

Program #91002 - DCS Business Services

7/7/2014

Department: Community Services Program Contact: Gerald Elliott

Program Offer Type: Administration Program Offer Stage: As Adopted

Related Programs: 91000, 91001, 91011, 91017, 91018

Program Characteristics:

Executive Summary

This work unit manages the business services function of DCS and provides direct support to the Department Director.

Program Summary

This work unit manages the financial and administrative functions of the operating programs within the Department of Community Services. These operating areas include Animal Services, Elections, Survey, Maintenance, Road and Bridge Services, Land Use and Transportation Planning and the Ombudsman. It directly supervises Budget and Operations Support which performs the following functions: records management, contract administration, grant accounting, cost accounting, accounts payable and receivables, warehouse operations, payroll and personnel maintenance, preparation of legal records for litigation, in addition to the reception and clerical functions typically associated with these positions. This unit performs the essential administrative support operations of the various DCS programs while providing common interpretations of County policy and procedure through its administrative and fiscal services. This allows other program areas to remain focused on delivering their core program services.

| Performance Measures | | | | | | | | | |
|----------------------|-------------------------------------|----------------|-------------------|------------------|---------------|--|--|--|--|
| Measure Type | Primary Measure | FY13 Actual | FY14 Purchased | FY14 Estimate | FY15 Offer | | | | |
| Output | Total Dollars Spent by DCS | \$176M | \$216M | \$140M | \$196M | | | | |
| Outcome | Percentage of Invoices Paid on Time | 89% | 90% | 90% | 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 and measures the effectiveness of the accounts payable process.

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)

Oregon OSHA Regulations – Rules for Worker Safety

Revenue/Expense Detail

| | Proposed General Fund | Proposed Other Funds | Proposed General Fund | Proposed Other Funds | |
|----------------------|-----------------------|----------------------|--------------------------|----------------------|--|
| Program Expenses | 2014 | 2014 | 2015 | 2015 | |
| Personnel | \$293,292 | \$0 | \$292,838 | \$0 | |
| Materials & Supplies | \$660 | \$0 | \$660 | \$0 | |
| Total GF/non-GF | \$293,952 | \$0 | \$293,498 | \$0 | |
| Program Total: | \$293,952 | | \$293,498 | | |
| Program FTE | 2.00 | 0.00 | 2.00 | 0.00 | |

| Program Revenues | | | | | | | |
|------------------|-----|-----|-----|-----|--|--|--|
| Total Revenue | \$0 | \$0 | \$0 | \$0 | | | |

Explanation of Revenues

This program supports all Department of Community Services programs and does not receive revenue directly. A portion of the expenses of this group are allocated to other Community Services programs through indirect rates.

Significant Program Changes

Last Year this program was: 91002 DCS Business Services