

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 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; 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; 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	FY15 Actual	FY16 Purchased	FY16 Estimate	FY17 Offer
Output	Total Dollars Spent by DCS	\$127M	\$145M	\$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)
County Administrative Policies and Procedures

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2016	2016	2017	2017
Personnel	\$419,393	\$1,270,032	\$493,761	\$1,364,125
Contractual Services	\$5,000	\$56,000	\$5,000	\$31,000
Materials & Supplies	\$7,150	\$23,852	\$4,150	\$32,680
Internal Services	\$23,319	\$278,664	\$37,702	\$320,154
Total GF/non-GF	\$454,862	\$1,628,548	\$540,613	\$1,747,959
Program Total:	\$2,083,410		\$2,288,572	
Program FTE	4.00	13.00	4.00	15.00

Program Revenues				
Indirect for Dept. Admin	\$42,308	\$0	\$75,987	\$0
Intergovernmental	\$0	\$1,354,405	\$0	\$1,233,245
Other / Miscellaneous	\$11,000	\$199,143	\$11,000	\$202,320
Beginning Working Capital	\$0	\$0	\$0	\$237,394
Service Charges	\$0	\$75,000	\$0	\$75,000
Total Revenue	\$53,308	\$1,628,548	\$86,987	\$1,747,959

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 2016: 91002-16 DCS Business Services

This program offer will increase by two FTE to respond to improve service delivery and span of control of employee workforce. Program offer will create a finance supervisor to oversee accounting operations and a program manager which will lead asset management services.