

Office of County Administration

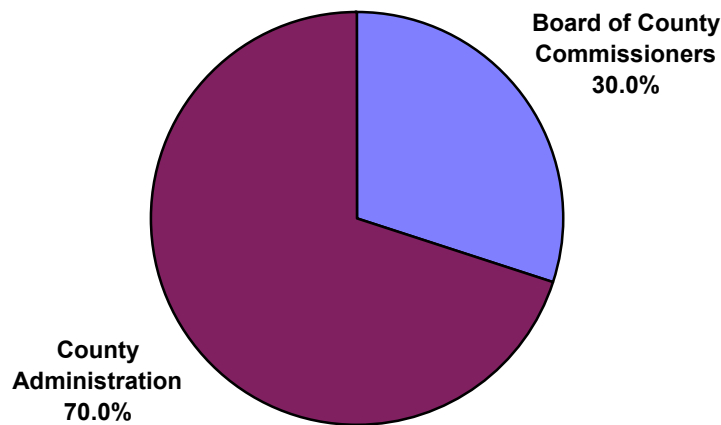
Purpose

The Office of County Administration helps deliver high-quality, cost-effective services to Lane County community members. This is accomplished by: implementing Lane County Board policy and the organization's strategic plan; efficient management of the organization; intergovernmental partnerships; pursuing measures to achieve financial stability; coordinating economic development; and communicating effectively with community members and employees.

Total Expenditures

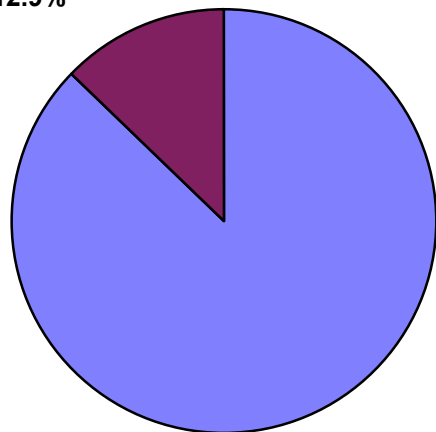
\$ 3,064,918

FY 09-10 Expenditures by Division



FY 09-10 Budget by Fund

Special Revenue
Fund
12.9%



General Fund
87.1%

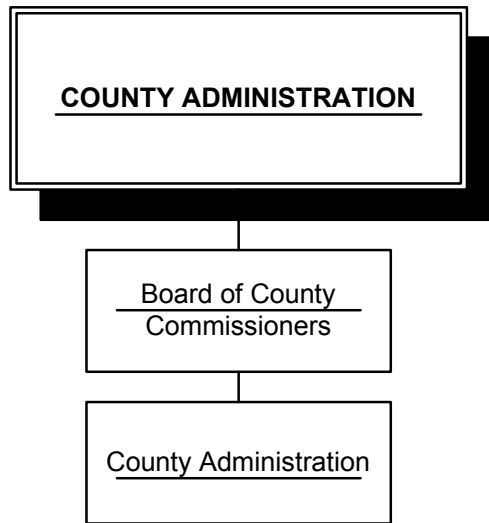
Jeff Spartz
County Administrator
682-4203

County Administration

Overview

The Lane County Board of Commissioners establishes overall County goals, policies and priorities. The County Administrator serves as a liaison between the Board and County departments; interpreting Board goals and priorities, and providing executive direction to departments.

County Administration provides administrative oversight and day-to-day management of Lane County Government. This includes, but is not limited to: assisting the Board in policy development and implementation; directing the activities of administrative departments; management of the Board meeting and agenda process; preparing, implementing and monitoring of the County's annual budget; coordinating the activities of elected official departments; coordination and management of the County's Intergovernmental Relations and Public Information programs; and, as a direct service, Community and Economic Development Program services primarily focused on the rural portions of Lane County.



County Administration

Department Goals & Objectives

The Board held a day-long work session in late March 2008 with a second session in July 2008 to update and revise the goals to address the current environment and challenges. The Board of Commissioners adopted the follow three goals:

- 1) Develop Lane County's economic engine
- 2) Provide outstanding customer/constituent service
- 3) Build public trust through intensive communication and engagement
- 4) Develop a five year plan

Key Accomplishments of FY 08-09

- While well into the fiscal year, the efforts of our local, state and national leaders came to fruition with the inclusion of the renewal of the Secure Rural Schools Act.
- Lane County surveyed 3000 community members regarding their opinions about our community and services provided by local government. Results from this survey will be used by Board and budget committee members during their deliberations of this Proposed Budget, but were not available for discussion in this proposed budget document.
- The Board convened the budget committee for supplemental budget committee meetings this fiscal year and plans to continue to do so quarterly. Committee members have heard presentations on the economy, the County's long term financial obligations, the Public Employees Retirement System, the State's budget, and other topics providing context and depth to their annual budget deliberations.
- The Budget Office enhanced its forecasting flexibility and communications through the implementation of a new software tool known as MuniCast.
- The Community & Economic Development Program is having its best year yet with respect to resource development bringing over \$1 million in new funding coming into our communities.
- A long awaited and much anticipated revision of the County website was developed this year. The improvements are sure to improve users' ability to find the information they need quickly and easily.
- The successful collaboration of Lane County Community & Economic Development Program, Metro Television, and the Public Information Office has resulted in a brilliant series of videos. The Working for You Video Series provides a chance to explore how Lane County government's system of services works day to day to meet the needs of community members.

Changes, Challenges & Opportunities in FY 09-10

- The biggest challenge to Lane County's Board and Administration in FY 09-10 will continue to be the depressed state of the local, regional, and national economy. The economy will continue to have multiple impacts to citizens and to local government including:
 - Increased demand and greater need for services, especially those relating to housing, employment, energy assistance, and basic needs
 - Fee revenues related to building and construction including recording fees, building permit fees, and tipping fees at the landfill continue to stagnate
 - Property tax collections are not projected to increase to the extent they have in recent years;
 - Many programs are bracing for significant cuts in revenue from state, many of these cuts will not yet be known before the County's FY 09-10 will be adopted requiring the Board to make additional reductions in supplemental budgets
- In kind, one of the biggest opportunities may be in the federal response to the national economy by way of the American Recovery and Reinvestment Act 2009. Earmarks to the Lane County Community Health Centers (our federally qualified health center) have already been implemented. Lane County will continue to pursue its share of federal support for transportation, capital development, community and economic development, and basic needs services.

County Administration

Performance Management

- Surveys done in November 2006, April 2007 and focus groups held in the fall of 2007 show an increasing familiarity of County services. The new Lane County Community Survey 2009, using the National Citizen Survey format, will provide the County with baseline data with which to compare to other jurisdictions and to future County performance.
- The General Fund Financial Forecast or Fin Plan has been used since 1988 to forecast the County's General Fund revenues and expenses on an annual basis. The goal of an accurate forecast is to maintain the optimal level of services within all available resources. A large variance can occur as result of a change in policy direction by the board mid-year, news of otherwise unanticipated changes in revenue or expenses, a prolonged period of higher than expected vacancies, etc. In the final quarter of FY 07-08, anticipating the loss of Secure Rural Schools funding, departments prepared to eliminate nearly 100 positions. Dozens of employees were notified they would soon be laid off. In anticipation of reductions, departments held back on filling vacancies and other expenditures. This is the primary cause of expenditures coming in 4.5% lower than anticipated in the forecast.
- The GFOA Distinguished Budget Award recognizes the preparation and presentation of a high quality budget that reflects guidelines established by the National Advisory Council on State and Local Budgeting and the GFOA's recommended practices on budgeting. The budget document is evaluated against twenty-seven criteria. The Budget & Document Resources Teams have steadily improved the budget document against these criteria over the past several years.
- The leveraging of business contributions resulted in an above target number of jobs created in FY 07-08. The Community and Economic Development Program raised more grant funds in FY 07-08 than in prior years. FY 08-09 looks to be even more successful for the program in raising grant funding for our community. As of the end of February 2008, the program had already secured \$1,025,000 in new grant funds.

| DIVISION PERFORMANCE MEASURES | | | | | | |
|---|-----------------------|-----------------------|-----------------------|---------------|-------------------------|-----------------------|
| Performance Measures | 2005-06 Actual | 2006-07 Actual | 2007-08 Actual | Target | Comment | 2008-09 Target |
| Accuracy of Financial Forecast - Revenue | -0.2 | 1.3% | -1.9% | +/-2.0% | On Target | +/-2.0% |
| Accuracy of Financial Forecast - Expense | -4.2% | 0.6% | -4.5% | +/-2.0% | Required Review | +/-2.0% |
| GFOA Distinguished Budget Award Score | 280 | 313 | 302 | 313 | On Target | 313 |
| Jobs Created | ** | ** | 430 | ** | ** | 400 |
| Community & Economic Development Grant Revenue Received | ** | ** | \$430,000 | ** | Far Exceeds Expectation | \$1,000,000 |

** New measures for FY 07-08 did not have previous targets or actuals.

County Administration

| DEPARTMENT FINANCIAL SUMMARY | | | | | | |
|------------------------------|--------------------|--------------------|----------------------|----------------------|--------------------|-------------------|
| | FY 06-07 Actual | FY 07-08 Actual | FY 08-09 Curr Bgt | FY 09-10 Proposed | \$ Chng Fr Curr | % Chng Fr Curr |
| RESOURCES: | | | | | | |
| Federal Revenues | 11,163 | 12,837 | 14,000 | 12,000 | (2,000) | -14.29% |
| State Revenues | 214,345 | 225,527 | 288,744 | 317,144 | 28,400 | 9.84% |
| Local Revenues | 32,559 | 36,332 | 36,332 | 36,332 | 0 | 0.00% |
| Fees and Charges | 4,994 | 12,217 | 13,200 | 9,000 | (4,200) | -31.82% |
| Administrative Charges | 2,058,820 | 2,246,240 | 2,482,641 | 2,290,547 | (192,094) | -7.74% |
| Interest Earnings | 2,330 | 4,190 | 0 | 1,000 | 1,000 | 100.00% |
| Total Revenue | 2,324,211 | 2,537,343 | 2,834,917 | 2,666,023 | (168,894) | -5.96% |
| Resource Carryover | 33,579 | 80,070 | 69,641 | 41,769 | (27,872) | -40.02% |
| Fund Transfers In | 56,663 | 0 | 758 | 0 | (758) | -100.00% |
| Other Financing | 0 | 0 | 0 | 0 | 0 | 0.00% |
| TOTAL RESOURCES | 2,414,453 | 2,617,413 | 2,905,316 | 2,707,792 | (197,524) | -6.80% |
| EXPENDITURES: | | | | | | |
| Personnel Services | 1,973,659 | 1,902,928 | 2,245,998 | 2,394,018 | 148,020 | 6.59% |
| Materials and Services | 601,047 | 561,744 | 652,854 | 670,900 | 18,046 | 2.76% |
| Total Resrvs & Conting. | 0 | 0 | 24,576 | 0 | (24,576) | -100.00% |
| TOTAL EXPENDITURES | 2,574,706 | 2,464,672 | 2,923,428 | 3,064,918 | 141,490 | 4.84% |
| Total FTE | 20.50 | 21.00 | 20.50 | 20.50 | 0.00 | 0.00% |
| EXPENDITURES BY FUND | | | | | | |
| General Fund | 2,333,943 | 2,180,115 | 2,515,853 | 2,656,673 | 140,820 | 5.60% |
| Special Revenue Fund | 240,763 | 284,557 | 407,575 | 408,245 | 670 | 0.16% |
| TOTAL FUNDS | 2,574,706 | 2,464,672 | 2,923,428 | 3,064,918 | 141,490 | 4.84% |

| DEPARTMENT FINANCIAL SUMMARY BY PROGRAM | | | | | | |
|---|--------------------|--------------------|----------------------|----------------------|--------------------|-------------------|
| | FY 06-07 Actual | FY 07-08 Actual | FY 08-09 Curr Bgt | FY 09-10 Proposed | \$ Chng Fr Curr | % Chng Fr Curr |
| PROGRAMS | | | | | | |
| Board of Commissioners | 689,756 | 752,412 | 753,969 | 791,145 | 37,176 | 4.93% |
| Internal Auditing | 81,334 | 116,844 | 122,815 | 127,535 | 4,720 | 3.84% |
| Budget and Planning | 367,999 | 402,376 | 443,313 | 497,058 | 53,745 | 12.12% |
| CAO/BCC Support | 788,834 | 655,403 | 953,583 | 963,317 | 9,734 | 1.02% |
| Community & Econ. Dev. | 204,739 | 232,038 | 319,757 | 343,695 | 23,938 | 7.49% |
| Intergovernmental Relations | 175,867 | 204,166 | 164,374 | 168,196 | 3,822 | 2.33% |
| Public Information | 266,177 | 101,433 | 165,617 | 173,972 | 8,355 | 5.04% |
| TOTAL EXPENDITURES | 2,574,706 | 2,464,672 | 2,923,428 | 3,064,918 | 141,490 | 4.84% |

County Administration

| DEPARTMENT REVENUE SUMMARY | | | | | | |
|-----------------------------------|----------------------------|----------------------------|------------------------------|------------------------------|----------------------------|---------------------------|
| REVENUE ACCOUNTS | FY 06-07 Actual | FY 07-08 Actual | FY 08-09 Curr Bgt | FY 09-10 Proposed | \$ Chng Fr Curr | % Chng Fr Curr |
| Department Of Justice | 11,163 | 12,837 | 12,000 | 12,000 | 0 | 0.00% |
| Misc - Federal Revenue | 0 | 0 | 2,000 | 0 | (2,000) | -100.00% |
| FEDERAL REVENUES | 11,163 | 12,837 | 14,000 | 12,000 | (2,000) | -14.29% |
| Video Lottery Proceeds | 214,345 | 225,527 | 288,744 | 317,144 | 28,400 | 9.84% |
| OTHER STATE REVENUES | 214,345 | 225,527 | 288,744 | 317,144 | 28,400 | 9.84% |
| Eugene | 0 | 18,166 | 0 | 0 | 0 | 0.00% |
| Springfield | 0 | 18,166 | 0 | 0 | 0 | 0.00% |
| Miscellaneous Cities | 36,332 | 0 | 36,332 | 36,332 | 0 | 0.00% |
| Counties | (3,773) | 0 | 0 | 0 | 0 | 0.00% |
| LOCAL REVENUES | 32,559 | 36,332 | 36,332 | 36,332 | 0 | 0.00% |
| Misc. Fees/Reimbursement | 0 | 685 | 0 | 0 | 0 | 0.00% |
| Photocopies | 575 | 575 | 0 | 0 | 0 | 0.00% |
| Refunds & Reimbursements | 4,419 | 10,956 | 13,200 | 9,000 | (4,200) | -31.82% |
| FEES AND CHARGES | 4,994 | 12,216 | 13,200 | 9,000 | (4,200) | -31.82% |
| County Administrative Charges | 2,058,820 | 2,246,240 | 2,482,641 | 2,290,547 | (192,094) | -7.74% |
| ADMINISTRATIVE CHARGES | 2,058,820 | 2,246,240 | 2,482,641 | 2,290,547 | (192,094) | -7.74% |
| Investment Earnings | 2,330 | 4,190 | 0 | 1,000 | 1,000 | 100.00% |
| INTEREST EARNINGS | 2,330 | 4,190 | 0 | 1,000 | 1,000 | 100.00% |
| Resource Carryover | 0 | 0 | 1,900 | 0 | (1,900) | -100.00% |
| Fund Balance | 33,579 | 80,070 | 74,409 | 41,769 | (32,640) | -43.87% |
| Non Discretionary | 0 | 0 | (6,668) | 0 | 6,668 | -100.00% |
| Transfer Fr General Fund (100) | 35,663 | 0 | 0 | 0 | 0 | 0.00% |
| Transfer Fr Sp Rev Funds (200) | 21,000 | 0 | 0 | 0 | 0 | 0.00% |
| Transfer Fr Int Svc Fnds (600) | 0 | 0 | 758 | 0 | (758) | -100.00% |
| FISCAL TRANSACTIONS | 90,242 | 80,070 | 70,399 | 41,769 | (28,630) | -40.67% |
| TOTAL RESOURCES | 2,414,453 | 2,617,412 | 2,905,316 | 2,707,792 | (197,524) | -6.80% |

County Administration

| DEPARTMENT EXPENSE SUMMARY | | | | | | |
|-----------------------------------|----------------------------|----------------------------|------------------------------|------------------------------|----------------------------|---------------------------|
| EXPENDITURE ACCOUNTS | FY 06-07 Actual | FY 07-08 Actual | FY 08-09 Curr Bgt | FY 09-10 Proposed | \$ Chng Fr Curr | % Chng Fr Curr |
| Permanent Operating Salaries | 1,193,658 | 1,133,351 | 1,320,207 | 1,386,462 | 66,255 | 5.02% |
| Extra Help | 30,468 | 22,524 | 50,000 | 40,068 | (9,932) | -19.86% |
| Unclassified Temporary | 19,218 | 48,168 | 0 | 0 | 0 | 0.00% |
| Reduction Unfunded Vac Liab | 22,458 | 23,824 | 28,135 | 7,350 | (20,785) | -73.88% |
| Compensatory Time | 1,431 | 2,864 | 1,584 | 1,584 | 0 | 0.00% |
| Employee Benefits | 629,423 | 0 | 0 | 0 | 0 | 0.00% |
| Risk Management Benefits | 0 | 9,939 | 20,950 | 20,530 | (420) | -2.00% |
| Social Security Expense | 0 | 72,540 | 83,235 | 86,054 | 2,819 | 3.39% |
| Medicare Insurance Expense | 0 | 17,960 | 20,152 | 20,845 | 693 | 3.44% |
| Unemployment Insurance (State) | 0 | 8,037 | 9,783 | 10,097 | 314 | 3.21% |
| Workers Comp | 0 | 3,992 | 4,162 | 4,268 | 106 | 2.55% |
| Disability Insurance - Long-term | 0 | 6,957 | 13,443 | 13,953 | 510 | 3.79% |
| PERS - OPSRP Employer rate | 0 | 119,952 | 159,042 | 135,316 | (23,726) | -14.92% |
| PERS Bond | 77,003 | 78,166 | 70,887 | 104,654 | 33,767 | 47.63% |
| PERS - 6% Pickup | 0 | 59,470 | 75,800 | 78,967 | 3,167 | 4.18% |
| Health Insurance | 0 | 201,960 | 277,248 | 322,019 | 44,771 | 16.15% |
| Dental Insurance | 0 | 19,247 | 23,959 | 29,071 | 5,112 | 21.34% |
| Vision Insurance | 0 | 3,798 | 5,000 | 7,245 | 2,245 | 44.90% |
| EE Assistance Pgm - IBH | 0 | 1,099 | 1,200 | 1,260 | 60 | 5.00% |
| Life Insurance | 0 | 3,541 | 3,888 | 4,032 | 144 | 3.70% |
| Flexible Spending | 0 | 159 | 240 | 252 | 12 | 5.00% |
| Disability Insurance - Short Term | 0 | 418 | 543 | 504 | (39) | -7.18% |
| Defer. Comp Employer Contrib. | 0 | 11,234 | 12,603 | 26,683 | 14,080 | 111.72% |
| Retiree Medical | 0 | 53,726 | 63,937 | 69,277 | 5,340 | 8.35% |
| Salary Offset | 0 | | 0 | 23,527 | 23,527 | 100.00% |
| PERSONNEL SERVICES | 1,973,658 | 1,902,928 | 2,245,998 | 2,394,018 | 148,020 | 6.59% |
| Professional & Consulting | 115,286 | 117,366 | 125,947 | 127,705 | 1,758 | 1.40% |
| Subscriptions | 0 | 0 | 0 | 322 | 322 | 100.00% |
| Intergovernmental Agreements | 35,753 | 26,286 | 60,990 | 62,000 | 1,010 | 1.66% |
| Agency Payments | 0 | 4,750 | 0 | 9,000 | 9,000 | 100.00% |
| Telephone Services | 13,334 | 14,659 | 16,680 | 17,933 | 1,253 | 7.51% |
| Purchased Insurance | 3,997 | 6,145 | 9,357 | 9,576 | 219 | 2.34% |
| Maintenance of Equipment | 0 | 0 | 200 | 0 | (200) | -100.00% |
| Maintenance Agreements | 0 | 0 | 350 | 0 | (350) | -100.00% |
| External Equipment Rental | 499 | 332 | 300 | 350 | 50 | 16.67% |
| Fleet Services Rentals | 12,943 | 11,616 | 9,300 | 11,932 | 2,632 | 28.30% |
| Copier Charges | 12,610 | 12,193 | 8,189 | 17,210 | 9,021 | 110.16% |
| Mail Room Charges | 2,134 | 1,854 | 3,800 | 4,000 | 200 | 5.26% |
| Direct/Information Services | 112,256 | 98,458 | 103,381 | 132,459 | 29,078 | 28.13% |
| County Overhead Charges | 73,840 | 70,027 | 102,814 | 85,881 | (16,933) | -16.47% |
| Dept Support/Direct | 0 | 68 | 0 | 0 | 0 | 0.00% |
| PC Replacement Services | 10,449 | 13,889 | 17,600 | 15,990 | (1,610) | -9.15% |
| Office Supplies & Expense | 12,585 | 32,158 | 15,540 | 16,640 | 1,100 | 7.08% |

County Administration

| DEPARTMENT EXPENSE SUMMARY | | | | | | |
|---------------------------------|--------------------|--------------------|----------------------|----------------------|--------------------|-------------------|
| EXPENDITURE ACCOUNTS | FY 06-07 Actual | FY 07-08 Actual | FY 08-09 Curr Bgt | FY 09-10 Proposed | \$ Chng Fr Curr | % Chng Fr Curr |
| Membrshp/Professional Licenses | 1,649 | 1,142 | 2,550 | 3,815 | 1,265 | 49.61% |
| Printing & Binding | 40,903 | 6,370 | 34,430 | 32,150 | (2,280) | -6.62% |
| Advertising & Publicity | 26,187 | 14,135 | 4,000 | 7,753 | 3,753 | 93.83% |
| Photo/Video Supplies & Svcs | 0 | 533 | 500 | 3,700 | 3,200 | 640.00% |
| Postage | 20 | 347 | 0 | 200 | 200 | 100.00% |
| DP Supplies And Access | 2,083 | 1,852 | 1,900 | 5,300 | 3,400 | 178.95% |
| Furniture, Equipment & Tools | 245 | 250 | 0 | 0 | 0 | 0.00% |
| Unallocated PCard Trans | (7) | 0 | 0 | 0 | 0 | 0.00% |
| Food | (23) | 7,453 | 5,200 | 10,500 | 5,300 | 101.92% |
| Special Supplies | 0 | 0 | 0 | 200 | 200 | 100.00% |
| Safety Supplies | 0 | 47 | 0 | 300 | 300 | 100.00% |
| Business Expense & Travel | 115,091 | 103,459 | 98,226 | 65,781 | (32,445) | -33.03% |
| Committee Stipends & Expense | 0 | 175 | 9,400 | 0 | (9,400) | -100.00% |
| Awards & Recognition | 2,039 | 1,686 | 2,250 | 5,043 | 2,793 | 124.13% |
| Outside Education & Travel | 1,067 | 5,225 | 9,800 | 11,700 | 1,900 | 19.39% |
| County Training Classes | 6,090 | 9,268 | 10,150 | 13,360 | 3,210 | 31.63% |
| Training Services & Materials | 16 | 0 | 0 | 100 | 100 | 100.00% |
| Miscellaneous Interest | 3 | 0 | 0 | 0 | 0 | 0.00% |
| MATERIALS & SERVICES | 601,048 | 561,744 | 652,854 | 670,900 | 18,046 | 2.76% |
| Operational Contingency | 0 | 0 | 23,818 | 0 | (23,818) | -100.00% |
| Operational Reserves | 0 | 0 | 758 | 0 | (758) | -100.00% |
| TOTAL RESERVES | 0 | 0 | 24,576 | 0 | (24,576) | -100.00% |
| TOTAL EXPENDITURES | 2,574,706 | 2,464,672 | 2,923,428 | 3,064,918 | 141,490 | 4.84% |