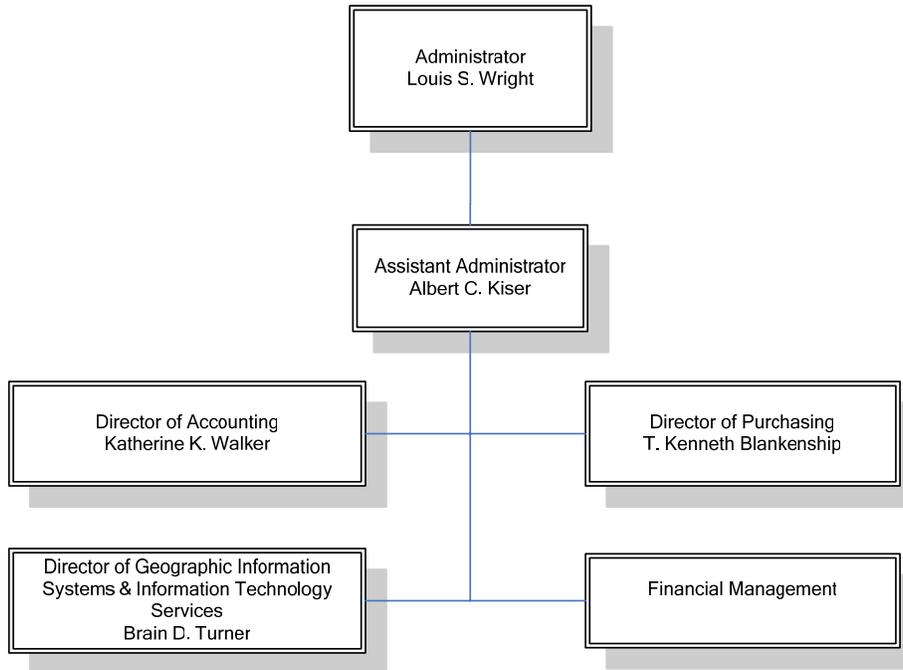


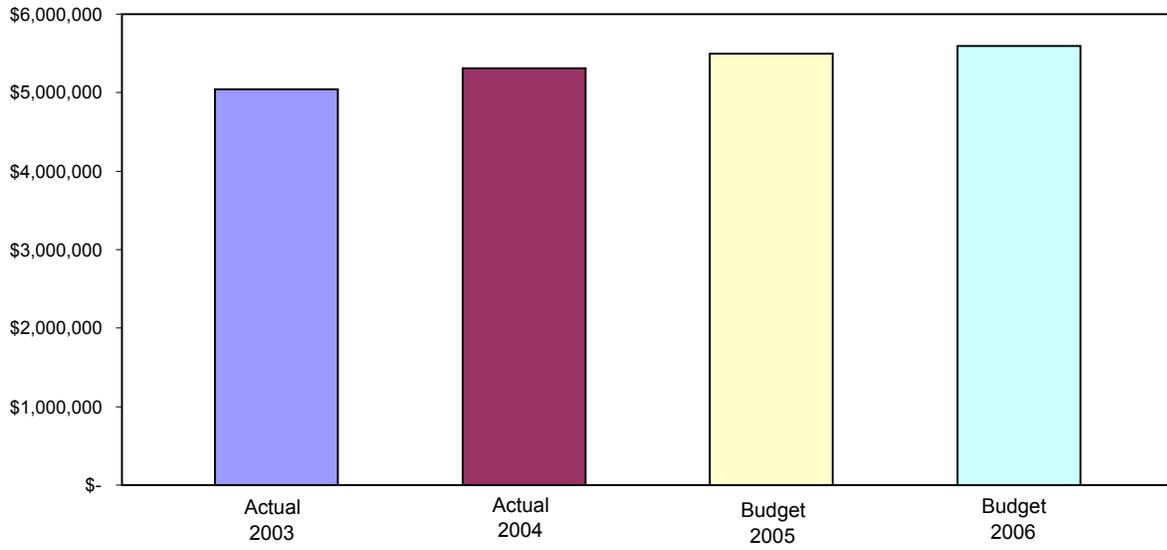
## Finance Division

This division encompasses the fiduciary aspects of Hamilton County Government. Located here are the Finance Administrator, Accounting, Financial Management, Purchasing, Information Technology Services and Geographic Information Systems.



Back row left to right: Kenneth Blankenship, Katherine Walker, and Brian Turner  
Front row seated: Louis Wright and Albert Kiser

Finance Division



## Finance Division Expenditures by Departments

Departments	Actual 2003	Actual 2004	Budget 2005	Budget 2006
Finance Administrator	\$ 188,111	\$ 198,506	\$ 203,584	\$ 212,325
Accounting	1,526,776	1,421,911	1,451,211	1,666,611
Financial Management	393,584	554,169	518,403	348,710
Information Technology Services	2,111,825	2,305,988	2,530,254	2,521,975
Purchasing	356,673	336,737	337,285	359,413
Geographic Information Systems	468,734	497,177	458,686	487,951
	<b>\$ 5,045,703</b>	<b>\$ 5,314,488</b>	<b>\$ 5,499,423</b>	<b>\$ 5,596,985</b>

<b>Authorized Positions</b>	<b>86</b>	<b>85</b>	<b>85.13</b>	<b>83.13</b>
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## Finance Administrator – 3100

### FUNCTION

The Finance Administrator is responsible for managing all of the County's financial affairs. He maintains a current knowledge of financial and management practices and legislation in order to give sound advice and guidance to the County Mayor, County Commission and department administrators. He provides support to County management for making financial decisions necessary to properly manage the County's resources. The Finance Administrator manages the Finance Division by supervising the directors of five departments: Accounting, Financial Management, Purchasing, Information Technology Services and Geographic Information Systems. These departments provide all financial and computer services to Hamilton County Government. This office is responsible for developing and controlling the County's budget of \$515 million dollars; manages the County's investment portfolio; and serves as the technical expert on bond issues.

### PERFORMANCE GOALS AND OBJECTIVES

1. Protect the County's excellent bond rating and maintain a strong financial position.
2. Present a balanced, realistic budget to the County Mayor and County Commission while maintaining a healthy general fund balance.
3. Ensure the protection of the County's investments.
4. Retain the GFOA Certification of Excellence in Financial Reporting, the Distinguished Budget Presentation Award, and the Popular Annual Financial Report.

### SERVICE OBJECTIVES

1. Maintain or upgrade the County's bond rating from Moody's and Fitch's Investors Services.
2. Assess all available resources to meet operating budget requirements.
3. Maintain compliance with the County's Investment Policy and take advantage of investment opportunities that will increase the County's assets.
4. Prepare and submit the Comprehensive Annual Financial Report (CAFR), the Comprehensive Annual Budget Report (CABR) and the Popular Annual Financial Report (PAFR) to GFOA.
5. To redefine Hamilton County's revenue, expenditure and financial planning policies to meet the Recommended Practices for State and Local Governments as approved by the Government Finance Officers' Association.

Expenditures by type	Actual 2003	Actual 2004	Budget 2005	Budget 2006
Employee Compensation	\$ 141,483	\$ 145,666	\$ 144,371	\$ 146,996
Employee Benefits	38,729	42,956	47,913	54,030
Operations	7,899	9,884	11,300	11,299
<b>Total Expenditures</b>	<b>\$ 188,111</b>	<b>\$ 198,506</b>	<b>\$ 203,584</b>	<b>\$ 212,325</b>

<b>Authorized Positions</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
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**SERVICE ACCOMPLISHMENTS**

**Goal #1**

	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>
	<b><u>2004</u></b>	<b><u>2005</u></b>	<b><u>2006</u></b>
Bond Rating - Moody's	Aa1	Aa1	Aa1
Bond Rating - Fitch	AA+	AA+	AA+

**Goal #2**

Has presented a workable, balanced budget each year and maintains a healthy general fund balance by practicing conservative financial management.

**Goal #3**

Currently has increased the investment portfolio to \$144,116,183.

**Goal #4**

In FY 2004 the CAFR was prepared and submitted to the GFOA Awards Program. We have received the Certificate of Achievement for Excellence in Financial Reporting for Hamilton County's CAFR since 1981. We have received the Distinguished Budget Presentation Award every year since 2003 and the Certificate of Excellence for Popular Reporting every year since 1998.

## Accounting – 3101

### FUNCTION

1. Record, disburse and account for all revenues and expenditures for Hamilton County Government through the use of an automated accounting system.
2. Provide monthly financial reports to all departments, agencies and the County Commission.
3. Provide financial and statistical information as needed.
4. Monitor revenue and expense budgets for all departments and agencies.
5. Provide assistance to other areas of County Government in the accounting needs.
6. Provide monthly and quarterly reports to various State and Federal agencies.
7. Prepare a Comprehensive Annual Financial Report in accordance with generally accepted accounting principles.
8. Prepare a Popular Annual Financial Report for distribution to the general public.
9. Provide billing and collection service for the Hamilton County wide Ambulance Service.
10. Monitor and track the fixed assets of Hamilton County including infrastructures.

### PERFORMANCE GOALS AND OBJECTIVES

1. Complete training for new financial budget software by December 31, 2005.
2. Complete software implementation for complete payroll by December 31, 2005. Human resources implementation will be completed by June 30, 2006.
3. Retain the GFOA Certification of Excellence in Financial Reporting and retain the Popular Annual Financial Report Award.

### PROGRAM COMMENTS

On July 1, 2005, Hamilton County went live with a new financial accounting system. It is anticipated that we will go live with the entire package by January 2006.

<b>Expenditures by type</b>	<b>Actual 2003</b>	<b>Actual 2004</b>	<b>Budget 2005</b>	<b>Budget 2006</b>
Employee Compensation	\$ 982,036	\$ 931,155	\$ 941,507	\$ 1,047,766
Employee Benefits	353,799	360,949	361,304	460,280
Operations	190,941	129,807	148,400	158,565
<b>Total Expenditures</b>	<b>\$ 1,526,776</b>	<b>\$ 1,421,911</b>	<b>\$ 1,451,211</b>	<b>\$ 1,666,611</b>

<b>Authorized Positions</b>	<b>29</b>	<b>28</b>	<b>24.63</b>	<b>27.63</b>
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### FOCUS ON THE FINEST WINNER

#### 2004 MVP Award

*Kathy Petty-Senior Account Clerk*



## Financial Management – 3102

### FUNCTION

The Financial Management department performs **three** key functions. The **first** function is to provide a centralized system of risk and exposure identification to provide the placement of the County's Commercial insurance coverage and administer self-insurance liability and on-the-job injury programs. **Second**, the department develops and coordinates the implementation of policies, procedures and programs designed to provide a safe and healthy workplace to comply with the Tennessee Occupation Safety & Health Administration's rules and regulations. And **finally**, the department provides technical financial assistance as needed during the County's annual budget process and prepares and submits the Comprehensive Annual Budget Report to the Government Finance Officers Association Awards Program.

### PERFORMANCE GOALS

1. To administer the County's risk management program in the most effective and efficient manner to insure maximum protection against possible losses
2. To minimize on the job injuries and general liability claims by maintaining a countywide safety program
3. To receive the Government Finance Officer's Association's Distinguished Budget Award

### SERVICE OBJECTIVES

1. Reduce total dollars incurred for self-insurance programs
2. Increase timely (OJI) incident reports by providing training and appropriate forms to all departments
3. Lower (OJI) risk exposure with safety training in high incident departments
4. Prepare and submit the budget document to GFOA within 90 days of Commission's approval of budget.

### SERVICE ACCOMPLISHMENTS

#### Goal #1 and #2

	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Actual</u> <u>2005</u>
Number of claims reported	215	239	245
Total dollars incurred	415,588	433,013	615,322
Safety training classes provided	7	0	5

#### Goal #3

The FY 2005 budget document was prepared and submitted to the GFOA Awards program and received the Distinguished Budget Presentation Award for the third year.



## Information Technology Services – 3103

### FUNCTION

Information Technology Services provides support in all areas of information technology. Some of our services are design and development, data processing and production work, backup and data security, computer education, PC software support, and data communications. Information Technology Services also provides and supports network and Internet services. The County's Web-site is at [www.HamiltonTN.gov](http://www.HamiltonTN.gov)

### PERFORMANCE GOALS

1. Maintain and upgrade existing systems, networks and applications for Hamilton County.
2. The County's network now reaches the total downtown campus, the Health Department and many remote offices. Our goal this year is to continue meeting bandwidth demands and reach the remaining remote offices that need the network.
3. Develop or implement applications as requested by customers.
4. Expand our document management applications.
5. Expand the web services for the County on both the Internet and the Intranet.

### SERVICE OBJECTIVES

1. Maintain a near 100% scheduled accessibility to all data and Information Technology Resources.
2. Add additional departments as requested to Kronos Time Keeper System.
3. Complete design phase of a client/server application for Criminal Justice System (CJUS) including appropriate data distribution and electronic document management.
4. Complete the new back tax application.
5. Update web content and expand electronic services to the County.
6. Significantly reduce print material by using combinations of electronic documents.
7. Complete iFAS Payroll and Human Resources implementation.
8. Upgrade Exchange Server 5.5 to Exchange Server 2003.
9. Upgrade MS-SQL to accommodate growth in SQL Server use.
10. Complete Building Inspection application.
11. Complete register of Deeds on-line- filing system.

Expenditures by type	Actual 2003	Actual 2004	Budget 2005	Budget 2006
Employee Compensation	\$ 1,308,345	\$ 1,399,281	\$ 1,513,992	\$ 1,460,721
Employee Benefits	418,239	489,526	554,262	593,254
Operations	385,241	417,181	462,000	468,000
<b>Total Expenditures</b>	<b>\$ 2,111,825</b>	<b>\$ 2,305,988</b>	<b>\$ 2,530,254</b>	<b>\$ 2,521,975</b>

<b>Authorized Positions</b>	<b>34</b>	<b>34</b>	<b>37.5</b>	<b>35.5</b>
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### **SERVICE ACCOMPLISHMENTS**

1. In FY 2004 scheduled accessibility was over 99% with no extended periods of inaccessibility for any Information Technology resources.
2. The County's network now serves approximately 1,400 County employees.
3. Completed implementation of iFAS, Accounting.
4. ITS continued to improve Internet services by adding functions and information for the public.
5. Implemented a database and document management application for the Medical Examiner.
6. Began iFAS payroll and Human Resources implementation.
7. Established Kronos as our time clock entry system and integrated to with current payroll application.
8. Developed an Internet time clock entry application for location without physical time clocks.

### **FOCUS ON THE FINEST WINNERS**

#### **2003 MVP Award**

***Mike Kjeldgaard – Microcomputer Specialist***

#### **2004 MVP Award**

***Lark Walters - Webmaster***



## Geographic Information Systems – 3105

### FUNCTION

Provide GIS support services to users of GIS data, including governmental agencies, non-governmental organizations, public and private sector companies. This support consists of application development, providing help desk assistance to computer users, creating new map layers and thematic maps, reproducing documents, participation in the subdivision review process, provide addressing for the County, and participating jurisdictions that are in accordance with the Regional Addressing Policy, aiding the process of revising county property maps, helping users understand maps and other data they acquire from us.

### PERFORMANCE GOALS

1. Convert the storage of GIS data from ArcView shapefiles to an ArcSDE enterprise geo-database.
2. Compile a master street database using Bellsouth's MSAG and block centerline file.
3. Create a digital master addressing file that will contain addresses for each dwelling in Hamilton County.
4. Create an additional internet mapping service (funded by City of Chattanooga) that will house Chattanooga data.
5. Continue to develop the existing web site to be more informational and functional.
6. Bring in revenue of at least \$63,000 in map and data sales.
7. Plan and execute an agreement to provide new Orthophotographs and planimetrics for the entire County.

### SERVICE OBJECTIVES

1. Use federal standards as a guideline compile one database that is considered the master.
2. Work has begun by using county assessor data and existing address books.
3. Using ArcIMS and GeoCortex IMF, this internet mapping service will house Chattanooga Public Works information.
4. Continue to provide more functionality and layers to internet mapping users.
5. Purchase the software, develop a procedure with the help of ESRI and convert the GIS data using ESRI software.
6. Inform the community about the services of the GIS Department.
7. Select a vendor; develop requirements for the aerial photography and planimetric data. The planimetric data will be derived from the photography in time for the flight service to be done during the winter of 2004.

### SERVICE ACCOMPLISHMENTS

1. An evaluation version of ArcSDE has been setup to house an enterprise geodatabase. Work has begun on converting the storage of GIS data to an enterprise geodatabase.
2. The GIS Department revised the internet mapping web site in FY 03. This site has become a valuable resource to GIS users. The new internet mapping framework provides additional functionality and stability in a user friendly environment.
3. Developed an addressing file for use in the 311 customer service software for the City of Chattanooga.
4. Developed 911/CAD files to be used in the new Computer Aided Dispatch system.
5. Work has begun with EMS to support the WebEOC. WebEOC is a web-based emergency management communications system that will be used to access current GIS information.

Expenditures by type	Actual 2003	Actual 2004	Budget 2005	Budget 2006
Employee Compensation	\$ 296,969	\$ 305,921	\$ 264,828	\$ 284,217
Employee Benefits	104,810	125,525	117,488	134,665
Operations	66,955	65,731	76,370	69,069
<b>Total Expenditures</b>	<b>\$ 468,734</b>	<b>\$ 497,177</b>	<b>\$ 458,686</b>	<b>\$ 487,951</b>

<b>Authorized Positions</b>	<b>9</b>	<b>9</b>	<b>8</b>	<b>8</b>
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