

**Priority:** Accountability **Lead Agency:** Community Services  
**Program Offer Type:** Administration **Program Contact:** Gerald Elliott  
**Related Programs:** 91000, 91001, 91002, 91003, 91004, 91005, 91008, 91009, 91011, 91012, 91013A, 91014, 91015, 91016, 91017, 91019, 91020A

**Program Characteristics:**

**Executive Summary**

This program offer is for the departmental level administrative support unit referred to as "Budget and Operations Support" unit within the DCS organization.

**Program Description**

This work unit manages the financial and administrative functions of the operating programs within the Department of Community Services. These operating areas include Animal Services, Elections, Emergency Management, Tax Title, Survey, Transportation Engineering and Planning, Bridges and Land Use Planning. It directly supervises Budget and Operations Support which performs the following functions: 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	Total DCS Expense	0	0	0	0
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**

Total DCS Expense is an indication of the value of services provided by the Department of Community Services and managed by this program.

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	\$0	\$0	\$242,558	\$0
Materials & Supplies	\$0	\$0	\$5,000	\$0
Internal Services	\$0	\$0	\$42,496	\$0
Subtotal: Direct Exps:	<b>\$0</b>	<b>\$0</b>	<b>\$290,054</b>	<b>\$0</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>\$0</b>	<b>\$0</b>	<b>\$290,054</b>	<b>\$0</b>
Program Total:	<b>\$0</b>		<b>\$290,054</b>	
Program FTE	0.00	0.00	2.00	0.00
<b>Program Revenues</b>				
Program Revenue for Admin	\$0	\$0	\$0	\$0
<b>Total Revenue:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</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 through indirect allocation rates.

## Significant Program Changes

✔ Significantly Changed

**Last year this program was:** #91000, CS Directors Office

The FTE associated with this program were contained in 3 other program offers. This has been changed to better account for this effort. The net affect of this change is zero.