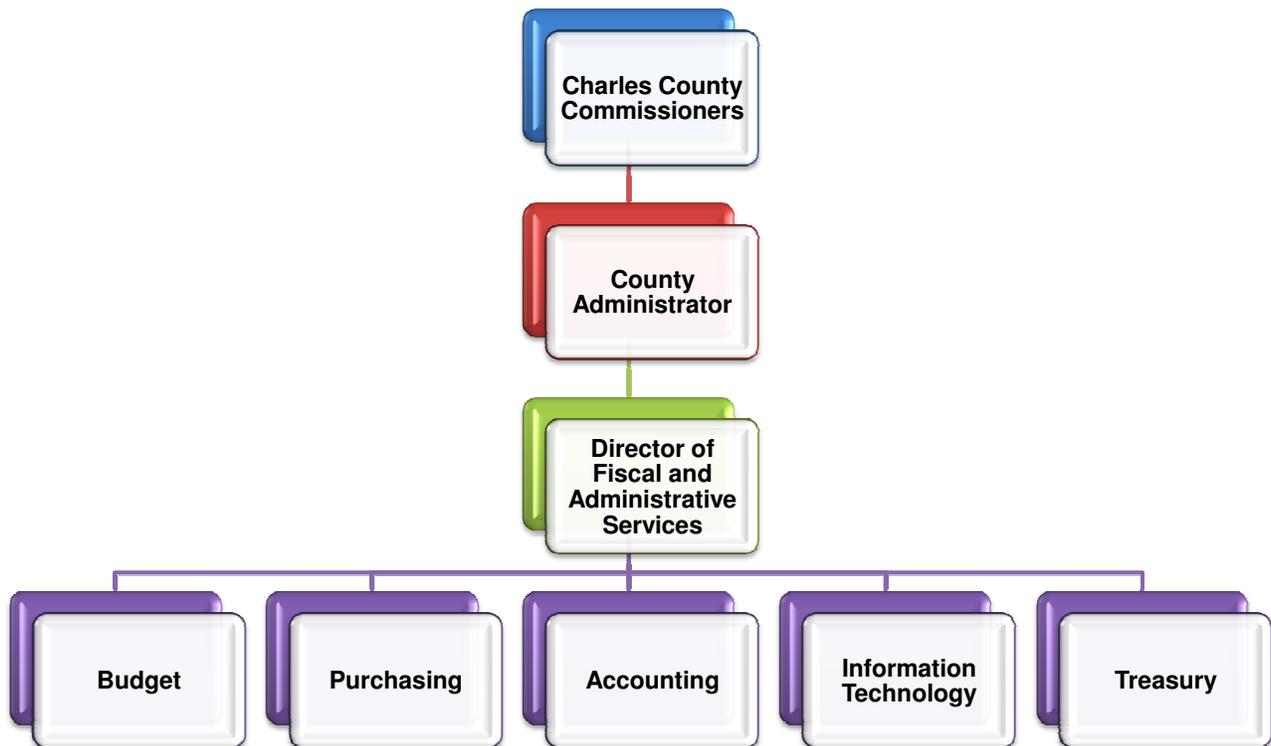


Fiscal & Administrative Services Summary

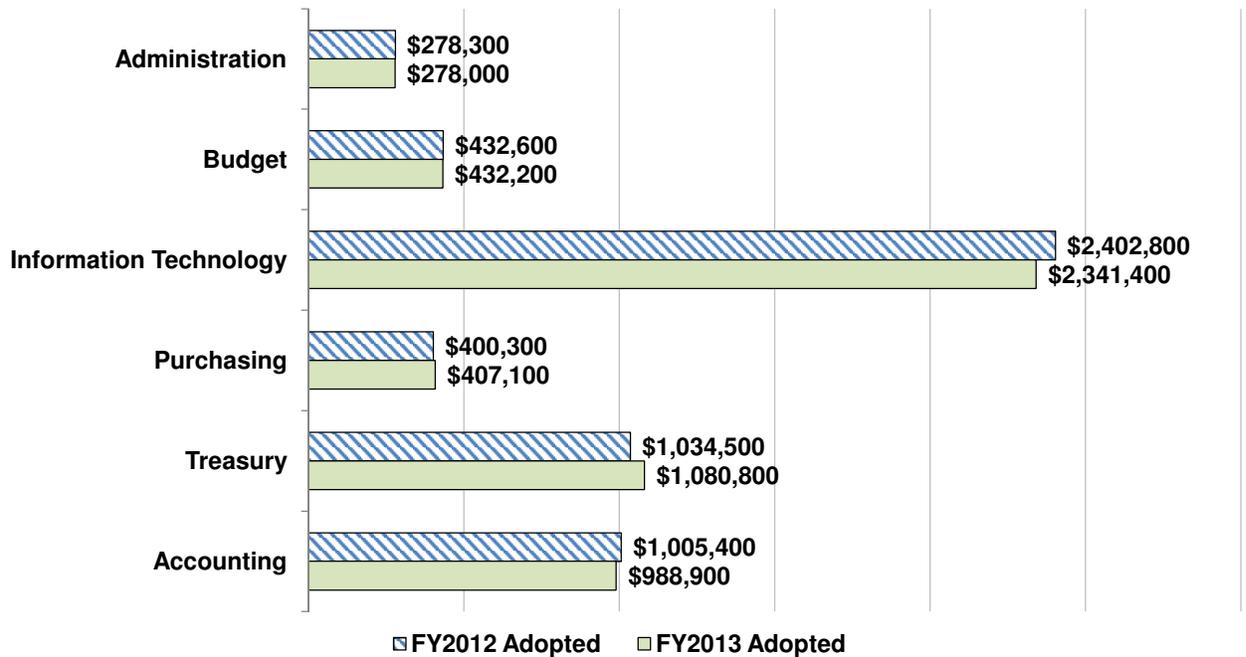
Deborah Hudson, Director of Fiscal & Administrative Services
 Mailing Address: P.O. Box 2150, La Plata, MD 20646
 Physical Address: 200 Baltimore St., La Plata, MD 20646
<http://www.charlescountymd.gov/fas/welcome>

301-645-0570 301-870-2542
 8:00 a.m.-4:30 p.m. M-F

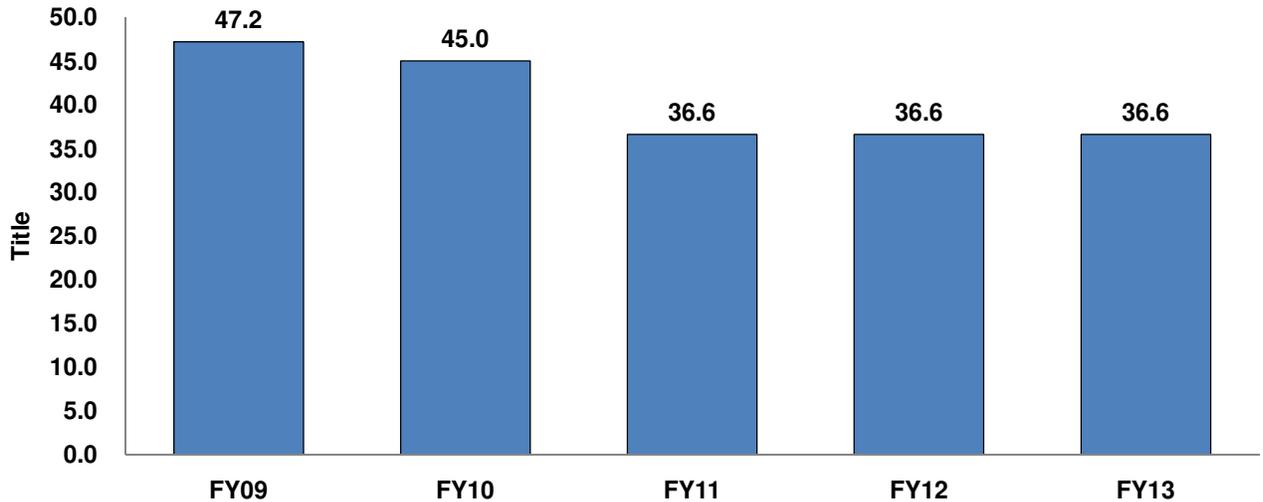
Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$2,613,081	\$3,302,200	\$3,255,100	\$3,255,100	(\$47,100)	-1.4%
Fringe Benefits	840,425	1,122,600	1,085,300	1,085,300	(37,300)	-3.3%
Operating Costs	940,687	1,129,100	1,187,600	1,188,000	58,900	5.2%
Total Expenditures	\$4,394,193	\$5,553,900	\$5,528,000	\$5,528,400	(\$25,500)	-0.5%
Revenues	\$135,830	\$329,500	\$260,700	\$260,700	(\$68,800)	-20.9%
Total Expenditures as % of Budget:	1.4%	1.8%	1.7%	1.7%		



Fiscal & Administrative Services Expenditure and Staff History



Staffing History



Positions by Program:

	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>
Administration	3.8	3.8	2.0	2.0	2.0
Budget	4.0	4.0	4.0	4.0	4.0
Information Technology	21.6	19.5	14.8	14.8	14.8
Purchasing	6.0	6.0	5.0	5.0	5.0
Accounting	11.8	11.8	10.8	10.8	10.8
Treasury	15.0	15.0	14.0	14.0	14.0
Subtotal	47.2	45.0	36.6	36.6	36.6
Total Full Time Equivalent	47.2	45.0	36.6	36.6	36.6

Fiscal & Administrative Services

Department: Fiscal & Administrative Services 01.04.06
Division\Program: Administration Fund: General
Program Administrator: Deborah Hudson, Director of Fiscal & Administrative Services
<http://www.charlescountymd.gov/fas/welcome>

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$201,111	\$195,500	\$199,300	\$199,300	\$3,800	1.9%
Fringe Benefits	71,166	73,400	69,300	69,300	(4,100)	-5.6%
Operating Costs	3,264	9,400	9,400	9,400	0	0.0%
Total Expenditures	\$275,540	\$278,300	\$278,000	\$278,000	(\$300)	-0.1%
Revenues	\$11,797	\$15,000	\$15,000	\$15,000	\$0	0.0%

Description:

The Administrative Division of Fiscal & Administrative Services supervises the Accounting, Budget, Information Technology, Purchasing and Treasury Divisions of County Government. Serves as a committee member in the administration and management of various pension plans on behalf of the County's public safety and general employees.

Additionally, the Administrative Division is responsible for securing major equipment through lease purchase financing and is responsible for the planning and issuance of long term debt for all bond financed capital projects. Maintains professional relationships with the County's Bond Rating Agencies, Financial Advisors, Banking Institutions, and Bond Counsel. Serves as Financial Advisor to the Board of County Commissioners and County Administrator.

Positions:

Title	FY09 FTE	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE
Director of Fiscal & Administrative Services	1.0	1.0	1.0	1.0	1.0
Management Analyst	1.0	1.0	0.0	0.0	0.0
Fiscal Service Specialist	1.0	1.0	1.0	1.0	1.0
Office Associate II	0.8	0.8	0.0	0.0	0.0
Total Full Time Equivalent	3.8	3.8	2.0	2.0	2.0

Objectives & Measurements:

	FY09 Actual	FY10 Actual	FY11 Actual	FY12 Projected	FY13 Estimated
# Meetings Scheduled	578	623	766	750	750
# Letters/Memorandums Typed	817	860	920	950	950
# Mail received/mailed	3,644	3,962	3,260	3,200	3,200

Objective: To oversee, review and make recommendations on the various retirement plans for employees of the County.

# of Pension Plans Administered	4	4	4	4	4
Market Value of Pension Plans	\$173,031,236	\$204,604,787	\$254,969,774	\$284,250,500	\$297,786,200

Objective: To secure adequate financing for the purchase of equipment and as provided by the Capital Improvement Program for infrastructure such as buildings, roads, and parks.

Value of Capital Lease Agreement	\$2,943,700	\$1,102,600	\$0	\$1,531,700	\$2,502,400
Value of Bond Issue	\$38,000,000	\$36,145,000	\$57,785,000	\$55,240,000	\$50,000,000

Fiscal & Administrative Services

Department: Fiscal & Administrative Services

01.04.04

Division\Program: Budget

Fund: General

Program Administrator: David Eicholtz, Chief of Budget

www.charlescountymd.gov/fas/budget/budget

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$337,562	\$306,500	\$313,400	\$313,400	\$6,900	2.3%
Fringe Benefits	115,263	121,500	114,200	114,200	(7,300)	-6.0%
Operating Costs	1,897	4,600	4,600	4,600	0	0.0%
Total Expenditures	\$454,722	\$432,600	\$432,200	\$432,200	(\$400)	-0.1%
Revenues	\$124,033	\$148,700	\$121,600	\$121,600	(\$27,100)	-18.2%

Changes and Useful Information:

- Revenues are associated with the indirect cost reimbursement for work associated with grants.

Description:

The functions of the Budget Division are to:

- (1) coordinate, compile and review all departmental and agency requests,
- (2) compile and recommend revenue estimates for all funds,
- (3) prepare five year plan forecasts,
- (4) analyze and recommend various tax and user fee rates based on requested, proposed, and approved operating budgets,
- (5) prepare monthly management reports to include income statements, year-end revenue and expense estimates, and changes in fund balance for all major funds,
- (6) coordinate the official Offering Statement associated with new bond issues,
- (7) prepare special financial reports for bond rating agency presentations,
- (8) monitor all budgets throughout the year,
- (9) prepare quarterly capital project financial status reports,
- (10) provide general financial support to departments and the general public,
- (11) administer budget position control system, and
- (12) coordinate and administer grant financial information including review of grant applications, preparing quarterly and annual financial reports, coordinating preparation of annual cost Allocated plan, and compilation of federal grant information for completion of the A-133 single audit.

Positions:

Title	FY09 FTE	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE
Chief of Budget	1.0	1.0	1.0	1.0	1.0
Senior Budget Analyst	1.0	1.0	1.0	1.0	1.0
Budget Analyst III	1.0	1.0	1.0	1.0	1.0
Budget Analyst II	1.0	1.0	1.0	1.0	1.0
Grants Analyst	1.0	1.0	1.0	1.0	1.0
Total Full Time Equivalent	5.0	5.0	5.0	5.0	5.0
Allocated to Capital Projects	(1.0)	(1.0)	(1.0)	(1.0)	(1.0)
Net Cost to General Fund	4.0	4.0	4.0	4.0	4.0

Fiscal & Administrative Services

Department: Fiscal & Administrative Services 01.04.04
Division\Program: Budget Fund: General
Program Administrator: David Eicholtz, Chief of Budget

Objectives & Measurements:	FY09 Actual	FY10 Actual	FY11 Actual	FY12 Projected	FY13 Estimated
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Objective: The ability to estimate revenues and expenditures is advantageous to the County, as it allows for fiscal decisions to be made with confidence. Revenue and Expenditure estimates prepared in December are compared to the year-end actual results to measure the accuracy of the Division's estimates.

Accuracy Rate of Mid-Year Operating Revenue and Expense Estimates:

General Fund Revenue	98.3%	98.8%	98.5%	98.4%	98.4%
General Fund Expense	98.3%	99.8%	99.3%	99.0%	99.0%
W&S Revenue	93.1%	96.0%	97.8%	96.2%	96.2%
W&S Expense	96.1%	92.8%	94.9%	95.3%	95.3%
Landfill Revenue	98.8%	96.9%	99.1%	99.0%	99.0%
Landfill Expense	99.2%	99.6%	98.5%	98.8%	98.8%
Park Revenue	97.6%	99.0%	96.0%	96.6%	96.6%
Park Expense	97.6%	95.6%	95.7%	96.3%	96.3%
ESF Revenue	96.7%	98.6%	95.8%	96.1%	96.1%
ESF Expense	98.9%	93.7%	94.7%	96.1%	96.1%

FY12 Projected is based on a three year average of actual results.

FY13 Estimated assumes we maintain our historical average ability to estimate revenues and expenditures.

Objective: The County has adopted a strict, but flexible, policy regulating transfer of budget funds between line items and programs. Significant transfer requests require approval at the County Administrator or Commissioner level. The budget policy allows for a continuous flow of operating costs, while maintaining a desired degree of control.

# of Budget Transfer Requests	562	508	468	470	500
-Avg. # of days from request to approval					
Department Head Level	2.4	5.7	3.5	3.5	3.5
Senior Management Level	6.1	11.4	13.0	13.0	13.0
# of budget line items to maintain	13,155	13,219	13,424	13,600	13,700

Objective: The County has an adopted policy providing guidelines for adding staff to the payroll. All requests for new positions, or to replace existing staff due to turnover, is processed through the Budget Division.

# of personnel requisitions processed	77	53	59	79	79
-Avg. # of days from request to Budget approval	3.3	3.9	3.6	3.6	3.6

Fiscal & Administrative Services

Department: Fiscal & Administrative Services 01.04.12
Division\Program: Information Technology Fund: General
Program Administrator: Evelyn Jacobson, Chief of Information Technology
www.charlescountymd.gov/fas/it/information-technology

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$1,098,424	\$1,133,300	\$1,070,100	\$1,070,100	(\$63,200)	-5.6%
Fringe Benefits	343,743	368,000	360,500	360,500	(7,500)	-2.0%
Operating Costs	848,049	901,500	910,400	910,800	9,300	1.0%
Total Expenditures	\$2,290,216	\$2,402,800	\$2,341,000	\$2,341,400	(\$61,400)	-2.6%

Changes and Useful Information:

- Personal Services decrease reflects the impact of the Water & Sewer Fund paying for two positions.
- The Operating Cost increase is for the State's Attorney's Office new software which requires Information Technology support, to purchase scanners for the County Attorney's Office and Public Works, to purchase a computer and telephone for Tourism's new position and to purchase email licenses for Emergency Medical Service's new positions.

Description:

The Charles County Government's DFAS Information Technology (IT) is divided into three sub-divisions: Operations; Applications; and Network. The IT areas of responsibility include telecommunications and information technology related hardware/software acquisitions, implementation, operation, maintenance and support.

Positions:

<u>Title</u>	<u>FY09 FTE</u>	<u>FY10 FTE</u>	<u>FY11 FTE</u>	<u>FY12 FTE</u>	<u>FY13 FTE</u>
Chief of Information Technology	1.0	1.0	1.0	1.0	1.0
Applications Manager	1.0	1.0	1.0	1.0	1.0
Network Manager	1.0	1.0	1.0	1.0	1.0
IT Operations Manager	1.0	1.0	0.0	0.0	0.0
Technical Support Manager	1.0	1.0	0.0	0.0	0.0
Systems Analyst II	3.0	3.0	3.0	3.0	4.0
Network Specialist III	3.0	3.0	3.0	3.0	4.0
Webmaster	1.0	1.0	1.0	1.0	1.0
Systems Analyst I	1.7	1.7	1.0	1.0	1.0
Systems Analyst I/CAD Analyst	1.0	1.0	1.0	1.0	1.0
Network Specialist II	1.0	1.0	1.0	1.0	1.0
Technology Support Specialist Supervisor	1.0	1.0	1.0	1.0	1.0
Technology Support Specialist II	2.0	2.0	2.0	2.0	2.0
Telecommunication Specialist	1.0	1.0	1.0	1.0	1.0
Applications Customer Support Rep.	1.0	1.0	1.0	1.0	1.0
Technical Support Specialist	1.0	1.0	1.0	1.0	1.0
Part-time positions	2.0	2.0	0.0	0.0	0.5
Total Full Time Equivalent	23.6	23.6	19.0	19.0	21.5
Allocated to Cable TV / I-Net Fund	(2.0)	(4.2)	(4.2)	(4.2)	(4.6)
Allocated to W&S Enterprise Fund	0.0	0.0	0.0	0.0	(2.0)
Net Cost to General Fund	21.6	19.5	14.8	14.8	14.8

Fiscal & Administrative Services

Department: Fiscal & Administrative Services 01.04.12
Division\Program: Information Technology Fund: General
Program Administrator: Evelyn Jacobson, Chief of Information Technology

Objectives & Measurements:	FY09 Actual	FY10 Actual	FY11 Actual	FY12 Projected	FY13 Estimated
<i>Objective: Provide technical support and assistance with computer related requests.</i>					
# of work requests completed	2,136	2,065	1,782	2,000	2,100
# of help desk calls completed	3,823	4,449	4,751	5,100	5,400
# of users supported	669	525	554	575	600
<i>Objective: Operate, maintain and enhance the information technology network infrastructure.</i>					
# of PCs/laptops supported	724	748	758	780	800
# of network servers supported	75	80	88	90	92
<i>Objective: Provide and maintain an informative and current Charles County Government website.</i>					
Average website hits per month	2,344,782	3,048,388	3,153,785	3,200,000	3,300,000
Average unique visitors per month	34,502	34,613	37,136	38,000	39,000
<i>Objective: Provide telephone and voice mail service for selected county departments and agencies.</i>					
# of buildings supported	30	29	31	31	31
# of I/P telephones supported	396	450	469	600	600
# of non I/P telephones supported	285	285	250	100	100
# of cell phones/smart phones supported	232	181	162	130	130

Fiscal & Administrative Services

Department: Fiscal & Administrative Services 01.04.14
Division\Program: Purchasing Fund: General
Program Administrator: Frederick Shroyer, Chief of Purchasing
www.charlescountymd.gov/fas/purchasing/purchasing

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$282,282	\$298,400	\$288,000	\$288,000	(\$10,400)	-3.5%
Fringe Benefits	87,603	95,400	103,200	103,200	7,800	8.2%
Operating Costs	3,451	6,500	15,900	15,900	9,400	144.6%
Total Expenditures	\$373,336	\$400,300	\$407,100	\$407,100	\$6,800	1.7%

Changes and Useful Information:

- The Operating budget increase is to support the new Small/Local Business Enterprise & Minority Business Enterprise program that has been established by the County Commissioners.
- New for FY 2013, Personal Services costs of \$72,500 will be allocated to the Capital Projects Budget in support of Purchasing efforts in contract bids and awards. This Capital Project subsidy will minimize the impact of the new Small/Local Business Enterprise & Minority Business Enterprise programs, including the addition of a new position.

Description:

Purchasing is responsible for conducting formal procurement of commodities, equipment, services, and construction, and oversight of non-formal procurement conducted by departments over which the County Commissioners exercise expenditure control. Other responsibilities include disposal of surplus property, oversight of the Minority Business Enterprise (MBE) Program, inclusion of prevailing wage requirements in solicitations for construction projects over \$500,000, and assisting with the processing of incoming/outgoing mail for all user agencies.

Positions:

Title	FY09 FTE	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE
Chief of Purchasing	1.0	1.0	1.0	1.0	1.0
Assistant Chief of Purchasing	1.0	1.0	1.0	1.0	1.0
Senior Procurement Specialist	1.0	0.0	0.0	0.0	0.0
Purchasing Programs Outreach Admin.	0.0	0.0	0.0	0.0	1.0
Procurement Specialist	1.0	2.0	2.0	2.0	2.0
Office Associate II	1.0	1.0	1.0	1.0	1.0
Purchasing Mail Clerk	1.0	1.0	0.0	0.0	0.0
Total Full Time Equivalent	6.0	6.0	5.0	5.0	6.0
Allocated to Capital Projects	0.0	0.0	0.0	0.0	(1.0)
Net Cost to General Fund	6.0	6.0	5.0	5.0	5.0

Objectives & Measurements:

	FY09 Actual	FY10 Actual	FY11 Actual	FY12 Projected	FY13 Estimated
Objective: <i>To provide accurate and efficient processing of purchase orders.</i>					
Total Purchase Orders processed	2,226	767	859	900	900
Total Purchase Order value	\$19,631,115	\$14,041,179	\$15,298,134	\$19,000,000	\$16,500,000
Average PO amount (PO value/# of POs)	\$8,819	\$18,306	\$17,809	\$21,111	\$18,333

Objective: *To monitor the number of significant individual activities Purchasing conducts from year to year and the percentage of those activities which were targets of protests or which resulted other types of report-worthy problems. These activities include, but are not limited to: Formal procurement (ITB, RFP, RFQ), joint & cooperative procurement, intergovernmental agreements, and disposal of property via CCG auction. Cost avoidance is used to estimate the level of savings achieved as a result of employing a formal bidding process in the procurement of goods and services. The ultimate objectives under these two elements is to reduce bidding/contracting problems and to increase cost avoidance to the extent(s) possible.*

Number of formal solicitations of all types	57	54	49	60	55
Number of bid protests/letters of interest	2	1	2	3	3
Cost avoidance (Avg. bid minus low bid)	\$1,687,663	\$3,441,658	\$1,736,440	\$1,800,000	\$1,800,000

Objective: *To measure the percentage of Minority Business Enterprise (MBE) participation in Charles County contracts.*

MBE Participation	20.0%	25.9%	17.1%	14.0%	18.0%
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Fiscal & Administrative Services

Department: Fiscal & Administrative Services 01.04.70
Division\Program: Accounting Fund: General
Program Administrator: William DeAtley, Chief of Accounting
www.charlescountymd.gov/fas/accounting/accounting-accounts-payable

Expenditure Category	FY2011	FY2012	FY2013	FY2013	\$ Change from FY2012	% Chg.
	Actual	Adopted	Proposed	Adopted		
Personal Services	\$693,702	\$684,400	\$695,700	\$695,700	\$11,300	1.7%
Fringe Benefits	222,650	232,500	218,900	218,900	(13,600)	-5.8%
Operating Costs	84,026	88,500	74,300	74,300	(14,200)	-16.0%
Total Expenditures	\$1,000,379	\$1,005,400	\$988,900	\$988,900	(\$16,500)	-1.6%

Changes and Useful Information:

- Operating Costs decrease is due to re-bidding the annual audit service and receiving favorable bids.

Description:

The functions of the Accounting Division include: processing payroll, accounts payable, accounts receivable, and general accounting. The water & sewer billing function is under a separate division but is administered by Accounting. Payroll records are maintained and checks are prepared for county employees, the Sheriff's employees and other outside agencies on a biweekly basis. In Accounts Payable, vendor invoices are matched with purchase orders/receiving records and processed for payment.

Checks are prepared by the Treasury. Check requests and invoices for non-purchase order items are also processed. Accounts Receivable prepares invoices for services provided by the county such as retiree health insurance, landfill usage, and outside agency shared costs. General Accounting includes posting journal entries generated by the above functions and by the Treasurer's office, and journal entries prepared by this and other departments to the general ledger.

Cash and investment accounts are reconciled and interest earned is recorded. Asset and Liability accounts are reconciled and maintained. Financial reports and ledgers are prepared and distributed internally. Capital asset records are maintained and controlled by accounting.

Annual financial reports are prepared, audited by external auditors, and submitted to the State as required. The Accounting division was awarded the "Certificate of Achievement for Excellence in Financial Reporting" for FY02 through FY11 by the Government Finance Officers, Association of the United States and Canada.

Positions:

Title	FY09	FY10	FY11	FY12	FY13
	FTE	FTE	FTE	FTE	FTE
Chief of Accounting	1.0	1.0	1.0	1.0	1.0
Payroll Manager	1.0	1.0	1.0	1.0	1.0
Senior Accountant	1.0	1.0	1.0	1.0	1.0
Accountant	1.0	1.0	1.0	1.0	1.0
Payroll Accountant	1.0	1.0	1.0	1.0	1.0
Risk Management Accountant	1.0	1.0	1.0	1.0	1.0
Asset Accountant	1.0	1.0	1.0	1.0	1.0
Billing Manager	1.0	1.0	1.0	1.0	1.0
Payroll Coordinator	1.0	1.0	1.0	1.0	1.0
Accounting Specialist	1.0	1.0	1.0	1.0	1.0
Senior Utilities Billing Specialist	1.0	1.0	1.0	1.0	1.0
Utility/ Billing Specialist	4.8	4.8	4.8	4.8	4.8
Accounting Technician	3.0	3.0	2.0	2.0	2.0
Total Full Time Equivalent	18.8	18.8	17.8	17.8	17.8
Allocated to W&S Fund	(7.1)	(7.1)	(7.1)	(7.1)	(7.1)
Net Cost to General Fund	11.8	11.8	10.8	10.8	10.8

Fiscal & Administrative Services

Department: Fiscal & Administrative Services 01.04.70
Division\Program: Accounting Fund: General
Program Administrator: William DeAtley, Chief of Accounting

Objectives & Measurements:

	FY09 Actual	FY10 Actual	FY11 Actual	FY12 Projected	FY13 Estimated
<i>Objectives: a. Record invoices and requests within 7-10 days from receipt.</i>					
<i>b. Process invoices and requests for payments within payment terms of 30 days from invoice</i>					
# invoices/request for payments processed	46,075	42,542	43,357	42,840	45,000
- average days to process	7	7	7	7	7
- % timely payments	85%	85%	85%	86%	86%
<i>Objective: Process all 1099's required by law by the due date.</i>					
# of 1099's issued (calendar)	691	741	702	746	750
<i>Objective: Process transactions and maintain accurate records of capital assets owned by the County.</i>					
# of fixed assets maintained	2,892	3,243	3,041	3,113	3,300

Department: Fiscal & Administrative Services 01.04.22
Division\Program: Treasury Fund: General
Program Administrator: Eric Jackson, Chief of Treasury

www.charlescountymd.gov/fas/treasury/treasury

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$0	\$684,100	\$688,600	\$688,600	\$4,500	0.7%
Fringe Benefits	0	231,800	219,200	219,200	(12,600)	-5.4%
Operating Costs	0	118,600	173,000	173,000	54,400	45.9%
Total Expenditures	\$0	\$1,034,500	\$1,080,800	\$1,080,800	\$46,300	4.5%
Revenues	\$0	\$165,800	\$124,100	\$124,100	(\$41,700)	-25.2%

Changes and Useful Information:

- During FY 2011 the Treasury Division was placed under the direction of the Fiscal & Administrative Services Director. Prior to this transfer, this function of County Government operated independently under the supervision of a publicly elected Treasurer.
- Operating Costs changes:
 - Contract Personnel, the account used to hire a collection agency to collect delinquent property taxes was adjusted to reflect current trends. Some collection efforts take several years to collect.
 - Credit Card Processing was increased to reflect current activity.
- Revenue decline is a result of a court ruling to cease the practice of charging additional administrative fees related to the Red Light Camera program.

Description:

The Treasury Division is responsible for the collection and investment of all County funds except pension plans. The office administers and collects County property taxes, as well as taxes for the incorporated towns of Indian Head and La Plata and for the State of Maryland. The Treasury Division collects payments for various County sponsored services such as utility bills, tag-a-bags, liquor licenses, permits, dog tags, motor vehicle registrations, and other various fees and fines.

This office maintains all property tax accounts, including processing additions, abatements, transfers, address changes, tax liens, and conducting the tax sale each year. Deeds must also be researched and validated through this office prior to recording at the Court House. The Treasury Division is responsible for the tracking and maintenance of bankruptcy cases.

All accounts payable and Section 8 rental assistance checks are disbursed by this office. The Division must assure that all deposited funds are adequately collateralized. The Treasury Division started collecting recordation taxes in FY02.

Fiscal & Administrative Services

Department:	Fiscal & Administrative Services	01.04.22
Division\Program:	Treasury	Fund: General
Program Administrator:	Eric Jackson, Chief of Treasury	

Positions:	FY09	FY10	FY11	FY12	FY13
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Treasurer	1.0	1.0	1.0	0.0	0.0
Chief of Treasury	0.0	0.0	0.0	1.0	1.0
Deputy Treasurer	1.0	1.0	1.0	1.0	1.0
Senior Tax Specialist	1.0	1.0	1.0	1.0	1.0
Tax Specialist	3.0	3.0	3.0	3.0	3.0
Deed Specialist	2.0	2.0	2.0	2.0	2.0
Revenue Specialist	6.0	6.0	6.0	6.0	6.0
Office Associate II	1.0	1.0	0.0	0.0	0.0
Total Full Time Equivalent	15.0	15.0	14.0	14.0	14.0

Objectives & Measurements:	FY09	FY10	FY11	FY12	FY13
	Actual	Actual	Actual	Projected	Estimated

Revenue Specialists: Objective: To process cash receipt transactions in a timely, efficient, accurate and professional manner.

Total number of Transactions	274,409	277,647	279,801	282,000	284,000
- # of tax transactions	92,345	93,421	94,251	95,000	96,000
- # of utility transactions	117,375	119,725	123,507	125,000	127,000
- # of other transactions	64,689	64,501	62,043	62,000	62,000
- \$ amount of transactions (\$000)	\$293,000	\$313,000	\$314,000	\$316,000	\$318,000
per FTE	55,810	54,435	57,091	57,455	57,818

Deed Specialists: Objective: To process recordation tax collections and deed verifications in a timely manner.

Recordation Tax instruments*(Deeds and Deeds of Trust)	7,239	6,606	7,164	7,000	7,100
Number of deed verifications	3,136	3,555	3,538	3,500	3,600
- per FTE	1,568	1,778	3,370	2,333	2,400
- avg. time per deed in minutes	5	5	5	7	6

Tax Specialists: Objective: To accurately maintain County tax property accounts.

# of tax accounts maintained	64,840	65,150	65,446	65,000	66,000
- per FTE	16,210	16,288	16,362	16,250	16,500
- average time per account in minutes	10	10	10	10	10
Number of address changes	3,216	2,349	2,575	2,600	2,700