

**Lead Agency:** County Assets

**Program Contact:** Julie Neburka

**Program Offer Type:** Administration

**Related Programs:**

**Program Characteristics:**

**Executive Summary**

The Budget and Planning team is one of the four service teams in the County's first inter-departmental Administrative Services Hub. The team provides financial planning, forecasting, rate-setting, 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 asset management and Facilities capital improvement functions.

**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 nondepartmental 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 (FY11-12)	Current Year Purchased (FY12-13)	Current Year Estimate (FY12-13)	Next Year Offer (FY13-14)
Output	Track staff time spent on customer activities	0.0%	100.0%	42.0%	100.0%
Outcome	Allocate Hub resources fairly among users	0.0%	100.0%	100.0%	100.0%

**Performance Measure - Description**

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 in FY 2013 is developing the mechanisms and business processes needed to track staff time spent on activities for each department and agency, in order to gauge and manage demand.

As of February, 2013, a tracking tool has been chosen and is being configured to support demand planning and time tracking for the Budget & Planning team.

## 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
<b>Program Expenses</b>	2013	2013	2014	2014
Personnel	\$742,543	\$0	\$819,362	\$0
Materials & Supplies	\$9,615	\$0	\$7,100	\$0
Internal Services	\$66,205	\$0	\$60,107	\$0
<b>Total GF/non-GF:</b>	<b>\$818,363</b>	<b>\$0</b>	<b>\$886,569</b>	<b>\$0</b>
<b>Program Total:</b>	<b>\$818,363</b>		<b>\$886,569</b>	
Program FTE	7.00	0.00	7.00	0.00
<b>Program Revenues</b>				
Fees, Permits & Charges	\$628,175	\$0	\$717,371	\$0
<b>Total Revenue:</b>	<b>\$628,175</b>	<b>\$0</b>	<b>\$717,371</b>	<b>\$0</b>

## 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

**Last year this program was:** #78042, Administrative Hub: Budget, Rate-Setting, Capital Planning