



Finance

FY 2018-19 Budget Presentation

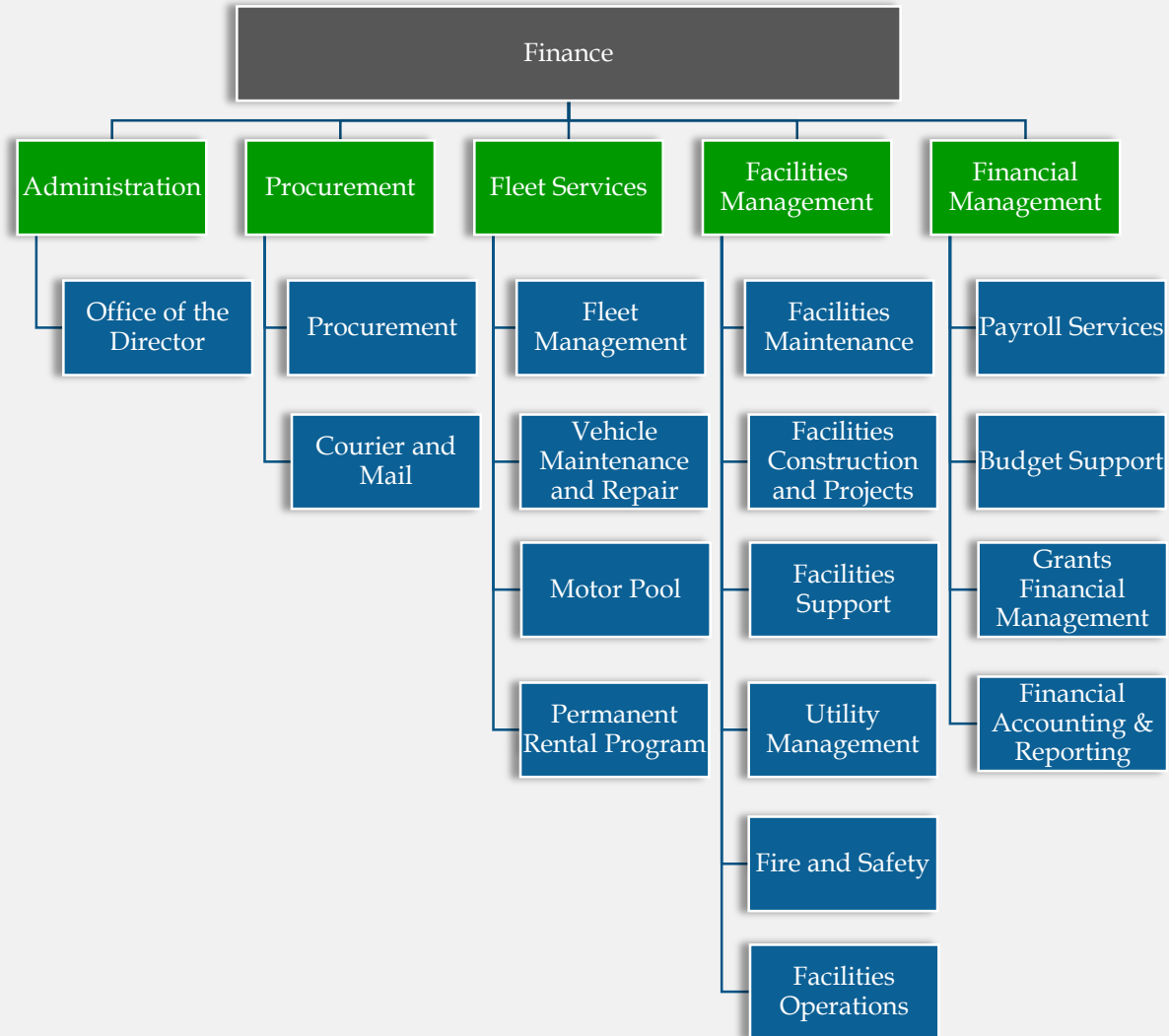
Presented By: Marc Gonzales



Department Mission, Vision, Core Values, Services

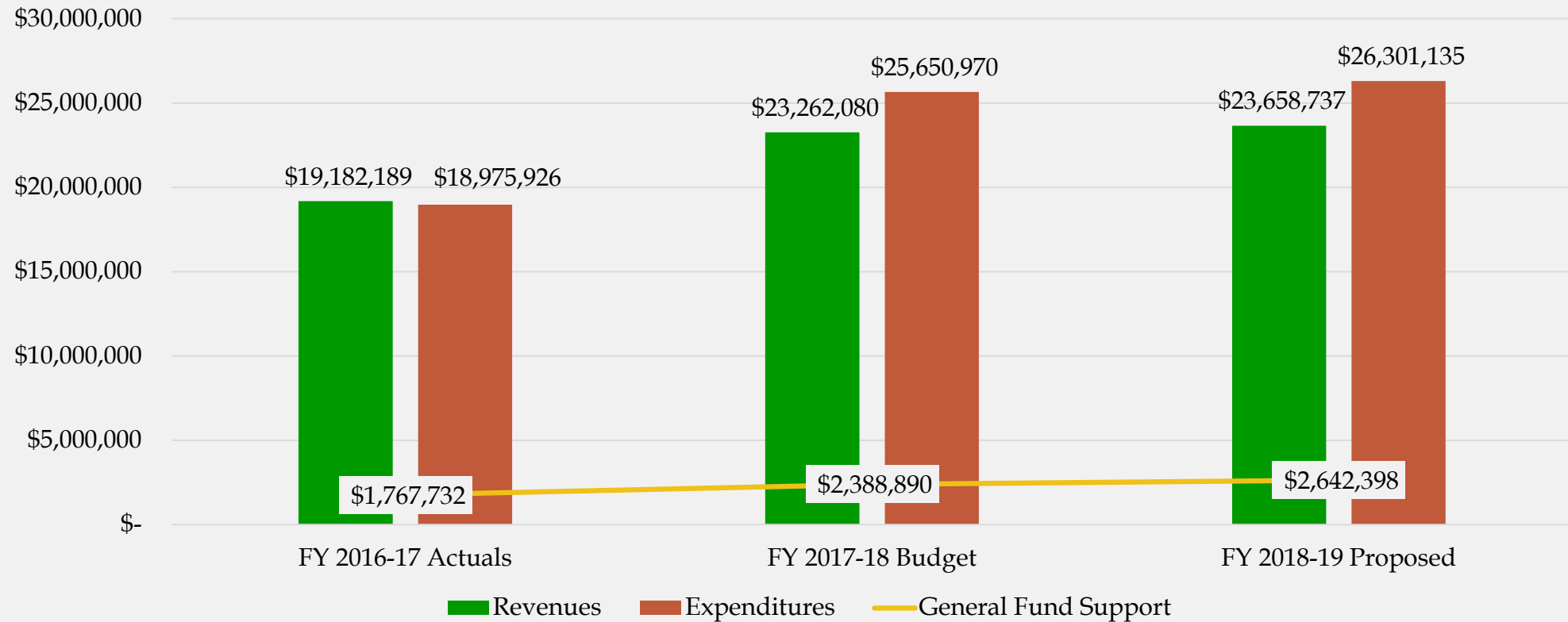
The mission of the Department of Finance is to provide financial, facilities, procurement, mail, and fleet management services to County departments, other agencies, the Board of County Commissioners, and County employees so they can conduct the public's business in a transparent, financially responsible, and responsive manner.

Departmental Structure

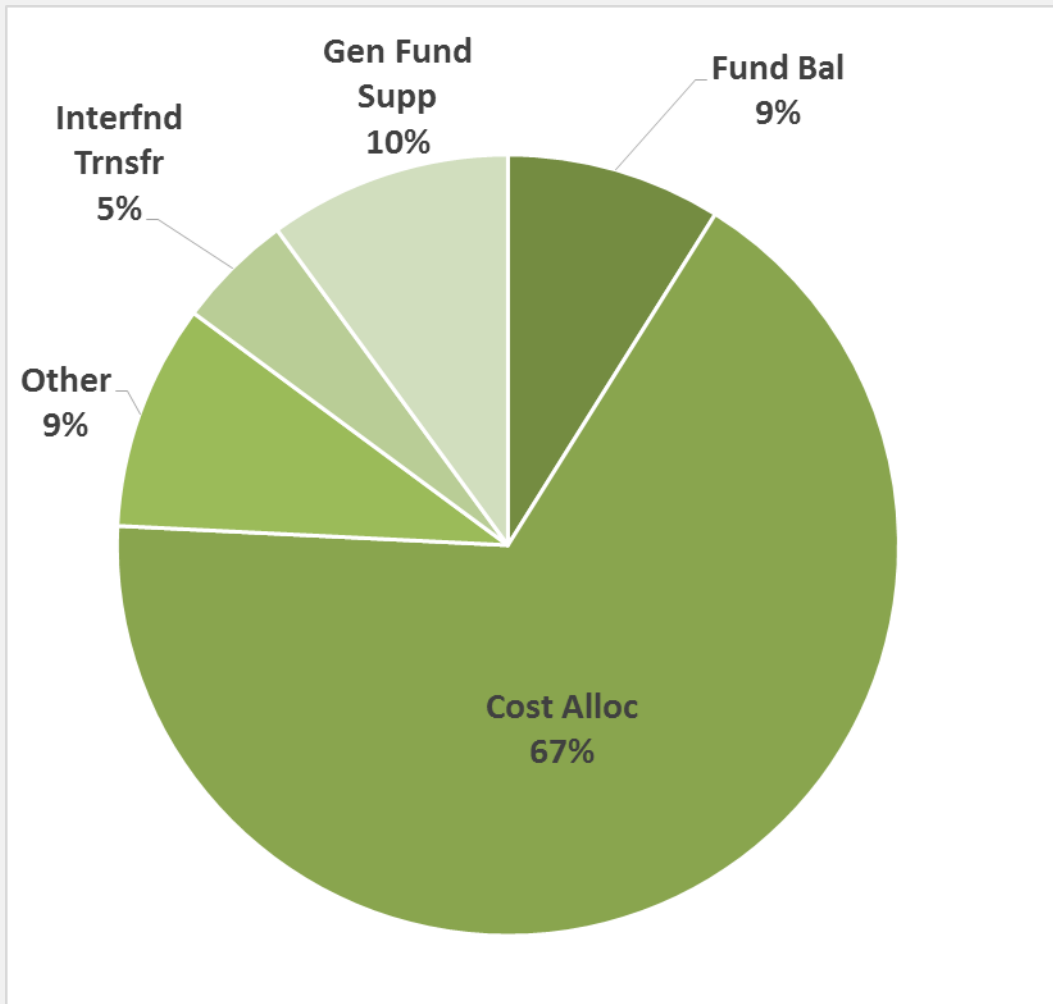


Departmental Budget Request

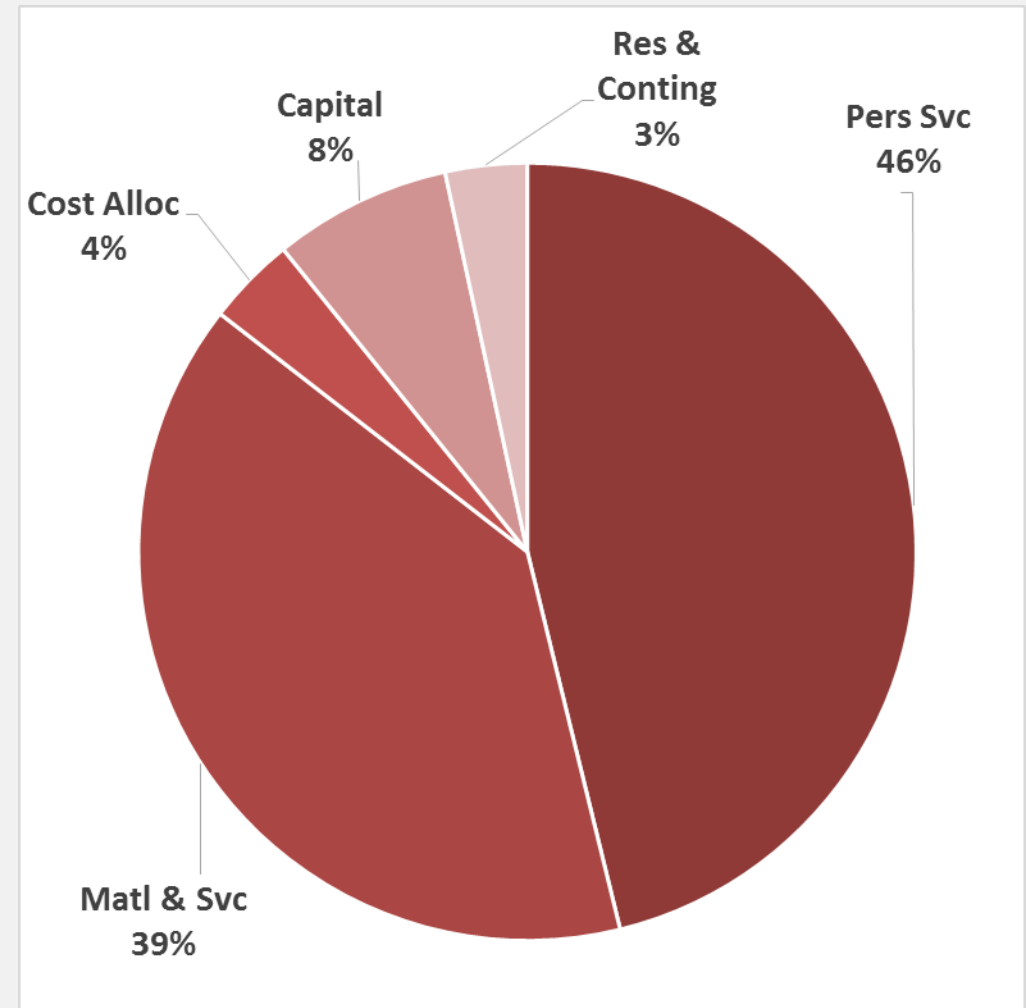
3 Year Trend



FY 2018-19 Proposed Budget



Resources



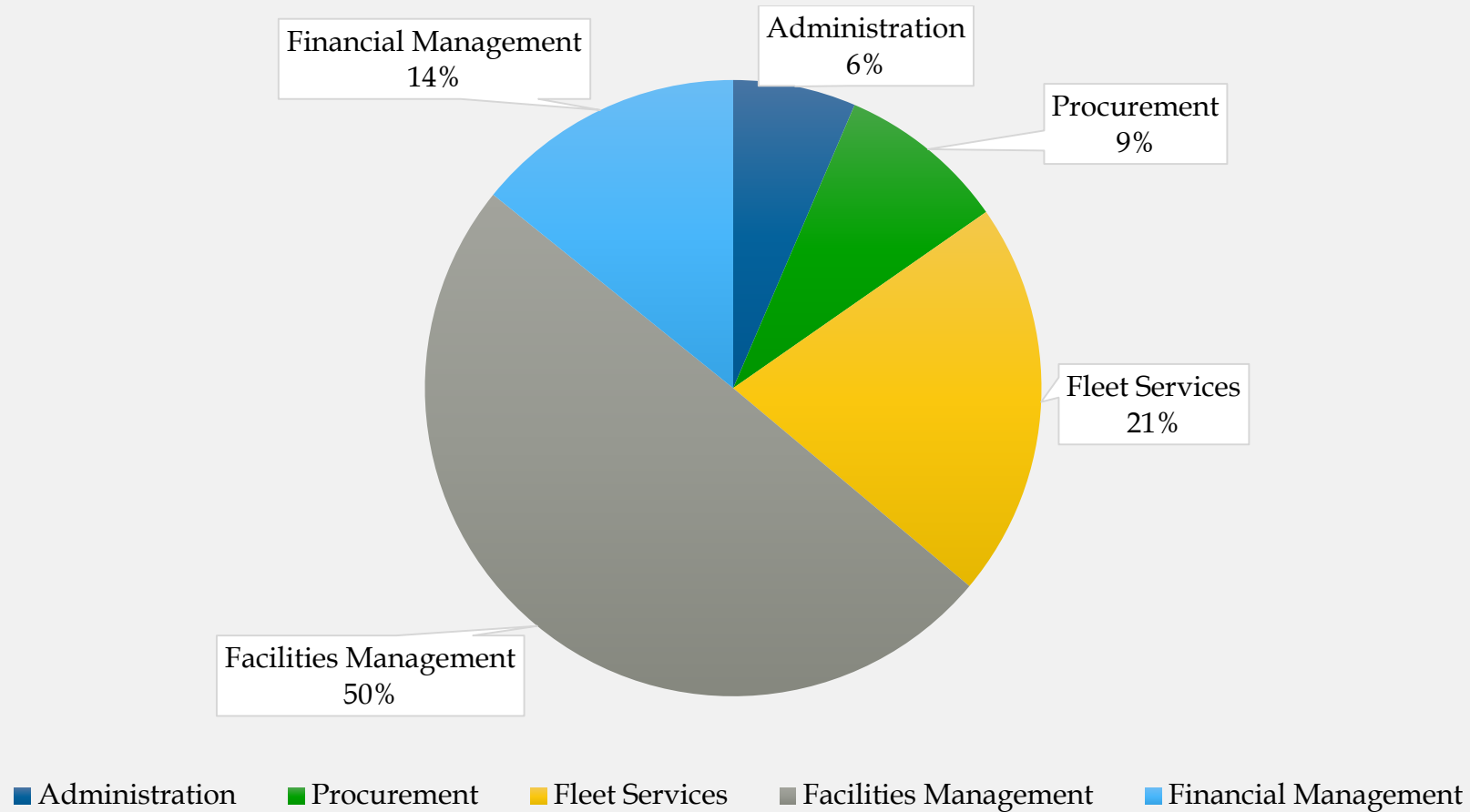
Requirements

Changes in Full Time Equivalents (FTE)

| Line of Business | Budgeted FTE FY 2017-18 | Budgeted FTE FY 2018-19 | Increase / (Decrease) | % |
|-----------------------|-------------------------|-------------------------|-----------------------|-------------|
| Administration | 4.8 | 5.0 | 0.2 | 4.2% |
| Procurement | 13.5 | 13.5 | 0.0 | 0.0% |
| Fleet Services | 11.0 | 11.0 | 0.0 | 0.0% |
| Facilities Management | 48.0 | 51.0 | 3.0 | 6.3% |
| Financial Management | 27.2 | 27.0 | -0.2 | -0.7% |
| Total | 104.5 | 107.5 | 3.0 | 3.0% |


- Increased FTE in Facilities to help with building maintenance and operations.

Proposed Budget by Line of Business or Program aka... how the money is divvied out




Key Performance Measures & Results aka...what you get for the money

- Administration

| | | FY 16-17 Actual | FY 17-18 Target | FY 17-18 Projected Performance | FY 18-19 Target |
|---|--------|------------------------------------|--------------------|--------------------------------------|--------------------|
|  | Result | Bond rating maintained or improved | Aa1 | Aaa | Aaa |

- Procurement

| | | FY 16-17 Actual | FY 17-18 Target | FY 17-18 Projected Performance | FY 18-19 Target |
|---|------------|--|--------------------|--------------------------------------|--------------------|
|  | NEW Result | % Small contracts (<\$50k) completed within 10 business days | NA | NA | 85% |
| | Output | Number of contracts completed | 781 | 900 | 783 |

Key Performance Measures & Results aka...what you get for the money

- Fleet Services




| | | FY 16-17 Actual | FY 17-18 Target | FY 17-18 Projected Performance | FY 18-19 Target |
|--------|--|--------------------|--------------------|--------------------------------------|--------------------|
| Result | % Vehicle preventative maintenance completed and returned to service within one work day | 53% | 60% | 65% | 80% |

- Facilities Management

| | | FY 16-17 Actual | FY 17-18 Target | FY 17-18 Projected Performance | FY 18-19 Target |
|------------|---|--------------------|--------------------|--------------------------------------|--------------------|
| Result | Ratio of preventive maintenance to unplanned work orders | 50:50 | 50% | 41:59 | 80:20 |
| Result | Reduce overall energy intensity (per sq. ft.) | N/A | 64.99 | 71.3 | 64.3 |
| Result | % Facilities where evacuation drills are conducted annually | 75% | 100% | 100% | 100% |
| Efficiency | # Square feet maintained per maintenance technician (National recommended average of 42,500 sq. ft.) | 69,723 sq. ft. | 50,200 sq. ft. | 73,293 sq. ft. | 50,200 sq. ft. % |

Key Performance Measures & Results aka...what you get for the money

- Financial Management

| | | FY 16-17 Actual | FY 17-18 Target | FY 17-18 Projected Performance | FY 18-19 Target |
|--|---|--------------------|--------------------|--------------------------------------|--------------------|
|  Result | % Employees per pay period paid correctly and on time | 99% | 99% | 96% | 99% |
|  Result | % Budgets where expenditures do not exceed appropriations at end of fiscal year | 96% | 100% | 100% | 100% |
| NEW Result | % Financial reports filed on or before the due date | NA | NA | NA | 95% |
|  Result | % of vendor payments issued via ACH | 5% | 10% | 10% | 25% |

Key Performance Measures & Results aka...what you get for the money

What we learned or changed:

- Admin is now tracking and reporting on the work done by our two Business Analysts.
 - PeopleSoft training classes conducted
 - Helpdesk tickets
- Fleet has added two programs to better understand the long term viability of these operations.
 - Motorpool and Permanent Rental
 - Considering shared resources model
 - Re-examining business operations

Key Performance Measures & Results aka...what you get for the money

What we learned or changed:

- Facilities has shifted resources between contracting and in house staff to better address county needs.
 - Controls & landscape maintenance contracts reduced
 - Added staffing to better address building maintenance
 - Contracting out low risk work like cube relays

Emerging Issues

- Increased demands on staff with the new OSU Extension Services building and Courthouse projects.
- New buildings/leases increase square feet that must be maintained, which necessitates the addition of building technicians.
- Large capital projects often require bonding, which requires significant staff time to obtain and manage the bond compliance.
- Increased demands by Depts will increase transactional volume and will necessitate better software with more automation and/or additional staffing.
- 20 year old PeopleSoft system for Finance will likely need replacing within the next 3 years.

Questions?

<http://www.clackamas.us/finance/>

