

**Lead Agency:** Community Services

**Program Contact:** Gerald Elliott

**Program Offer Type:** Support

**Related Programs:** 91002, 91005, 91006, 91007, 91008A, 91012, 91013, 91015, 91016, 91017, 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, Survey, Road Services, Bridge Services, Land Use Planning and Transportation Planning. The areas of support include; records management, contract administration, grant accounting, cost accounting, accounts payable and receivables, payroll and personnel maintenance, preparation of legal records for litigation, in addition to the reception and clerical functions typically associated with these positions. Having this unit perform the essential administrative support functions for the various DCS programs allows it to provide common interpretations of County Policy and Procedure while enhancing the opportunity for the other program areas to remain focused on delivering their core program services.

**Performance Measures**

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Lines of payroll input	118,339	118,000	119,000	120,000
Outcome	Percent of invoices paid on time	86.0%	90.0%	90.0%	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)

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$254,415	\$535,003	\$236,005	\$1,155,632
Contracts	\$0	\$5,800	\$0	\$56,000
Materials & Supplies	\$0	\$15,682	\$0	\$25,480
Internal Services	\$9,975	\$141,683	\$37,421	\$215,793
Unappropriated & Contingency	\$0	\$0	\$0	\$78,749
<b>Total GF/non-GF:</b>	<b>\$264,390</b>	<b>\$698,168</b>	<b>\$273,426</b>	<b>\$1,531,654</b>
<b>Program Total:</b>	<b>\$962,558</b>		<b>\$1,805,080</b>	
Program FTE	3.00	6.00	3.00	12.00
<b>Program Revenues</b>				
Indirect for dep't Admin	\$14,733	\$0	\$28,193	\$0
Fees, Permits & Charges	\$45,000	\$197,000	\$43,000	\$621,415
Intergovernmental	\$0	\$501,168	\$0	\$910,239
<b>Total Revenue:</b>	<b>\$59,733</b>	<b>\$698,168</b>	<b>\$71,193</b>	<b>\$1,531,654</b>

## Explanation of Revenues

This program provides support services to other programs within the department. The revenue for this program represents work performed for other programs. Offsetting expenses are found in the program offers for the other programs as Internal Services - Other.

## Significant Program Changes

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

Due to reorganizations, this program offer has 6.0 more FTE than FY12. This includes 3.0 FTE moving over from the Bridge Shop. These employees have been a part of Budget and Operations Support, but have been previously shown in the Bridge program offers. 2.0 FTE are moving from the Road Services program offer as part of span of control initiatives. 1.0 FTE is moving from the Central Stores program offer to provide purchasing support to the Yeon complex.