



**Program #78100 - Administrative Hub Budget & Planning**

6/19/2017

**Department:** County Assets

**Program Contact:** Lisa Whedon

**Program Offer Type:** Support

**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 (DCA) Administrative Services Hub. The team provides financial planning, forecasting, rate-setting, and reporting services to the DCA.

**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 reports to the DCA Director and 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.
- Overseeing budget management, monitoring, modification, and financial reporting throughout the fiscal year for the County's Facilities and Property Management (FPM), Information Technology (IT), and Fleet 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.

\*capital planning for FPM, IT and Fleet

**Performance Measures**

<b>Measure Type</b>	<b>Primary Measure</b>	<b>FY16 Actual</b>	<b>FY17 Purchased</b>	<b>FY17 Estimate</b>	<b>FY18 Offer</b>
Output	On-time Billing	100%	90%	100%	90%
Outcome	Percent of Internal Service billings error free	90%	85%	90%	90%

**Performance Measures Descriptions**

PM #1 Output - Track customer billings to ensure accurate on-time delivery of internal services expenditures.

PM #2 Outcome - Monthly review of billings to ensure allocations among internal customers are accurate and reflect current internal service rates.

## 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	2017	2017	2018	2018
Personnel	\$793,073	\$0	\$907,251	\$0
Contractual Services	\$5,000	\$0	\$0	\$0
Materials & Supplies	\$15,466	\$0	\$15,500	\$0
Internal Services	\$79,268	\$0	\$115,835	\$0
<b>Total GF/non-GF</b>	<b>\$892,807</b>	<b>\$0</b>	<b>\$1,038,586</b>	<b>\$0</b>
<b>Program Total:</b>	<b>\$892,807</b>		<b>\$1,038,586</b>	
<b>Program FTE</b>	6.00	0.00	7.00	0.00

Program Revenues				
Other / Miscellaneous	\$892,807	\$0	\$1,031,818	\$0
<b>Total Revenue</b>	<b>\$892,807</b>	<b>\$0</b>	<b>\$1,031,818</b>	<b>\$0</b>

## Explanation of Revenues

Costs of the Administrative Hub are allocated proportionately among the County's internal services. Internal service charges recover the costs associated with support of the Facilities, Information Technology, Fleet, and Distribution Funds.

## Significant Program Changes

**Last Year this program was:** FY 2017: 78100 Administrative Hub Budget & Planning

This program increases by 1.00 FTE for a Budget Analyst Senior position. This position will provide analysis for capital programs.