

LEADERSHIP TEAM MEETING

Tuesday, January 21, 2003

9:00 a.m. – 12:00 p.m.

Goodson Training Room, Public Works – Delta

- 9:00 1. Call to Order
- 9:05 2. Approval of Minutes: December 3, 2002, 9:00 a.m. Leadership Team Meeting (attached)
- 9:07 3. Management Tools Update
- ❖ Training and Development – Alicia Hays
 - ❖ Revenue Ideas – Rich Fay
 - ❖ Gain Sharing – Going to Finance & Audit Jan. 28th, then to BCC.
- 9:25 4. Update on State Revenues – Tony Bieda
- 9:30 5. Discretionary General Fund Forecast – Dave Garnick (attached)
- ❖ Overall Discretionary Revenue growth – 1.4%
 - ❖ Personal Services – Overall Growth up 7.5%
 - COLA – 0%
 - Health Benefits up 9% from current budget rates (*12% over actual rates*)
 - ❖ Inflation – 2.4% (*CPI – U for Dec. 2002 was 2.4%*)
 - ❖ Maintains 2% Lapse assumption and 5% Prudent Person Reserve
- 9:40 6. Special Revenue Process Review (discussion only)
- ❖ Video Lottery – Dave Garnick
 - ❖ Title III Projects – John Arnold
- 9:45 7. Service Information Sheets – Tanya Heaton (attached)
- 10:00 8. Internal Cost Review
- ❖ Information Services Direct Charges – Tony Black (attached)
 - ❖ Countywide Indirect Charges – Staff (attached)
 - ❖ Health Benefits, Retiree Medical & Risk Mgmt Charges – Karen Artiaco (attached)
 - ❖ Fleet Rates – Dale Wendt (attached)
- 10:45 9. Budget Parameters (Discussion)
- ❖ Initial Base Budget – Begin with current budget
 - ❖ Personal Services – No COLA
 - ❖ Materials & Services – Build in Indirect, I.S. Direct and Purchased Insurance costs.
Other M&S: Actual cost? Hold flat? Reduce 1-2% from current budget?
 - ❖ Reduction Target – Greatly depends on “Other Revenue”, will need follow-up mtg
 - ❖ External Add Requests – Deadline, separate format, advisory committee review
 - ❖ List of Unmet Needs
- 11:45 10. Motion – Adopt Budget Parameters
- 11:50 11. Review Budget Schedule, including Budget Committee Work Sessions (attached)
- 11:59 12. Next Steps
- ❖ March 10th Leadership Team meeting – Budget Update/Revised Reduction Target

LEADERSHIP TEAM MEETING

December 3, 2002

9:00 a.m. – 12:00 noon

Lane County Fairgrounds, Room 1

Present: John Careccia, Anna Morrison, David Suchart, Warren Wong, Peter Sorenson, Chuck Forster, Lisa Smith, Dave Garnick, Bret Freeman, Ollie Snowden, Bill Dwyer, Tony Black, Terry Wilson, Bobby Green, Rob Rockstroh, Doug Harclerod, Alicia Hays and Recording Secretary Melissa Zimmer

1. Welcome and Introductions.

Dwyer apologized that notice was sent to committees and the unions late.

2. Setting the Stage.

Dwyer said there are challenges ahead. He said Lane County has to have a balanced budget and there are only certain ways to raise revenue. He said Lane County could apply for more federal grants or cut the work force. He said when they reach a conclusion, there will be an understanding on how they reached their decision. He said they are developing strategies to work with revenue shortfalls in the future.

Garnick indicated there are a number of fiscal challenges. He said there would be state reductions that would have to take place this year. He added Lane County wouldn't know about what they will be facing with the next fiscal year and the biennium. He noted the PERS litigation was a factor putting pressure on the County. He explained within the County they are now seeing retiree medical benefits and leave payouts. He noted they have been working with a series of management tools. He said they would be making recommendations today and planning another Leadership Team meeting in January. He added at that time they will give budget direction.

3. Context for Management Tools/Strategic Plan.

Heaton gave a presentation on the Strategic Planning Process. She noted that they came up with management tools out of the Strategic Plan.

4. Management Tools Update.

Garnick discussed the management tools. (Copy in file.)

5. Financial Overview and Update.

Blackburn explained there are a large number of employees nearing retirement age. She said they looked at the dollar amount of the commitment of health benefits for full health insurance when they retire. She said they have to make assumptions that there will be an increase of 15% for the next five years.

Dwyer requested that Garnick put in the revenue Lane County would receive from state managed land based on the projections from the state forester. He said the amount would be \$1.9 million, from September 1, 2002 to September 2, 2003.

Garnick responded the money Lane County receives in timber money is split in a variety of ways. He noted Lane County receives ten percent off the top. He added a projection is given based on what they think the cuts would be. He said there was no guarantee that all the trees would be cut. He said they have to be conservative but he would include that amount as part of the forecasted revenue.

Becky Koble, Management Services, discussed what funds Lane County has to spend. She noted there were significant limitations on what the County could spend. She said the County manages large amounts of money that is not part of the budget as they act as agent for other agencies. She noted that as of June 30, 2002, Lane County had a balance of \$113 million of which approximately \$4 million had restrictions. She added a variety of state and federal monies were dedicated to Health and Human Services. She said the County has to maintain a prudent person reserve.

6. State Cuts.

Rockstroh passed out a report on budget cuts. (Copy in file.) He noted that \$126 million in cuts need to be made between now and June 30. He stated that the July 1 cuts are proposed to be bigger than expected.

Karen Gaffney, Health and Human Services, said when the Emergency Board met, instead of taking a complete package for proposed cuts, they created another \$18 million shortfall in the Department of Human Services. She added the Emergency Board changed the Oregon Health Plan coverage. She said in shifting the Oregon Health Plan into two different plans (an OHP standard and OHP plus), they are shifting people to a benefits plan that doesn't include mental health or chemical dependency coverage. She noted people starting in March will only receive medical benefits; they will not get dental, chemical dependency or mental health coverage.

Dwyer asked how many people would be affected in Lane County and how many less would receive treatment.

Gaffney responded that much of that was still left to be determined. She said in Mental Health, their proposal is to stop supporting the crisis center and they will send clients to Sacred Heart. She added it might affect the methadone patients by setting up flat fees with them. She noted they had identified 23 positions that would be eliminated. She said this is impacting many people.

Strategic Plan and to develop a process to give departments credit for prior reductions and successful process improvements. He noted everything they did came out of the Strategic Plan except for the discussion of the service information sheets. He stated the Strategic Plan refers specifically to reductions in the general fund but should apply to all funds. He said they took the Strategic Plan and broke it down into principles: to the extent possible, across-the-board reductions will be avoided, the County will consider elimination of entire services before considering incremental cuts, emphasis will be placed on quality and if the County finds that funds are not sufficient to provide a quality of service, then the service may be terminated. He added the County would limit the number of recipients of the service instead of cutting the quality of the service provided to the remaining recipients. He said that every effort would be made to appropriately fund infrastructure, maintenance and replacement. He added the County would strive for balance in administrative/operational support services and services directly delivered to Lane County's citizens. He stated the County would continually examine perceived redundancies in administrative and professional services in the context of the impact on the effectiveness and efficiency of service delivered to Lane County citizens. He added they want to make service level reductions on a case-by-case basis where there is discretionary general fund support. He noted there is a reference to rewarding those departments and programs that come up with innovative ways to save money. He added that no service would be reduced below that that places the safety of citizens or putting County employees at risk. He reviewed the service information sheets. (Copy in file.)

Dwyer asked what the recommendation was.

Schulz said this needed to be continued to be examined. He said the Board could make a decision that the County was out of balance and they would have to increase administrative services.

Harclerod commented it gives the Board an analysis of how the services fit against the Strategic Plan. He thought the Board should adopt this.

Sorenson concurred that there should be a criteria for doing this. He thinks other groups' input should be taken before the Board makes a decision on the reduction criteria.

Dwyer stated the people affected need to send comments to the Board and at the January 21 meeting, they will take a formal action on direction.

Verna Brown, Budget Committee, commented that if the public makes comment, they should be familiar with the Strategic Plan. She noted it was a total concept that they bought into and approved.

Harclerod suggested that anyone who was present that had a question or comment, the committee members will take comments and have them made available for the next Leadership Team meeting. He added they could also ask the union presidents to e-mail any questions they might have.

Sorenson thought if there was flexibility, that there would be more innovation. He added that a lack of flexibility is the hallmark of most dying institutions.

Dwyer had no problem with this going ahead, but wanted gain sharing to be differentiated from gain share and when the money should not be shared. He didn't think it was in good faith.

Black said they could go back to the committee to discuss the various percentages of what would happen under different circumstances. He noted last time, Verna Brown had mentioned that this would be a good project on a pilot basis for a couple of years and adjusting it if it is needed. He stated his committee was in support of this.

Dwyer asked Black to go back to committee, refine it, and bring it back to the next Leadership Team Meeting.

Dale Wendt, Public Works, noted that they talked about percentages. He said they discussed a 50/50 split, with 50% staying in the department of the gain share and 50% would go into the general fund.

Black recalled that he would get back into committee and address some of the concerns that were raised. He noted that Schulz had drafted a board order, which they will bring to the Board. He wanted to make sure the Board was with them to go ahead with this.

Dwyer stated that Black has the approval of the Board. He wanted Black to come back with recommendations on where the most innovation would occur.

9. Approval of Minutes:
January 22, 2002, Leadership Team Meeting, 9:00 a.m.
October 29, 2002, Leadership Team Meeting, 8:00 a.m.

MOTION: to approve the Minutes of the Leadership Team Meeting of January 22, 2002 and October 29, 2002.

Morrison MOVED, Green SECONDED.

VOTE: Unanimous.

10. Next Steps.
 - a. January Leadership Team Meeting – Budget Direction:
January 21, 2003, 9:00 a.m. - 12:00 noon, location to be announced.

There being no further business, Commissioner Dwyer adjourned the meeting at 12:30 p.m.

Melissa Zimmer
Recording Secretary

STRATEGIC TOOLS – REVENUE GENERATION

POLICY RECOMMENDATIONS TO THE BCC

Policy Recognition of Ability to Pay

Lane County Strategic Plan D. Revenue Development – D2 a. states in part:

"Those who benefit should pay, and those who pay should benefit."

" However, the County will seek to assure that persons are not prevented from receiving essential services because of inability to pay. Sliding fee scales based on income will be established for essentials services."

A fee assistance program should be developed to provide a fee waiver based on income. This program should prorate the fee assistance by basing it on U.S. Housing and Urban Development assistance guidelines or others as appropriate.

Automatic Indexing of Fees to Account for Overhead, Inflation, Etc.

According to Brian Rooney, a local regional economist, and Tom Giesen, it doesn't look like the County has a single reliable tool to use to predict development revenues. Brian Rooney does a labor forecast and Tom Giesen has put together a prediction of urban development activity in the past. Local architects and design firms are asked to send Tom a tally of upcoming work and he bases his prediction on their activity. Only half or so would respond and thus a report hasn't been formatted for several years.

Development activity revenue forecasting is not going to be an exact science. The recommendation to development managers and budget staff is to take a close look at elements that may play a role in development activity. Many of these factors include: economic development activity, available developable land bases, the regional economy, code changes, fee changes, and historical activity data. Also, they are encouraged to informally survey the design/build community to get a handle on future projects and to determine the types of clients they are encountering (single family res., multi family, commercial, industrial). There are several resources in the community who could offer a sound base of information regarding the elements listed above. It wouldn't hurt to stay in touch with those resources.

Difference Between Fees for Optional Service v. Those for Required Service

Lane County Strategic Plan -D. Revenue Development D2 a. states in part:

" The County recognizes that while it will be able to charge for some services, such as use of the County Fairgrounds by profit making organizations, it may not wish to charge for other services, such as health care services for the poor."

- Who is ultimately held responsible for payment – the youth or their guardian(s)?
- Does the juvenile court have the authority to mandate juvenile offenders guardian(s) into payment?
- If the juvenile court has that authority, are there resources in that system to respond to non-payment?
- If the juvenile court does not have that authority and fees are set on the youth, are there resources to respond to non-payment with the youth?
- What are the resources for non-compliance?

The task of evaluation of fees and charges is an on-going process. Lane County will reevaluate these fees periodically in order to serve the principles of equity and efficiency.

FORMULA OR MECHANISM FOR FEE EVALUATION THAT ALLOWS FOR COST RECOVERY INCLUDING OVERHEAD

When a program is considering the implementation of a new fee or the update of an existing fee, there are several issues that should be considered.

Provide a clear statement of support

Justify the fee based on the County's Strategic Plan or other relevant policy statement. Ensure that the fee addresses the cost of providing the service and either allows for cost recovery (including overhead) or explains the rationale for a subsidized service. Address both Implementation of new fees and future augmentation.

Identify statutory limitations on fees

Many fees and charges are subject to statutory regulation. The regulation can take the form of prohibition, minimum or maximum fee levels, notice requirements or limitations on the expenditure of revenue collected.

Identify County resources

Several county programs collect fees, with most housed in Health and Human Services and Public Works. There are a number of employees with the experience and expertise to provide advice and guidance to other programs in the review and establishment of fees. In an effort to provide a template for programs considering fees or fee increases, a survey was conducted. Seven of fourteen departments responded to the following questions. Two do not collect fees. The responses below are verbatim.

Are you currently considering any new or increased fees? If so, what are they?

- No.

How has the Strategic Plan benefited efforts to establish or raise fees?

- Hasn't, other than the "awareness factor."
- Not really.
- Has not applied to our last fee, but may help in the future.
- RIS cost recovery methods were already in use when the Lane County Strategic Plan was developed and have not been materially altered as a result of the development of the LC Strategic Plan. There are plans to develop a RIS Strategic Plan that will benefit from the experience with and content of the LC Strategic Plan.
- No effect at this point.

CONDUCT A CONSULTANT REVIEW OF ENTIRE FEE SCHEDULE

DEVELOP A CHECK FOR DEPARTMENTS

Fee Management Information Systems and Infrastructure

Fee accounting systems at Lane County have historically been developed based on program specific needs. These systems maybe one or a combination of the following:

- Sub-ledger
- Billing
- Collection processing
- Point of sales systems
- Auditing & reconciliation

Larger systems should be automated using a purchased or developed management information system. Some of these systems are specifically designed for billing and fee collection. Specialized business management systems may contain a secondary fee collection and/or billing component.

Example of some IS developed fee accounting systems:

- Waste management point of sale
- Waste management billing
- Health and Human Services client billing

Example of vendor applications – business process specific:

- Assessment Taxation (tax billing & collection)
- Building permitting

Smaller systems have generally used off the shelf book keeping software, our standard Microsoft Office suite or manual methods. Example of some product include:

- Quick Books
- Excel

- **Payments**
 - Taxes
 - Park Reservations
 - Parking Permits
 - Request/Payment off Duty Sheriff Services
 - Permits (building, planning, driveway, events)
 - Licensing (animal, restaurant, liquor, etc.)
 - Ticket or Fines
- **Auctions & Liquidations**
 - Vehicle
 - Equipment

Business to Government

- **Payments**
 - Solid Waste billing and payment
 - Recording billing and payment
 - Hazardous waste application & inventory
 - Facility (utility right of way permits)

Training and Development Task Team

Members; Cinda Taylor, Zoe Gilstrap, Jim Dotson, Martha Evans,
Sonny Chickering, Linda Wagner, and Alicia Hays

Purpose: To develop a process for professional development for staff re: promotion from within, career track development, succession planning and flexibility in the workforce, to identify gaps in training and look at ways to market the training program.

From Lane County's Strategic Plan

A2: Develop more flexible staffing

b. All officials, managers, and employees will be expected to cultivate the knowledge and skills necessary to perform their responsibilities well. Personnel policies will encourage job-related training and career development support. As a result, each employee will be responsible for contributing to the overall success of the County by performing his or her job to the best of his or her ability.

c. Management policies will encourage employee involvement in decisions on how to perform work in the most effective and efficient manner possible. We will also explore the use of empowerment policies such as self-directed work teams and cross training.

A4: Promote continuous quality improvement

d. As part of the County's Succession Plan, we will focus on retaining current employees and ensuring that they have the knowledge, skills and abilities to perform their jobs well. To this end, the County will develop career ladders and work to encourage employees to become prepared for desired promotional opportunities. Additional strategies will be considered to motivate employees to pursue appropriate training, which will increase their chances for success in their work and better qualify them to fill future vacancies.

e. We will look for ways to build on the research and experience of others (e.g., U of O's "3PM", the Graduate School of Business, other higher education institutions, external consultants, other comparable public agencies, etc.) to assist County departments in conducting process improvement efforts and other efficiency initiatives.

Development Program for Lane County staff

An employee development program offers a win-win situation; it enhances productivity and growth while enriching the skills base of the county's workforce. The program offers tools, resources and opportunities to assist employees in developing their knowledge, skills, and abilities.

Employees will work with HR staff, the employee assistance program and other resources to develop their individual development plan (IDP). The plan is a tool to assist employees in achieving their career goals. The plan expresses an employee's interest in a career choice. It does not guarantee training, a promotion, or another assignment.

Development Activities

On the Job Training

- Cross training
- Formal training, education and developmental programs
- County sponsored courses
- Correspondence courses
- Seminars and workshops
- Conferences/ seminars
- College/ university courses
- Other adult education courses
- Community association sponsored courses

Task Assignments

- New or challenging tasks
- Job or task rotation
- Filling in for the boss or another staff member at meetings
- Filling in for the boss or another staff member during vacations
- Participating on task forces, committees, special projects

Performance Feedback

- Getting feedback from the boss, peers, or subordinates

Other

- Reading
- Visiting other departments, sites, organizations
- Joining professional associations

Performance Management / Staff Development

Focuses on staff development. Acknowledges and strengthens existing performance and supports employee development of new skills. Actively coaches/counsels their employees' performance improvement and correction.

Key behaviors

- Encourages and acknowledges positive employee performance and behaviors.
- Supports employees, allowing them to gain and use their skills to perform their jobs and advance in the organization.
- Takes immediate, corrective action when indicated.
- Creates timely, effective, and appropriate documentation.
- Continually evaluates staff development as part of successful department succession planning.
- Performance management practices align with organizational policies and procedures.
- Encourages personal initiative and accountability of all team members

Administrative Activities

Possesses skill in carrying out technical/strategic aspects of managing and supervising employees. Develops and maintains knowledge in the following areas:

- County policies and procedures
- HR management
 - Wage and hour laws
 - Labor relations and contract management
 - Worker's compensation
 - Classification and Compensation
 - Benefits
 - Risk and safety management
 - Hiring processes
 - Employee Relations and regulations
 - Fiscal management
 - Budgeting processes
 - Purchasing processes

Knowledgeable in the variety of technology that is integrated in, and affects, their areas of responsibility.

Advance Education Opportunities for Lane County Managers and Supervisors

Create opportunities for Lane County supervisors and managers to work on their advanced education. Development staff will continue to research opportunities to offer workshops that can offer attendees credits, plus work to develop an on-site masters level classes. In addition staff will develop a comprehensive resource directory of advanced degree opportunities.

Lane County FY 03-04 Budget

Projected Impact of Various Cost Factors on FinPlan Forecast

Budget Impact Items Discretionary General Fund	FY 03-04 Projected	FY 04-05 Projected	FY 05-06 Projected	FY 06-07 Projected	FY 07-08 Projected
Adopted Budget Forecast	(159,980)	(1,266,629)	(415,341)	(351,474)	(13,878,064)
Revised Forecast					
1) October Preliminary Update	(571,000)	(487,000)	(251,000)	(140,000)	(8,097,000)
- Includes Annual Health Ben Increase					
- Includes PERS Rate Increase					
2) Implement Retiree Medical Cost	(1,062,000)	(554,000)	(319,000)	(237,000)	(8,179,000)
Est. Cost of 1 Year COLA In FY 03-04	Disc. GF	Entire GF	Road Fund	HHS Fund	All Funds
- 0.5% Annual COLA w/ Benefits	132,000	266,000	77,000	82,000	508,000
- 1.0% Annual COLA w/ Benefits	264,000	532,000	155,000	164,000	1,015,000
- 1.5% Annual COLA w/ Benefits	396,000	798,000	232,000	246,000	1,523,000
Annual inflation rates as of 7/1/2002 = 1.5%					

* Projected Dollar Impact of Dec. 10, 2002 PERS Rate Announcement

FY 02-03	
Current PERS Employer Rate	7.57% as a percent of payroll
Recommended Rate Adjustment	5.61% from Milliman USA, PERS Actuary, 12/10/02
New 2003 Employer Rate	13.18% 74.11% Increase over current Employer Rate
Plus	
Est. Unfunded Liability Bond Rate	5.62% Debt from previous \$70 mil. Unfunded PERS Liability
New Combined Rate	18.80% Projected Employer Rate Eff. 7/1/03
Plus	
Employee Contribution	6.00%
Grand Total	24.80% Total Percent County will Pay to PERS

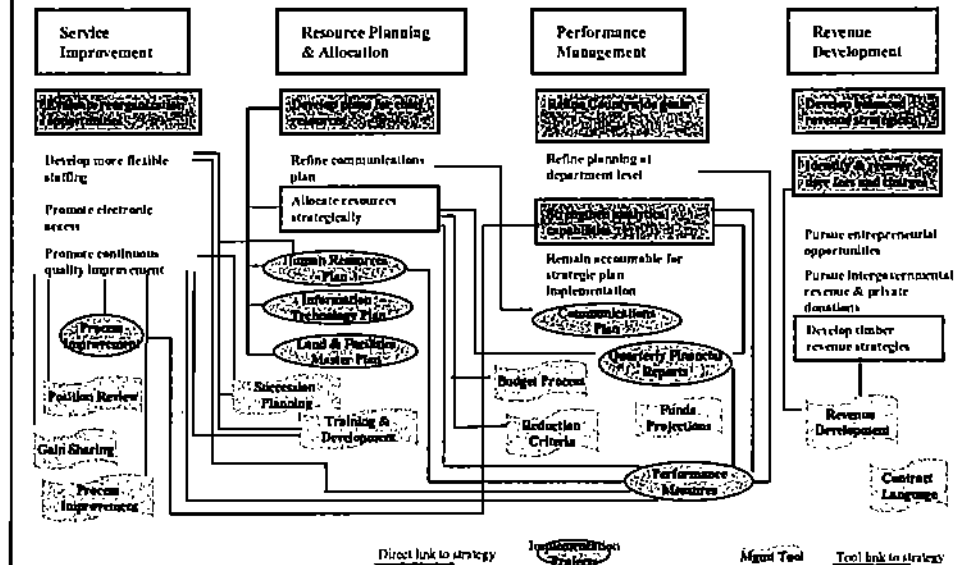
FY 03-04 Projected Budget Impact Assuming No Cost of Living Adjustment **

Rate Adjustment	4.50%	5.61%	Difference
Rate increase was previously thought to range from 3.5% to 5.0%.	Thought to be "Most Likely"	ACTUAL	
Estimated Impact on General Fund	1,750,000	2,274,000	524,000
Estimated Impact on All Funds	3,473,000	4,330,000	857,000

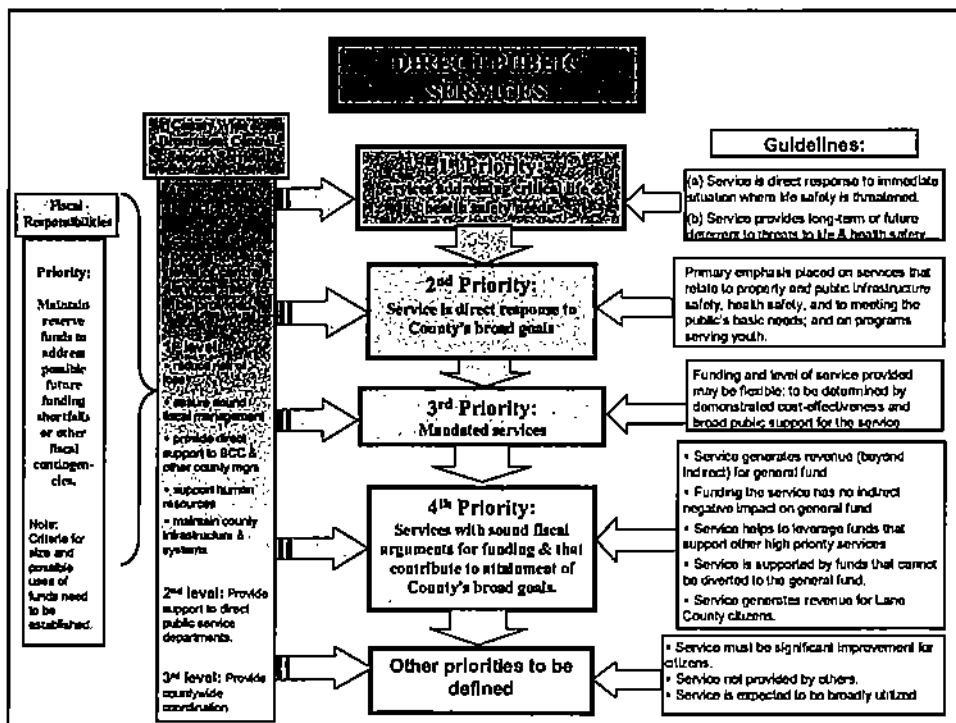
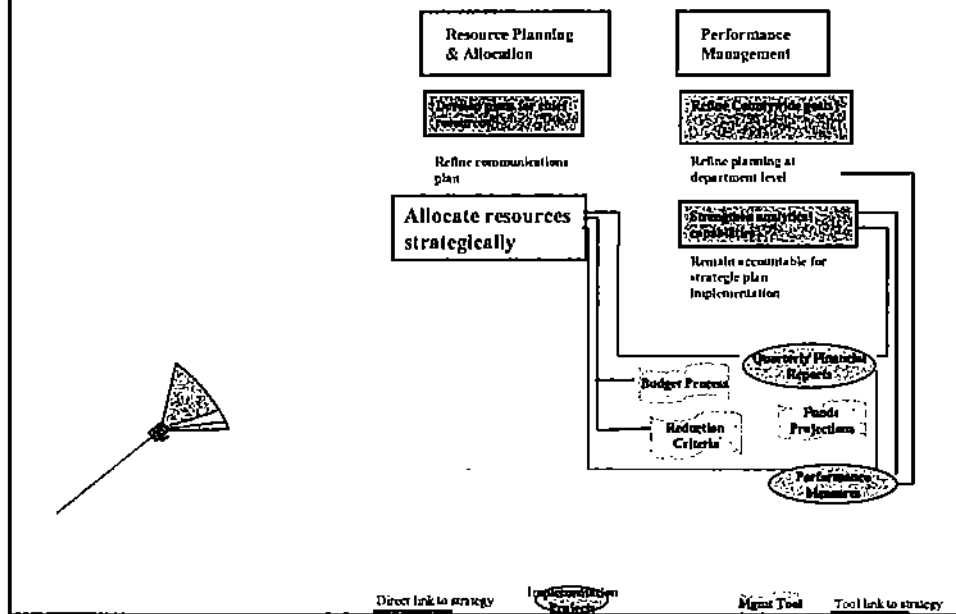
** Cost impact will be greater if COLA granted

Service Information Sheets to Funding Priorities

Lane County Strategic Plan



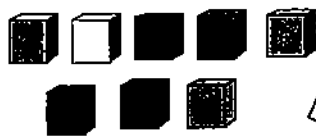
Lane County Strategic Plan



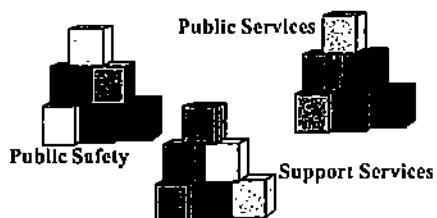
How?

- Service Information Sheets to Funding Priorities

Departments



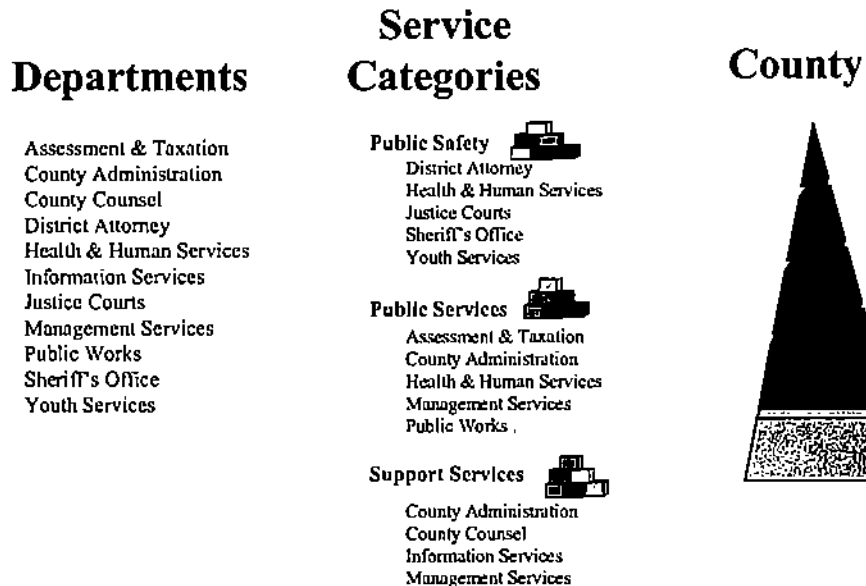
Service Categories



County wide

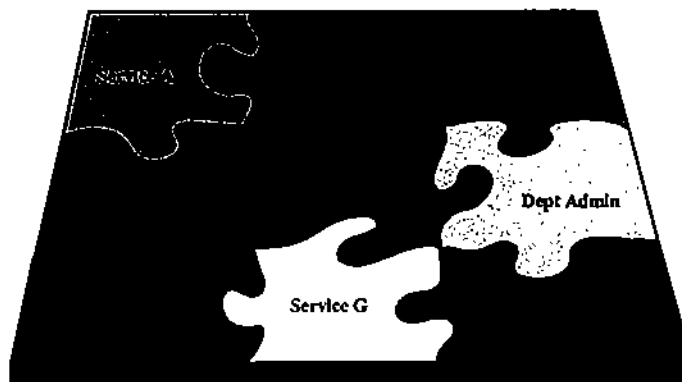


• **Service Information Sheets to Funding Priorities**

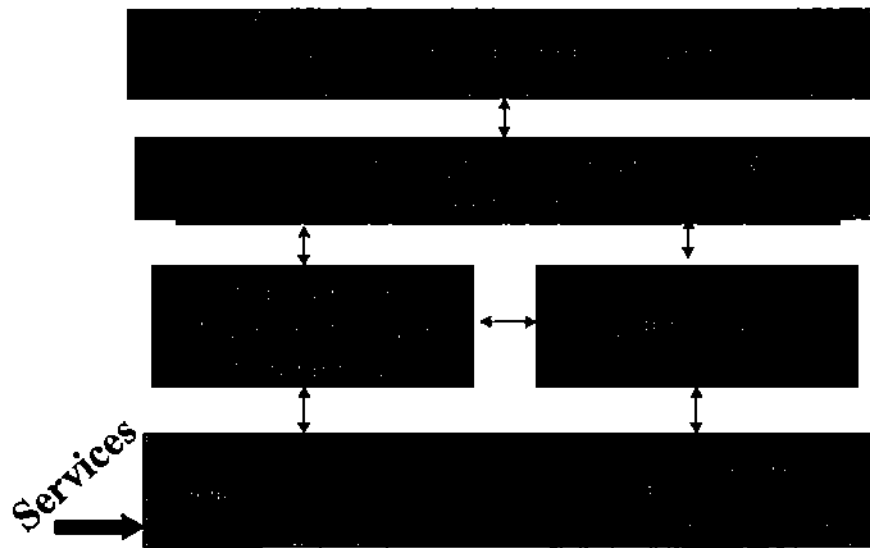


Direct Public Service Department

A collection of services provided to citizens



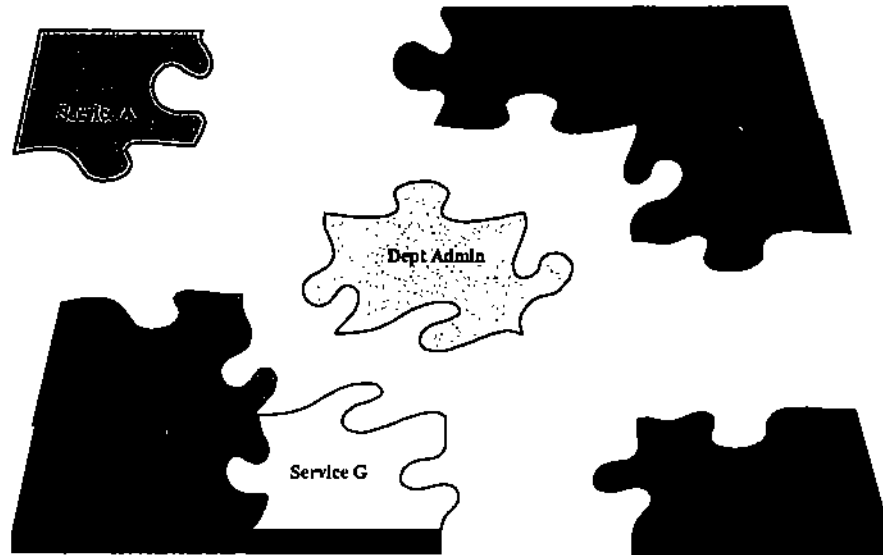
Alignment & Linkage



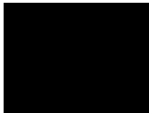

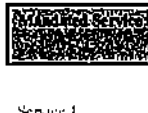

Example of Completed Performance Measures Table

Department Name	Department Purpose			
Information Resource Technology	Department Purpose: To support the City's information system users with highly reliable and responsive systems, applications and networks in order to support effective delivery of public services.			
Division Name	Division Purpose			
None				
Program	Program Purpose			Program Outcome Measure
Computer User Support	To support computer users with timely problem resolution and training in order to make more effective use of City computers systems, networks and PC applications			% of problems resolved within target timeframes % of users with improved proficiency
Activity Name	Input	Output	Efficiency	Service Quality
Help Desk Intake	Services			
Problem Resolution Management				
Training				

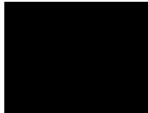



Group individual services into priority groups







Departments prioritize individual services in each priority groups

1st Priority Group	2nd Priority Group	3rd Priority Group	4th Priority Group	Other
 Service 1	 Service 1 Service 2 Service 3	 Service 1 Service 2 Service 3 Service 4 Service 5 Service 6	 Services with sound fiscal arguments for funding & that contribute to attainment of County's goals Service 1 Service 2 Service 3 Service 4 Service 5 Service 6 Service 7 Service 8 Service 9 Service 10	Service 1 Service 2 Service 3

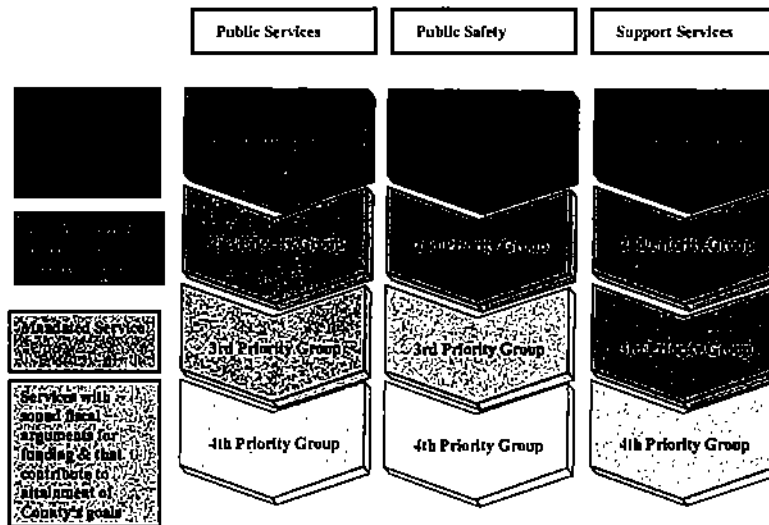
Merge department prioritize services by category and group

1st Priority Group	2nd Priority Group	3rd Priority Group	4th Priority Group	Other
 <p>Service 1 Dept A Service 2 - dept admin Dept A Service 1 - dept admin Dept B Service 2 Dept B Service 3 Dept B Service 4 Dept B Service 1 Dept C Service 1 Dept D</p>	 <p>Service 1 Dept A Service 2 - Dept A dept admin Service 3 Dept A Service 4 Dept A Service 1 Dept B Service 1 Dept D</p>	 <p>Service 1 - dept admin Service 2 Service 3 Service 4 Service 5 Service 6</p>	 <p>Service 1 Dept A Service 2 Dept A Service 3 Dept A Service 4 Dept A Service 5 - Dept A dept admin Service 6 Dept A Service 1 - dept admin Dept B Service 2 Dept B Service 1 Dept C</p>	<p>Service 2 Dept C Service 3 Dept C Service 4 Dept C</p>

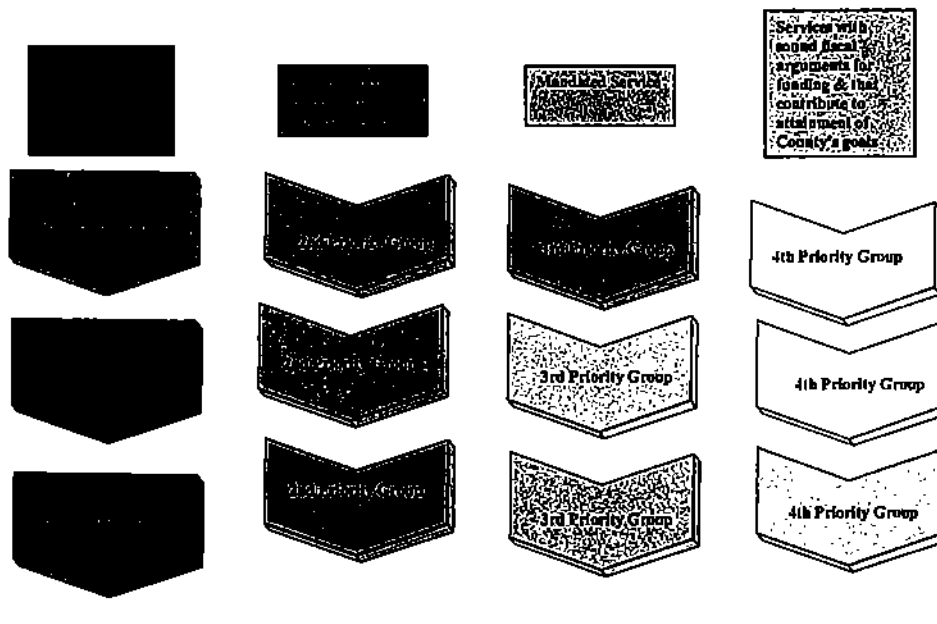
Departments within each category prioritize services by group

1st Priority Group	2nd Priority Group	3rd Priority Group	4th Priority Group	Other
 <p>1 Service 2 - dept admin Dept A 2 Service 2 Dept B 3 Service 3 Dept B 4 Service 1 Dept C 5 Service 1 - dept admin Dept B 6 Service 4 Dept B 7 Service 1 Dept D 8 Service 1 Dept A</p>	 <p>1 Service 1 Dept A 2 Service 1 Dept B 3 Service 2 - Dept A dept admin 4 Service 3 Dept A 5 Service 4 Dept A 6 Service 1 Dept D</p>	 <p>1 Service 1 - dept admin 2 Service 2 3 Service 3 4 Service 4 5 Service 5 6 Service 6</p>	 <p>1 Service 1 - dept admin Dept B 2 Service 1 Dept C 3 Service 2 Dept C 4 Service 3 Dept C 5 Service 1 Dept A 6 Service 2 Dept B 7 Service 4 Dept C 8 Service 6 Dept A 9 Service 2 Dept A</p>	<p>10 Service 3 Dept A 11 Service 4 Dept A 12 Service 5 - Dept A dept admin</p>

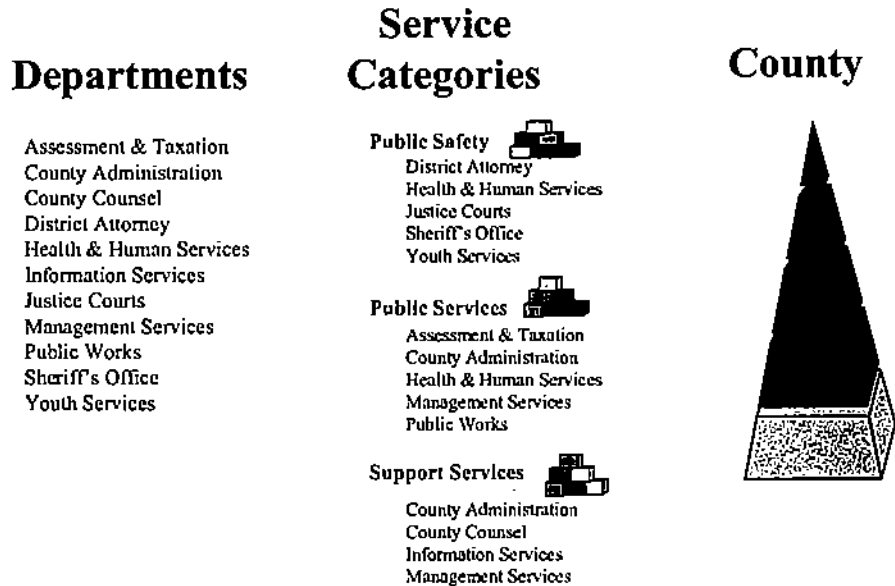
Prioritized services are consolidated by category and group



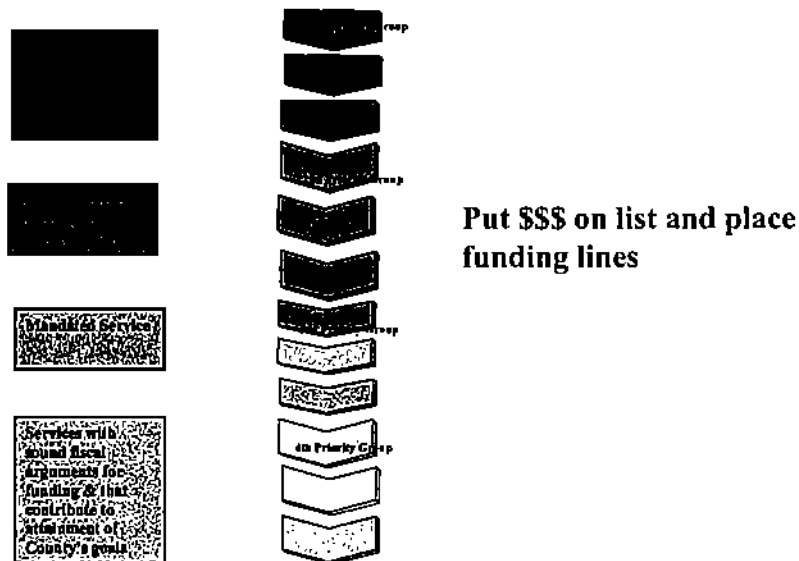
Departments using General Fund prioritize all services by Group



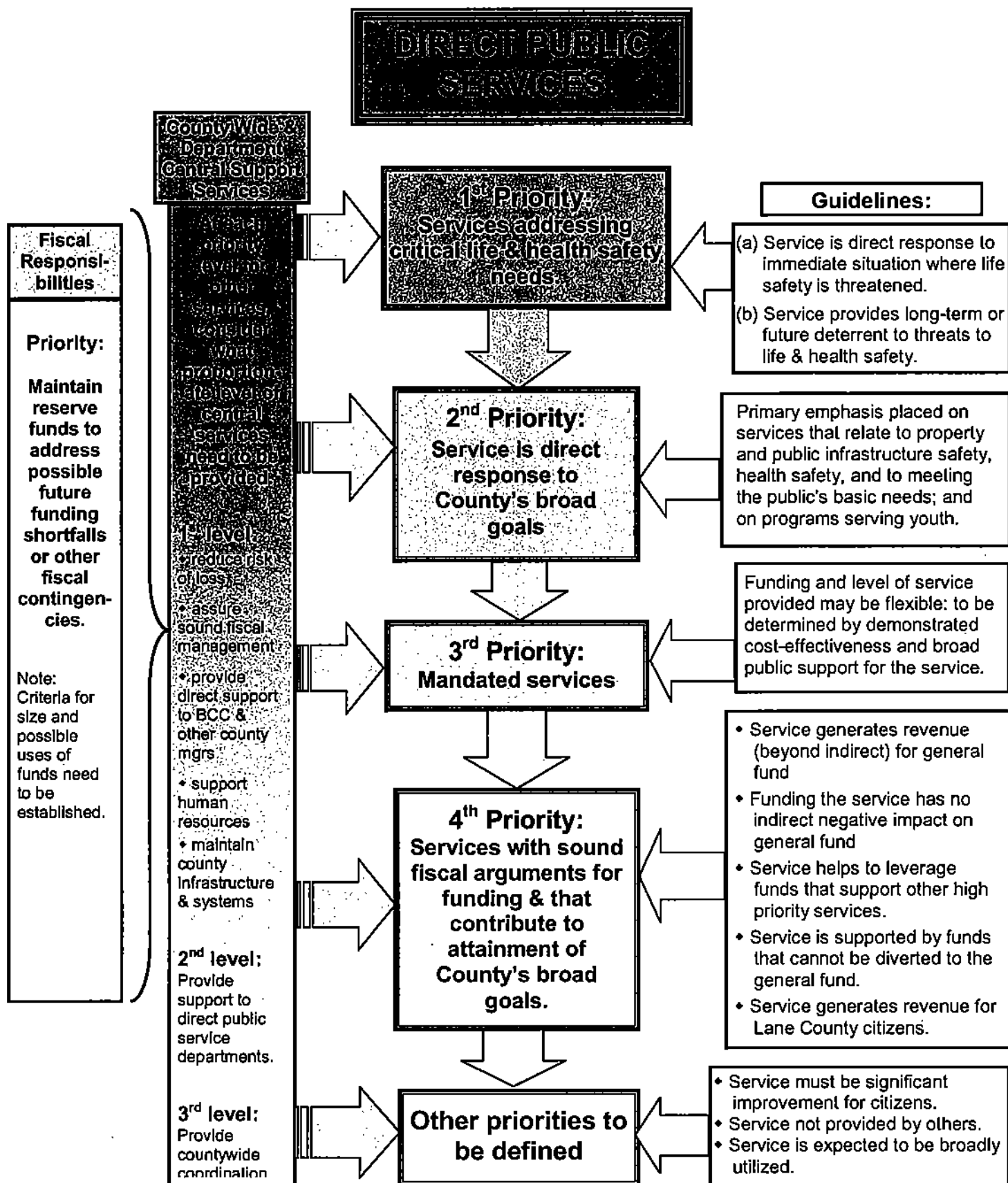
• Service Information Sheets to Funding Priorities



Merge into one list and prioritize services by Group



Decision Tree for Allocating Resources



FY0102													
FY0304 Budget													
Change													
Department	Program	Fund	Personnel	R&S	Total	Budget	FY0102 Budget vs. Actual	Adjustments Centralization (Year 3 of 5)	Total - Apply to FY0301	FY0304 Budget	FY0203 Budget	\$ Change	% Change
A&T	Appraisal	172	\$ 34,835	\$ 26,535	\$ 61,361	\$ 61,361	\$ 61,361	\$	\$ 61,361	\$ 138,676	\$ 138,676	\$ 138,676	
	Property Records Management	172	\$ 34,835	\$ 26,535	\$ 61,361	\$ 61,361	\$ 61,361	\$	\$ 61,361	\$ 138,676	\$ 138,676	\$ 138,676	
	Taxation / Audit	172	\$ 18,588	\$ 22,435	\$ 38,023	\$ 38,023	\$ 38,023	\$	\$ 38,023	\$ 85,407	\$ 85,407	\$ 85,407	
	Administration	172	\$ 182,711	\$ 185,850	\$ 378,562	\$ 378,562	\$ 378,562	\$	\$ 378,562	\$ 854,455	\$ 472,193	\$ (303,668)	
GAO	BCC	172	\$ 8,953	\$ 7,556	\$ 17,538	\$ 17,538	\$ 17,538	\$	\$ 17,538	\$ 38,935	\$ 68,980	\$ 38,935	
	Admin	172	\$ 25,872	\$ 21,015	\$ 46,887	\$ 46,887	\$ 46,887	\$	\$ 46,887	\$ 104,493	\$ 88,980	\$ (15,513)	
	Public Information	172	\$ 1,858	\$ 1,283	\$ 2,922	\$ 2,922	\$ 2,922	\$	\$ 2,922	\$ 6,604	\$ 6,604	\$ 6,604	
	Intergovernmental Relations	172	\$ 1,859	\$ 1,283	\$ 2,922	\$ 2,922	\$ 2,922	\$	\$ 2,922	\$ 6,604	\$ 6,604	\$ 6,604	
	Budget and Planning	172	\$ 8,294	\$ 8,381	\$ 14,655	\$ 14,655	\$ 14,655	\$	\$ 14,655	\$ 33,063	\$ 33,063	\$ 33,063	
	Community & Economic Dev.	172	\$ 3,318	\$ 2,526	\$ 5,844	\$ 5,844	\$ 5,844	\$	\$ 5,844	\$ 13,207	\$ 13,207	\$ 13,207	
CC	Legal Services	172	\$ 17,710	\$ 3,459	\$ 21,168	\$ 21,168	\$ 21,168	\$	\$ 21,168	\$ 32,733	\$ 21,650	\$ (11,083)	
	Law Library	222	\$ 3,781	\$ 2,607	\$ 6,388	\$ 6,388	\$ 6,388	\$	\$ 6,388	\$ 5,645	\$ 7,761	\$ (2,116)	
DA	Criminal Prosecution	124	\$ 119,898	\$ 119,803	\$ 239,701	\$ 239,701	\$ 239,701	\$	\$ 239,701	\$ 188,587	\$ 295,208	\$ (106,621)	
	Family Law	124	\$ 21,565	\$ 17,587	\$ 39,152	\$ 39,152	\$ 39,152	\$	\$ 39,152	\$ 87,014	\$ 87,014	\$ 87,014	
	Victim Services	124	\$ 11,612	\$ 8,842	\$ 20,454	\$ 20,454	\$ 20,454	\$	\$ 20,454	\$ 48,225	\$ 48,225	\$ 48,225	
	Child Advocacy Center	124	\$ 6,635	\$ 5,987	\$ 12,632	\$ 12,632	\$ 12,632	\$	\$ 12,632	\$ 27,359	\$ 27,359	\$ 27,359	
	Medical Examiner	124	\$ 3,318	\$ 2,526	\$ 5,844	\$ 5,844	\$ 5,844	\$	\$ 5,844	\$ 13,207	\$ 13,207	\$ 13,207	
DCF	Admin	172	\$ 11,098	\$ (13,358)	\$ (2,259)	\$ (2,259)	\$ (2,259)	\$	\$ (2,259)	\$ (30,488)	\$ 50,907	\$ (81,395)	
	Support & Advocacy for Child/Fam	172	\$ 3,318	\$ 2,526	\$ 5,844	\$ 5,844	\$ 5,844	\$	\$ 5,844	\$ 13,207	\$ 13,207	\$ 13,207	
	Family Violence Response Initiative	172	\$ 4,978	\$ 3,769	\$ 8,766	\$ 8,766	\$ 8,766	\$	\$ 8,766	\$ 19,811	\$ 19,811	\$ 19,811	
	Planning	172	\$ 3,318	\$ 2,526	\$ 5,844	\$ 5,844	\$ 5,844	\$	\$ 5,844	\$ 13,207	\$ 13,207	\$ 13,207	
	Healthy Start	172	\$ 11,812	\$ 8,842	\$ 20,454	\$ 20,454	\$ 20,454	\$	\$ 20,454	\$ 48,225	\$ 48,225	\$ 48,225	
Fairboard	Fairboard	172	\$ 1,659	\$ (7,371)	\$ (5,712)	\$ (5,712)	\$ (5,712)	\$	\$ (5,712)	\$ (2,307)	\$ 2,442	\$ (411)	

Department		Program	Fund	Personal	M&S	FY0102	FY0102	FY0102 Budget	Adjustments	Total - Apply	FY0304 Budget	Change
				(Actual)	(Actual)	Total	vs. Actual	(Year 3 of 5)	to FY0304		\$ Change	% Change
MS	Administration	225	\$	25,460	\$	117,715	\$	143,185	\$	224,896	\$	(135,151)
	Finance Operations	225	\$	33,224	\$	17,787	\$	51,011	\$	28,072	\$	\$3,220
	Human Resources	225	\$	39,859	\$	22,953	\$	62,812	\$	62,812	\$	128,082
	Real Property	225	\$	1,659	\$	1,784	\$	3,452	\$	3,452	\$	7,652
	Records	225	\$	46,883	\$	34,191	\$	61,084	\$	(62,733)	\$	106,698
	Elections	225	\$	49,852	\$	91,505	\$	141,357	\$	(2,481)	\$	(138,283)
	Purchasing	225	\$	1,659	\$	1,328	\$	2,987	\$	2,987	\$	(6,688)
	Facilities Maintenance	225	\$	33,177	\$	25,301	\$	58,477	\$	58,477	\$	567
	Small Stores	225	\$	1,659	\$	1,263	\$	2,922	\$	2,922	\$	6,804
	Copier Service	225	\$	1,659	\$	1,263	\$	2,922	\$	2,922	\$	6,804
	Mail	225	\$	4,976	\$	3,789	\$	8,766	\$	7,034	\$	18,079
	Facilities Maintenance	225	\$	28,541	\$	29,750	\$	47,281	\$	40,389	\$	45,001
	Animal Control Administration	225	\$		\$		\$	6,902	\$	5,256	\$	13,381
	Public Works	Administration	225	\$	169,848	\$	(128,751)	\$	41,188	\$	201,586	\$
Safety		225	\$	1,659	\$	1,263	\$	2,922	\$	2,922	\$	6,804
Facilities Services		225	\$	4,878	\$	3,789	\$	8,766	\$	8,766	\$	18,811
Design Engineering		225	\$	28,200	\$	21,473	\$	48,673	\$	49,673	\$	112,261
Road Bridge Maintenance		225	\$	159,247	\$	121,308	\$	280,557	\$	280,557	\$	633,896
Field Engineering		225	\$	36,484	\$	27,788	\$	64,283	\$	64,283	\$	145,279
Real Estate / Right-of-Way		225	\$	24,882	\$	18,947	\$	43,828	\$	43,828	\$	89,054
Engineering Administration		225	\$	74,711	\$	22,595	\$	97,307	\$	(461,745)	\$	795,074
Transportation Planning		225	\$	53,082	\$	40,420	\$	93,502	\$	83,502	\$	211,315
Surveyor		225	\$	57,218	\$	38,037	\$	95,255	\$	(55,880)	\$	(77,548)
Administration (MM)		225	\$	64,851	\$	5,065	\$	69,716	\$	(10,342)	\$	117,541
Fee Collection		225	\$	39,812	\$	30,315	\$	70,127	\$	70,127	\$	158,487
Recycling		225	\$	13,271	\$	10,105	\$	23,378	\$	23,378	\$	52,829
Special Waste		225	\$	4,976	\$	3,789	\$	8,766	\$	8,766	\$	18,811
Disposal Operations		225	\$	23,224	\$	17,884	\$	40,907	\$	40,907	\$	82,450
Transfer		225	\$	38,153	\$	28,052	\$	67,205	\$	67,205	\$	151,883
Planning and Zoning		225	\$	11,812	\$	8,842	\$	20,454	\$	20,454	\$	48,225
Building		225	\$	18,247	\$	13,894	\$	32,141	\$	32,141	\$	72,840
Subsurface Sanitation		225	\$	8,284	\$	6,316	\$	14,810	\$	14,810	\$	33,018
Administration (LMD)		225	\$	33,867	\$	20,411	\$	54,078	\$	(125,286)	\$	145,925
Compliance Program		225	\$	3,318	\$	2,526	\$	5,844	\$	5,844	\$	(26,886)
Operations and Maintenance (Parks)		225	\$	40,874	\$	25,262	\$	88,138	\$	23,481	\$	13,207
Administration and Support (Fleet)		225	\$	34,804	\$	3,789	\$	38,593	\$	(8,851)	\$	18,804
Vehicle and Equip. Maintenance		225	\$	28,200	\$	21,473	\$	49,673	\$	(117,499)	\$	116,834
Procurement		225	\$	4,976	\$	3,789	\$	8,766	\$	18,483	\$	(204,785)
RIS	Operations Staff	225	\$	4,147	\$	3,158	\$	7,305	\$	7,305	\$	31,509
	Technical Support Staff	225	\$	4,878	\$	3,789	\$	8,766	\$	8,766	\$	18,811
	Administrative Staff	225	\$	8,880	\$	3,263	\$	12,143	\$	12,143	\$	15,825
	Departmental Services	225	\$	829	\$	632	\$	1,461	\$	(24,875)	\$	30,680
	Direct Services	225	\$	829	\$	632	\$	1,461	\$	1,461	\$	3,302
	AIRS Staff	225	\$	5,124	\$	4,158	\$	9,281	\$	336	\$	18,035
AIRS Conversion Project	225	\$	3,318	\$	(7,474)	\$	(4,159)	\$	(4,159)	\$	(8,494)	
		225	\$		\$		\$		\$		\$	(2,878)

Department	Program	Fund	Regular PCs	PC Plus	AutoCad PCs	Laptops	Plus Laptops	BAW Printer	Color Printer	PC/Printer Dollars	Server	Server Dollars	Total Dollars
	Total Cost of PC:	\$	1,404.00	\$	1,500.00	\$	2,500.00	\$	2,304.00	\$	3,100.00	\$	2,100.00
	Yearly Cost Per PC:	\$	468.00	\$	600.00	\$	1,000.00	\$	768.00	\$	1,240.00	\$	420.00
ACT	Appraisal	285								\$	0.5		\$
	Property Records Management	285								\$	0.5		\$
	Taxation / Audit	285								\$	0.5		\$
CAO	Administration	285	64							\$	68.5		\$
	BCC	285	5							\$	35.140.00		\$
	Admin	285	7							\$	68.5		\$
	Public Information	285	2							\$	8.976.00		\$
	Intergovernmental Relations	285	1							\$	1.200.00		\$
	Budget and Planning	285	6							\$	264.00		\$
	Community & Economic Dev	285	1							\$	132.00		\$
CC	Legal Services	285	9							\$	792.00		\$
	Law Library	285	7							\$	132.00		\$
DA	Criminal Prosecution	285	94							\$	2,804.00		\$
	Family Law	285								\$	132.00		\$
	Victim Services	285								\$	132.00		\$
	Child Advocacy Center	285								\$	132.00		\$
DCF	Medical Examiner	285	11							\$	132.00		\$
	Admin	285								\$	132.00		\$
	Support & Advocacy for Child/Fam	285								\$	132.00		\$
	Family Violence Response Initiative	285								\$	132.00		\$
	Planning	285								\$	132.00		\$
Health Board	Health Start	285								\$	132.00		\$
Health Board	Administration and Support Services	285	132							\$	1,452.00		\$
Health Board	Prevention Services	285								\$	1,452.00		\$
	Family Medication	285								\$	1,452.00		\$
	Environmental Health	285								\$	1,452.00		\$
	Developmental Disabilities	285								\$	1,452.00		\$
	Mental Health Treatment	285								\$	1,452.00		\$
	Alcohol & Drug Treatment	285								\$	1,452.00		\$
	Mental Health Emergency Services	285								\$	1,452.00		\$
	Mental Health Adult Outpatient	285								\$	1,452.00		\$
	Paul Wilson Residence	285								\$	1,452.00		\$
	Enhanced Care Facility	285								\$	1,452.00		\$
	The Hogan Center Residence	285								\$	1,452.00		\$
	Psychiatric Hospital Aftercare	285								\$	1,452.00		\$
	Psychiatric Hospital	285								\$	1,452.00		\$
	Child / Adolescent Outpatient	285								\$	1,452.00		\$
	LenoxCare	285								\$	1,452.00		\$
	Payco & Probation	285								\$	1,452.00		\$
	Drug Court	285								\$	1,452.00		\$
	Communicable Disease Control	285								\$	1,452.00		\$
	Tenon Pregnancy / Family Planning	285								\$	1,452.00		\$
	Breast and Cervical Cancer	285								\$	1,452.00		\$
	Maternal / Child Health Home Visits	285								\$	1,452.00		\$
	Prenatal Services	285								\$	1,452.00		\$
	WIC	285								\$	1,452.00		\$
	HIV	285								\$	1,452.00		\$
	Tobacco Prevention	285								\$	1,452.00		\$
	Healthy Start	285								\$	1,452.00		\$
	Human Services Commission (HSC)	285								\$	1,452.00		\$
IS	Administration	285	13							\$	132.00		\$
	GIS	285								\$	132.00		\$
	Applications	285								\$	132.00		\$
	Technical Services	285								\$	132.00		\$

Department	Program	Fund	Regular PCs	PC Plus	AutoCtd PCs	Laptops	Plus Laptops	B&W Printer	Color Printer	PC/Printer Dollars	Server	Server Dollars	Total Dollars
Justice Courts	Control Lane	5124	10							\$ 4,680.00	10	\$ 1,320.00	\$ 6,000.00
	Fluoresce	5124	4							\$ 1,872.00	4	\$ 576.00	\$ 2,400.00
	Overage	5124	3							\$ 1,404.00	3	\$ 366.00	\$ 1,800.00
		5124	12							\$ 4,680.00	12	\$ 1,320.00	\$ 6,000.00
LMP	Administrative Support	248											
		248											
MS	Administration	5124	88			21				\$ 42,720.00	88	\$ 11,816.00	\$ 54,336.00
	Finance Operations	5124											
	Human Resources	5124											
	Real Property	5124											
	Recordation	5124											
	Electronics	5124											
	Purchasing	5124											
	Facilities Maintenance	5124											
	Small Stores	5124											
	Copier Service	5124											
	Mail	5124											
	Facilities Maintenance	225											
	Animal Control Administration	283	6							\$ 2,808.00	6	\$ 792.00	\$ 3,600.00
		283								\$ 2,808.00			\$ 2,808.00
Public Works	Administration	225	25							\$ 11,700.00	25	\$ 3,300.00	\$ 15,000.00
	Salvage	225											
	Facilities Services	225											
	Design Engineering	225											
	Road Bridge Maintenance	225											
	Field Engineering	225											
	Road Estate / Right-of-Way	225											
	Engineering Administration	225	66		23	4				\$ 56,960.00	89	\$ 11,748.00	\$ 68,708.00
	Transportation Planning	225											
	Surveyor	225	27							\$ 12,636.00	27	\$ 3,564.00	\$ 16,200.00
	Administration (MM)	530	17							\$ 7,956.00	17	\$ 2,244.00	\$ 10,200.00
	Fee Collection	530											
	Recycling	530											
	Special Waste	530											
	Disposal Operations	530											
	Transfer	530											
	Planning and Zoning	530											
	Building	530											
	Subsurface Sanitation	530											
	Administration (LMD)	530											
	Compliance Program	530	37			1				\$ 18,084.00	37	\$ 4,884.00	\$ 22,968.00
	Operations and Maintenance (Parks)	530											
	Administration and Support (Fiber)	530	5							\$ 2,340.00	5	\$ 660.00	\$ 3,000.00
	Vehicle and Equip. Maintenance	530	11							\$ 5,148.00	11	\$ 1,452.00	\$ 6,600.00
	Procurement	530											
RIS	Operations Staff	552											
	Technical Support Staff	552											
	Administrative Staff	552											
	Departmental Services	552											
	Direct Services	552											
	AIRS Staff	552											
	AIRS Conversion Project	552											
RIS Total		552											

Department	Program	Fund	Regular PCs	PC Plus	AutoCad PCs	Laptops	Plus Laptops	B&W Printer	Color Printer	PC/Printer Dollars	Server	Server Dollars	Total Dollars
SO	Department Administration	124	173			13				\$ 90,948.00			
	Office of the Sheriff Administration	124								\$ 0.00	173	\$ 22,836.00	\$ 113,784.00
	Fiscal Services	124								\$ 0.00	0	\$ 0.00	\$ 0.00
	Personnel Services	124								\$ 0.00	0	\$ 0.00	\$ 0.00
	Training Section	124								\$ 0.00	0	\$ 0.00	\$ 0.00
	Police Services Administration	124								\$ 0.00	0	\$ 0.00	\$ 0.00
	Communications	124								\$ 0.00	0	\$ 0.00	\$ 0.00
	Records	124								\$ 0.00	0	\$ 0.00	\$ 0.00
	Property/Evidence	124								\$ 0.00	0	\$ 0.00	\$ 0.00
	County Law Enforcement	124								\$ 0.00	0	\$ 0.00	\$ 0.00
	Corridor Services	124								\$ 0.00	0	\$ 0.00	\$ 0.00
	Forensic Emergency Services	124								\$ 0.00	0	\$ 0.00	\$ 0.00
	Search and Rescue	124								\$ 0.00	0	\$ 0.00	\$ 0.00
	Emergency Services	124								\$ 0.00	0	\$ 0.00	\$ 0.00
	Traffic Enforcement Team	124								\$ 0.00	0	\$ 0.00	\$ 0.00
	Civil Section	124								\$ 0.00	0	\$ 0.00	\$ 0.00
	Court Transportation	124								\$ 0.00	0	\$ 0.00	\$ 0.00
	Corrections Administration	124								\$ 0.00	0	\$ 0.00	\$ 0.00
	Security Section	124								\$ 0.00	0	\$ 0.00	\$ 0.00
	Community Services	124								\$ 0.00	0	\$ 0.00	\$ 0.00
	Inmate Forest Work Camp	124								\$ 0.00	0	\$ 0.00	\$ 0.00
	Community Corrections Center	124								\$ 0.00	0	\$ 0.00	\$ 0.00
	Corrections Records	124								\$ 0.00	0	\$ 0.00	\$ 0.00
	Food Services	124								\$ 0.00	0	\$ 0.00	\$ 0.00
	Medical Services	124								\$ 0.00	0	\$ 0.00	\$ 0.00
	Facilities Maintenance	124								\$ 0.00	0	\$ 0.00	\$ 0.00
	Facilities Laundry and Warehouse	124								\$ 0.00	0	\$ 0.00	\$ 0.00
	Population Management Programs	124								\$ 0.00	0	\$ 0.00	\$ 0.00
	Electronic Supervision	124								\$ 0.00	0	\$ 0.00	\$ 0.00
	Weightmaster	124	4							\$ 1,872.00	4	\$ 528.00	\$ 2,400.00
	Inmate Road Crew	124	1							\$ 468.00	1	\$ 132.00	\$ 600.00
	Public Safety Fleet Acquisitions	124	1							\$ 468.00	1	\$ 132.00	\$ 600.00
	Corrections Commissary	124								\$ 0.00	0	\$ 0.00	\$ 0.00
	Subtotal		82			5				\$ 42,216.00	82	\$ 10,824.00	\$ 53,040.00
YS	Administration	124								\$ 0.00	0	\$ 0.00	\$ 0.00
	Breaking the Cycle	124								\$ 0.00	0	\$ 0.00	\$ 0.00
	Shelter / Assessment Center	124								\$ 0.00	0	\$ 0.00	\$ 0.00
	Intensive Probation Services	124								\$ 0.00	0	\$ 0.00	\$ 0.00
	Community Services	124								\$ 0.00	0	\$ 0.00	\$ 0.00
	Detention Services	124								\$ 0.00	0	\$ 0.00	\$ 0.00
	Counseling and Assessments	124								\$ 0.00	0	\$ 0.00	\$ 0.00
	Continental Education Center	124								\$ 0.00	0	\$ 0.00	\$ 0.00
Totals			920	52	27	74	1	5	2	\$ 581,282.00	999	\$ 131,088.00	\$ 683,120.00

Lane County

Support Service Cost Comparisons for FY 00-01 to FY 01-02 With Impact on Countywide Indirect Charges

Department	FY 00-01 Actuals	FY 01-02 Actuals	Difference	Percent Change	
Building Depreciation	2,129,114	2,016,530	-(112,584)	-5.29%	Revised Formula per David Suchart
Equipment Depreciation	-	-	-	-	
County Administration					
County Comm.	758,451	788,415	29,964	3.95%	
County Admin.	847,832	843,727	(4,105)	-0.48%	
Budget & Planning	409,914	507,604	97,690	23.83%	Added Strategic Planning Analyst
Internal Audit	97,120	104,787	7,667	7.89%	
County Counsel					
County Counsel	662,067	666,081	4,014	0.61%	
Management Services					
Mgt Svc Admin.	94,182	79,893	(14,289)	-15.17%	
Finance Ops	922,498	1,043,110	120,612	13.07%	Prof. & Cons and I.S. Direct Charges
Human Resources	1,316,742	1,532,299	215,557	16.37%	Extra Help, Prof. & Consulting
Purchasing	107,987	123,058	15,071	13.96%	Increase in I.S Direct Charges
Ready Stores	35,610	32,671	(2,939)	-8.25%	
Copier Svcs	30,146	28,863	(1,283)	-4.26%	
Mail Room	55,087	56,224	1,137	2.06%	
Real Property	238,450	260,738	22,288	9.35%	
Tax Foreclosure	54,091	54,438	347	0.64%	
Facility Maint.	1,392,342	1,530,847	138,505	9.95%	
Records	646,391	661,579	15,188	2.35%	
General Expense					
57 General Exp.	786,395	916,878	130,483	16.59%	New INET IGA, SCAAP, Exten. Svcs
Total Allocated	10,584,419	11,247,742	663,323	6.27%	Less than Overall Growth Rate

Cost Increases by Category for all General Fund Depts Combined

Personal Services	48,591,749	52,903,603	4,311,854	8.9%
Materials & Services	28,624,511	32,379,885	3,755,374	13.1%
Capital Outlay	170,979	569,558	398,579	233.1%
Capital Projects	12,003	519,822	507,819	4230.8%
Fiscal Transactions	5,964,895	6,649,116	684,221	11.5%
Total Expenditures	83,364,137	93,021,984	9,657,847	11.6% Overall Growth Rate

BUDGET INSTRUCTIONS FOR FLEET RENT RATES - FY 03/04

Mileage Rates

Please Note: Base rates (fixed portion of rent rate) changed from 13 billing periods in FY 02/03 to 12 billing periods in FY 03/04. So while the monthly base rates appear to have increased in some cases – there is actually a minimal annual increase

Assuming a vehicle is driven average miles (10,000 miles/year):

Compact/Immediate Sedans	Up 2%
Full Size Sedans	No Change
Hybrid Sedans (Toyota Prius)	New Category
Compact Pickups	Down 7%
1/2 & 3/4 T PU's (Gas)	Up 7%
3/4 T Diesel PU's	Up 2%
3/4 T Diesel Extd Cab	Up 8%
Animal Control PU's	Down 5%
Cargo Vans	No Change
Passenger Vans	Down 4%
4WD PU's/SUV's	Up 6%
Crew Cabs & 1 Ton PU's	Up 1%
Bus	Up 11%

<u>CATEGORY</u>	<u>FY 02/03 RATE</u>	<u>FY 03/04 RATE*</u>
Compact/Intermediate Sedan	\$ 145.00 + .12	\$ 145.00 + .14
Full Size Sedan	215.00 + .13	225.00 + .14
Hybrid Sedan	NEW	220.00 + .11
Compact PU's	125.00 + .16	135.00 + .14
1/2 & 3/4 T PU's (Gas)	190.00 + .25	225.00 + .26
3/4 T Diesel PU's	185.00 + .23	210.00 + .23
3/4T Diesel Extd Cab	195.00 + .16	205.00 + .20
Animal Control PU's	290.00 + .20	285.00 + .21
Cargo Vans	150.00 + .20	160.00 + .20
Passenger Vans	195.00 + .20	195.00 + .20
4WD PU's/Utilities	200.00 + .15	220.00 + .17
Crew Cabs & 1Ton PU's	220.00 + .34	260.00 + .32
Bus	340.00 + .29	385.00 + .35

***Rates include two components – a periodic base charge (12 times a year), and a cents per mile charge**

Hourly Rates

Heavy equipment hourly rental rates will be distributed directly to the program managers.

If you need more information contact Fleet Services, Ext. 8583.

LANE COUNTY - BUDGET FY03/04

EMPLOYEE BENEFIT COSTS

WORKERS COMPENSATION ALLOCATION

PURCHASED INSURANCE ALLOCATION

Lane County Benefit Rates

Benefit Type	FY02-03 Final			FY03-04 Projected			Explanation of Change From Prior Year	Proj. Impact on Projected Rate Increase	General Fund Pers. Services
	Permanent	Temporary	Change	Permanent	Temporary	Change			
Statutory Benefits	FICA (Social Security)	6.20%	6.20%	0.00%	6.20%	6.20%	0.00%		
	Medicare	1.45%	1.45%	0.00%	1.45%	1.45%	0.00%		
	Unemployment	0.72%	0.72%	0.00%	1.00%	1.00%	38.89%	Increased due to layoffs	\$113,000
	Workers Comp.	0.38%	0.38%	8.57%	0.45%	0.45%	18.42%	Contract up for renewal	28,000
	Long-Term Disability	0.79%	0.00%	0.00%	0.87%	0.00%	10.13%	Package up for renewal	32,000
Retirement (PERS)	13.18%	0.00%	0.00%	18.80%	0.00%	42.64%	PERS 12/10/02 Notice **	5.62%	2,274,000
Retiree Medical	1.32%	0.00%	0.00%	3.00%	0.00%	127.27%	Prelim. Estimate	1.68%	680,000
Total	24.04%	8.75%	0.12%	31.77%	9.10%	32.15%		7.73%	\$3,127,000
Negotiated Benefits	Yearly	Monthly	Change	Yearly	Monthly	Change			Disc. Gen Fund
	Health	\$ 7,467.60	\$ 622.30	15.86%	\$ 8,217.24	\$ 684.77	10.04%	Consultant projections	
	Dental	1,108.20	92.35	7.82%	1,163.40	96.95	4.98%	Consultant projections	
	Vision	174.60	14.55	-7.03%	174.60	14.55	0.00%		Non-Disc. GF
	Case Management	21.00	1.75	0.00%	21.00	1.75	0.00%		\$1,898,000
	Employee Assistance	33.00	2.75	0.00%	33.00	2.75	0.00%		
	Integrated Behav. Health	30.00	2.50	0.00%	30.00	2.50	0.00%		
	Short-Term Disability	19.00	1.58	0.00%	21.00	1.75	10.53%	Package up for renewal	
	Flexible Spending	8.00	0.67	100.00%	8.00	0.67	0.00%		
	Life / Additional Life	170.00	14.17	0.00%	170.00	14.17	0.00%		
Total	\$9,031,400	\$762,662	13.78%	\$9,838,224	\$819,865	8.93%			
Increase from Prior Year	\$1,093.60	\$91.13	NA	\$806.84	\$67.24	NA		1.57%	\$ 635,000

* Salary and Benefit Forecasting System within the automated budget system.

Statutory w/out PERS & Ret. M 9.54%

9.97%

Projected: 10/16/2001

Revised: 01/14/2003

Printed: 1/20/2003

Total Cost of Negotiated Benefits Increase - \$1,200,000

** If Measure 28 fails and we have more layoffs, this rate may not be sufficient to cover bond payments and PERS contributions.

RISK MANAGEMENT ALLOCATED CHARGES FY03-04

		WORKERS COMP ACCOUNT 511610		GENERAL LIABILITY ACCOUNT 512345	
DEPARTMENT	FUND	GENERAL FUND	OTHER FUNDS	GENERAL FUND	OTHER FUNDS
Assessment & Taxation	124	\$ 35,322		\$ 13,673	
County Administration	124	\$ 76		\$ 57	
Health and Human Services					
General Dept	286		\$ 39,601		\$ 21,469
Mental Hlth/DD/Psych Hospital	218/286				\$ 34,681
Public Health	286				\$ 3,067
Parole and Probation	286				\$ 851
Public Safety				\$ 4,346	
Corrections	124	\$ 58,992		\$ 118,840	
Police	124	\$ 88,487		\$ 49,334	
Weighmaster	225		\$ 265		
Public Works					
Parks	216		\$ 33,478		\$ 12,238
Land Management	124	\$ 6,231		\$ 42,376	
Fleet Services	619		\$ 2,393		\$ 237
Administration	225				
Engineering	225		\$ 87,203		\$ 125,428
Surveyor	225				
Waste Management	530		\$ 76,353		\$ 18,862
Workforce Partnership	249		\$ 8,964		
Information Services	124	\$ 2,184			
RIS	652		\$ 7,696		
Youth Services	124	\$ 17,799		\$ 27,992	
District Attorney	124	\$ 18,559			
Children & Families	124	\$ 3			
County Counsel	124	\$ 77			
Justice Courts					
Florence	124				
Central Lane	124	\$ 226		\$ 2,044	
Oakridge	124				
Management Services					
Administration/Finance Ops	124	\$ 16,692		\$ 741	
Human Resources	124				
Facilities	124			\$ 520	
County Clerk/Elections	124			\$ 127	
Animal Regulation	288		\$ 3,281		\$ 243
TOTAL		\$ 244,648	\$ 259,184	\$ 260,050	\$ 217,076
TOTAL ALL FUNDS			\$ 503,832		\$ 477,126
Percentage of Personnel Costs			0.45%		0.30%

Proposed

Updated: 10-Jan-03

January 2003						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
			1 New Year's Day Holiday	2	3	4
5	6	Swear-In Ceremony 1:30	8	9	10 Final Internal Coats Due 3:30-5:30	11
12	13	Mgmt Team Depts Begin Bdg't Text Prep	15	16	17 PM Brown Bag - - - - - SIS Workshop 1:30-4:00	18
19	20	Martin Luther King Jr. Holiday	22	23	24 Leadership Training 9:00-12:00 @ Goodson	25
26	27	28 Budget Kickoff 9-12 @ RIS A&B - - - - - F&A	29	30	BRASS Training 9:00-12:00 or 12:00-4:00	31

February 2003						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
						1
2	3	Mgmt Team SIS Workshop 1:30-4:00	4	Budget Workshop 1:30-3:30	5	6
9	10		11	Budget Workshop 1:30-3:30	12	13
16	17	Presidents Day Holiday	18	SIS Cat Review Public Safety - - - - - Budget Wksp 1:30-3:30	19	20
23	24	Analysis Review	25	SIS Worksession 8:00-3:00 @ Goodson - - - - - F&A	26	27
						28

March 2003						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
						1
2	3	Mgmt Team - EXT to PRG - - - - - Community Req Due 3:30	4	Analysis Review - - - - - United Front 2:45	5	6
9	10		11	Analysis Review	12	13
16	17	Mgmt Team	18	19	Analyst & Dept Final Adjustments - - - - -	20
23	24	Budget Doc Prep - - - - - /31	25	Down Week < == >	26	27
						28

April 2003						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	31	Mgmt Team Budget Doc Prep - - - - -		3	4	5
6	7	Budget Doc to Printer	8	Brkst Champions 10 PM Workshop 3:30	9	10
13	14	Mgmt Team	15	Prepare Budget Presentations - - - - -	16	17
20	21	Print Notice Easter	22	Budget Committee Organization	23	24
27	28	Mgmt Team	29	Budget Message & Public Hearing	30	31

May 2003						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
				1	2	3
4	5	6	Budget Worksession	7	8	9
11	12	Mgmt Team	13	Budget Worksession	14	15
18	19	GFOA 21	20	Budget Committee Meeting	21	22
25	26	Memorial Day Holiday	27	28	Budget Summary to RG Down Week < == >	29
						30

June 2003						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1	2	3	Sum to RG 4	5	6	7
8	9	Mgmt Team	10	11	12	13
15	16		17	18	19	20
22	23	Mgmt Team	24	25	26	27
29	30					

Budget Prep Meeting Matrix

FY 2003-04

Updated: 13-Jan-03

Week	Date	Description	Time	Room	Leadership Team	Management Team	Dept Budget staff	Dept PM Staff	Focus	Comments
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Bdgt = Budget PM = Performance Measures SIS = Service Information Sheets

Wk 1	06-Jan	Management Team	8:15	BCC conference room		X				
Wk 2	13-Jan	Management Team	8:15	BCC conference room		X				
Wk 2	14-Jan	Breakfast for Champions	7:30 - 8:30	BCC conference room				X	PM	
Wk 2	14-Jan	Leadership - Benefit Review	11:30 - 1:30	Straub conference room	X				HR	
Wk 2	17-Jan	Performance Measure Workshop	12:00 - 1:30	Straub conference room				X	PM	
Wk 2	17-Jan	SIS Workshop	1:30 - 4:00	RIS A & B		X			SIS	Focus on Management Team some key dept staff may be interested
Wk 3	21-Jan	Leadership - Budget Preparation	9:00 - 12:00	BCC conference room - PW Delta	X				Bdgt	
Wk 4	28-Jan	Budget Kick-off	9:00 - 12:00	RIS A & B		X	X		Bdgt	
Wk 4	28-Jan	Finance & Audit		BCC conference room						
Wk 4	29-Jan	SIS PC Training	9-12 or 1-4	PC Classroom			X		SIS	Dept Staff that will be entering SIS into Computer system
Wk 4	30-Jan	BRASS New User Training	9:00 - 3:00	PC Classroom			X		Bdgt	
Wk 4	31-Jan	BRASS Refresher Training	9-12 or 1-4	PC Classroom			X		Bdgt	
Wk 5	03-Feb	Management Team	8:15	BCC conference room		X				
Wk 5	03-Feb	SIS Workshop	1:30 - 4:00	Straub conference room		X	X		SIS	
Wk 5	04-Feb	Budget Workshop	1:30 - 3:30	Straub conference room			X		Bdgt	
Wk 5	06-Feb	PM Cadre - Quarterly Mtg	1:00 - 2:30	Carmichael Room - DYS				X	PM	
Wk 6	11-Feb	Budget Workshop	1:30 - 3:30	Straub conference room			X		Bdgt	
Wk 6	13-Feb	Budget Committee Training	1:00 - 4:00	BCC conference room					Bdgt	Training on Budget process and Strategic Plan
Wk 6	13-Feb	Performance Measure Workshop	3:30 - 5:00	Goodson Room - PW Delta				X	PM	
Wk 7	18-Feb	Budget Workshop	1:30 - 3:30	Straub conference room			X		Bdgt	
Wk 7	18-Feb	SIS Category Review - Public Safety	1:00 - 5:00	PW Training Room 2		X			SIS	Dept Directors for depts providing services in this category
Wk 7	19-Feb	SIS Category Review - Public Services	1:00 - 5:00	PW Training Room 2		X			SIS	Dept Directors for depts providing services in this category
Wk 7	20-Feb	SIS Category Review - Support Services	8:30 - 12:30	PW Training Room 2		X			SIS	Dept Directors for depts providing services in this category
Wk 8	25-Feb	SIS Worksession - Combined Service priorities	9:00 - 3:00	Goodson Room - PW Delta		X			SIS	Review the priorities set by SIS review committees and merge the priorities; Dept Directors for depts using SIS
Wk 8	25-Feb	Finance & Audit								

Budget Prep Meeting Matrix

FY 2003-04

Updated:

13-Jan-03

Week	Date	Description	Time	Room	Leadership Team Management Team Dept Budget Staff Dept PM Staff Focus					Comments
Bdgt = Budget PM = Performance Measures SIS = Service Information Sheets										
Wk 9	03-Mar	Management Team	8:15	BCC conference room		X				
Wk 10	12-Mar	CAO Reviews		CAO Conference Room		X	X		Bdgt	
Wk 10	13-Mar	CAO Reviews		CAO Conference Room		X	X		Bdgt	
Wk 10	13-Mar	Performance Measure Workshop	3:30 - 5:00	RIS A & B				X	PM	
Wk 10	14-Mar	CAO Reviews		CAO Conference Room		X	X		Bdgt	
Wk 11	17-Mar	Management Team	8:15	BCC conference room		X				
Wk 12										
Wk 13	31-Mar	Management Team	8:15	BCC conference room		X				
Wk 14	08-Apr	Breakfast for Champions	7:30 - 8:30	BCC conference room				X	PM	
Wk 14	10-Apr	Performance Measure Workshop	3:30 - 5:00	RIS A & B				X	PM	
Wk 15	14-Apr	Management Team	8:15	BCC conference room		X				
Wk 16	22-Apr	Budget Committee Orientation	3:00 - 6:00	BCC conference room					Bdgt	
Wk 17	28-Apr	Management Team	8:15	BCC conference room		X				
Wk 17	29-Apr	Budget Message & Public Hearing	6:15	Harris Hall	X		X		Bdgt	
Wk 17	01-May	Budget Committee Meeting & Community Requests	5:15	Harris Hall					Bdgt	Budget Committee
Wk 18	06-May	Pre Budget Dept Q&A	3:00 - 5:00	Straub conference room					Bdgt	Budget Committee
Wk 18	06-May	Budget Worksession	5:15	BCC conference room					Bdgt	Budget Committee
Wk 18	08-May	PM Cadre - Quarterly Mtg	1:00 - 2:30	Goodson Room - PW Delta				X	Bdgt	
Wk 18	08-May	Performance Measure Workshop	3:30 - 5:00	RIS A & B				X		
Wk 18	08-May	Pre Budget Dept Q&A	3:00 - 5:00	CAO Conference Room					Bdgt	Budget Committee
Wk 18	08-May	Budget Worksession	5:15	BCC conference room					Bdgt	Budget Committee
Wk 19	12-May	Management Team	8:15	BCC conference room		X				
Wk 19	13-May	Pre Budget Dept Q&A	3:00 - 5:00	Straub conference room					Bdgt	Budget Committee
Wk 19	13-May	Budget Worksession	5:15	BCC conference room					Bdgt	Budget Committee
Wk 19	15-May	Pre Budget Dept Q&A	3:00 - 5:00	Straub conference room					Bdgt	Budget Committee
Wk 19	15-May	Budget Worksession	5:15	BCC conference room					Bdgt	Budget Committee
Wk 20	20-May	Budget Committee Meeting	5:15	BCC conference room					Bdgt	Budget Committee
Wk 20	22-May	Budget Committee Meeting	5:15	BCC conference room					Bdgt	Budget Committee
Wk 21										
Wk 22										
Wk 23	09-Jun	Management Team	8:15	BCC conference room		X				
Wk 23	10-Jun	Performance Measure Workshop	3:30 - 5:00	Goodson Room - PW Delta				X		

Budget Prep Meeting Matrix

FY 2003-04

Updated: 13-Jan-03

Week	Date	Description	Time	Room	Leadership Team	Management Team	Dept Budget staff	Dept PM Staff	Focus	Comments
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Bdgt = Budget PM = Performance Measures SIS = Service Information Sheets

Wk 23	11-Jun	Board Budget Worksession	BCC Mtg							Bdgt BCC
Wk 24	18-Jun	Board Budget Adoption	BCC Mtg							Bdgt BCC
Wk 25	23-Jun	Management Team	8:15	BCC conference room		X				
Wk 26										