

Lead Agency: Department of County

Program Contact: Julie Neburka

Program Offer Type: Administration

Related Programs:

Program Characteristics:

Executive Summary

The Budget, Rate-Setting, and Capital Planning team is one of the four service teams in the County's first inter-departmental Administrative Hub. The team provides financial planning, forecasting, and reporting services to the departments of County Management and County Assets, and to nondepartmental County agencies and offices, a combined portfolio of \$371 million. The 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 capital repair and maintenance program.

Program Description

This program focuses on several primary functions:

- 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 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	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Track staff time spent on customer activities.	0.0%	0.0%	0.0%	100.0%
Outcome	Allocate Hub resources fairly among users.	0.0%	0.0%	0.0%	100.0%

Performance Measure - Description

✔ **Measure Changed**

The Administrative Hub is a new, interdepartmental County organization, intended to streamline the provision of various administrative services and allocate resources appropriately to service recipients in DCA, DCM, and Nondepartmental agencies.

An important activity for FY 2013 will be to track staff time spent on activities for each department and agency, in order to both gauge and manage demand, and to set appropriate cost drivers for FY 2014 cost allocations.

Tracking tools are currently available both in SAP and in other software tools currently owned by the County. Prior to July 1st, we will select and implement a tracking tool, train staff on its use, and begin gathering data.

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	2012	2012	2013	2013
Personnel	\$107,835	\$410,139	\$742,543	\$0
Contracts	\$0	\$60	\$0	\$0
Materials & Supplies	\$2,370	\$4,659	\$9,615	\$0
Internal Services	\$8,967	\$3,886	\$66,205	\$0
Total GF/non-GF:	\$119,172	\$418,744	\$818,363	\$0
Program Total:	\$537,916		\$818,363	
Program FTE	0.00	0.00	7.00	0.00
Program Revenues				
Fees, Permits & Charges	\$0	\$418,744	\$628,175	\$0
Total Revenue:	\$0	\$418,744	\$628,175	\$0

Explanation of Revenues

Costs of the Administrative Hub are allocated proportionately among users: the County's internal services and the departments of County Assets and County Management. 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

✔ Significantly Changed

Last year this program was:

The Administrative Hub was created in the FY 2012 budget per the Multnomah Evolves initiative.