



Finance

2021-2022 BUDGET PRESENTATION



2020/21 Major Accomplishments

AREA	DESCRIPTION
Accounting Structure	Finalized the development of the new chart of accounts for the County.
Financial Software	Secured an Enterprise Resource Planning (ERP) consultant for upgrades and application implementation in our existing PeopleSoft financial software.
Reporting & Transparency	Produced County-wide monthly financials beginning October 2020.
Budget Accountability	Implementation of OpenGov budget software for fiscal year 21-22. Includes increased forecast capabilities.
Sustainability	Finance Department moved 86% of programs to paperless processes.
Strategic Policies	Development and updating of various policies: debt, contingency and reserve, travel, capital assets, suspicious mail, financial assistance.
Disaster Response	Supported three Emergency Operations Centers (EOC) with staffing, accounting, reporting, inventory, supplies, delivery and emergency responses.
Strategic Energy Management (SEM)/Sustainability and Green initiatives	<ul style="list-style-type: none"> • Installation of the first 10 (EV) CHARGING STATIONS. *Reduce carbon footprint, support sustainable energy and green initiatives. • Installation of the first 12 water bottle filling stations/ drinking fountains in efforts to reduce plastic waste. • Purchase of Electric and Natural Gas Offsets
Major Construction Projects	<ul style="list-style-type: none"> • Completed the remodel of the lobby area of Assessment and Taxation Department at Development Services Building • Remodeled the Emergency Operation Center (EOC) and relocated Disaster Management from CCOM to CUP Building. • Silver Oak Building warehouse remodel to increase holding capacity of COVID-19 equipment and supplies
Implementation of new asset management system	By the end of the current fiscal year, Facilities will have implemented our new asset management system zLink. This new system provides us new tools that will allow us to more effectively communicate, track, and report on the status of Facilities service requests, work orders and projects, while also helping us better manage our assets, space reservations and energy usage.

Line of Business/Program	Results Measure	FY 19-20 Actual	FY 20-21 Target	FY 20-21 Projected Performance	FY 21-22 Target
Financial Executive Support - Executive Leadership & Administration	By July 1, 2021 the chart of accounts will be updated and implemented so departments can align their budgeting, accounting and reporting with strategic business plans to allow for performance-informed decisions.	N/A	100%	100%	N/A
Financial Executive Support – Financial Systems Support	85% Systems users who “strongly agree” or “agree” that they can record, monitor, manage and report their financial information from the County’s systems of record.	N/A	0%	0%	85%
Financial Management & Accountability - Budget	By July 31, 2021, 95% department program managers will have access to budget to actual information on a monthly basis.	N/A	95%	95%	100%
Financial Management & Accountability - Budget	By December 31, 2020, new budgeting software will be in place for budget development.	N/A	100%	80%	100%
Financial Management & Accountability – Procurement	85% of customers surveyed after attending Procurement training indicated that they are more knowledgeable than they were prior to attending.	N/A	85%	91%	85%
Accounting Services – Accounts Payable	50% Total number of payments issued via electronic payment (ACH).	N/A	50%	43%	50%
Facilities Management - Administrative Services	100% Service requests converted to work orders within 24 hours.	N/A	100%	99%	100%
Facilities Management - Construction	85% of surveyed customers who rate communication with Facilities Construction Staff as “good” or “very good”.	N/A	85%	100%	85%
Facilities Management Maintenance	80% Facilities maintained in “good” or “excellent” condition.	N/A	80%	75%	80%

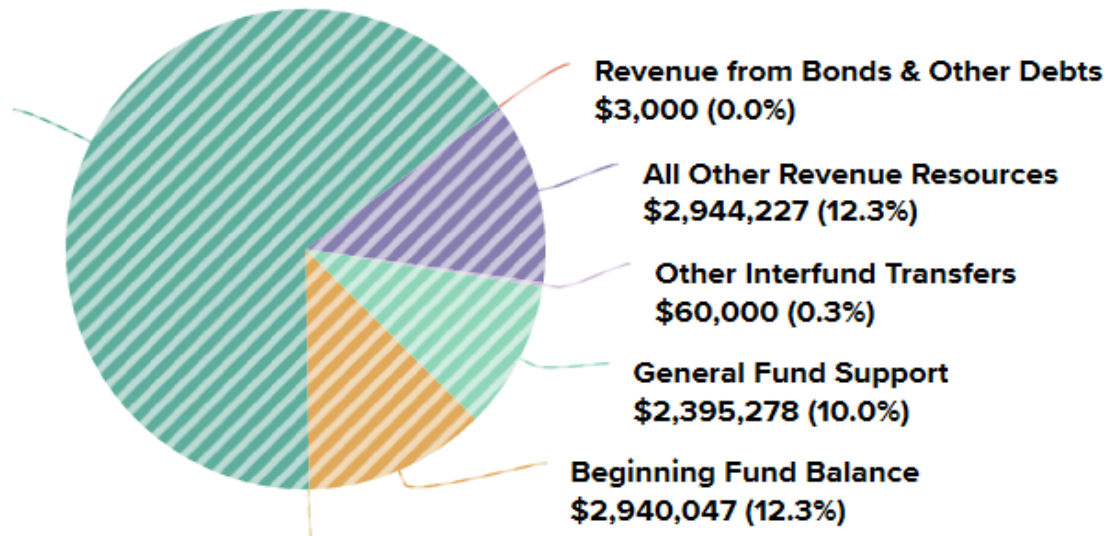
Program Profiles: 2021-22 Summary

Line of Business	Program	Total Funds (\$ millions)	% County General Funds	% Restricted Funds	Mandate: Fed/State/Cty /IGA/None	% Program Operated by County	Metrics: % Target Meet/Exceed or Improve
Financial Executive Support:	Executive Leadership & Administration	\$664,818	71%	0%	None	100%	14%
	Financial Systems Support	\$979,345	42%	0%	None	78%	50%
Accounting Services:	Accounts Payable	\$532,755	0%	0%	State	100%	100%
	Accounts Receivable	\$623,666	0%	0%	State	100%	0%
	Payroll	\$752,620	26%	0%	Federal & State	100%	50%
Financial Management & Accountability:	Budget	\$1,091,892	38%	0%	State	100%	100%
	Financial Accounting & Reporting	\$1,685,366	45%	0%	Federal & State	100%	67%
	Procurement & Contract Services	\$1,434,993	16%	0%	State & County	100%	100%
Courier & Mail Operations:	Courier & Mail	\$812,179	13%	0%	None	100%	100%
Facilities:	Facilities Administrative Services	\$6,088,900	0%	31%	State & IGA	100%	82%
	Facilities Construction	\$1,560,411	0%	0%	State & IGA	100%	100%
	Facilities Maintenance	\$4,878,221	0%	0%	State & IGA	100%	76%
	Utilities	\$2,824,387	0%	0%	State & IGA	100%	N/A

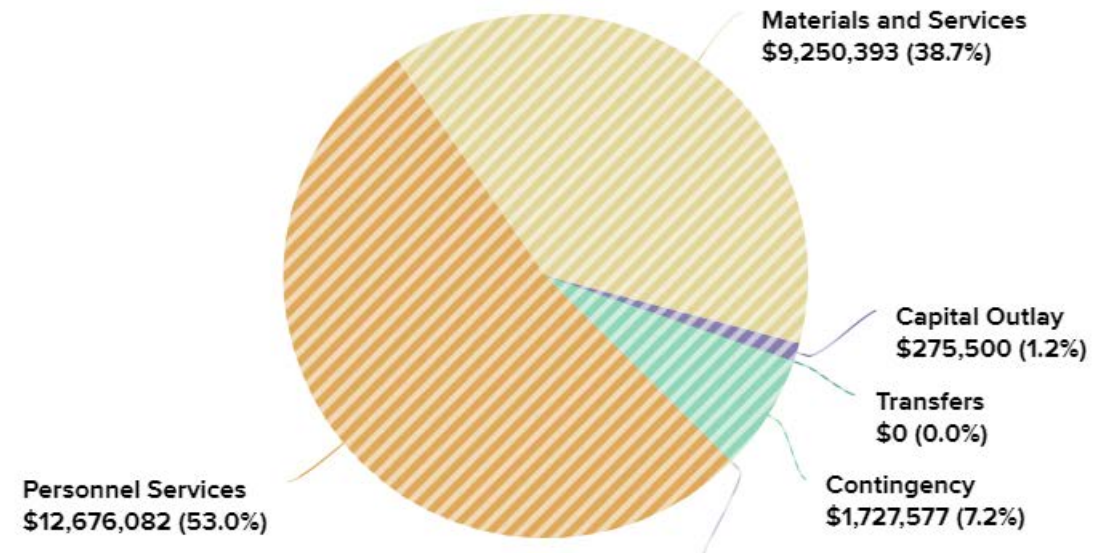
2021/22 Revenue and Expenses

Revenue

Charges, Fees, License, Permit
\$15,587,000 (65.1%)



Expenses



Summary of Revenue & Expenses

Finance (15)							
Summary of Revenue and Expense							
	FY 18-19 Actuals	FY 19-20 Actuals	FY 20-21 Amended Budget	FY 20-21 Projected Year End	FY 21-22 Proposed Budget	Chg from Prior Yr Budget	% Chg from Prior Yr Budget
Beginning Fund Balance	2,490,790	2,434,367	3,965,973	3,965,973	2,940,047	(1,025,926)	-25.9%
Federal, State, Local, All Other Gifts & Donations	-	517,178	-	66,621	-	-	
Charges, Fees, License, Permits, Fines, Assessments	13,472,125	15,086,957	15,506,594	15,368,212	15,587,000	80,406	0.5%
Revenue from Bonds & Other Debts	3,883	13,345	1,003,000	1,007,000	3,000	(1,000,000)	-99.7%
All Other Revenue Resources	2,397,006	2,521,291	2,638,283	2,709,060	2,944,227	305,944	11.6%
Other Interfund Transfers	-	-	360,000	360,000	60,000	(300,000)	-83.3%
General Fund Support	1,052,314	874,555	1,822,335	1,822,335	2,395,278	572,943	31.4%
Operating Revenue	16,925,328	19,013,326	21,330,212	21,333,228	20,989,506	(340,706)	-1.6%
Total Revenue	19,416,118	21,447,693	25,296,185	25,299,201	23,929,552	(1,366,633)	-5.4%
Personnel Services	9,541,396	10,127,216	12,239,459	10,997,547	12,676,082	436,623	3.6%
Materials and Services	7,674,623	8,095,341	10,087,492	9,769,613	9,250,393	(837,099)	-8.3%
Capital Outlay	665,732	213,509	1,969,234	1,591,994	275,500	(1,693,734)	-86.0%
Operating Expense	17,881,751	18,436,066	24,296,185	22,359,154	22,201,975	(2,094,210)	-8.6%
Transfers	-	-	1,000,000	-	-	(1,000,000)	-100.0%
Contingency	-	-	-	-	1,727,577	1,727,577	0.0%
Total Expense	17,881,751	18,436,066	25,296,185	22,359,154	23,929,552	(1,366,633)	-5.4%
Revenues Less Expenses	1,534,367	3,011,627	-	2,940,047	-	-	-
Full Time Equiv Positions (FTE) Budgeted	104.5	96.5	97.7	97.7	97.7	-	-

Department Summary by Fund



Finance Department (15)

Department Budget Summary by Fund

<i>Line of Business</i>	FY 21/22	FY 21/22	FY 21/22	FY 21/22	FY 21/22
<i>Program</i>	FTE	General Fund (100)	Facilities Management Fund (744)	Total Proposed Budget	General Fund Support Included in Proposed Budget**
Financial Executive Support					
Executive Leadership & Administration	2.2	664,818		664,818	472,702
Financial Systems Support	2.2	979,345		979,345	250,547
Accounting Services					
Accounts Payable	4.7	532,755		532,755	
Accounts Receivable	4.7	623,666		623,666	
Payroll	5.2	752,620		752,620	119,900
Financial Management & Accountability					
Budget	5.2	1,091,892		1,091,892	634,259
Financial Accounting & Reporting	9.2	1,685,366		1,685,366	605,885
Procurement and Contract Services	8.9	1,434,993		1,434,993	209,672
Courier & Mail Operations					
Courier and Mail	4.2	812,179		812,179	102,313
Facilities Management					
Facilities Administrative Services	14.0		6,088,900	6,088,900	
Facilities Construction	12.0		1,560,411	1,560,411	
Facilities Maintenance	25.0		4,878,221	4,878,221	
Utilities	0.0		2,824,387	2,824,387	
TOTAL	97.7	8,577,634	15,351,919	23,929,553	2,395,278
FY 20/21 Budget	97.7	9,478,298	15,817,887	25,296,185	1,822,335
\$ Increase (Decrease)	0.00	(900,664)	(465,968)	(1,366,632)	572,943
% Increase (Decrease)	0.00%	-9.50%	-2.95%	-5.40%	31.44%

** General Fund Support is the subsidy, net of any other revenue received by the department.

Significant Policy and/or Financial Issues

DESCRIPTION	IMPACT
County Employees returning to work in the County buildings	Unforeseen cost associated with request for additional cleaning and cleaning supplies, work space reconfiguration, occupancy changes, etc.
Opportunity for an established and funded Capital Reserve Program	The impact of not having a program, events and needs funding are then drawing upon operational dollars for capital costs, rather than set-aside funds.

End of Presentation

Thank you



Department Mission

PURPOSE STATEMENT: 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 (15)

Elizabeth Comfort - Director
Christa Bosserman Wolfe - Deputy Director
FTE 97.7

Total Proposed \$ 23,929,553

General Fund Support \$ 2,395,278

Financial Executive Support Total Proposed \$1,644,163 Gen Fund \$ 723,249	Accounting Services Total Proposed \$1,909,041 Gen Fund \$ 119,900	Financial Management & Accountability Total Proposed \$4,212,251 Gen Fund \$ 1,449,816	Courier & Mail Total Proposed \$812,179 Gen Fund \$ 102,313	Facilities Management Jeff Jorgensen - Division Director Total Proposed \$15,351,919 Gen Fund \$ -
Executive Leadership & Administration Elizabeth Comfort - Director FTE 2.22 Total Proposed \$664,818 Gen Fund \$ 472,702	Accounts Payable Cyndi Turner - Controller FTE 4.72 Total Proposed \$532,755 Gen Fund \$ -	Budget Sandra Montoya - Budget Manager FTE 5.22 Total Proposed \$1,091,892 Gen Fund \$ 634,259	Courier & Mail Operations Laurie Bergstrom - Office Supervisor FTE 4.87 Total Proposed \$812,179 Gen Fund \$ 102,313	Facilities Operations Dan Robertson - Operations Manager FTE 26.00 Total Proposed \$4,878,221 Gen Fund \$ -
Financial Systems Support Christa Bosserman Wolfe - Deputy Director FTE 2.22 Total Proposed \$979,345 Gen Fund \$ 250,547	Accounts Receivable Cyndi Turner - Controller FTE 4.72 Total Proposed \$623,666 Gen Fund \$ -	Financial Accounting & Reporting Cyndi Turner - Controller FTE 9.22 Total Proposed \$1,685,366 Gen Fund \$ 605,885		Facilities Construction & Projects Steven Bloemer - Construction Supervisor FTE 11.00 Total Proposed \$1,560,411 Gen Fund \$ -
	Payroll Vicky Anderson - Payroll Supervisor FTE 5.22 Total Proposed \$752,620 Gen Fund \$ 119,900	Procurement & Contract Services VACANT - Procurement Manager FTE 8.22 Total Proposed \$1,434,993 Gen Fund \$ 209,672		Utilities Dan Robertson - Operations Manager FTE 0.00 Total Proposed \$2,824,387 Gen Fund \$ -
				Facilities Administrative Services Stephen Hill - Business Services Manager FTE 14.00 Total Proposed \$6,088,900 Gen Fund \$ -



Finance Department (15)

Department Budget Summary by Fund

Line of Business		FY 21/22	FY 21/22	FY 21/22	FY 21/22	FY 21/22
Program	Prog #	FTE	General Fund (100)	Facilities Management Fund (744)	Total Proposed Budget	General Fund Support Included in Proposed Budget**
Financial Executive Support						
Executive Leadership & Administration	150101	2.2	664,818		664,818	472,702
Financial Systems Support	150102	2.2	979,345		979,345	250,547
Accounting Services						
Accounts Payable	150202	4.7	532,755		532,755	
Accounts Receivable	150203	4.7	623,666		623,666	
Payroll	150204	5.2	752,620		752,620	119,900
Financial Management & Accountability						
Budget	150302	5.2	1,091,892		1,091,892	634,259
Financial Accounting & Reporting	150303	9.2	1,685,366		1,685,366	605,885
Procurement and Contract Services	150304	8.9	1,434,993		1,434,993	209,672
Courier & Mail Operations						
Courier and Mail	150402	4.2	812,179		812,179	102,313
Facilities Management						
Facilities Administrative Services	150501	14.0		6,088,900	6,088,900	
Facilities Construction	150502	12.0		1,560,411	1,560,411	
Facilities Maintenance	150503	25.0		4,878,221	4,878,221	
Utilities	150504	0.0		2,824,387	2,824,387	
TOTAL		97.7	8,577,634	15,351,919	23,929,553	2,395,278
FY 20/21 Budget		97.7	9,478,298	15,817,887	25,296,185	1,822,335
\$ Increase (Decrease)		0.00	(900,664)	(465,968)	(1,366,632)	572,943
% Increase (Decrease)		0.00%	-9.50%	-2.95%	-5.40%	31.44%

** General Fund Support is the subsidy, net of any other revenue received by the department.



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 \$664,818 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 18-19 Actual	FY 19-20 Actual	FY 20-21 Target	FY 20-21 Actuals as of 12/31/20	FY 21-22 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	85%	75%	100%
 Result	Bond rating maintained or improved	Aaa	Aaa	N/A	N/A	N/A
 Result	% Finance Divisions/Programs with updated strategic plan performance results	NEW	100%	N/A	N/A	N/A
 Result	% Chart of Accounts updated and implemented so departments can align their budgeting, accounting and reporting with strategic business plans to allow for performance-informed decisions	NEW	NEW	100%	65%	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 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 18-19 Actual	FY 19-20 Actual	FY 20-21 Amended Budget	FY 20-21 Projected Year End	FY 21-22 Proposed Budget	Chg from Prior Yr Budget	% Chg from Prior Yr Budget
Beginning Fund Balance	223,889	900,000	1,092,116	1,092,116	192,116	(900,000)	-82.4%
Federal, State, Local, All Other Gifts & Donations	-	10,014	-	34	-	-	-
All Other Revenue Resources	300	4,710	-	-	-	-	-
General Fund Support	696,755	166,673	-	-	472,702	472,702	-
Operating Revenue	697,055	181,397	-	34	472,702	472,702	-
Total Revenue	920,944	1,081,397	1,092,116	1,092,150	664,818	(427,298)	-39.1%
Personnel Services	752,640	916,471	884,434	803,267	587,470	(296,964)	-33.6%
Materials and Services	168,303	164,909	167,364	96,767	77,348	(90,016)	-53.8%
Capital Outlay	-	18	-	-	-	-	-
Operating Expense	920,944	1,081,397	1,051,798	900,034	664,818	(386,980)	-36.8%
Total Expense	920,944	1,081,397	1,051,798	900,034	664,818	(386,980)	-36.8%
Revenue Less Expense	-	-	40,318	192,116	-	(40,318)	

Significant Issues and Changes

Personnel reductions are due to re-allocation of positions and transition timing.

*FY 21-22: Presentation changes are the result of the new county-wide chart of account implementation.



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 \$979,345 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 18-19 Actual	FY 19-20 Actual	FY 20-21 Target	FY 20-21 Actuals as of 12/31/20	FY 21-22 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	85%	0%	85%
 Output	Number of employees that attended PeopleSoft Finance classes	50	50	N/A	5	N/A

Program includes:

Mandated Services ☐ N

Shared Services ☐ N

Grant Funding ☐ N



Financial Executive Support

Financial System Support

Budget Summary

	FY 18-19 Actual	FY 19-20 Actual	FY 20-21 Amended Budget	FY 20-21 Projected Year End	FY 21-22 Proposed Budget	Chg from Prior Yr Budget	% Chg from Prior Yr Budget
Beginning Fund Balance	-	-	-	-	668,798	668,798	-
Revenue from Bonds & Other Debts	-	-	1,000,000	1,000,000	-	(1,000,000)	-100.0%
Other Interfund Transfers	-	-	360,000	360,000	60,000	(300,000)	-83.3%
General Fund Support	-	-	671,888	860,913	250,547	(421,341)	-62.7%
Operating Revenue	-	-	2,031,888	2,220,913	310,547	(1,721,341)	-84.7%
Total Revenue	-	-	2,031,888	2,220,913	979,345	(1,052,543)	-51.8%
Personnel Services	-	-	343,902	360,073	456,806	112,904	32.8%
Materials and Services	-	-	1,687,986	1,192,042	522,539	(1,165,447)	-69.0%
Operating Expense	-	-	2,031,888	1,552,115	979,345	(1,052,543)	-51.8%
Total Expense	-	-	2,031,888	1,552,115	979,345	(1,052,543)	-51.8%
Revenue Less Expense	-	-	-	668,798	-	-	

Significant Issues and Changes

This is a new program under Finance's strategic plan that houses two employees previously housed in the Office of the Director (now Executive Leadership & Administration).

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

*FY 21-22: Presentation changes are the result of the new county-wide chart of account implementation.



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 budget of \$532,755, is 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 18-19 Actual	FY 19-20 Actual	FY 20-21 Target	FY 20-21 Actuals as of 12/31/20	FY 21-22 Target
 Result	Payments issued within 7 days of Accounts Payable receiving properly completed payment request	NEW	NEW	100%	23%	100%
 Result	% of vendor payments issued via ACH	5%	19%	50%	23%	50%
Output	Number of vendor payments issued via check	19,976	23,769	N/A	2,152	N/A
Output	Number of vendor payments issued via ACH	976	1,193	N/A	1,604	N/A

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 county is legally and contractually obligated to pay its vendors.



Accounting Services

Accounts Payable

Budget Summary

	FY 18-19 Actual	FY 19-20 Actual	FY 20-21 Amended Budget	FY 20-21 Projected Year End	FY 21-22 Proposed Budget	Chg from Prior Yr Budget	% Chg from Prior Yr Budget
Beginning Fund Balance	-	-	-	-	-	-	-
Charges, Fees, License, Permits, Fines, Assessments	-	-	652,967	602,967	532,755	(120,212)	-18.4%
Operating Revenue	-	-	652,967	602,967	532,755	(120,212)	-18.4%
Total Revenue	-	-	652,967	602,967	532,755	(120,212)	-18.4%
Personnel Services	-	-	301,560	304,028	441,646	140,086	46.5%
Materials and Services	-	-	92,942	115,553	91,109	(1,833)	-2.0%
Operating Expense	-	-	394,502	419,581	532,755	138,253	35.0%
Total Expense	-	-	394,502	419,581	532,755	138,253	35.0%
Revenue Less Expense	-	-	258,465	183,386	-	(258,465)	

Significant Issues and Changes

This is a new program under Finance's strategic plan that houses existing employees and costs.

*FY 21-22: Presentation changes are the result of the new county-wide chart of account implementation.



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 \$623,666 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 18-19 Actual	FY 19-20 Actual	FY 20-21 Target	FY 20-21 Actuals as of 12/31/20	FY 21-22 Target
 Result	Interfund settlements are completed within 10 days following the end of the month	NEW	NEW	100%	0%	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 18-19 Actual	FY 19-20 Actual	FY 20-21 Amended Budget	FY 20-21 Projected Year End	FY 21-22 Proposed Budget	Chg from Prior Yr Budget	% Chg from Prior Yr Budget
Beginning Fund Balance	-	-	-	-	-	-	-
Federal, State, Local, All Other Gifts & Donations	-	70,776	-	10,512	-	-	-
Charges, Fees, License, Permits, Fines, Assessments	1,117,158	1,279,960	652,967	654,187	623,666	(29,301)	-4.5%
All Other Revenue Resources	10	-	-	-	-	-	-
General Fund Support	77,682	19,620	-	-	-	-	-
Operating Revenue	1,194,850	1,370,356	652,967	664,699	623,666	(29,301)	-4.5%
Total Revenue	1,194,850	1,370,356	652,967	664,699	623,666	(29,301)	-4.5%
Personnel Services	869,947	931,367	378,072	337,090	535,276	157,204	41.6%
Materials and Services	324,902	438,944	95,432	138,959	88,390	(7,042)	-7.4%
Capital Outlay	-	46	-	-	-	-	-
Operating Expense	1,194,849	1,370,356	473,504	476,049	623,666	150,162	31.7%
Total Expense	1,194,849	1,370,356	473,504	476,049	623,666	150,162	31.7%
Revenue Less Expense	-	-	179,463	188,650	-	(179,463)	

Significant Issues and Changes

This is a new program under Finance's strategic plan that houses existing employees and costs. In FY19-20, it was Accounting and had Accounts Payable and Accounts Receivable staff, as well as General Ledger and Audit Support staff.

*FY 21-22: Presentation changes are the result of the new county-wide chart of account implementation.



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 \$752,620 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 18-19 Actual	FY 19-20 Actual	FY 20-21 Target	FY 20-21 Actuals as of 12/31/20	FY 21-22 Target
 Result	Employees paid accurately per pay period	93%	95%	99%	97%	99%
Output	Number of timesheet amendments completed	2,400	2,500	2,500	531	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 18-19 Actual	FY 19-20 Actual	FY 20-21 Amended Budget	FY 20-21 Projected Year End	FY 21-22 Proposed Budget	Chg from Prior Yr Budget	% Chg from Prior Yr Budget
Beginning Fund Balance	-	-	-	-	-	-	-
Federal, State, Local, All Other Gifts & Donations	-	12,818	-	-	-	-	-
Charges, Fees, License, Permits, Fines, Assessments	599,818	632,665	632,720	632,720	632,720	-	0%
General Fund Support	71,941	107,558	117,729	117,043	119,900	2,171	1.8%
Operating Revenue	671,759	753,041	750,449	749,763	752,620	2,171	0.3%
Total Revenue	671,759	753,041	750,449	749,763	752,620	2,171	0.3%
Personnel Services	591,152	666,047	673,464	672,818	689,087	15,623	2.3%
Materials and Services	80,607	86,974	76,985	76,945	63,533	(13,452)	-17.5%
Capital Outlay	-	20	-	-	-	-	-
Operating Expense	671,759	753,041	750,449	749,763	752,620	2,171	0.3%
Total Expense	671,759	753,041	750,449	749,763	752,620	2,171	0.3%
Revenue Less Expenses	-	-	-	-	-	-	-

Significant Issues and Changes

*FY 21-22: Presentation changes are the result of the new county-wide chart of account implementation.



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 \$1,091,892, 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 18-19 Actual	FY 19-20 Actual	FY 20-21 Target	FY 20-21 Actuals as of 12/31/20	FY 21-22 Target
Result	Appropriation in which year-end actual is within 5% of final budget	NEW	NEW	75%	Reported after end of FY	75%
 Result	% of departmental budgets where expenditures do not exceed appropriations at end of fiscal year.	70%	98%	100%	NA ¹	N/A

¹ NA - Audit results are monitored as of fiscal year end.

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 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 18-19 Actual	FY 19-20 Actual	FY 20-21 Amended Budget	FY 20-21 Projected Year End	FY 21-22 Proposed Budget	Chg from Prior Yr Budget	% Chg from Prior Yr Budget
Beginning Fund Balance	-	-	-	-	-	-	-
Federal, State, Local, All Other Gifts & Donations	-	2657.94	-	2658	-	-	-
Charges, Fees, License, Permits, Fines, Assessments	435,784	456,116	489,016	454,731	457,633	(31,383)	-6.4%
All Other Revenue Resources	20	-	-	-	-	-	-
General Fund Support	-	574,405	582,848	457,531	634,259	51,411	8.8%
Operating Revenue	435,804	1,033,179	1,071,864	914,920	1,091,892	20,028	1.9%
Total Revenue	435,804	1,033,179	1,071,864	914,920	1,091,892	20,028	1.9%
Personnel Services	295,583	451,747	764,292	747,268	788,549	24,257	3.2%
Materials and Services	56,711	581,416	307,572	167,652	303,343	(4,229)	-1.4%
Capital Outlay	-	16	-	-	-	-	-
Operating Expense	352,295	1,033,179	1,071,864	914,920	1,091,892	20,028	1.9%
Total Expense	352,295	1,033,179	1,071,864	914,920	1,091,892	20,028	1.9%
Revenue Less Expense	83,509	-	-	-	-	-	

Significant Issues and Changes

*FY 21-22: Presentation changes are the result of the new county-wide chart of account implementation.



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 \$1,685,366, 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 18-19 Actual	FY 19-20 Actual	FY 20-21 Target	FY 20-21 Actuals as of 12/31/20	FY 21-22 Target
 Result	Grants without financial audit & monitoring findings	NEW	NEW	100%	0%	100%
 Result	% Financial reports filed on or before the due date	87%	87%	100%	94%	100%

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 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 18-19 Actual	FY 19-20 Actual	FY 20-21 Amended Budget	FY 20-21 Projected Year End	FY 21-22 Proposed Budget	Chg from Prior Yr Budget	% Chg from Prior Yr Budget
Beginning Fund Balance	-	-	-	-	-	-	-
Federal, State, Local, All Other Gifts & Donations	-	52,494	-	32,644	-	-	-
Charges, Fees, License, Permits, Fines, Assessments	903,004	920,155	920,100	920,100	1,079,481	159,381	17.3%
General Fund Support	45,413	7,738	708,458	661,875	605,885	(102,573)	-14.5%
Operating Revenue	948,417	980,387	1,628,558	1,614,619	1,685,366	56,808	3.5%
Total Revenue	948,417	980,387	1,628,558	1,614,619	1,685,366	56,808	3.5%
Personnel Services	811,366	820,612	1,258,013	1,069,740	1,269,379	11,366	0.9%
Materials and Services	137,052	159,747	370,545	544,879	415,987	45,442	12.3%
Capital Outlay	-	27	-	-	-	-	-
Operating Expense	948,417	980,387	1,628,558	1,614,619	1,685,366	56,808	3.5%
Total Expense	948,417	980,387	1,628,558	1,614,619	1,685,366	56,808	3.5%
Revenue Less Expense	-	-	-	-	-	-	-

Significant Issues and Changes

This was a new program was created in FY20-21 under Finance's strategic plan, and houses existing employees and costs. Two FTE that supported the General Ledger and Annual Audit were moved into this program.

*FY 21-22: Presentation changes are the result of the new county-wide chart of account implementation.



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 \$1,434,993 budget. The adopted 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 18-19 Actual	FY 19-20 Actual	FY 20-21 Target	FY 20-21 Actuals as of 12/31/20	FY 21-22 Target
 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%	100%
Result	% Small contracts (<\$50k) completed within 10 business days	NEW	85%	90%	88%	100%
Output	Number of contracts completed	1082	1082	N/A	N/A	N/A

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 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 18-19 Actual	FY 19-20 Actual	FY 20-21 Amended Budget	FY 20-21 Projected Year End	FY 21-22 Proposed Budget	Chg from Prior Yr Budget	% Chg from Prior Yr Budget
Beginning Fund Balance	-	-	-	-	-	-	-
Federal, State, Local, All Other Gifts & Donations	-	80,818	-	-	-	-	-
Charges, Fees, License, Permits, Fines, Assessments	888,944	900,488	900,491	954,081	977,321	76,830	8.5%
Revenue from Bonds & Other Debts	3,883	13,345	3,000	7,000	3,000	-	0%
All Other Revenue Resources	109,576	218,177	215,000	245,000	245,000	30,000	14.0%
General Fund Support	174,310	-	172,318	49,783	209,672	37,354	21.7%
Operating Revenue	1,176,713	1,212,828	1,290,809	1,255,864	1,434,993	144,184	11.2%
Total Revenue	1,176,713	1,212,828	1,290,809	1,255,864	1,434,993	144,184	11.2%
Personnel Services	1,006,130	975,326	1,092,790	1,097,515	1,186,157	93,367	8.5%
Materials and Services	170,583	175,422	198,019	158,349	248,836	50,817	25.7%
Capital Outlay	-	23	-	-	-	-	-
Operating Expense	1,176,713	1,150,771	1,290,809	1,255,864	1,434,993	144,184	11.2%
Total Expense	1,176,713	1,150,771	1,290,809	1,255,864	1,434,993	144,184	11.2%
Revenue Less Expense	-	62,058	-	-	-	-	

Significant Issues and Changes

*FY 21-22: Presentation changes are the result of the new county-wide chart of account implementation.



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 \$812,179 budget. The adopted 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 18-19 Actual	FY 19-20 Actual	FY 20-21 Target	FY 20-21 Actuals as of 12/31/20	FY 21-22 Target
 Result	Surveyed respondents who "agree" or "strongly agree" that Courier and Mail Operations provides services that support their business operations	NEW	NEW	90%	100%	90%
 Result	Surveyed respondents who "agree" or "strongly agree" that Courier and Mail Operations provides quality customer services	NEW	NEW	90%	92%	90%

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)



Courier and Mail Operations

Courier and Mail Operations

Budget Summary

	FY 18-19 Actual	FY 19-20 Actual	FY 20-21 Amended Budget	FY 20-21 Projected Year End	FY 21-22 Proposed Budget	Chg from Prior Yr Budget	% Chg from Prior Yr Budget
Beginning Fund Balance	-	-	-	-	-	-	-
Federal, State, Local, All Other Gifts & Donations	-	17,369	-	340	-	-	-
Charges, Fees, License, Permits, Fines, Assessments	694,422	674,033	737,586	689,879	709,866	(27,720)	-3.8%
All Other Revenue Resources	-	10	-	10	-	-	-
General Fund Support	69,722	60,618	47,340	47,227	102,313	54,973	116.1%
Operating Revenue	764,144	752,030	784,926	737,456	812,179	27,253	3.5%
Total Revenue	764,144	752,030	784,926	737,456	812,179	27,253	3.5%
Personnel Services	306,240	334,516	347,967	350,461	380,005	32,038	9.2%
Materials and Services	412,905	417,514	436,959	386,995	432,173	(4,786)	-1.1%
Capital Outlay	45,000	-	-	-	-	-	-
Operating Expense	764,145	752,030	784,926	737,456	812,179	27,253	3.5%
Total Expense	764,145	752,030	784,926	737,456	812,179	27,253	3.5%
Revenue Less Expense	-	-	-	-	-	-	-

Significant Issues and Changes

*FY 21-22: Presentation changes are the result of the new county-wide chart of account implementation.



Facilities Management

Facilities Administrative Services


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 \$6,088,900 budget. 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 18-19 Actual	FY 19-20 Actual	FY 20-21 Target	FY 20-21 Actuals as of 12/31/20	FY 21-22 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
	100% service requests converted to work orders within 24 hours	*New Measure for 2020-2021*	*New Measure for 2020-2021*	100%	100%	100
	75% of completed work orders closed within 2 weeks	*New Measure for 2020-2021*	*New Measure for 2020-2021*	75%	0%	75%
	By January 1, 2021, the County will fully implement an asset management system allowing departments to track projects from beginning to end. (Strategic Result #4)	*New Measure for 2020-2021*	*New Measure for 2020-2021*	100%	50%	100%
	By June 30, 2023, a long-term maintenance plan for County facilities will be completed, including an assessment of County facilities and the funding requirements to meet the plan. (Strategic Result #4)	*New Measure for 2020-2021*	*New Measure for 2020-2021*	33%	33%	66%
	By 2024, 80% facilities will be maintained in good to excellent condition. (Strategic Result #4)	*New Measure for 2020-2021*	*New Measure for 2020-2021*	25%	54%	50%
	By 2024, 80% facilities will meet established maintenance and cleanliness standards. (Strategic Result #4)	*New Measure for 2020-2021*	*New Measure for 2020-2021*	25%	10%	50%
	# service requests converted to work orders	N/A	N/A	N/A	1085	N/A
	75% Work orders completed within 30 days or less.	*New Measure for 2020-2021*	*New Measure for 2020-2021*	75%	75%	75%

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



Facilities Management

Facilities Administration

Budget Summary

	FY 18-19 Actual	FY 19-20 Actual	FY 20-21 Amended Budget	FY 20-21 Projected Year End	FY 21-22 Proposed Budget	Chg from Prior Yr Budget	% Chg from Prior Yr Budget
Beginning Fund Balance	2,206,901	1,534,367	2,873,857	2,873,857	1,903,299	(970,558)	-33.8%
Federal, State, Local, All Other Gifts & Donations	-	110,069	-	10,349	-	-	-
Charges, Fees, License, Permits, Fines, Assessments	2,636,996	4,267,370	4,262,097	4,251,748	4,185,601	(76,496)	-1.8%
All Other Revenue Resources	2,286,768	2,296,079	2,423,283	4,542	-	(2,423,283)	-100.0%
Operating Revenue	4,923,764	6,673,518	6,685,380	4,266,639	4,185,601	(2,499,779)	-37.4%
Total Revenue	7,130,665	8,207,884	9,559,237	7,140,496	6,088,900	(3,470,337)	-36.3%
Personnel Services	1,278,599	1,206,326	1,755,725	1,486,715	1,694,175	(61,550)	-3.5%
Materials and Services	4,528,559	4,687,159	4,840,298	2,811,958	2,516,808	(2,323,490)	-48.0%
Capital Outlay	582,678	213,359	1,963,214	1,591,994	275,500	(1,687,714)	-86.0%
Operating Expense	6,389,836	6,106,844	8,559,237	5,890,667	4,486,483	(4,072,754)	-47.6%
Transfers	-	-	1,000,000	-	-	(1,000,000)	-100.0%
Contingency	-	-	-	-	1,602,417	1,602,417	-
Total Expense	6,389,836	6,106,844	9,559,237	5,890,667	6,088,900	(3,470,337)	-36.3%
Revenue Less Expense	740,829	2,101,040	-	1,249,829	-	-	

Significant Issues and Changes

In FY20-21 the program returned \$1.0M to the General Fund from anticipated ending fund balance to reduce a forecasted shortfall.

*FY 21-22: Presentation changes are the result of the new county-wide chart of account implementation.



Facilities Management

Facilities Construction

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 program proposes a \$1,560,411 budget. 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 18-19 Actual	FY 19-20 Actual	FY 20-21 Target	FY 20-21 Actuals as of 12/31/20	FY 21-22 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 Effectively or Very Effectively.	* New Measure for 2019-2020	* New Measure for 2019-2020	85%	100%	85%
	75% projects completed with 2 or fewer internal change orders	*New Measure for 2020-2021*	*New Measure for 2020-2021*	75%	100%	75%
	75% of work orders received requesting project estimates assigned and a customer meeting scheduled within 2 weeks	*New Measure for 2020-2021*	*New Measure for 2020-2021*	75%	100%	75%
	75% completed within timeline estimate determined at project meeting	*New Measure for 2020-2021*	*New Measure for 2020-2021*	75%	100%	75%
	# Projects completed	N/A	N/A	N/A	33	N/A

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 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 were revised for FY 2020-21.



Facilities Management

Facilities Construction

Budget Summary

	FY 18-19 Actual	FY 19-20 Actual	FY 20-21 Amended Budget	FY 20-21 Projected Year End	FY 21-22 Proposed Budget	Chg from Prior Yr Budget	% Chg from Prior Yr Budget
Beginning Fund Balance	50,000	-	-	-	50,674	50,674	-
Federal, State, Local, All Other Gifts & Donations	-	47,897	-	2,630	-	-	-
Charges, Fees, License, Permits, Fines, Assessments	1,622,212	1,263,400	1,480,677	1,438,352	1,509,736	29,059	2.0%
All Other Revenue Resources	-	-	-	39,695	-	-	-
Operating Revenue	1,622,212	1,311,297	1,480,677	1,480,677	1,509,736	29,059	2.0%
Total Revenue	1,672,212	1,311,297	1,480,677	1,480,677	1,560,411	79,734	5.4%
Personnel Services	1,060,328	1,239,535	1,402,673	1,061,940	1,441,985	39,312	2.8%
Materials and Services	410,910	70,250	78,004	63,298	118,426	40,422	51.8%
Operating Expense	1,471,238	1,309,785	1,480,677	1,125,238	1,560,411	79,734	5.4%
Total Expense	1,471,238	1,309,785	1,480,677	1,125,238	1,560,411	79,734	5.4%
Revenue Less Expense	200,975	1,511	-	355,439	-	-	

Significant Issues and Changes

*FY 21-22: Presentation changes are the result of the new county-wide chart of account implementation.



Facilities Management

Facilities Maintenance

Purpose Statement

The purpose of the Facilities Maintenance 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 Maintenance program proposes a \$4,878,221 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 18-19 Actual	FY 19-20 Actual	FY 20-21 Target	FY 20-21 Actuals as of 12/31/20	FY 21-22 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%	80%	54%	80%
Efficiency	# Square feet maintained per maintenance technician (National recommended average of 42,500 sq. ft.)	73,293 sq. ft.	62,681 sq. ft.	Discontinued in FY 19-20	N/A	N/A
	\$ Corrective repairs/ \$ preventive maintenance	N/A	N/A	N/A	54% (\$192,307) Corrective, 46% (160,868) Preventive	N/A
	100% Facilities where required fire evacuation drills are successfully conducted annually	N/A	N/A	100%	0%	100%
	100% Janitorial inspections that meet maintenance and cleanliness standards	N/A	N/A	100%	10%	100%
	100% Facilities with intrusion alarm systems	N/A	N/A	100%	0%	100%
	75% of work orders completed within 2 weeks	N/A	N/A	75%	100%	75%
	# Planned Corrective Actions completed	N/A	N/A	N/A	2179	N/A

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 Maintenance

Budget Summary

	FY 18-19 Actual	FY 19-20 Actual	FY 20-21 Amended Budget	FY 20-21 Projected Year End	FY 21-22 Proposed Budget	Chg from Prior Yr Budget	% Chg from Prior Yr Budget
Beginning Fund Balance	10,000	-	-	-	-	-	-
Federal, State, Local, All Other Gifts & Donations	-	112,266	-	7,454	-	-	-
Charges, Fees, License, Permits, Fines, Assessments	4,573,787	4,692,770	4,777,973	4,769,447	4,878,221	100,248	2.1%
All Other Revenue Resources	331	2,315	-	1,072	-	-	-
Operating Revenue	4,574,118	4,807,351	4,777,973	4,777,973	4,878,221	100,248	2.1%
Total Revenue	4,584,118	4,807,351	4,777,973	4,777,973	4,878,221	100,248	2.1%
Personnel Services	2,569,410	2,585,269	3,036,567	2,706,632	3,205,549	168,982	5.6%
Materials and Services	1,384,091	1,313,007	1,735,386	1,722,636	1,672,672	(62,714)	-3.6%
Capital Outlay	38,054	-	6,020	-	-	(6,020)	-100.0%
Operating Expense	3,991,555	3,898,276	4,777,973	4,429,268	4,878,221	100,248	2.1%
Total Expense	3,991,555	3,898,276	4,777,973	4,429,268	4,878,221	100,248	2.1%
Revenue Less Expense	592,563	909,075	-	348,705	-	-	

Significant Issues and Changes

This was a new program was created in FY20-21 under Finance's strategic plan, and houses existing employees and costs.

*FY 21-22: Presentation changes are the result of the new county-wide chart of account implementation.



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 \$2,824,387 budget. The resources for this program are used to pay all utility bills for the buildings that Facilities Management oversees, along with other locations such as the Jail, street lights, signal lights, etc.

Key Performance Measures

		FY 18-19 Actual	FY 19-20 Actual	FY 20-21 Target	FY 20-21 Actuals as of 12/31/20	FY 21-22 Target
Result	Reduce overall energy intensity (per sq. ft.)	64.99%	68.28%	Discontinued in FY 19-20	N/A	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)



Facilities Management

Utilities

Budget Summary

	FY 18-19 Actual	FY 19-20 Actual	FY 20-21 Amended Budget	FY 20-21 Projected Year End	FY 21-22 Proposed Budget	Chg from Prior Yr Budget	% Chg from Prior Yr Budget
Beginning Fund Balance	-	-	-	-	125,160	-	-
All Other Revenue Resources	-	-	-	2,418,741	2,699,227	2,699,227	-
Operating Revenue	-	-	-	2,418,741	2,699,227	2,699,227	-
Total Revenue	-	-	-	2,418,741	2,824,387	2,699,227	-
Materials and Services	-	-	-	2,293,581	2,699,227	2,699,227	-
Operating Expense	-	-	-	2,293,581	2,699,227	2,699,227	-
Contingency	-	-	-	-	125,160	125,160	-
Total Expense	-	-	-	2,293,581	2,824,387	2,824,387	-
Revenue Less Expense	-	-	-	125,160	-	-	-

Significant Issues and Changes

*FY 21-22: Presentation changes are the result of the new county-wide chart of account implementation.