

Department of Management Services

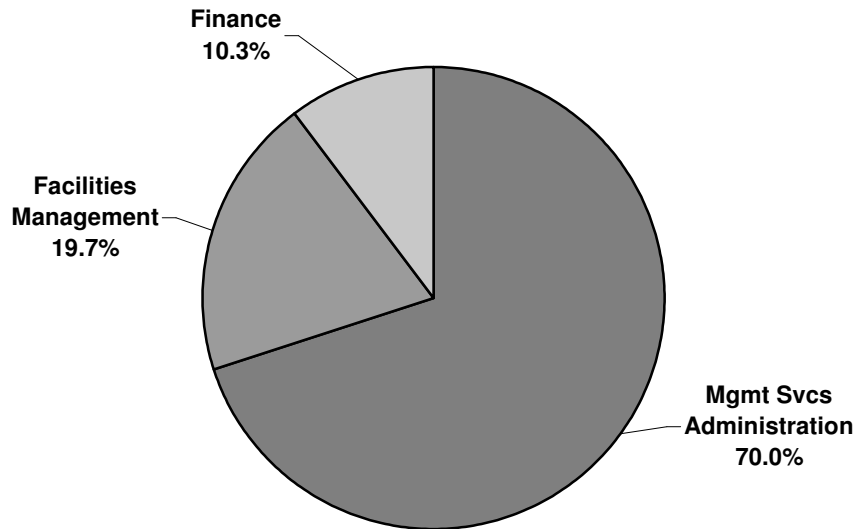
Department Purpose

To support other County departments in serving Lane County's citizens by providing them with technical assistance in the use of financial and capital resources, to operate and maintain county facilities, and to provide our public stakeholders quality government services in elections, recording and archiving.

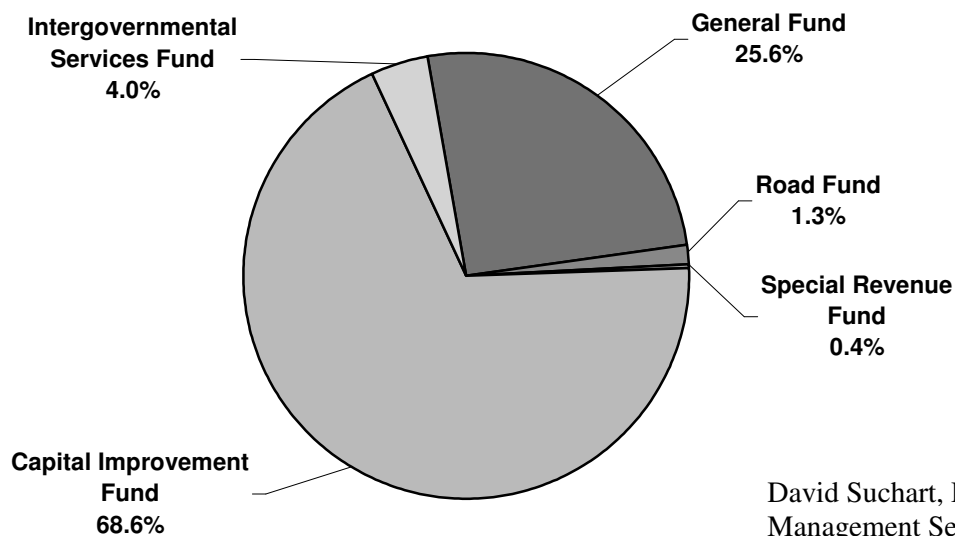
Total Expenditures

\$22,352,447

FY 10-11 Expenditures by Division



FY 10-11 Budget by Fund



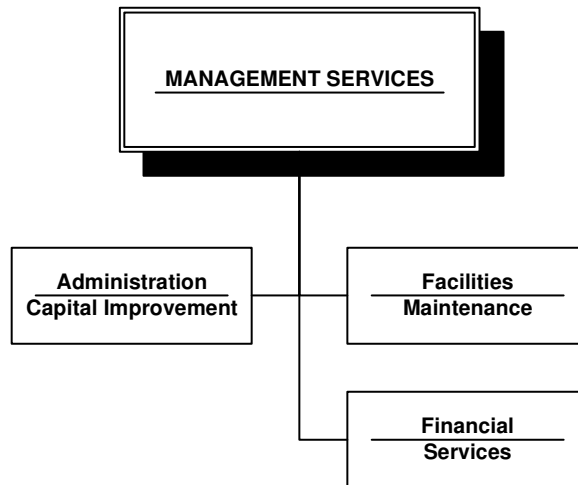
David Suchart, Director
Management Services
682-3699

Management Services

Department Overview

The Department of Management Services provides a diverse array of services to the citizens of Lane County, as well as other County departments and political agencies. Departmental responsibilities are detailed in Lane Manual, Section 3.080, and include:

- Administration/Capital Improvement (Oversight of department/division priorities, goals, and objectives; management of capital construction and renovation of county assets.)
- Facilities (Maintenance, Custodial, Landscaping, Capital Projects, Property Management, Tax Foreclosed Property, and Mailroom)
- Financial Services (Accounts Payable, Accounts Receivable, Financial Analysis and Reporting, Debt Management, Payroll, Treasury, and Purchasing)



Department Goals & Objectives

- Continue renovation of the Charnelton Place building for a new Public Health facility, and incorporate maintenance and custodial responsibilities to Facilities.
- Complete renovation of the building acquired to relocate the Springfield FQHC Clinic (RiverStone), to more adequately and efficiently serve the citizens of Lane County, and incorporate maintenance and custodial responsibilities to Facilities.
- Remodel the property formerly occupied by the Army National Guard for a Youth Services Education and Conference Center.
- Secure appropriate financing for planned capital projects.
- Manage the investment portfolio to ensure preservation of principal and adequate liquidity in times of a changing financial marketplace.
- Implement document imaging for contracts on a county-wide basis.
- Develop ePayment opportunities in Accounts Payable.
- Complete upgrade of the PeopleSoft HR/Payroll system.
- Begin upgrading the PeopleSoft Financial system.
- Issue an RFP to replace the PSB Plaza roof.
- Maintain a high level of maintenance, custodial, and landscaping support with existing workforce and increased facilities, without sacrificing health and safety requirements.

Management Services

Key Accomplishments in FY 09-10

- Completion of renovations to the first floor of the new Public Health facility; the new Eugene FQHC Clinic opened on February 15, 2010.
- Maintenance and security of the Forest Work Camp.
- Began design and construction of new steam and HVAC systems at the jail under the Energy Savings Performance Contracting model.
- Took on maintenance responsibilities for Charnelton Place building (new Public Health facility) and the new Springfield FQHC building (new RiverStone Clinic).
- Reduced maintenance costs by consolidating all County elevators on one maintenance agreement.
- Redemption of callable pension bonds, which reduced the interest payable by all County programs.
- Receipt of the Certificate of Achievement for Excellence in Financial Reporting from the GFOA.
- Implemented document imaging for accounts payable invoices on a county-wide basis.
- Implemented PeopleSoft Accounts Receivable module.
- Published Financial Transparency Reports on the County website.
- Issued limited tax bonds to provide financing for several County projects.

Changes, Challenges & Opportunities for FY 10-11

Department Environment/Challenges

The Department continues to provide a high level of service with limited resources in the areas of capital construction and renovation, County facility access security, custodial and maintenance, and financial services. The department has been fortunate to have low employee turnover, resulting in experienced and skilled staff. The greater difficulty will be when there is a natural turnover due to staff retirements, budgetary reductions, and unexpected changes. The challenge is to maintain a level of service to safeguard county assets, employees, and the public, and comply with state and federal mandates, with a limited workforce and increased costs.

Changes

Increased custodial and maintenance responsibilities, with the purchase of the Charnelton Place building, the acquisition of the Armory facility, purchase of the RiverStone-Olympic building, and shifting responsibility for the Lane County Historical Museum and Forest Work Camp, continue to stretch limited resources, along with large increases in utilities costs, especially steam, adding to the financial strain. In light of these added encumbrances, there has been little turnover, and the remainder of Facilities' workforce remains static. Revenue for the Financial Services division is 100% from County indirect charges. Expenses have increased based on negotiated AFSCME rates. All controllable expenditures have been held flat or cut during the past years to balance the division's budget.

Opportunities

Facilities will evaluate resources, priorities, and procedures to determine what projects can be accomplished in-house, while keeping a high standard of support activities. We continually look for opportunities to consolidate services, as we did with elevator maintenance, which lowers costs and increases manageability. The annual decrease and eventual loss of Federal funds challenges all County divisions, and the resulting reduction in support staff provides the Financial Services division the opportunity to centralize and standardize accounting related activities, which could result in higher efficiencies and tighter adherence to internal financial policies. Several new financing tools have been created by the American Recovery and Reinvestment Act including recovery zone bonds, energy efficiency bonds, and tax-credit bonds, which Financial Services continues to monitor for applicability to approved County projects.

Management Services

Performance Management

- *Investment Return.* The investment program strives for a rate of return in excess of the Local Government Investment Pool (LGIP), while adequately preserving principal. Because our investment policy allows investment of up to three-year terms, this benchmark is stated on a three-year rolling average.
- *Certificate of Achievement for Excellence in Financial Reporting.* Each year the Financial Services Division submits a Comprehensive Annual Financial Report (CAFR) to the Government Finance Officers Association of the United States (GFOA). The Certificate of Achievement is awarded to governments that publish an easily readable and efficiently organized CAFR that satisfies both generally accepted accounting principles and applicable legal requirements.
- *Number of properties in inventory at beginning/end of fiscal year.* The inventory represents tax foreclosed properties owned by Lane County. The inventory fluctuates, based on how many properties are acquired through tax foreclosure, and how long it takes to sell the properties. Disposing of these properties removes them from County ownership, and returns them to private ownership and, thereby, the active tax roll.
- *Percentage of assigned preventative maintenance work orders completed within 2 weeks.* This is slightly below target. While we will maintain the target of 98%, in light of the added workload with additional facilities and the unreliable and outdated systems in the County's older facilities, this is deemed acceptable.

DEPARTMENT PERFORMANCE MEASURES						
Performance Measures	2007-08 Actual	2008-09 Actual	2009-10 Actual	2009-10 Target	Comment	2010-11 Target
% Investment Return	90%	102%	129%	100%	On Target	100%
GFOA Certificate of Achievement	Received	Received	Applied For	To Receive	On Target	100%
# of properties in inventory at beginning/end of fiscal year	85/72	60/58	66/53	72 / 67	On Target	63/50
% of assigned preventative maintenance work orders completed within 2 weeks	92%	94%	94%	98%	Below Target	98%

Management Services

DEPARTMENT FINANCIAL SUMMARY						
	FY 07-08	FY 08-09	FY 09-10	FY 10-11	\$ Chng	% Chng
	Actual	Actual	Curr Bgt	Proposed	Fr Curr	Fr Curr
RESOURCES:						
Fines, Forf, and Penalties	719	0	1,500	500	(1,000)	-66.67%
Property and Rentals	1,872,156	1,225,590	864,778	667,055	(197,723)	-22.86%
Fees and Charges	666,022	467,317	467,000	862,242	395,242	84.63%
Administrative Charges	5,080,228	5,175,127	5,358,478	5,640,504	282,026	5.26%
Interest Earnings	416,098	393,551	319,590	431,840	112,250	35.12%
Total Revenue	8,225,858	7,348,601	7,011,346	7,602,141	590,795	8.43%
Resource Carryover	2,575,992	4,145,715	483,191	7,214,502	6,731,311	1393.10%
Interfund Loans	1,000,000	951,955	0	0	0	0.00%
Fund Transfers In	2,041,093	1,675,000	2,239,559	1,960,406	(279,153)	-12.46%
Other Financing	0	0	25,257,176	4,445,235	(20,811,941)	-82.40%
TOTAL RESOURCES	13,842,941	14,121,273	36,096,648	21,222,284	(14,874,364)	-41.21%
EXPENDITURES:						
Personnel Services	3,063,125	3,316,214	3,602,250	4,150,007	547,757	15.21%
Materials and Services	4,517,369	4,807,596	4,779,487	5,976,651	1,197,164	25.05%
Capital Expenses	915,757	4,695,349	13,352,519	4,948,184	(8,404,335)	-62.94%
Fiscal Transactions	1,549,914	1,410,964	9,375,736	1,924,613	(7,451,123)	-79.47%
Total Resrvs & Conting.			6,095,149	5,352,992	(742,157)	-12.18%
TOTAL EXPENDITURES	10,046,164	14,230,124	37,205,141	22,352,447	(14,852,694)	-39.92%
Total FTE	42.00	42.00	42.00	45.00	3.00	7.14%
EXPENDITURES BY FUND						
General Fund	4,291,027	4,497,727	5,024,625	5,715,300	690,675	13.75%
Road Fund	223,678	239,841	254,359	261,552	7,193	2.83%
Special Revenue Fund	176,984	140,566	143,310	131,600	(11,710)	-8.17%
Capital Improvement Fund	4,407,213	8,501,658	30,819,354	15,309,048	(15,510,306)	-50.33%
Intergovernmental Services Fund	947,262	850,330	963,493	934,947	(28,546)	-2.96%
TOTAL FUNDS	10,046,164	14,230,122	37,205,141	22,352,447	(14,852,694)	-39.92%

Management Services

DEPARTMENT FINANCIAL SUMMARY BY PROGRAM						
PROGRAMS	FY 07-08 Actual	FY 08-09 Actual	FY 09-10 Curr Bgt	FY 10-11 Proposed	\$ Chng Fr Curr	% Chng Fr Curr
Building Maintenance	1,538,897	1,781,376	1,876,133	2,295,415	419,282	22.35%
Capital Projects	4,407,213	8,501,658	30,819,354	15,309,048	(15,510,306)	-50.33%
Copier Services	273,052	266,449	246,686	256,327	9,641	3.91%
Custodial	649,690	694,992	727,099	969,291	242,192	33.31%
Financial Services	1,558,159	1,529,428	1,736,533	1,827,376	90,843	5.23%
Landscaping	94,688	103,304	116,631	122,429	5,798	4.97%
Mail Room	271,751	268,091	418,723	410,607	(8,116)	-1.94%
MS Administration	269,814	283,974	306,767	316,435	9,668	3.15%
Property Management	427,959	386,099	535,789	483,200	(52,589)	-9.82%
Purchasing	102,731	73,177	214,968	230,719	15,751	7.33%
Ready Stores	275,228	201,008	63,148	0	(63,148)	-100.00%
Tax Foreclosed Property Sales	176,984	140,566	143,310	131,600	(11,710)	-8.17%
TOTAL EXPENDITURES	10,046,165	14,230,123	37,205,141	22,352,447	(14,852,694)	-39.92%

Management Services

DEPARTMENT REVENUE SUMMARY						
REVENUE ACCOUNTS	FY 07-08 Actual	FY 08-09 Actual	FY 09-10 Curr Bgt	FY 10-11 Proposed	\$ Chng Fr Curr	% Chng Fr Curr
Foreclosure Penalty	719	0	1,500	500	(1,000)	-66.67%
FINES, FORF, AND PENALTIES	719	0	1,500	500	(1,000)	-66.67%
Sale Of Capital Assets	537,825	0	0	0	0	0.00%
Land Sales	88,571	61,859	135,000	129,100	(5,900)	-4.37%
Miscellaneous Sales	402	0	0	0	0	0.00%
Rental	627,603	622,703	309,778	92,955	(216,823)	-69.99%
Parking	441,016	480,205	360,000	372,000	12,000	3.33%
Rent - Other Properties	176,739	60,824	60,000	73,000	13,000	21.67%
PROPERTY AND RENTALS	1,872,156	1,225,591	864,778	667,055	(197,723)	-22.86%
Health & Human Services	0	73,812	0	0	0	0.00%
Misc - Federal Revenue	2,450	0	0	0	0	0.00%
Reimbursements	6,532	13,204	0	0	0	0.00%
FEDERAL REVENUES	8,982	87,016	0	0	0	0.00%
State Reimbursements	181,653	0	0	0	0	0.00%
OTHER STATE REVENUES	181,653	0	0	0	0	0.00%
Maintenance Reimbursement	0	0	0	372,242	372,242	100.00%
Misc. Fees/Reimbursement	228	3,146	0	0	0	0.00%
Miscellaneous Svc Charges	18,456	34,227	0	35,000	35,000	100.00%
Report Fees	0	5	0	0	0	0.00%
Refunds & Reimbursements	12	10	0	0	0	0.00%
Mailroom Services	196,830	190,635	225,000	220,000	(5,000)	-2.22%
Copier Services	203,581	196,422	217,000	210,000	(7,000)	-3.23%
Ready Stores	246,914	42,873	25,000	25,000	0	0.00%
FEES AND CHARGES	666,022	467,317	467,000	862,242	395,242	84.63%
County Administrative Charges	5,080,228	5,175,127	5,358,478	5,640,504	282,026	5.26%
ADMINISTRATIVE CHARGES	5,080,228	5,175,127	5,358,478	5,640,504	282,026	5.26%
Investment Earnings	416,098	393,551	319,590	431,840	112,250	35.12%
INTEREST EARNINGS	416,098	393,551	319,590	431,840	112,250	35.12%
Mortgage Capital Revenue	0	0	1,105,376	0	(1,105,376)	-100.00%
Proceeds from Issuance of Debt	0	0	24,125,000	4,445,235	(19,679,765)	-81.57%
Premium - Debt Issuance	0	0	1,132,176	0	(1,132,176)	-100.00%
Resource Carryover	0	0	(1,236,053)	4,000	1,240,053	-100.32%
Fund Balance	2,575,992	4,145,716	1,719,244	7,210,502	5,491,258	319.40%
Interfund Loan Received	1,000,000	951,955	0	0	0	0.00%
Transfer Fr General Fund	1,516,917	1,500,000	1,500,000	1,500,000	0	0.00%
Transfer Fr Sp Rev Funds	50,000	0	489,954	460,406	(29,548)	-6.03%
Intrafund Transfer	474,175	175,000	249,605	0	(249,605)	-100.00%
FISCAL TRANSACTIONS	5,617,084	6,772,671	29,085,302	13,620,143	(15,465,159)	-53.17%
TOTAL RESOURCES	13,842,941	14,121,273	36,096,648	21,222,284	(14,874,364)	-41.21%

Management Services

DEPARTMENT EXPENSE SUMMARY						
EXPENDITURE ACCOUNTS	FY 07-08 Actual	FY 08-09 Actual	FY 09-10 Curr Bgt	FY 10-11 Proposed	\$ Chng Fr Curr	% Chng Fr Curr
Permanent Operating Salaries	1,715,644	1,830,692	1,950,230	2,101,040	150,810	7.73%
Extra Help	14,198	19,338	12,948	210,048	197,100	1522.24%
Overtime	1,104	1,637	25,020	25,020	0	0.00%
Reduction Unfunded Vac Liab	45,600	58,782	67,647	69,579	1,932	2.86%
Compensatory Time	4,166	8,944	5,496	5,496	0	0.00%
Risk Management Benefits	35,461	40,827	59,864	59,626	(238)	-0.40%
Social Security Expense	109,074	116,787	126,700	147,305	20,605	16.26%
Medicare Insurance Expense	25,619	27,542	29,888	34,986	5,098	17.06%
Unemployment Insurance (State)	17,073	17,730	19,729	21,920	2,191	11.11%
Workers Comp	6,343	6,407	6,175	7,213	1,038	16.81%
Disability Insurance - Long Term	13,798	14,184	20,015	17,211	(2,804)	-14.01%
PERS - OPSRP Employer rate	207,769	222,312	200,295	248,785	48,490	24.21%
PERS Bond	110,537	98,871	153,630	143,073	(10,557)	-6.87%
PERS - 6% Pickup	101,483	111,773	123,596	132,732	9,136	7.39%
Health Insurance	495,409	563,426	608,089	713,781	105,692	17.38%
Dental Insurance	46,577	48,560	53,170	60,901	7,731	14.54%
Vision Insurance	9,196	12,428	13,566	16,065	2,499	18.42%
EE Assistance Pgm - IBH	2,574	2,560	2,520	2,700	180	7.14%
Life Insurance	5,727	6,453	8,064	8,640	576	7.14%
Flexible Spending	373	613	504	540	36	7.14%
Disability Insuranc - Short Term	979	973	1,008	1,080	72	7.14%
Defer. Comp Employer Contrib.	7,172	12,022	14,411	15,146	735	5.10%
Retiree Medical	87,250	93,352	99,685	107,120	7,435	7.46%
PERSONNEL SERVICES	3,063,125	3,316,215	3,602,250	4,150,007	547,757	15.21%
Professional & Consulting	741,734	1,096,274	1,200,400	797,278	(403,122)	-33.58%
Data Processing Services	533,158	876,955	633,543	635,270	1,727	0.27%
Banking & Armored Car Svc	87,333	89,579	130,000	93,200	(36,800)	-28.31%
Construction Services	0	60	1,500	1,500	0	0.00%
Intergovernmental Agreements	68,184	67,550	86,000	41,000	(45,000)	-52.33%
Agency Payments	12,465	13,473	17,000	13,000	(4,000)	-23.53%
Motor Fuel & Lubricants	704	209	800	1,800	1,000	125.00%
Machinery & Equipment Parts	22,106	37,022	27,250	24,000	(3,250)	-11.93%
Refuse & Garbage	35,857	38,264	35,662	50,062	14,400	40.38%
Spec Handling/Haz Waste Disp	3,086	0	2,000	2,000	0	0.00%
Light, Power & Water	448,399	505,924	555,788	693,682	137,894	24.81%
Telephone Services	40,414	35,747	38,110	32,370	(5,740)	-15.06%
Purchased Insurance	8,304	8,520	9,478	21,832	12,354	130.34%
Damage Claims	127	777	500	0	(500)	-100.00%
Vehicle Repair	0	1,771	1,000	0	(1,000)	-100.00%
Maintenance of Equipment	74,723	115,481	76,383	108,520	32,137	42.07%
Maintenance of Structures	257,821	178,185	266,906	314,585	47,679	17.86%
Maintenance of Grounds	39,734	11,719	18,863	214,363	195,500	1036.42%
Maintenance Agreements	117,745	152,062	190,712	183,000	(7,712)	-4.04%

Management Services

DEPARTMENT EXPENSE SUMMARY						
EXPENDITURE ACCOUNTS	FY 07-08 Actual	FY 08-09 Actual	FY 09-10 Curr Bgt	FY 10-11 Proposed	\$ Chng Fr Curr	% Chng Fr Curr
Operating Licenses & Permits	33,758	14,198	22,600	31,600	9,000	39.82%
External Equipment Rental	100,255	101,398	123,200	120,257	(2,943)	-2.39%
Real Estate & Space Rentals	0	2,120	0	0	0	0.00%
Fleet Services Rentals	19,162	35,493	45,265	52,600	7,335	16.20%
Copier Charges	4,346	4,144	5,925	5,750	(175)	-2.95%
Mail Room Charges	8,466	8,027	10,150	10,150	0	0.00%
Interdepartmental Svcs - Misc	0	790	0	500	500	100.00%
Direct/Information Services	226,507	339,598	243,608	265,970	22,362	9.18%
County Overhead Charges	452,071	477,775	488,626	588,243	99,617	20.39%
PC Replacement Services	14,300	14,770	13,030	14,975	1,945	14.93%
Office Supplies & Expense	18,315	12,129	16,275	17,675	1,400	8.60%
Membrshp/Professional Licenses	3,814	3,045	6,150	4,030	(2,120)	-34.47%
Printing & Binding	2,281	2,134	2,400	2,525	125	5.21%
Advertising & Publicity	553	4,223	4,550	6,550	2,000	43.96%
Postage	181,608	173,889	232,617	209,769	(22,848)	-9.82%
DP Supplies and Access	8,075	4,944	2,050	15,482	13,432	655.22%
Small Tools & Equipment	365,871	52,318	108,290	50,240	(58,050)	-53.61%
Small Office Furniture	0	0	0	1,200,750	1,200,750	100.00%
Library - Serials & Concls	675	739	850	975	125	14.71%
Unallocated PCard Trans	0	1,301	0	0	0	0.00%
Food	0	38	0	600	600	100.00%
Miscellaneous Supplies	317	130	100	100	0	0.00%
Special Supplies	132	0	100	0	(100)	-100.00%
Clothing & Personal Supplies	0	24	350	0	(350)	-100.00%
Safety Supplies	6,757	5,410	2,500	5,950	3,450	138.00%
Janitorial Supplies	39,309	60,575	42,350	66,131	23,781	56.15%
Building Materials Supplies	362	0	0	0	0	0.00%
Electrical Supplies	20,422	24,118	19,508	24,500	4,992	25.59%
Stores Inventory	283,146	89,410	26,512	25,000	(1,512)	-5.70%
Business Expense & Travel	1,775	1,189	4,550	1,950	(2,600)	-57.14%
Awards & Recognition	690	0	690	725	35	5.07%
Outside Education & Travel	7,415	10,966	16,500	19,565	3,065	18.58%
County Training Classes	1,135	2,500	3,205	3,070	(135)	-4.21%
Training Services & Materials	0	0	500	800	300	60.00%
Miscellaneous Payments	74	5,328	2,901	2,657	(244)	-8.41%
Mortgage Reserves	220,724	125,304	42,140	0	(42,140)	-100.00%
Reimbursable Expenses	31	0	50	50	0	0.00%
MATERIALS & SERVICES	4,517,369	4,807,596	4,779,487	5,976,651	1,197,164	25.05%
Reproducing & Duplicating	0	0	0	20,000	20,000	100.00%
Data Processing & Electronic	0	5,350	0	0	0	0.00%
CAPITAL OUTLAY	0	5,350	0	20,000	20,000	100.00%
Professional Services	0	0	35,349	0	(35,349)	-100.00%
Land Acquisition	0	505,682	0	0	0	0.00%
Acquisition & Construction	0	1,646,156	0	0	0	0.00%

Management Services

DEPARTMENT EXPENSE SUMMARY						
EXPENDITURE ACCOUNTS	FY 07-08 Actual	FY 08-09 Actual	FY 09-10 Curr Bgt	FY 10-11 Proposed	\$ Chng Fr Curr	% Chng Fr Curr
Improvements	915,757	2,538,161	13,317,170	4,928,184	(8,388,986)	-62.99%
CAPITAL PROJECTS	915,757	4,689,999	13,352,519	4,928,184	(8,424,335)	-63.09%
Bond Issuance Costs	0	0	78,300	0	(78,300)	-100.00%
Mortgage Principal Payment	82,221	90,887	6,134,713	0	(6,134,713)	-100.00%
Mortgage Interest Payment	529,154	520,489	217,252	0	(217,252)	-100.00%
Int Pd Interfund Loan	0	0	53,456	0	(53,456)	-100.00%
FISCAL TRANSACTIONS	611,376	611,376	6,483,721	0	(6,483,721)	-100.00%
Transfer To General Fund	0	200,000	0	0	0	0.00%
Transfer To Special Rev. Funds	45,000	0	0	2,368	2,368	100.00%
Transfer To Debt Service Funds	419,363	424,588	765,455	1,922,245	1,156,790	151.12%
Intrafund Transfer	474,175	175,000	249,605	0	(249,605)	-100.00%
Prin Pd Interfund Loan	0	0	1,876,955	0	(1,876,955)	-100.00%
FUND TRANSFERS	938,538	799,588	2,892,015	1,924,613	(967,402)	-33.45%
Operational Contingency	0	0	5,522,973	4,780,080	(742,893)	-13.45%
Reserves - Future Projects	0	0	572,176	572,912	736	0.13%
TOTAL RESERVES	0	0	6,095,149	5,352,992	(742,157)	-12.18%
TOTAL EXPENDITURES	10,046,165	14,230,123	37,205,141	22,352,447	(14,852,694)	-39.92%