

### Program #90002 - Business Services

**Program Contact:** Tom Hansell 5/6/2020

**Community Services Department:** 

**Program Offer Type:** Support Program Offer Stage: As Proposed

90000, 90001 **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 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<br>Type      | Primary Measure                     | FY19<br>Actual | FY20<br>Budgeted | FY20<br>Estimate | FY21<br>Offer |  |  |  |  |
| Output               | Total dollars spent by DCS          | \$100M         | \$142M           | \$ 113 M         | \$ 163 M      |  |  |  |  |
| Outcome              | Percentage of invoices paid on time | 84%            | 95%              | 85%              | 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

## Revenue/Expense Detail

|                      | Adopted<br>General Fund | Adopted<br>Other Funds | Proposed<br>General Fund | Proposed<br>Other Funds |
|----------------------|-------------------------|------------------------|--------------------------|-------------------------|
| Program Expenses     | 2020                    | 2020                   | 2021                     | 2021                    |
| Personnel            | \$543,966               | \$1,908,743            | \$542,570                | \$2,028,883             |
| Contractual Services | \$5,000                 | \$31,000               | \$5,000                  | \$16,500                |
| Materials & Supplies | \$4,980                 | \$42,180               | \$4,980                  | \$49,100                |
| Internal Services    | \$7,903                 | \$466,389              | \$46,375                 | \$475,169               |
| Total GF/non-GF      | \$561,849               | \$2,448,312            | \$598,925                | \$2,569,652             |
| Program Total:       | \$3,010,161             |                        | \$3,168,577              |                         |
| Program FTE          | 3.00                    | 15.00                  | 3.00                     | 15.00                   |

| Program Revenues          |     |             |     |             |  |  |  |  |
|---------------------------|-----|-------------|-----|-------------|--|--|--|--|
| Intergovernmental         | \$0 | \$1,820,563 | \$0 | \$1,795,349 |  |  |  |  |
| Other / Miscellaneous     | \$0 | \$224,620   | \$0 | \$363,059   |  |  |  |  |
| Beginning Working Capital | \$0 | \$298,079   | \$0 | \$311,244   |  |  |  |  |
| Service Charges           | \$0 | \$105,050   | \$0 | \$100,000   |  |  |  |  |
| Total Revenue             | \$0 | \$2,448,312 | \$0 | \$2,569,652 |  |  |  |  |

## **Explanation of Revenues**

This program generates \$229,257 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 the greatest level of support.

## Significant Program Changes

Last Year this program was: FY 2020: 91002-20 Business Services

No significant changes in this program offer.