



**Program #78047 - Administrative Hub Budget & Planning** 7/21/2015

**Department:** County Assets **Program Contact:** Lisa Whedon  
**Program Offer Type:** Administration **Program Offer Stage:** As Adopted  
**Related Programs:**  
**Program Characteristics:**

**Executive Summary**

The Budget and Planning team is one of the four service teams in the Department of County Assets' Administrative Services Hub. The team provides financial planning, forecasting, rate-setting, and reporting services to the departments of County Management (DCM) and County Assets (DCA), and to Non-Departmental County agencies and offices.

**Program Summary**

The Budget and Planning team assembles and publishes County-wide annual internal service rates; bills for County facilities, fleet, information technology, telecommunications, and records and distribution services; and coordinates planning for the County's asset management and facilities capital improvement functions. This program focuses on several primary responsibilities:

- Coordinating County-wide annual capital planning and internal service rate development processes, including developing and implementing complex activity-based cost allocation models for seven distinct internal services.
- Coordinating and managing annual budget development and monitoring for two large departments and a variety of non-departmental agencies/offices and corporate obligations.
- Overseeing budget management, monitoring, modification, and financial reporting throughout the fiscal year for the County's capital, internal service, and debt service funds.

The team provides recommendations and data on internal cost allocation methods and strategies, capital planning and spending, and planning for long-term obligations used by every County department.

**Performance Measures**

Measure Type	Primary Measure	FY14 Actual	FY15 Purchased	FY15 Estimate	FY16 Offer
Output	On-time Billing	N/A	N/A	N/A	80%
Outcome	Percent reduction in billing errors	N/A	N/A	N/A	80%
Quality	Customer Satisfaction Rating	N/A	N/A	N/A	95%

**Performance Measures Descriptions**

- Output - Track customer billings to ensure accurate on-time delivery of internal services expenditures.
- Outcome - Monthly review of billings to ensure allocation among internal customers are accurate and reflect current internal service rates.
- Quality - Provide quarterly customer meetings and annual customer service satisfaction survey.

## Legal / Contractual Obligation

Oregon Budget Law (ORS Chapter 294), federal Office of Management & Budget circulars A-133 and A-87, Government Accounting Standards Board statements and pronouncements, County Administrative Procedures.

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2015	2015	2016	2016
Personnel	\$825,862	\$0	\$765,326	\$0
Materials & Supplies	\$11,396	\$0	\$11,015	\$0
Internal Services	\$85,665	\$0	\$94,999	\$0
<b>Total GF/non-GF</b>	<b>\$922,923</b>	<b>\$0</b>	<b>\$871,340</b>	<b>\$0</b>
<b>Program Total:</b>	<b>\$922,923</b>		<b>\$871,340</b>	
<b>Program FTE</b>	7.00	0.00	6.00	0.00

Program Revenues				
Other / Miscellaneous	\$729,123	\$0	\$772,447	\$0
<b>Total Revenue</b>	<b>\$729,123</b>	<b>\$0</b>	<b>\$772,447</b>	<b>\$0</b>

## Explanation of Revenues

Costs of the Administrative Hub are allocated proportionately among users: the County's internal services, DCA and DCM. The General Fund supports charges apportioned to DCM. Internal service charges recover the costs associated with support of the Facilities, Information Technology, Fleet, and Distribution Funds, and reimburse the General Fund for these services.

## Significant Program Changes

**Last Year this program was:** FY 2015: 78044 Administrative Hub Budget & Planning

No significant program changes.