

## Administration

### Budget Summary:

	FY 05 Actual	FY 06 Actual	FY 07 Amend.	FY 07 Estimated	FY 08 Total Req.	FY 08 Total Rec.	FY 08 App. Cont.	FY 08 App. Exp.	FY 08 Total App.	Cont. % Inc/Dec	Total % Inc/Dec
<b>Expenditures</b>											
<i>Salaries</i>	1,097,355	1,270,902	1,490,020	1,453,455	1,857,993	1,833,174	1,734,567	128,528	1,863,095	16.4%	23.0%
<i>Other Personnel Costs</i>	382,174	419,220	517,410	505,114	633,259	621,272	583,885	49,460	633,345	12.8%	20.1%
<i>Operating</i>	1,040,677	1,051,959	1,727,334	1,407,732	2,415,034	2,662,384	2,276,524	9,260	2,285,784	31.8%	54.1%
<i>Debt</i>	122,030	0	0	0	0	0	0	0	0	0.0%	0.0%
<i>Transfers</i>	1,000,000	3,693,070	4,156,686	4,651,350	4,678,006	4,678,006	5,360,007	0	5,360,007	28.9%	12.5%
<i>Public Assistance/Grants/Special Pro</i>	12,900	21,180	45,507	40,507	85,200	85,200	88,100	0	88,100	93.6%	87.2%
<i>Capital Outlay</i>	322,547	64,279	31,000	23,000	402,301	402,301	366,992	35,309	402,301	1083.8%	1197.7%
<b>Total Expenditures</b>	<b>3,977,683</b>	<b>6,520,610</b>	<b>7,967,957</b>	<b>8,081,158</b>	<b>10,071,793</b>	<b>10,282,337</b>	<b>10,410,075</b>	<b>222,557</b>	<b>10,632,632</b>	<b>30.6%</b>	<b>33.4%</b>
<b>Net Cost:</b>	<b>3,977,683</b>	<b>6,520,610</b>	<b>7,967,957</b>	<b>8,081,158</b>	<b>10,071,793</b>	<b>10,282,337</b>	<b>10,410,075</b>	<b>222,557</b>	<b>10,632,632</b>	<b>30.6%</b>	<b>33.4%</b>

*The Administration budget is increasing because of the addition of two departments (County Attorney and Human Relations) and 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.*

## County Attorney

Budget Summary:	FY 05 Actual	FY 06 Actual	FY 07 Amend.	FY 07 Estimated	FY 08 Total Req.	FY 08 Total Rec.	FY 08 App. Cont.	FY 08 App. Exp.	FY 08 Total App.	% Cont. Inc/Dec	% Total Inc/Dec
<b>Expenditures</b>											
<i>Salaries</i>	0	0	0	16,667	136,831	136,831	136,831	0	136,831	13683100. 0%	13683100. 0%
<i>Other Personnel Costs</i>	0	0	0	2,843	37,494	37,494	37,494	0	37,494	3749400.0 %	3749400.0 %
<i>Operating</i>	62,120	62,240	75,500	84,280	86,100	86,100	86,100	0	86,100	14.0%	14.0%
<b>Total Expenditures</b>	62,120	62,240	75,500	103,790	260,425	260,425	260,425	0	260,425	244.9%	244.9%
<b>Net Cost:</b>	62,120	62,240	75,500	103,790	260,425	260,425	260,425	0	260,425	244.9%	244.9%
<b>FTE's</b>	0.00	0.00	2.00	2.00	2.00	2.00	0.00	0.00	0.00	-100.0%	-100.0%
■The County Attorney budget is increasing because of the establishment of a full-time, in-house position. Previously, this function was covered through a contract with a local attorney.											

## 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.

<b>Budget Summary:</b>	<b>FY 05 Actual</b>	<b>FY 06 Actual</b>	<b>FY 07 Amend.</b>	<b>FY 07 Estimated</b>	<b>FY 08 Total Req.</b>	<b>FY 08 Total Rec.</b>	<b>FY 08 App. Cont.</b>	<b>FY 08 App. Exp.</b>	<b>FY 08 Total App.</b>	<b>% Cont. Inc/Dec</b>	<b>% Total Inc/Dec</b>
<b>Expenditures</b>											
<i>Salaries</i>	244,680	315,649	386,733	387,123	450,520	450,520	410,762	45,000	455,762	6.2%	17.8%
<i>Other Personnel Costs</i>	64,061	79,708	114,542	108,884	138,458	138,458	124,708	14,678	139,386	8.9%	21.7%
<i>Operating</i>	34,753	47,746	79,301	95,541	101,750	101,750	94,866	8,500	103,366	19.6%	30.3%
<i>Capital Outlay</i>	0	11,200	8,000	0	3,000	3,000	3,000	0	3,000	-62.5%	-62.5%
<b>Total Expenditures</b>	343,494	454,303	588,576	591,548	693,728	693,728	633,336	68,178	701,514	7.6%	19.2%
<b>Net Cost:</b>	343,494	454,303	588,576	591,548	693,728	693,728	633,336	68,178	701,514	7.6%	19.2%
<b>FTE's</b>	4.00	4.00	6.00	6.00	7.00	7.00	0.00	0.00	0.00	-100.0%	-100.0%

### Expansion Approved:

■ Full-time Grants Writer: Hire a full-time grants writer to allow the Director of Grants and Special Projects to focus on civic engagement and public information: The current Director of Grants and Special Projects was able to commit about 40 percent of her time to grants during her first year with the county (September 2005 to August 2006), but has only been able to give about 15 percent of her time to grants since October 2006 because of increasing public information duties, including an overhaul of the website. During this period, she has directly secured \$525,000 from grants and played a major role in securing another \$445,000. A person working full-time on grants could leverage substantially more funds both directly and indirectly through partnerships, training, etc. The part-time grants position has more than paid for itself, so a full-time position could double the pay-back. Even though the website redesign would be completed in the next fiscal year, additional public information and civic engagement duties are already in the works, including starting a citizen e-newsletter through the website, assisting with various initiatives around the county involving citizen input (recreation, economic development, etc), coordinating a proposed youth program, developing and teaching civic engagement classes for the Leadership Academy, and staffing a proposed Civic Engagement Task Force. This means that it is unlikely that the Special Projects Director will be able to spend a substantial amount of time on grants in the upcoming fiscal year. Net Cost: \$68,178.00

### Work Plan:

**Goal:** Ensure the wise use of county funds.

**Objectives:**

- Implement the approved capital improvements program and ensure projects stay on time and on budget.
- Maintain and improve the county's excellent financial condition by ensuring fund balance remains at 20% of budgeted expenditures, and the county maintains or improves its bond rating.
- Play a key role in at least six grant proposals, with at least three grants being funded.
- Improve the capacity of the organization and community to obtain grant funds by providing grant training to key county employees and non-profit agencies.
- Improve the accuracy of information given to the Board of Commissioners during the budget retreat.

<b>Key Measures:</b>	<b>FY 04 Actual</b>	<b>FY 05 Actual</b>	<b>FY 06 Actual</b>	<b>FY 07 Estimated</b>	<b>FY 08 Target</b>
Percent difference between general fund budgeted expenditures and actual expenditures.	-3.6%	-5.1%	-7.3%	-0.9%	-3%
Percent difference between general fund budgeted revenues and actual revenues.	4.3%	4.6%	6.6%	6.1%	3%
Dollars leveraged from other organizations attending grant training.	NA	NA	NA	\$170,000	\$200,000
Dollars leveraged directly from the Manager's Office through funded grants.	NA	NA	\$329,000	\$497,000	\$500,000
Bond rating.	A1/AA-	A1/AA-	A1/AA-	A1/AA-	A1/AA-
Fund balance as a percent of budgeted expenditures.	34.50%	34.77%	32.77%	26.29%	22.53%
Percent of capital projects that are on budget.	NA	NA	0%	0%	100%
Percent of capital projects that are on schedule.	NA	NA	100%	50%	100%
Percent difference in projected revenues between retreat projections and budget.	NA	NA	-0.3%	3.0%	-0.1%
Percent difference in projected expenditures between retreat projections and budget.	NA	NA	-5.5%	-2.4%	2.6%

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

**Objectives:**

- Increase usage of the county's website by redesigning its appearance and making it easier for departments to update it. Include a web page which provides proactive information to the public on open records law and what to expect at public hearings. Include a web form that allows the public to comment on agenda items if they cannot attend the Commissioners' meeting.
- Improve communication with citizens by developing a County Annual Highlights newsletter and quarterly citizens' e-mail.
- Improve public understanding of county government by participating in the Citizen's College and Leadership Chatham programs.
- Provide better outreach to new residents by creating a program to welcome and educate new residents about county government.
- Enhance employee understanding of county government by creating a County Ambassadors Program, whereby graduates of the Chatham Leadership Academy serve as a county speakers bureau and as spokespersons within their communities.

<b>Key Measures:</b>	<b>FY 04 Actual</b>	<b>FY 05 Actual</b>	<b>FY 06 Actual</b>	<b>FY 07 Estimated</b>	<b>FY 08 Target</b>
Number of "County Ambassadors."	NA	NA	NA	7	7
Percent of participants in Citizens College, Leadership Chatham, and youth council programs that report an increased knowledge of county government.	NA	NA	NA	89%	90%
Number of people reached through outreach efforts (including annual newsletter, quarterly e-mail newsletter, Citizens College, Leadership Chatham, youth council, and Welcome Wagon).	NA	NA	NA	32000	32000
Annual number of hits on county's website.	NA	NA	NA	NA	TBD
Number of people signed up for the "Sunshine List."	0	74	244	300	375

**Goal:** Develop and retain a highly qualified workforce.

**Objectives:**

- Improve communication with employees by developing a comprehensive Human Resources website, disseminate an employee newsletter at least six times per year, and establish employee e-mail groups for easy distribution of information across the organization.
- Improve the benefits package offered to employees by exploring the feasibility of cafeteria benefits and gain sharing programs.
- Improve employee safety by reinstating a countywide safety committee.
- Improve recruitment and retention of a diverse workforce by establishing a multi-cultural diversity committee.
- Continue to develop and improve the skills of employees through the Chatham Leadership Academy.

<b>Key Measures:</b>	<b>FY 04 Actual</b>	<b>FY 05 Actual</b>	<b>FY 06 Actual</b>	<b>FY 07 Estimated</b>	<b>FY 08 Target</b>
Percent of county employees completing the Leadership Academy.	7.4%	12.0%	14.9%	17.5%	19%
Percent of employees completing Leadership Academy who indicate improved performance as a result of training.	NA	NA	NA	NA	75%
Percent of job applicants who are minorities.	15%	20%	22%	23%	25%
Number of lost work days due to accidents on the job.	14	24	35	20	15
Percent of employees satisfied with benefits package.	NA	NA	NA	NA	85%
Annual employee turnover.	20%	18%	17%	15%	13%

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

**Objectives:**

- Through an online agenda distribution process, maximize the number of days Commissioners have to review agenda packets.
- Respond to employee requests for information in a timely manner.

## Court Facilities

Budget Summary:	FY 05 Actual	FY 06 Actual	FY 07 Amend.	FY 07 Estimated	FY 08 Total Req.	FY 08 Total Rec.	FY 08 App. Cont.	FY 08 App. Exp.	FY 08 Total App.	% Cont. Inc/Dec	% Total Inc/Dec
<b>Expenditures</b>											
<i>Operating</i>	54,646	61,673	71,505	54,488	68,650	68,650	74,602	0	74,602	4.3%	4.3%
<b>Total Expenditures</b>	54,646	61,673	71,505	54,488	68,650	68,650	74,602	0	74,602	4.3%	4.3%
<b>Net Cost:</b>	54,646	61,673	71,505	54,488	68,650	68,650	74,602	0	74,602	4.3%	4.3%
<b>FTE's</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	0.0%

## Facilities Management

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.

<b>Budget Summary:</b>	<b>FY 05 Actual</b>	<b>FY 06 Actual</b>	<b>FY 07 Amend.</b>	<b>FY 07 Estimated</b>	<b>FY 08 Total Req.</b>	<b>FY 08 Total Rec.</b>	<b>FY 08 App. Cont.</b>	<b>FY 08 App. Exp.</b>	<b>FY 08 Total App.</b>	<b>% Cont. Inc/Dec</b>	<b>% Total Inc/Dec</b>
<b>Expenditures</b>											
<i>Salaries</i>	176,825	234,363	244,599	243,892	300,278	300,279	252,531	47,748	300,279	3.2%	22.8%
<i>Other Personnel Costs</i>	105,125	108,086	113,072	112,951	136,439	136,443	114,738	21,705	136,443	1.5%	20.7%
<i>Operating</i>	536,308	591,453	708,735	550,863	702,855	702,855	708,306	760	709,066	-0.1%	0.0%
<i>Debt</i>	122,030	0	0	0	0	0	0	0	0	0.0%	0.0%
<i>Capital Outlay</i>	0	18,429	12,000	12,000	15,000	15,000	15,000	0	15,000	25.0%	25.0%
<b>Total Expenditures</b>	940,287	952,331	1,078,406	919,706	1,154,572	1,154,577	1,090,575	70,213	1,160,788	1.1%	7.6%
<b>Net Cost:</b>	940,287	952,331	1,078,406	919,706	1,154,572	1,154,577	1,090,575	70,213	1,160,788	1.1%	7.6%
<b>FTE's</b>	8.00	9.00	9.00	9.00	12.00	12.00	0.00	0.00	0.00	-100.0%	-100.0%

### Expansion Approved:

■ **Two Maintenance Worker Positions:** Hire two maintenance worker positions in January and bid out janitorial services in the meantime: Chatham County has added at least seven new office locations in the past three years with no increase in maintenance or janitorial staff. The new Social Services addition is expected to be complete in January, 2008, which will add 23,000 square feet of office space to be maintained and cleaned. The department has also experienced difficulty in covering for staff who are sick or on vacation. The new positions would be hired in January to give the County Manager's Office the opportunity to bid out janitorial services. Cleaning services are provided by the private sector and the County should explore whether they can be provided more cost effectively as a contract. The Manager's Office would propose to issue a request for proposals for this service and receive bids this fall. In addition, the existing janitorial staff would be allowed to submit a bid. The county used this model in determining that our current Waste Management Department is competitive with the private sector. If a private sector company is awarded the bid for janitorial services, the County Manager will make every attempt to ensure current personnel are hired by the company. If the service is contracted out, these new positions would not be filled. Full-year cost: \$70,448 (proposed hiring date in January). Net Cost: \$35,224.00

■ **Administrative Support Position:** Provide the Facility Management Department with adequate administrative support: When the Facility Management Department was separated from Public Works several years ago, no administrative support was assigned. Administrative duties have continued to increase and now require much of the director's time. An administrative support position would track and maintain work orders, enter purchase orders, and enter payroll information. In addition, the administrative support position currently assigned as the Motor Pool Coordinator has been assigned to the new Public Works Director, leaving no staff to cover these duties. Since the motor pool is under the direction of the Facility Management Department, these duties would be assigned to this position. Net Cost: \$34,986.00

### Work Plan:

**Goal:** Ensure a safe environment for the visiting public and employees.

**Objectives:**

- Conduct quarterly safety trainings for facilities management employees.
- Conduct quarterly walk-throughs of all facilities and develop "punch list" of needed safety improvements.

<b>Key Measures:</b>	<b>FY 04 Actual</b>	<b>FY 05 Actual</b>	<b>FY 06 Actual</b>	<b>FY 07 Estimated</b>	<b>FY 08 Target</b>
Number of incidents related to facility issues.	2	1			

**Goal:** Develop and retain a highly qualified workforce.

**Objectives:**

- Hold semi-monthly staff meetings
- Develop a mini-Leadership Academy for Facilities Management employees.

<b>Key Measures:</b>	<b>FY 04 Actual</b>	<b>FY 05 Actual</b>	<b>FY 06 Actual</b>	<b>FY 07 Estimated</b>	<b>FY 08 Target</b>
Number of staff training hours.	77	106			
Staff turnover rate.	0%	0%			

**Goal:** Improve communications with public and departments.

**Objectives:**

- Conduct a survey of departments before and after signage installed to assess effectiveness.

<b>Key Measures:</b>	<b>FY 04 Actual</b>	<b>FY 05 Actual</b>	<b>FY 06 Actual</b>	<b>FY 07 Estimated</b>	<b>FY 08 Target</b>
Percent of employees reporting citizens have less trouble finding county buildings and departments.	N/A	N/A			

**Goal:** Improve the appearance of County buildings and grounds to make county facilities more inviting for the visiting public.

**Objectives:**

- Develop a prioritized schedule for pressure-washing buildings and pressure-wash high-priority buildings.
- Develop a prioritized schedule for painting buildings; paint high-priority buildings and offices.
- Identify buildings with high public use; improve landscaping of those facilities.
- Conduct a quarterly walk-through of main Pittsboro grounds to pick up trash and other debris.

<b>Key Measures:</b>	<b>FY 04 Actual</b>	<b>FY 05 Actual</b>	<b>FY 06 Actual</b>	<b>FY 07 Estimated</b>	<b>FY 08 Target</b>
Percent of employees indicating building and ground appearance has improved.	N/A	N/A			

**Goal:** To protect the county's building assets and ensure resources are spent wisely.

**Objectives:**

- In conjunction with Manager's Office, develop a five-year plan for major building maintenance projects and preventive maintenance.
- Review all building projects during the design phase to ensure building maintenance concerns are addressed.
- Coordinate with building project managers to provide needed support during construction and to prepare for additional services needed when buildings are complete.
- Track energy consumption and develop strategies for reducing consumption in problem areas.

<b>Key Measures:</b>	<b>FY 04 Actual</b>	<b>FY 05 Actual</b>	<b>FY 06 Actual</b>	<b>FY 07 Estimated</b>	<b>FY 08 Target</b>
Average energy cost per square foot.					
Maintenance expenditures as a percent of the General Fund.	.18%	.36%			

## 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.

<b>Budget Summary:</b>	<b>FY 05 Actual</b>	<b>FY 06 Actual</b>	<b>FY 07 Amend.</b>	<b>FY 07 Estimated</b>	<b>FY 08 Total Req.</b>	<b>FY 08 Total Rec.</b>	<b>FY 08 App. Cont.</b>	<b>FY 08 App. Exp.</b>	<b>FY 08 Total App.</b>	<b>% Cont. Inc/Dec</b>	<b>% Total Inc/Dec</b>
<b>Expenditures</b>											
<i>Salaries</i>	322,036	334,047	375,136	366,741	384,929	384,929	384,929	0	384,929	2.6%	2.6%
<i>Other Personnel Costs</i>	94,977	101,288	120,155	118,633	121,856	121,856	121,856	0	121,856	1.4%	1.4%
<i>Operating</i>	93,470	149,116	144,671	138,875	141,274	141,274	145,005	0	145,005	0.2%	0.2%
<i>Capital Outlay</i>	58,035	7,832	0	0	0	0	0	0	0	0.0%	0.0%
<b>Total Expenditures</b>	568,517	592,283	639,962	624,249	648,059	648,059	651,790	0	651,790	1.8%	1.8%
<b>Net Cost:</b>	568,517	592,283	639,962	624,249	648,059	648,059	651,790	0	651,790	1.8%	1.8%
<b>FTE's</b>	7.00	7.00	8.00	8.00	8.00	8.00	0.00	0.00	0.00	-100.0%	-100.0%

### Work Plan:

**Goal:** To provide County officials and operating departments financial data that is readily available and accessible allowing them to make informed decisions.

#### Objectives:

- Assist departments in managing their budgets and ensuring that all financial transactions are conducted and recorded in accordance with the budget ordinance by recording line item amendments within 10 days of notification and Commissioner approved amendments within 30 days of approval by County Commissioners
- Make accurate and timely payments to all vendors on a weekly basis. All invoices paid when due 98% of the time
- Accurately post all revenue transactions on a daily/monthly basis 100% of the time
- Maintain fixed asset inventory by properly tagging asset when purchased and conducting at least one annual inventory of all county fixed assets
- Prepare bi-weekly payroll for the County for over 400 employees. Payroll transmitted 3 days prior to payday 100% of the time
- Complete the County's CAFR by December 1

<b>Key Measures:</b>	<b>FY 04 Actual</b>	<b>FY 05 Actual</b>	<b>FY 06 Actual</b>	<b>FY 07 Estimated</b>	<b>FY 08 Target</b>
CAFR completed by December 1					
% of time payroll transmitted 3 days prior to payday					
Annual inventory of fixed assets conducted					
% of time revenue transactions posted within 5 days of notification					
Number of late charges assessed by vendor for late payment of invoices					
% of time line item budget amendments recorded within 10 days of approval and Commissioner approved amendments recorded within 30 days of approval					

**Goal:** To provide effective and efficient purchasing services for the procurement of County goods and services in order that operating departments are able to maximize the use of county tax dollars

**Objectives:**

- Provide purchasing services in support of County operations as evidenced by number of purchase orders issued
- Review contracts generated from the bid process to ensure compliance with County and State policies
- Conduct bids that provide for equal and competitive bidding

<b>Key Measures:</b>	<b>FY 04 Actual</b>	<b>FY 05 Actual</b>	<b>FY 06 Actual</b>	<b>FY 07 Estimated</b>	<b>FY 08 Target</b>
% of time local and MWBE vendors are contacted for bid opportunities					
% of time bids are secured that fall within the informal bid range					
# of purchase orders issued resulting from informal bid awards					

**Goal:** Maintain the County's excellent financial condition with consistent investment returns, active monitoring of reserves, maximum investment of cash on hand and by ensuring timely payment of debt service

**Objectives:**

- Debt service is met with 100% accuracy as evidenced by no penalties for late payment
- All idle cash invested

<b>Key Measures:</b>	<b>FY 04 Actual</b>	<b>FY 05 Actual</b>	<b>FY 06 Actual</b>	<b>FY 07 Estimated</b>	<b>FY 08 Target</b>
% of idle cash invested					
Number of penalties assessed for late payment					

**Goal:** Maintain accurate financial information and effective internal controls ensuring compliance with requirements of county policies, North Carolina General Statutes, Generally Accepted Accounting Principles (GAAP), and other laws and regulations in order to ensure sound financial condition is maintained

**Objectives:**

- Comply with all regulatory agency guidelines 100% of the time as evidenced by noncompliance notification from regulatory agency
- Retain the GFOA Certificate of Achievement for Excellence in Financial Reporting
- Monitor financial transactions to insure compliance with the Local Government Budget and Fiscal Control Act as evidenced by no disclosures in the County's audited financial statements
- Provide all required information to the Internal Revenues Service as evidenced by all information accepted by the IRS without return or error

<b>Key Measures:</b>	<b>FY 04 Actual</b>	<b>FY 05 Actual</b>	<b>FY 06 Actual</b>	<b>FY 07 Estimated</b>	<b>FY 08 Target</b>
Number of notifications from IRS siting errors in reporting					
Obtain unqualified opinion on annual independent audit					
Retention of GFOA Certificate					
Number of audit findings in CAFR					
Number of noncompliance notifications from regulatory agencies					

**Goal:** Facilitate funding of the County's capital improvements program

**Objectives:**

- Develop and implement financing plan for the County's capital improvements program as evidenced by approval from Local Government to proceed with sell of Certificates of Participations
- Maintain or improve the County's credit ratings from Standard and Poor's Corporation and Moody's Investor Service

<b>Key Measures:</b>	<b>FY 04 Actual</b>	<b>FY 05 Actual</b>	<b>FY 06 Actual</b>	<b>FY 07 Estimated</b>	<b>FY 08 Target</b>
Bond Ratings maintained or improved					
Sell of Certificates of Participation					

## Fleet Management

The mission of the Fleet Management Department is to ensure a safe and efficient vehicle for all county employees. To maintain all vehicles on a regularly scheduled basis and repair vehicles promptly.

<b>Budget Summary:</b>	<b>FY 05 Actual</b>	<b>FY 06 Actual</b>	<b>FY 07 Amend.</b>	<b>FY 07 Estimated</b>	<b>FY 08 Total Req.</b>	<b>FY 08 Total Rec.</b>	<b>FY 08 App. Cont.</b>	<b>FY 08 App. Exp.</b>	<b>FY 08 Total App.</b>	<b>% Cont. Inc/Dec</b>	<b>% Total Inc/Dec</b>
<b>Expenditures</b>											
<i>Salaries</i>	59,652	61,471	62,539	62,699	63,790	63,790	63,790	0	63,790	2.0%	2.0%
<i>Other Personnel Costs</i>	24,193	25,778	26,932	26,944	27,197	27,197	27,197	0	27,197	1.0%	1.0%
<i>Operating</i>	22,548	-40,785	21,716	16,310	17,115	17,115	17,885	0	17,885	-17.6%	-17.6%
<i>Capital Outlay</i>	138,098	18,388	0	0	41,051	41,051	15,742	25,309	41,051	1574200.0 %	4105100.0 %
<b>Total Expenditures</b>	244,491	64,853	111,187	105,953	149,153	149,153	124,614	25,309	149,923	12.1%	34.8%
<b>Net Cost:</b>	244,491	64,853	111,187	105,953	149,153	149,153	124,614	25,309	149,923	12.1%	34.8%
<b>FTE's</b>	2.00	2.00	2.00	2.00	2.00	2.00	0.00	0.00	0.00	-100.0%	-100.0%

### Expansion Approved:

■ New Vehicle for Motor Pool: Purchase a hybrid small SUV for the motor pool. The motor pool receives numerous requests for vehicles to transport groups of people. The County Manager is recommending purchase of a small hybrid SUV for this purpose. This one-time expense will be funded through an appropriation from fund balance. Total cost: \$25,309. Net Cost: \$0.00

### Work Plan:

**Goal:** To provide safe vehicles for county employees.

**Objectives:**

- To perform a routine pre-cautionary inspection in addition to the regularly scheduled maintenance on vehicles. Replace/repair any damaged or worn part(s) on fleet vehicle.

<b>Key Measures:</b>	<b>FY 04 Actual</b>	<b>FY 05 Actual</b>	<b>FY 06 Actual</b>	<b>FY 07 Estimated</b>	<b>FY 08 Target</b>
Percentage of fleet vehicles inspected each month with a target of 100%.	N/A	N/A			
The number of, if any, part(s) replaced/repared on fleet vehicles with a target of 100%.					

**Goal:** Improve Fleet Management service to internal customers.

**Objectives:**

- Respond to internal customers in a timely manner.

<b>Key Measures:</b>	<b>FY 04 Actual</b>	<b>FY 05 Actual</b>	<b>FY 06 Actual</b>	<b>FY 07 Estimated</b>	<b>FY 08 Target</b>
Percent of internal customers status report within 24 hours with a target of 100%. Create a spreadsheet showing date vehicle(s) are logged in & date that repair or service is completed within 24 hours with a target of 95%.	N/A	N/A			

**Goal:** Retain a highly qualified staff.

**Objectives:**

- To send the staff to be re-certified annually & semi-annually.

<b>Key Measures:</b>	<b>FY 04 Actual</b>	<b>FY 05 Actual</b>	<b>FY 06 Actual</b>	<b>FY 07 Estimated</b>	<b>FY 08 Target</b>
Copy of Certifications from certification classes.	100%	100%			

**Goal:** To show cost savings on motor oil purchased over the next year for county vehicles.

**Objectives:**

- To ensure the wise use of county funds concerning the purchases of supplies to county vehicles in maintaining our current assests.

<b>Key Measures:</b>	<b>FY 04 Actual</b>	<b>FY 05 Actual</b>	<b>FY 06 Actual</b>	<b>FY 07 Estimated</b>	<b>FY 08 Target</b>
To create spreadsheet showing savings on quantity of motor oil purchased	N/A	N/A			

## General Services

Budget Summary:	FY 05 Actual	FY 06 Actual	FY 07 Amend.	FY 07 Estimated	FY 08 Total Req.	FY 08 Total Rec.	FY 08 App. Cont.	FY 08 App. Exp.	FY 08 Total App.	% Cont. Inc/Dec	% Total Inc/Dec
<b>Expenditures</b>											
<i>Operating</i>	34,472	46,533	360,630	200,349	995,890	1,245,890	845,838	0	845,838	134.5%	134.5%
<i>Transfers</i>	1,000,000	3,693,070	4,156,686	4,651,350	4,678,006	4,678,006	5,360,007	0	5,360,007	28.9%	28.9%
<i>Public Assistance/Grants/Special Programs</i>	12,900	21,180	45,507	40,507	85,200	85,200	88,100	0	88,100	93.6%	93.6%
<i>Capital Outlay</i>	0	0	0	0	300,000	300,000	300,000	0	300,000	30000000. 0%	30000000. 0%
<b>Total Expenditures</b>	1,047,372	3,760,783	4,562,823	4,892,206	6,059,096	6,309,096	6,593,945	0	6,593,945	44.5%	44.5%
<b>Net Cost:</b>	1,047,372	3,760,783	4,562,823	4,892,206	6,059,096	6,309,096	6,593,945	0	6,593,945	44.5%	44.5%
<b>FTE's</b>	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 \$1,150,000 for Capital Improvements Program (CIP) projects approved for FY 2008 by the Board of Commissioners. A transfer from fund balance pays for these projects.</p> <p>■The large increase in public assistance/grants/special programs is caused by a substantial increase in impact fee reimbursements for affordable housing.</p>											

## Human Relations Department

Budget Summary:	FY 05 Actual	FY 06 Actual	FY 07 Amend.	FY 07 Estimated	FY 08 Total Req.	FY 08 Total Rec.	FY 08 App. Cont.	FY 08 App. Exp.	FY 08 Total App.	% Cont. Inc/Dec	% Total Inc/Dec
<b>Expenditures</b>											
<i>Salaries</i>	0	0	0	0	49,500	24,680	49,359	0	49,359	4935900.0 %	4935900.0 %
<i>Other Personnel Costs</i>	0	0	0	0	16,312	4,318	15,463	0	15,463	1546300.0 %	1546300.0 %
<i>Operating</i>	0	0	0	0	17,600	14,950	18,150	0	18,150	1815000.0 %	1815000.0 %
<b>Total Expenditures</b>	0	0	0	0	83,412	43,948	82,972	0	82,972	297200.0%	297200.0%
<b>Net Cost:</b>	0	0	0	0	83,412	43,948	82,972	0	82,972	297200.0%	297200.0%
<b>FTE's</b>	0.00	0.00	0.00	0.00	0.50	0.50	0.00	0.00	0.00	0.0%	0.0%

## Management Information 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.

<b>Budget Summary:</b>	<b>FY 05 Actual</b>	<b>FY 06 Actual</b>	<b>FY 07 Amend.</b>	<b>FY 07 Estimated</b>	<b>FY 08 Total Req.</b>	<b>FY 08 Total Rec.</b>	<b>FY 08 App. Cont.</b>	<b>FY 08 App. Exp.</b>	<b>FY 08 Total App.</b>	<b>% Cont. Inc/Dec</b>	<b>% Total Inc/Dec</b>
<b>Expenditures</b>											
<i>Salaries</i>	294,162	325,371	421,013	376,333	472,145	472,145	436,365	35,780	472,145	3.6%	12.1%
<i>Other Personnel Costs</i>	93,819	104,360	142,709	134,859	155,503	155,506	142,429	13,077	155,506	-0.2%	9.0%
<i>Operating</i>	202,361	133,983	265,276	267,026	283,800	283,800	285,772	0	285,772	7.7%	7.7%
<i>Capital Outlay</i>	126,414	8,430	11,000	11,000	43,250	43,250	33,250	10,000	43,250	202.3%	293.2%
<b>Total Expenditures</b>	716,757	572,144	839,998	789,218	954,698	954,701	897,816	58,857	956,673	6.9%	13.9%
<b>Net Cost:</b>	716,757	572,144	839,998	789,218	954,698	954,701	897,816	58,857	956,673	6.9%	13.9%
<b>FTE's</b>	7.00	7.00	9.00	9.00	10.00	10.00	0.00	0.00	0.00	-100.0%	-100.0%

### Expansion Approved:

- **Increase Network Storage:** Provide adequate storage space on the county's servers to accommodate growing data needs: As more and more County employees utilize computers to do their jobs, the demand for network storage space has grown exponentially. In FY 2008, the County will also begin hosting its own e-mail service. Additional network storage is needed to provide employees with a safe place to back up data. Free space on current servers is down to less than 10 percent. This one-time expense will be funded through an appropriation from fund balance Total cost: \$10,000. Net Cost: \$0.00

- **Information Assistant Position:** Provide funding for an Information Assistant Position in the Management Information Systems (MIS) Department to support Social Services, Health, and Elections: Social Services staff currently carry out many information systems responsibilities, including setting up computer security, managing e-mail accounts and the telephone system, and trouble-shooting software applications. Social Services has 80 employees, most of whom rely heavily on computers to do their jobs. The employees use a variety of software programs on a daily basis, including the state mainframe system, a number of web-based applications, a shared network, and electronic records system. Many of the support duties are performed by Social Services staff because MIS does not have the resources to provide continuous support. The Elections Office also requested a full-time position to provide support for new voting equipment and software. Because of the seasonal nature of this work, the County Manager is not recommending a full-time position for Elections. Currently, MIS supports Elections with a position that is also shared with the Health Department. By adding another Information Assistant position, sufficient backup can be provided to this shared position to ensure adequate coverage of the Health Department during the election season. Net Cost: \$48,857.00

### Work Plan:

**Goal:** Continue to offer assistance in revising County Website to improve services and County image

**Objectives:**

- Create new GIS portal with GIS department information, links to tax files, maps, FTP
- Complete Migration of County website to new format

<b>Key Measures:</b>	<b>FY 04 Actual</b>	<b>FY 05 Actual</b>	<b>FY 06 Actual</b>	<b>FY 07 Estimated</b>	<b>FY 08 Target</b>
Number of County Website page views	N/A	N/A	N/A	2500000	400000
Number of Departments using Content Management Software	N/A	N/A	N/A	5	20
Number of GIS Website page views	N/A	N/A	N/A	150000	200000

**Goal:** Improve infrastructure and connectivity options within County Network

**Objectives:**

- Complete the building of a fiber optic network connecting main office sites in Pittsboro
- Manage and improve security of wireless “hotspots” in main meeting rooms for vendors, citizens, and guest speakers to connect to the internet without getting on the County network
- Continue migrating departments to new phone system as they require
- Complete migration to new County email system

<b>Key Measures:</b>	<b>FY 04 Actual</b>	<b>FY 05 Actual</b>	<b>FY 06 Actual</b>	<b>FY 07 Estimated</b>	<b>FY 08 Target</b>
Number of Departments utilizing new email system	N/A	N/A	N/A	2	20
Number of Departments / Divisions on new phone system	N/A	N/A	N/A	7	17
Number of meeting rooms with wireless connectivity	N/A	N/A	N/A	3	5
Number of buildings conected by fiber	N/A	N/A	N/A	5	10

**Goal:** Improve security of County network

**Objectives:**

- Network intrusion testing
- Revise HIPAA policy
- Provide user security training classes
- Traffic monitoring

<b>Key Measures:</b>	<b>FY 04 Actual</b>	<b>FY 05 Actual</b>	<b>FY 06 Actual</b>	<b>FY 07 Estimated</b>	<b>FY 08 Target</b>
Percent network traffic monitored (by PC)	N/A	N/A	N/A	80	95
Number of classes offered	N/A	N/A	N/A	1	3
Number of edits / updates / revisions to HIPAA Policy	N/A	N/A	N/A	1	1
Number of attacks (port scans) detected / blocked	N/A	N/A	N/A	800	N/A

**Goal:** Provide extended support for County offices with special needs

**Objectives:**

- Continue to consolidate Sheriff's Department network, connections and bring into full HIPAA compliancy
- Continue assistance with transition to new data collection methods
- Provide extended support for query report writing for AS/400 software users
- Assist purchasing by obtaining quotes and entering all purchase orders for technology equipment to maintain standardization of equipment

<b>Key Measures:</b>	<b>FY 04 Actual</b>	<b>FY 05 Actual</b>	<b>FY 06 Actual</b>	<b>FY 07 Estimated</b>	<b>FY 08 Target</b>
Number of purchase orders for other Departments	N/A	N/A	N/A	100	125
Number of queries written / rewritten / run	N/A	N/A	N/A	50	60
Percentage of Sheriff's Department PCs HIPAA compliant and connected to main County network	N/A	N/A	N/A	0	100

**Goal:** Continue standardization and consolidation of software and databases across County departments

**Objectives:**

- Continue to consolidate databases from different departments into SQL
- Manage EDMS project and associated databases
- Automate software updates

<b>Key Measures:</b>	<b>FY 04 Actual</b>	<b>FY 05 Actual</b>	<b>FY 06 Actual</b>	<b>FY 07 Estimated</b>	<b>FY 08 Target</b>
Percentage of software updates that were automated	N/A	N/A	N/A	50	80
Number of Departments using EDMS	N/A	N/A	N/A	1	4
Number of databases that have been converted into SQL database	N/A	N/A	N/A	2	6
Percentage of PCs on MS Enterprise Agreement	N/A	N/A	0	80	90

**Goal:** Improve staff IT knowledge and capabilities

**Objectives:**

- IT staff will further education in a variety of fields

<b>Key Measures:</b>	<b>FY 04 Actual</b>	<b>FY 05 Actual</b>	<b>FY 06 Actual</b>	<b>FY 07 Estimated</b>	<b>FY 08 Target</b>
Number of Industry Certifications	N/A	2	4	6	8