

**Priority:** Thriving Economy **Lead Agency:** Community Services  
**Program Offer Type:** Support **Program Contact:** Gerald Elliott  
**Related Programs:** 91000, 91001, 91002, 91003, 91005, 91008, 91012, 91013, 91015, 91016, 91018, 91020, 91021  
**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, Tax Title, Survey, Transportation Engineering and Planning, Bridges and Land Use Planning. The areas of support include, Records Management, Contract Administration, Grant Accounting, 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 (FY06-07)	Current Year Purchased (FY07-08)	Current Year Estimate (FY07-08)	Next Year Offer (FY08-09)
Output	Number of lines of payroll entry	128,074	125,000	132,000	130,000
Outcome	Percent of invoices paid on time	86.0%	90.0%	80.0%	90.0%
Quality	Customer Survey	4	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, this would be the equivalent of 'very good'.

## 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>	2008	2008	2009	2009
Personnel	\$230,274	\$659,412	\$241,823	\$588,040
Contracts	\$0	\$5,000	\$0	\$12,000
Materials & Supplies	\$0	\$44,100	\$0	\$38,100
Internal Services	\$0	\$179,017	\$0	\$123,192
Subtotal: Direct Exps:	<b>\$230,274</b>	<b>\$887,529</b>	<b>\$241,823</b>	<b>\$761,332</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>\$230,274</b>	<b>\$887,529</b>	<b>\$241,823</b>	<b>\$761,332</b>
Program Total:	<b>\$1,117,803</b>		<b>\$1,003,155</b>	
Program FTE	3.00	8.00	3.00	7.00
<b>Program Revenues</b>				
Indirect for dep't Admin	\$10,800	\$0	\$13,313	\$0
Fees, Permits & Charges	\$37,500	\$238,674	\$47,000	\$197,000
Intergovernmental	\$0	\$648,855	\$0	\$564,402
Program Revenue for Admin	\$0	\$0	\$0	\$0
<b>Total Revenue:</b>	<b>\$48,300</b>	<b>\$887,529</b>	<b>\$60,313</b>	<b>\$761,402</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 type amount and type of support required.

## Significant Program Changes

✔ Significantly Changed

### Last year this program was:

This program had one less FTE than in FY08.