

Lane County - Service Option Sheet - FY 10-11 PROPOSED BUDGET

Service:	Financial Services - Central	Service Category:	Central Services
Dept:	Management Services	Mandate:	None Related SHALL
Contact:	Mike Barnhart, 682-4198	Leverage:	None Some HIGH

Executive Summary

Provide payroll, accounts payable, accounts receivable, treasury management and financial analysis and reporting services for the County as a whole. Process payroll and benefits, provide purchasing services, vendor payments, investment of County funds, debt issuance and management; prepare required annual financial reports and coordination of external audit.

Performance Data				
Measure	FY 07-08 Actual	FY 08-09 Actual	Results	FY 09-10 Target
Investment return as a % of Local Gov't Investment Pool invst. Return	90%	102%	Above Target	100%
% of purchases <\$500 made with Procurement Card	38%	41%	Improving	50%
Obtain GFOA Certificate of Excellence in Financial Reporting	Yes	Yes	At Target	Yes

Service Level Descriptions (Read from bottom up. Level 1 = minimum viable service level.)

	Other Funds	Expense Total	General Fund	FTE
Budget Committee Request Packages			\$0	

	Other Funds	Expense Total	General Fund	FTE
Proposed Budget Total	\$1,600,205	\$1,701,683	\$101,478	15.00

	Other Funds	Expense Total	General Fund	FTE
Current Service Level Total	\$1,600,205	\$1,701,683	\$101,478	15.00

Level 2		\$97,276	\$97,276	1.00
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Level 1 eliminates one Administrative Analyst. Elimination will not support current bi-weekly payroll processing and related PERS/Deferred Comp contributions, and would necessitate modification of payroll processing to every 35 days, which is the minimum required by BOLI law. This would likely require renegotiation of labor contracts.

Level 1: Threshold - <i>reductions to this level result in elimination of service</i>	\$1,600,205	\$1,604,407	\$4,202	14.00
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Accounts payable processing weekly, preparation of Comprehensive Annual Financial Report; treasury services, cash management, investment services, bond issuance, external auditing services at current professional level, expert consulting services to Co. departments on complex financial issues. Provides payroll processing every 35 days (minimum required by BOLI law). Downgrading payroll to 35 day cycle would likely result in bargaining units filing grievance.

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Additional Detail

DeptIDs: Multiple

State/Federal Mandate

ORS 294 - Financial administration/reporting - requires audit, ORS 279 - Public procurement law, ORS 208 - Disbursement of County funds, IRS - payroll and 1099 reporting, Oregon Dept. of Revenue, BOLI law, FLSA - Payroll and benefit administration, Bonded debt covenants.

Leverage Details

The General Fund portion of this program leverages the following:

	back to the General Fund
	into other County Funds
	directly or via subcontract to community organizations
	directly to community members via service provided

For the purpose of this comparison, only include leveraged funds that are dependent on General Fund revenue. Do not include funds that would still be leveraged if the General Fund portion of the service were decreased or eliminated.

Comments

Volunteer Information

Advisory Committees:	# of Volunteers / # Volunteer Hours
Volunteer Comments:	

	Other Funds	Expense Total	General Fund	FTE
Current Year Total	\$1,531,861	\$1,632,018	\$100,157	14.00