Program # 91011 - LUT Budget & Operations Support   Version 2/23/2007 s

Priority:	Accountability	**Lead Agency:**	Community Services
Program Offer Type:	Support	**Program Contact:**	Gerald Elliott

Related Programs: 91000, 91001, 91005, 91008, 91009, 91012, 91013A, 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, Tax Title, Survey, Transportation Engineering and Planning, Bridges and Land Use Planning. The areas of support include, Records Management, Contract Administration, Grant Management, Cost Accounting, Accounts Payable and Receivables for warehouse operations, 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 (FY05-06)	Current Year Purchased (FY06-07)	Current Year Estimate (FY06-07)	Next Year Offer (FY07-08)
Output	Number of lines of payroll entry	129,818	125,000	130,000	125,000
Outcome	Percent of invoices paid on time	84.0%	90.0%	88.0%	90.0%
Quality	Customer Survey	0	4	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 measure that reflects the volume of this 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 solicits feedback from the programs we support. A zero to five scale is used to rate this group on various performance attributes. Goal is 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
Program Expenses	2007	2007	2008	2008
Personnel	$170,981	$847,258	$231,345	$659,412
Contracts	$0	$55,000	$0	$5,000
Materials & Supplies	$0	$52,600	$0	$44,100
Internal Services	$1,500	$219,748	$0	$179,017
Subtotal: Direct Exps:	**$172,481**	**$1,174,606**	**$231,345**	**$887,529**
Administration	$0	$0	$0	$0
Program Support	$0	$0	$0	$0
Subtotal: Other Exps:	**$0**	**$0**	**$0**	**$0**
Total GF/non-GF:	**$172,481**	**$1,174,606**	**$231,345**	**$887,529**
Program Total:	**$1,347,087**		**$1,118,874**	
Program FTE	2.45	9.97	3.00	8.00
Program Revenues				
Indirect for dep't Admin	$11,997	$0	$10,800	$0
Fees, Permits & Charges	$0	$263,749	$37,500	$238,674
Intergovernmental	$0	$502,366	$0	$648,855
Other / Miscellaneous	$0	$408,491	$0	$0
Program Revenue for Admin	$0	$0	$0	$0
Total Revenue:	**$11,997**	**$1,174,606**	**$48,300**	**$887,529**

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 type amount and type of support required.

Significant Program Changes

Last year this program was: #91011, Budget & Operations Support