
Salaries	41,722	43,429	41,608	41,600	41,608	42,441	42,441	0	42,441	833	2%
Other Personnel Costs	14,626	16,029	16,043	16,043	15,892	16,051	16,051	0	16,051	8	0%
Operating	273,442	276,216	271,560	229,824	220,614	220,614	270,614	(50,000)	220,614	(50,946)	(19%)
Total Expenditures:	329,790	335,674	329,211	287,467	278,114	279,106	329,106	(50,000)	279,106	(50,105)	(15%)
Net Cost	329,790	335,674	329,211	287,467	278,114	279,106	329,106	(50,000)	279,106	(50,105)	(15%)
Number of County Employees	1.00	1.00	1.00	1.00	1.00	1.00	1.00	0.00	1.00	0.00	0%

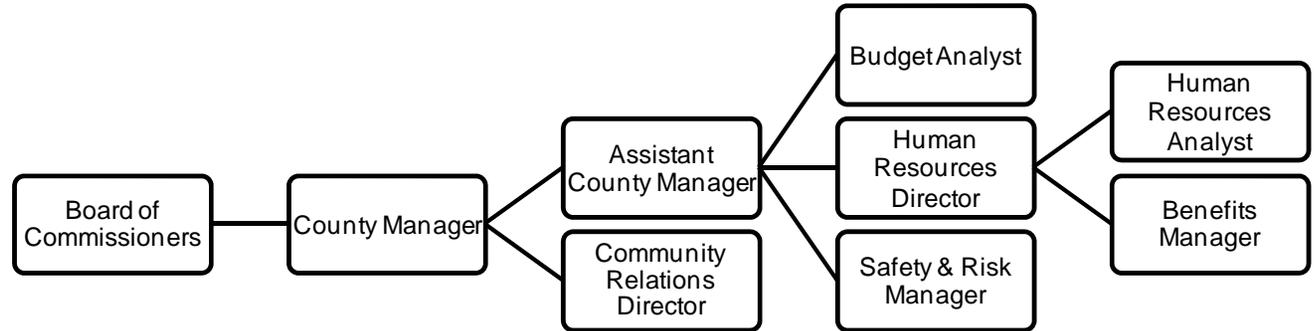
Cuts or Expansion Approved:

Targeted cut--reduce attorney retainer: The Board of Commissioners has requested that the County Attorney retainer fee be reduced by half. The \$45,000 reduction can be accomplished by reducing the number of BOC meetings - or the number at which the attorney is required - to one meeting per month. Departments are also encouraged to access the School of Government first, before contacting the County Attorney for advice. Net Cost: (\$45,000)

Targeted cut-- reduce attorney expenses by streamlining the contracts process: A streamlined contract process has been implemented that will include paralegal review of contracts to ensure compliance with county policy and reduce the amount of time the attorney will spend on contracts. Creation of contract templates and routing will result in a \$5,000 reduction. Net Cost: (\$5,000)

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.



Major responsibilities:

1. Implement policies adopted by the Chatham County Board of Commissioners
2. Ensure that County departments operate effectively, efficiently and within legal requirements
3. Improve communication with citizens to enhance their ability to be involved with county government
4. Implement and manage the county budget
5. Provide Human Resources needs for county staff
6. Administer official Board of Commissioners records and contracts and prepare agendas
7. Actively promote positive relations within Chatham County and discourage discriminatory practices towards any group of residents

Budget Summary:	A	B	C	D	E	F	G	H	I	J	K
	2010	2011	2012	2012	2013	2013	2013	2013	2013	Variance	Total %
	Actual	Actual	Amended	Estimated	Total Req.	Total Rec.	Appr. Cont.	Appr. Exp.	Total Appr.		Inc./Dec.
Expenditures											
Salaries	407,289	439,187	530,982	537,427	534,561	554,471	554,471	0	554,471	23,489	4%
Other Personnel Costs	120,605	139,488	180,317	178,617	179,371	183,201	183,201	0	183,201	2,884	2%
Operating	33,576	41,043	51,290	33,244	48,693	49,058	49,058	0	49,058	(2,232)	(4%)
Total Expenditures:	561,470	619,718	762,589	749,288	762,625	786,730	786,730	0	786,730	24,141	3%
Net Cost	561,470	619,718	762,589	749,288	762,625	786,730	786,730	0	786,730	24,141	3%
Number of County Employees	9.00	9.50	8.00	8.00	8.00	8.00	8.00	0.00	8.00	0.00	0%

Work Plan

Goal: Ensure the wise use of county funds.

Objectives:

- Protect the county's excellent financial condition by ensuring that the fund balance is at least 20% of budgeted expenditures and by maintaining or improving its bond rating.
- Improve the accuracy of financial projections for the adopted budget as compared to actual year-end expenditures and revenues.
- Ensure that the recommended budget provides meaningful information to help commissioners with their decision making.
- Improve organizational performance through increased efficiency and effectiveness.

Key Measures	FY 2009 Actual	FY 2010 Actual	FY 2011 Actual	FY 2012 Estimated	FY 2013 Projected
Fund balance available for appropriation as a percent of adopted budget expenditures	28.04%	24.2%	26.2%	>20%	>20%
County's bond rating	A1/AA-	AA+/Aa2	AA+/Aa2	AA+/Aa2	AA+/Aa2
Percent difference between general fund original budgeted expenditures and actual expenditures	-4.7%	1.1%	-3%	0%	-3%

Goal: Improve communication with citizens to improve their ability to be involved with county government more effectively.

Objectives:

- Conduct a community survey every two years to get input from residents on priorities and communication efforts.

Key Measures	FY 2009 Actual	FY 2010 Actual	FY 2011 Actual	FY 2012 Estimated	FY 2013 Projected
Percent of respondents to biennial community survey who agree that Chatham County government welcomes citizen involvement	47%	NM	47%	N/A	N/A

Goal: Develop and retain a highly qualified workforce.

Objectives:

- Improve employee safety through the countywide Safety Committee, Accident Review Board and other strategies.
- Reduce annual staff turnover rate.

Key Measures	FY 2009 Actual	FY 2010 Actual	FY 2011 Actual	FY 2012 Estimated	FY 2013 Projected
Annual staff turnover rate	10%	11%	10.4%	8.3%	10%
Percent of vacant positions filled by minorities	30%	18%	9%	23%	25%

Goal: Improve our department's service to external and internal customers.

Objectives:

- Use biennial community survey and other online survey capacity to expand opportunities to get feedback from residents on Manager's Office and other departments' programs and services.

Key Measures	FY 2009 Actual	FY 2010 Actual	FY 2011 Actual	FY 2012 Estimated	FY 2013 Projected
Percent of respondents to biennial community survey who rate overall county customer service experiences as good to excellent	78%	NM	85%	NM	85%
Percent of biennial survey respondents who rate the customer service of the County Manager's Office as good to excellent	81%	NM	83.3%	NM	85%

Accomplishments:

1. Chatham County took several new steps in FY 2011-12 to provide easier public access to important county activities or records, including a new Open Government tab on the county homepage at www.chathamnc.org to make it easier to find these resources. The county has received statewide acclaim for these efforts. Online resources include a monthly checkbook register, resolutions proposed and adopted
2. Design and implementation of a new Chatham County Employees Intranet site to improve communication and provide quick and easy access to information.

Innovations:

1. Live streaming of BOC meetings so that people can view the proceedings live via the website
2. A virtual video tour of the county comprised of 8-10 short one-minute videos at no cost to the county

County Manager's Office -- Community Relations Division

This division has been merged with the County Manager's Office.

Budget Summary:	A 2010 Actual	B 2011 Actual	C 2012 Amended	D 2012 Estimated	E 2013 Total Req.	F 2013 Total Rec.	G 2013 Appr. Cont.	H 2013 Appr. Exp.	I 2013 Total Appr.	J Variance	K Total % Inc./Dec.
Expenditures											
Salaries	192,163	148,330	0	0	0	0	0	0	0	0	0%
Other Personnel Costs	58,459	53,194	0	0	0	0	0	0	0	0	0%
Operating	24,030	30,186	0	0	0	0	0	0	0	0	0%
Capital Outlay	0	5,388	0	0	0	0	0	0	0	0	0%
Total Expenditures:	274,652	237,098	0	0	0	0	0	0	0	0	0%
Net Cost	274,652	237,098	0	0	0	0	0	0	0	0	0%
Number of County Employees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0%

Court Facilities

Chatham County is legally responsible for building maintenance, utilities and other facility related expenses, which the budget reflects. The State of North Carolina operates the court system and manages all staff, including judges, district attorney, magistrate and clerk of court.

Budget Summary:	A 2010 Actual	B 2011 Actual	C 2012 Amended	D 2012 Estimated	E 2013 Total Req.	F 2013 Total Rec.	G 2013 Appr. Cont.	H 2013 Appr. Exp.	I 2013 Total Appr.	J Variance	K Total % Inc./Dec.
Revenues											
Intergovernmental	142,637	152,328	135,000	163,433	148,000	148,000	148,000	0	148,000	13,000	10%
Total Revenues:	142,637	152,328	135,000	163,433	148,000	148,000	148,000	0	148,000	13,000	10%
Expenditures											
Operating	115,040	73,317	78,917	71,294	190,325	191,185	78,308	112,877	191,185	112,268	142%
Total Expenditures:	115,040	73,317	78,917	71,294	190,325	191,185	78,308	112,877	191,185	112,268	142%
Net Cost	(27,597)	(79,011)	(56,083)	(92,139)	42,325	43,185	(69,692)	112,877	43,185	99,268	(177%)
Number of County Employees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0%

Cuts or Expansion Approved:

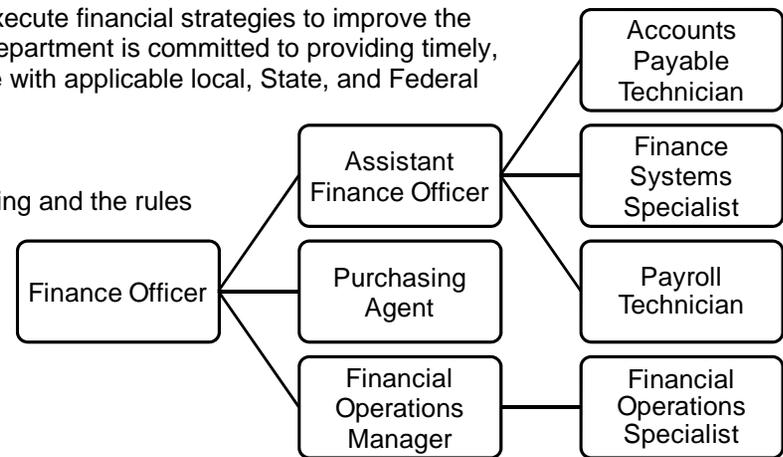
Justice Center operating expenses: Fund operating costs associated with the new Justice Center, scheduled to open January 1, 2013. Net Cost: \$112,877

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.

Major responsibilities:

1. Keep accounts in accordance with generally accepted principles of governmental accounting and the rules and regulations of the Local Government Commission
2. Disburse funds in compliance with the local government and fiscal control act, the budget ordinance and each project ordinance
3. Supervise the receipt and deposit of all moneys accruing to the county
4. Manage the county's debt and other obligations and determine the amount of money required for annual debt service
5. Invest idle funds of the County
6. Prepare financial statements for use by Commissioners, citizens and other agencies



Budget Summary:	A	B	C	D	E	F	G	H	I	J	K
	2010	2011	2012	2012	2013	2013	2013	2013	2013	Variance	Total %
	Actual	Actual	Amended	Estimated	Total Req.	Total Rec.	Appr. Cont.	Appr. Exp.	Total Appr.		Inc./Dec.
Expenditures											
Salaries	385,619	375,064	379,756	372,389	396,612	417,688	406,130	11,558	417,688	37,932	10%
Other Personnel Costs	124,672	138,717	140,381	135,345	139,685	143,724	141,506	2,218	143,724	3,343	2%
Operating	116,095	187,223	152,057	126,059	123,287	123,605	123,605	0	123,605	(28,452)	(19%)
Capital Outlay	0	0	0	0	0	0	0	0	0	0	0%
Total Expenditures:	626,386	701,004	672,194	633,793	659,584	685,017	671,241	13,776	685,017	12,823	2%
Net Cost	626,386	701,004	672,194	633,793	659,584	685,017	671,241	13,776	685,017	12,823	2%
Number of County Employees	8.00	8.00	8.00	8.00	8.00	8.00	8.00	0.00	8.00	0.00	0%

One-time Expenses: The FY 2012 budget includes one-time expenses of \$32,425. The FY 2013 budget includes one-time expenses of \$5,990. If one-time expenses are subtracted, the percent difference between the FY 2012 and 2013 budgets is 6.14%.

Cuts or Expansion Approved:

Reorganization of the Finance Office: In April, Human Resources completed an organizational analysis of the Finance Office because the unbalanced workload and lack of backup was impacting the efficiency and effectiveness of the department. The analysis indicated the need for a restructuring of staff, including three reclassifications that will add supervisory responsibilities and greater accountability. The reclassification of the Financial Operations Manager reflects additional supervisory responsibilities, while the reclassification of the Finance Systems Specialist and Financial Operations Specialist are based on expanded roles with significantly more responsibility. Net Cost: \$13,769

Work Plan

Goal: Maintain the county's excellent financial condition.

Objectives:

- Maintain or improve the County's bond ratings.
- Plan and coordinate funding of the seven-year capital improvements plan.
- Maintain and improve the fiscal health of the county by monitoring several important financial indicators.

Key Measures	FY 2009 Actual	FY 2010 Actual	FY 2011 Actual	FY 2012 Estimated	FY 2013 Projected
Standard & Poor's Corporation/ Moody's Investor Service ratings	AA-/A1	AA+/Aa2	AA+/Aa2	AA+/Aa2	AA+/Aa2
Approved capital projects successfully funded	100%	100%	100%	100%	100%
Ratio of revenues to expenditures (ratio of one or higher means that govt. operated within its revenue collections)	.995	.99	1	1	1
Government wide activities total margin ratio	1.08	1.05	1.10	1.08	1
General fund - fund balance as a percent of expenditures	22.4%	23%	23.4%	22%	20%

Goal: Provide accurate and timely financial reporting.

Objectives:

- Continue to earn the Government Finance Officers Certificate of Achievement for Excellence in Financial Reporting.
- Obtain unqualified opinion on County's financial statements indicating compliance with GAAP (generally accepted accounting principles).

Key Measures	FY 2009 Actual	FY 2010 Actual	FY 2011 Actual	FY 2012 Estimated	FY 2013 Projected
Awarded Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officer Association	Yes	Yes	Yes	Yes	Yes
Obtain unqualified opinion on annual financial statements	Yes	Yes	Yes	Yes	Yes

Goal: Provide effective finance and budget services for departments and county officials.

Objectives:

- Process accounts payable for all departments efficiently and accurately to ensure timely payments to vendors.
- Help departments respond to changing economic conditions by providing assistance to departments in managing their budgets.

Key Measures	FY 2009 Actual	FY 2010 Actual	FY 2011 Actual	FY 2012 Estimated	FY 2013 Projected
Percent of time budget amendments are recorded within 30 days of notification or approval	100%	100%	100%	100%	100%
Percent of invoices processed before due date as evidenced by late penalty assessments	98%	100%	100%	100%	100%

Goal: Provide sustainable and efficient purchasing services.

Objectives:

- Increase the purchase of cost-effective, environmentally friendly products for use by County departments.
- Ensure participation of local vendors and minority and women business enterprises (MWBE) in both formal and informal bid process through outreach and education.

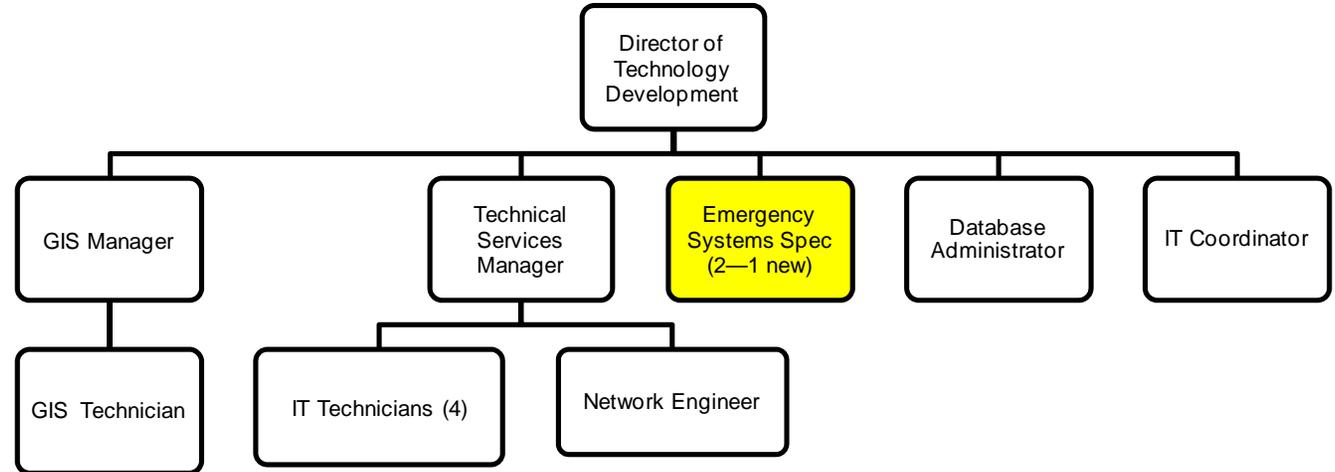
Key Measures	FY 2009 Actual	FY 2010 Actual	FY 2011 Actual	FY 2012 Estimated	FY 2013 Projected
Percent of environmentally friendly office supplies purchased (based on costs)	NM		5%	10%	15%
Percent of contracts with local, minority or women-owned businesses	NM		15%	25%	30%

Management Information Systems (MIS)

The mission of the MIS Department is to provide centralized, secure, seamless and reliable technology and support for all county departments, based on a long-term strategic approach.

Major responsibilities:

1. Provide and maintain network infrastructure to enable fluid, transparent and efficient transmission of electronic and voice data
2. Purchase, maintain and support work stations and server PC hardware for all county departments
3. Monitor and implement security policies and practices to protect against viruses, hackers and data theft
4. Partner with county departments to select, purchase and implement specific software packages
5. Host and maintain the county website and staff data



Budget Summary:	A 2010 Actual	B 2011 Actual	C 2012 Amended	D 2012 Estimated	E 2013 Total Req.	F 2013 Total Rec.	G 2013 Appr. Cont.	H 2013 Appr. Exp.	I 2013 Total Appr.	J Variance	K Total % Inc./Dec.
Expenditures											
Salaries	483,896	517,388	502,683	501,767	584,858	610,125	565,737	44,388	610,125	107,442	21%
Other Personnel Costs	168,913	193,831	190,208	189,026	216,907	220,711	209,979	10,732	220,711	30,503	16%
Operating	265,145	276,690	348,988	327,387	436,350	477,585	413,876	63,709	477,585	128,597	37%
Capital Outlay	184,053	203,848	0	5,000	66,000	66,000	0	66,000	66,000	66,000	100%
Total Expenditures:	1,102,007	1,191,757	1,041,879	1,023,180	1,304,115	1,374,421	1,189,592	184,829	1,374,421	332,542	32%
Net Cost	1,102,007	1,191,757	1,041,879	1,023,180	1,304,115	1,374,421	1,189,592	184,829	1,374,421	332,542	32%
Number of County Employees	10.00	11.50	11.00	11.00	13.00	13.00	12.00	1.00	13.00	2.00	18%

One-time Expenses: The FY 2013 budget includes one-time expenses of \$132,000. If one-time expenses are subtracted, the percent difference between the FY 2012 and 2013 budgets is 19.25%.

Notes: A position has been transferred from the Tax Office to MIS.

Cuts or Expansion Approved:

Implementation of the performance review plan: In January the Board approved a restructuring of the MIS department to improve effectiveness in meeting the county's increased demand for technological support.

This restructuring will include: 1) a reorganization of personnel with some associated reclassification to correct inequities in the technical support team; 2) additional training, and; 3) the consolidation of the department under one roof at the current Superior Court building (old library).

Moving the department to a new location will require the purchase of a generator for the server room and a vehicle to allow the tech team to work on problems at various county locations and also pick up and transport equipment. Net Cost: \$126,328

Justice Center operating and staffing expenses: A new position is required to support courts and public safety. Net Cost: \$50,491

Purchase archiving software to respond more effectively to public records requests: Fast and reliable retrieval of county employee and elected official email is critical to respond quickly and effectively to public record requests. The archiving function of the current software is outdated and has reliability issues that are unpredictable and result in retrieval problems. Approval of this request will provide an up-to-date archiving system that will result in more timely responses to requests for public records. Net Cost: \$8,000

Work Plan

Goal: To provide and maintain reliable, available systems for Chatham County government in order to serve the community.

Objectives:

- To provide 98% network availability toward a benchmark of 99.5%
- To decrease the time of full recovery from a system wide failure from 10 hours to 8 hours toward a benchmark of 15 minutes during normal business hours.
- For tech support team to reply to a ticket assigned during normal business hours within one hour toward a benchmark of 30 minutes.

Key Measures	FY 2009 Actual	FY 2010 Actual	FY 2011 Actual	FY 2012 Estimated	FY 2013 Projected
Network Availability		NM	NM	NM	99.5%
Recovery Time		NM	NM	NM	1 hour
Response Time		NM	NM	NM	30 minutes

Goal: To provide courteous and prompt service to our internal customers.

Objectives:

- To obtain an 80% customer satisfaction rating toward a benchmark of 95%.

Key Measures	FY 2009 Actual	FY 2010 Actual	FY 2011 Actual	FY 2012 Estimated	FY 2013 Projected
Customer Satisfaction Rating					80%

Non-departmental/General Services

General Services includes “non-departmental” expenses that are not specific to any department, including contingency, fuel contingency, unemployment, transfers to debt reserves, etc.

Budget Summary:	A 2010 Actual	B 2011 Actual	C 2012 Amended	D 2012 Estimated	E 2013 Total Req.	F 2013 Total Rec.	G 2013 Appr. Cont.	H 2013 Appr. Exp.	I 2013 Total Appr.	J Variance	K Total % Inc./Dec.
Revenues											
Grants/Donations	35,573	28,066	0	80,117	0	0	0	0	0	0	0%
Sales & Service	0	140	0	0	0	0	0	0	0	0	0%
Total Revenues:	35,573	28,206	0	80,117	0	0	0	0	0	0	0%
Expenditures											
Salaries	0	40,694	0	0	0	0	0	0	0	0	0%
Other Personnel Costs	0	3,711	0	20,268	0	0	0	0	0	0	0%
Operating	227,925	219,317	681,542	175,453	673,971	695,471	832,471	(137,000)	695,471	13,929	2%
Transfers	4,037,130	4,196,105	4,305,616	4,305,616	5,840,470	5,840,470	5,840,470	0	5,840,470	1,534,854	36%
Public Assistance/Grants/Special Programs	478,078	417,503	84,500	238,666	81,121	81,121	81,121	0	81,121	(3,379)	(4%)
Capital Outlay	224,872	0	0	9,700	0	0	0	0	0	0	0%
Total Expenditures:	4,968,005	4,877,330	5,071,658	4,749,703	6,595,562	6,617,062	6,754,062	(137,000)	6,617,062	1,545,404	30%
Net Cost	4,932,432	4,849,124	5,071,658	4,669,586	6,595,562	6,617,062	6,754,062	(137,000)	6,617,062	1,545,404	30%
Number of County Employees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0%

One-time Expenses: The FY 2012 budget includes one-time expenses of \$213,300. The FY 2013 budget includes one-time expenses of \$63,000. If one-time expenses are subtracted, the percent difference between the FY 2012 and 2013 budgets is 34.90%.

Cuts or Expansion Approved:

Targeted cut--eliminate contingencies for fuel and sentenced misdemeanants: The Board of Commissioners has requested that the contingencies for fuel and for sentenced misdemeanants be eliminated. Net Cost: (\$200,000)

Capital Improvements Programs (CIP)--fund feasibility studies for new Agriculture Civic Center and renovation of old jail. Net Cost: \$63,000

Budget Detail:

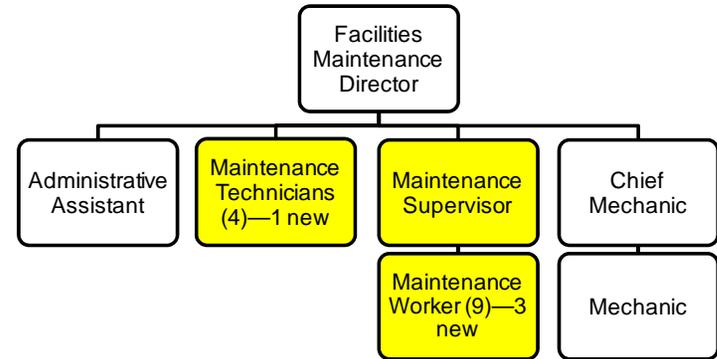
	2012 Amended	2012 Estimated	2013 Appr Cont	2013 Appr Exp	2013 Total Appr	Percent Increase
SALARIES / TEMPORARY	0	18,751	0	0	0	0%
SALARIES / OVERTIME	0	76	0	0	0	0%
BENEFITS / FICA	0	1,441	0	0	0	0%
SUPPLIES-MATERIALS / OFFICE EXPENSES	0	289	24,000	0	24,000	100%
SUPPLIES-MATERIALS / EMPLOYEE VACCINES	0	348	800	0	800	100%
SUPPLIES-MATERIALS / COMPUTER SUPPLIES-EQUIP	0	157	0	0	0	0%
INSURANCE AND BONDS / INSURANCE AND BONDS	10,325	10,183	10,825	0	10,825	5%
NON-BUDGETED EXPENSE / INTERDEPARTMENTAL EXP	1,000	1,000	1,000	0	1,000	0%
NON-BUDGETED EXPENSE / INTERDEPARTMENTAL FLEET	1,000	2,552	1,000	0	1,000	0%
DUES-ASSESSMENTS-SUBSCRIP / DUES,ASSESSMENTS,SUBSCR	48,629	45,191	47,562	0	47,562	-2%
CONTRACTED SERVICES / FEASIBILITY STUDIES	42,800	40,500	0	63,000	63,000	47%
CONTRACTED SERVICES / CONTRACTED SERVICES	15,701	7,501	15,000	0	15,000	-4%
CONTRACTED SERVICES / CABLE TV	5,850	8,291	8,291	0	8,291	42%
EMPLOYEE PROGRAMS / EMPLOYEE WELLNESS PROGRAM	7,600	3,708	7,600	0	7,600	0%
EMPLOYEE PROGRAMS / UNEMPLOYMENT	151,670	55,733	136,221	0	136,221	-10%
CONTINGENCY / CONTINGENCY	196,967	0	380,172	0	380,172	93%
CONTINGENCY / FUEL	100,000	0	100,000	(100,000)	0	-100%
CONTINGENCY / SENTENCED MISDEMEANANTS	100,000	0	100,000	(100,000)	0	-100%
PROGRAMS / REFUND - IMPACT FEE	14,000	7,000	10,500	0	10,500	-25%
PROGRAMS / REBATE-GREEN BLDG PERMIT	0	450	0	0	0	0%
PROGRAMS / AFFORDABLE HOUSING	0	80,117	0	0	0	0%
PROGRAMS / GRAND TREES	0	473	0	0	0	0%
PROGRAMS / COURTHOUSE RESTORATION	70,500	150,626	70,621	0	70,621	0%
INTERFUND TRANSFERS / TRANSFER TO CIP RESERVE	4,305,616	4,305,616	5,580,994	0	5,580,994	30%
INTERFUND TRANSFERS / FACILITY PROJECTS	0	0	259,476	0	259,476	100%
CAPITAL OUTLAY / EQUIPMENT	0	5,225	0	0	0	0%
CAPITAL OUTLAY / LAND	0	4,475	0	0	0	0%

Public Works -- Facilities Management

The mission of the Facilities Management Department is to ensure a clean, safe, attractive and comfortable environment for the employees of Chatham County and visitors, while having the least impact on our natural resources and environment.

Major responsibilities:

1. Fulfill maintenance work orders in a timely manner
2. Maintain clean, attractive and safe county buildings
3. Coordinate the use of clean, safe vehicles for county employees
4. Improve the energy efficiency of county buildings and fleet



Budget Summary:	A 2010 Actual	B 2011 Actual	C 2012 Amended	D 2012 Estimated	E 2013 Total Req.	F 2013 Total Rec.	G 2013 Appr. Cont.	H 2013 Appr. Exp.	I 2013 Total Appr.	J Variance	K Total % Inc./Dec.
Expenditures											
Salaries	293,442	319,647	309,152	328,669	402,333	438,715	357,837	80,878	438,715	129,563	42%
Other Personnel Costs	172,356	164,035	169,379	158,475	199,596	207,861	166,357	41,504	207,861	38,482	23%
Operating	1,669,284	961,921	876,983	759,006	1,169,820	867,596	848,575	19,021	867,596	(9,387)	(1%)
Debt	393,201	383,540	373,880	529,771	279,437	279,437	279,437	0	279,437	(94,443)	(25%)
Transfers	0	0	0	0	0	0	0	0	0	0	0%
Capital Outlay	56,763	615,052	570,245	457,802	1,709,708	1,709,708	21,608	1,688,100	1,709,708	1,139,463	200%
Total Expenditures:	2,585,046	2,444,195	2,299,639	2,233,723	3,760,894	3,503,317	1,673,814	1,829,503	3,503,317	1,203,678	52%
Net Cost	2,585,046	2,444,195	2,299,639	2,233,723	3,760,894	3,503,317	1,673,814	1,829,503	3,503,317	1,203,678	52%
Number of County Employees	12.00	12.00	11.00	11.00	16.00	16.00	11.00	5.00	16.00	5.00	45%

One-time Expenses: The FY 2012 budget includes one-time expenses of \$570,245. The FY 2013 budget includes one-time expenses of \$1,711,308. If one-time expenses are subtracted, the percent difference between the FY 2012 and 2013 budgets is 3.62%.

Cuts or Expansion Approved:

Justice Center operating and staffing expenses: The opening of the Justice Center will add approximately 90,000 square feet of space that must be cleaned and maintained. If approved, this request will add 5 new positions (2 maintenance and 3 custodial) to cover the additional workload and increase the supplies and equipment needed for the new facility. Net Cost: \$163,382

Repair pavement at Performance Building rear parking lot: The pavement of the rear lot of the Performance Building is very worn due to the heavy vehicle traffic from ambulances and large county vehicles. Net Cost: \$90,000

Capital Improvements Program (CIP)--fund Courthouse Annex renovations: When the Justice Center is completed the clerk of court and district court will move into that building, freeing the annex for additional county office space. The space needs consultant recommended that:

- Register of deeds move to the space occupied by the clerk of court.
- Tax expands into area occupied by register of deeds.
- Managers office expands into the back of district court.
- District courtroom be renovated as a more flexible meeting space.
- Finance expands into the area occupied by MIS.

The FY 2013 budget includes funds for the first phase of the renovations. Net Cost: \$1,576,100

Work Plan

Goal: To provide timely and effective service to our customers in order to keep County facilities well-maintained, clean, and safe.

Objectives:

- Increase percentage of work orders acknowledged within the same business day from current percentage toward a benchmark of 90%.
- Increase satisfaction with overall cleanliness of the facilities and meeting rooms, based on responses to survey.

Key Measures	FY 2009 Actual	FY 2010 Actual	FY 2011 Actual	FY 2012 Estimated	FY 2013 Projected
Percentage of same business day work order acknowledgement response time.		NM	NM	70%	90%
Percentage of satisfied customers based on responses to Satisfaction Survey		NM	NM	80%	85%

Goal: Protect the county's assets in order to ensure the efficient use of resources.

Objectives:

- To achieve a kwh usage rate of \$0.075/kwh toward a benchmark of \$0.07/kwh.
- To decrease total cost per square foot of buildings maintained, including staff, supplies, contracts, from \$8.05/sq.ft. toward a benchmark of \$8.00/sq.ft.

Key Measures	FY 2009 Actual	FY 2010 Actual	FY 2011 Actual	FY 2012 Estimated	FY 2013 Projected
Cost per Kilowatt Hours used		NM	\$0.07920/kwh	\$0.07815/kwh	\$0.075/kwh
Building Maintenance Cost per Square Foot		NM	\$8.03/sq.ft.	\$8.05/sq.ft.	\$8.00/sq.ft.

Public Works -- Fleet Management

See Public Works- Facilities Management Department for a copy of the division's mission, work plan and organizational chart.

Major responsibilities:

1. To maintain county vehicles so that they run efficiently and safe.
2. To ensure that county vehicles are having preventative maintenance and inspections done on a timely and regular schedule.

Budget Summary:	A 2010 Actual	B 2011 Actual	C 2012 Amended	D 2012 Estimated	E 2013 Total Req.	F 2013 Total Rec.	G 2013 Appr. Cont.	H 2013 Appr. Exp.	I 2013 Total Appr.	J Variance	K Total % Inc./Dec.
Expenditures											
Salaries	65,940	67,255	65,761	66,121	65,759	73,667	73,667	0	73,667	7,906	12%
Other Personnel Costs	28,738	30,780	31,046	30,872	30,901	32,720	32,720	0	32,720	1,674	5%
Operating	(80,950)	(70,826)	(105,856)	(53,381)	(77,314)	(76,342)	(76,342)	0	(76,342)	29,514	(28%)
Capital Outlay	0	4,250	0	0	144,000	144,000	144,000	0	144,000	144,000	100%
Total Expenditures:	13,728	31,459	(9,049)	43,612	163,346	174,045	174,045	0	174,045	183,094	2023%
Net Cost	13,728	31,459	(9,049)	43,612	163,346	174,045	174,045	0	174,045	183,094	2023%
Number of County Employees	2.00	2.00	2.00	2.00	2.00	2.00	2.00	0.00	2.00	0.00	0%

One-time Expenses: The FY 2013 budget includes one-time expenses of \$144,000. If one-time expenses are subtracted, the percent difference between the FY 2012 and 2013 budgets is 432%.

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