

## Program #91002 - DCS Business Services

2/24/2014

Department:Community ServicesProgram Contact:Gerald ElliottProgram Offer Type:AdministrationProgram Offer Stage:As Requested

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

Program Characteristics: In Target

### **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	\$291,054	\$0
Materials & Supplies	\$660	\$0	\$660	\$0
Total GF/non-GF	\$293,952	\$0	\$291,714	\$0
Program Total:	\$293,952		\$291,714	
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