

PROGRAM MISSION

To ensure optimal use of available resources and high quality service by providing functional office-wide administrative and systems support in areas including personnel management, detailed statistical analyses, preparation and monitoring of County and State budgets, information system analysis, design, and support, and special projects assigned by the Treasurer.

The **Administrative Section** is responsible for providing administrative support and legal counsel to the Treasurer. The section performs and coordinates all office personnel functions; oversees state and local legislation activities; provides statistical analyses and assists the Treasurer with projects necessary for reporting, presenting, and disseminating public information.

The **Special Projects/Information Systems Section** performs both on-going and special (one-time) projects. The section determines and requisitions the equipment and supply needs of the office; designs office forms, tax bills and other distribution materials; prepares and monitors both County and State annual budgets; designs and maintains the Treasurer's website; performs information systems analysis, design, testing, documentation, and programming.

PROGRAM FINANCIAL SUMMARY

	FY 2005 Actual	FY 2006 Adopted	FY 2007 Proposed	% Change '06 to '07
Personnel	\$971,389	\$830,350	\$860,796	4%
Non-Personnel	234,121	154,325	159,354	3%
Total Expenditures	1,205,510	984,675	1,020,150	4%
Total Revenues	115,860	89,095	93,538	5%
Net Tax Support	\$1,089,650	\$895,580	\$926,612	3%
Authorized FTEs	8.0	8.0	8.0	
Funded FTEs	8.0	8.0	8.0	

SIGNIFICANT BUDGET HIGHLIGHTS

- ↑ The FY 2007 proposed budget reflects a two percent market pay line adjustment, a 10% increase in employer health insurance costs, and an increase in employer retirement contributions to maintain full funding of the retirement fund.
- ↑ An increase in non-personnel is due to an adjustment to the telephone charge by the Department of Technology Services (\$5,029).
- ↑ The increase in revenue (\$4,443) is due to an increase in administrative fees partially offset by a decrease in DMV Select revenue.

PERFORMANCE MEASURES

	FY 2002 Actual	FY 2003 Actual	FY 2004 Actual	FY 2005 Actual	FY 2006 Estimate	FY 2007 Estimate	FY 2007 Goal
Percent of technology support satisfactorily provided within fiscal year	99%	100%	100%	100%	100%	100%	100%
Percent of payment vouchers/purchase orders satisfactorily processed bi-weekly	99%	100%	99%	99%	100%	100%	100%
Percent of technology support problems resolved within established timeframes	N/A	N/A	99%	99%	100%	100%	100%
Percent of payment vouchers processed correctly and within established timeframes	N/A	N/A	99%	99%	100%	100%	100%
Percent of purchase orders processed accurately and within established timeframes	N/A	N/A	99%	100%	100%	100%	100%

- For most of the measures above data collection began in FY 2004.