



OFFICE OF MANAGEMENT & FINANCE

Business Operations Division Funding Methodology

WHAT WE DO

Business Operations consists of financial, communications, and administrative teams. We perform required financial management services, manage OMF strategic planning services, respond to media and public records requests, and provide staff support for the Citywide Bureau Directors' meetings, OMF wide committees and several Council appointed committees. We also perform reception, timekeeping, medical leave processing, and other administrative services for a number of OMF groups.

WHO WE SERVE

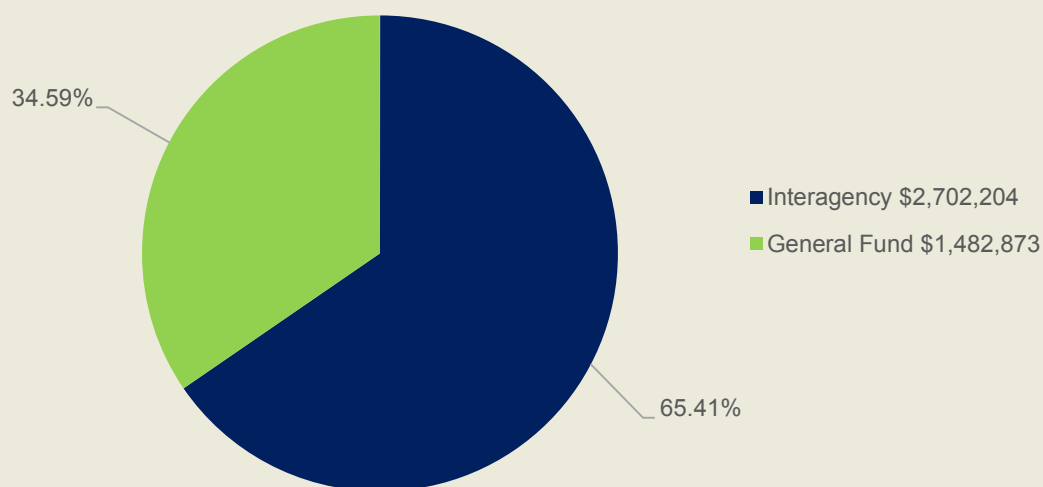
Business Operations serves organizations in 15 city funds, including:

- Four OMF Bureaus (Bureau of Human Resources, Bureau of Internal Business Services, Bureau of Revenue and Financial Services, and Bureau of Technology Services)
- Office of the CAO (including the Business Operations Division, EBS, the Policy Team, and Spectator Venues)
- Public Safety Systems Revitalization Program and Portland Building Reconstruction Project
- Five City Council offices and one Council Office program

HOW WE ARE FUNDED

Business Operations is currently funded by two revenue streams – General Fund revenues and interagency revenues through agreements with customers who are not directly funded by the General Fund.

This chart shows the type and percentage of each revenue in the Business Operations budget. Roughly two-thirds of the Division's funding comes from interagency revenues and one-third is from the General Fund.



HOW REVENUE IS CALCULATED

Business Operations receives two types of General Fund revenues - Overhead and Discretionary.

- General Fund Overhead is directly charged to City Bureaus who are not part of the General Fund to pay for their portion of overhead services. Business Operations is one of the OMF services included in the City's General Fund Overhead Model.
- General Fund Discretionary comes from revenues collected by the City, such as business license taxes and utility license fees, which Council can allocate at their discretion.

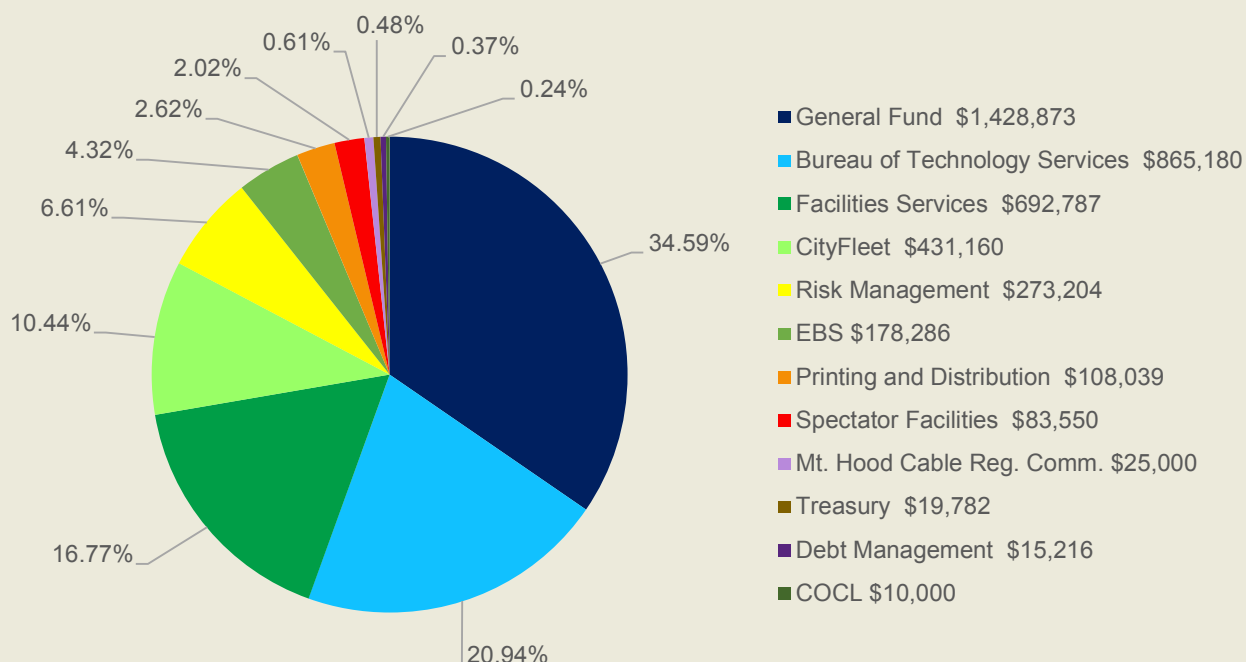
Both of these revenue amounts are calculated each year by the City Budget Office. Business Operations also receives interagency revenue from its direct customers who do not directly receive General Fund revenues. Interagency charges to these customers are allocated each year based on the size of the customer's prior year operating budget.

MORE DETAILS

This chart provides further detail on each revenue source in the Business Operations budget, breaking down the percentage of revenue received from each source.

The General Fund is the largest revenue source and accounts for approximately one-third of the budget. For interagency revenues, roughly 20% of the revenue is from the Bureau of Technology Services, 16% from Facilities Services, 10% from CityFleet, and smaller percentages are contributed by other customers.

Business Operations also receives a small amount of program revenue from the City's Charitable Campaign. It is billed each year based on the administration costs.



FY 2016-17 Adopted Budget