

Program #91002 - DCS Business Services

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Department: Community Services **Program Offer Type:** Program Offer Stage: As Requested Administration

Related Programs: 91000 & 91001

Program Characteristics: In Target

Executive Summary

The Department of Community Services Business Services provides administrative, financial and business support for the department. Services include development, management and administration of the department's annual budget; safety and emergency management, GIS and asset management; grants management; accounts receivable; accounts payable; payroll; contracts; purchasing; and customer service and dispatch via the reception desk. Staff serve as liaison between the department and internal service providers such as Department of County Assets. County Finance and Central Budget.

Program Summary

Work unit supports the work of the Department by providing: GIS and asset management; budget development, management and reporting; contracting and procurement; accounts payable and receivable; payroll; grant accounting; safety and emergency management; 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; function as liaison staff between the department and internal service providers such as County Finance, Central Budget, 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; sound budgetary and financial management; and delivers results that are consistent with Department and County priorities.

Performance Measures									
Measure Type	Primary Measure	FY14 Actual	FY15 Purchased	FY15 Estimate	FY16 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

County Administrative Policies and Procedures

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2015	2015	2016	2016
Personnel	\$473,863	\$1,361,907	\$517,162	\$1,270,032
Contractual Services	\$5,000	\$91,000	\$5,000	\$56,000
Materials & Supplies	\$8,350	\$25,480	\$7,150	\$27,480
Internal Services	\$22,152	\$255,334	\$23,319	\$275,036
Total GF/non-GF	\$509,365	\$1,733,721	\$552,631	\$1,628,548
Program Total:	\$2,243,086		\$2,181,179	
Program FTE	4.00	14.00	5.00	13.00

Program Revenues								
Indirect for Dept. Admin	\$32,335	\$0	\$42,308	\$0				
Intergovernmental	\$0	\$1,476,401	\$0	\$1,354,405				
Other / Miscellaneous	\$11,000	\$207,320	\$11,000	\$199,143				
Service Charges	\$0	\$50,000	\$0	\$75,000				
Total Revenue	\$43,335	\$1,733,721	\$53,308	\$1,628,548				

Explanation of Revenues

Funding for Business Services comes from the dedicated Transportation Funds, 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 2015: 91002 DCS Business Services

This program offer will transfer two staff (Office Assistant 2 and Finance Specialist 1) to the Bridge Services (PO 91015), not fill a vacant management position (Program Manager 1) and add three new positions (Human Resource Analyst Senior, Data Analyst and Finance Specialist 2). These new positions will be funded by reprogramming funding for the vacant position and increased department indirect revenue.