



Program #90002 - Business Services 7/6/2021

Department:	Community Services	Program Contact:	Tom Hansell
Program Offer Type:	Support	Program Offer Stage:	As Adopted
Related Programs:	90000, 90001		

Program Characteristics:

Executive Summary

The Department of Community Services (DCS) Business Services program provides administrative, financial and business support for the department. Services include development, management and administration of the department's annual budget, GIS and asset management, grants management, accounts receivable and accounts payable, payroll, contracts and purchasing. Staff members serve as liaisons between the department and internal service providers such as the Department of County Assets, County Finance and the Central Budget Office.

Program Summary

The program supports the work of the Department of Community Services by providing GIS and asset management, budget development, management and reporting, contracting and procurement, accounts payable and receivable, payroll, grant accounting, administrative support, and implementation of and compliance with all county, state and federal fiscal policies, and procedures related to the business of this department.

Business Services personnel work across the County with other departments and agencies and function as liaison staff between the department and internal service providers such as County Finance, the Central Budget Office, and the Department of County Assets.

Business Services also manages two County special districts: The Dunthorpe-Riverdale Sanitary Sewer and Mid-Multnomah County Street Lighting Service Districts.

Business Services provides responsible leadership and sound budgetary and financial management and delivers results that are consistent with department and County priorities.

Performance Measures

Measure Type	Primary Measure	FY20 Actual	FY21 Budgeted	FY21 Estimate	FY22 Offer
Output	Total dollars spent by DCS	\$113 M	\$163 M	\$116 M	\$157 M
Outcome	Percentage of invoices paid on time	89%	95%	95%	95%
Outcome	Percentage of Asset Management and GIS service requests completed on time	N/A	N/A	N/A	95%

Performance Measures Descriptions

Total dollars spent by DCS provides a general measurement of the activity level of Business Services. Invoices paid on time is the percentage of invoices paid within 30 days of the invoice date, which measures the effectiveness of the accounts payable process to issue timely payment to our vendors. Asset Management/GIS service requests submitted by DCS staff through the request portal must meet the response time proposed by the customer 95% of the time to ensure timely access to information.

Legal / Contractual Obligation

Oregon Revised Statutes (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); County Administrative Policies and Procedures; and Oregon Budget Law.

Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Adopted General Fund	Adopted Other Funds
Program Expenses	2021	2021	2022	2022
Personnel	\$535,794	\$2,028,883	\$546,993	\$1,939,306
Contractual Services	\$5,000	\$16,500	\$5,000	\$16,500
Materials & Supplies	\$4,980	\$49,100	\$11,980	\$46,600
Internal Services	\$46,375	\$475,169	\$81,824	\$509,960
Total GF/non-GF	\$592,149	\$2,569,652	\$645,797	\$2,512,366
Program Total:	\$3,161,801		\$3,158,163	
Program FTE	3.00	15.00	3.00	14.00

Program Revenues				
Intergovernmental	\$0	\$1,795,349	\$0	\$1,155,263
Other / Miscellaneous	\$0	\$363,059	\$0	\$926,535
Beginning Working Capital	\$0	\$311,244	\$0	\$330,568
Service Charges	\$0	\$100,000	\$0	\$100,000
Total Revenue	\$0	\$2,569,652	\$0	\$2,512,366

Explanation of Revenues

This program generates \$268,571 in indirect revenues.

Funding for the Business Services program comes from the dedicated Transportation Funds (gas tax), Public Land Corner Preservation Fund, County General Fund and the two County Service Districts. Business Service personnel costs are assigned to the fund where they provide support.

Significant Program Changes

Last Year this program was: FY 2021: 90002 Business Services

COVID-19 impacts on transportation revenues required a 1.00 FTE staffing reduction mid-year during the fiscal year 2021 budget. Position was vacant and was removed in the 2022 fiscal year budget. No significant impacts are anticipated from this staffing reduction.