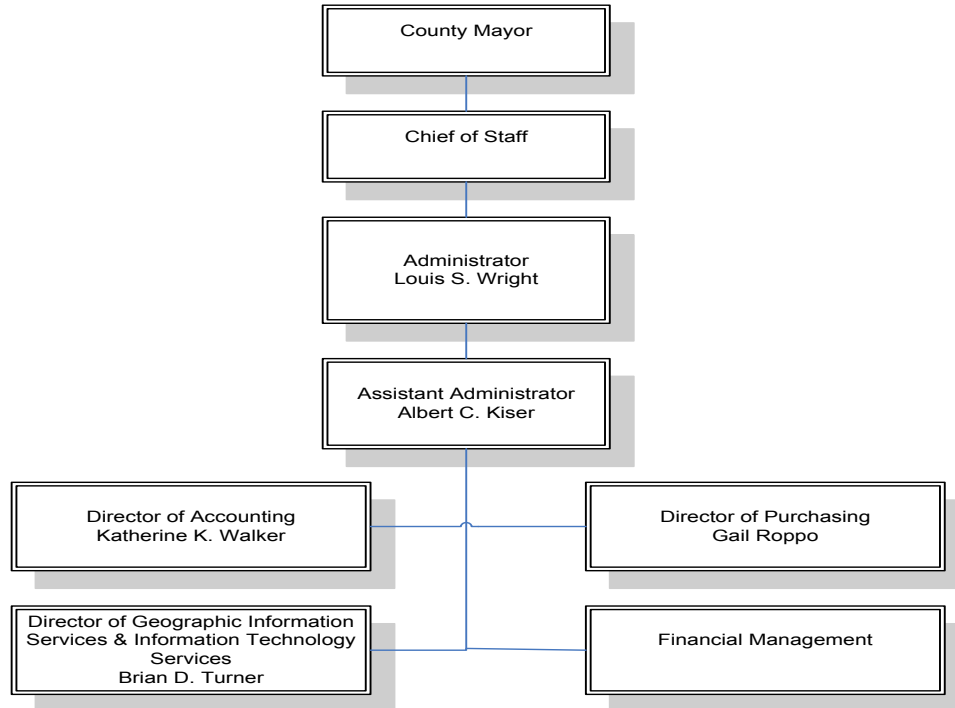


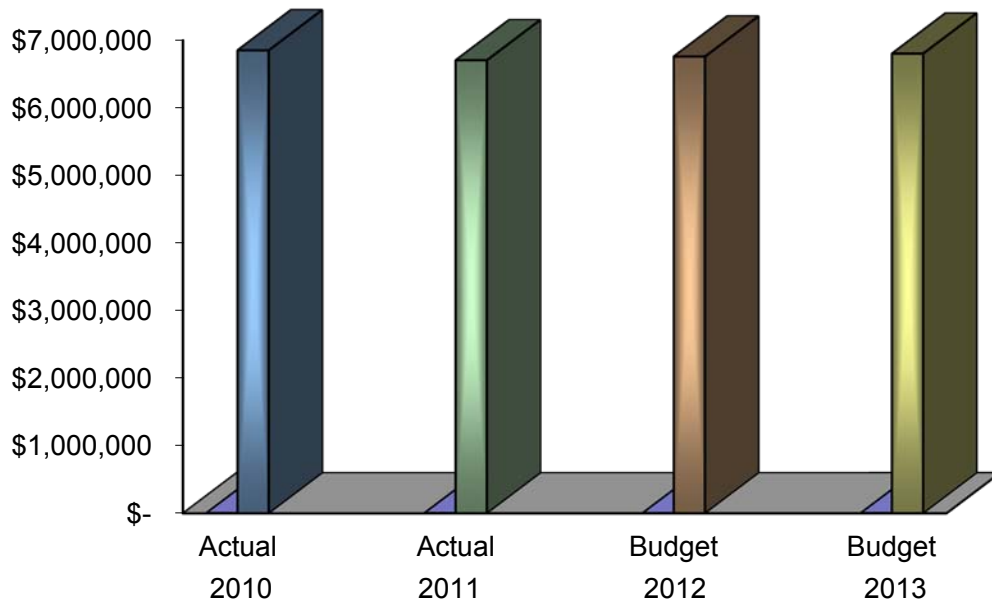
Finance Division

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.

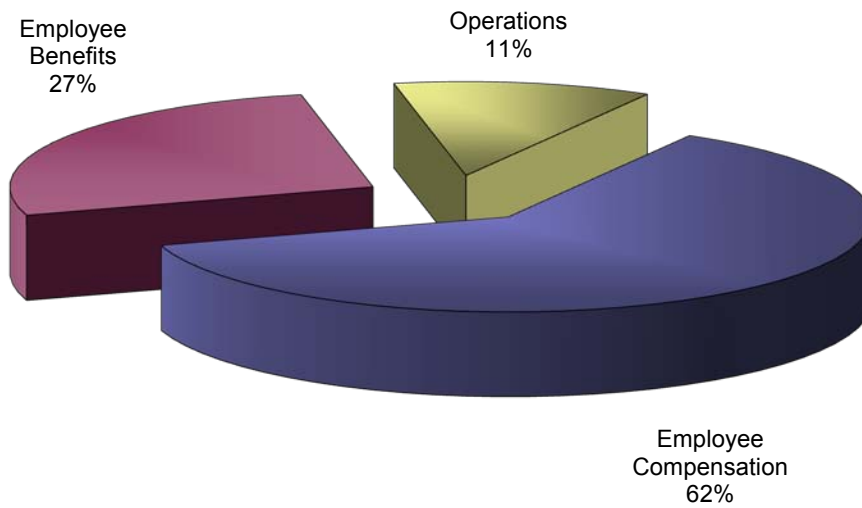


Front Row: Albert Kiser, Louis Wright, Brian Turner
Back Row: Kathy Walker, Gail Roppo

Finance Expenditures



FY 2013 Expenditures by Type



Finance Division Expenditures by Departments

Departments	Actual 2010	Actual 2011	Budget 2012	Budget 2013
Finance Administrator	\$ 238,766	\$ 240,172	\$ 243,454	\$ 251,184
Accounting	1,729,097	1,783,231	1,847,881	1,842,743
Financial Management	426,955	442,411	448,369	460,602
Information Technology Services	2,918,103	2,915,407	2,860,889	3,007,307
Purchasing	386,592	390,278	390,119	466,305
Geographic Information Systems	1,153,527	934,360	970,425	776,194
	\$ 6,853,040	\$ 6,705,859	\$ 6,761,137	\$ 6,804,335
 Authorized Positions	 84.63	 82.26	 79	 80

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 2010	Actual 2011	Budget 2012	Budget 2013
Employee Compensation	\$ 164,423	\$ 165,723	\$ 166,222	\$ 171,176
Employee Benefits	65,665	63,987	63,532	66,308
Operations	8,678	10,462	13,700	13,700
Total Expenditures	\$ 238,766	\$ 240,172	\$ 243,454	\$ 251,184

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

	<u>Actual</u> <u>2010</u>	<u>Actual</u> <u>2011</u>	<u>Projected</u> <u>2012</u>	<u>Estimated</u> <u>2013</u>
Standard and Poors	AAA	AAA	AAA	AAA
Bond Rating - Moody's	Aaa	Aaa	Aaa	Aaa
Bond Rating - Fitch	AAA	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 2012 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 2010	Actual 2011	Budget 2012	Budget 2013
Employee Compensation	\$ 1,058,388	\$ 1,085,899	\$ 1,141,482	\$ 1,132,015
Employee Benefits	469,155	486,871	519,310	513,076
Operations	201,554	210,461	187,089	197,652
Total Expenditures	\$ 1,729,097	\$ 1,783,231	\$ 1,847,881	\$ 1,842,743

Authorized Positions	27.63	26	25	24
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PERFORMANCE ACCOMPLISHMENTS

	Actual 2010	Actual 2011	Projected 2012	Estimated 2013
<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 2010	Actual 2011	Budget 2012	Budget 2013
Employee Compensation	\$ 265,682	\$ 278,745	\$ 279,142	\$ 287,843
Employee Benefits	114,442	116,816	117,947	123,008
Operations	46,831	46,850	51,280	49,751
Total Expenditures	\$ 426,955	\$ 442,411	\$ 448,369	\$ 460,602

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 2010	Actual 2011	Projected 2012	Estimated 2013
Number of OJI claims reported	198	198	150	183
Number of Liability claims reported	149	154	140	137
Total dollars incurred	\$487,560	\$714,532	\$664,971	\$695,548
Workplace Safety Violations	15	1	0	2
Safety training classes provided	9	9	1	6

Goal # 8

The FY 2012 budget document was prepared and submitted to the GFOA Awards program and received the Distinguished Budget Presentation Award for the tenth 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 2010	Actual 2011	Budget 2012	Budget 2013
Employee Compensation	\$ 1,728,752	\$ 1,784,760	\$ 1,716,516	\$ 1,812,717
Employee Benefits	736,805	772,029	748,704	813,041
Operations	452,546	358,618	395,669	381,549
Total Expenditures	\$ 2,918,103	\$ 2,915,407	\$ 2,860,889	\$ 3,007,307

Authorized Positions	34	33.26	31	32
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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

FOCUS ON THE FINEST WINNERS

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 and surplus property activities

Expenditures by type	Actual 2010	Actual 2011	Budget 2012	Budget 2013
Employee Compensation	\$ 242,260	\$ 254,343	\$ 243,908	\$ 293,062
Employee Benefits	105,153	95,789	94,642	121,639
Operations	39,179	40,146	51,569	51,604
Total Expenditures	\$ 386,592	\$ 390,278	\$ 390,119	\$ 466,305

Authorized Positions	5	5	5	6
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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
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 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. Regular discussions with internal customers indicate satisfaction with service and performance
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. Upgrade and add functionality to the internet mapping website for the general public.
2. Continue to stay current with the latest GIS technology.
3. Create a better process for WWTa to manage facilities and work orders.
4. Provide GIS users with the ability to use street data for routing applications
5. Continue to improve the master addressing layer that contains addresses for each dwelling in Hamilton County.
6. Distribute updated color and color infrared orthoimagery to the Hamilton County GIS data partners.
7. Deploy topic focused internet mapping applications.
8. Provide the Assessor's office with a more fluid process for mapping parcel data.

Expenditures by type	Actual 2010	Actual 2011	Budget 2012	Budget 2013
Employee Compensation	\$ 447,403	\$ 473,068	\$ 490,213	\$ 507,234
Employee Benefits	182,834	182,508	184,765	179,674
Operations	523,290	278,784	295,447	89,286
Total Expenditures	\$ 1,153,527	\$ 934,360	\$ 970,425	\$ 776,194

Authorized Positions	11	11	11	11
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PERFORMANCE OBJECTIVES

1. Upgrade the GISMO site to the latest software technology.
2. Install and configure latest version of Esri software for the server, desktop and web GIS users
3. Integrate Cityworks Server into WWTa's everyday business processes.
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. Continue to use election commission voter data to locate non compliant addresses.
6. QC imagery and get final product ready for distribution
7. Develop an election mapping app, a civil war app, and a parks and recreation locator mapping app.
8. Install and configure new mapping software and integrate the mapping system with the new CAMA system.
9. Develop a reporting application for the Highway Department.

PERFORMANCE ACCOMPLISHMENTS

1. Acquired new imagery data.
2. Worked with the County Commission and Election Commission to create new commission districts and voting precincts.
3. Deployed a mobile GIS solution for the highway department to collect sign data.
4. Enhanced the internet mapping site with new functionality based on user requests.
5. After years of focused effort to improve the addressing in Hamilton County, we were able to provide the Election Commission with addressing data. This data is now accurate enough to be used in the new voter registration application.