

Department: Community Services **Program Contact:** Tom Hansell
Program Offer Type: Support **Program Offer Stage:** As Adopted
Related Programs: 91000, 91001
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; 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: 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	FY18 Actual	FY19 Purchased	FY19 Estimate	FY20 Offer
Output	Total dollars spent by DCS	\$102M	\$128M	\$115M	\$140M
Outcome	Percentage of invoices paid on time	80%	90%	90%	95%

Performance Measures Descriptions

Total dollars spent by DCS provides a general measurement of the activity level of Business Services. 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. Our goal is to increase the percentage of vendors paid on time using the new Workday financial system.

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	2019	2019	2020	2020
Personnel	\$511,488	\$1,673,421	\$543,966	\$1,908,743
Contractual Services	\$5,000	\$40,000	\$5,000	\$31,000
Materials & Supplies	\$3,980	\$34,460	\$4,980	\$42,180
Internal Services	\$0	\$472,573	\$7,903	\$466,389
Total GF/non-GF	\$520,468	\$2,220,454	\$561,849	\$2,448,312
Program Total:	\$2,740,922		\$3,010,161	
Program FTE	3.00	14.00	3.00	15.00

Program Revenues				
Intergovernmental	\$0	\$1,664,368	\$0	\$1,820,563
Other / Miscellaneous	\$0	\$199,100	\$0	\$224,620
Beginning Working Capital	\$0	\$276,986	\$0	\$298,079
Service Charges	\$0	\$80,000	\$0	\$105,050
Total Revenue	\$0	\$2,220,454	\$0	\$2,448,312

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 Service 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 2019: 91002-19 Business Services

Increase of 1.00 FTE addresses new demands required to support Workday and respond to the Transportation Division's operational needs.