

Administrative Services

Function & Organization:

Provides business and support services to the county, including accounting, treasury management, budgeting, communications and information technology, and human resources management.

Direct services to the public include prevention services for children and families, elections administration, recording of documents, marriage and dog licensing and property tax collection.

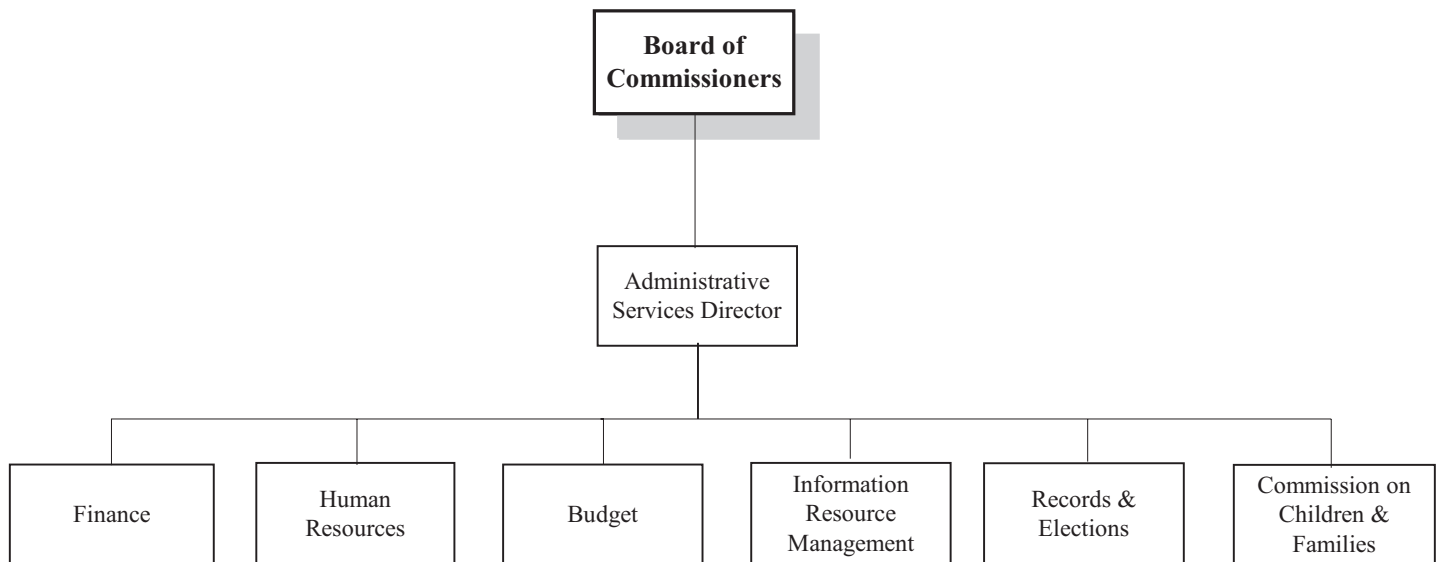
As a charter county, Benton County does not have the elective positions of County Clerk and Treasurer. The statutory functions of these offices are performed respectively by the Records & Elections Manager of the Records and Elections Division and by the Finance Manager of the Finance Division of Administrative Services. The statutory duties of the Budget Officer under Oregon Local Budget Law are assigned to the Budget Manager. The Commission on Children & Families performs the duties assigned by statute in the administration of state and other funds and in the planning and coordination of certain services for children and families.

The Human Resources Division is responsible for administration of personnel polices, labor negotiations and employee relations. The Information Resource Management Division manages all county computer technology and telecommunications systems.

The Director of Administrative Services is an appointed position reporting to the Board of Commissioners.

Organization Chart:

Administrative Services Department



Budget Summary

Administrative Services - All Funds

Resource / Expense Category	2003-04 Annual Actual	2004-05 Annual Actual	2005-07 Biennium Adopted	2005-07 Biennium Adjusted	2007-09 Biennium Adopted	% Change Over Adjusted
General Revenues	158,029	376,651	1,015,097	1,215,764	1,097,891	-9.7%
Charges for Service	4,991,805	4,923,329	11,230,680	11,373,080	12,278,010	8.0%
Operating Grants/Contributions	983,720	1,110,637	1,374,780	1,671,353	2,298,397	37.5%
Capital Grants/Contributions	-	-	-	-	-	--
Internal Fund Transfers	298,769	345,561	604,958	1,993,429	146,300	-92.7%
Loans	7,519,527	30,700	9,840	9,840	-	-100.0%
Current Revenues Total	13,951,850	6,786,878	14,235,355	16,263,466	15,820,598	-2.7%
Dedicated Beginning Balance	1,581,002	2,157,084	2,284,341	2,337,237	3,144,346	34.5%
Capital Beginning Balance	220,132	11,856	11,000	11,000	21,091	91.7%
Beginning Balance Total	1,801,134	2,168,940	2,295,341	2,348,237	3,165,437	34.8%
Total Resources	15,752,984	8,955,818	16,530,696	18,611,703	18,986,035	2.0%
Personnel Services	2,286,142	2,474,999	5,889,465	5,897,948	6,451,333	9.4%
Materials & Services	2,968,581	2,565,289	5,773,693	6,374,835	6,450,362	1.2%
Capital Outlay	204,321	304,648	675,896	926,416	534,100	-42.3%
Other: Internal Fund Transfers	122,738	34,967	-	86,821	250,000	187.9%
Other: Loans	30,659	24,376	9,840	9,840	-	-100.0%
Other: Debt Principle	7,145,727	51,166	169,000	1,531,954	237,500	-84.5%
Other: Debt Interest	632,458	1,093,054	2,110,500	2,110,500	2,284,000	8.2%
Expenditures Total	13,390,626	6,548,499	14,628,394	16,938,314	16,207,295	-4.3%
Other: Contingency	-	-	125,000	51,586	152,000	194.7%
Other: Reserve for Future Years	-	-	1,777,302	1,621,803	2,626,740	62.0%
Other: Unappropriated Balance	-	-	-	-	-	--
Other (Reserve) Total	-	-	1,902,302	1,673,389	2,778,740	66.1%
Dedicated Rev. Surplus/(Deficit)	2,362,358	2,407,319	-	-	-	0.0%
Full-Time-Equivalent (FTE) by Type						
Regular (Greater than .50 FTE)	34.15	34.90	39.05	39.05	37.80	-3.2%
Temporary Hire	4.14	3.79	3.14	3.14	4.51	43.6%
Personnel Distribution by Fund						
General	16.65	17.27	19.07	19.07	17.29	-9.3%
Management Services	19.62	19.40	20.96	20.96	22.20	5.9%
Intragovernmental Service	2.02	2.02	2.16	2.16	2.22	2.8%
Enterprise Operations	-	-	-	-	0.60	--
Total Personnel (FTE)	38.29	38.69	42.19	42.19	42.31	0.3%
Expenditures by Fund						
General	2,051,169	2,181,868	4,145,330	4,712,836	5,049,637	7.1%
Debt Service	7,951,265	1,152,870	2,279,500	3,642,454	2,521,500	-30.8%
General Capital Improvements	274,276	1,498	128,200	128,200	36,091	-71.8%
Management Services	1,888,028	2,150,560	5,039,184	5,189,517	5,363,024	3.3%
Intragovernmental Service	886,354	808,839	1,581,180	1,810,307	1,740,401	-3.9%
Enterprise Operations	-	7,590	90,000	90,000	127,965	42.2%
Trust	-	-	-	-	68,290	--
Tax Title Land	20,907	13,764	236,000	236,000	117,638	-50.2%
Employee Benefit Trust	318,627	231,510	1,129,000	1,129,000	1,182,749	4.8%
Total Expenditures	13,390,626	6,548,499	14,628,394	16,938,314	16,207,295	-4.3%
Reserve Distribution by Fund						
General	-	-	420,088	401,670	369,207	-8.1%
Debt Service	-	-	931,454	883,500	1,220,500	38.1%
Management Services	-	-	125,000	51,586	152,000	194.7%
Intragovernmental Service	-	-	108,260	19,133	234,998	1128.2%
Enterprise Operations	-	-	10,000	10,000	132,035	1220.4%
Tax Title Land	-	-	-	-	125,000	--
Employee Benefit Trust	-	-	307,500	307,500	545,000	77.2%
Other (Reserve) Total	-	-	1,902,302	1,673,389	2,778,740	66.1%

Department Head Message

Administrative Services

The Administrative Services Department (ASD) provides much of the infrastructure necessary to plan and provide business support services, as well as to engage and involve residents in the work Benton County does for the community and families.

There are six divisions in the department. Three divisions, the Commission on Children and Families, the Finance Division, and the Records and Elections Office, serve Benton County residents directly. The other three, Budget, Human Resources, and Information Resource Management, provide business support services to the County as their primary functions.

The Commission on Children and Families (CCF) office works with volunteers to make Benton County a healthy environment for children and families through advocacy, community mobilization, and advancement of proven prevention strategies. In both 2005 and 2007, Benton County was named one of the top 100 communities for youth in the nation. The Commission played a pivotal role in securing this designation and celebrating the award at several community events. In addition, the Commission sponsored positive youth development and prevention activities such as the Teen Summit and Teen Idol competitions and provided support to local Youth Commissions and VELA, a Latino student leadership group. In the next biennium, CCF has an aggressive agenda of updating the local coordinated comprehensive services plan, developing and securing funding for a new crisis relief nursery to reduce child abuse, and putting together a plan to support runaway and homeless youth. Accomplishing these goals will be more difficult because two major grants that supported programs and operations have ended and the county does not have General Funds available to backfill the grants or sustain the services.

The Finance Division plays a dual role. It collects property taxes for the county and all other districts. It also provides the county's financial services including: receivables, payables, payroll, investments, debt management, and auditing. The Finance Manager is appointed and serves as the county's Treasurer. In the last year, the Finance Office received an audit report that was issued without qualification, received its seventeenth consecutive Certificate for Excellence in Financial Reporting award from the Government Finance Officers' Association, and helped the new Health Center Department to navigate and mitigate substantial, but routine start up difficulties, caused by delays in receipt of federal reimbursements for medical services.

The Records and Elections Division is managed by the County Clerk, which is an appointed position in Benton County. This office conducts all elections in Benton County, issues marriage and dog licenses, and records documents. In the last year, the Records Office has completed a project to capture and index all of the Board of Commissioner's records electronically and has worked to change a County ordinance to allow multi-year dog licensing.

The Budget Division is responsible for managing the preparation and execution of the county budget and the budgets of six service districts. In the last biennium, the Budget Office completed its goal of implementing a new cost allocation system that will enable the County to recoup administrative costs from the federal government and others. In addition, the Budget Officer, Board of Commissioners, and the Budget Committee have spent much time planning for the loss of federal timber revenues, which combined with the loss of the 1998-2003 Health and Safety levy, has resulted in a 16% overall decrease in county unrestricted revenues. In November 2006, the county pursued a renewal of the Health and Safety levy to make up some of these losses, but it was defeated, at least in part, because there were several competing money measures on the ballot.

The Human Resources Division is responsible for recruiting, staff development and training, employee and labor relations, and development of personnel policies. In the 2006, the division staffed a Health Insurance Commission, charged with suggesting lower cost alternatives to providing traditional employee and retiree health insurance benefits. In 2007, Human Resources will be renegotiating three collective bargaining agreements with the Benton County Deputy Sheriff's Association, the Oregon Nursing Association, and the American Federation of State, County, and Municipal Employees Union.

The Information Resource Management Division is responsible for maintaining the county's personal computer and network operations, telecommunications, Geographic Information System (GIS), and other application, database, and programming systems. In the last year, IRM redesigned and upgraded the county's web site, installed network and server room environmental monitoring equipment, installed a new data backup system, and consolidated its operations and moved staff from three offices into one county-owned facility.

Administrative Services Director:

Ramona Rodamaker

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Property Tax Collection

Administrative Services - General Fund

Purpose:

Perform the functions of County Treasurer and Tax Collector under state law. The division also collects property taxes on behalf of all taxing districts in the county.

Resource / Expense Category	2003-04	2004-05	2005-07	2005-07	2007-09	% Change
	Annual Actual	Annual Actual	Biennium Adopted	Biennium Adjusted	Biennium Adopted	Over Adjusted
General Revenues	7,942	7,631	349,603	454,281	514,320	13.2%
Program Income	95,896	78,089	156,888	156,888	156,000	-0.6%
Beginning Balance	-	-	-	-	-	--
Resources	103,838	85,720	506,491	611,169	670,320	9.7%
Personnel Services	158,112	164,554	380,348	372,148	404,299	8.6%
Materials & Services	64,481	51,338	126,143	239,021	266,021	11.3%
Capital Outlay	1,467	-	-	-	-	--
All Other	-	-	-	-	-	--
Budget Total	224,060	215,892	506,491	611,169	670,320	9.7%
Full-Time-Equivalent (FTE) by Type						
Regular (Greater than .50 FTE)	n/a	2.60	2.75	2.75	2.75	0.0%
Temporary Hire	n/a	0.07	0.07	0.07	0.07	0.0%

Accomplishments:

- Worked with Assessment Department to put out an accurate property tax role.

Objectives:

- Continuing to work with Assessment Department to ensure an accurate property tax role, complete documentation of all processes.
- Implement Lock Box Process for property tax collection.

- In the 2006 tax year total property taxes imposed (billed) was \$83.3 million of which \$14.0 million was for Benton County Government.
- There were 38,901 tax accounts in Benton County in 2006.
- In addition to the county, property taxes are collected for five cities, nine school districts, three community colleges, 11 road, 11 fire and nine miscellaneous districts including districts overlapping from four surrounding counties.

Records and Filings

Administrative Services - General Fund

Purpose:

Receive and preserve documents, such as, deeds, mortgages, and liens in the permanent public records in this office. Maintain the County Court Journal, the official permanent record of the Board of Commissioners. Staff and coordinate the Board of Property Tax Appeals, which hears appeals of property valuation. Administer and audit the county's records management programs and archives center. Issue and maintain marriage and dog license records. Perform civil marriage ceremonies.

Resource / Expense Category	2003-04	2004-05	2005-07	2005-07	2007-09	% Change
	Annual Actual	Annual Actual	Biennium Adopted	Biennium Adjusted	Biennium Adopted	Over Adjusted
General Revenues	448	972	(152,576)	(129,852)	(134,353)	3.5%
Program Income	797,216	605,687	1,152,448	1,152,448	1,138,000	-1.3%
Beginning Balance	39,948	50,369	19,341	19,341	50,806	162.7%
Resources	837,612	657,028	1,019,213	1,041,937	1,054,453	1.2%
Personnel Services	241,895	248,138	550,306	569,206	567,223	-0.3%
Materials & Services	236,677	183,003	461,324	465,148	452,534	-2.7%
Capital Outlay	-	-	7,583	7,583	-	-100.0%
All Other	-	-	-	-	34,696	--
Budget Total	478,572	431,141	1,019,213	1,041,937	1,054,453	1.2%
Full-Time-Equivalent (FTE) by Type						
Regular (Greater than .50 FTE)	n/a	4.25	5.00	5.00	4.50	-10.0%
Temporary Hire	n/a	0.45	0.25	0.25	-	-100.0%

Accomplishments:

- Secured and imported document images from 1985 through 1998 into the recording data retrieval system
 - Converted the Board of County Commissioners and County Counsel records into a single electronic database
 - Integrated dog license software with the existing receipt system
 - Revised and implemented dog license ordinance to allow citizens to obtain multi-year licenses for their dogs
 - Secured and imported all subdivision and partition plat images into the records data system
- From July 1, 2005 to June 30, 2006 this office:
 - » Recorded, proofed, scanned and indexed 18,526 documents
 - » Processed 81 applications to the Board of Property Tax Appeals
 - » Issued 507 marriage licenses
 - » Issued 4,694 dog licenses

Objectives:

- Improve dog licensing revenue and compliance through use of multi-year licensing ordinance and improved system functionality

Budget Note:

Fees for recording documents with the County Clerk are mostly set by state law. Income from document recording fees, due to the volume of mortgages, property refinancing and the number of pages now being required by various parties in the sale of property, is currently exceeding the cost of recording. In effect the surplus income is available to offset for other services in the division, including elections. The amount of general revenues parentheses () indicates the amount of income in excess (surplus) of budget requirements.

Elections

Administrative Services - General Fund

Purpose:

To administer and conduct all federal, state, county, city, school and special district elections in Benton County. Advise voters, candidates, political parties and others of election statutes under ORS Chapters 246-260 and administrative rules applicable to elections. Oversee election filings and voter registration to maintain compliance with the Help America Vote Act, the National Voter Registration Act and other election statutes.

Resource / Expense Category	2003-04 Annual Actual	2004-05 Annual Actual	2005-07 Biennium Adopted	2005-07 Biennium Adjusted	2007-09 Biennium Adopted	% Change Over Adjusted
General Revenues	-	-	740,070	781,577	717,924	-8.1%
Program Income	87,226	36,185	127,000	217,000	132,000	-39.2%
Beginning Balance	-	-	-	-	-	--
Resources	87,226	36,185	867,070	998,577	849,924	-14.9%
Personnel Services	212,781	235,565	501,383	508,783	492,928	-3.1%
Materials & Services	188,966	158,971	365,687	369,794	356,996	-3.5%
Capital Outlay	-	6,178	-	120,000	-	-100.0%
All Other	-	-	-	-	-	--
Budget Total	401,747	400,714	867,070	998,577	849,924	-14.9%
Full-Time-Equivalent (FTE) by Type						
Regular (Greater than .50 FTE)	n/a	2.50	2.50	2.50	2.50	0.0%
Temporary Hire	n/a	2.60	2.20	2.20	2.10	-4.5%

Accomplishments:

- Converted our voter registration system to the statewide Oregon Central Voter Registration System
- Continued use of postal barcode system saving the County hundreds of dollars in mailing costs
- Division maintains an informative elections web page that receives thousands of visits annually
- Ballot drop sites were expanded and restructured to improve convenience and accessibility
- Election processes were evaluated to improve security and efficiency

Objectives:

- Implement new vote tabulation system that will allow the use of a pen to mark ballots

- In the period July 1, 2005 to June 30, 2006 the elections division
 - » Processed 2,581 new voter registrations
 - » Updated registration for 6,775 voters
 - » Deleted or inactivated 8,775 registrations
- Average turnout for the three elections conducted in that period was 39.6%
- In March of 2007 there were 46,054 active registered voters in Benton County.

Geographic Information Systems

Administrative Services - General Fund

Purpose:

A computerized system that improves access and usefulness of geographic information about Benton County through spatial and logical analysis, graphical display, central storage, distribution, integration, and public availability.

Resource / Expense Category	2003-04 Annual Actual	2004-05 Annual Actual	2005-07 Biennium Adopted	2005-07 Biennium Adjusted	2007-09 Biennium Adopted	% Change Over Adjusted
General Revenues	-	-	-	-	-	--
Program Income	320,544	209,159	450,000	450,000	450,000	0.0%
Beginning Balance	393,781	520,177	500,000	500,000	450,000	-10.0%
Resources	714,325	729,336	950,000	950,000	900,000	-5.3%
Personnel Services	136,884	154,711	352,823	352,823	325,717	-7.7%
Materials & Services	51,264	81,927	143,090	143,090	243,464	70.1%
Capital Outlay	6,000	-	110,000	110,000	-	-100.0%
All Other	-	-	344,087	344,087	330,819	-3.9%
Budget Total	194,148	236,638	950,000	950,000	900,000	-5.3%
Full-Time-Equivalent (FTE) by Type						
Regular (Greater than .50 FTE)	n/a	1.60	2.10	2.10	1.60	-23.8%
Temporary Hire	n/a	0.20	0.20	0.20	0.67	235.0%

Accomplishments:

- Secured \$112,000 of Oregon Map (ORMAP) grant funding to provide global position satellite (GPS) mapping control for ORMAPs assessment maps.
- Assisted Assessment Department with conversion of AutoCAD format Assessment Maps to ORMAPs Goal 4 geodatabase format.
- Established formal data-sharing relationships with State of Oregon and Polk County.
- GIS Road Centerline was accepted by US Census Bureau through State of Oregon ORTRANS group for inclusion in 2010 Census Tiger Data ensuring more accurate application of re-districting boundaries.
- Provided numerous paper/digital map products and raw GIS data to citizens, other agencies, and county staff through web interface, email, phone, and walk-in inquiries.

Objectives:

- Continue ORMAPs project with Goal of 66% of total tax lots mapped to DOR (Oregon Department of Revenue) ORMAP Goal 4 standards.
- Implement ArcGIS Server geodatabase allowing for multi-user editing and enhanced performance.
- Support all county departments that use and create geographic data with training, software, technical assistance, and coordination.
- Maintain a sustainable and viable financial support for the GIS program

Budget Note:

This service is funded through a dedicated recording fee established by county ordinance and state grants through the Oregon Map (ORMAP) program.

PEG Telecommunications

Administrative Services - General Fund

Purpose:

Account for a \$1 per month per subscriber cable franchise charge (unincorporated areas only) that may be used to finance public access and information services. Allowable uses are defined by federal law and the cable franchise agreement.

Resource / Expense Category	2003-04 Annual Actual	2004-05 Annual Actual	2005-07 Biennium Adopted	2005-07 Biennium Adjusted	2007-09 Biennium Adopted	% Change Over Adjusted
General Revenues	-	-	-	-	-	--
Program Income	34,262	33,668	50,000	50,000	52,000	4.0%
Beginning Balance	17,047	51,309	50,000	50,000	-	-100.0%
Resources	51,309	84,977	100,000	100,000	52,000	-48.0%
Personnel Services	-	-	-	-	21,908	--
Materials & Services	-	-	-	-	1,400	--
Capital Outlay	-	-	50,000	50,000	25,000	-50.0%
All Other	-	-	50,000	50,000	3,692	-92.6%
Budget Total	-	-	100,000	100,000	52,000	-48.0%
Full-Time-Equivalent (FTE) by Type						
Regular (Greater than .50 FTE)	-	-	-	-	0.10	--
Temporary Hire	-	-	-	-	-	--

Accomplishments:

- Initiated contract re-negotiation with cable providers.

Objectives:

- Complete contract negotiations with cable providers to include all uses allowed by federal law.

Commission on Children and Families

Administrative Services - General Fund

Purpose:

Meet the mandates of Oregon law establishing the Commission on Children and Families to identify and address needs of children and families through research, comprehensive planning, service coordinating and advocacy. Provide grant awards to agencies that serve children and families in order to promote systems change and collaborative efforts.

Resource / Expense Category	2003-04	2004-05	2005-07	2005-07	2007-09	% Change
	Annual Actual	Annual Actual	Biennium Adopted	Biennium Adjusted	Biennium Adopted	Over Adjusted
General Revenues	23,567	36,567	78,000	109,758	-	-100.0%
Program Income	712,431	877,902	1,044,644	1,253,617	1,892,147	50.9%
Beginning Balance	49,107	32,461	-	49,448	-	-100.0%
Resources	785,105	946,930	1,122,644	1,412,823	1,892,147	33.9%
Personnel Services	160,952	209,506	506,100	477,662	458,196	-4.1%
Materials & Services	591,691	687,977	598,126	935,161	1,433,951	53.3%
Capital Outlay	-	-	-	-	-	--
All Other	-	-	18,418	-	-	--
Budget Total	752,643	897,483	1,122,644	1,412,823	1,892,147	33.9%
Full-Time-Equivalent (FTE) by Type						
Regular (Greater than .50 FTE)	n/a	3.50	4.00	4.00	3.00	-25.0%
Temporary Hire	n/a	-	-	-	-	--

Accomplishments:

- Provided support to the Commission on Children and Families, Youth Commission, Juvenile Crime Prevention, Healthy Start Initiative, Crisis Relief Nursery Project, Runaway & Homeless Youth Initiative, Children of Incarcerated Parents Initiative, and Youth Individual Development Account project.
- Held 9th & 10th Annual Countywide Youth Summit
- Held Countywide 3rd & 4th Teen Idol Competition
- Secured additional funding to support community projects
- Implemented a countywide Media Campaign to reduce Alcohol, Tobacco, and Drug use among youth in Benton County
- Provided funding to nine agencies and organizations in Benton County
- Assisted with the selection of Benton County being named One of the 100 Best Community for Young People by America's Promise the Alliance for Youth in 2005 and 2007

Objectives:

- Provide continued support of the members of the Commission on Children and Families, Youth Commission, Linn-Benton Hispanic Advisory Committee and the Voz Estudiantil En Accion (VELA)
- Provide technical assistance and support to Juvenile Crime Prevention efforts, Healthy Start Initiative, Crisis Relief Nursery Project, Runaway & Homeless Youth Initiative, Children of Incarcerated Parents Initiative, and Youth Individual Development Account project
- Begin organizing and revising the Benton County Comprehensive Plan
- Identify and secure funding opportunities to support implementation of priorities identified by the Commission on Children and Families and community partners
- Support projects, activities, and initiatives of the Commission on Children and Families and community partners

PERS Pension Bonds

Administrative Services - Debt Service Fund

Purpose:

Account for revenues and expenditures for payment of bonded debt. Current bonded debt is for two pension obligation bonds issued in 2002 and 2004.

Resource / Expense Category	2003-04 Annual Actual	2004-05 Annual Actual	2005-07 Biennium Adopted	2005-07 Biennium Adjusted	2007-09 Biennium Adopted	% Change Over Adjusted
General Revenues	-	3,961	-	-	-	--
Program Income	8,228,072	1,183,878	2,645,954	3,960,954	2,872,000	-27.5%
Beginning Balance	173,269	450,076	565,000	565,000	870,000	54.0%
Resources	8,401,341	1,637,915	3,210,954	4,525,954	3,742,000	-17.3%
Personnel Services	-	-	-	-	-	--
Materials & Services	139,380	850	-	-	-	--
Capital Outlay	-	-	-	-	-	--
All Other	7,811,885	1,152,020	3,210,954	4,525,954	3,742,000	-17.3%
Budget Total	7,951,265	1,152,870	3,210,954	4,525,954	3,742,000	-17.3%
Full-Time-Equivalent (FTE) by Type						
Regular (Greater than .50 FTE)	-	-	-	-	-	--
Temporary Hire	-	-	-	-	-	--

Accomplishments:

- All principle and interest payments were made as scheduled.
- Growth of debt reserves are on target to meet future scheduled principle and interest payments

Objectives:

- Continue to build debt reserve so that future principle and interest payments can be met without increasing future internal payroll charges

Budget Note:

The sale of pension obligation bonds allowed the county to eliminate its unfunded actuarial liability (UAL) with the Oregon Public Employees Retirement System (OPERS). The bonds were sold during a period of historically low interest rates. Bonding reduced the county's long term retirement costs, even after factoring in the cost of paying off the bonds. Overall, bonding reduced the cost of retirement obligations by 3 to 4% of payroll and may result in even larger future savings following each biennial calculation of employer rates to the retirement system.

Major Technology Projects

Administrative Services - General Capital Improvements Fund

Purpose:

Account for cost of projects related to development or acquisition of central business system software.

Resource / Expense Category	2003-04 Annual Actual	2004-05 Annual Actual	2005-07 Biennium Adopted	2005-07 Biennium Adjusted	2007-09 Biennium Adopted	% Change Over Adjusted
General Revenues	-	-	-	-	-	--
Program Income	66,000	-	117,200	117,200	15,000	-87.2%
Beginning Balance	220,132	11,856	11,000	11,000	21,091	91.7%
Resources	286,132	11,856	128,200	128,200	36,091	-71.8%
Personnel Services	-	-	-	-	-	--
Materials & Services	267,526	1,498	108,200	108,200	36,091	-66.6%
Capital Outlay	6,750	-	20,000	20,000	-	-100.0%
All Other	-	-	-	-	-	--
Budget Total	274,276	1,498	128,200	128,200	36,091	-71.8%
Full-Time-Equivalent (FTE) by Type						
Regular (Greater than .50 FTE)	-	-	-	-	-	--
Temporary Hire	-	-	-	-	-	--

Accomplishments:

- Purchase and install software to automate preparation of data for auditor review for the annual audit (Comprehensive Audit and Financial Report or CAFR)
- Rebuilt the county's internet site and enhanced the ability of all departments to maintain up to date content and information.
- Improved access to information about the county to the public and people with disabilities

- Automation of financial data compilation for the audit is estimated to save several hundred staff hours annually.
- Automating time sheet entry will save staff data entry time, reduce entry error.

Objectives:

- Development of electronic employee time sheet and software interface to load time sheet data directly to the payroll system for processing
- Develop or purchase Human Resources software that improves job application processing thorough the internet

Accounting/Insurance

Administrative Services - Management Services Fund

Purpose:

Functions include general ledger accounting, accounts payable, payroll administration, revenue accounting, property and liability insurance administration, investing and internal auditing. One of the primary purposes is to maintain County financial records and to provide financial information. Another purpose is to manage county and district funds for maximum return while meeting liquidity requirements.

Resource / Expense Category	2003-04	2004-05	2005-07	2005-07	2007-09	% Change
	Annual Actual	Annual Actual	Biennium Adopted	Biennium Adjusted	Biennium Adopted	Over Adjusted
General Revenues	-	-	-	-	-	--
Program Income	2,079,273	1,963,186	4,858,184	4,894,905	5,102,324	4.2%
Beginning Balance	151,760	189,417	180,000	180,000	383,500	113.1%
Resources	2,231,033	2,152,603	5,038,184	5,074,905	5,485,824	8.1%
Personnel Services	295,851	312,804	674,750	674,750	718,460	6.5%
Materials & Services	300,011	321,487	790,614	790,614	757,885	-4.1%
Capital Outlay	-	-	1,000	1,000	2,000	100.0%
All Other	-	-	125,000	125,000	152,000	21.6%
Budget Total	595,862	634,291	1,591,364	1,591,364	1,630,345	2.4%
Full-Time-Equivalent (FTE) by Type						
Regular (Greater than .50 FTE)	n/a	4.80	4.65	4.65	4.65	0.0%
Temporary Hire	n/a	-	-	-	-	--

Accomplishments:

- Awarded the Certificate for Excellence in Financial Reporting from the Government Finance Officers Association for the 16th and 17th year
- Received an unqualified audit opinion
- Implemented a county-wide purchase card program
- Performed food vendor audits at County Fair, resulting in increased vendor income to Fair
- Stabilized accounting and reporting from Health Center

Objectives:

- Continue to be awarded the Certificate for Excellence in Financial Reporting.
- Secure an actuarial study to report "Other post employment benefits" (OPEB) in annual audit report as required by the Governmental Accounting Standards Board (GASB)

2007-09 Biennium Standards

- Monthly financial reports all closed within ten working days of month end
- November tax collection posting completed on November 20th
- All accounts payable check runs completed by Thursday of each week
- All payroll checks ready by 8:00 am on payday

Human Resources Administration

Administrative Services - Management Services Fund

Purpose:

Human Resources serves the organization by providing to every County department: employee relations, labor relations/contract negotiations, grievance resolution, staff development, personnel policies, benefit and salary administration, position classification and compensation administration, employee leave and unemployment administration, recruiting, and cultural proficiency educational activities. Additionally, the division assists the County in the implementation of employee lay offs and position eliminations.

Resource / Expense Category	2003-04 Annual Actual	2004-05 Annual Actual	2005-07 Biennium Adopted	2005-07 Biennium Adjusted	2007-09 Biennium Adopted	% Change Over Adjusted
General Revenues	-	-	-	-	-	--
Program Income	26,764	37,400	-	-	-	--
Beginning Balance	-	2,411	-	3,448	-	-100.0%
Resources	26,764	39,811	-	3,448	-	-100.0%
Personnel Services	198,480	206,401	460,359	460,359	513,197	11.5%
Materials & Services	82,659	105,223	155,376	158,824	156,573	-1.4%
Capital Outlay	-	-	-	-	-	--
All Other	-	-	-	-	-	--
Budget Total	281,139	311,624	615,735	619,183	669,770	8.2%
Full-Time-Equivalent (FTE) by Type						
Regular (Greater than .50 FTE)	n/a	3.00	3.00	3.00	3.00	0.0%
Temporary Hire	n/a	0.46	0.36	0.36	0.90	150.0%

Accomplishments:

- Recruited for 70 positions
- Provided training on management, cultural proficiency, effective communication and position classification system
- Staffed a year-long Commission on Health Insurance that provided recommendations on providing quality health care at an affordable cost

Objectives:

- Re-opener for medical benefits and wages for the AFSCME & ONA bargaining units for the last two years of the 2005-2009 contract
- Complete full contract bargaining with BCDSA for 2007-2010
- Deliver Supervisor CORE training to new managers and supervisors
- Facilitate the Benefits and Wellness Committee in designing a consumer driven, high deductible medical insurance plan option with a wellness component to implement in 2008
- Implement a new recruitment software program.
- Update personnel policies in 2008

2006

- New position establishments & reclassifications - 22
- Applications gathered, prepared, screened and sent to appropriate department representative within one day of recruitment closing dates - 95% of 70 applications
- Countywide training events planned and conducted - 15
- Labor/Management Advisory Committee meetings coordinated - 4

Budget Management

Administrative Services - Management Services Fund

Purpose:

Support the achievement of county goals through planning, research and management of financial resources.

Resource / Expense Category	2003-04	2004-05	2005-07	2005-07	2007-09	% Change
	Annual Actual	Annual Actual	Biennium Adopted	Biennium Adjusted	Biennium Adopted	Over Adjusted
General Revenues	-	-	-	-	-	--
Program Income	3	8,100	-	-	-	--
Beginning Balance	-	-	-	-	-	--
Resources	3	8,100	-	-	-	--
Personnel Services	121,517	128,341	284,383	284,383	299,005	5.1%
Materials & Services	11,226	27,130	25,322	25,322	26,980	6.5%
Capital Outlay	-	-	-	-	-	--
All Other	-	-	-	-	-	--
Budget Total	132,743	155,471	309,705	309,705	325,985	5.3%
Full-Time-Equivalent (FTE) by Type						
Regular (Greater than .50 FTE)	n/a	1.50	1.50	1.50	1.50	0.0%
Temporary Hire	n/a	-	-	-	-	--

Accomplishments:

- Successful implementation of first county biennium budget in Oregon
- Transition to new internal cost allocation model to improve allocation of overhead costs within the organization and to ensure capture of overhead expenses from eligible state and federal funds

Objectives:

- Plan for possible local option levy to replace lost federal timber revenue and to renew local option levy that funds rental of jail space in other counties.
- Review and propose updates of county financial policies in 2008

- The Oregon legislature allowed local governments to adopt two-year budgets beginning in 2003.
- Benton County is the first and only Oregon County to adopted a two-year budget.
- The 2007-09 biennial budget will be the second adopted two-year budget.
- Two county service districts also adopt two-year budgets (Library and North Albany)
- Four county service districts continue to adopt annual budgets

Information Resource Management

Administrative Services - Management Services Fund

Purpose:

To manage the county automated information and telecommunications systems. Assist departments in improving productivity through automation of tasks. Improve service to the public through modern information and telecommunication systems.

Resource / Expense Category	2003-04 Annual Actual	2004-05 Annual Actual	2005-07 Biennium Adopted	2005-07 Biennium Adjusted	2007-09 Biennium Adopted	% Change Over Adjusted
General Revenues	-	-	-	-	-	--
Program Income	15,659	124,989	126,000	162,750	29,200	-82.1%
Beginning Balance	-	-	-	-	-	--
Resources	15,659	124,989	126,000	162,750	29,200	-82.1%
Personnel Services	562,015	607,044	1,462,022	1,463,522	1,562,706	6.8%
Materials & Services	316,268	349,171	883,102	929,103	858,673	-7.6%
Capital Outlay	-	478	7,580	33,550	-	-100.0%
All Other	-	-	-	-	-	--
Budget Total	878,283	956,693	2,352,704	2,426,175	2,421,379	-0.2%
Full-Time-Equivalent (FTE) by Type						
Regular (Greater than .50 FTE)	n/a	8.05	9.95	9.95	9.15	-8.0%
Temporary Hire	n/a	-	-	-	0.50	--

Accomplishments:

- Implemented HelpStar help desk management software
- Implemented server room environmental monitoring
- Implemented Argent network and server monitoring alert system
- Installed and configured new data backup system
- Developed new Parks Reservation system
- Reduced number of servers from 42 to 30
- Moved all staff to a single location

Objectives:

- Continue network communications equipment upgrades
- Continue server upgrades and consolidation
- Transition remaining applications off of legacy platform

Department Administration

Administrative Services - Management Services Fund

Purpose:

To provide leadership and direction for the Administrative Services Department.

Resource / Expense Category	2003-04 Annual Actual	2004-05 Annual Actual	2005-07 Biennium Adopted	2005-07 Biennium Adjusted	2007-09 Biennium Adopted	% Change Over Adjusted
General Revenues	-	-	-	-	-	--
Program Income	-	-	-	-	-	--
Beginning Balance	-	-	-	-	-	--
Resources	-	-	-	-	-	--
Personnel Services	-	87,010	269,432	269,432	442,340	64.2%
Materials & Services	-	5,472	25,244	25,244	25,205	-0.2%
Capital Outlay	-	-	-	-	-	--
All Other	-	-	-	-	-	--
Budget Total	-	92,482	294,676	294,676	467,545	58.7%
Full-Time-Equivalent (FTE) by Type						
Regular (Greater than .50 FTE)	-	1.00	1.50	1.50	2.25	50.0%
Temporary Hire	-	-	-	-	0.25	--

Accomplishments:

- Sponsored project to upgrade the County’s web site to increase functionality and improve access to people with disabilities and other members of the public
- Reorganized Information Resource Management division and oversaw development of policies and procedures designed to improve customer service

Objectives:

- Work with Board of Commissioners, citizen Budget Committee members, Budget Manager and other County managers to plan for reduced funding and staffing levels in the next biennium
- Develop and roll out County intranet
- Update administrative policies by 2008

Photocopy and Mailing Services

Administrative Services - Intra-governmental Service Fund

Purpose:

To provide photocopy machines, printer paper and related supplies for all county departments. To process U.S. Postal, parcel service, and interdepartmental mail daily.

Resource / Expense Category	2003-04 Annual Actual	2004-05 Annual Actual	2005-07 Biennium Adopted	2005-07 Biennium Adjusted	2007-09 Biennium Adopted	% Change Over Adjusted
General Revenues	-	-	-	-	-	--
Program Income	217,533	228,842	529,840	529,840	498,399	-5.9%
Beginning Balance	(14,093)	(48,908)	35,000	35,000	25,000	-28.6%
Resources	203,440	179,934	564,840	564,840	523,399	-7.3%
Personnel Services	47,587	50,822	108,852	108,852	116,324	6.9%
Materials & Services	152,753	145,571	370,832	368,681	330,992	-10.2%
Capital Outlay	21,349	20,607	75,316	75,316	40,000	-46.9%
All Other	30,659	24,375	9,840	11,991	36,083	200.9%
Budget Total	252,348	241,375	564,840	564,840	523,399	-7.3%
Full-Time-Equivalent (FTE) by Type						
Regular (Greater than .50 FTE)	n/a	0.90	0.90	0.90	0.90	0.0%
Temporary Hire	n/a	0.02	0.06	0.06	0.02	-66.7%

Accomplishments:

- Provided photocopiers to departments upon request

Objectives:

- Survey customers regarding services provided by Central Services

2006 - 07 Biennium

- Mail billing completed by the 20th of each month
- Photocopy billing completed by the 20th of the month following the end of the quarter
- Photocopiers purchased - 6

Telecommunications and DP Equipment

Administrative Services - Intra-governmental Service Fund

Purpose:

To provide information and telecommunications services to County departments. Maintain reserves for repair and/or replacement of desktop and network computer hardware.

Resource / Expense Category	2003-04 Annual Actual	2004-05 Annual Actual	2005-07 Biennium Adopted	2005-07 Biennium Adjusted	2007-09 Biennium Adopted	% Change Over Adjusted
General Revenues	-	-	-	-	-	--
Program Income	554,968	549,791	974,600	1,114,600	1,202,000	7.8%
Beginning Balance	335,330	256,292	150,000	150,000	250,000	66.7%
Resources	890,298	806,083	1,124,600	1,264,600	1,452,000	14.8%
Personnel Services	59,351	59,117	150,707	174,707	194,065	11.1%
Materials & Services	316,863	230,963	473,633	569,633	600,920	5.5%
Capital Outlay	168,754	277,384	392,000	496,550	458,100	-7.7%
All Other	89,038	-	108,260	23,710	198,915	738.9%
Budget Total	634,006	567,464	1,124,600	1,264,600	1,452,000	14.8%
Full-Time-Equivalent (FTE) by Type						
Regular (Greater than .50 FTE)	n/a	1.10	1.20	1.20	1.30	8.3%
Temporary Hire	n/a	-	-	-	-	--

Accomplishments:

- Installed and managed successful transition to new voice mail system
- Replaced 14 servers
- Completed Fiber Connectivity to Benton County Fairgrounds
- Replaced server room storage array
- Replaced 110 desktop computers

Objectives:

- Continue PC replacement process
- Fully implement Server life cycle schedule
- Continue server upgrades
- Replace outdated network communications infrastructure

- In the 2007-09 biennium it is anticipated 192 personal computers and laptops will be replaced in a four year rotation.
- In the 2007-09 biennium 17 network and application servers are scheduled for replacement.
- See the County Capital Improvement Plan (CIP) for additional details.

DP Hosting Services

Administrative Services - Enterprise Operations Fund

Purpose:

DP Hosting Services' purpose is to manage expenses and revenues related to the hosting of other agencies' data and applications. Benton County expects to host between 2-4 counties' District Attorney Case Management System (DACMS) files over the next two years, as well as other applications. Benton County also expects to connect 6 – 10 title companies to the tax system for property information and 1 non-profit to connect to our Financial System for services.

Resource / Expense Category	2003-04	2004-05	2005-07	2005-07	2007-09	% Change
	Annual Actual	Annual Actual	Biennium Adopted	Biennium Adjusted	Biennium Adopted	Over Adjusted
General Revenues	-	344	-	-	-	--
Program Income	2,200	50,371	90,000	90,000	180,000	100.0%
Beginning Balance	-	2,200	10,000	10,000	80,000	700.0%
Resources	2,200	52,915	100,000	100,000	260,000	160.0%
Personnel Services	-	-	-	-	104,965	--
Materials & Services	-	7,590	70,000	70,000	14,000	-80.0%
Capital Outlay	-	-	20,000	20,000	9,000	-55.0%
All Other	-	-	10,000	10,000	132,035	1220.4%
Budget Total	-	7,590	100,000	100,000	260,000	160.0%
Full-Time-Equivalent (FTE) by Type						
Regular (Greater than .50 FTE)	-	-	-	-	0.60	--
Temporary Hire	-	-	-	-	-	--

Accomplishments:

- Installed and configured new 5 server Citrix farm for hosting services
- Negotiated new contracts with DACMS Counties
- Added non-profit license to access financial system

Objectives:

- Sign up additional hosting customers in DACMS and Tax applications
- Develop contracts for law enforcement access to District Attorney data

Budget Note:

Personnel costs added in the 2007-09 biennia represent a transfer of existing staff within the Information Resource Management Division. Staff was formerly funded in the Management Services Fund by internal cost allocation (overhead) charges to this cost center and county departments.

DACMS Trust

Administrative Services - Trust Fund

Purpose:

Hold funds received from other counties for continued development and upgrading of the District Attorney Case Management System (DACMS).

Resource / Expense Category	2003-04 Annual Actual	2004-05 Annual Actual	2005-07 Biennium Adopted	2005-07 Biennium Adjusted	2007-09 Biennium Adopted	% Change Over Adjusted
General Revenues	-	-	-	-	-	--
Program Income	-	-	-	-	3,250	--
Beginning Balance	-	-	-	-	65,040	--
Resources	-	-	-	-	68,290	--
Personnel Services	-	-	-	-	-	--
Materials & Services	-	-	-	-	68,290	--
Capital Outlay	-	-	-	-	-	--
All Other	-	-	-	-	-	--
Budget Total	-	-	-	-	68,290	--
Full-Time-Equivalent (FTE) by Type						
Regular (Greater than .50 FTE)	-	-	-	-	-	--
Temporary Hire	-	-	-	-	-	--

Objectives:

- Complete upgrade and development projects as agreed by DACMS user community.

Budget Note:

This budget previously existed in the general fund budget of the District Attorney. Information Resource Management will manage the program and bill staff time to it. The DACMS is used by a number of Oregon Counties. Benton County leads the development of the system for a group of counties utilizing grants and other resources. Some of these counties also contract with Benton County to host the application for them on our network. (See DP Hosting Services).

Property Sales and Maintenance

Administrative Services - Tax Title Land Fund

Purpose:

To account for sales and maintenance of properties acquired through tax foreclosure.

Resource / Expense Category	2003-04 Annual Actual	2004-05 Annual Actual	2005-07 Biennium Adopted	2005-07 Biennium Adjusted	2007-09 Biennium Adopted	% Change Over Adjusted
General Revenues	-	-	-	-	-	--
Program Income	8,568	11,937	31,000	31,000	37,638	21.4%
Beginning Balance	209,695	197,542	205,000	205,000	205,000	0.0%
Resources	218,263	209,479	236,000	236,000	242,638	2.8%
Personnel Services	-	-	-	-	-	--
Materials & Services	20,907	13,764	236,000	236,000	117,638	-50.2%
Capital Outlay	-	-	-	-	-	--
All Other	-	-	-	-	125,000	--
Budget Total	20,907	13,764	236,000	236,000	242,638	2.8%
Full-Time-Equivalent (FTE) by Type						
Regular (Greater than .50 FTE)	-	-	-	-	-	--
Temporary Hire	-	-	-	-	-	--

Accomplishments:

- Sold 3 properties

Objectives:

- Review process for selling foreclosed properties

2005 - 07 Biennium

- Properties foreclosed on - 3
- Amount received from sale of foreclosed properties -\$ 1,319

Employee Benefit Trust Fund

Administrative Services - Employee Benefit Trust Fund

Purpose:

To account for self-insurance programs, and account for certain employee benefit costs that are paid by charges to departments on a payroll basis including: workers' compensation premiums and reserves, unemployment charges, and services such as wellness education, and the employee assistance program (EAP).

Resource / Expense Category	2003-04 Annual Actual	2004-05 Annual Actual	2005-07 Biennium Adopted	2005-07 Biennium Adjusted	2007-09 Biennium Adopted	% Change Over Adjusted
General Revenues	-	-	-	-	-	--
Program Income	547,207	411,044	866,500	866,500	962,749	11.1%
Beginning Balance	225,160	453,740	570,000	570,000	765,000	34.2%
Resources	772,367	864,784	1,436,500	1,436,500	1,727,749	20.3%
Personnel Services	90,719	10,987	188,000	188,000	230,000	22.3%
Materials & Services	227,908	193,356	941,000	941,000	702,749	-25.3%
Capital Outlay	-	-	307,500	307,500	-	-100.0%
All Other	-	27,167	-	-	795,000	--
Budget Total	318,627	231,510	1,436,500	1,436,500	1,727,749	20.3%
Full-Time-Equivalent (FTE) by Type						
Regular (Greater than .50 FTE)	-	-	-	-	-	--
Temporary Hire	-	-	-	-	-	--

Accomplishments:

- Maintained adequate reserves for workers compensation program

Objectives:

- Transfer \$250,000 in surplus worker's compensation reserves to the General Fund

Budget Note:

Personnel costs are for payoff of certain vacation and sick leave accruals when an employee retires. Whether an employee is eligible for these payoffs and how much vacation or sick leave is paid depends on applicable bargaining unit contract, or county personnel policies in the case of non-represented positions. Amounts will vary considerably from year to year. The amount accumulated for this purpose is collected through the cost allocation plan and the accumulation is capped at one and a half times anticipated five-year liability.

All other income is based on payroll charges and workers compensation job classification. These charges are adjusted as necessary on an experience basis.