

**LOUISVILLE/JEFFERSON COUNTY METRO GOVERNMENT**

**EXECUTIVE BUDGET**

**CABINET FOR FINANCE & ADMINISTRATION**

	PRIOR YEAR ACTUAL 2001-2002	CURRENT ESTIMATED 2002-2003	MAYOR'S RECOMMENDED 2003-2004	COUNCIL APPROVED 2003-2004
<b>SOURCE OF FUNDS</b>				
GENERAL FUND APPROPRIATION	\$ 26,591,853	\$ 27,027,100	\$ 20,644,100	\$ 20,734,100
OTHER FEDERAL FUNDS	187,470	321,400		
FEDERAL COMMUNITY DEVEL.	3,050	74,700	35,000	35,000
STATE FUNDS	459,548	535,000		
JEFFERSON COUNTY FUNDS		45,000		
OTHER GOVT AGENCY REVENUE	4,887,527	5,373,900	5,329,700	5,329,700
AGENCY RECEIPTS	1,806,704	1,597,400	1,564,600	1,564,600
<b>TOTAL FUNDS</b>	<b>\$ 33,936,152</b>	<b>\$ 34,974,500</b>	<b>\$ 27,573,400</b>	<b>\$ 27,663,400</b>
<b>EXPENDITURES BY ACCOUNT GROUP</b>				
PERSONAL SERVICES	\$ 17,543,777	\$ 19,566,200	\$ 15,996,200	\$ 16,086,200
CONTRACTUAL SERVICES	8,487,280	8,361,400	6,128,600	6,128,600
SUPPLIES	370,942	317,700	274,800	274,800
CAPITAL OUTLAY	769,433	602,800	1,034,500	1,034,500
INTERAGENCY CHARGES	1,171,941	1,197,800	1,127,300	1,127,300
PROJECT EXPENDITURES	111,156	2,899,600	2,110,500	2,110,500
OTHER EXPENDITURES	1,033,617	901,500	901,500	901,500
<b>TOTAL EXPENDITURES</b>	<b>\$ 29,488,146</b>	<b>\$ 33,847,000</b>	<b>\$ 27,573,400</b>	<b>\$ 27,663,400</b>

EXPENDITURES BY ACTIVITY

FINANCE & ADMIN CABINET SECRETARY	\$		\$	109,900	\$	229,100	\$	229,100
POLICY AND STRATEGIC PLANNING		202,207		90,200		475,700		475,700
REVENUE COMMISSION		4,810,931		5,285,000		5,297,700		5,297,700
HUMAN RELATIONS COMMISSION		936,193		982,100		1,126,300		1,126,300
FINANCE		7,643,208		7,458,600		6,310,400		6,310,400
GENERAL ADJUSTMENT / ACCOUNTS		3,953,129		7,499,300		2,435,000		2,435,000
HUMAN RESOURCES		4,292,329		4,343,700		4,076,700		4,166,700
PURCHASING		548,014		553,200		556,900		556,900
INFORMATION TECHNOLOGY		6,698,603		7,121,400		6,567,800		6,567,800
CERS PRIOR SERVICE PAYMENT		261,932		262,000		337,000		337,000
LABOR-MANAGEMENT COMMITTEE		141,600		141,600		160,800		160,800
TOTAL EXPENDITURES	\$	29,488,146	\$	33,847,000	\$	27,573,400	\$	27,663,400

**LOUISVILLE/JEFFERSON COUNTY METRO GOVERNMENT**

**EXECUTIVE BUDGET**

FINANCE & ADMIN CABINET SECRETARY

	PRIOR YEAR ACTUAL 2001-2002	CURRENT ESTIMATED 2002-2003	MAYOR'S RECOMMENDED 2003-2004	COUNCIL APPROVED 2003-2004
SOURCE OF FUNDS				
GENERAL FUND APPROPRIATION	\$	\$ 111,300	\$ 229,100	\$ 229,100
TOTAL FUNDS	\$	\$ 111,300	\$ 229,100	\$ 229,100
EXPENDITURES BY ACCOUNT GROUP				
PERSONAL SERVICES	\$	\$ 109,900	\$ 229,100	\$ 229,100
TOTAL EXPENDITURES	\$	\$ 109,900	\$ 229,100	\$ 229,100
EXPENDITURES BY ACTIVITY				
OFFICE OF CABINET SECRETARY	\$	\$ 60,400	\$ 129,500	\$ 129,500
OFFICE OF ACCOUNTABILITY/ PERFORMANCE MANAGEMENT		49,500	99,600	99,600
TOTAL EXPENDITURES	\$	\$ 109,900	\$ 229,100	\$ 229,100

The Finance & Administration Cabinet was formed in January 2003, with the introduction of merged government. This Cabinet is responsible for managing the financial resources of the Metro Government and provides a number of central administrative services to local agencies.

The Office of the Secretary provides the central coordination and management of the cabinet and includes the Office of Accountability/Performance Management.

Finance & Administration Cabinet includes the following agencies:

- Finance
- Policy & Strategic Planning
- Revenue Commission
- Human Relations
- Purchasing
- Information Technology
- Human Resources/Civil Service
- Labor Management Commission
- Office of Accountability/Performance Management

**PERSONNEL COMPLEMENT**

<u>Category</u>	<u>Original 2002-03</u>	<u>Recommended 2003-04</u>	<u>Approved 2003-04</u>
Full-Time .....	0	..... 2	..... 2
Permanent Part-Time .....	0	..... 0	..... 0
Other .....	<u>0</u>	..... <u>0</u>	..... <u>0</u>
	0	..... 2	..... 2

**RECOMMENDED 2003-04 BUDGET** – The recommended budget establishes a Cabinet Secretary’s Office for the Cabinet for Finance and Administration.

**METRO COUNCIL ADJUSTMENT** – Approved as recommended.

**LOUISVILLE/JEFFERSON COUNTY METRO GOVERNMENT**

**EXECUTIVE BUDGET**

FINANCE

	PRIOR YEAR ACTUAL 2001-2002	CURRENT ESTIMATED 2002-2003	MAYOR'S RECOMMENDED 2003-2004	COUNCIL APPROVED 2003-2004
SOURCE OF FUNDS				
GENERAL FUND APPROPRIATION	\$ 5,989,941	\$ 6,169,400	\$ 5,008,200	\$ 5,008,200
STATE FUNDS	400,724	535,000		
OTHER GOVT AGENCY REVENUE	146,461	104,100		
AGENCY RECEIPTS	1,278,687	961,600	1,302,200	1,302,200
TOTAL FUNDS	\$ 7,815,813	\$ 7,770,100	\$ 6,310,400	\$ 6,310,400
EXPENDITURES BY ACCOUNT GROUP				
PERSONAL SERVICES	\$ 3,952,924	\$ 3,864,000	\$ 3,265,400	\$ 3,265,400
CONTRACTUAL SERVICES	2,201,644	2,270,300	1,732,400	1,732,400
SUPPLIES	49,983	38,600	39,400	39,400
CAPITAL OUTLAY	55,990	33,700	46,800	46,800
INTERAGENCY CHARGES	310,545	317,200	291,500	291,500
PROJECT EXPENDITURES	38,505	33,300	33,400	33,400
OTHER EXPENDITURES	1,033,617	901,500	901,500	901,500
TOTAL EXPENDITURES	\$ 7,643,208	\$ 7,458,600	\$ 6,310,400	\$ 6,310,400
EXPENDITURES BY ACTIVITY				
FINANCE OPERATIONS	\$ 5,515,251	\$ 5,430,300	\$ 4,608,200	\$ 4,608,200
PRINT SHOP	1,032,557	901,500	901,500	901,500
FINANCE EXTERNAL AGENCIES	1,095,400	1,126,800	800,700	800,700
TOTAL EXPENDITURES	\$ 7,643,208	\$ 7,458,600	\$ 6,310,400	\$ 6,310,400

**LOUISVILLE/JEFFERSON COUNTY METRO GOVERNMENT**

**EXECUTIVE BUDGET**

**FINANCE OPERATIONS**

	PRIOR YEAR ACTUAL 2001-2002	CURRENT ESTIMATED 2002-2003	MAYOR'S RECOMMENDED 2003-2004	COUNCIL APPROVED 2003-2004
<b>SOURCE OF FUNDS</b>				
GENERAL FUND APPROPRIATION	\$ 5,169,265	\$ 5,577,600	\$ 4,608,200	\$ 4,608,200
OTHER GOVT AGENCY REVENUE	146,461	104,100		
AGENCY RECEIPTS	207,891	57,400		
<b>TOTAL FUNDS</b>	<b>\$ 5,523,617</b>	<b>\$ 5,739,100</b>	<b>\$ 4,608,200</b>	<b>\$ 4,608,200</b>
<b>EXPENDITURES BY ACCOUNT GROUP</b>				
PERSONAL SERVICES	\$ 3,952,924	\$ 3,864,000	\$ 3,265,400	\$ 3,265,400
CONTRACTUAL SERVICES	1,106,216	1,143,500	931,700	931,700
SUPPLIES	49,983	38,600	39,400	39,400
CAPITAL OUTLAY	55,990	33,700	46,800	46,800
INTERAGENCY CHARGES	310,545	317,200	291,500	291,500
PROJECT EXPENDITURES	38,505	33,300	33,400	33,400
OTHER EXPENDITURES	1,088			
<b>TOTAL EXPENDITURES</b>	<b>\$ 5,515,251</b>	<b>\$ 5,430,300</b>	<b>\$ 4,608,200</b>	<b>\$ 4,608,200</b>
<b>EXPENDITURES BY ACTIVITY</b>				
FINANCE DIVISION	\$ 4,769,544	\$ 4,673,300	\$ 3,710,500	\$ 3,710,500
BUDGET DIVISION	700,188	697,000	887,700	887,700
OCCUPATIONAL HEALTH/QCTA OMBUDSMAN	45,519	60,000	10,000	10,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 5,515,251</b>	<b>\$ 5,430,300</b>	<b>\$ 4,608,200</b>	<b>\$ 4,608,200</b>

The Louisville Metro Finance Department is the service agency for the administration of the Metro Government’s financial resources and records and serves as an advisor in regard to the City’s financial condition. The mission of the Louisville Metro Finance Department is to ensure financial integrity by directing, coordinating, and monitoring all financial functions of the Metro Government. The department provides reliable and efficient services and information to the public and all departments of Metro Government.

The Louisville Metro Finance Department consists of five divisions: Finance, Budget, Risk Management, Cash Management, and Grants Management. The department also oversees the print shop contract.

The Finance Department is responsible for the development and implementation of a budget that is sensitive to the services required for a responsive government. It formulates and executes fiscal policies and methods of reporting, and processes and expedites all financial transactions. In addition, the department ensures the greatest interest yield on investments, the ready availability of money, efficient collection of citation fees, techniques for dealing with risk management, timely pay of Metro employees, and the financial oversight of grants received by the government.

The Print Shop is a self-sustaining operation that offers multifaceted printing and copy service to all Metro Louisville agencies. The print shop provides the most efficient and effective service at the lowest possible cost; to satisfy the printing needs of all Metro Louisville. The services are provided under a management contract that incorporates the use of copiers, various finishing equipment and other vendors. Mail Room and messenger services are provided currently through a separate contract that incorporates interdepartmental mail deliveries on regular scheduled basis and other special deliveries when requested.

**PERSONNEL COMPLEMENT**

<u>Category</u>	<u>Original 2002-03</u>	<u>Recommended 2003-04</u>	<u>Approved 2003-04</u>
Full-Time .....	85	..... 58	..... 58
Permanent Part-Time .....	1	..... 1	..... 1
Other .....	<u>0</u>	..... <u>0</u>	..... <u>0</u>
	86	59	59

**RECOMMENDED 2003-04 BUDGET** – The grants development function was moved to the Office of Policy and Strategic Planning. The Archives function was moved to Information Technology. Mail Services are being coordinated through the Department of Facilities Management.

**METRO COUNCIL ADJUSTMENT** – Approved as recommended.

**LOUISVILLE/JEFFERSON COUNTY METRO GOVERNMENT**

**EXECUTIVE BUDGET**

**PRINT SHOP**

	PRIOR YEAR ACTUAL 2001-2002	CURRENT ESTIMATED 2002-2003	MAYOR'S RECOMMENDED 2003-2004	COUNCIL APPROVED 2003-2004
SOURCE OF FUNDS				
AGENCY RECEIPTS	\$ 1,070,796	\$ 904,200	\$ 901,500	\$ 901,500
TOTAL FUNDS	\$ 1,070,796	\$ 904,200	\$ 901,500	\$ 901,500
EXPENDITURES BY ACCOUNT GROUP				
CONTRACTUAL SERVICES	\$ 28	\$	\$	\$
OTHER EXPENDITURES	1,032,529	901,500	901,500	901,500
TOTAL EXPENDITURES	\$ 1,032,557	\$ 901,500	\$ 901,500	\$ 901,500
EXPENDITURES BY ACTIVITY				
PRINT SHOP	\$ 1,032,557	\$ 901,500	\$ 901,500	\$ 901,500
TOTAL EXPENDITURES	\$ 1,032,557	\$ 901,500	\$ 901,500	\$ 901,500

**LOUISVILLE/JEFFERSON COUNTY METRO GOVERNMENT**

**EXECUTIVE BUDGET**

CERS PRIOR SERVICE PAYMENT

	PRIOR YEAR ACTUAL 2001-2002	CURRENT ESTIMATED 2002-2003	MAYOR'S RECOMMENDED 2003-2004	COUNCIL APPROVED 2003-2004
SOURCE OF FUNDS				
GENERAL FUND APPROPRIATION	\$ 262,000	\$ 262,000	\$ 337,000	\$ 337,000
TOTAL FUNDS	\$ 262,000	\$ 262,000	\$ 337,000	\$ 337,000
EXPENDITURES BY ACCOUNT GROUP				
CONTRACTUAL SERVICES	\$ 261,932	\$ 262,000	\$ 337,000	\$ 337,000
TOTAL EXPENDITURES	\$ 261,932	\$ 262,000	\$ 337,000	\$ 337,000
EXPENDITURES BY ACTIVITY				
CERS PRIOR SERVICE PAYMENT	\$ 261,932	\$ 262,000	\$	\$
CERS PRIOR SERVICE PAYMENT			337,000	337,000
TOTAL EXPENDITURES	\$ 261,932	\$ 262,000	\$ 337,000	\$ 337,000

**FUNCTION & HISTORY** – The General Fund appropriation to the County Employees Retirement System covers the cost of funding prior-service, non-hazardous duty pension benefits for Metro Louisville employees who were hired before June 30, 1973. The annual cost is approximately \$337,000. The final payment is due on October 1, 2003.

**LOUISVILLE/JEFFERSON COUNTY METRO GOVERNMENT**

**EXECUTIVE BUDGET**

GENERAL ADJUSTMENT / ACCOUNTS

SOURCE OF FUNDS	PRIOR YEAR ACTUAL 2001-2002	CURRENT ESTIMATED 2002-2003	MAYOR'S RECOMMENDED 2003-2004	COUNCIL APPROVED 2003-2004
GENERAL FUND APPROPRIATION	\$ 7,887,597	\$ 7,521,100	\$ 2,435,000	\$ 2,435,000
FEDERAL COMMUNITY DEVEL.	3,050	74,700		
JEFFERSON COUNTY FUNDS		45,000		
<b>TOTAL FUNDS</b>	<b>\$ 7,890,647</b>	<b>\$ 7,640,800</b>	<b>\$ 2,435,000</b>	<b>\$ 2,435,000</b>
EXPENDITURES BY ACCOUNT GROUP				
PERSONAL SERVICES	\$ 2,127,530	\$ 3,561,500	\$ 435,000	\$ 435,000
CONTRACTUAL SERVICES	1,825,599	1,129,400		
SUPPLIES		1,900		
INTERAGENCY CHARGES		300		
PROJECT EXPENDITURES		2,806,200	2,000,000	2,000,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,953,129</b>	<b>\$ 7,499,300</b>	<b>\$ 2,435,000</b>	<b>\$ 2,435,000</b>
EXPENDITURES BY ACTIVITY				
EMPLOYEE SALARY INCREASE POOL	\$	\$ 2,806,200	\$	\$
AGENCY COST CENTERS	382,565			
INSURANCE	3,185,968	2,445,000	2,000,000	2,000,000
MISCELLANEOUS EXPENSES	384,596	240,300		
SICK LEAVE PURCHASE PROGRAMS		1,914,400	435,000	435,000
MAYOR-ELECT TRANSITION		93,400		
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,953,129</b>	<b>\$ 7,499,300</b>	<b>\$ 2,435,000</b>	<b>\$ 2,435,000</b>

**RECOMMENDED 2003-04 BUDGET** - The recommended budget includes \$435,000 to cover the cost of a sick-leave service credit purchase for eligible retiring employees who participate in the CERS pension plan.

In the recommended budget \$2,000,000 is included to purchase excess insurance and self-insurance through the LAGIT (Louisville Area Governmental Self-Insurance Trust) and LAGGIT (Louisville Area Governmental General Insurance Trust) trusts.

**METRO COUNCIL ADJUSTMENT** – Approved as recommended.

**LOUISVILLE/JEFFERSON COUNTY METRO GOVERNMENT**

**EXECUTIVE BUDGET**

**HUMAN RESOURCES**

	PRIOR YEAR ACTUAL 2001-2002	CURRENT ESTIMATED 2002-2003	MAYOR'S RECOMMENDED 2003-2004	COUNCIL APPROVED 2003-2004
<b>SOURCE OF FUNDS</b>				
GENERAL FUND APPROPRIATION	\$ 4,281,150	\$ 4,450,100	\$ 4,076,700	\$ 4,166,700
AGENCY RECEIPTS	20,932	20,500		
<b>TOTAL FUNDS</b>	<b>\$ 4,302,082</b>	<b>\$ 4,470,600</b>	<b>\$ 4,076,700</b>	<b>\$ 4,166,700</b>
<b>EXPENDITURES BY ACCOUNT GROUP</b>				
PERSONAL SERVICES	\$ 3,309,728	\$ 3,415,100	\$ 3,088,000	\$ 3,178,000
CONTRACTUAL SERVICES	628,932	607,200	727,900	727,900
SUPPLIES	79,949	81,000	59,600	59,600
CAPITAL OUTLAY	34,992	26,200	34,600	34,600
INTERAGENCY CHARGES	166,077	154,100	89,500	89,500
PROJECT EXPENDITURES	72,651	60,100	77,100	77,100
<b>TOTAL EXPENDITURES</b>	<b>\$ 4,292,329</b>	<b>\$ 4,343,700</b>	<b>\$ 4,076,700</b>	<b>\$ 4,166,700</b>
<b>EXPENDITURES BY ACTIVITY</b>				
CIVIL SERVICE	\$ 814,278	\$ 854,900	\$ 1,014,600	\$ 1,014,600
HUMAN RESOURCES	3,478,051	3,488,800	3,062,100	3,152,100
<b>TOTAL EXPENDITURES</b>	<b>\$ 4,292,329</b>	<b>\$ 4,343,700</b>	<b>\$ 4,076,700</b>	<b>\$ 4,166,700</b>

**LOUISVILLE/JEFFERSON COUNTY METRO GOVERNMENT**

**EXECUTIVE BUDGET**

**HUMAN RESOURCES**

	PRIOR YEAR ACTUAL 2001-2002	CURRENT ESTIMATED 2002-2003	MAYOR'S RECOMMENDED 2003-2004	COUNCIL APPROVED 2003-2004
<b>SOURCE OF FUNDS</b>				
GENERAL FUND APPROPRIATION	\$ 3,458,850	\$ 3,575,300	\$ 3,062,100	\$ 3,152,100
AGENCY RECEIPTS	20,950	20,500		
<b>TOTAL FUNDS</b>	<b>\$ 3,479,800</b>	<b>\$ 3,595,800</b>	<b>\$ 3,062,100</b>	<b>\$ 3,152,100</b>
<b>EXPENDITURES BY ACCOUNT GROUP</b>				
PERSONAL SERVICES	\$ 2,698,962	\$ 2,774,200	\$ 2,416,800	\$ 2,506,800
CONTRACTUAL SERVICES	564,628	526,500	483,200	483,200
SUPPLIES	59,738	56,400	45,300	45,300
CAPITAL OUTLAY	16,445	18,100	29,600	29,600
INTERAGENCY CHARGES	104,374	85,900	53,300	53,300
PROJECT EXPENDITURES	33,904	27,700	33,900	33,900
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,478,051</b>	<b>\$ 3,488,800</b>	<b>\$ 3,062,100</b>	<b>\$ 3,152,100</b>
<b>EXPENDITURES BY ACTIVITY</b>				
SUMMER PROGRAMS	\$ 67,570	\$ 52,700	\$	\$
OSHA	123,166	136,900	451,400	451,400
GENERAL ADMINISTRATION	767,990	717,700	1,118,700	1,118,700
RECRUITMENT	205,184	209,400	337,000	337,000
COMPENSATION/BENEFITS	224,717	236,300	461,700	461,700

INFORMATION SYSTEMS/ER	160,514	165,900	348,100	348,100
TRAINING	134,664	137,400	224,000	224,000
TUITION REIMBURSEMENT PROGRAM	72,384	75,000		
COBRA HEALTH INSURANCE BENEFIT FY20				90,000
HUMAN RESOURCES - ADMINISTRATI	1,715,780	1,749,100		
AFFIRMATIVE ACTION/COMPLIANCE			96,200	96,200
CITYWORK	1			
FOP RANDOM DRUG TESTING	6,081	8,400	25,000	25,000
 TOTAL EXPENDITURES	 \$ 3,478,051	 \$ 3,488,800	 \$ 3,062,100	 \$ 3,152,100

Human Resources is responsible for establishing policies and procedures concerning compensation and employee benefits for all Metro employees. It is responsible, as well, for classification, maintenance of employee records, recruitment, employment, terminations, grievances and rules relating to all agencies which employ non-classified employees. The Human Resources Department effectively provide personnel services to all agencies of Metro government to the extent that they are consistent with KRS Chapter 90, relating to Civil Service; and to review the operating plan of Metro government to see that human resource needs are met. Human Resources is responsible for coordinating personnel services for the Metro Government’s work force in the areas of record maintenance, employee benefits, labor relations, affirmative action, training and development and compensation.

The first Civil Service law for the City of Louisville was passed by the General Assembly in 1926, covering employees of the Fire and Police Department. The present Civil Service law was passed in 1942 by the General Assembly. At that time, the Board of Health and the Department of Parks and Recreation, with certain exceptions, became part of the classified service. In 1946, the General Assembly extended Civil Service protection to other City departments, subject to the approval of the governing body of the City.

Civil Service serves the agencies that provide safety, rescue, emergency management and health services to the citizens of Louisville. The following agencies are currently covered by Civil Service: Emergency Management Agency, Civil Service Board, Division of Fire, Division of Police, and Family Health Centers. By consolidating the Civil Service Board and the Jefferson County Merit Board and using Civil Service staff to serve both the consolidated Civil Service Board and the new Metro Police Merit Board, the Civil Service staff is taking on additional duties, responsibilities, departments (Health, Planning & Air Pollution) and employees (approximately 1,100 employees/slots) within the current staffing levels.

The Civil Service Board is a six-member body appointed by the Mayor; each member serves for a period of four years. The Board, in accordance with the Kentucky Revised Statutes 90.110 through 90.240, monitors adherence to the rules and regulations concerning all employees covered by the classified service.

The Civil Service Board, through its Personnel Director and administrative staff, provides manpower to administer the classified service personnel functions as outlined in KRS 90.110 through 90.240 inclusive. These functions include recruitment, selection, examination, classification, certification, appointment, and records monitoring to implement Affirmative Action goals, ADA and EEOC guidelines.

**PERSONNEL COMPLEMENT**

<u>Category</u>	<u>Original 2002-03</u>	<u>Recommended 2003-04</u>	<u>Approved 2003-04</u>
Full-Time .....	59	..... 51	..... 51
Permanent Part-Time .....	0	..... 1	..... 1
Other .....	<u>96</u>	..... <u>6</u>	..... <u>6</u>
	155	58	58

**RECOMMENDED 2003-04 BUDGET** – The OSHA function was moved to Human Resources from Public Works. The funding for summer intern program is eliminated.

**METRO COUNCIL ADJUSTMENT** – The Fiscal Year 2003-04 budget for Human Resources was increased by \$90,000 to cover the cost of providing health insurance through COBRA for approximately 140 laid off employees.

**LOUISVILLE/JEFFERSON COUNTY METRO GOVERNMENT**

**EXECUTIVE BUDGET**

CIVIL SERVICE

	PRIOR YEAR ACTUAL 2001-2002	CURRENT ESTIMATED 2002-2003	MAYOR'S RECOMMENDED 2003-2004	COUNCIL APPROVED 2003-2004
SOURCE OF FUNDS				
GENERAL FUND APPROPRIATION	\$ 822,300	\$ 874,800	\$ 1,014,600	\$ 1,014,600
AGENCY RECEIPTS	18-			
TOTAL FUNDS	\$ 822,282	\$ 874,800	\$ 1,014,600	\$ 1,014,600
EXPENDITURES BY ACCOUNT GROUP				
PERSONAL SERVICES	\$ 610,766	\$ 640,900	\$ 671,200	\$ 671,200
CONTRACTUAL SERVICES	64,304	80,700	244,700	244,700
SUPPLIES	20,211	24,600	14,300	14,300
CAPITAL OUTLAY	18,547	8,100	5,000	5,000
INTERAGENCY CHARGES	61,703	68,200	36,200	36,200
PROJECT EXPENDITURES	38,747	32,400	43,200	43,200
TOTAL EXPENDITURES	\$ 814,278	\$ 854,900	\$ 1,014,600	\$ 1,014,600
EXPENDITURES BY ACTIVITY				
CIVIL SERVICE ADMINISTRATION	\$ 371,634	\$ 393,200	\$ 538,300	\$ 538,300
PLACEMENT/RECORDS/INTAKE	178,768	185,000	184,800	184,800
EXAMINATION	263,876	276,700	291,500	291,500
TOTAL EXPENDITURES	\$ 814,278	\$ 854,900	\$ 1,014,600	\$ 1,014,600

**LOUISVILLE/JEFFERSON COUNTY METRO GOVERNMENT**

**EXECUTIVE BUDGET**

**INFORMATION TECHNOLOGY**

	PRIOR YEAR ACTUAL 2001-2002	CURRENT ESTIMATED 2002-2003	MAYOR'S RECOMMENDED 2003-2004	COUNCIL APPROVED 2003-2004
<b>SOURCE OF FUNDS</b>				
GENERAL FUND APPROPRIATION	\$ 6,334,651	\$ 6,837,600	\$ 6,367,800	\$ 6,367,800
STATE FUNDS	23,824			
AGENCY RECEIPTS	342,016	285,500	200,000	200,000
TOTAL FUNDS	\$ 6,700,491	\$ 7,123,100	\$ 6,567,800	\$ 6,567,800
<b>EXPENDITURES BY ACCOUNT GROUP</b>				
PERSONAL SERVICES	\$ 3,421,501	\$ 3,736,500	\$ 3,427,600	\$ 3,427,600
CONTRACTUAL SERVICES	2,420,813	2,746,300	2,101,000	2,101,000
SUPPLIES	63,114	46,300	28,000	28,000
CAPITAL OUTLAY	423,490	224,800	637,200	637,200
INTERAGENCY CHARGES	369,685	367,500	374,000	374,000
TOTAL EXPENDITURES	\$ 6,698,603	\$ 7,121,400	\$ 6,567,800	\$ 6,567,800
<b>EXPENDITURES BY ACTIVITY</b>				
HISTORIC PRESERVATION AND ARCHIVES	\$ 310,030	\$ 399,800	\$ 304,800	\$ 304,800
INFORMATION SERVICES - ADMINIS	2,122,761	2,290,500		
COMPUTER CENTER	1,941,059	1,905,800	2,716,500	2,716,500
LEAP SYSTEM OPERATIONS			215,100	215,100
MIDAS PERMIT SYSTEM OPERATIONS			160,000	160,000

ADMINISTRATION	392,274	398,300	278,200	278,200
CUSTOMER SUPPORT	778,282	872,400	1,669,000	1,669,000
DEVELOPMENT	399,551	429,500	499,600	499,600
PROJECT MANAGEMENT	267,101	282,800	160,300	160,300
ENTERPRISE ARCHITECTURE	367,853	453,500	476,800	476,800
BUSINESS LIAISON	119,692	88,800	87,500	87,500
 TOTAL EXPENDITURES	 \$ 6,698,603	 \$ 7,121,400	 \$ 6,567,800	 \$ 6,567,800

The Department of Information Technology has the responsibility to guide Metro Government’s investment in information technology to ensure that maximum value is realized while leveraging technology to improve government processes. The department works to improve the efficiency and effectiveness of services provided by Metro Government. The department addresses its mission by providing the following broad categories of service:

**Enterprise Architecture** – provides 24x7 operation for Metro Government’s computing platform and data network components. This includes operation of email services, file back up and restoration, firewall and anti-virus platform. The Enterprise Architecture team also maintains a technology architecture that ensures compatibility and interoperability throughout the City’s Information Technology asset.

**Customer Support** – provides 24x7 operation of Metro Government’s mainframe platform and delivers services supporting the government’s portfolio of applications including financial system, HR system, fleet management, payroll, etc. Customer support also includes the Help Desk (574-4444) and Desktop support teams.

**Development** – provides software engineering and application development to facilitate a more efficient Metro Government. This team works with Metro departments to develop applications to improve business functions.

**Project Management/Quality Assurance** – provides project management for information technology and establishes and enforces documentation standards. This team also provides strategic planning services for the department.

**Archives** – provides document storage and retrieval of all information created by Metro Government and assists in research of public records.

**Business Liaison** – provides assistance in special operations by managing our relationship with other information technology units within Metro Government. This team also provides client training and user education.

**Administration** – manages the business office for the department, including personnel, contracts, vendors, and assets. Provides direction and general support for all teams within the department.

**PERSONNEL COMPLEMENT**

<u>Category</u>	<u>Original 2002-03</u>	<u>Recommended 2003-04</u>	<u>Approved 2003-04</u>
Full-Time .....	58	..... 57	..... 57
Permanent Part-Time .....	0	..... 0	..... 0
Other .....	<u>0</u>	..... <u>0</u>	..... <u>0</u>
	58	57	57

**RECOMMENDED 2003-04 BUDGET** – The archives functions were moved from Finance and Facilities Management and consolidated in Information Technology.

**METRO COUNCIL ADJUSTMENT** – Approved as recommended.

**LOUISVILLE/JEFFERSON COUNTY METRO GOVERNMENT**

**EXECUTIVE BUDGET**

REVENUE COMMISSION

	PRIOR YEAR ACTUAL 2001-2002	CURRENT ESTIMATED 2002-2003	MAYOR'S RECOMMENDED 2003-2004	COUNCIL APPROVED 2003-2004
SOURCE OF FUNDS				
GENERAL FUND APPROPRIATION	\$ 340,000	\$ 320,000	\$	\$
OTHER GOVT AGENCY REVENUE	4,741,066	5,269,800	5,297,700	5,297,700
AGENCY RECEIPTS	4,717	5,000		
TOTAL FUNDS	\$ 5,085,783	\$ 5,594,800	\$ 5,297,700	\$ 5,297,700
EXPENDITURES BY ACCOUNT GROUP				
PERSONAL SERVICES	\$ 3,279,272	\$ 3,473,700	\$ 3,637,800	\$ 3,637,800
CONTRACTUAL SERVICES	895,939	1,103,500	969,500	969,500
SUPPLIES	143,636	120,700	105,400	105,400
CAPITAL OUTLAY	223,820	286,000	289,800	289,800
INTERAGENCY CHARGES	268,264	301,100	295,200	295,200
TOTAL EXPENDITURES	\$ 4,810,931	\$ 5,285,000	\$ 5,297,700	\$ 5,297,700
EXPENDITURES BY ACTIVITY				
ADMINISTRATION	\$ 304,778	\$ 367,800	\$ 423,200	\$ 423,200
SYSTEMS ADMINISTRATION	937,005	1,000,400	1,148,400	1,148,400
PROCESSING	499,090	491,000	502,100	502,100
DOCUMENT MANAGEMENT	726,367	793,700	542,900	542,900
FINANCE	872,170	868,300	854,100	854,100

TAXPAYER SERVICES	171,167	149,200	267,500	267,500
AUDIT	481,167	573,900	632,700	632,700
LEGAL	413,623	554,600	779,400	779,400
COLLECTIONS	77,148	77,300		
COMPLIANCE DETECTION AND DISCOVERY		66,200	147,400	147,400
REAL EST. TAX COL. DIV.	328,416	342,600		
TOTAL EXPENDITURES	\$ 4,810,931	\$ 5,285,000	\$ 5,297,700	\$ 5,297,700

The Sinking Fund of the City of Louisville was established by the Kentucky General Assembly in 1851 and operates under the authority of Ordinance #204, Series 1982. The name was changed to the Louisville/Jefferson County Revenue Commission in October 1993, and to the Louisville/Jefferson County Metro Revenue Commission in January 2003. The Mayor, the President of the Metro Council, the Superintendent of Jefferson County Public Schools and three citizens appointed by the Metro Council for three-year terms, constitute the “Commission” of the Louisville/Jefferson County Metro Revenue Commission.

The mission of the Revenue Commission is to perform fair and cost-effective revenue collection services through the enforcement of local laws and regulations.

The Revenue Commission acts as the collection agency for license fees and certain other taxes and fees levied by the Metro Government, invests revenues in short-term federal securities, pays debt service as required for general obligation bonds and remits to the Metro Government any remaining monies after such obligations are met. The Revenue Commission also collects certain fees and taxes for Jefferson County and Anchorage Public Schools, the Transit Authority of River City and several other public entities.

The Revenue Commission consists of eight functional divisions. The Administrative Division coordinates the activities of the agency and commission, reviews current ordinances and regulations, handles all human resource activities and training, provides taxpayer education and problem resolution, performs internal reviews and coordinates activities with external agencies. The Information Technology Division operates and maintains all internal and external computer operations and other electronic services. The Finance Division prepares and maintains the agency’s budget and financial systems, issues financial reports, performs cash management functions including investment of collected fees, and distributes collections and investment income. The Taxpayer Audit Division performs reviews and audits, stays current with IRS codes and maintains IRS records, and performs taxpayer assessments. The Legal and Collection Division handles litigation and collection of occupational taxes and delinquent city property taxes. The Document Management Division processes incoming and outgoing mail, distributes all tax forms and correspondence through the document imaging system, and indexes new records and manages old files during the transition period from paper to electronic images. The Taxpayer Processing Division, processes taxpayer returns, handles the registration of new taxpayers and maintains taxpayer files and records. In addition, they handle all walk-in and telephone communication with the public, all communications through the Internet and maintenance of the “fax on demand” system. A new division, Compliance Detection and Discovery Division has been created and performs detection and discovery procedures to identify persons who work, have employees, or otherwise are engaged in business inside Jefferson County and have failed to register with this Agency. They administer the GOTCHA program and help those taxpayers not in compliance to become compliant.

**PERSONNEL COMPLEMENT**

<u>Category</u>	<u>Original 2002-03</u>	<u>Recommended 2003-04</u>	<u>Approved 2003-04</u>
Full-Time .....	82	..... 78	..... 78
Permanent Part-Time .....	4	..... 1	..... 1
Other.....	<u>7</u>	..... <u>3</u>	..... <u>3</u>
	93	82	82

**RECOMMENDED 2003-2004 BUDGET** - The County Attorney will assume the delinquent property tax collection for the urban services district.

**METRO COUNCIL ADJUSTMENT** – Approved as recommended.

**LOUISVILLE/JEFFERSON COUNTY METRO GOVERNMENT**

**EXECUTIVE BUDGET**

**PURCHASING**

	PRIOR YEAR ACTUAL 2001-2002	CURRENT ESTIMATED 2002-2003	MAYOR'S RECOMMENDED 2003-2004	COUNCIL APPROVED 2003-2004
SOURCE OF FUNDS				
GENERAL FUND APPROPRIATION	\$ 548,014	\$ 603,100	\$ 556,900	\$ 556,900
TOTAL FUNDS	\$ 548,014	\$ 603,100	\$ 556,900	\$ 556,900
EXPENDITURES BY ACCOUNT GROUP				
PERSONAL SERVICES	\$ 454,443	\$ 455,300	\$ 465,000	\$ 465,000
CONTRACTUAL SERVICES	61,294	56,600	61,600	61,600
SUPPLIES	9,677	7,700	7,700	7,700
CAPITAL OUTLAY		11,000		
INTERAGENCY CHARGES	22,600	22,600	22,600	22,600
TOTAL EXPENDITURES	\$ 548,014	\$ 553,200	\$ 556,900	\$ 556,900
EXPENDITURES BY ACTIVITY				
PURCHASING	\$ 548,014	\$ 553,200	\$ 556,900	\$ 556,900
TOTAL EXPENDITURES	\$ 548,014	\$ 553,200	\$ 556,900	\$ 556,900

The Louisville/Jefferson County Metro Purchasing Department is responsible for the procurement of all materials, supplies, equipment and services with the exception of professional services. The Purchasing Department is governed by the legal requirement as stated in Kentucky Revised Statutes 45A.343 to 45A.460 and 67C.119 (6). The Purchasing Department provides the highest quality procurement services for the departments of the Louisville/Jefferson County Metro Government in an ethical, professional, cost effective & customer friendly manner.

The Purchasing Department procures materials, supplies, equipment and services by the use competitive sealed bids, price quotes, competitive negotiation and single source designations.

**PERSONNEL COMPLEMENT**

<u>Category</u>	<u>Original 2002-03</u>	<u>Recommended 2003-04</u>	<u>Approved 2003-04</u>
Full-Time .....	12	..... 10	..... 10
Permanent Part-Time .....	0	..... 0	..... 0
Other .....	<u>0</u>	..... <u>0</u>	..... <u>0</u>
	12	10	10

**RECOMMENDED 2003-04 BUDGET** – The recommended budget provides funding for current operations.

**METRO COUNCIL ADJUSTMENT** – Approved as recommended.

**LOUISVILLE/JEFFERSON COUNTY METRO GOVERNMENT**

**EXECUTIVE BUDGET**

**HUMAN RELATIONS COMMISSION**

	PRIOR YEAR ACTUAL 2001-2002	CURRENT ESTIMATED 2002-2003	MAYOR'S RECOMMENDED 2003-2004	COUNCIL APPROVED 2003-2004
<b>SOURCE OF FUNDS</b>				
GENERAL FUND APPROPRIATION	\$ 604,500	\$ 395,100	\$ 1,028,900	\$ 1,028,900
OTHER FEDERAL FUNDS	187,470	321,400		
FEDERAL COMMUNITY DEVEL.			35,000	35,000
STATE FUNDS	35,000			
AGENCY RECEIPTS	160,352	324,800	62,400	62,400
<b>TOTAL FUNDS</b>	<b>\$ 987,322</b>	<b>\$ 1,041,300</b>	<b>\$ 1,126,300</b>	<b>\$ 1,126,300</b>
<b>EXPENDITURES BY ACCOUNT GROUP</b>				
PERSONAL SERVICES	\$ 689,780	\$ 731,000	\$ 884,700	\$ 884,700
CONTRACTUAL SERVICES	175,838	179,800	167,500	167,500
SUPPLIES	18,557	16,600	21,500	21,500
CAPITAL OUTLAY	28,220	20,400	20,500	20,500
INTERAGENCY CHARGES	23,798	34,300	32,100	32,100
<b>TOTAL EXPENDITURES</b>	<b>\$ 936,193</b>	<b>\$ 982,100</b>	<b>\$ 1,126,300</b>	<b>\$ 1,126,300</b>
<b>EXPENDITURES BY ACTIVITY</b>				
CONTRACT COMPLIANCE	\$ 50,177	\$ 58,400	\$ 77,600	\$ 77,600
CONTRACT COMPLIANCE	195,835	250,500	236,900	236,900
GENERAL OPERATIONS	359,999	145,000	251,100	251,100
COMPLAINT REFERRALS/HUD-EEOC	1,612			
RACE RELATIONS CONFERENCE	21,574	22,400	22,400	22,400

FAIR HOUSING - GENERAL FUND			503,300		503,300
FAIR HOUSING ASSISTANCE			17,500		17,500
FAIR HOUSING ASSISTANCE			17,500		17,500
FAIR HOUSING ASSISTANCE	275,937	265,200			
COOPERATIVE AGREEMENT SURPLUS		240,600			
HUMAN RELATIONS - CDBG	31,059				
<b>TOTAL EXPENDITURES</b>	<b>\$ 936,193</b>	<b>\$ 982,100</b>	<b>\$ 1,126,300</b>	<b>\$ 1,126,300</b>	

The Louisville Metro Human Relations Commission was established in 1962 as an agency of the City of Louisville. By an Interlocal Cooperation Agreement enacted in 1966, it became a joint City/County agency. There were 21 commissioners, 12 appointed by the Mayor and 9 by the County Judge/Executive. Under the 1986 Louisville-Jefferson County Compact, the City of Louisville assumed full funding and administrative responsibility for the commission. The Commission is responsible for enforcement of all local discrimination ordinances in the areas of employment, housing and public accommodations, as well as a tortious interference ordinance. The Commission is also responsible for monitoring compliance with the metro government’s policy of equal opportunity assurance by contractors and vendors doing business with the government, and affirmative action goals in procurement. The Commission identifies and certifies minority, female and handicapped-owned business for Louisville Metro. The Commission promotes interracial and intergroup harmony by acting together to conciliate difference and promote mutual understanding by enlisting the aid of other like-minded groups in the elimination of discriminatory practices. Staff members process all complaints, review proposed affirmative action plans, enforce affirmative action goals in procurement and certify businesses that make application with this agency. The Commission and its task forces hold public hearings and meetings to consider issues of public concern and prepares studies on discriminations matters. Additionally, the Commission has developed community programs to lessen racial tension and to promote understanding in intergroup conflicts.

**PERSONNEL COMPLEMENT**

<u>Category</u>	<u>Original 2002-03</u>	<u>Recommended 2003-04</u>	<u>Approved 2003-04</u>
Full-Time .....	18	..... 20	..... 20
Permanent Part-Time .....	0	..... 0	..... 0
Other .....	<u>14</u>	..... <u>6</u>	..... <u>6</u>
	32	26	26

**RECOMMENDED 2003-04 BUDGET** – The Americans with Disabilities Act (ADA) function was moved to the Commission. In addition, a Citizen Advocate position was added.

**METRO COUNCIL ADJUSTMENT** – Approved as recommended.

**LOUISVILLE/JEFFERSON COUNTY METRO GOVERNMENT**

**EXECUTIVE BUDGET**

**POLICY AND STRATEGIC PLANNING**

	PRIOR YEAR ACTUAL 2001-2002	CURRENT ESTIMATED 2002-2003	MAYOR'S RECOMMENDED 2003-2004	COUNCIL APPROVED 2003-2004
SOURCE OF FUNDS				
GENERAL FUND APPROPRIATION	\$ 202,400	\$ 215,800	\$ 443,700	\$ 443,700
OTHER GOVT AGENCY REVENUE			32,000	32,000
TOTAL FUNDS	\$ 202,400	\$ 215,800	\$ 475,700	\$ 475,700
EXPENDITURES BY ACCOUNT GROUP				
PERSONAL SERVICES	\$ 181,599	\$ 86,300	\$ 428,700	\$ 428,700
CONTRACTUAL SERVICES	4,989	2,200	16,900	16,900
SUPPLIES	1,726	600	4,600	4,600
CAPITAL OUTLAY	2,921	400	3,100	3,100
INTERAGENCY CHARGES	10,972	700	22,400	22,400
TOTAL EXPENDITURES	\$ 202,207	\$ 90,200	\$ 475,700	\$ 475,700
EXPENDITURES BY ACTIVITY				
SENIOR CITIZENS PROGRAMS	\$ 12-	\$	\$	\$
STRATEGIC PLANNING	202,219	90,200	475,700	475,700
TOTAL EXPENDITURES	\$ 202,207	\$ 90,200	\$ 475,700	\$ 475,700

The Office of Policy and Strategic Planning (OPSP) provides the research and technical analyses related to major policy issues affecting Metro Louisville. The OPS is responsible for the following programs: research and assistance with policy and strategic planning of agency issues; grants development and coordination; and project administration of special projects and initiatives of the Mayor’s Office and senior management.

**Project Administration** – Researching and assisting the Mayor's Office and senior management in the role as a project manager for special projects and initiatives.

**Research and Policy Coordination** – Serving as a primary source of information regarding emerging trends, policy issues and their potential impact on Metro Louisville; conducting research and collecting factual data on both Metro Louisville and other major cities across the United States to track and compare Metro Louisville's performance against those of our regional and national competitors.

**Strategic Planning** – Assisting the Mayor's Office and agencies with planning and coordinating the implementation of policy initiatives that support their identified priorities. Assisting agencies with planning and coordinating their biennial published strategic plans.

**Grants Coordination and Development** – Providing for grants development support services to Metro Louisville government. Identifying and monitoring federal, state, regional, local foundation grant opportunities for the priorities identified by the Mayor's Office and/or identified as a “unfunded need” in the Metro Louisville annual budget process. Providing grants technical assistance services such as: grants writing; grant proposal quality review; and special project funding availability analyses.

**PERSONNEL COMPLEMENT**

<u>Category</u>	<u>Original 2002-03</u>	<u>Recommended 22003-04</u>	<u>Approved 2003-04</u>
Full-Time .....	3	..... 6	..... 6
Permanent Part-Time .....	0	..... 0	..... 0
Other .....	<u>0</u>	..... <u>0</u>	..... <u>0</u>
	3	..... 6	..... 6

**RECOMMENDED 2003-04 BUDGET** – The grant development function has been moved from the Finance Department to this office.

**METRO COUNCIL ADJUSTMENT** – Approved as recommended.

**LOUISVILLE/JEFFERSON COUNTY METRO GOVERNMENT**

**EXECUTIVE BUDGET**

LABOR-MANAGEMENT COMMITTEE

	PRIOR YEAR ACTUAL 2001-2002	CURRENT ESTIMATED 2002-2003	MAYOR'S RECOMMENDED 2003-2004	COUNCIL APPROVED 2003-2004
SOURCE OF FUNDS				
GENERAL FUND APPROPRIATION	\$ 141,600	\$ 141,600	\$ 160,800	\$ 160,800
TOTAL FUNDS	\$ 141,600	\$ 141,600	\$ 160,800	\$ 160,800
EXPENDITURES BY ACCOUNT GROUP				
PERSONAL SERVICES	\$ 127,000	\$ 132,900	\$ 134,900	\$ 134,900
CONTRACTUAL SERVICES	10,300	4,100	14,800	14,800
SUPPLIES	4,300	4,300	8,600	8,600
CAPITAL OUTLAY		300	2,500	2,500
TOTAL EXPENDITURES	\$ 141,600	\$ 141,600	\$ 160,800	\$ 160,800
EXPENDITURES BY ACTIVITY				
LABOR MANAGEMENT COMMITTEE	\$ 141,600	\$ 141,600	\$ 160,800	\$ 160,800
TOTAL EXPENDITURES	\$ 141,600	\$ 141,600	\$ 160,800	\$ 160,800

**FUNCTION & HISTORY** – The Louisville Labor-Management Committee was established by Ordinance #13, Series 1948, to provide a vehicle for resolution of disputes over contract negotiations and employee grievances, and to devise ways to effectuate full and uninterrupted employment so as to preclude direct economic loss to this community. The Committee consists of 18 members: six labor representatives, six management representatives and six citizen appointees. Its day-to-day operations are carried out by an executive director. The Committee achieves its mission through voluntary dispute resolution, education, and improved communication among and between employer and employee organizations, associations and individuals; and through consultative programs conducted in cooperation with representatives of government, labor, management, and community agencies and groups, to identify solutions to problems of concern to them. The Committee also serves as an advisory resource on labor-management matters for local officials and representatives of interested groups and as an information and education center on such matters, and provides mediation, arbitration and other resolution services in labor-management disputes in both public and private sectors. The Committee attempts to build an objective consensus with regard to each issue in conflict. This agency has a personnel complement of two.

**RECOMMENDED 2003-04 BUDGET** – The recommended budget provides for a continuation of current operations.

**METRO COUNCIL ADJUSTMENT** – Approved as recommended.