

copy

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2010 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Tourism Occupancy

BUDGET ACCOUNT CODE: A.6417

OBJECT CODES	2008 EXPENDITURES	2009 APPROPRIATIONS	2010 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$355,461.25	\$350,510.00	\$356,005.65
200's EQUIPMENT	\$240.00		\$0.00
400's CONTRACTUAL	\$2,864,573.12	\$2,956,806.00	\$2,894,826.00
800's EMPLOYEE BENEFITS		\$78,380.00	\$78,380.00
TOTALS	\$3,220,274.37	\$3,385,696.00	\$3,329,211.65

2008 REVENUES	2009 ESTIMATED REVENUES	2010 DEPARTMENT REQUESTS
\$3,531,632.25	\$3,383,637.00	\$3,537,214.00

SIGNED:

Casner John
DEPARTMENT HEAD

TITLE:

DIRECTOR

DATE:

8/26/09

BUDGET REQUEST APPROVED:

COMMITTEE CHAIR

DATE: _____

BUDGET OFFICER APPROVAL:

DATE: _____

WARREN COUNTY

Budget Worksheet Report

Account Number	Description	2008 Actual Amount	2009 Adopted Budget	2009 Amended Budget	2010 Departmental Request
Fund: A General					
Revenue					
Department: 6417 Tourism Occupancy					
Account Classification: Non-Prop Tax Non-Property Tax Items					
1113	Tax - Hotel Room Occupancy	\$3,302,214.30	\$3,204,436.00	\$3,182,304.00	\$3,302,214.00
1190	Interest&Penalty Non-Property Tax	\$0.00	\$0.00	\$0.00	\$0.00
Account Classification Total: Non-Property Tax Items		\$3,302,214.30	\$3,204,436.00	\$3,182,304.00	\$3,302,214.00
Account Classification: Dep't Income Departmental Income					
2089	Tourism	\$105,333.00	\$100,480.00	\$100,480.00	\$150,000.00
2096	Motorcoach Promotion	\$9,156.00	\$10,000.00	\$10,000.00	\$7,000.00
Account Classification Total: Departmental Income		\$114,489.00	\$110,480.00	\$110,480.00	\$157,000.00
Account Classification: Misc Local Sourc Miscellaneous & Local Source					
2701	Refund of Prior Year Expense	\$37.51	\$0.00	\$0.00	\$0.00
2701.03	Refund Prior Yr Exp-Occupancy Tx	\$0.00	\$0.00	\$0.00	\$0.00
Account Classification Total: Miscellaneous & Local Source		\$37.51	\$0.00	\$0.00	\$0.00
Account Classification: State Aid State Aid					
3715	Tourism Promotion	\$106,985.00	\$106,985.00	\$84,853.00	\$72,000.00
Account Classification Total: State Aid		\$106,985.00	\$106,985.00	\$84,853.00	\$72,000.00
Account Classification: Sale of Prop Sale of Property And Compensation for Loss					
2654	Minor Sales - Tourism	\$7,906.44	\$6,000.00	\$6,000.00	\$6,000.00

WARREN COUNTY

Budget Worksheet Report

Account Number	Description	2008 Actual Amount	2009 Adopted Budget	2009 Amended Budget	2010 Departmental Request
	Account Classification Total: Sale of Property And Compensation for Loss	\$7,906.44	\$6,000.00	\$6,000.00	\$6,000.00
	Department Total: Tourism Occupancy	\$3,531,632.25	\$3,427,901.00	\$3,383,637.00	\$3,537,214.00

WARREN COUNTY

Budget Worksheet Report

Account Number	Description	2008 Actual Amount	2009 Adopted Budget	2009 Amended Budget	2010 Departmental Request
Revenue Totals		\$3,531,632.25	\$3,427,901.00	\$3,383,637.00	\$3,537,214.00

Expenses

Department: 6417 Tourism Occupancy

Account Classification: Personal Service Personal Services

110	Salaries - Regular	\$343,202.88	\$337,101.00	\$337,101.00	\$342,596.81
120	Salaries - Overtime	\$7,941.69	\$7,947.00	\$7,947.00	\$7,947.00
130	Salaries - Part Time	\$4,316.68	\$5,462.00	\$5,462.00	\$5,461.83
140	Salaries - Sick Leave Incentive	\$0.00	\$0.00	\$0.00	\$0.01
Account Classification Total: Personal Services		\$355,461.25	\$350,510.00	\$350,510.00	\$356,005.65

Account	Level	Comment
110	Departmental Request	We are requesting three amendments to these figures. Please see the salmon requests.

Account Classification: Equipment Equipment

220	Office Equipment	\$240.00	\$0.00	\$0.00	\$0.00
230	Automotive Equipment	\$0.00	\$0.00	\$0.00	\$0.00
260	Other Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Account Classification Total: Equipment		\$240.00	\$0.00	\$0.00	\$0.00

Account Classification: Contract Expenses Contractual Expense

410	Supplies	\$24,959.19	\$22,640.00	\$22,030.00	\$17,600.00
418	Ins-General Liability	\$484.35	\$525.00	\$321.00	\$450.00
421	Equipment Rental	\$3,073.64	\$2,810.00	\$2,810.00	\$2,810.00
422	Repair/Maint-Equipment	\$45.39	\$50.00	\$50.00	\$50.00
423	Telephone	\$1,343.09	\$1,900.00	\$1,100.00	\$1,800.00

WARREN COUNTY

Budget Worksheet Report

Account Number	Description	2008 Actual Amount	2009 Adopted Budget	2009 Amended Budget	2010 Departmental Request
424	Postage	\$260,109.26	\$163,998.00	\$290,080.00	\$291,125.00
426	Subscriptions	\$275.00	\$299.00	\$425.00	\$425.00
427	Memberships & Dues	\$4,629.00	\$4,100.00	\$4,100.00	\$4,100.00
428	Data Processing & Internet Fees	\$14,993.00	\$60,360.00	\$60,405.00	\$55,405.00
436	Advertising Fees	\$0.00	\$0.00	\$0.00	\$0.00
439	Misc Fees & Expenses	\$0.00	\$0.00	\$0.00	\$0.00
441	Auto-Supplies & Repair	\$281.21	\$400.00	\$408.00	\$400.00
442	Automotive - Gas & Oil	\$1,478.82	\$900.00	\$892.00	\$900.00
444	Travel/Education/Conference	\$15,495.52	\$14,750.00	\$14,750.00	\$12,750.00
445	Foods	\$0.00	\$0.00	\$0.00	\$0.00
469	Other Payments/Contributions	\$847,016.86	\$875,000.00	\$848,044.00	\$826,000.00
470	Contract	\$720,124.09	\$781,054.00	\$430,258.00	\$366,165.00
480	Tourism-Special Events	\$0.00	\$0.00	\$330,897.00	\$330,221.00
481	Tourism Promotion	\$970,264.70	\$1,070,225.00	\$950,236.00	\$984,625.00
Account Classification Total: Contractual Expense		\$2,864,573.12	\$2,999,011.00	\$2,956,806.00	\$2,894,826.00
Account Classification: Employee Benefit Employee Benefits					
810	Retirement	\$0.00	\$24,605.00	\$24,605.00	\$24,605.00
830	Social Security	\$0.00	\$21,674.00	\$21,674.00	\$21,674.00
831	Medicare Contribution	\$0.00	\$4,965.00	\$4,965.00	\$4,965.00
840	Workmen's Compensation	\$0.00	\$716.00	\$716.00	\$716.00
860	Hospitalization	\$0.00	\$25,844.00	\$25,844.00	\$25,844.00
865	Dental Insurance	\$0.00	\$576.00	\$576.00	\$576.00
Account Classification Total: Employee Benefits		\$0.00	\$78,380.00	\$78,380.00	\$78,380.00

WARREN COUNTY

Budget Worksheet Report

Account Number	Description	2008 Actual Amount	2009 Adopted Budget	2009 Amended Budget	2010 Departmental Request
	Department Total: Tourism Occupancy	\$3,220,274.37	\$3,427,901.00	\$3,385,696.00	\$3,329,211.65

WARREN COUNTY

Budget Worksheet Report

Account Number	Description	2008 Actual Amount	2009 Adopted Budget	2009 Amended Budget	2010 Departmental Request
Revenue Totals:		\$3,531,632.25	\$3,427,901.00	\$3,383,637.00	\$3,537,214.00
Expense Totals		\$3,220,274.37	\$3,427,901.00	\$3,385,696.00	\$3,329,211.65
Fund Total: General		\$311,357.88	\$0.00	(\$2,059.00)	\$208,002.35

WARREN COUNTY

Budget Worksheet Report

Revenue Grand Totals:	\$3,531,632.25	\$3,427,901.00	\$3,383,637.00	\$3,537,214.00
Expense Grand Totals:	\$3,220,274.37	\$3,427,901.00	\$3,385,696.00	\$3,329,211.65
Net Grand Totals:	\$311,357.88	\$0.00	(\$2,059.00)	\$208,002.35

**REQUESTED SALARY CHANGES FOR 2010
(NON-UNION TITLES ONLY)**

*****PLEASE NOTE: ITEM 2 MUST BE COMPLETED*****

DEPARTMENT: TOURISM

BUDGET CODE: A. 6417

SALARY BUDGET CODE: .110

1) **REQUEST FOR SALARY CHANGE - NON-UNIT POSITION:**

EMPLOYEE NAME: CATHERINE JOHNSON

EMPLOYEE NUMBER: #8203

TITLE: DIRECTOR

HIRE DATE: 9/24/90

2009 BASE SALARY: \$ 63,750

2010 REQUESTED BASE SALARY: \$ 67,695

REASON FOR REQUEST: Kate's base salary was not increased in 2007 when the Creative Director position was created. The Creative Director's position now pays more than the Director of Tourism position.

2) **DATE OF SUPERVISORY COMMITTEE APPROVAL: _____**

(If this is a reclassification request, please use proper form.)

REQUEST TO INCREASE KATE JOHNSON'S BASE SALARY EFFECTIVE
1/1/09

- Linda Wohlers was hired 1/10/07, provisionally at a salary of \$63,000 subject to taking a Civil Service test. Effective 1/1/08, her salary became \$65,555. ($63,000 \times 1.035 = 65,205 + 350$ longevity.)
- Kate was to receive \$500.00 more and she was promoted to Director of Tourism. She did receive the \$500.00 but her base salary was not made \$500.00 more than Linda's. Therefore, her base salary in 2007 was only 57,778. ($57,778 \times 1.035 = 59,800 + 3,700$ longevity = \$63,500)
- In 2008, Kate's salary was only \$38.00 more than Linda's.
($59,800 \times 1.035 = 61,893 + 3,700 = 65,593$
 $51418 \cdot 63,500 \times 1.035 = 65,723 + 3,700 = 69,423$)
- When the Civil Service test was offered, Linda refused to take it. The job was posted at \$65,205 and Peter Girard came on board effective 9/22/08. Peter is inexperienced in comparison with Linda, having only been out of college three years.
- In 2009, Peter received a 3.5% raise, while Kate received a 3% raise. Her salary is not keeping pace with his, in fact, this year she is earning \$387 less.

Peter $65,205 \times 1.035 = 67,487 + 350 = 67,837$

Kate $61,893 \times 1.03 = 63,750 + 3700 = 67,450$

$518 \cdot 65,723 \times 1.03 = 67,695 + 3,700 = 71,395$
 $65,723$ 11/1/08

- We are requesting that Kate's base be increased to ~~\$63,500~~ effective 1/1/09. Her final salary for 2009 will be \$71,395, or an increase of \$3,945. This should alleviate the problem of an employee in her department making more money than she does after 19 years of service.

Base salary includes the raise per Margit Lawrence
Jo Ann McKinstry 8/16/09
By

REQUESTED PERSONNEL CHANGES FOR 2010*

*****PLEASE NOTE: ITEM NO. 3 MUST BE COMPLETED*****

DEPARTMENT: TOURISM

BUDGET CODE: A.6417

SALARY BUDGET CODE: .110

1) REQUEST FOR NEW POSITION OR DELETE POSITION: NEW DELETE

TITLE: *TOURISM SPECIALIST*

SALARY: \$ HIRE DATE: GRADE:

REASON FOR REQUEST:

IS ANY POSITION TO BE DELETED? YES NO

IF YES: TITLE: *TOURISM base SPECIALIST* SALARY: \$ *25,788* GRADE: *4 (see below)*

IS POSITION REQUESTED TO BE OUTSIDE OF BARGAINING UNIT: YES NO

IF YES, REASON:

2) REQUEST FOR RECLASSIFICATION OF POSITION:

EMPLOYEE NUMBER: #11529, ANNIE MCMAHON

CURRENT TITLE: TOURISM SPECIALIST

HIRE DATE: *7/28/08*
11/24/08

2009 BASE SALARY: \$ 24,908

GRADE: 4

2010 BASE SALARY: \$ 25,788

GRADE: 4

actual
PROPOSED TITLE: *\$ 27,977* SENIOR TOURISM SPECIALIST

2010 BASE SALARY: \$ 27,023

GRADE: 6

REASON FOR REQUEST: Annie was hired to replace Julie Bovair, who is deceased. Julie was a Senior Tourism Specialist. Annie is now fully trained and is handling all the responsibilities of the Senior position.

3) DATE OF SUPERVISORY COMMITTEE APPROVAL: _____

***Following any Approval, a New Position Duty Statement OR Job Classification information Must be completed by the department head and submitted to the Personnel Officer for position classification.**

NOTE: If request for reclassification of position is approved, the current position (one to be reclassified) will be abolished after the candidate successfully completes examination (if required), or 1/1/10, if examination is not required.

REQUESTED PERSONNEL CHANGES FOR 2010*

PLEASE NOTE: ITEM NO. 3 MUST BE COMPLETED

DEPARTMENT: TOURISM

BUDGET CODE: A.6417 110 SALARY BUDGET CODE: .110

1) REQUEST FOR NEW POSITION OR DELETE POSITION: NEW DELETE

TITLE: KEYBOARD SPECIALIST #1

SALARY: \$ 11,279.80 ^{original} HIRE DATE: 12/13/07 GRADE: 3

REASON FOR REQUEST: Employee transferred from Administrative & Fiscal Services, Budget Code A.1011 130

IS ANY POSITION TO BE DELETED? YES NO

IF YES: TITLE: SALARY: \$ GRADE:
IS POSITION REQUESTED TO BE OUTSIDE OF BARGAINING UNIT: YES NO

IF YES, REASON:

2) REQUEST FOR RECLASSIFICATION OF POSITION:

EMPLOYEE NUMBER:

CURRENT TITLE:

HIRE DATE:

2009 BASE SALARY: \$

GRADE:

2010 BASE SALARY: \$

GRADE:

PROPOSED TITLE:

2010 BASE SALARY: \$

GRADE:

REASON FOR REQUEST:

3) DATE OF SUPERVISORY COMMITTEE APPROVAL: _____

*Following any Approval, a New Position Duty Statement OR Job Classification information Must be completed by the department head and submitted to the Personnel Officer for position classification.

NOTE: If request for reclassification of position is approved, the current position (one to be reclassified) will be abolished after the candidate successfully completes examination (if required), or 1/1/10, if examination is not required.

REQUESTED PERSONNEL CHANGES FOR 2010

PLEASE NOTE: ITEM NO. 3 MUST BE COMPLETED

DEPARTMENT: Administrative & Fiscal Services

BUDGET CODE: A.1011 130 SALARY BUDGET CODE: 2.00 *Cancel*

1) REQUEST FOR NEW POSITION OR DELETE POSITION: NEW DELETE

TITLE: Keyboard Specialist #1

SALARY: \$ \$11,279.80 HIRE DATE: GRADE: 3

REASON FOR REQUEST: Transfer employee to Occupancy Tax Budget Code: A.6417 110.

IS ANY POSITION TO BE DELETED? YES NO

IF YES: TITLE: Keyboard Specialist #1 SALARY: \$ 11,279.80 GRADE:
 IS POSITION REQUESTED TO BE OUTSIDE OF BARGAINING UNIT: YES NO

IF YES, REASON:

2) REQUEST FOR RECLASSIFICATION OF POSITION:

EMPLOYEE NUMBER:

CURRENT TITLE: HIRE DATE:

2009 BASE SALARY: \$ GRADE:

2010 BASE SALARY: \$ GRADE:

PROPOSED TITLE:

2010 BASE SALARY: \$ GRADE:

REASON FOR REQUEST:

3) DATE OF SUPERVISORY COMMITTEE APPROVAL: _____

*Following any Approval, a New Position Duty Statement OR Job Classification information Must be completed by the department head and submitted to the Personnel Officer for position classification.

NOTE: If request for reclassification of position is approved, the current position (one to be reclassified) will be abolished after the candidate successfully completes examination (if required), or 1/1/10, if examination is not required.