

FUND
COST CENTER
FISCAL YEAR

GENERAL FUND - 1001	▼
Centralized HR/Health & Safety - 2600	▼
FY 2007-08	▼

County Officer's Annual Report
For Oklahoma County Only
Please Read Carefully

This form is designed for use by all DEPENDENT OFFICES AND AGENCIES including the following:

- GENERAL GOVERNMENT - 1100
- COUNTY AUDIT - 1900
- PUBLIC DEFENDER - 2300
- CENTRAL HR/HEALTH & SAFETY - 2600
- MIS - 2700
- FACILITIES MANAGEMENT COURTHOUSE - 2801
- FACILITIES MANAGEMENT - CUSTODIAL - 2901
- COMMUNITY SERVICE - 3100
- JUVENILE JUSTICE BUREAU - 5200
- EMERGENCY MANAGEMENT - 5500
- TRAINING & GENERAL ASSISTANCE - 6100
- TRAINING & GENERAL ASSISTANCE GRANTS - 6110
- FREE FAIR - 7100
- OSU EXTENSION - 8100
- GENERAL FUND DIST 1 - 9100
- GENERAL FUND DIST 2 - 9200
- GENERAL FUND DIST 3 - 9300
- ENGINEERING - 9400
- ECONOMIC DEVELOPMENT - 9500
- COMMUNITY PROJECT SUPPORT - 9600

STATE OF OKLAHOMA
CAROL VANDERKAM
COUNTY CLERK

2007 APR 16 A 11: 17

STATE OF OKLAHOMA
OK COUNTY
RECORDED OR FILED

and other dependent and OPTIONAL DEPARTMENTS AND CONTRACTUAL AGENCIES which are amenable to the Board of County Commissioners

Items appearing on the Budget but not on this form should be written exactly as they are on the Budget.

Office of:

Centralized HR/ Health & Safety

Oklahoma County, Oklahoma
ANNUAL REPORT FOR THE FISCAL YEAR ENDING June 30, 2008
AND ESTIMATE OF NEEDS FOR THE ENSUING FISCAL YEAR

To The Honorable Board of County Commissioners
and the County Excise Board

I, Dan Matthews, the duly qualified and acting Central Human Resources Director of the
County and State aforesaid, do hereby certify that the following is a true and correct report of expenditures of this office during
the fiscal year just closed with an estimate of my actual needs for the ensuing fiscal year.

REPORT OF PRIOR EXPENDITURES AND ESTIMATE OF NEEDS

Table with 7 columns: CLASSIFICATION Items of Expense, Net Amount Appropriations By Excise Board, Warrants Issued, Reserves, Determined Unencumbered By Officer, Estimate by Officer, Approved by Board of County Commissioners. Rows include Salaries and Wages, Fringe Benefits, Travel, Operating Expense, Capital Outlay, and Total.

SET OUT BELOW ANY DETAIL DEEMED ESSENTIAL TO EXPLAIN ESTIMATE FOR ENSUING YEAR

Personal Services

Salaries are expected to increase in the neighborhood of 5% overall, with a corresponding increase in benefits. Currently, they are projected a flat. Travel is projected to include travel to the National SHRM Conference in Chicago for the Director next June. It also includes the Oklahoma State SHRM Conference in Tulsa for two employees in May. There is also plans for the EHS employees to attend the Oklahoma ASSE confrence in April.

Maintenance and Operation

M & O increases include parking fee increases, additional office supply allocation.

Capital Outlay

Purchase of an additional laptop and projector. Purchase of two additional AED devices for District 3 yard and the new TGA facility. Purchase of 6 evacuation chairs will be placed in the courthouse and county annex buildings. Purchase of four new training videos for use in training classes.

Respectfully Submitted,

[Handwritten signature of Dan Matthews]

Official Title Central Human Resources Director

Oklahoma County		
Budget Request Worksheet		
Fund	GENERAL FUND - 1001	
Cost Center	Centralized HR/Health & Safety - 2600	
		FY 07-08
Exp		Proposed
Acct	Description	Budget
51000	Salaries and Wages	
51010	FT Salaries and Wages	\$ 320,486
51020	PT Salaries and Wages	\$ -
51030	Overtime Salaries	
51090	Temporary Services	\$ 500
	Other Salaries & Wages	
51000	Total Salary & Wages	\$ 320,986.00
52000	Fringe Benefits	
52010	FICA and Medicare--7.65%	\$ 24,517.00
52032	Retirement-Dept. Defined Contrib	\$ 38,458.00
52040	Unemployment	\$ 1,500.00
52045	Dept-Health, Dental & Life Ins.	\$ 52,692.00
52000	Total Fringe Benefits	\$ 117,167.00
53000	Travel	
53010	Monthly Mileage	
53030	Lodging	\$ 1,000
53040	Meals	\$ 350
53060	Registration Fees	\$ 4,500
53080	Incidentals/In State	\$ 250
53150	Airfare	\$ 1,200
53170	Mileage Allowance	\$ 2,500
53000	Total Travel	\$ 9,800.00

Oklahoma County		
Budget Request Worksheet		
Fund	GENERAL FUND - 1001	
Cost Center	Centralized HR/Health & Safety - 2600	
Exp		FY 07-08
Acct	Description	Proposed Budget
54000	Maintenance & Operation	
54011	Postage	\$ 400
54012	Printing & Binding	\$ 750
54013	Advertising (inc. Job Fairs, etc.)	\$ 1,500
54017	Memberships	\$ 2,000
54019	Premiums-Property Ins	
54021	Telecommunications Serv	
54022	Utilities-Gas	
54023	Utilities-Electric	
54024	Utilities-Sewer & Water	
54025	Utilities-Telephone	
54026	Utilities Trigen	
54030	Subscriptions	\$ 2,000
54041	Publication	
54045	Parking	\$ 9,360
54046	Cellular Telephone Stipend	\$ 4,080
54104	Equipment-Maint	
54165	Vehicle-Repair	
	Supplies	
54201	Food	\$ 150
54215	Medical & Drugs	
54352	Office supplies	\$ 6,000
54450	Professional Services	\$ 2,500
54205	Training Supplies, Safety Incentives	\$ 5,000
54000	Total Maint & Operations	\$ 33,740.00
55000	Capital Outlay	
55010	Buildings-Renovation	
55030	Bldg & Grounds (Repair/Parts/Mat	
55060	Land	
55080	Computer Equipment-Purchase	\$ 2,800
55095	Computer Software	
55100	Furniture	\$ 2,000
55110	Office Equipment-purchase (AED - 2, Evac Chairs - 6)	\$ 8,500
55310	Training Supplies (Videos)	\$ 3,000
55390	Copier-Lease	\$ 2,500
	Total Capital	\$ 18,800.00
	Grand Total Budget Request	\$ 500,493

Oklahoma County - Salary Computation Worksheet

Department: Centralized HR/Health & Safety - 2600

Year: FY 2007-08

Fund: GENERAL FUND - 1001

Section 1 Full Time

<Column A> Section 1 No. of Full Time Positions/ Position Title	<Column B> March 2007 Monthly Salary Rate per Payroll PO	<Column C> Annual Salary at current rates	<Column D> Remaining 2006- 07 Salary Adjustments Annualized	<Column E> Projected 2007- 08 raise (total for the year)	<Column F> Total Est. 2007- 08 Salaries	Explanation
Director	5,331.50	63,978.00	-	1,600.00	65,578.00	
HR Generalist	3,725.00	44,700.00	-	447.00	45,147.00	
HR Specialist	3,100.00	37,200.00	-	372.00	37,572.00	
EHS Manager	4,625.00	55,500.00	-	555.00	56,055.00	
Safety Coordinator	3,285.00	39,420.00	-	985.00	40,405.00	
Safety Coordinator	2,980.00	35,760.00	-	4,171.00	39,931.00	
Administrative Assistant	2,350.00	28,200.00	-	705.00	28,905.00	
Performance Increases	-	-	-	6,893.00	6,893.00	
Subtotal Section 1:	25,396.50	304,758.00		15,728.00	320,486.00	

Section 2 Part time

<Column A> Section 2 No. of Part Time Positions/ Position Title	<Column B> March 2007 Monthly Salary Rate per Payroll PO	<Column C> No. of Months factored into budget	<Column D> Remaining 2006- 07 Salary Adjustments Annualized	<Column E> Projected 2007- 08 raise (total for the year)	<Column F> Total Est. 2007- 08 Salaries	Explanation
Subtotal Section 2:	0.00	0.00		0.00	0.00	

Section 3 Additional Staffing or Vacancies to be Filled

<Column A> Section 3 No. of Positions/ Position Title	<Column B> Estimated Monthly Salary	<Column C> Est. months	<Column D> Total Est. 2007- 08 Salaries	<Column E> Fringe Benefit Costs budgeted	<Column F> Indicate Vacant, new position, or previously paid out of fund	<Column G> If filling before end of 2006-07, please indicate when:
Subtotal Section 3:	0		0	0		

Grand Total Sections 1, 2 & 3

320,486.00

Section 4 Health and Dental Benefits

Section 4	Employer Premium	No. of Employees	Total
Current Single Coverage	\$ 308.00	2	\$ 7,392.00
Current Family Coverage	\$ 755.00	5	\$ 45,300.00
Additional Staffing (Sect 7)			\$ -
Total		7	\$ 52,692.00



5 Year Expense History

OKLAHOMA COUNTY
 Period: MAR-06/07 currency USD
 Submitted: 03-APR-07 12:32:11

Fund=1001 (General Fund), Cost Center=2600 (Centralized HR/Health Safety)

	YTD Expenses 06/07	YTD Expenses 05/06	YTD Expenses 04/05	YTD Expenses 03/04	YTD Expenses 02/03
	10.00	Salary			
51010 Full Time Salaries & Wages	224,044.07	290,402.14	231,450.15	103,200.00	103,200.00
51090 Temporary Services	0.00	0.00	1,852.69	0.00	0.00
Salary Total	224,044.07	290,402.14	233,302.84	103,200.00	103,200.00
Fringe Benefits					
52010 FICA	16,116.97	21,039.75	16,886.68	7,473.67	7,571.16
52032 Retirement-Dept Defined Contr	26,885.29	33,703.72	26,609.02	12,384.00	6,192.00
52045 Dept-Health & Life	41,886.00	48,390.00	31,455.00	0.00	0.00
Fringe Benefit Total	84,888.26	103,133.47	74,950.70	19,857.67	13,763.16
Travel					
53020 Mileage/In State	2,035.05	2,938.27	1,146.34	108.75	0.00
53030 Lodging/In State	0.00	0.00	559.88	60.50	160.00
53040 Meals/In State	0.00	0.00	110.26	31.00	0.00
53060 Registration Fees/In State	50.00	1,954.00	2,553.00	470.00	0.00
53080 Incidentals/In State	0.00	0.00	5.00	0.00	582.54
53100 Mileage/Out State	0.00	0.00	280.66	0.00	0.00
53110 Lodging/Out State	0.00	0.00	1,383.52	1,649.72	0.00
53120 Meals/Out State	0.00	0.00	601.50	344.00	0.00
53140 Registration Fees/Out State	0.00	0.00	2,190.00	1,350.00	0.00
53150 Airfare/Out State	0.00	0.00	323.30	575.58	0.00
53160 Incidentals/Out State	0.00	0.00	380.38	143.50	0.00
Travel Total	2,085.05	4,892.27	9,533.84	4,733.05	742.54
Maintenance & Operations					
54011 Postage	0.00	0.00	123.44	0.00	0.00
54012 Printing & Binding	408.00	575.00	256.80	58.45	131.90
54013 Advertising	0.00	526.76	4,009.48	0.00	0.00
54017 Memberships	925.00	1,790.00	1,090.00	1,740.00	780.00
54021 Telecommunications Svcs	0.00	243.24	556.30	1,133.87	1,296.77
54028 Books	0.00	0.00	428.58	0.00	0.00
54030 Subscriptions	1,049.50	642.00	1,400.00	118.00	118.00
54031 Premiums & Awards	0.00	284.55	0.00	0.00	0.00
54033 Freight & Storage	0.00	285.50	74.30	106.39	0.00
54040 Other	1,798.78	1,317.50	975.00	637.00	1,050.00
54041 Publications	0.00	2,097.53	0.00	0.00	0.00
54045 Parking	5,745.00	6,815.28	3,452.50	1,055.00	804.00
54046 Cellular Telephone	3,060.00	3,930.00	2,260.00	0.00	0.00
54106 Equipment-Software	0.00	0.00	63.32	0.00	0.00
54153 Equipment(Repair Supplies)In-	0.00	1,653.53	1,319.57	1,127.32	754.66
54160 Vehicle-Vendors Maint	0.00	0.00	0.00	0.00	210.40
54165 Vehicle - Vendors Repair	0.00	0.00	0.00	185.00	0.00
54201 Food	34.72	349.30	91.96	107.45	96.80
54203 Medical Supplies	39.00	0.00	22.80	0.00	89.48
54205 Training Supplies	389.93	303.00	0.00	375.00	0.00
54209 Clothing	352.36	0.00	295.50	4,860.00	52.37
54211 Motor Vehicle Fuel	0.00	586.99	1,318.35	1,235.72	1,311.98
54213 Oil,Grease,Lube&Other Supplie	0.00	470.46	285.46	65.98	74.97
54222 Misc Supplies	29.97	1,888.95	262.50	202.02	0.00
54351 Office Supplies-Non Expendabl	0.00	27.65	61.25	0.00	0.00
54352 Office Supplies-Expendable	1,502.03	5,475.77	5,482.84	1,006.94	588.64
54354 Printing Supplies	0.00	37.20	0.00	0.00	0.00
54355 Paper	0.00	0.00	0.00	225.20	159.40
54403 Motor Vehicle Other-Parts	0.00	0.00	126.08	117.00	0.00
54453 Professional Services-Medical	0.00	0.00	880.00	0.00	0.00
54455 Professional Services-Other	0.00	0.00	0.00	77.45	1,000.00
54456 Services Other	0.00	605.96	0.00	45.00	1,961.40
Maintenance & Operations Total	15,334.29	29,906.17	24,836.03	14,478.79	10,480.77
Capital Outlay					
55080 Computer Equipment-Purchases	0.00	1,542.49	1,104.32	4,991.00	3,673.00
55095 Computer Software	0.00	365.00	300.00	0.00	533.12
55100 Furniture	7,013.30	18,295.67	152.99	244.51	0.00
55110 Office Equipment-Purchase	1,378.41	0.00	0.00	2,099.65	0.00
55200 Telecommunications Equipment	0.00	429.00	0.00	0.00	0.00

Fund=1001 (General Fund), Cost Center=2600 (Centralized HR/Health Safety)

	<i>YTD Expenses</i> 06/07	<i>YTD Expenses</i> 05/06	<i>YTD Expenses</i> 04/05	<i>YTD Expenses</i> 03/04	<i>YTD Expenses</i> 02/03
	10.00	Salary			
55250 Safety Equipment	0.00	153.90	5,070.00	0.00	19,375.00
55300 Environmental Equipment	0.00	0.00	0.00	0.00	3,227.79
55310 Video Equipment	0.00	158.00	1,219.14	1,213.44	0.00
55370 Other; Services	0.00	0.00	756.86	0.00	0.00
Capital Outlay Total	<u>8,391.71</u>	<u>20,944.06</u>	<u>8,603.31</u>	<u>8,548.60</u>	<u>26,808.91</u>
Grand Total	<u>334,743.38</u>	<u>449,278.11</u>	<u>351,226.72</u>	<u>150,818.11</u>	<u>154,995.38</u>