

Program #91002 - Business Services

Program Contact: Tom Hansell

Department: Community Services Program Offer Type: Support Program Offer Stage: As Proposed

91000-18, 91001-18 **Related Programs:**

Program Characteristics:

Executive Summary

The Department of Community Services 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; accounts payable; payroll; contracts; purchasing; and customer service and dispatch via the reception desk. Staff members serve as liaisons between the department and internal service providers such as 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: Dunthorpe-Riverdale Sanitary Sewer District and the Mid-County Street Lighting Service District.

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	FY16 Actual	FY17 Purchased	FY17 Estimate	FY18 Offer				
Output	Total Dollars Spent by DCS	\$124M	\$134M	\$106M	\$135M				
Outcome	Percentage of Invoices Paid on Time	75%	90%	75%	90%				

Performance Measures Descriptions

Total dollars spent by DCS provides a general measurement of activity level of Business Services. The fluctuations in dollar values from year to year are primarily a function of Transportation capital projects. 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.

4/17/201

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)

County Administrative Policies and Procedures

Oregon Budget Law

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2017	2017	2018	2018
Personnel	\$493,761	\$1,364,125	\$518,124	\$1,508,097
Contractual Services	\$5,000	\$31,000	\$5,000	\$21,000
Materials & Supplies	\$4,150	\$32,680	\$4,150	\$33,180
Internal Services	\$37,702	\$320,154	\$38,873	\$359,264
Total GF/non-GF	\$540,613	\$1,747,959	\$566,147	\$1,921,541
Program Total:	\$2,288,572		\$2,487,688	
Program FTE	4.00	15.00	4.00	14.00

Program Revenues								
Indirect for Dept. Admin	\$75,987	\$0	\$81,114	\$0				
Intergovernmental	\$0	\$1,233,245	\$0	\$1,414,032				
Other / Miscellaneous	\$11,000	\$202,320	\$11,000	\$181,900				
Beginning Working Capital	\$0	\$237,394	\$0	\$250,609				
Service Charges	\$0	\$75,000	\$0	\$75,000				
Total Revenue	\$86,987	\$1,747,959	\$92,114	\$1,921,541				

Explanation of 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 Special Districts. Business Service personnel costs are assigned to the fund where they provide the greatest level of support.

Significant Program Changes

Last Year this program was: FY 2017: 91002 Business Services

This program offer will decrease 1.00 FTE Financial Specialist I to adjust to changes in service delivery. The internal Service increase is associated with new costs to deploy new technology solutions (Cartegraph software) and costs associated with supporting the geographical information system (GIS).