

Priority: Thriving Economy
Program Offer Type: Support
Related Programs: 91001, 91002, 91003, 91005, 91006, 91007, 91008, 91012, 91013, 91015, 91016, 91018, 91020, 91021

Lead Agency: Community Services
Program Contact: Gerald Elliott

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 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	Number of lines of payroll entry	136,270	130,000	140,000	130,000
Outcome	Percent of invoices paid on time	76.0%	90.0%	85.0%	80.0%
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)

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2009	2009	2010	2010
Personnel	\$241,823	\$588,040	\$243,313	\$446,905
Contracts	\$0	\$12,000	\$0	\$15,000
Materials & Supplies	\$0	\$38,100	\$0	\$38,100
Internal Services	\$0	\$123,192	\$12,366	\$162,475
Subtotal: Direct Exps:	\$241,823	\$761,332	\$255,679	\$662,480
Administration	\$0	\$0	\$0	\$0
Program Support	\$0	\$0	\$0	\$0
Subtotal: Other Exps:	\$0	\$0	\$0	\$0
Total GF/non-GF:	\$241,823	\$761,332	\$255,679	\$662,480
Program Total:	\$1,003,155		\$918,159	
Program FTE	3.00	7.00	3.00	5.80
Program Revenues				
Indirect for dep't Admin	\$13,313	\$0	\$13,273	\$0
Fees, Permits & Charges	\$47,000	\$197,000	\$45,437	\$157,000
Intergovernmental	\$0	\$564,402	\$0	\$505,480
Program Revenue for Admin	\$0	\$0	\$0	\$0
Total Revenue:	\$60,313	\$761,402	\$58,710	\$662,480

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: #91011, Budget & Operations Support

This program has been reduced by 1.0 FTE compared to FY09. An Office Assitant 2 position will be eliminated and the work spread among others within the group and the Transportation program.