



# Finance Department

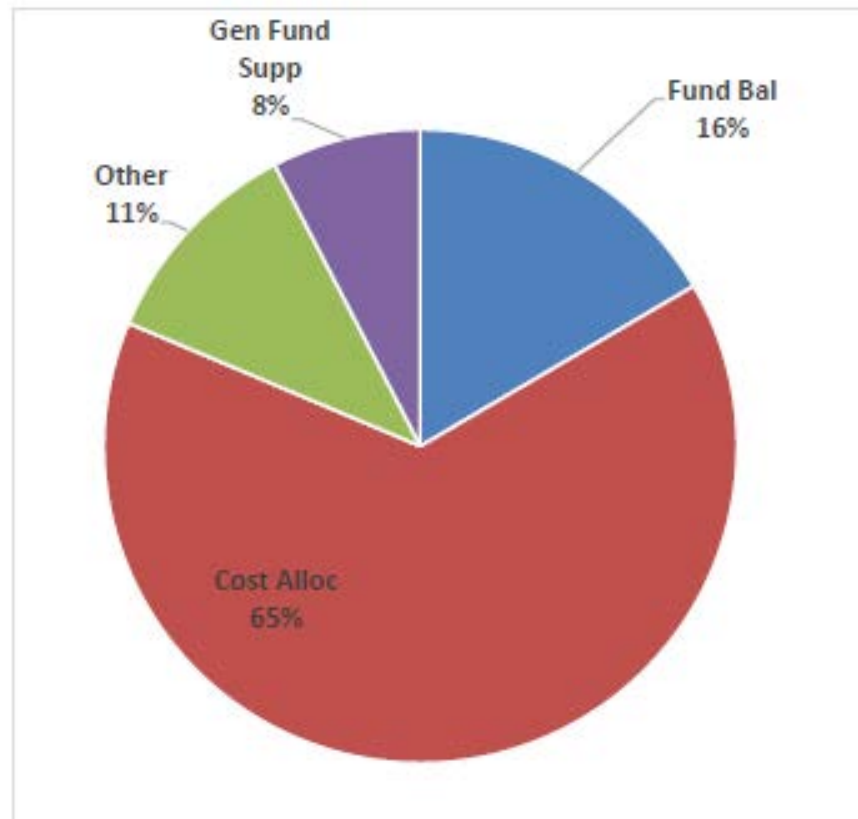
2020-2021 BUDGET PRESENTATION



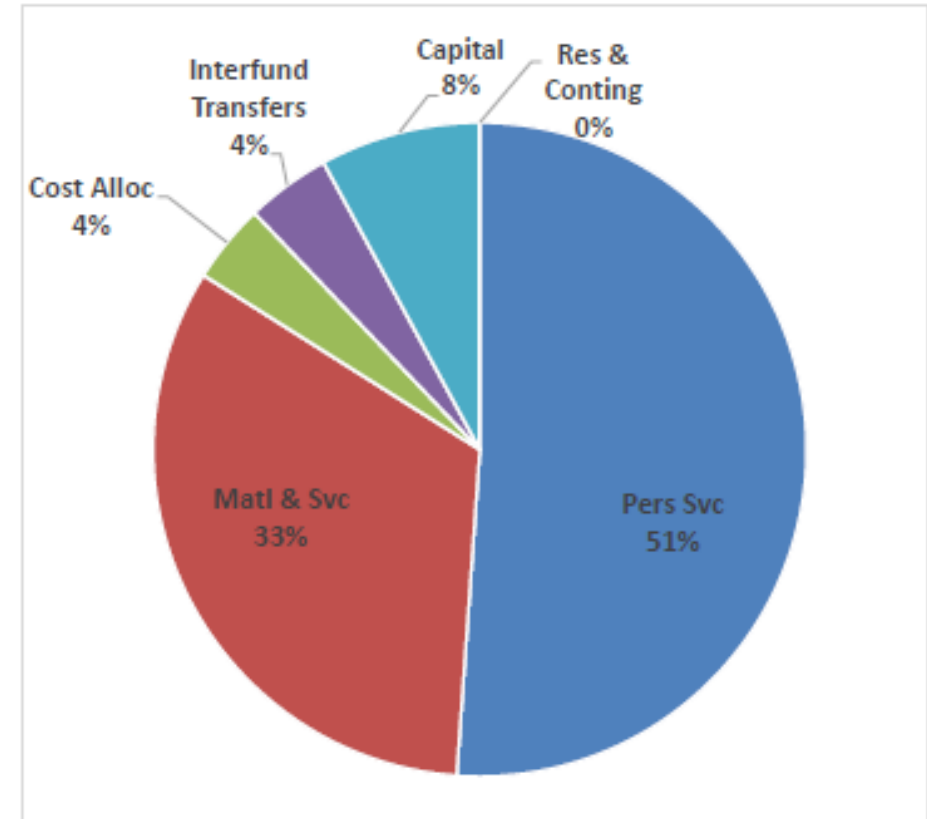
# Finance Department

## 2020/21 Revenue and Expenses

### Revenue



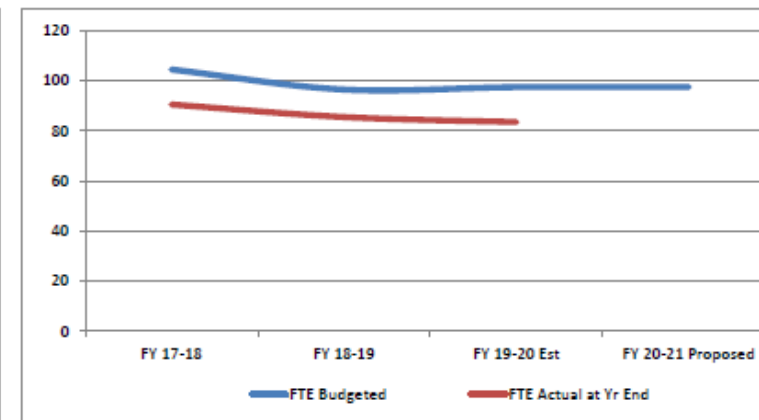
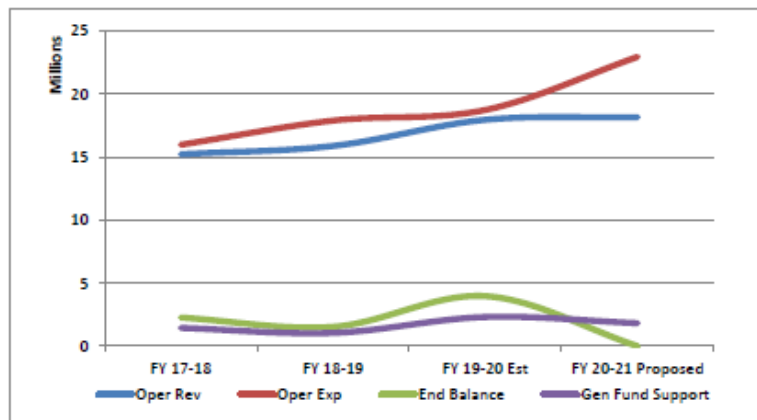
### Expenditures



# Finance Department

## Summary of Revenue & Expenses

	FY 17-18	FY 18-19	FY 19-20 Adopted Budgeted	FY 19-20 Amended Budgeted	FY 19-20 Projected Year End V2	FY 20-21 Proposed Budget	Chg from Prior Yr Budget	% Chg from Prior Yr Budget
Beginning Balance	1,573,716	2,490,790	1,497,860	1,497,860	2,434,367	3,965,973	2,468,113	164.8%
Charges for Service	12,971,668	13,472,125	15,542,276	15,542,276	15,331,816	15,506,594	-35,682	-0.2%
Other Revenues	2,240,703	2,400,889	2,596,130	2,596,130	2,613,331	2,641,283	45,153	1.7%
<b>Operating Revenue</b>	<b>15,212,371</b>	<b>15,873,014</b>	<b>18,138,406</b>	<b>18,138,406</b>	<b>17,945,147</b>	<b>18,147,877</b>	<b>9,471</b>	<b>0.1%</b>
% Change	NA	4.3%	14.3%	14.3%	13.1%	0.7%		
Personnel Services	8,901,355	9,541,396	11,747,929	11,747,929	10,160,295	12,239,459	491,530	4.2%
Materials & Services	6,274,833	6,921,849	7,309,339	7,835,339	7,516,800	7,855,239	19,900	0.3%
Cost Allocation Charges	771,456	784,050	945,283	945,283	901,544	940,045	-5,238	-0.6%
Capital Outlay	19,762	634,457	566,000	566,000	147,187	1,901,442	1,335,442	235.9%
<b>Operating Expenditure</b>	<b>15,967,406</b>	<b>17,881,752</b>	<b>20,568,551</b>	<b>21,094,551</b>	<b>18,725,826</b>	<b>22,936,185</b>	<b>1,841,634</b>	<b>8.7%</b>
% Change	NA	12.0%	15.0%	18.0%	4.7%	20.7%		
Interfund Transfers	0	0	0	0	0	1,000,000	1,000,000	100.0%
Reserve for Future Expenditures	0	0	0	0	0	0	0	0%
Contingency	0	0	1,380,000	854,000	0	0	-854,000	0.0%
<b>Total Expenditure</b>	<b>15,967,406</b>	<b>17,881,752</b>	<b>21,948,551</b>	<b>21,948,551</b>	<b>18,725,826</b>	<b>23,936,185</b>	<b>987,634</b>	<b>9.1%</b>
<b>Ending Balance</b> (includes Reserve & Contingency)	<b>2,266,901</b>	<b>1,534,367</b>	<b>1,380,000</b>	<b>854,000</b>	<b>3,965,973</b>	<b>0</b>	<b>-854,000</b>	<b>-100.0%</b>
<b>General Fund Support (if applicable)</b>	<b>1,448,220</b>	<b>1,052,315</b>	<b>2,312,285</b>	<b>2,312,285</b>	<b>2,312,285</b>	<b>1,822,335</b>	<b>-489,950</b>	<b>-21.2%</b>
Full Time Equiv Positions (FTE) Budgeted	104.5	96.5	97.5	97.5	97.5	97.5	0.0	0%
Full Time Equiv Positions (FTE) Filled at Yr End	90.5	85.5			83.5			
Full Time Equiv Positions (FTE) Vacant at Yr End	14.0	11.0			14.0			



<i>Line of Business</i>	FY 20/21	FY 20/21	FY 20/21	FY 20/21	FY 20/21
<i>Program</i>	FTE	General Fund	Facilities Management Fund	Total Proposed Budget	General Fund Subsidy Included in Proposed Budget**
Financial Executive Support					
Executive Leadership & Administration	3.75	1,051,798		1,051,798	(40,318)
Financial Systems Support	2.00	671,888		671,888	671,888
Financial Management & Accountability					
Procurement and Contract Services	8.65	1,290,809		1,290,809	172,318
Financial Accounting & Reporting	8.30	1,500,800		1,500,800	580,700
Budget	5.30	1,071,864		1,071,864	582,848
Accounting Services					
Payroll	5.30	750,449		750,449	117,729
Accounts Payable	4.00	394,502		394,502	(258,465)
Accounts Receivable	5.30	601,262		601,262	(51,705)
Courier & Mail Operations					
Courier and Mail	3.93	784,926		784,926	47,340
Facilities Management					
Facilities Operations	29.00		4,777,973	4,777,973	-
Facilities Construction & Projects	12.00		1,480,677	1,480,677	-
Utilities	10.00		2,418,741	2,418,741	-
Facilities Administrative Services			7,140,496	7,140,496	-
<b>TOTAL</b>	<b>97.53</b>	<b>8,118,298</b>	<b>15,817,887</b>	<b>23,936,185</b>	<b>1,822,335</b> 8%
<b>FY 19/20 Budget</b>	<b>97.53</b>	<b>8,490,234</b>	<b>13,458,316</b>	<b>21,948,550</b>	<b>2,312,285</b>
<b>\$ Increase (Decrease)</b>	<b>0.00</b>	<b>(371,936)</b>	<b>2,359,571</b>	<b>1,987,635</b>	<b>(489,950)</b>
<b>% Increase (Decrease)</b>	<b>0.00%</b>	<b>-4.38%</b>	<b>17.53%</b>	<b>9.06%</b>	<b>-21.19%</b>

\*\* General Fund subsidy is support from unrestricted General Fund revenues, primarily property tax  
Subsidy does not include resources generated by operations such as charges for service (including costs allocated to users) and grants

# Finance Department

## Performance Clackamas Strategic Results

BCC Priority	Measure	FY18-19 Actual	FY 19-20 Target	FY 19-20 Projected Perform.	FY20-21 Target
Build Public Trust through Good Government	By 2021, the County's budget will be 100% tied to results with transparency to the public	NEW FY 20-21	NEW FY 20-21	NEW FY 20-21	100%



# Finance Department

## 2019 Major Accomplishments

**Secured OpenGov budgeting software (7 year contract)**

**Implemented online Procurement card reconciliations in PeopleSoft**

**Developed a new Department Strategic Plan centering around the BCC goal county budget**

**Current performance evaluations for the entire Department by 12/31/19**

**Facilities secured Z-Link, asset management and work order software**

### **CUP Remodel-Phase 3**

- Completion of the new training room and Construction offices. The project was completed August of 2019. This space was constructed with the infra-structure to also be used as the County Disaster Operations Center when needed. The space was put to use and proved successful during the COVID – 19 pandemic when the Emergency Operations Center moved and assumed the space, allowing operations to maintain an acceptable level of social distancing while providing services to the County.

### **COVID-19 Response**

- Managed project to transition Disaster Management team from CCOM building to Central Utility Plant to set up Emergency Operations Center.
- Set up warehouse and provided ongoing support to EOC logistics to inventory, receive and distribute COVID-19 supplies.
- Created signage to support social distancing and installed Plexiglas sneeze guards to mitigate risk of transmission in high traffic areas.

# Finance Department

## Significant Changes from 2019/20

\$ Amount	Description	Service Level Impact, including citizens & staff
\$363,831	Reduction of Finance contingency saved for technology and process improvements	Helps support General Fund. Places contingency in General Fund Contingency to save for process improvements, utilizing existing staff and software.
\$1,000,000	Reduction of Facilities contingency and return of fund balance to the General Fund.	Helps support General Fund. Places funding for deferred maintenance with other General Fund Reserves.

### Other Issues

Description	Service Level Impact, including citizens & staff
Chart of Accounts Project: Begin process of a complete Re-write for best practices	Improve ease of use and reporting; and improve forecasting capabilities
OpenGov Budgeting Software Contract	Replacing obsolete BRASS budgeting software and expanding budgeting and reporting capabilities
Identified areas for process Improvements in the Department (AP, AR, & others)	Improve service levels for our customers, create efficiencies County-wide through use of technology



Questions?





## Department Mission

The mission of the Department of Finance is to provide financial and facilities management services to County departments and agencies so they can effectively deliver services to their customers while promoting transparency and responsible stewardship of public funds.

## Department of Finance

Elizabeth Comfort - Director, Interim  
Christa Bosserman Wolfe - Deputy Director  
FTE 97.53  
Total Request \$ 23,936,185

General Fund Support

\$ 1,822,335

<b>Financial Executive Support</b>  Total Request \$1,723,686 Gen Fund \$ 631,570	<b>Financial Management &amp; Accountability</b>  Total Request \$3,863,473 Gen Fund \$ 1,335,866	<b>Accounting Services</b>  Total Request \$1,746,213 Gen Fund \$ (192,441)	<b>Courier &amp; Mail</b>  Total Request \$784,926 Gen Fund \$ 47,340	<b>Facilities Management</b> Jeff Jorgensen - Division Director Total Request \$15,817,887 Gen Fund \$ -
<b>Executive Leadership &amp; Administration</b> Elizabeth Comfort - Director FTE 3.75 Total Request \$1,051,798 Gen Fund \$ (40,318)	<b>Procurement and Contract Services</b> George Marlton - Chief Procurement Officer FTE 8.65 Total Request \$1,290,809 Gen Fund \$ 172,318	<b>Payroll</b> Vicky Anderson - Manager  FTE 5.30 Total Request \$750,449 Gen Fund \$ 117,729	<b>Courier &amp; Mail Operations</b> Laurie Bergstrom - Office Supervisor FTE 3.93 Total Request \$784,926 Gen Fund \$ 47,340	<b>Facilities Operations</b> Dan Robertson - Operations Manager FTE 29.00 Total Request \$4,777,973 Gen Fund \$ -
<b>Financial Systems Support</b> Christa Bosserman Wolfe - Deputy Director FTE 2.00 Total Request \$671,888 Gen Fund \$ 671,888	<b>Financial Accounting &amp; Reporting</b> Christa Bosserman Wolfe - Deputy Director FTE 8.30 Total Request \$1,500,800 Gen Fund \$ 580,700	<b>Accounts Payable</b>  FTE 5.30 Total Request \$394,502 Gen Fund \$ (258,465)		<b>Facilities Construction &amp; Projects</b> Steven Bloemer - Construction Supervisor FTE 12.00 Total Request \$1,480,677 Gen Fund \$ -
	<b>Budget</b>  FTE 5.30 Total Request \$1,071,864 Gen Fund \$ 582,848	<b>Accounts Receivable</b>  FTE 4.00 Total Request \$601,262 Gen Fund \$ (51,705)		<b>Utilities</b> Dan Robertson - Operations Manager FTE 0.00 Total Request \$2,418,741 Gen Fund \$ -
				<b>Facilities Administrative Services</b> Stephen Hill - Business Services Manager FTE 10.00 Total Request \$7,140,496 Gen Fund \$ -



# Financial Executive Support

## Executive Leadership & Administration




### Purpose Statement

The purpose of the Executive Leadership & Administration program is to provide leadership, administrative, financial, communications and strategic planning services to Department Employees and other County Leadership so they can make informed decisions that further the achievement of both strategic and operational results.

### Performance Narrative Statement

The Executive Leadership & Administration Program proposes a \$1,051,798 budget, a continuation of current service funding levels. These resources will allow the program to deliver training, financial policy development and implementation, and contract generation and management services to department and County staff so they can effectively manage and apply the finances of the County, and provide procurement and facilities services which benefit County residents through responsible management, furthering the strategic objective of building public trust through good government. These resources will also allow us to effectively manage staffing and benefits in the Finance department, so that Department staff can focus their efforts on service delivery to other work units and the public, and support the strategic goal of building public trust through good government.

### Key Performance Measures

		FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Target	FY 19-20 Actuals as of 12/31/19	FY 20-21 Target
 Result	Department respondents will "agree" or "strongly agree" that they receive quality professional services from the Finance Department that equip them to do their jobs	NEW	NEW	NEW	NEW	85%
 Result	Bond rating maintained or improved	Aaa	Aaa	Aaa	Aaa	N/A
 Result	% Finance Divisions/Programs with updated strategic plan performance results	NEW	75%	100%	100%	N/A

Program includes:

Mandated Services

Shared Services

Grant Funding

Explain all "Yes" boxes below

For help with shared services, see AOC Shared State-County Services page on intranet

If grant funding, include length of grant and any match requirement (w/funding source)

Explanation Oversees the annual production of the County's Budget and Comprehensive Annual Financial Report, as well as all other Lines of Business of the Department, which many are required by regulations. Also, actively manages the County's debt within statutory limits.



## Financial Executive Support

### Executive Leadership & Administration

#### Budget Summary

	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Amended Budget	FY 19-20 Projected Year End	FY 20-21 Proposed Budget	Chg from Prior Yr Budget	% Chg from Prior Yr Budget
<b>Beginning Balance</b>	-	223,889	-	-	1,092,116	1,092,116	0%
Charges for Service	1,556	-	-	-	-	-	0%
Other Revenues	2,243	300	-	-	-	-	0%
<b>Operating Revenue</b>	<b>3,799</b>	<b>300</b>	-	-	-	-	0%
<b>Total Rev - Including Beginning Bal</b>	<b>3,799</b>	<b>224,189</b>	-	-	<b>1,092,116</b>	<b>1,092,116</b>	<b>#DIV/0!</b>
Personnel Services	752,807	752,640	973,025	901,686	884,434	(88,591)	-9.1%
Materials & Services	76,324	117,003	174,655	119,371	115,285	(59,370)	-34.0%
Cost Allocation Charges	54,753	51,300	55,438	55,438	52,079	(3,359)	-6.1%
<b>Operating Expenditure</b>	<b>883,884</b>	<b>920,943</b>	<b>1,203,118</b>	<b>1,076,495</b>	<b>1,051,798</b>	<b>(151,320)</b>	<b>-12.6%</b>
Contingency	-	-	-	-	-	-	100.0%
<b>Total Exp - Including Special Categories</b>	<b>883,884</b>	<b>920,943</b>	<b>1,203,118</b>	<b>1,076,495</b>	<b>1,051,798</b>	<b>(151,320)</b>	<b>-12.6%</b>
<b>General Fund Support (if applicable)</b>	<b>880,085</b>	<b>696,754</b>	<b>1,203,118</b>	<b>1,076,495</b>	<b>(40,318)</b>	<b>(1,243,436)</b>	<b>-103.4%</b>
Full Time Equiv Pos (FTE) Budgeted	4.80	5.00	5.75	5.75	3.75	(2.00)	-34.8%
Full Time Equiv Pos (FTE) Filled at Yr End	5.60	4.80		5.00		-	
Full Time Equiv Pos (FTE) Vacant at Yr End	(0.80)	0.20		0.75		-	

#### Significant Issues and Changes

\*Reductions are due to movement of personnel and expenditures to new programs. Beginning fund balance grew due to departmental vacancies in essential personnel.



## Financial Executive Support

## Financial System Support



### Purpose Statement

The purpose of the Financial Systems Support program is to provide systems implementations, updates, training and ongoing support services to System Users so they can record, monitor, manage and report their financial information from the County's systems of record.

### Performance Narrative Statement

The Financial System Support Program proposes a \$671,888 budget, a continuation of current service funding levels. These resources will allow the program to deliver financial systems development, implementation, maintenance and training to department and County staff so they can effectively manage and apply the finances of the County, which benefit County residents through responsible management, furthering the strategic objective of building public trust through good government.

### Key Performance Measures

		FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Target	FY 19-20 Actuals as of 12/31/19	FY 20-21 Target
 Result	Systems users who "strongly agree" or "agree" that they can record, monitor, manage, and report their financial information from the County's system of record	NEW	NEW	NEW	NEW	85%
 Output	Number of employees that attended PeopleSoft Finance classes	50	50	50	50	N/A

Program includes:

Mandated Services ☐ N

Shared Services ☐ N

Grant Funding ☐ N

Explain all "Yes" boxes below

For help with shared services, see AOC Shared State-County Services page on intranet

If grant funding, include length of grant and any match requirement (w/funding source)

Explanation



## Financial Executive Support

## Financial System Support

### Budget Summary

	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Amended Budget	FY 19-20 Projected Year End	FY 20-21 Proposed Budget	Chg from Prior Yr Budget	% Chg from Prior Yr Budget
<b>Beginning Balance</b>	-	-	-	-	-	-	0%
Charges for Service	-	-	-	-	-	-	0%
Other Revenues	-	-	-	-	-	-	0%
<b>Operating Revenue</b>	-	-	-	-	-	-	0%
<b>Total Rev - Including Beginning Bal</b>	-	-	-	-	-	-	0%
Personnel Services	-	-	-	-	343,902	343,902	100%
Materials & Services	-	-	-	-	321,971	321,971	100%
Indirect Costs (Internal Dept Chgs)	-	-	-	-	-	-	0%
Cost Allocation Charges	-	-	-	-	6,015	6,015	100%
Capital Outlay	-	-	-	-	-	-	0%
<b>Operating Expenditure</b>	-	-	-	-	671,888	671,888	100%
Debt Service	-	-	-	-	-	-	0%
Special Payments	-	-	-	-	-	-	0%
Interfund Transfers	-	-	-	-	-	-	0%
Reserve for Future Expenditures	-	-	-	-	-	-	0%
Contingency	-	-	-	-	-	-	0%
<b>Total Exp - Including Special Categories</b>	-	-	-	-	671,888	671,888	100%
<b>General Fund Support (if applicable)</b>	0	0	0	0	671,888	671,888	100%
Full Time Equiv Pos (FTE) Budgeted	-	-	-	-	2.00	2.00	0%
Full Time Equiv Pos (FTE) Filled at Yr End	-	-	-	-	-	-	
Full Time Equiv Pos (FTE) Vacant at Yr End	-	-	-	-	-	-	

### Significant Issues and Changes

\* This is a new program that we created when we developed our new strategic plan. 2 employees and this work was previously housed in the Office of the Director (now Executive Leadership & Administration).

\* Material & Services is held for costs of OpenGov Software and other PeopleSoft technology service enhancement projects.

\* Contingency was reduced by \$363K as part of the Reduction packages.



## Financial Management & Accountability

### Procurement and Contract Services



#### Purpose Statement

The purpose of the Procurement and Contract Services Program is to provide policy training, and the acquisition of goods and contracted services to County Departments and agencies so they can acquire the goods and services needed within established timelines and in compliance with public procurement requirements.

#### Performance Narrative Statement

The Procurement and Contract Services Program proposes a \$1,290,809 budget. The proposed budget is intended to reflect the resources required to maintain the current high level of support to all County departments, agencies and districts. These resources will provide County departments, agencies and districts with timely procurement and contract services, personal property repurposing and disposition services so they can successfully fulfill their strategic goals.

#### Key Performance Measures

		FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Target	FY 19-20 Actuals as of 12/31/19	FY 20-21 Target
 Result	County employees attending procurement trainings	NEW	NEW	NEW	NEW	15%
 Result	% successfully completed procurements (Unsuccessful procurements are projects that are cancelled because no bids, over budget, or the project has been cancelled.)	99%	99%	90%	100%	N/A
Result	% Small contracts (<\$50k) completed within 10 business days	NEW	85%	85%	88%	N/A
Output	Number of contracts completed	1082	1082	900	579	N/A

Program includes:

Mandated Services

Shared Services

Grant Funding

Explain all "Yes" boxes below

For help with shared services, see AOC Shared State-County Services page on intranet

If grant funding, include length of grant and any match requirement (w/funding source)

Explanation      The process for procuring goods and services is governed by County codes, State law (ORS 279), and Federal regulations.



## Financial Management & Accountability

### Procurement and Contract Services

#### Budget Summary

	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Amended Budget	FY 19-20 Projected Year End	FY 20-21 Proposed Budget	Chg from Prior Yr Budget	% Chg from Prior Yr Budget
Charges for Service	629,459	888,944	900,491	905,498	900,491	-	0%
Other Revenues	126,088	113,459	214,272	222,617	218,000	3,728	1.7%
<b>Operating Revenue</b>	<b>755,547</b>	<b>1,002,403</b>	<b>1,114,763</b>	<b>1,128,115</b>	<b>1,118,491</b>	<b>3,728</b>	<b>0.3%</b>
<b>Total Rev - Including Beginning Bal</b>	<b>755,547</b>	<b>1,002,403</b>	<b>1,114,763</b>	<b>1,128,115</b>	<b>1,118,491</b>	<b>3,728</b>	<b>0.3%</b>
Personnel Services	864,310	1,006,129	1,069,432	1,054,932	1,092,790	23,358	2.2%
Materials & Services	83,914	106,235	117,450	108,800	112,008	(5,442)	-4.6%
Cost Allocation Charges	65,393	64,348	85,712	85,712	86,011	299	0.3%
Capital Outlay	6,362	-	-	-	-	-	0%
<b>Operating Expenditure</b>	<b>1,019,979</b>	<b>1,176,712</b>	<b>1,272,594</b>	<b>1,249,444</b>	<b>1,290,809</b>	<b>18,215</b>	<b>1.4%</b>
<b>Total Exp - Including Special Categories</b>	<b>1,019,979</b>	<b>1,176,712</b>	<b>1,272,594</b>	<b>1,249,444</b>	<b>1,290,809</b>	<b>18,215</b>	<b>1.4%</b>
<b>General Fund Support (if applicable)</b>	<b>264,432</b>	<b>174,309</b>	<b>157,831</b>	<b>121,329</b>	<b>172,318</b>	<b>14,487</b>	<b>9.2%</b>
Full Time Equiv Pos (FTE) Budgeted	6.70	6.70	8.65	8.65	8.65	-	0%
Full Time Equiv Pos (FTE) Filled at Yr End	6.70	5.70		8.65		-	
Full Time Equiv Pos (FTE) Vacant at Yr End	-	1.00		-		-	

#### Significant Issues and Changes

\*Currently recruiting to fill vacant position.





# Financial Management & Accountability

## Financial Accounting & Reporting



### Purpose Statement

The purpose of the Financial Accounting & Reporting Program is to provide financial reporting, general ledger, and grants management services to the County and County Departments so they can have timely and accurate financial reports to make informed decisions.

### Performance Narrative Statement

The Financial Accounting & Reporting Program proposes a budget of \$1,500,800, a continuation of our current funding level. These resources will allow us to complete the required financial management, reporting, and the Single Audit for 220 Federal financial assistance awards and various other grants, at a cost of \$5,001 per award/grant. Achieving these targets allows the County departments to both retain existing funding and obtain new funding, while in good standing with grantors.

### Key Performance Measures

		FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Target	FY 19-20 Actuals as of 12/31/19	FY 20-21 Target
 Result	Grants without financial audit & monitoring findings	NEW	NEW	NEW	NEW	100%
 Result	% Financial reports filed on or before the due date	NEW	87%	100%	87%	100%

Program includes:

Mandated Services ☐ Y

Shared Services ☐ N

Grant Funding ☐ N

Explain all "Yes" boxes below

For help with shared services, see AOC Shared State-County Services page on intranet

If grant funding, include length of grant and any match requirement (w/funding source)

Explanation      The County is required under 2 CFR 200, as recipient of Federal grant funds to maintain a financial management system, policies and procedures, and internal controls in accordance with these regulations. The County must also have a Single Audit of its Federal expenditures each year, to remain eligible for Federal funding.

The County is required to prepare an annual financial report, for each of its governmental entities, and submit the report to the Secretary of State Audits Division by December 31st, as outlined in OAR 162-010-0010 through OAR 162-010-0330.



## Financial Management & Accountability

### Financial Accounting & Reporting

#### Budget Summary

	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Amended Budget	FY 19-20 Projected Year End	FY 20-21 Proposed Budget	Chg from Prior Yr Budget	% Chg from Prior Yr Budget
Charges for Service	784,448	903,004	920,100	920,100	920,100	-	0%
Other Revenues	10	-	-	-	-	-	100.0%
<b>Operating Revenue</b>	<b>784,458</b>	<b>903,004</b>	<b>920,100</b>	<b>920,100</b>	<b>920,100</b>	<b>-</b>	<b>0%</b>
<b>Total Rev - Including Beginning Bal</b>	<b>784,458</b>	<b>903,004</b>	<b>920,100</b>	<b>920,100</b>	<b>920,100</b>	<b>-</b>	<b>0%</b>
Personnel Services	784,394	811,366	950,741	885,741	1,130,255	179,514	18.9%
Materials & Services	73,162	74,558	79,972	82,137	295,962	215,990	270.1%
Cost Allocation Charges	59,502	62,494	69,593	69,593	74,583	4,990	7.2%
<b>Operating Expenditure</b>	<b>917,058</b>	<b>948,417</b>	<b>1,100,306</b>	<b>1,037,471</b>	<b>1,500,800</b>	<b>400,494</b>	<b>36.4%</b>
<b>Total Exp - Including Special Categories</b>	<b>917,058</b>	<b>948,417</b>	<b>1,100,306</b>	<b>1,037,471</b>	<b>1,500,800</b>	<b>400,494</b>	<b>36.4%</b>
<b>General Fund Support (if applicable)</b>	<b>132,600</b>	<b>45,413</b>	<b>180,206</b>	<b>117,371</b>	<b>580,700</b>	<b>400,494</b>	<b>222.2%</b>
Full Time Equiv Pos (FTE) Budgeted	7.30	7.30	6.30	6.30	8.30	2.00	31.7%
Full Time Equiv Pos (FTE) Filled at Yr End	7.30	7.30		5.30		-	
Full Time Equiv Pos (FTE) Vacant at Yr End	-	-		1.00		-	

#### Significant Issues and Changes

\* This is a new program from our new strategic plan. In FY19/20, it was the Grants program only.

\* 2 FTE that supported the General Ledger and Annual Audit moved from previous accounting program into this new program. Cost increases are largely attributed to the change in the program structure, as well as moving the audit fees to this program.



# Financial Management & Accountability

## Budget


### Purpose Statement

The purpose of the Budget Program is to provide financial planning, analysis, monitoring and support services to County leadership, County Departments, and Agencies so they can effectively manage resources to achieve their strategic and operational results in a fiscally sustainable manner.

### Performance Narrative Statement

The Budget Program proposes a budget of \$1,071,864, a continuation of our current funding level. These resources will allow us to provide county leaders and employees with timely budget development, consultation and review services so they can manage public funds effectively, tie resources to expected performance and achieve results that matter to taxpayers. This furthers the countywide strategic objective of building public trust through good government.

### Key Performance Measures

		FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Target	FY 19-20 Actuals as of 12/31/19	FY 20-21 Target
Result	Appropriation in which year-end actual is within 5% of final budget	NEW	NEW	NEW	NEW	75%
 Result	% of departmental budgets where expenditures do not exceed appropriations at end of fiscal year.	70%	98%	100%	NA <sup>1</sup>	N/A

<sup>1</sup> NA - Audit results are monitored as of fiscal year end.

Program includes:

Mandated Services ☐ Y

Shared Services ☐ N

Grant Funding ☐ N

Explain all "Yes" boxes below

For help with shared services, see AOC Shared State-County Services page on intranet

If grant funding, include length of grant and any match requirement (w/funding source)

Explanation Per Oregon Revised Statutes, Chapter 294, local governments are required to adopt a budget, make appropriations, and declare and categorize property taxes prior to the beginning of the fiscal year and before money is spent or obligations incurred.



## Financial Management & Accountability

### Budget

#### Budget Summary

	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Amended Budget	FY 19-20 Projected Year End	FY 20-21 Proposed Budget	Chg from Prior Yr Budget	% Chg from Prior Yr Budget
<b>Beginning Balance</b>	-	-	900,000	900,000	-	(900,000)	-100.0%
Charges for Service	416,632	435,784	1,009,016	489,016	489,016	(520,000)	-51.5%
Other Revenues	-	20	-	-	-	-	0%
<b>Operating Revenue</b>	<b>416,632</b>	<b>435,804</b>	<b>1,909,016</b>	<b>489,016</b>	<b>489,016</b>	<b>(1,420,000)</b>	<b>-74.4%</b>
<b>Total Rev - Including Beginning Bal</b>	<b>416,632</b>	<b>435,804</b>	<b>2,809,016</b>	<b>1,389,016</b>	<b>489,016</b>	<b>(2,320,000)</b>	<b>-82.6%</b>
Personnel Services	431,641	295,583	603,784	492,784	764,292	160,508	26.6%
Materials & Services	27,617	22,394	607,668	551,748	267,169	(340,499)	-56.0%
Cost Allocation Charges	34,124	34,317	36,969	36,969	40,403	3,434	9.3%
<b>Operating Expenditure</b>	<b>493,382</b>	<b>352,294</b>	<b>1,248,421</b>	<b>1,081,501</b>	<b>1,071,864</b>	<b>(176,557)</b>	<b>-14.1%</b>
Contingency	-	-	374,000	-	-	(374,000)	-100.0%
<b>Total Exp - Including Special Categories</b>	<b>493,382</b>	<b>352,294</b>	<b>1,622,421</b>	<b>1,081,501</b>	<b>1,071,864</b>	<b>(550,557)</b>	<b>-33.9%</b>
<b>General Fund Support (if applicable)</b>	<b>76,750</b>	<b>(83,510)</b>	<b>(1,186,595)</b>	<b>(307,515)</b>	<b>582,848</b>	<b>1,769,443</b>	<b>-149.1%</b>
Full Time Equiv Pos (FTE) Budgeted	4.00	4.00	5.30	5.30	5.30	-	0%
Full Time Equiv Pos (FTE) Filled at Yr End	3.00	3.00		4.30		-	
Full Time Equiv Pos (FTE) Vacant at Yr End	1.00	1.00		1.00		-	

#### Significant Issues and Changes

\* The budget manager positions is currently under recruitment with plans to have a new hire by 7/1/20.

\* The large reduction in materials and services is due to the computer non-capital account line being reduced by funds already expended FY19-20 on the OpenGov budget software implementation.

\*The Materials and Services budget includes professional service dollars for our continued review of our current budgeting methodology and/or review of cost allocation.

\*The vacancies we currently have held for the Budget Office will need filled to support the efforts of changing our approach to budgeting at the county, better monitoring, and a higher level of service. These positions are in the process of being filled with intended start dates at the beginning of FY 20-21.



## Accounting Services

### Payroll


#### Purpose Statement

The purpose of the Payroll Program is to provide payroll consultation, inquiry response, report, and reconciliation services to County employees and departments so that employees are paid correctly and on-time.

#### Performance Narrative Statement

The Payroll Program proposes a \$750,449 budget, a continuation of our current funding level. These resources allow the program to serve County employees and departments, processing approximately 61,000 paychecks annually at a cost of \$11.69 a paycheck, so employees are paid accurately and on time, while providing payroll consultation, inquiry response, reporting and reconciliation services. This will result in the responsible management of public funds.

#### Key Performance Measures

		FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Target	FY 19-20 Actuals as of 12/31/19	FY 20-21 Target
 Result	% Employees per pay period paid correctly and on time	96%	93%	99%	95%	99%
Output	Number of timesheet amendments completed	2,537	2,400	2,500	1,875	2,500

Program includes:

Mandated Services ☒ Y

Shared Services ☐ N

Grant Funding ☐ N

Explain all "Yes" boxes below

For help with shared services, see AOC Shared State-County Services page on intranet

If grant funding, include length of grant and any match requirement (w/funding source)

Explanation      Wage and hour law - BOLI and the Internal Revenue Service.



## Accounting Services

### Payroll

#### Budget Summary

	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Amended Budget	FY 19-20 Projected Year End	FY 20-21 Proposed Budget	Chg from Prior Yr Budget	% Chg from Prior Yr Budget
Charges for Service	590,414	599,818	632,720	632,720	632,720	-	0%
<b>Operating Revenue</b>	<b>590,414</b>	<b>599,818</b>	<b>632,720</b>	<b>632,720</b>	<b>632,720</b>	-	0%
<b>Total Rev - Including Beginning Bal</b>	<b>590,414</b>	<b>599,818</b>	<b>632,720</b>	<b>632,720</b>	<b>632,720</b>	-	0%
Personnel Services	564,231	591,152	662,386	661,755	673,464	11,078	1.7%
Materials & Services	30,576	35,125	32,001	28,491	26,427	(5,574)	-17.4%
Cost Allocation Charges	45,932	45,482	51,687	51,687	50,558	(1,129)	-2.2%
<b>Operating Expenditure</b>	<b>640,739</b>	<b>671,759</b>	<b>746,074</b>	<b>741,933</b>	<b>750,449</b>	<b>4,375</b>	<b>0.6%</b>
<b>Total Exp - Including Special Categories</b>	<b>640,739</b>	<b>671,759</b>	<b>746,074</b>	<b>741,933</b>	<b>750,449</b>	<b>4,375</b>	<b>0.6%</b>
<b>General Fund Support (if applicable)</b>	<b>50,325</b>	<b>71,941</b>	<b>113,354</b>	<b>109,213</b>	<b>117,729</b>	<b>4,375</b>	<b>3.9%</b>
Full Time Equiv Pos (FTE) Budgeted	5.00	5.00	5.30	5.30	5.30	-	0%
Full Time Equiv Pos (FTE) Filled at Yr End	5.00	5.00		5.30		-	
Full Time Equiv Pos (FTE) Vacant at Yr End	-	-		-		-	

#### Significant Issues and Changes

\* Increases in personnel are due to cost of living, PERS, healthcare, ect...



# Accounting Services

## Accounts Payable



### Purpose Statement

The purpose of the Accounts Payable Program is to provide invoice processing and payment support services to County Departments, so their vendors are paid timely and accurately.

### Performance Narrative Statement

The Accounts Payable Program proposes an \$394,502 budget, a continuation of our current funding level. These resources will allow us to continue to provide county leaders and employees with accounting, audit, consultation and review services so they can manage public funds effectively, tie resources to expected performance and achieve results that matter to taxpayers. This furthers the countywide strategic objective of building public trust through good government.

### Key Performance Measures

		FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Target	FY 19-20 Actuals as of 12/31/19	FY 20-21 Target
 Result	Payments issued within 7 days of Accounts Payable receiving properly completed payment request	NEW	NEW	NEW	NEW	100%
 Result	% of vendor payments issued via ACH	6%	5%	25%	19%	25%
Output	Number of vendor payments issued via check	19,976	23,769	16,500	12,543	16,500
Output	Number of vendor payments issued via ACH	976	1,193	5,500	2,329	5,500

Mandated Services ☐ Y

Shared Services ☐ N

Grant Funding ☐ N

Explain all "Yes" boxes below

For help with shared services, see AOC Shared State-County Services page on intranet

If grant funding, include length of grant and any match requirement (w/funding source)

Explanation      The county is legally and contractually obligated to pay its vendors.





## Accounting Services

### Accounts Payable

#### Budget Summary

	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Amended Budget	FY 19-20 Projected Year End	FY 20-21 Proposed Budget	Chg from Prior Yr Budget	% Chg from Prior Yr Budget
Federal Grants & Revenues	-	-	-	-	-	-	0%
Charges for Service	-	-	-	-	652,967	652,967	100%
<b>Operating Revenue</b>	-	-	-	-	652,967	652,967	100%
<b>Total Rev - Including Beginning Bal</b>	-	-	-	-	652,967	652,967	100%
Personnel Services	-	-	-	-	301,560	301,560	100%
Materials & Services	-	-	-	-	39,245	39,245	100%
Cost Allocation Charges	-	-	-	-	53,697	53,697	100%
<b>Operating Expenditure</b>	-	-	-	-	394,502	394,502	100%
<b>Total Exp - Including Special Categories</b>	-	-	-	-	394,502	394,502	100%
<b>General Fund Support (if applicable)</b>	0	0	0	0	-258,465	(258,465)	100%
Full Time Equiv Pos (FTE) Budgeted	-	-	-	-	4.00	4.00	100%
Full Time Equiv Pos (FTE) Filled at Yr End	-	-	-	-	-	-	-
Full Time Equiv Pos (FTE) Vacant at Yr End	-	-	-	-	-	-	-

#### Significant Issues and Changes

\* This is a new program from our new strategic plan. Existing and current employees and costs.



## Accounting Services

### Accounts Receivable


#### Purpose Statement

The purpose of the Accounts Receivable Program is to provide billing and collection support services to County Departments so they can collect and accurately report revenue earned from the services they provide.

#### Performance Narrative Statement

The Accounts Receivable Program proposes a \$601,262 budget, a continuation of our current funding level. These resources will allow us to continue to provide county leaders and employees with accounting, audit, consultation and review services so they can manage public funds effectively, tie resources to expected performance and achieve results that matter to taxpayers. This furthers the countywide strategic objective of building public trust through good government.

#### Key Performance Measures

		FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Target	FY 19-20 Actuals as of 12/31/19	FY 20-21 Target
 Result	Interfund settlements are completed within 10 days following the end of the month	NEW	NEW	NEW	NEW	100%

Mandated Services ☐ Y

Shared Services ☐ N

Grant Funding ☐ N

Explain all "Yes" boxes below

For help with shared services, see AOC Shared State-County Services page on intranet

If grant funding, include length of grant and any match requirement (w/funding source)

Explanation      This program includes revenue functions such as collection and administration of the following: transient lodging taxes as defined by County Code, vehicle registration fees, and marijuana taxes.



## Accounting Services

### Accounts Receivable

#### Budget Summary

	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Amended Budget	FY 19-20 Projected Year End	FY 20-21 Proposed Budget	Chg from Prior Yr Budget	% Chg from Prior Yr Budget
Charges for Service	1,204,482	1,117,158	1,305,934	1,275,934	652,967	(652,967)	-50.0%
Other Revenues	165	-	-	-	-	-	0%
<b>Operating Revenue</b>	<b>1,204,647</b>	<b>1,117,158</b>	<b>1,305,934</b>	<b>1,275,934</b>	<b>652,967</b>	<b>(652,967)</b>	<b>-50.0%</b>
<b>Total Rev - Including Beginning Bal</b>	<b>1,204,647</b>	<b>1,117,158</b>	<b>1,305,934</b>	<b>1,275,934</b>	<b>652,967</b>	<b>(652,967)</b>	<b>-50.0%</b>
Personnel Services	989,670	869,947	1,004,771	995,421	505,830	(498,941)	-49.7%
Materials & Services	237,023	220,290	269,169	251,329	41,744	(227,425)	-84.5%
Cost Allocation Charges	103,855	104,612	116,135	116,135	53,688	(62,447)	-53.8%
<b>Operating Expenditure</b>	<b>1,330,548</b>	<b>1,194,849</b>	<b>1,390,075</b>	<b>1,362,885</b>	<b>601,262</b>	<b>(788,813)</b>	<b>-56.7%</b>
<b>Total Exp - Including Special Categories</b>	<b>1,330,548</b>	<b>1,194,849</b>	<b>1,390,075</b>	<b>1,362,885</b>	<b>601,262</b>	<b>(788,813)</b>	<b>-56.7%</b>
<b>General Fund Support (if applicable)</b>	<b>125,901</b>	<b>77,691</b>	<b>84,141</b>	<b>86,951</b>	<b>(51,705)</b>	<b>(135,846)</b>	<b>-161.5%</b>
Full Time Equiv Pos (FTE) Budgeted	11.00	11.30	11.30	4.00	5.30	(6.00)	-53.1%
Full Time Equiv Pos (FTE) Filled at Yr End	10.00	10.30		1.00		-	
Full Time Equiv Pos (FTE) Vacant at Yr End	1.00	1.00		3.00		-	

#### Significant Issues and Changes

\* This is a new program from our new strategic plan. In FY19/20, it was Accounting and had AP & AR staff, as well as General Ledger/Audit Support.

\* Reductions in Expenditures are due to the transfer of 2 FTE to the new Financial Accounting & Reporting program and 4 FTE to the Accounts Payable program.



## Courier and Mail Operations

## Courier and Mail Operations


### Purpose Statement

The purpose of the Courier and Mail Operations Program is to provide coordinated mail processing services, US Mail, and small parcel distributions services to County employees so they can convey mail, small parcels, and other materials in the most cost effective manner.

### Performance Narrative Statement

The Courier and Mail Program proposes a \$784,926 budget. The proposed budget reflects a realignment of resources realized through the Performance Clackamas process and is intended to reflect the resources required to maintain the current high level of support to all County departments, agencies and districts. These resources will provide County departments, agencies and districts timely and coordinated mail processing, US mail and small parcel distribution services so they can successfully fulfill their strategic goals.

### Key Performance Measures

		FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Target	FY 19-20 Actuals as of 12/31/19	FY 20-21 Target
 Result	Surveyed respondents who "agree" or "strongly agree" that Courier and Mail Operations provides services	NEW	NEW	NEW	NEW	100%
Efficiency	Cost per courier stop	\$95/Month	\$116/Month	\$95/Month	\$116/Month	N/A

Program includes:

Mandated Services ☐ N

Shared Services ☐ N

Grant Funding ☐ N

Explain all "Yes" boxes below

For help with shared services, see AOC Shared State-County Services page on intranet

If grant funding, include length of grant and any match requirement (w/funding source)

Explanation



## Courier and Mail Operations

### Courier and Mail Operations

#### Budget Summary

	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Amended Budget	FY 19-20 Projected Year End	FY 20-21 Proposed Budget	Chg from Prior Yr Budget	% Chg from Prior Yr Budget
Charges for Service	815,562	694,422	815,416	735,686	737,586	(77,830)	-9.5%
Other Revenues	4,347	-	-	-	-	-	0%
<b>Operating Revenue</b>	<b>819,909</b>	<b>694,422</b>	<b>815,416</b>	<b>735,686</b>	<b>737,586</b>	<b>(77,830)</b>	<b>-9.5%</b>
<b>Total Rev - Including Beginning Bal</b>	<b>819,909</b>	<b>694,422</b>	<b>815,416</b>	<b>735,686</b>	<b>737,586</b>	<b>(77,830)</b>	<b>-9.5%</b>
Personnel Services	294,973	306,240	343,492	351,545	347,967	4,475	1.3%
Materials & Services	391,903	364,184	455,081	370,081	381,293	(73,788)	-16.2%
Cost Allocation Charges	51,161	93,721	57,073	57,073	55,666	(1,407)	-2.5%
<b>Operating Expenditure</b>	<b>738,037</b>	<b>764,145</b>	<b>855,646</b>	<b>778,699</b>	<b>784,926</b>	<b>(70,720)</b>	<b>-8.3%</b>
Contingency	-	-	-	-	-	-	0%
<b>Total Exp - Including Special Categories</b>	<b>738,037</b>	<b>764,145</b>	<b>855,646</b>	<b>778,699</b>	<b>784,926</b>	<b>(70,720)</b>	<b>-8.3%</b>
<b>General Fund Support (if applicable)</b>	<b>(81,872)</b>	<b>69,723</b>	<b>40,230</b>	<b>43,013</b>	<b>47,340</b>	<b>7,110</b>	<b>17.7%</b>
Full Time Equiv Pos (FTE) Budgeted	3.53	3.83	3.83	3.83	3.93	0.10	2.6%
Full Time Equiv Pos (FTE) Filled at Yr End	3.53	3.83		3.83		-	
Full Time Equiv Pos (FTE) Vacant at Yr End	-	-		-		-	

#### Significant Issues and Changes

\*Reduced reliance on the general fund support and reduced materials and supplies budget.



## Facilities Management

### Facilities Operations



#### Purpose Statement

The purpose of the Facilities Operations program is to provide preventive and corrective asset maintenance services to County Departments and Agencies so they can provide services to their customers in a safe, secure and well-maintained environment.

#### Performance Narrative Statement

The Facilities Operations Program proposes a \$4,777,973 budget, an increase of our current funding level due to increased cost for materials and contracted services. These resources will allow us to respond and complete work request from tenants and planned maintenance so that the facility can be in the best possible condition. Having buildings in good to excellent condition helps the tenants better serve their clients and the County.

#### Key Performance Measures

		FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Target	FY 19-20 Actuals as of 12/31/19	FY 20-21 Target
 Result	% County facilities that are completely inventoried in an asset management program	75%	60%	Discontinued in FY 19-20	N/A	N/A
 Result	% Facilities maintained in good to excellent condition	75%	75%	75%	75%	100%
Efficiency	# Square feet maintained per maintenance technician (National recommended average of 42,500 sq. ft.)	73,293 sq. ft.	62,681 sq. ft.	62,681 sq. ft.	62,650 sq. ft.	62,650 sq. ft.

Program includes:

Mandated Services ☐ Y

Shared Services ☐ N

Grant Funding ☐ N

Explain all "Yes" boxes below

For help with shared services, see AOC Shared State-County Services page on intranet

If grant funding, include length of grant and any match requirement (w/funding source)

Explanation We must meet American with Disability Act (ADA), Occupational Safety and Health Administration (OSHA) and National Fire Protection Association (NFPA) requirements for the buildings.

Managing for Results Goals are being revised for FY 2020-21.



## Facilities Management

### Facilities Operations

#### Budget Summary

	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Amended Budget	FY 19-20 Projected Year End	FY 20-21 Proposed Budget	Chg from Prior Yr Budget	% Chg from Prior Yr Budget
<b>Beginning Balance</b>	<b>5,000</b>	<b>10,000</b>	-	-	-	-	0%
Charges for Service	4,278,635	4,573,786	4,648,516	4,648,516	4,777,973	129,457	2.8%
Other Revenues	9,711	331	-	-	-	-	0%
<b>Operating Revenue</b>	<b>4,288,346</b>	<b>4,574,117</b>	<b>4,648,516</b>	<b>4,648,516</b>	<b>4,777,973</b>	<b>129,457</b>	<b>2.8%</b>
<b>Total Rev - Including Beginning Bal</b>	<b>4,293,346</b>	<b>4,584,117</b>	<b>4,648,516</b>	<b>4,648,516</b>	<b>4,777,973</b>	<b>129,457</b>	<b>2.8%</b>
Personnel Services	2,072,972	2,569,410	3,011,689	2,630,067	3,036,567	24,878	0.8%
Materials & Services	1,371,114	1,384,091	1,636,827	1,403,820	1,741,406	104,579	6.4%
Cost Allocation Charges	118,109	-	-	-	-	-	0%
Capital Outlay	-	38,054	-	-	-	-	0%
<b>Operating Expenditure</b>	<b>3,562,195</b>	<b>3,991,555</b>	<b>4,648,516</b>	<b>4,033,887</b>	<b>4,777,973</b>	<b>129,457</b>	<b>2.8%</b>
<b>Total Exp - Including Special Categories</b>	<b>3,562,195</b>	<b>3,991,555</b>	<b>4,648,516</b>	<b>4,033,887</b>	<b>4,777,973</b>	<b>129,457</b>	<b>2.8%</b>
<b>General Fund Support (if applicable)</b>	-	-	-	-	-	-	0%
Full Time Equiv Pos (FTE) Budgeted	26.00	29.00	29.00	29.00	29.00	-	0%
Full Time Equiv Pos (FTE) Filled at Yr End	21.00	25.00		25.00		-	
Full Time Equiv Pos (FTE) Vacant at Yr End	5.00	4.00		4.00		-	

#### Significant Issues and Changes

\* This program is a combination of program 7531 and program 7535 which accounts for the perceived increase in FTE.





## Facilities Management

### Facilities Construction and Projects

#### Purpose Statement

The purpose of the Facilities Construction and Projects program is to provide consultation, design, estimation, and project management services to County Departments and Agencies so they can serve their customers in well-planned facilities.

#### Performance Narrative Statement

The Facilities Construction and Projects Program proposes a \$1,480,677 budget, a continuation of our current funding level. These resources will provide project estimation, design, construction and project management services for tenants and the County. These funds will allow us to make changes and improvements to County facilities that will better serve the department and citizens of Clackamas County.

#### Key Performance Measures

		FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Target	FY 19-20 Actuals as of 12/31/19	FY 20-21 Target
Result	% Construction projects completed within budget	95%	90%	Discontinued in FY 19-20	N/A	N/A
Result	% Construction projects completed on-time	75%	75%	Discontinued in FY 19-21	N/A	N/A
Result	% of customers rate communication as good or very good.	* New Measure for 2019-2020	* New Measure for 2019-2020	75%	100%	75%

Program includes:

Mandated Services ☐ Y

Shared Services ☐ N

Grant Funding ☐ N

Explain all "Yes" boxes below

For help with shared services, see AOC Shared State-County Services page on intranet

If grant funding, include length of grant and any match requirement (w/funding source)

Explanation      We must meet American with Disability Act (ADA), Occupational Safety and Health Administration (OSHA) and National Fire Protection Association (NFPA) requirements for the buildings.

Managing for Results Goals are being revised for FY 2020-21.



## Facilities Management

### Facilities Construction and Projects

#### Budget Summary

	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Amended Budget	FY 19-20 Projected Year End	FY 20-21 Proposed Budget	Chg from Prior Yr Budget	% Chg from Prior Yr Budget
<b>Beginning Balance</b>	<b>150,000</b>	<b>50,000</b>	-	-	-	-	0%
Charges for Service	1,196,376	1,622,212	1,412,095	1,412,095	1,480,677	68,582	4.9%
Other Revenues	2,160	-	-	-	-	-	0%
<b>Operating Revenue</b>	<b>1,198,536</b>	<b>1,622,212</b>	<b>1,412,095</b>	<b>1,412,095</b>	<b>1,480,677</b>	<b>68,582</b>	<b>4.9%</b>
<b>Total Rev - Including Beginning Bal</b>	<b>1,348,536</b>	<b>1,672,212</b>	<b>1,412,095</b>	<b>1,412,095</b>	<b>1,480,677</b>	<b>68,582</b>	<b>4.9%</b>
Personnel Services	940,005	1,060,328	1,355,555	582,230	1,402,673	47,118	3.5%
Materials & Services	57,202	410,910	56,540	124,560	78,004	21,464	38.0%
Cost Allocation Charges	46,284	-	-	-	-	-	100.0%
<b>Operating Expenditure</b>	<b>1,043,491</b>	<b>1,471,238</b>	<b>1,412,095</b>	<b>706,790</b>	<b>1,480,677</b>	<b>68,582</b>	<b>4.9%</b>
<b>Total Exp - Including Special Categories</b>	<b>1,043,491</b>	<b>1,471,238</b>	<b>1,412,095</b>	<b>706,790</b>	<b>1,480,677</b>	<b>68,582</b>	<b>4.9%</b>
<b>General Fund Support (if applicable)</b>	-	-	-	-	-	-	0%
Full Time Equiv Pos (FTE) Budgeted	11.00	11.00	12.00	12.00	12.00	-	0%
Full Time Equiv Pos (FTE) Filled at Yr End	11.00	11.00		10.00		-	
Full Time Equiv Pos (FTE) Vacant at Yr End	-	-		2.00		-	

#### Significant Issues and Changes



## Facilities Management

### Utilities

#### Purpose Statement

The purpose of the Utilities program is to monitor, analyze, and help improve the energy usage and operation of buildings to meet County sustainability goals.

#### Performance Narrative Statement

The Utilities Program proposes a \$2,418,741 budget. The resources for this program are used to pay all utility bills for the buildings Facilities Management oversee along with other locations such as Jail, street lights, signal lights, etc.

#### Key Performance Measures

		FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Target	FY 19-20 Actuals as of 12/31/19	FY 20-21 Target
Result	Reduce overall energy intensity (per sq. ft.)	64.99%	68.28%	61.96%	71.30%	64.30%

Program includes:

Mandated Services ☐ N

Shared Services ☐ N

Grant Funding ☐ N

Explain all "Yes" boxes below

For help with shared services, see AOC Shared State-County Services page on intranet

If grant funding, include length of grant and any match requirement (w/funding source)

Explanation



## Facilities Management

### Utilities

#### Budget Summary

	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Amended Budget	FY 19-20 Projected Year End	FY 20-21 Proposed Budget	Chg from Prior Yr Budget	% Chg from Prior Yr Budget
<b>Beginning Balance</b>	-	-	-	-	-	-	100.0%
Charges for Service	97,954	85,730	-	-	-	-	0%
Other Revenues	2,077,595	2,276,675	2,381,858	2,381,858	2,418,741	36,883	1.5%
<b>Operating Revenue</b>	<b>2,175,549</b>	<b>2,362,405</b>	<b>2,381,858</b>	<b>2,381,858</b>	<b>2,418,741</b>	<b>36,883</b>	<b>100.0%</b>
<b>Total Rev - Including Beginning Bal</b>	<b>2,175,549</b>	<b>2,362,405</b>	<b>2,381,858</b>	<b>2,381,858</b>	<b>2,418,741</b>	<b>36,883</b>	<b>100.0%</b>
Personnel Services	41,344	38,798	-	241,959	-	-	0%
Materials & Services	2,410,572	2,420,158	2,381,858	2,552,933	2,418,741	36,883	1.5%
<b>Operating Expenditure</b>	<b>2,451,916</b>	<b>2,458,956</b>	<b>2,381,858</b>	<b>2,794,892</b>	<b>2,418,741</b>	<b>36,883</b>	<b>100.0%</b>
<b>Total Exp - Including Special Categories</b>	<b>2,451,916</b>	<b>2,458,956</b>	<b>2,381,858</b>	<b>2,794,892</b>	<b>2,418,741</b>	<b>36,883</b>	<b>100.0%</b>
<b>General Fund Support (if applicable)</b>	-	-	-	-	-	-	0%
Full Time Equiv Pos (FTE) Budgeted	1.00	1.00	-	-	-	-	100.0%
Full Time Equiv Pos (FTE) Filled at Yr End	1.00	1.00	-	-	-	-	-
Full Time Equiv Pos (FTE) Vacant at Yr End	-	-	-	-	-	-	-

#### Significant Issues and Changes



# Facilities Management

## Facilities Administration




### Purpose Statement

The purpose of the Facilities Administrative Services program is to provide information, coordination, support, financial and asset tracking and analysis services to the Facilities Staff and Occupants of County Facilities so they can provide and receive timely resolution of service requests.

### Performance Narrative Statement

The Facilities Administration Program proposes a \$7,140,496 budget, an increase of our current funding level due to the request to convert a part-time position to full-time. These resources allow this group provide processing and dispatch of work requests, submittal of payments, financial account for the division, creation of security identification/access badges, and overall customer service. These funds will allow us to support the division and provide customer service to building occupants.

### Key Performance Measures

		FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Target	FY 19-20 Actuals as of 12/31/19	FY 20-21 Target
Result	Ratio of preventive maintenance to unplanned work orders	50:50	56:44	Discontinued in FY 19-20	N/A	N/A
 Result	% of Facilities that meet or exceed health, safety, and comfort standards	75.00%	NA - Survey being created	Discontinued in FY 19-20	N/A	N/A
Result	% of work orders completed to customer satisfaction	NA	90.00%	Discontinued in FY 19-20	N/A	N/A
 Result	% of facilities and properties listed in the County Asset Management Program	100%	100%	100%	N/A*	100%
 Result	# of County facilities listed in an asset management program	NEW	NEW	165	N/A*	165

Program includes:

Mandated Services

Shared Services

Grant Funding

Explain all "Yes" boxes below

For help with shared services, see AOC Shared State-County Services page on intranet

If grant funding, include length of grant and any match requirement (w/funding source)

Explanation      Managing for Results Goals are being revised for FY 2020-2021.  
 \* An asset management program is still being developed.



## Facilities Management

### Facilities Administration

#### Budget Summary

	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Amended Budget	FY 19-20 Projected Year End	FY 20-21 Proposed Budget	Chg from Prior Yr Budget	% Chg from Prior Yr Budget
<b>Beginning Balance</b>	<b>1,418,716</b>	<b>2,206,901</b>	<b>597,860</b>	<b>1,534,367</b>	<b>2,873,857</b>	<b>2,275,997</b>	<b>380.7%</b>
Charges for Service	2,956,147	2,551,266	4,417,988	4,376,238	4,262,097	(155,891)	-3.5%
Other Revenues	18,385	10,093	-	-	4,542	4,542	0%
<b>Operating Revenue</b>	<b>2,974,532</b>	<b>2,561,359</b>	<b>4,417,988</b>	<b>4,376,238</b>	<b>4,266,639</b>	<b>(151,349)</b>	<b>-3.4%</b>
<b>Total Rev - Including Beginning Bal</b>	<b>4,393,248</b>	<b>4,768,260</b>	<b>5,015,848</b>	<b>5,910,605</b>	<b>7,140,496</b>	<b>2,124,648</b>	<b>42.4%</b>
Personnel Services	1,165,009	1,239,801	1,773,054	1,412,494	1,755,725	(17,329)	-1.0%
Materials & Services	1,515,424	1,766,900	2,004,118	1,995,764	2,015,984	11,866	0.6%
Interfund Transfer	-	-	-	-	1,000,000	1,000,000	0%
Cost Allocation Charges	192,343	372,776	236,360	428,937	467,345	230,985	97.7%
Capital Outlay	13,400	551,403	21,522	147,187	1,901,442	1,879,920	8734.9%
<b>Operating Expenditure</b>	<b>2,886,176</b>	<b>3,930,880</b>	<b>4,035,054</b>	<b>3,984,382</b>	<b>7,140,496</b>	<b>3,105,442</b>	<b>77.0%</b>
Contingency	-	-	180,000	-	-	(180,000)	-100.0%
<b>Total Exp - Including Special Categories</b>	<b>2,886,176</b>	<b>3,930,880</b>	<b>4,215,054</b>	<b>3,984,382</b>	<b>7,140,496</b>	<b>2,925,442</b>	<b>69.4%</b>
<b>General Fund Support (if applicable)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
Full Time Equiv Pos (FTE) Budgeted	13.00	13.00	10.00	10.00	10.00	-	0%
Full Time Equiv Pos (FTE) Filled at Yr End	13.00	13.00		8.00		-	
Full Time Equiv Pos (FTE) Vacant at Yr End	-	-		2.00		-	

#### Significant Issues and Changes

\* Interfund transfer of \$1 million to the General Fund as part of the reduction packages.

\*\* This program is a combination of program 7533 and program 7536.