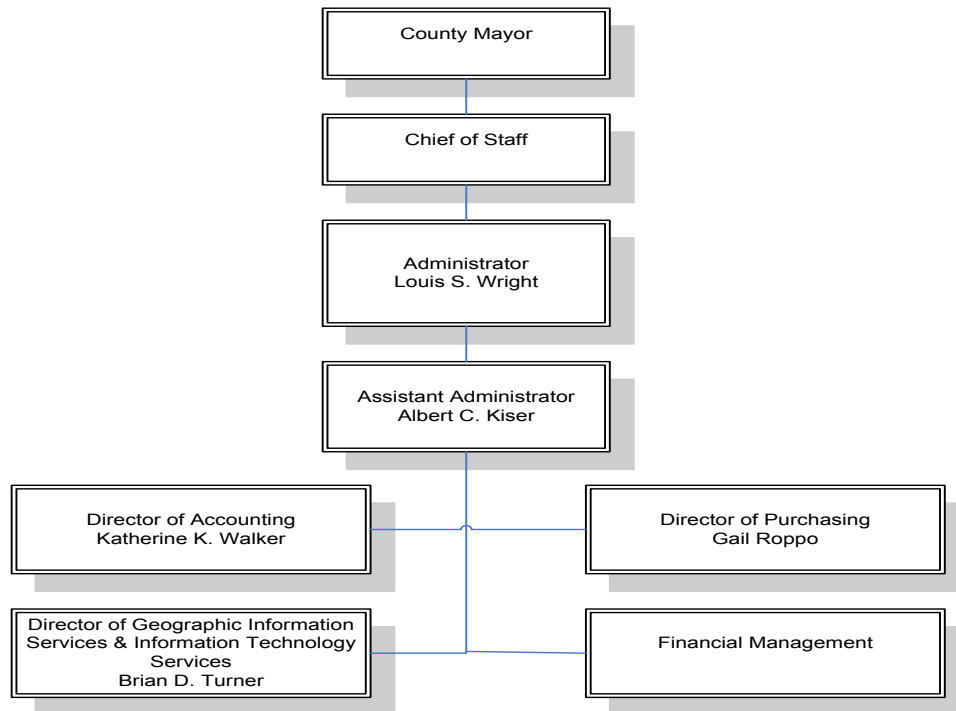




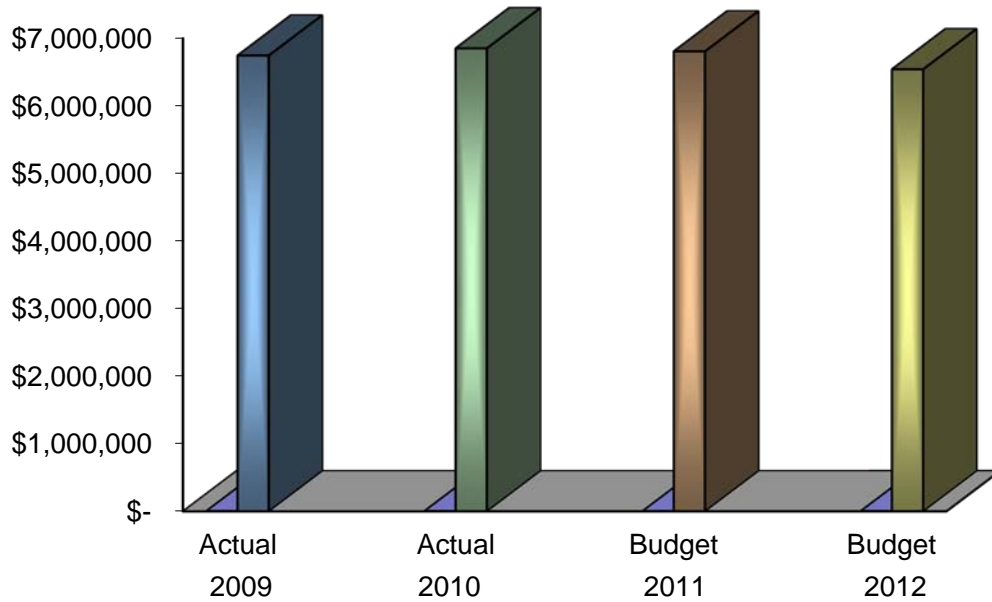
Finance Division

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.

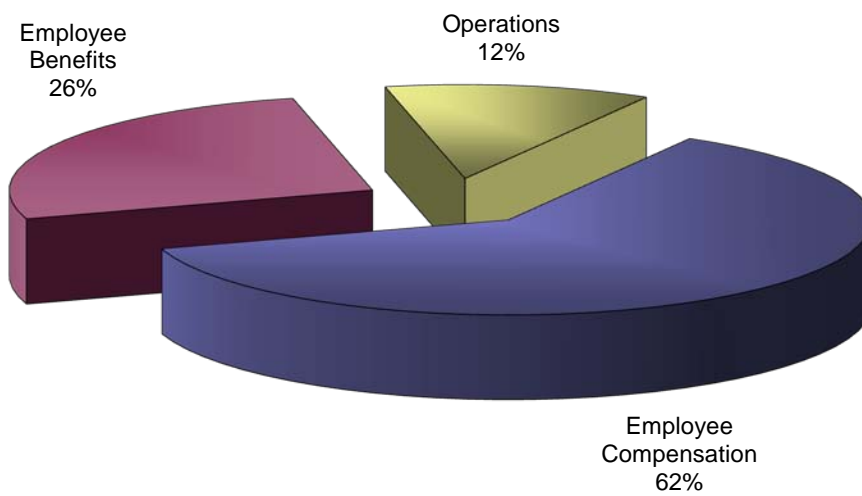


Front Row: Albert Kiser, Louis Wright, Brian Turner
Back Row: Kathy Walker, Gail Roppo

Finance Expenditures



FY 2012 Expenditures by Type



Finance Division Expenditures by Departments

Departments	Actual 2009	Actual 2010	Budget 2011	Budget 2012
Finance Administrator	\$ 239,004	\$ 238,766	\$ 241,319	\$ 243,454
Accounting	1,951,083	1,729,097	1,879,623	1,843,523
Financial Management	398,129	426,955	444,049	448,369
Information Technology Services	2,938,374	2,918,103	3,000,811	2,855,469
Purchasing	382,727	386,592	395,884	390,119
Geographic Information Systems	836,434	1,153,527	846,063	761,452
	\$ 6,745,751	\$ 6,853,040	\$ 6,807,749	\$ 6,542,386
 Authorized Positions	 85.13	 84.63	 82.26	 79

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, division administrators and department directors. 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 \$625.8 million dollars; manages the County's investment portfolio; and serves as the technical expert on bond issues.

PERFORMANCE GOALS

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 and the Distinguished Budget Presentation Award

Expenditures by type	Actual 2009	Actual 2010	Budget 2011	Budget 2012
Employee Compensation	\$ 164,372	\$ 164,423	\$ 164,473	\$ 166,222
Employee Benefits	62,723	65,665	63,146	63,532
Operations	11,909	8,678	13,700	13,700
Total Expenditures	\$ 239,004	\$ 238,766	\$ 241,319	\$ 243,454

Authorized Positions	2	2	2	2
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PERFORMANCE OBJECTIVES

1. Maintain or upgrade the County's bond rating from Standard and Poor's, Moody's and Fitch 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) and the Comprehensive Annual Budget Report (CABR) to GFOA

PERFORMANCE ACCOMPLISHMENTS

Goal # 1

	Actual	Actual	Projected	Estimated
	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>
Standard and Poors	N/A	AAA	AAA	AAA
Bond Rating - Moody's	Aa1	Aaa	Aaa	Aaa
Bond Rating - Fitch	AA+	AAA	AAA	AAA
General Obligation Commercial Paper - Moody's	P-1	P-1	P-1	P-1
General Obligation Commercial Paper - Fitch	F1+	F1+	F1+	F1+

Goal # 2

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

Goal # 3

In an effort to maximize investment earnings, the County has formed an internal investment pool, which allows all idle cash to be invested on a daily basis. Daily cash needs are supplied from funds held with the State of Tennessee Local Governmental Investment Pool (LGIP), while long term cash reserves are held in government securities.

Hamilton County maintains a diversified and stable revenue base to shelter it from short-term fluctuations in any one revenue source.

Goal # 4

In FY 2010 the CAFR and the CABR were 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.

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 related to their 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 Ambulance Service
10. Monitor and track the fixed assets of Hamilton County including infrastructures

PERFORMANCE GOALS

1. Close-outs of ambulance billings within 10 working days of month end
2. Retain the GFOA Certification of Excellence in Financial Reporting

Expenditures by type	Actual 2009	Actual 2010	Budget 2011	Budget 2012
Employee Compensation	\$ 1,166,444	\$ 1,058,388	\$ 1,165,758	\$ 1,141,482
Employee Benefits	516,994	469,155	530,377	519,311
Operations	267,645	201,554	183,488	182,730
Total Expenditures	\$ 1,951,083	\$ 1,729,097	\$ 1,879,623	\$ 1,843,523

Authorized Positions	27.63	27.63	26	25
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PERFORMANCE ACCOMPLISHMENTS

	Actual 2009	Actual 2010	Projected 2011	Estimated 2012
<u>Ambulance Billing</u>				
% close-outs of ambulance billing within 10 working days	100%	100%	100%	100%
<u>GFOA Awards Programs</u>				
Retained Certification of Excellence in Financial Reporting	Yes	Yes	Yes	Yes

Financial Management – 3102

FUNCTION

The Financial Management Department has two primary responsibilities: 1) administering the County's Risk Management Program which encompasses the commercial and self-funded insurance programs, claims handling, the Countywide Safety Program, reviewing contracts and agreements for appropriate insurance requirements and provisions and ensuring adequate policies and procedures are in place to successfully administer the Risk Management Program; and 2) Providing training, assistance and analysis during the County's annual budget process and prepares for publication the Comprehensive Annual Budget Report which is submitted to the Government Finance Officers Association Awards Program.

PERFORMANCE GOALS

1. To oversee the County's Risk Management Program to identify various exposures to loss and minimize their impact on the organization through a combination of means, including commercially and self-funding exposures, administering a Countywide safety program, reviewing contracts/agreements for appropriate insurance and maintaining effective policies and procedures associated with the Risk Management Program
2. To provide necessary technical assistance and prepare reliable documentation to budget officials during the annual budget process
3. To publish a Comprehensive Annual Budget Report and to receive the Government Finance Officers Association (GFOA) annual Budget Award

Expenditures by type	Actual 2009	Actual 2010	Budget 2011	Budget 2012
Employee Compensation	\$ 267,822	\$ 265,682	\$ 277,492	\$ 279,142
Employee Benefits	111,923	114,442	117,583	117,947
Operations	18,384	46,831	48,974	51,280
Total Expenditures	\$ 398,129	\$ 426,955	\$ 444,049	\$ 448,369

Authorized Positions	5	5	5	5
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PERFORMANCE OBJECTIVES

1. To the extent possible, reduce the number and severity of injuries incurred by County employees
2. To the extent possible, reduce the dollars incurred for the County's Self-Insurance Program
3. To the extent possible, reduce the number of workplace safety violations identified by TOSHA in their periodic inspections (i.e. 1.5 – 2 years)
4. To review vendor/contractor insurance certificates to ensure compliance with County requirements
5. To provide annual hands-on training to departmental budget staff before the budget software system is open for requests
6. To analyze departmental budget requests for significant increases and decreases and prepare schedules for finance administrators in a timely manner
7. Assist in the preparation of budget documents to be presented to the County Mayor, County Commissioners and the public during the annual budget process
8. To prepare and submit the Comprehensive Annual Budget to GFOA within 90 days of the Commission's approval of the annual budget

PERFORMANCE ACCOMPLISHMENTS

Goals # 1, # 2 and # 3

	Actual 2009	Actual 2010	Projected 2011	Estimated 2012
Number of OJI claims reported	186	198	200	205
Number of Liability claims reported	114	149	145	154
Total dollars incurred	\$544,018	\$487,560	\$520,640	\$581,620
Workplace Safety Violations	no inspection	8	2	no inspection
Safety training classes provided	7	9	0	0

Goal # 8

The FY 2011 budget document was prepared and submitted to the GFOA Awards program and received the Distinguished Budget Presentation Award for the ninth year.

Information Technology Services – 3103

FUNCTION

Information Technology Services (ITS) provides support to county government in all areas of information technology. Services include design and development, provision of and support for an information network, data backup security, computer education, and help desk support for all components of the County's information technology needs, and PC hardware and software support.

The County's Internet web site address is www.hamiltontn.gov and the Intranet provided for county employees is home.hamiltontn.gov

PERFORMANCE GOALS

1. Maintain and upgrade existing systems, network infrastructure, and applications
2. Improve network bandwidth availability for county business needs
3. Develop or implement applications as requested by customers
4. Expand our document management applications
5. Expand County Intranet usage and services
6. Optimize network security and performance
7. Provide proper protection for all county information.

Expenditures by type	Actual 2009	Actual 2010	Budget 2011	Budget 2012
Employee Compensation	\$ 1,754,993	\$ 1,728,752	\$ 1,764,041	\$ 1,716,516
Employee Benefits	756,944	736,805	779,487	748,703
Operations	426,437	452,546	457,283	390,250
Total Expenditures	\$ 2,938,374	\$ 2,918,103	\$ 3,000,811	\$ 2,855,469

Authorized Positions	35.5	34	33.26	31
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PERFORMANCE OBJECTIVES

1. Transfer data islands to the storage area network
2. Complete the server consolidation strategy
3. Implement a next generation firewall solution
4. Upgrade to IFAS 7.9
5. Change software systems to be able to accept credit cards
6. Install and configure a new Cisco core switch
7. Bring the County's network into PCI Compliance
8. Replace OnBase with an in house developed document management system for the Health Department
9. Complete rebuilding the Juvenile Court information infrastructure with a secure network and better applications
10. Replace OnBase document management system with an in-house developed system for Criminal and Sessions Courts
11. Develop a surplus inventory system for Purchasing
12. Develop a pharmacy system for Homeless health
13. Complete Risk Management system for Financial Management
14. Integrate the new voting precincts into the voter maintenance system for the Election Commission
15. Design and put into service the county's new website
16. Complete a chain of title search for the Register
17. Redevelop e-filing so other companies can use it
18. Add online filing via the website for the Register
19. Complete all back scanning components for the Register
20. Complete implementing the Assessor's new purchased application
21. Rewrite and have adopted new security policy that conforms to PCI, HIPAA and PII standards
22. Email system upgrade and migration
23. Spiceworks (network management) rollout
24. Complete Trustee's interface, Hotel/Motel, and prepayment ability

PERFORMANCE ACCOMPLISHMENTS

1. Wrote and implemented Community Corrections applications
2. Implemented the IFAS Employee Online System
3. Wrote new Budget System
4. Developed a new Storm Water Application with GIS interaction
5. Completed the rewrite and implementation of the Business Tax System
6. Implemented new document registration system for Register of Deeds
7. Replaced Sessions Criminal application with client-server version
8. Activated a new primary Domain Name System server
9. Implemented client-server Back Tax application that interfaces with the Trustee's application
10. Added "Purchases" module into the Meth Task Force System
11. Implemented a web-oriented Resolutions Search System that allows scanned document retrieval
12. Completed the Sheriff's portion of CJUS
13. Completed CJUS interface to the Police Records Management System
14. Wrote and implemented a new Tire Recycling System for Support Services
15. Implemented Applicant Online
16. Developed a Building Inspection document management system
17. Implemented a new web filter solution
18. Put into operation a WWTa PSCP website
19. Developed an new Arrest Report
20. Implemented a system for the Sheriff's Chaplin
21. Developed and installed a document management system for Purchasing
22. Rewrote Trustee's BK system
23. Developed a partial payment system for Trustee
24. Developed and installed a document management system for the Election Commission
25. Wrote a Gang database for local law enforcement
26. Completed Register's document imaging application
27. Wrote a work order maintenance system for the Highway Department
28. Wrote a work order maintenance system for Maintenance
29. Developed an application for the Public Defender
30. Enhanced Environmental Health's application
31. Completed a new budgeting system
32. Did applications interfacing data for the sheriff into CJUS and Visions
33. Wrote a new tire recycling system
34. Developed a base document imaging system that can be incorporated into many county applications

FOCUS ON THE FINEST WINNERS

2009 MVP Awards

Vaughn Hamilton – Network Manager
William G. Wilson – Systems Analyst

2010 Educational Achievement Recognition

Anthony Kent Clark – Microcomputer Specialist

2011 MVP Award

Fred Dunn – Inventory Control Specialist

Purchasing – 3104

FUNCTION

The primary function of the Purchasing Department is to administer and continuously improve upon a procurement process that facilitates the County's ability to consistently buy the best available commodities and services at the lowest possible prices while adhering to established policies and rules that are designed to provide an open and fair competitive process for all. Viewed from a broader functional perspective, Purchasing has an administrative support role that goes beyond the basic act of buying to include planning and policy activities covering a wide range of related and complimentary matters. Included in these latter areas are the research and development required for determining the proper sources of supplies, effective utilization of technologies, etc. For all Purchasing activities, consideration is given to applicable standards and specifications as well as ancillary issues in areas such as accounting and surplus properties. The Purchasing Director leads the Department's commitment to consistently buy the right quality in the right quantity, at the right time and place, and from the right source with delivery to the right destination.

PERFORMANCE GOALS

1. To support all Elected Officials' and County employees' efforts to work efficiently and effectively by providing reliable and cost-effective methods for acquiring the goods and services needed to perform their duties
2. To facilitate effective understanding of and compliance with Hamilton County's Purchasing Rules and associated procurement processes.
3. To promote and maintain appropriate levels of integrity in the County's purchasing activities

Expenditures by type	Actual 2009	Actual 2010	Budget 2011	Budget 2012
Employee Compensation	\$ 239,072	\$ 242,260	\$ 239,695	\$ 243,908
Employee Benefits	101,499	105,153	104,939	94,642
Operations	42,156	39,179	51,250	51,569
Total Expenditures	\$ 382,727	\$ 386,592	\$ 395,884	\$ 390,119

Authorized Positions	5	5	5	5
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PERFORMANCE OBJECTIVES

1. To ensure that the Purchasing Department's internal customers are satisfied with the quality of processes and services it provides as evidenced by an aggregate rating of "3" or better on its annual customer survey.
2. To ensure that the Purchasing Department's internal customers are properly trained in the application of the County's Purchasing Rules and the associated procurement methodologies/processes available to them by offering at least 6 targeted training sessions during a fiscal year.
3. To effectively adhere to the Principals and Standards of Ethical Supply Management Conduct as promulgated by the Institute for Supply Management (ISM)

PERFORMANCE ACCOMPLISHMENTS

1. Annual customer survey results are not currently available.
2. No known violations of ISM's Principles and Standards of Ethical Supply Management Conduct.

Geographic Information Systems – 3105

FUNCTION

To 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 Hamilton County, Chattanooga and participating jurisdictions that are in accordance with the Regional Addressing Policy; aiding the process of revising county property maps; and helping users understand maps and other GIS data.

PERFORMANCE GOALS

1. Change status of the new internet mapping website for the general public from BETA and phase out old IMS site
2. Upgrade to the latest Esri software version
3. Work with WWTa to improve their infrastructure location data
4. Provide GIS users with the ability to use street data for routing applications
5. Continue efforts toward a digital master addressing file that will contain addresses for each dwelling in Hamilton County
6. Distribute updated elevation data to Hamilton County GIS data partners
7. Distribute updated color and color infrared orthoimagery to the Hamilton County GIS data partners
8. Deploy new internet applications to GIS users
9. Provide a tool for the County Commission and Election Commission to use for Redistricting
10. Develop a sign inventory solution for the Highway Department

Expenditures by type	Actual 2009	Actual 2010	Budget 2011	Budget 2012
Employee Compensation	\$ 405,292	\$ 447,403	\$ 492,880	\$ 490,213
Employee Benefits	168,626	182,834	195,524	184,765
Operations	262,516	523,290	157,659	86,474
Total Expenditures	\$ 836,434	\$ 1,153,527	\$ 846,063	\$ 761,452

Authorized Positions	10	11	11	11
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PERFORMANCE OBJECTIVES

1. Continue to improve the newly developed website for the public
2. Install and configure latest version of software for desktop and web GIS users
3. Use survey grade GPS equipment to establish locations of underground assets
4. Acquire the necessary data elements to create a routable street layer by the end of this fiscal year
5. Work is in progress to readdress areas that are not compliant with 911 data standards or the regional addressing policy. Use telephone data, field checks and existing address books as a reference
6. Finish QC of data before distribution
7. QC imagery and get final product ready for distribution
8. Develop a secure internet mapping site for utilities and develop a civil war internet mapping site
9. Assist the County Commission and Election Commission in redrawing districts and voter precincts
10. Create a sign inventory database for the Highway Department that meets code requirements

PERFORMANCE ACCOMPLISHMENTS

1. Acquired new elevation data from vendor
2. Enhanced the imagery data by using updated elevation data
3. Deployed an EMS internet application for use in the field
4. Finished the parcel cleanup project which consisted of correcting all topology issues in the database
5. Enhanced the internet mapping site with new functionality based on user requests

FOCUS ON THE FINEST WINNER

2009 Educational Achievement Recognition

Greg Butler – GIS Manager