

**Priority:** Accountability **Lead Agency:** Community Services  
**Program Offer Type:** Support **Program Contact:** Gerald Elliott  
**Related Programs:** 91000, 91001A, 91005, 91006, 91008A, 91009A, 91012, 91013, 91014, 91015, 91016, 91017, 91019, 91020A

**Program Characteristics:**

**Executive Summary**

The Budget and Operations Support unit offers administrative support, including budget, records management, payroll, accounts receivable and payable, safety, word processing, reception, financial reporting and analysis to all program areas within the Department of Community Services.

**Program Description**

This work unit supports the operations of Animal Services, Elections, Emergency Management, Housing, Survey, Transportation Engineering and Planning, Bridges and Land Use. The areas of support include Records Management, Contract Administration, Grant Management, Cost Accounting, Accounts Payable and Receivables for warehouse operations, support in the area of payroll and personnel maintenance, preparation of legal records for litigation, in addition to the reception and clerical functions typically associated with these positions.

**Program Justification**

This unit performs the essential administrative support operations of the various DCS programs. This work group provides common interpretations of County Policy and procedure through its administrative and fiscal services. This allows other program areas to remain focused on delivering their program in support of several priorities.

**Performance Measures**

Measure Type	Primary Measure	Previous Year Actual (FY04-05)	Current Year Purchased (FY05-06)	Current Year Estimate (FY05-06)	Next Year Offer (FY06-07)
Output	Number of lines of payroll entry	146,562	0	126,617	125,000
Outcome	Percent of invoices paid on time	0%	0%	90%	90%
Quality	Customer Survey	0	0	4	4

**Performance Measure - Description**

Most measures for this group are represented in the performance measures of the programs we support.

Number of lines of payroll entry is a new measure that reflects the volume of a major task.

Invoices Paid on Time is the percentage of invoices paid within 30 days of the invoice date and measures the effectiveness of the accounts payable process.

Customer Survey will be developed to solicit feedback from the programs we support. A zero to five scale will be used to rate this group on various performance attributes. Goal will be an average rating of 4.

## Legal/Contractual Obligation

ORS 294 – County and Municipal Financial Administration rules and Regulations  
ORS 366.739 – 774 – State Highways and State Highway Fund Allocations to Counties and Cities  
ORS 368.051 – Accounting for County Road Work  
Government Accounting Standards Board (GASB)  
Generally Accepted Accounting Principles (US GAAP)  
Oregon OSHA Regulations - Rules for worker safety

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2006	2006	2007	2007
Personnel	\$159,998	\$771,762	\$173,082	\$847,258
Contracts	\$0	\$55,000	\$0	\$55,000
Materials & Supplies	\$0	\$77,600	\$0	\$52,600
Internal Services	\$7,155	\$297,390	\$1,500	\$219,748
Subtotal: Direct Exps:	<b>\$167,153</b>	<b>\$1,201,752</b>	<b>\$174,582</b>	<b>\$1,174,606</b>
Administration	\$0	\$0	\$0	\$0
Program Support	\$0	\$0	\$0	\$0
Subtotal: Other Exps:	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Total GF/non-GF:	<b>\$167,153</b>	<b>\$1,201,752</b>	<b>\$174,582</b>	<b>\$1,174,606</b>
Program Total:	<b>\$1,368,905</b>		<b>\$1,349,188</b>	
Program FTE	0.00	0.00	2.45	9.97
<b>Program Revenues</b>				
Indirect for dep't Admin	\$7,537	\$0	\$11,997	\$0
Fees, Permits & Charges	\$0	\$187,500	\$0	\$263,749
Intergovernmental	\$0	\$973,408	\$0	\$502,366
Other / Miscellaneous	\$0	\$40,844	\$0	\$408,491
Program Revenue for Admin	\$0	\$0	\$0	\$0
<b>Total Revenue:</b>	<b>\$7,537</b>	<b>\$1,201,752</b>	<b>\$11,997</b>	<b>\$1,174,606</b>

## Explanation of Revenues

This program supports all Community Services programs and does not receive revenue directly. Costs are allocated to other Community Services programs based on the amount and type of support required.

## Significant Program Changes

**Last year this program was:** #90011, Land Use and Transportation Budget & Operations Support

This program has been reorganized since last year. The support groups in Elections and Bridge now report to the Manager of Budget and Operations Support. In addition, the transfer of roads to Gresham has resulted in a reduction of one FTE.