

**Division:** Fleet, Records, Distribution Services & Motor Pool

**Program Characteristics:**

**Program Description**

The goal of Distribution Services is to directly impact and benefit our community by providing mail and logistical services for County operations. We support the County’s equity initiative to serve the community, especially our vulnerable populations, by transporting vaccines, prescriptions, and clinical items between 93 mailrooms and labs.

The key mission of our program is to serve as the County’s mail center. We ensure mailings for Animal Services, the Health Department, Corrections, District Attorney, Taxes, Finance, and other departments are timely, postmarking over 425,000 letters annually. We coordinate our operations with other government agencies, including the State of Oregon and the City of Portland, in order to streamline interoffice deliveries and save on postage costs.

Our staff provide critical services to support wellness for children in our community. We transport equipment used by Health Department teams that provide dental services to students at over 90 underserved elementary and middle schools across the County.

We uphold public records law through safeguarding and transporting our County’s public records throughout the County. Records & Archives relies on this system to provide departments and the public with timely access to critical information.

We also stand ready to help in the event of an emergency in Multnomah County and our drivers are prepared to provide essential support services for disaster activations and inclement weather events.

**Equity Statement**

We support the wellbeing of our community by providing essential mail, medical, and logistical support, ensuring critical community needs are provided to County residents in a timely manner.

**Revenue/Expense Detail**

	<b>2026 General Fund</b>	<b>2026 Other Funds</b>	<b>2027 General Fund</b>	<b>2027 Other Funds</b>
Personnel	\$0	\$782,924	\$0	\$713,556
Contractual Services	\$0	\$559,123	\$0	\$689,701
Materials & Supplies	\$0	\$21,992	\$0	\$24,434
Internal Services	\$0	\$628,462	\$0	\$633,220
Unappropriated & Contingency	\$0	\$210,029	\$0	\$202,783
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$2,202,530</b>	<b>\$0</b>	<b>\$2,263,694</b>
<b>Total Expenses:</b>	<b>\$2,202,530</b>		<b>\$2,263,694</b>	
<b>Program FTE</b>	0.00	6.75	0.00	5.75
<b>Program Revenues</b>				
Other / Miscellaneous	\$0	\$1,973,459	\$0	\$2,041,837
Beginning Working Capital	\$0	\$210,029	\$0	\$202,783
Service Charges	\$0	\$19,042	\$0	\$19,074
<b>Total Revenue</b>	<b>\$0</b>	<b>\$2,202,530</b>	<b>\$0</b>	<b>\$2,263,694</b>

**Performance Measures**

<b>Performance Measure</b>	<b>FY25 Actual</b>	<b>FY26 Estimate</b>	<b>FY27 Target</b>
Number of mail pieces and packages processed.	431,956	440,000	441,000
Number of special deliveries (school transfers, bulk mailings, County records deliveries, office supply orders, others).	254	245	300