

**Department:** Community Services

**Program Contact:** Tom Hansell

**Program Offer Type:** Support

**Program Offer Stage:** As Proposed

**Related Programs:** 91000-19, 91001-19

**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; accounts payable; payroll; contracts; and purchasing. Staff members serve as liaisons between the department and internal service providers such as 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: Dunthorpe-Riverdale Sanitary Sewer District and the Mid-County Street Lighting Service District.

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 Type	Primary Measure	FY17 Actual	FY18 Purchased	FY18 Estimate	FY19 Offer
Output	Total Dollars Spent by DCS	\$102M	\$134M	\$103M	\$150M
Outcome	Percentage of Invoices Paid on Time	75%	90%	80%	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, which measures the effectiveness of the accounts payable process to issue timely payment to our vendors.

## 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  
Oregon Budget Law

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2018	2018	2019	2019
Personnel	\$483,119	\$1,439,707	\$511,488	\$1,673,421
Contractual Services	\$5,000	\$21,000	\$5,000	\$40,000
Materials & Supplies	\$4,150	\$33,180	\$3,980	\$34,460
Internal Services	\$38,873	\$359,264	\$0	\$472,573
<b>Total GF/non-GF</b>	<b>\$531,142</b>	<b>\$1,853,151</b>	<b>\$520,468</b>	<b>\$2,220,454</b>
<b>Program Total:</b>	<b>\$2,384,293</b>		<b>\$2,740,922</b>	
<b>Program FTE</b>	4.00	13.00	3.00	14.00

Program Revenues				
Indirect for Dept. Admin	\$81,114	\$0	\$162,288	\$0
Intergovernmental	\$0	\$1,414,032	\$0	\$1,664,368
Other / Miscellaneous	\$11,000	\$181,900	\$0	\$199,100
Beginning Working Capital	\$0	\$250,609	\$0	\$276,986
Service Charges	\$0	\$75,000	\$0	\$80,000
<b>Total Revenue</b>	<b>\$92,114</b>	<b>\$1,921,541</b>	<b>\$162,288</b>	<b>\$2,220,454</b>

## Explanation of 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 2018: 91002 Business Services

No significant changes in this program offer.