

A dark teal silhouette of Washington County with a white, torn-paper-like border on its right side.

Internal Services 2023 Recommended Budget

August 2, 2022

Presentation Outline

- 01** Administration & Commissioners
- 02** Accounting & Finance
- 03** Human Resources
- 04** Information Technology



Administration

Jan Lucke, Deputy Administrator





Administration

Key Factors Impacting the Budget

01

Professional Development

02

Printing Costs for graphic design work

03

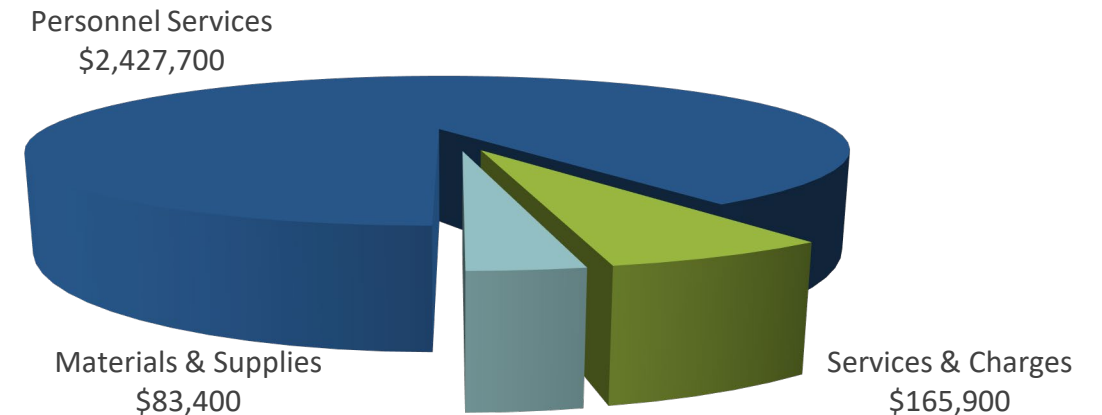
Crisis Communications Consulting

Administration – Budget Summary



Revenue	2022	2023	% Change
County Net Levy	\$2,565,500	\$2,677,000	4.3%

Expenditures	2022	2023	% Change
Personnel Services	\$2,350,300	\$2,427,700	3.3%
Services & Charges	\$146,300	\$165,900	13.4%
Materials & Supplies	\$68,900	\$83,400	21.04%



Significant Budget Changes



Expenditures

Description	Levy Funded	Non-Levy Funded
Services & Charges:		
• Printing and Reproduction - Printing Costs for graphic design work	\$2,000	\$0
• Professional Development - Training and conferences for staff	\$13,700	\$0
• Crisis Communications Consulting	\$15,000	\$0

FTE Budget Summary



Department FTE Summary	
18.0	2022 Adopted Budget
1.0	2022 Interim Changes
0.0	2023 Deletions
0.0	2023 New Position(s)
19.0	2023 Proposed FTE Count



Commissioners

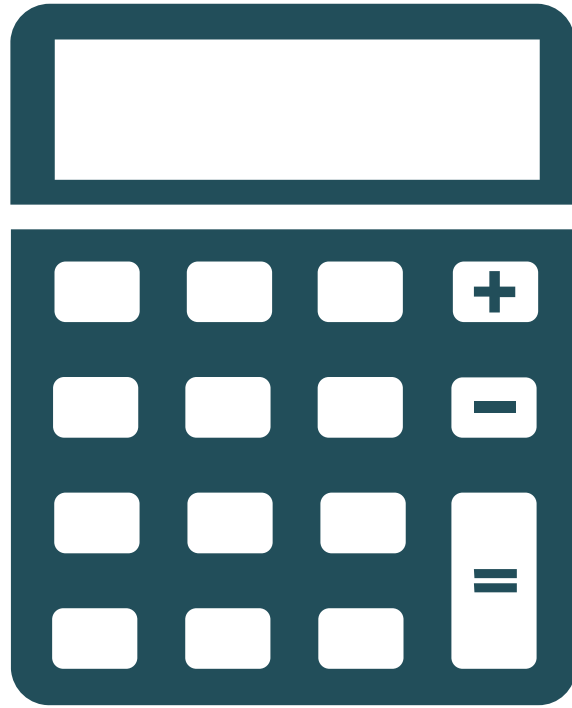
Jan Lucke, Deputy Administrator



Commissioners

Key Factors Impacting the Budget

- 01** Professional development, travel, meals and lodging to allow for commissioner participation
- 02** Budget includes funding for a similar salary adjustment as for other county employees per County Policy #6011
- 03** New Technology Package



Accounting & Finance

Tabatha Hansen, Director



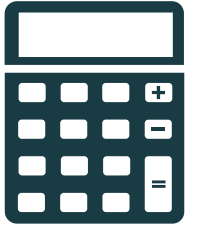
Key Factors Impacting the Budget



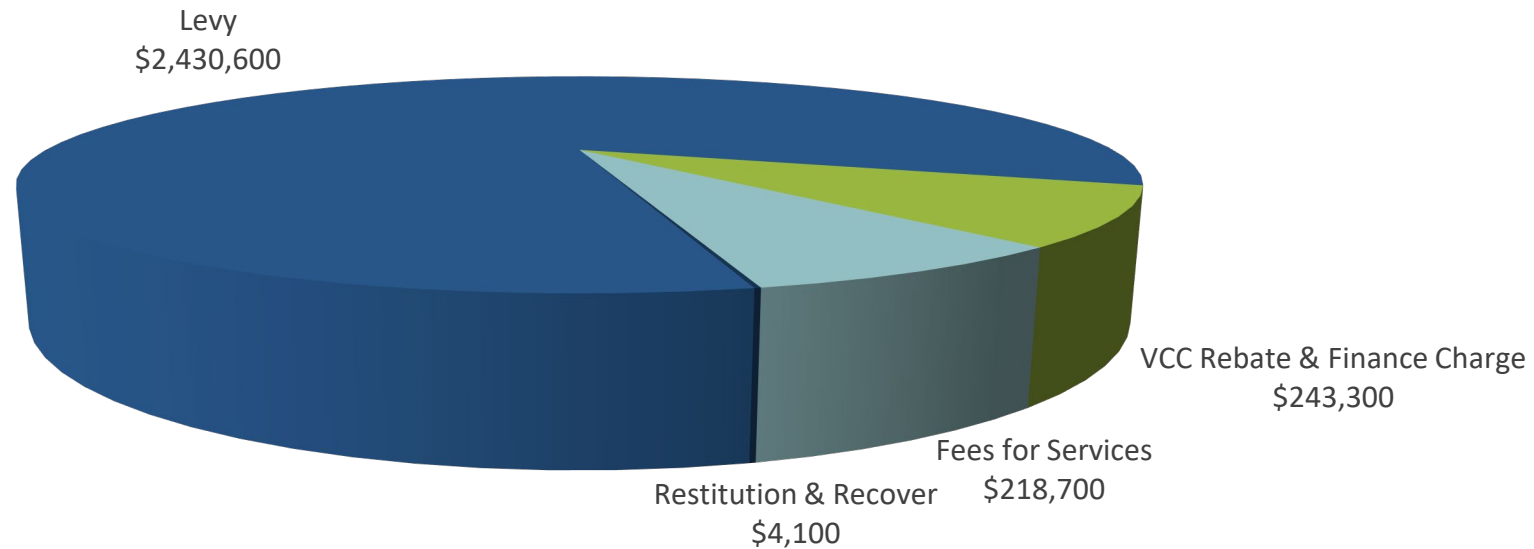
- 01** Grant management of Federal American Rescue Plan Act and Emergency Rental Assistance funding
- 02** Secure funds, protect from risks, and ensure availability for timely disbursements
- 03** Continuously strive for county financial systems stabilization and optimization, identifying opportunities for risk mitigation, and improve processes and procedures to increase effectiveness, efficiency, and compliance
- 04** Continue to prioritize the use of technology to facilitate financial transactions that will provide for efficient and cost-effective business operations, including integrated technology solutions to financial functions across the county
- 05** Expansion of the procurement function to improve operational efficiency and effectiveness as it relates to county purchases of goods or services; Partner with departments to propel other procurement initiatives such as green, local, and target group purchasing



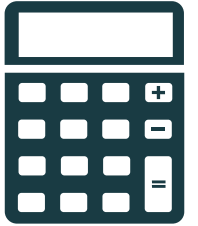
Accounting & Finance Revenues



Revenue	2022	2023	% Change
County Net Levy	\$2,293,000	\$2,430,600	6.0%
Non-Levy Revenue	\$415,800	\$466,100	12.1%



Accounting & Finance Expenditures



Expenditures	2022	2023	% Change
Personnel Services	\$2,222,900	\$2,378,800	7.01%
Services & Charges	\$ 403,200	\$431,200	6.94%
Materials & Supplies	\$ 82,700	\$86,700	4.84%



Significant Budget Changes



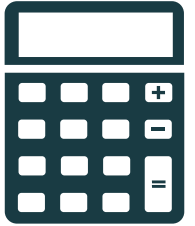
Revenues

Description	Levy Funded	Non-Levy Fund
Non-Levy Revenue		
• Virtual Credit Card Rebate	\$0	\$43,300

Expenditures

Description	Levy Funded	Non-Levy Funded
Personnel		
• New Procurement Specialist	\$49,000	\$43,300

FTE Budget Summary



Department FTE Summary	
20.6	2022 Adopted Budget
0.0	2022 Interim Changes
0.0	2023 Deletions
1.0	2023 New Positions
21.6	2023 Proposed FTE Count

2023 Proposed New Positions				
FTE	Position	Total Cost	Non-Levy	Levy
1.0	Procurement Specialist	\$92,300	\$43,300	\$49,000
1.0		\$92,300	\$43,300	\$49,000

2023 FTE funded by American Rescue Plan Act (ARPA) Excluded in Summary Above	
1.0	Accounting Supervisor- ARPA Grant Manager
1.0	Financial Analyst –ARPA Grant Coordinator
2.0	Total



Human Resources

Angie Nalezny, Director



Key Factors Impacting the Budget



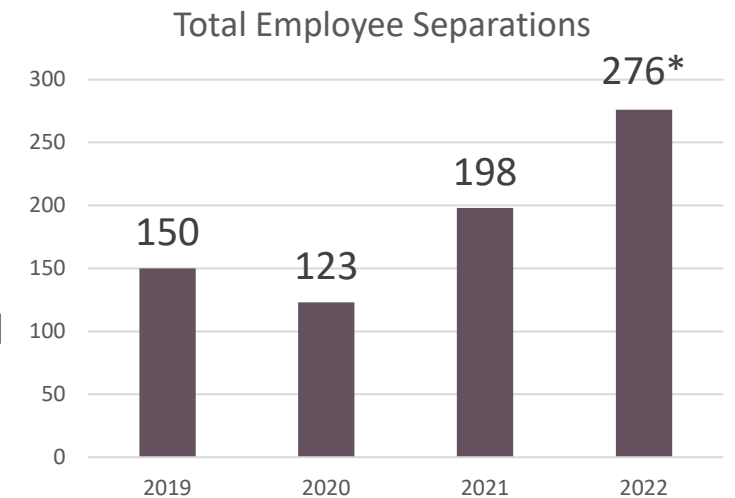
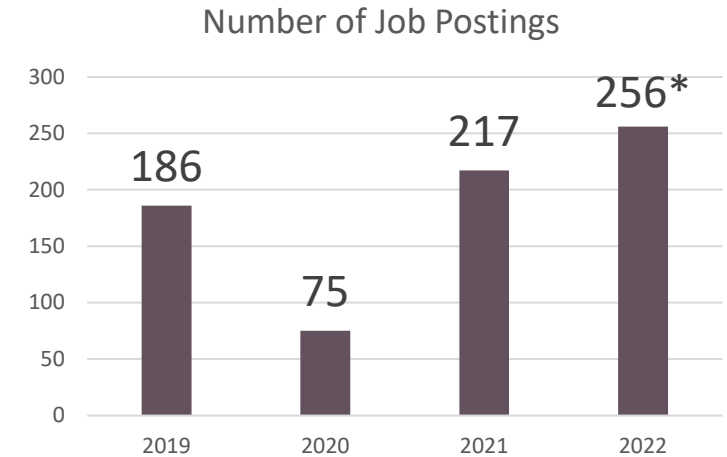
RECRUITMENT & RETENTION OF STAFF IS CRITICAL

01

- Recruitment: amplify recruitment efforts with dedicated recruiter & advanced online tools
 - Job postings (vacancies) are increasing
 - Turnover (employee separations) is increasing
 - Applicant pool is decreasing – of 291 postings (July to July), 123 had 10 or fewer applicants

02

- Retention: utilize targeted programs to retain employees
 - Employee Engagement Survey: strive to understand engagement to improve our workplace
 - Diversity, Equity and Inclusion (DEI) Program: DEI is a critical competitive advantage. Request includes ongoing support for Leadership, Equity Change Teams and Employee Resource Groups and countywide training
 - Centralized Tuition Reimbursement Fund: With fewer applicants, we must grow our own talent

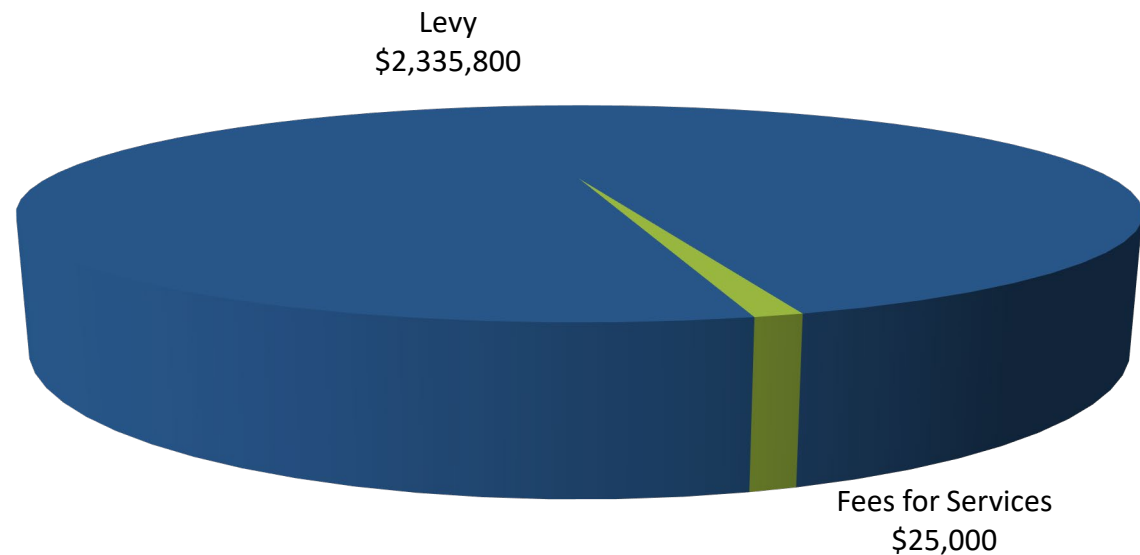


* Estimated for 2022



Human Resources - Revenues

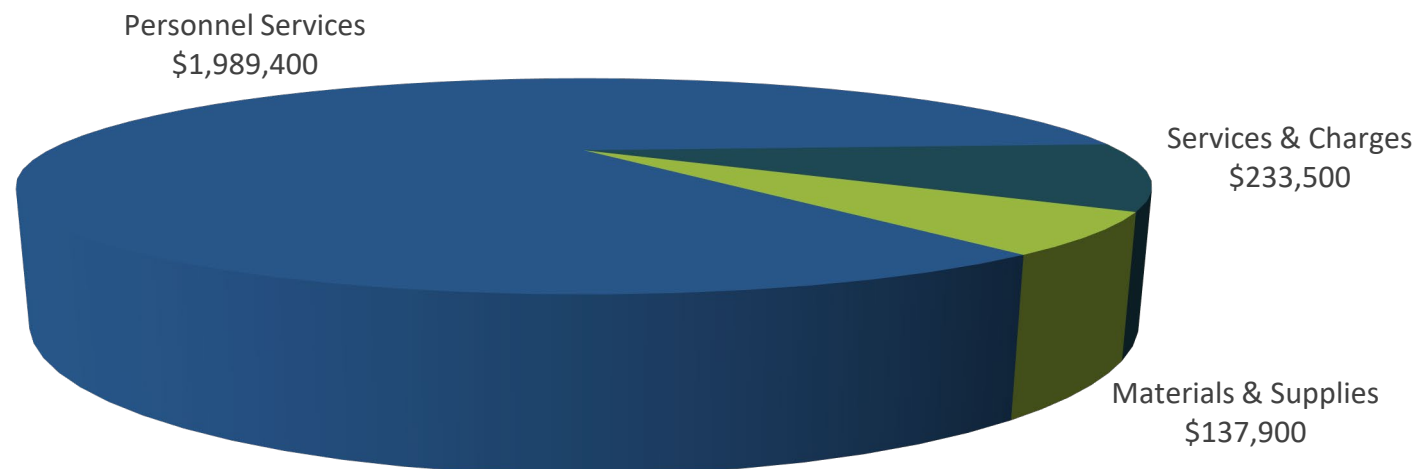
Revenue	2022	2023	% Change
County Net Levy	\$2,150,100	\$2,335,800	8.6%
Non-Levy Revenue	\$275,000	\$25,000	(90%)





Human Resources Expenditures

Expenditures	2022	2023	% Change
Personnel Services	\$1,828,100	\$1,989,400	8.8%
Services & Charges	\$420,900	\$233,500	(44.5%)
Materials & Supplies	\$176,100	\$137,900	(21.6%)



Significant Budget Changes



Expenditures

Description	Levy Funded	Non-Levy Funded
Personnel:		
• Recruiter Position	\$82,400	\$0
Services and Charges:		
• Recruiting Fees (LinkedIn, Indeed, etc.)	\$20,000	\$0
• Employee Engagement Survey	\$0	\$55,000
• Safety and Risk Consultant	\$15,000	\$0
• Diversity, Equity & Inclusion (DEI) Program	\$0	\$98,000
• Tuition Reimbursement Program	\$0	\$200,000

FTE Budget Summary



Department FTE Summary	
17.0	2022 Adopted Budget
0.0	2022 Interim Changes
0.0	2023 Deletions
1.0	2023 New Positions
18.0	2023 Proposed FTE Count

2023 Proposed New Positions				
FTE	Position	Total Cost	Non-Levy	Levy
1.0	Recruiter	\$82,400		\$82,400
1.0		\$82,400		\$82,400



Information Technology

Terry Thomas, Interim Director



Key Factors Impacting the Budget



01

IT Staffing

Hiring and Retaining Staff, Support of New Technologies, Operational Support, Project Management

02

Technology Experience

Hybrid Work Environment, Unified Communications, Data Management, Service & Project Requests, Inventory

03

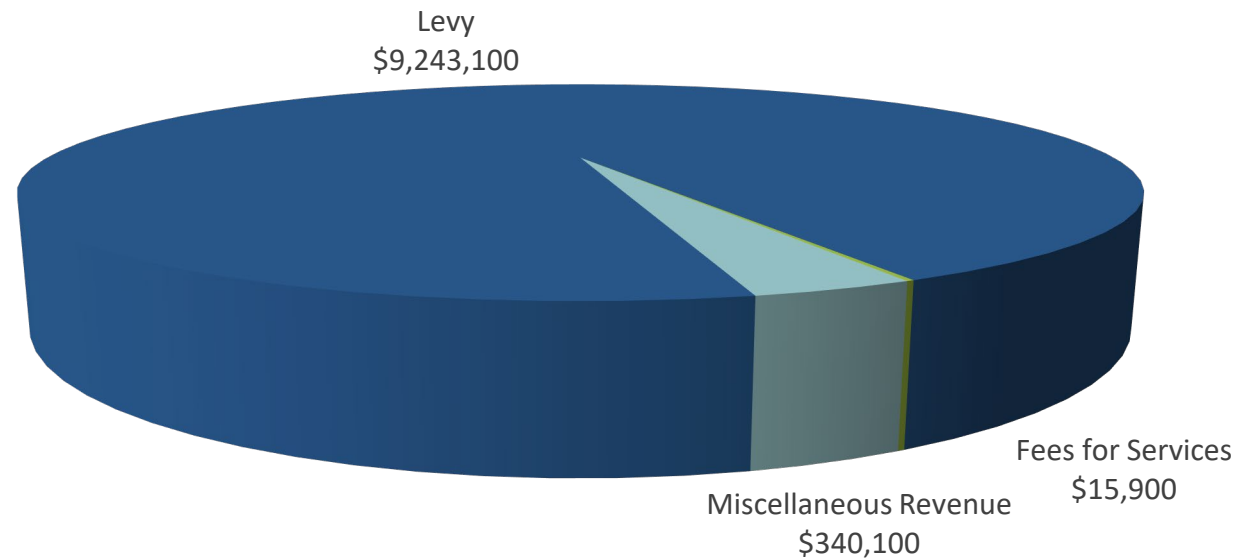
Security and Protection

Cyber Awareness, Multifactor Authentication



Information Technology Revenues

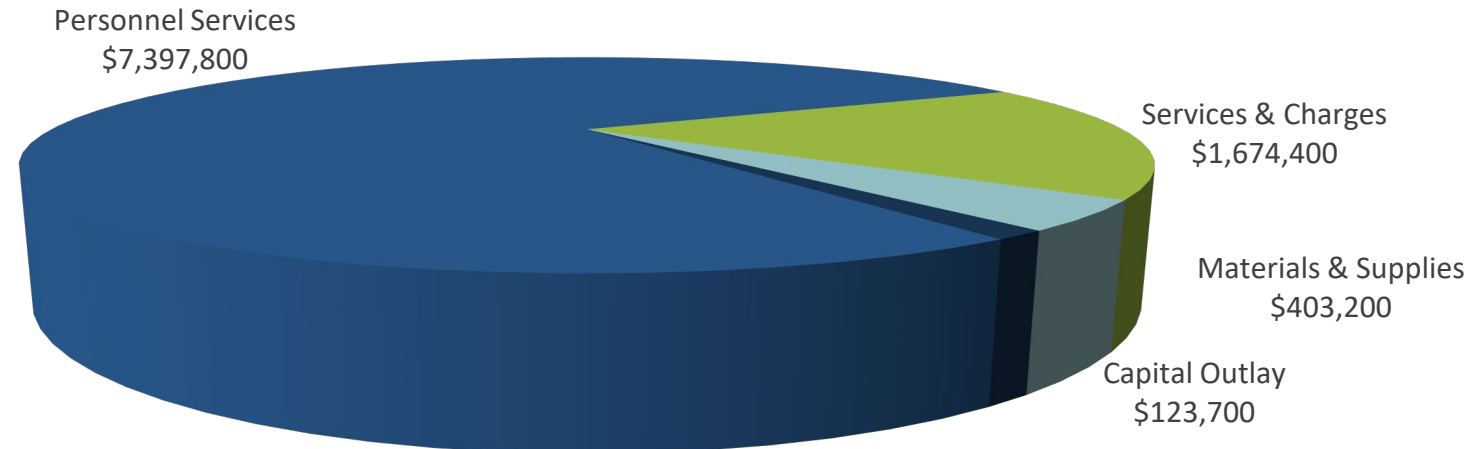
Revenue	2022	2023	% Change
County Net Levy	\$9,193,000	\$9,243,100	.54%
Non-Levy Revenue	\$553,800	\$356,000	-35.72%



Information Technology Expenditures



Expenditures	2022	2023	% Change
Personnel Services	\$7,217,000	\$7,397,800	2.51%
Services & Charges	\$2,068,500	\$1,674,400	-19.05%
Materials & Supplies	\$342,300	\$403,200	17.79%
Capital	\$119,000	\$123,700	3.95%



Significant Budget Changes



Revenues

Description	Levy Funded	Non-Levy Funded
Non-Levy Revenue • Additional consulting funding to assist with projects	\$0	\$220,000

Expenditures

Description	Levy Funded	Non-Levy Funded
Personnel • The need for additional staff was identified	\$268,600	\$0
Services and Charges • Transferred countywide initiatives to the Capital Technology Fund	(\$261,500)	\$0
Materials & Supplies • Increase due to inflation and supply chain shortages	\$60,900	\$0

FTE Budget Summary



Department FTE Summary	
60.0	2022 Adopted Budget
0.00	2022 Interim Changes
0.0	2023 Deletions
3.0	2023 New Positions
63.0	2023 Proposed FTE Count

2023 Proposed New Positions				
FTE	Position	Total Cost	Non-Levy	Levy
2.0	Project Managers	\$195,400	\$0	\$195,400
1.0	Administrative Asst	\$73,200	\$0	\$73,200
3.0		\$268,600	\$0	\$268,600

2023 FTE funded by American Rescue Plan Act (ARPA) Excluded in Summary Above	
1.0	Systems Administrator- Senior
1.0	Total

Questions