

Division: DCS Director's Office

Program Characteristics:**Program Description**

Business Services provides support to the Director's Office and divisions through budgeting, planning, contracting, procurement, and providing payment for services. We maintain financial oversight and mitigate risk through accounting, fund management, and financial reporting.

Business Services' goal is to provide responsible leadership and sound budgetary and financial management that delivers results consistent with department and County priorities. We strive to center equity through intentional budget development tools, data-driven insights, and transparent communication about who we serve and the impact we are making.

Business Services' activities include budget development, management, and reporting; accounts payable and receivable; procurement and contracting; grant accounting and reporting; and implementation of, and compliance with, all County, State and Federal fiscal policies and procedures related to the business of the Department; problem solving and financial risk mitigation.

We work across the County serving as liaisons between the DCS and internal service providers including County Finance, Central Budget, County Facilities, Fleet, Records, IT, Central Purchasing, Risk Management and the County Attorney's office. DCS Business Services also manages two County service districts: Dunthorpe-Riverdale Sanitary Sewer and Mid-Multnomah County Street Lighting service districts.

Equity Statement

Business Services delivers uniform support to all divisions while ensuring compliance with Federal, State, and County policies. Staff work collaboratively across the department and County to provide accessible, responsive financial services. By applying a lens of safety, trust, and belonging to risk mitigation, fund management, and internal customer service, this program ensures the equitable stewardship of taxpayer dollars.

Revenue/Expense Detail

	2026 General Fund	2026 Other Funds	2027 General Fund	2027 Other Funds
Personnel	\$462,383	\$1,563,510	\$486,641	\$1,555,886
Contractual Services	\$25,000	\$1,000	\$15,000	\$0
Materials & Supplies	\$24,960	\$24,169	\$25,500	\$25,512
Internal Services	\$45,714	\$471,029	\$52,112	\$438,590
Total GF/non-GF	\$558,057	\$2,059,708	\$579,253	\$2,019,988
Total Expenses:	\$2,617,765		\$2,599,241	
Program FTE	2.00	8.85	2.00	8.83
Program Revenues				
Intergovernmental	\$0	\$1,825,888	\$0	\$1,818,668
Other / Miscellaneous	\$0	\$233,820	\$0	\$201,320
Total Revenue	\$0	\$2,059,708	\$0	\$2,019,988

Performance Measures

Performance Measure	FY25 Actual	FY26 Estimate	FY27 Target
Total dollars spent by DCS.	\$1,960,015	\$2,163,204	\$2,397,283
Percentage of invoices paid on time.	92%	95%	95%