

Program #78100 - Administrative Hub Budget & Planning

2/18/2016

Department:County AssetsProgram Contact:Lisa WhedonProgram Offer Type:AdministrationProgram Offer Stage:As Requested

Related Programs:

Program Characteristics: In Target

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 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 Planning 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.

Performance Measures									
Measure Type	Primary Measure	FY15 Actual	FY16 Purchased	FY16 Estimate	FY17 Offer				
Output	On-time Billing	N/A	N/A	80%	90%				
Outcome	Percent reduction in billing errors	N/A	N/A	80%	85%				

Performance Measures Descriptions

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

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

^{*}capital planning for FPM, IT and Fleet

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	2016	2016	2017	2017
Personnel	\$765,326	\$0	\$793,073	\$0
Contractual Services	\$0	\$0	\$5,000	\$0
Materials & Supplies	\$11,015	\$0	\$15,466	\$0
Internal Services	\$94,999	\$0	\$79,268	\$0
Total GF/non-GF	\$871,340	\$0	\$892,807	\$0
Program Total:	\$871,340		\$892,807	
Program FTE	6.00	0.00	6.00	0.00

Program Revenues							
Other / Miscellaneous	\$772,447	\$0	\$892,807	\$0			
Total Revenue	\$772,447	\$0	\$892,807	\$0			

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 2016: 78047-16 Administrative Hub Budget & Planning

No significant program changes.