

Priority: Accountability **Lead Agency:** Community Services
Program Offer Type: Administration **Program Contact:** Gerald Elliott
Related Programs: 91000, 91001, 91003, 91005, 91006, 91007, 91008, 91011, 91013, 91015, 91016, 91018, 91020, 91021

Program Characteristics:

Executive Summary

This program offer is for the departmental level administrative support unit referred to as "Budget and Operations Support" 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, 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 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 core program services.

Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY07-08)	Current Year Purchased (FY08-09)	Current Year Estimate (FY08-09)	Next Year Offer (FY09-10)
Output	Dollar value of capital improvements	13,887,056	19,339,623	11,649,320	9,725,000
Outcome	Percent of invoices paid on time	76.0%	90.0%	85.0%	85.0%

Performance Measure - Description

Dollar value of capital improvements includes all County funds spent, regardless of source. 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.

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	2009	2009	2010	2010
Personnel	\$233,642	\$0	\$271,165	\$0
Contracts	\$25,000	\$0	\$0	\$0
Materials & Supplies	\$8,250	\$0	\$0	\$0
Internal Services	\$39,317	\$0	\$700	\$0
Subtotal: Direct Exps:	\$306,209	\$0	\$271,865	\$0
Administration	\$0	\$0	\$0	\$0
Program Support	\$0	\$0	\$0	\$0
Subtotal: Other Exps:	\$0	\$0	\$0	\$0
Total GF/non-GF:	\$306,209	\$0	\$271,865	\$0
Program Total:	\$306,209		\$271,865	
Program FTE	2.00	0.00	2.00	0.00
Program Revenues				
Program Revenue for Admin	\$0	\$0	\$0	\$0
Total Revenue:	\$0	\$0	\$0	\$0

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

Last year this program was: #91007, DCS Business Services