

Department: County Assets

Program Contact: Kerensa Mauck

Program Offer Type: Administration

Program Offer Stage: Proposed

Related Programs:
Program Characteristics:
Program Description

The Business Services Division within the Department of County Assets provides financial and contractual expertise to support DCA. Acting as stewards of public funds, Business Services performs core accounting functions, maintains internal controls, and ensures compliance with established accounting (GAAP, GASB, and GFOA) and contracting policies, standards, requirements, and best practices. The Business Services Division includes equity and inclusion practices in the budget development process and procurement and contracting processes.

The Division provides strategic leadership to DCA and the Non-Departmental Offices and Elected Officials in these three functional areas:

1. Procurement and Contracting provides solicitation and contract development, negotiation, risk assessment, vendor management, and contract administration for DCA and Non-Departmental offices. Areas of expertise include commercial services, construction, repair/maintenance, leases, software acquisition, professional services, and architecture and engineering across County operations.
2. Finance supports DCA and Non-Departmental offices with administrative services that include capital project accounting and administration, accounts receivable, accounts payable, grant accounting, travel coordination and reconciliation, procurement card management services, and general accounting support.
3. Budget leads the development of DCA's annual budgets, development of the Countywide annual internal service rates, and financial capital planning. Budget monitors and reports on spending for internal services, Countywide asset management, capital improvement funds, and large capital projects. Budget also prepares monthly internal service cost allocation journal entries to recover costs from County departments and external stakeholders. Budget provides recommendations on internal cost allocation methods and strategies, capital planning and spending, and planning for long-term obligations.

DCA Business Services teams participate in Countywide strategic committees such as the Financial Management Forum, Procurement Committees, and Finance Users Groups.

Performance Measures

Measure Type	Performance Measure	FY24 Actual	FY25 Budgeted	FY25 Estimate	FY26 Target
Output	Number of procurements and contracts processed	2,516	2,065	2,295	2,500
Output	Expenditures are in alignment with approved budget as demonstrated through budget to actuals reporting	95%	100%	100%	100%
Output	Percentage of invoices entered and paid within standard net 30 days	73%	85%	75%	85%

Performance Measures Descriptions

PM 1 - Measures the total volume of procurements, contracts, amendments, renewals, and purchase orders processed by the Procurement and Contracting staff.

PM 2 - Analysis of budget to spend, and to demonstrate consistent reporting.

PM 3 - Demonstrates that Finance is entering invoices and paying our vendors in a timely manner.

Legal / Contractual Obligation

For the Budget and Finance functions, Oregon Budget Law (ORS Chapter 294), Federal Office of Management & Budget circulars A-133 and A-87, Government Accounting Standards Board statements and pronouncements, County Administrative Procedures.

For the Contracting & Procurement function, Oregon Revised Statutes (ORS) 279A, 279B, and 279C establish requirements affecting the County's procurement and contracting practices. The County establishes and implements Public Contract Revi

Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2025	2025	2026	2026
Personnel	\$6,202,524	\$0	\$6,822,994	\$0
Contractual Services	\$0	\$0	\$0	\$0
Materials & Supplies	\$50,455	\$0	\$115,311	\$0
Internal Services	\$574,749	\$0	\$601,244	\$0
Total GF/non-GF	\$6,827,728	\$0	\$7,539,549	\$0
Program Total:	\$6,827,728		\$7,539,549	
Program FTE	36.00	0.00	35.00	0.00

Program Revenues				
Other / Miscellaneous	\$5,748,902	\$0	\$6,649,514	\$0
Total Revenue	\$5,748,902	\$0	\$6,649,514	\$0

Explanation of Revenues

Costs are allocated and recovered proportionately among the County's internal services. Internal service charges recover the costs associated with support of the Facilities, Information Technology, Fleet, and Distribution Funds. The General Fund supports charges apportioned to the Department of County Management (DCM) and non-departmental agencies.

Significant Program Changes

Last Year this program was: FY 2025: 78002 DCA Budget & Planning

This program offer consolidated with other program offers to be in alignment with organizational needs. It now incorporates Program Offers 78101 (Business Services Procurement & Contracting), 78102 (Business Services Finance), 78002 (Budget & Planning), and a portion of an FTE from of 78104 (Business Services Countywide Strategic Sourcing) from FY 2025. Program Offer 78104 has been sunset for FY 2026, thus the revenue and expenses (including 2.0 FTE) from FY 2025 have not been added to this offer, which is causing a slight imbalance in the year-over-year comparison. Program offer 78101 eliminates 1.0 FTE.