Multnomah County				
Program #90002 - Busin	ness Services			4/21/2021
Department:	Community Services	Program Contact:	Tom Hansell	
Program Offer Type:	Support	Program Offer Stage:	As Proposed	
Related Programs:	90000, 90001			

Program Characteristics:

Executive Summary

The Department of Community Services (DCS) 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 and accounts payable, payroll, contracts and purchasing. Staff members serve as liaisons between the department and internal service providers such as the 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: The Dunthorpe-Riverdale Sanitary Sewer and Mid-Multnomah County Street Lighting Service Districts.

Business Services provides responsible leadership and sound budgetary and financial management and delivers results that are consistent with department and County priorities.

Performance Measures					
Primary Measure	FY20 Actual	FY21 Budgeted	FY21 Estimate	FY22 Offer	
Total dollars spent by DCS	\$113 M	\$163 M	\$116 M	\$157 M	
Percentage of invoices paid on time	89%	95%	95%	95%	
Percentage of Asset Management and GIS service requests completed on time	N/A	N/A	N/A	95%	
	Primary Measure Total dollars spent by DCS Percentage of invoices paid on time Percentage of Asset Management and GIS service	Primary MeasureFY20 ActualTotal dollars spent by DCS\$113 MPercentage of invoices paid on time89%Percentage of Asset Management and GIS serviceN/A	Primary MeasureFY20 ActualFY21 BudgetedTotal dollars spent by DCS\$113 M\$163 MPercentage of invoices paid on time89%95%Percentage of Asset Management and GIS serviceN/AN/A	FY20 ActualFY21 BudgetedFY21 EstimateTotal dollars spent by DCS\$113 M\$163 M\$116 MPercentage of invoices paid on time89%95%95%Percentage of Asset Management and GIS serviceN/AN/AN/A	

Total dollars spent by DCS provides a general measurement of the activity level of Business Services. 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. Asset Management/GIS service requests submitted by DCS staff through the request portal must meet the response time proposed by the customer 95% of the time to ensure timely access to information.

Legal / Contractual Obligation

Oregon Revised Statutes (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; and Oregon Budget Law.

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds	
Program Expenses	2021	2021	2022	2022	
Personnel	\$535,794	\$2,028,883	\$546,993	\$1,939,306	
Contractual Services	\$5,000	\$16,500	\$5,000	\$16,500	
Materials & Supplies	\$4,980	\$49,100	\$11,980	\$46,600	
Internal Services	\$46,375	\$475,169	\$81,824	\$509,960	
Total GF/non-GF	\$592,149	\$2,569,652	\$645,797	\$2,512,366	
Program Total:	\$3,161,801		\$3,158,163		
Program FTE	3.00	15.00	3.00	14.00	

Intergovernmental	\$0	\$1,795,349	\$0	\$1,155,263
Other / Miscellaneous	\$0	\$363,059	\$0	\$926,535
Beginning Working Capital	\$0	\$311,244	\$0	\$330,568
Service Charges	\$0	\$100,000	\$0	\$100,000
Total Revenue	\$0	\$2,569,652	\$0	\$2,512,366

Explanation of Revenues

This program generates \$268,571 in indirect 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 support.

Significant Program Changes

Last Year this program was: FY 2021: 90002 Business Services

COVID-19 impacts on transportation revenues required a 1.00 FTE staffing reduction mid-year during the fiscal year 2021 budget. Position was vacant and was removed in the 2022 fiscal year budget. No significant impacts are anticipated from this staffing reduction.