

# MULTNOMAH COUNTY OREGON

BOARD OF COUNTY COMMISSIONERS  
ROOM 606, COUNTY COURTHOUSE  
1021 S.W. FOURTH AVENUE  
PORTLAND, OREGON 97204

GLADYS McCOY • CHAIR • 248-3308  
PAULINE ANDERSON • DISTRICT 1 • 248-5220  
GARY HANSEN • DISTRICT 2 • 248-5219  
RICK BAUMAN • DISTRICT 3 • 248-5217  
SHARRON KELLEY • DISTRICT 4 • 248-5213  
CLERK'S OFFICE • 248-3277

## AGENDA

### MEETINGS OF THE MULTNOMAH COUNTY BOARD OF COMMISSIONERS

#### FOR THE WEEK OF

APRIL 8 - 12, 1991

- Tuesday, April 9, 1991 - 9:30 AM - Agenda Review. . . . .Page 2
- Tuesday, April 9, 1991 - 10:30 AM - Board Briefings . . . . .Page 2
- Tuesday, April 9, 1991 - 1:30 PM - Board Briefing . . . . .Page 2
- Wednesday, April 10, 1991 - 9:30 AM - Work Session. . . . .Page 2
- Wednesday, April 10, 1991 - 1:30 PM - PUBLIC HEARING. . . . .Page 2
- Thursday, April 11, 1991 - 9:30 AM - Regular Meeting. . . . .Page 3
- Thursday, April 11, 1991 - 1:30 PM - Work Session . . . . .Page 4
- Friday, April 12, 1991 - 9:30 AM - Work Session . . . . .Page 5
- Friday, April 12, 1991 - 1:30 PM - Work Session. . . . .Page 5

Thursday Meetings of the Multnomah County Board of Commissioners are recorded and can be seen at the following times:

- Thursday, 10:00 PM, Channel 11 for East and West side subscribers
- Friday, 6:00 PM, Channel 27 for Paragon Cable (Multnomah East) subscribers
- Saturday 12:00 PM, Channel 21 for East Portland and East County subscribers

Tuesday, April 9, 1991 - 9:30 AM  
Multnomah County Courthouse, Room 602

AGENDA REVIEW

1. Review of Agenda for Regular Meeting of April 11, 1991.
- 

Tuesday, April 9, 1991 - 10:30 AM  
Multnomah County Courthouse, Room 602

BOARD BRIEFINGS

2. Health Division Translation Services. Presented by Jan Sinclair and International Health Center Staff.
  3. Discussion of Effects and Costs of Accomodating Courts Without Acquiring New Space. Presented by Wayne George and Jim Emerson. 11:00 AM TIME CERTAIN
- 

Tuesday, April 9, 1991 - 1:30 PM - 3:30 PM  
Multnomah County Courthouse, Room 602

BOARD BRIEFING

4. Discussion of Assessment and Taxation Compliance Audit by the Department of Revenue in Accordance with the Provisions of HB 2338. Presented by Richard Munn, Director, Oregon Department of Revenue.
- 

Wednesday, April 10, 1991 - 9:30 AM - 12:00 PM  
Multnomah County Courthouse, Room 602

WORK SESSION

1. Work Session to Discuss the Department of Human Services Budget.
- 

Wednesday, April 10, 1991 - 1:30 PM - 5:00 PM  
Multnomah County Courthouse, Room 602

PUBLIC HEARING

2. Public Hearing and Testimony on the Multnomah County Budget.
-

Thursday, April 11, 1991 - 9:30 AM  
Multnomah County Courthouse, Room 602

REGULAR MEETING

CONSENT CALENDAR

JUSTICE SERVICES

SHERIFF'S OFFICE

- C-1 Liquor License New Outlet Application Submitted by Sheriff's Office with Recommendation for Approval as Follows:  
Retail Malt Beverage for Wild Wood Golf Course, 21881 NW St. Helens Road, Portland

REGULAR AGENDA

NON-DEPARTMENTAL

- R-1 Acceptance of Report of the Citizens' Committee on City-County Service Consolidation. Presented by Dick Levy. 9:30 AM TIME CERTAIN
- R-2 RESOLUTION in the Matter of Endorsing the Establishment of an Institute of Portland Metropolitan Studies to Harness the Research Capacity of Portland State University and Other Institutions of Higher Education in the Metropolitan Area
- R-3 RESOLUTION for the Purpose of Acknowledging the Week of the Young Child and Encouraging Multnomah County Employees and Managers to Participate
- R-4 PROCLAMATION in the Matter of Proclaiming April 14-20, 1991 National Library Week in the County of Multnomah
- R-5 Second Reading and Possible Adoption of an ORDINANCE Providing for Transfers of Property Acquired Through Civil Forefeiture Laws and Establishing Procedures Therefor

JUSTICE SERVICES

SHERIFF'S OFFICE

- R-6 Budget Modification MCSO #19 Authorizing Transfer of \$15,000 from Professional Services to Equipment in the Special Enforcement Detail Earnings Forfeitures Budget to Purchase Two Undercover Vehicles

COMMUNITY CORRECTIONS

- R-7 Approval of a Notice of Intent to Submit a Grant Proposal to the State Criminal Justice Coordinator to Fund Services for African American Drug and Alcohol Dependent Women

LIBRARY SERVICES

- R-8 Budget Modification DLS #4 Authorizing Transfer of \$335,500 Oregon Community Foundation Revenue from Contingency to the Library Budget to Fund Specific Dollar Allocations

DEPARTMENT OF ENVIRONMENTAL SERVICES

- R-9 Ratification of an Intergovernmental Agreement Between the Office of State Fire Marshal, the City of Gresham and Multnomah County, Providing Response Services Reimbursement and Funding for Training, Equipment and Team Member Medical Exams of the Regional Hazardous Materials Emergency Response Team Services
- R-10 Budget Modification DES #7 Authorizing Appropriation of \$22,880 in State Funds for Reimbursement of Expenditures Incurred in Connection with the Regional Hazardous Materials Emergency Response Team Services
- R-11 ORDER in the Matter of the Quitclaim of the Interest of Multnomah County, if any, in the Easements for Road Purposes Created by the Instruments Recorded at Book 1358, Page 409; Book 1416, Page 387; and Book 1756, Page 128 of Multnomah County Records
- R-12 Ratification of an Intergovernmental Agreement Between Multnomah County and the City of Troutdale to Provide Shared Costs of Installation, Maintenance and Power Consumption for a Traffic Signal to be Installed at NE 257th Avenue and the Intersection of Cherry Park Road and SW Sturges Drive

DEPARTMENT OF GENERAL SERVICES

- R-13 First Reading of an ORDINANCE Adopting Salary Ranges for Fiscal Year 1990-91 for Employees Covered by the Exempt Classification/Compensation Plan and Repealing Ordinance No. 667
- R-14 Budget Modification DGS #7 Authorizing Transfer of Funds from General Fund Contingency to Professional Services within the Information Services and Assessment and Taxation Division Budgets

---

Thursday, April 11, 1991 - 1:30 PM - 5:00 PM

Multnomah County Courthouse, Room 602

WORK SESSION

1. Work Session to Discuss the Department of Environmental Services Budget.
-

Friday, April 12, 1991 - 9:30 AM - 12:00 PM

Multnomah County Courthouse, Room 602

WORK SESSION

1. Work Session to Discuss the Department of General Services Budget.
- 

Friday, April 12, 1991 - 1:30 PM - 5:00 PM

Multnomah County Courthouse, Room 602

WORK SESSION

2. Work Session to Discuss the Non-Departmental Budget.
- 

MULTNOMAH COUNTY BOARD OF COMMISSIONERS

BUDGET DELIBERATIONS SCHEDULE\*

MULTNOMAH COUNTY COURTHOUSE  
1021 SW FOURTH, ROOM 602  
PORTLAND, OREGON

<u>April 10, 1991</u>	9:30-12:00 PM	Budget Work Session Department of Human Services
	1:30-5:00 PM	BUDGET HEARING/PUBLIC TESTIMONY
<u>April 11, 1991</u>	1:30-5:00 PM	Budget Work Session Department of Environmental Services
<u>April 12, 1991</u>	9:30-12:00 PM	Budget Work Session Department of General Services
	1:30-5:00 PM	Budget Work Session Non-Departmental
<u>April 15, 1991</u>	9:30-12:00 PM	BUDGET HEARING/PUBLIC TESTIMONY
	1:30-5:00 PM	Budget Work Session Department of Community Corrections
<u>April 16, 1991</u>	1:30-5:00 PM	Budget Work Session District Attorney
<u>April 17, 1991</u>	9:30-12:00 PM	Budget Work Session Sheriff
	1:30-5:00 PM	BUDGET HEARING/PUBLIC TESTIMONY
<u>April 18, 1991</u>	1:30-5:00 PM	Budget Work Session Department of Library Services
<u>April 19, 1991</u>	9:30-12:00 PM	BUDGET HEARING/PUBLIC TESTIMONY

April 23, 1991

1:30-5:00 PM

Budget Work Session (If Needed)

7:00-10:00 PM

BUDGET HEARING/PUBLIC TESTIMONY  
GRESHAM CITY HALL  
1333 NW EASTMAN PARKWAY

\*(SCHEDULE SUBJECT TO CHANGE)  
CALL 248-3277 FOR FURTHER INFORMATION

(4/4/91 Update)

0103C/6-11/dr

DEPARTMENT OF GENERAL SERVICES

ORGANIZATION

PAGE

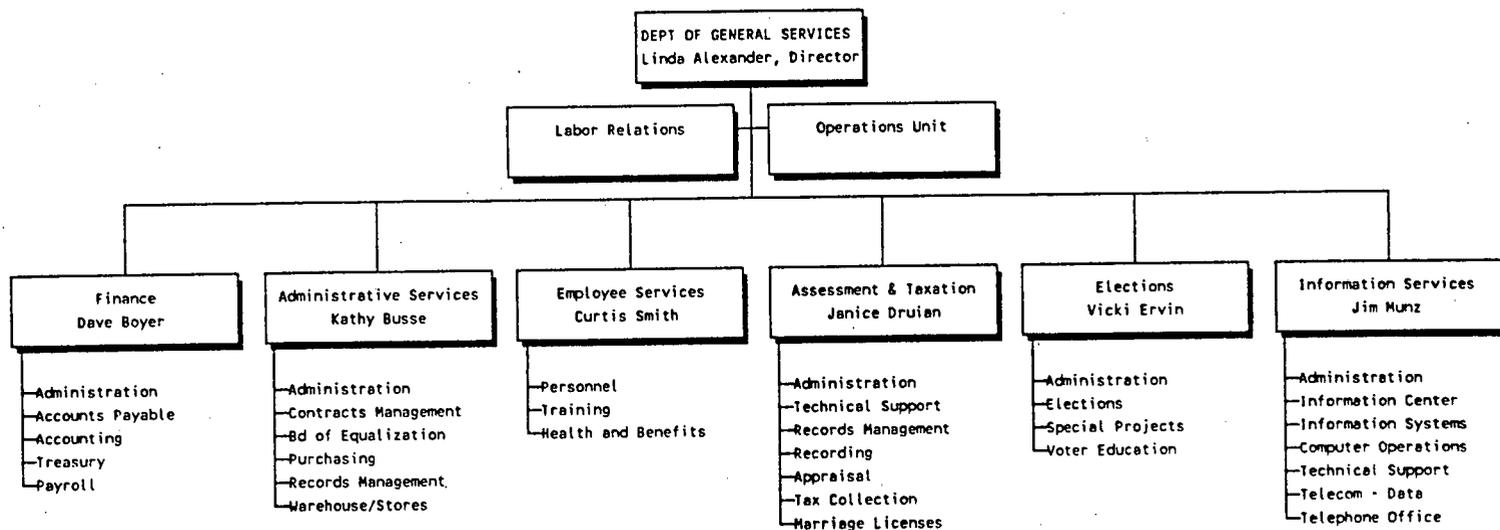
Summary of Requirements and Departmental Org Chart	DGS-1
7200 Director's Office Summary	DGS-2
7200 DGS Director's Office/Operations	DGS-3
7220 Labor Relations	DGS-4
7520 Risk Management	DGS-4
7530 Liability Insurance	DGS-4
7540 Property Insurance	DGS-5
7550 Worker's Compensation	DGS-5
General Fund (Director's Office)	DGS-6
General Fund (Labor Relations)	DGS-8
Insurance Fund (Director's Office)	DGS-10
7030 Finance Summary	DGS-12
7400 Finance Administration	DGS-13
7405 Accounts Payable	DGS-13
7410 Accounting	DGS-14
7415 Treasury	DGS-14
7420 Payroll	DGS-15
Trust and Agency Funds	DGS-16
General Fund	DGS-18
7035 Administrative Services Summary	DGS-20
7335 Administration	DGS-21
7390 Board of Equalization	DGS-21
7440 Purchasing	DGS-22
7640 Records	DGS-22
7650 Central Stores	DGS-23
7205 Cable Television	DGS-24
General Fund	DGS-25
Cable Television Fund	DGS-27
7040 Employee Services Summary	DGS-29
7510 Personnel	DGS-30
7512 Training	DGS-30
7234 Health/Wellness	DGS-31
7524 Life Insurance	DGS-31
7525 Long Term Disability	DGS-31
7526 Unemployment Insurance	DGS-32
7527 Retiree's Insurance	DGS-32
7531 Medical/Dental	DGS-32
General Fund	DGS-33
Insurance Fund	DGS-35

DEPARTMENT OF GENERAL SERVICES

ORGANIZATION	PAGE
7060 Assessment & Taxation Summary	DGS-37
7565 Administration	DGS-38
7566 Technical Support	DGS-38
7570 Records Management	DGS-39
7575 Recording	DGS-40
7580 Appraisal	DGS-40
7630 Tax Collection/Information	DGS-41
7635 Marriage Licenses	DGS-42
General Fund	DGS-43
7070 Elections Summary	DGS-45
7690 Elections Administration	DGS-46
7700 Special Election (August)	DGS-46
7710 Special Election (September)	DGS-46
7720 General Election - History	DGS-46
7730 Special Election (March)	DGS-47
7740 Special Election (May)	DGS-47
7750 Special Election (June)	DGS-47
7760 Special Projects	DGS-47
7770 Primary Election	DGS-48
7780 Special Election (November)	DGS-48
7790 Voter Outreach/Education	DGS-48
General Fund	DGS-49
7090 Information Services Division Summary	DGS-51
7930 ISD Administration	DGS-52
7925 Information Center	DGS-52
7940 Information Systems	DGS-53
7950 Computer Operations	DGS-53
7960 Technical Support	DGS-54
7970 Telecom (Data)	DGS-54
7990 Telephone Office	DGS-55
Data Processing Fund	DGS-56
Telephone Fund	DGS-58

**DEPARTMENT OF GENERAL SERVICES  
SUMMARY OF REQUIREMENTS**

	FTE	PERSONAL SERVICES	MATERIALS & SERVICES	CAPITAL OUTLAY	TOTAL REQUIREMENT	LESS SERVICE REIMBURSEMENT	DIRECT REQUIREMENT
<b>General Fund</b>							
Director's Office	6.00	303,921	170,189	86,000	560,110	41,324	518,786
Labor Relations	3.50	190,829	70,097	0	260,926	22,419	238,507
Finance	25.50	1,070,349	268,640	0	1,338,989	144,867	1,194,122
Administrative Services	22.38	972,799	239,963	1,000	1,213,762	140,900	1,072,862
Employee Services	12.00	524,106	173,520	0	697,626	71,940	625,686
Assessment & Taxation	154.42	6,214,573	2,385,643	210,702	8,810,918	1,934,814	6,876,104
Elections	17.00	977,265	2,200,264	0	3,177,529	198,559	2,978,970
<b>SUBTOTAL</b>	<b>240.80</b>	<b>10,253,842</b>	<b>5,508,316</b>	<b>297,702</b>	<b>16,059,860</b>	<b>2,554,823</b>	<b>13,505,037</b>
Cable TV Fund	2.00	86,645	1,123,714	0	1,210,359	22,570	1,187,789
Data Processing Fund	54.00	2,784,252	2,639,668	62,600	5,486,520	857,812	4,628,708
<b>Insurance Fund</b>							
Director's Office	4.00	322,906	3,269,845	27,950	3,620,701	9,552	3,611,149
Employee Services	4.00	147,729	12,387,233	1,700	12,536,662	7,791	12,528,871
<b>SUBTOTAL</b>	<b>8.00</b>	<b>470,635</b>	<b>15,657,078</b>	<b>29,650</b>	<b>16,157,363</b>	<b>17,343</b>	<b>16,140,020</b>
Telephone Fund	6.00	247,490	1,349,006	190,195	1,786,691	196,895	1,589,796
<b>DEPARTMENT TOTAL</b>	<b>310.80</b>	<b>13,842,864</b>	<b>26,277,782</b>	<b>580,147</b>	<b>40,700,793</b>	<b>3,649,443</b>	<b>37,051,350</b>



DEPARTMENT OF GENERAL SERVICES  
OFFICE OF THE DIRECTOR

Manager: Linda Alexander

Agency 040    Organization 7200

**PERSONNEL**

	1988-89	1989-90	1990-91	1991-92
Officials & Administrators	3.07	4.00	4.00	4.00
Professionals	2.41	2.89	4.50	3.00
Technicians & Para-Profess.	0.00	1.00	0.00	1.00
Protective Srv. Workers	0.00	0.00	0.00	0.00
Office & Clerical	1.00	1.54	1.50	5.50
Skilled Craft & Srv. Maint.	0.00	0.00	0.00	0.00
TOTAL	6.48	9.43	10.00	13.50

**EXPENDITURES**

	General Fund (100)	Insurance Fund (400)	Total
Personal Services	\$ 494,750	\$ 322,906	\$ 817,656
Materials & Services	240,286	3,269,845	3,510,131
Capital Outlay	86,000	27,950	113,950
TOTAL	\$ 821,036	\$3,620,701	\$4,441,737

**REVENUE CATEGORIES**

<u>FD</u>	<u>ORG</u>	<u>ORGANIZATION</u>	<u>Operational</u>	<u>Grant</u>	<u>Other</u>	<u>General Fund Supplement</u>	<u>Total</u>
100	7200	Administration	0	0	0	560,110	560,110
100	7220	Labor Relations	0	0	0	260,926	260,926
400	7520	Risk Management	0	0	200,377	0	200,377
400	7530	Liability Insurance	0	0	519,510	0	519,510
400	7540	Property Insurance	0	0	222,700	0	222,700
400	7550	Worker's Compensation	0	0	2,678,114	0	2,678,114
TOTAL			0	0	3,620,701	821,036	4,441,737

**EXPLANATION OF OTHER REVENUES**

Insurance Fund - \$3,620,701

DEPARTMENT OF GENERAL SERVICES  
OFFICE OF THE DIRECTOR

### Director's Office Program Description

To provide leadership and excellence in administration to the people and organizations in the department while creating an environment which encourages each person, and thereby each organization, to realize their full potential.

The FY 91-92 budget includes the DGS Operations Unit which was formerly budgeted in the Administrative Services Division. The Operations Unit provides a range of word processing and graphics support to multiple users on the 14th floor of the Portland Building.

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
FTE	3.02	3.00	3.00	6.00
PS	\$ 187,371	\$ 175,951	\$ 201,020	\$ 303,921
M&S	117,695	122,790	143,783	170,189
CO	<u>72,253</u>	<u>84,646</u>	<u>69,531</u>	<u>86,000</u>
TOTAL	\$ 377,319	\$ 383,387	\$ 414,334	\$ 560,110

#### Operations Unit - History

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
FTE	8.74	3.40	4.50	0.00
PS	\$ 231,641	\$ 116,643	\$ 148,266	\$ 0
M&S	18,497	14,443	15,997	0
CO	<u>0</u>	<u>4,476</u>	<u>0</u>	<u>0</u>
TOTAL	\$ 250,138	\$ 135,562	\$ 164,263	\$ 0

### Objectives

- Ensure that the policies, organizational structures, procedures, and management systems are in place in the Department of General Services to provide divisions with necessary resources and support to accomplish their missions.
- Provide leadership to implement changes required by Measure 5.
- Develop management convictions and values; integrate those convictions through all levels of the organization and ensure that attitudes and behavior match those words.
- Ensure that quality and service improvement opportunities are identified and implemented.
- Develop a minority recruitment and training program for property appraisers.
- Implement and strengthen new program initiatives in Employee Services.
- Provide word processing support in a timely manner for six organizations within DGS.
- Provide leadership to the Board of County Commissioners and Chair to ensure that countywide support needs are identified and met, specifically in the areas of data processing management, financial planning and policies, and employee labor issues.

DEPARTMENT OF GENERAL SERVICES  
OFFICE OF THE DIRECTOR

**Labor Relations Program Description**

To negotiate and administer labor contracts; provide management advocacy training, consultation, and technical assistance; and adapt labor relations policy to changes in the legal, social and economic environments.

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
FTE	3.16	3.54	3.50	3.50
PS	\$ 137,490	\$ 166,139	\$ 183,978	\$ 190,829
M&S	27,814	48,145	37,530	70,097
CO	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$ 165,304	\$ 214,284	\$ 221,508	\$ 260,926

**Objectives**

- Effectively negotiate and execute all the County collective bargaining agreements.
- Effectively administer all the County collective bargaining agreements.
- Provide labor relations training and consulting services to County departments and the Board.

**Risk Management Program Description**

To prevent injury as a result of County operations to County employees and the public and to protect the physical and financial assets of the County.

Risk Management

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
FTE	0.30	1.74	2.50	2.50
PS	\$ 11,561	\$ 71,673	\$ 117,715	\$ 128,310
M&S	4,488	11,386	66,916	69,117
CO	<u>9,286</u>	<u>3,528</u>	<u>3,450</u>	<u>2,950</u>
TOTAL	\$ 25,335	\$ 86,587	\$ 188,081	\$ 200,377

Liability Insurance

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
FTE	0.00	0.00	0.00	0.00
PS	\$ 0	\$ 0	\$ 0	\$ 0
M&S	310,264	1,339,575	465,700	519,510
CO	<u>575</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$ 311,183	\$1,339,575	\$ 465,700	\$ 519,510

DEPARTMENT OF GENERAL SERVICES  
OFFICE OF THE DIRECTOR

Property Insurance

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
FTE	0.00	0.00	0.00	0.00
PS	\$ 0	\$ 0	\$ 0	\$ 0
M&S	100,099	111,928	171,500	197,700
CO	<u>4,500</u>	<u>10,176</u>	<u>25,000</u>	<u>25,000</u>
TOTAL	\$ 104,599	\$ 122,104	\$ 196,500	\$ 222,700

Worker's Compensation

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
FTE	0.00	1.15	1.00	1.00
PS	\$ 710	\$ 38,201	\$ 169,924	\$ 194,596
M&S	2,018,921	3,003,966	2,565,999	2,483,518
CO	<u>0</u>	<u>2,290</u>	<u>0</u>	<u>0</u>
TOTAL	\$2,019,631	\$3,044,457	\$2,735,923	\$2,678,114

**Objectives**

- Control the number and cost of claims against the County through loss control programs, effective claims management, and improved claim resolution processes.
- Reduce losses in County facilities and operations by identifying potential loss exposures and implementing controls.
- Protect the County's financial assets by assuring that County property is properly valued and insured and that adequate security and risk transfer policies and practices are in effect.
- Ensure the County's compliance with risk management regulatory requirements.
- Implement risk management prevention programs targeted to areas which have experienced the highest losses.

# REQUIREMENT DETAIL

1988-89 ACTUAL	1989-90 ACTUAL	1990-91 ADOPTED	1990-91 REVISED	AGENCY: 040 GENERAL SERVICES FUND: 100 GENERAL FUND SUM ORG: 7200 OFFICE OF THE DIRECTOR	1991-92 PROPOSED	1991-92 APPROVED	1991-92 ADOPTED
<b>PERSONAL SERVICES</b>							
131,523	130,776	138,040	138,040	5100 PERMANENT	205,464	0	0
8,580	0	10,000	10,000	5200 TEMPORARY	10,000	0	0
162	0	0	0	5300 OVERTIME	0	0	0
1,027	0	0	0	5400 PREMIUM	0	0	0
32,726	31,794	35,627	35,627	5500 FRINGE BENEFITS	54,413	0	0
174,018	162,570	183,667	183,667	TOTAL EXTERNAL	269,877	0	0
13,353	13,381	17,353	17,353	5550 INSURANCE BENEFITS	34,044	0	0
<b>187,371</b>	<b>175,951</b>	<b>201,020</b>	<b>201,020</b>	<b>TOTAL PERSONAL SERVICES</b>	<b>303,921</b>	<b>0</b>	<b>0</b>
<b>EXTERNAL MATERIALS AND SERVICES</b>							
0	0	0	0	6050 COUNTY SUPPLEMENTS	0	0	0
0	0	0	0	6060 PASS-THROUGH PAYMENTS	0	0	0
24,094	12,159	25,000	25,000	6110 PROFESSIONAL SVCS	51,500	0	0
1,162	2,000	2,560	2,560	6120 PRINTING	3,300	0	0
60	0	0	0	6130 UTILITIES	0	0	0
0	0	0	0	6140 COMMUNICATIONS	0	0	0
60	137	0	0	6170 RENTALS	0	0	0
197	581	1,500	1,500	6180 REPAIRS AND MAINTENANCE	3,500	0	0
0	0	0	0	6190 MAINTENANCE CONTRACTS	2,159	0	0
20	230	300	300	6200 POSTAGE	400	0	0
8,431	1,725	2,700	2,700	6230 SUPPLIES	5,800	0	0
2,861	1,727	2,000	2,000	6270 FOOD	1,000	0	0
75,472	98,420	103,434	104,649	6310 EDUCATION & TRAINING	93,000	0	0
855	282	1,000	1,000	6330 TRAVEL	1,750	0	0
0	0	0	0	6520 INSURANCE	0	0	0
0	0	0	0	6530 EXTERNAL DATA PROCESSING	0	0	0
0	0	0	0	6550 DRUGS	0	0	0
71	0	0	0	6580 CLAIMS PAID	0	0	0
0	0	0	0	6610 AWARDS AND PREMIUMS	0	0	0
463	948	600	600	6620 DUES AND SUBSCRIPTIONS	500	0	0
0	0	0	0	6700 LIBRARY BOOKS AND MATERIALS	0	0	0
0	0	0	0	7810 PRINCIPAL	0	0	0
0	0	0	0	7820 INTEREST	0	0	0
<b>113,746</b>	<b>118,209</b>	<b>139,094</b>	<b>140,309</b>	<b>TOTAL EXTERNAL</b>	<b>162,909</b>	<b>0</b>	<b>0</b>
<b>INTERNAL SERVICE REIMBURSEMENTS</b>							
0	0	0	0	7100 INDIRECT COSTS	0	0	0
3,916	4,513	4,569	4,569	7150 TELEPHONE	7,180	0	0
0	0	0	0	7200 DATA PROCESSING	0	0	0
33	68	120	120	7300 MOTOR POOL	100	0	0
0	0	0	0	7400 BUILDING MANAGEMENT	0	0	0
0	0	0	0	7500 OTHER INTERNAL	0	0	0
0	0	0	0	7550 SERV REIMB TO CAP LEASE RET FU	0	0	0
<b>3,949</b>	<b>4,581</b>	<b>4,689</b>	<b>4,689</b>	<b>TOTAL INTERNAL</b>	<b>7,280</b>	<b>0</b>	<b>0</b>
<b>117,695</b>	<b>122,790</b>	<b>143,783</b>	<b>144,998</b>	<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>170,189</b>	<b>0</b>	<b>0</b>
<b>8100 LAND</b>							
0	0	0	0	8200 BUILDINGS	0	0	0
0	0	0	0	8300 OTHER IMPROVEMENTS	0	0	0
72,253	84,646	69,531	79,203	8400 EQUIPMENT	86,000	0	0
72,253	84,646	69,531	79,203	TOTAL CAPITAL OUTLAY	86,000	0	0
<b>360,017</b>	<b>365,425</b>	<b>392,292</b>	<b>403,179</b>	<b>DIRECT BUDGET</b>	<b>518,786</b>	<b>0</b>	<b>0</b>
<b>377,319</b>	<b>383,387</b>	<b>414,334</b>	<b>425,221</b>	<b>TOTAL BUDGET</b>	<b>560,110</b>	<b>0</b>	<b>0</b>

DGS-6

AGENCY: 040 GENERAL SERVICES  
 FUND: 100 GENERAL FUND  
 SUM ORG: 7200 OFFICE OF THE DIRECTOR

## PERSONNEL DETAIL

1988-89 ACTUAL		1989-90 ACTUAL		1990-91 ADOPTED		1990-91 REVISED			1991-92 PROPOSED		1991-92 APPROVED		1991-92 ADOPTED	
FTE	BASE	FTE	BASE	FTE	BASE	FTE	BASE		FTE	BASE	FTE	BASE	FTE	BASE
0.00	0	1.00	22,231	0.00	0	0.00	0	OFFICE ASST 3	0.00	0	0.00	0	0.00	0
1.00	21,857	0.00	0	1.00	23,546	1.00	23,546	OFFICE ASSISTANT/SEN	0.00	0	0.00	0	0.00	0
0.00	0	0.00	0	0.00	0	0.00	0	WORD PROCESSING OPER	2.00	40,980	0.00	0	0.00	0
0.00	0	0.00	0	0.00	0	0.00	0	ADMINISTRATIVE SECRE	1.00	25,152	0.00	0	0.00	0
0.00	0	0.00	0	0.00	0	0.00	0	WORD PROCESSING OPR/	1.00	22,951	0.00	0	0.00	0
1.00	40,460	1.00	41,494	1.00	44,606	1.00	44,606	MANAGEMENT ASSISTANT	1.00	45,955	0.00	0	0.00	0
0.02	683	0.00	0	0.00	0	0.00	0	STAFF ASSISTANT	0.00	0	0.00	0	0.00	0
1.00	68,524	1.00	67,051	1.00	69,888	1.00	69,888	EXECUTIVE PROGRAM DI	1.00	70,426	0.00	0	0.00	0
<b>3.02</b>	<b>131,524</b>	<b>3.00</b>	<b>130,776</b>	<b>3.00</b>	<b>138,040</b>	<b>3.00</b>	<b>138,040</b>	<b>5100 PERMANENT</b>	<b>6.00</b>	<b>205,464</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>

DGS-7

# REQUIREMENT DETAIL

AGENCY: 040 GENERAL SERVICES  
 FUND: 100 GENERAL FUND  
 SUM ORG: 7220 LABOR RELATIONS

1988-89 ACTUAL	1989-90 ACTUAL	1990-91 ADOPTED	1990-91 REVISED		1991-92 PROPOSED	1991-92 APPROVED	1991-92 ADOPTED
<b>PERSONAL SERVICES</b>							
99,994	122,577	131,504	131,504	5100 PERMANENT	134,827	0	0
1,647	0	0	0	5200 TEMPORARY	0	0	0
0	0	0	0	5300 OVERTIME	0	0	0
555	738	0	0	5400 PREMIUM	0	0	0
25,558	30,670	35,248	35,248	5500 FRINGE BENEFITS	36,382	0	0
127,754	153,985	166,752	166,752	TOTAL EXTERNAL	171,209	0	0
9,736	12,154	17,226	17,226	5550 INSURANCE BENEFITS	19,620	0	0
137,490	166,139	183,978	183,978	<b>TOTAL PERSONAL SERVICES</b>	<b>190,829</b>	<b>0</b>	<b>0</b>
<b>EXTERNAL MATERIALS AND SERVICES</b>							
0	0	0	0	6050 COUNTY SUPPLEMENTS	0	0	0
0	0	0	0	6060 PASS-THROUGH PAYMENTS	0	0	0
14,749	32,557	26,250	36,250	6110 PROFESSIONAL SVCS	56,715	0	0
7,301	8,179	5,505	6,385	6120 PRINTING	6,385	0	0
0	0	0	0	6130 UTILITIES	0	0	0
0	0	0	0	6140 COMMUNICATIONS	0	0	0
0	0	0	0	6170 RENTALS	0	0	0
113	46	200	200	6180 REPAIRS AND MAINTENANCE	212	0	0
0	0	0	0	6190 MAINTENANCE CONTRACTS	0	0	0
22	17	315	315	6200 POSTAGE	315	0	0
2,628	2,130	1,834	2,127	6230 SUPPLIES	2,255	0	0
0	3	0	0	6270 FOOD	0	0	0
0	0	0	0	6310 EDUCATION & TRAINING	0	0	0
435	565	735	735	6330 TRAVEL	775	0	0
0	0	0	0	6520 INSURANCE	0	0	0
0	0	0	0	6530 EXTERNAL DATA PROCESSING	0	0	0
0	0	0	0	6550 DRUGS	0	0	0
0	0	0	0	6580 CLAIMS PAID	0	0	0
0	0	0	0	6610 AWARDS AND PREMIUMS	0	0	0
530	1,548	605	605	6620 DUES AND SUBSCRIPTIONS	641	0	0
0	0	0	0	6700 LIBRARY BOOKS AND MATERIALS	0	0	0
0	0	0	0	7810 PRINCIPAL	0	0	0
0	0	0	0	7820 INTEREST	0	0	0
25,778	45,045	35,444	46,617	TOTAL EXTERNAL	67,298	0	0
<b>INTERNAL SERVICE REIMBURSEMENTS</b>							
0	0	0	0	7100 INDIRECT COSTS	0	0	0
2,012	3,100	2,086	2,086	7150 TELEPHONE	2,799	0	0
0	0	0	0	7200 DATA PROCESSING	0	0	0
0	0	0	0	7300 MOTOR POOL	0	0	0
0	0	0	0	7400 BUILDING MANAGEMENT	0	0	0
24	0	0	0	7500 OTHER INTERNAL	0	0	0
0	0	0	0	7550 SERV REIMB TO CAP LEASE RET FU	0	0	0
2,036	3,100	2,086	2,086	TOTAL INTERNAL	2,799	0	0
27,814	48,145	37,530	48,703	<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>70,097</b>	<b>0</b>	<b>0</b>
<b>TOTAL CAPITAL OUTLAY</b>							
0	0	0	0	8100 LAND	0	0	0
0	0	0	0	8200 BUILDINGS	0	0	0
0	0	0	0	8300 OTHER IMPROVEMENTS	0	0	0
0	0	0	0	8400 EQUIPMENT	0	0	0
0	0	0	0	TOTAL CAPITAL OUTLAY	0	0	0
153,532	199,030	202,196	213,369	<b>DIRECT BUDGET</b>	<b>238,507</b>	<b>0</b>	<b>0</b>
165,304	214,284	221,508	232,681	<b>TOTAL BUDGET</b>	<b>260,926</b>	<b>0</b>	<b>0</b>

DGS - 8

AGENCY: 040 GENERAL SERVICES  
 FUND: 100 GENERAL FUND  
 SUM ORG: 7220 LABOR RELATIONS

PERSONNEL DETAIL

1988-89 ACTUAL		1989-90 ACTUAL		1990-91 ADOPTED		1990-91 REVISED			1991-92 PROPOSED		1991-92 APPROVED		1991-92 ADOPTED	
FTE	BASE	FTE	BASE	FTE	BASE	FTE	BASE		FTE	BASE	FTE	BASE	FTE	BASE
0.00	0	1.00	23,031	0.00	0	0.00	0	ADMIN TECH	0.00	0	0.00	0	0.00	0
0.00	0	0.54	8,373	0.50	9,051	0.50	9,051	OFFICE ASSISTANT 2	0.50	9,084	0.00	0	0.00	0
1.00	19,743	0.00	0	1.00	24,818	1.00	24,818	ASBESTOS PROJECT SPE	0.00	0	0.00	0	0.00	0
0.00	0	0.00	0	0.00	0	0.00	0	LABOR RELATIONS SPEC	1.00	25,763	0.00	0	0.00	0
0.31	7,915	0.00	0	0.00	0	0.00	0	MANAGEMENT ANALYST	0.00	0	0.00	0	0.00	0
0.00	0	0.00	0	0.00	0	0.00	0	PROGRAM MANAGER 1	0.00	0	0.00	0	0.00	0
0.00	0	0.00	0	0.00	0	0.00	0	ADMINISTRATIVE SPECI	0.00	0	0.00	0	0.00	0
0.85	31,720	1.00	42,872	1.00	45,926	1.00	45,926	PROGRAM MANAGEMENT S	1.00	46,301	0.00	0	0.00	0
1.00	40,616	1.00	48,301	1.00	51,709	1.00	51,709	LABOR RELATIONS MANA	1.00	53,679	0.00	0	0.00	0
3.16	99,994	3.54	122,577	3.50	131,504	3.50	131,504	5100 PERMANENT	3.50	134,827	0.00	0	0.00	0

DGS - 9

# REQUIREMENT DETAIL

AGENCY: 040 GENERAL SERVICES  
 FUND: 400 INSURANCE FUND  
 SUM ORG: 7200 OFFICE OF THE DIRECTOR

1988-89 ACTUAL	1989-90 ACTUAL	1990-91 ADOPTED	1990-91 REVISED		1991-92 PROPOSED	1991-92 APPROVED	1991-92 ADOPTED
<b>PERSONAL SERVICES</b>							
8,641	89,353	118,177	118,177	5100 PERMANENT	130,859	0	0
13	0	126,200	126,200	5200 TEMPORARY	123,400	0	0
0	0	0	0	5300 OVERTIME	0	0	0
566	995	1,573	1,573	5400 PREMIUM	0	0	0
2,269	19,526	41,689	41,689	5500 FRINGE BENEFITS	68,647	0	0
11,489	109,874	287,639	287,639	TOTAL EXTERNAL	322,906	0	0
1,126	0	0	0	5550 INSURANCE BENEFITS	0	0	0
12,615	109,874	287,639	287,639	TOTAL PERSONAL SERVICES	322,906	0	0
<b>EXTERNAL MATERIALS AND SERVICES</b>							
202,447	219,133	220,000	220,000	6050 COUNTY SUPPLEMENTS	220,000	0	0
0	0	0	0	6060 PASS-THROUGH PAYMENTS	0	0	0
64,411	113,599	197,000	197,000	6110 PROFESSIONAL SVCS	280,000	0	0
688	301	5,400	5,400	6120 PRINTING	5,900	0	0
0	0	0	0	6130 UTILITIES	0	0	0
0	0	0	0	6140 COMMUNICATIONS	0	0	0
0	60	0	0	6170 RENTALS	0	0	0
11,733	4,032	16,100	16,100	6180 REPAIRS AND MAINTENANCE	12,800	0	0
0	0	0	0	6190 MAINTENANCE CONTRACTS	0	0	0
11	3	2,600	2,600	6200 POSTAGE	1,600	0	0
1,558	2,581	15,828	16,878	6230 SUPPLIES	16,025	0	0
0	0	0	0	6270 FOOD	0	0	0
610	3,910	6,700	6,700	6310 EDUCATION & TRAINING	5,900	0	0
217	847	1,080	1,080	6330 TRAVEL	1,150	0	0
144,055	141,314	198,100	254,765	6520 INSURANCE	219,700	0	0
0	0	0	0	6530 EXTERNAL DATA PROCESSING	0	0	0
0	0	0	0	6550 DRUGS	0	0	0
2,004,105	3,975,526	2,597,790	2,597,790	6580 CLAIMS PAID	2,496,118	0	0
287	0	0	0	6610 AWARDS AND PREMIUMS	0	0	0
402	1,078	600	600	6620 DUES AND SUBSCRIPTIONS	1,100	0	0
0	0	0	0	6700 LIBRARY BOOKS AND MATERIALS	0	0	0
0	0	0	0	7810 PRINCIPAL	0	0	0
0	0	0	0	7820 INTEREST	0	0	0
2,430,524	4,462,384	3,261,198	3,318,913	TOTAL EXTERNAL	3,260,293	0	0
<b>INTERNAL SERVICE REIMBURSEMENTS</b>							
0	0	0	0	7100 INDIRECT COSTS	0	0	0
1,734	3,008	2,946	3,521	7150 TELEPHONE	3,545	0	0
0	0	0	0	7200 DATA PROCESSING	0	0	0
121	236	324	324	7300 MOTOR POOL	360	0	0
1,380	1,214	5,647	5,647	7400 BUILDING MANAGEMENT	5,647	0	0
13	13	0	0	7500 OTHER INTERNAL	0	0	0
0	0	0	0	7550 SERV REIMB TO CAP LEASE RET FU	0	0	0
3,248	4,471	8,917	9,492	TOTAL INTERNAL	9,552	0	0
2,433,772	4,466,855	3,270,115	3,328,405	TOTAL MATERIALS & SERVICES	3,269,845	0	0
<b>CAPITAL OUTLAY</b>							
0	0	0	0	8100 LAND	0	0	0
0	0	0	0	8200 BUILDINGS	0	0	0
0	0	10,000	10,000	8300 OTHER IMPROVEMENTS	10,000	0	0
14,361	15,994	18,450	18,450	8400 EQUIPMENT	17,950	0	0
14,361	15,994	28,450	28,450	TOTAL CAPITAL OUTLAY	27,950	0	0
2,456,374	4,588,252	3,577,287	3,635,002	DIRECT BUDGET	3,611,149	0	0
2,460,748	4,592,723	3,586,204	3,644,494	TOTAL BUDGET	3,620,701	0	0

DGS-10

AGENCY: 040 GENERAL SERVICES  
 FUND: 400 INSURANCE FUND  
 SUM ORG: 7200 OFFICE OF THE DIRECTOR

PERSONNEL DETAIL

1988-89 ACTUAL		1989-90 ACTUAL		1990-91 ADOPTED		1990-91 REVISED			1991-92 PROPOSED		1991-92 APPROVED		1991-92 ADOPTED	
FTE	BASE	FTE	BASE	FTE	BASE	FTE	BASE		FTE	BASE	FTE	BASE	FTE	BASE
0.00	0	0.00	0	0.00	0	0.00	0	OFFICE ASSISTANT/SEN	1.00	22,867	0.00	0	0.00	0
0.00	0	0.00	0	0.00	0	0.00	0	ASBESTOS PROJECT SPE	0.00	0	0.00	0	0.00	0
0.00	0	0.00	0	0.00	0	0.00	0	TEMPORARY WORKER	0.00	0	0.00	0	0.00	0
0.10	2,171	1.89	49,875	2.50	73,568	2.50	73,568	MANAGEMENT ANALYST	2.00	61,884	0.00	0	0.00	0
0.00	0	0.00	0	0.00	0	0.00	0	PROGRAM MANAGER 1	0.00	0	0.00	0	0.00	0
0.20	6,470	1.00	39,478	1.00	44,609	1.00	44,609	PROGRAM MANAGEMENT S	1.00	46,108	0.00	0	0.00	0
0.30	8,641	2.89	89,353	3.50	118,177	3.50	118,177	5100 PERMANENT	4.00	130,859	0.00	0	0.00	0

DGS - 11

DEPARTMENT OF GENERAL SERVICES  
FINANCE DIVISION

Manager: Dave Boyer

Agency 040    Organization 7030

**PERSONNEL**

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
Officials & Administrators	3.84	4.37	4.00	4.00
Professionals	5.71	5.93	8.50	9.00
Technicians & Para-Profess.	2.96	3.23	5.00	6.50
Protective Sr. Workers	0.00	0.00	0.00	0.00
Office & Clerical	7.99	7.76	8.81	6.00
Skilled Craft & Sr. Maint.	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL	20.50	21.29	26.31	25.50

**EXPENDITURES**

	General Fund (100)	Total
Personal Services	\$1,070,349	\$1,070,349
Materials & Services	268,640	286,640
Capital Outlay	<u>0</u>	<u>0</u>
TOTAL	\$1,338,989	\$1,338,989

**REVENUE CATEGORIES**

<u>FD</u>	<u>ORG</u>	<u>ORGANIZATION</u>	<u>Operational</u>	<u>Grant</u>	<u>Other</u>	<u>General Fund Supplement</u>	<u>Total</u>
100	7400	Administration	0	0	0	200,677	200,677
100	7405	Accounts Payable	0	0	0	301,176	301,176
100	7410	Accounting	0	0	0	410,838	410,838
100	7415	Treasury	0	0	0	197,446	197,446
100	7420	Payroll	<u>0</u>	<u>0</u>	<u>0</u>	<u>228,852</u>	<u>228,852</u>
	TOTAL		0	0	0	1,338,989	1,338,989

DEPARTMENT OF GENERAL SERVICES  
FINANCE DIVISION

### Finance Administration Program Description

To provide central financial functions in an efficient manner to enable other County programs to concentrate on services. To ensure controls and procedures are in place on all County financial systems and activities. To provide financial advice and assistance to the Board of County Commissioners and all County organizations.

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
FTE	0.88	4.44	3.00	3.00
PS	\$ 50,396	\$ 198,076	\$ 148,139	\$ 152,232
M&S	4,758	36,794	8,655	48,445
CO	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$ 55,154	\$ 234,870	\$ 153,794	\$ 200,677

### Objectives

- Maintain quality financial systems and internal control policy and procedures.
- Assure that financial laws/policies are carried out.
- Maximize the use of innovative technology to provide financial services.
- Get best return on County assets and investments.
- Safeguard assets and maintain quality relationships with financial community.
- Provide accurate and timely financial information which meets user needs.

### Accounts Payable Program Description

To issue Accounts Payable checks in an efficient manner that enables other County programs to concentrate on services. To ensure controls and procedures are in place on County's disbursement systems and activities.

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
FTE	0.00	6.89	8.00	8.00
PS	\$ 0	\$ 195,551	\$ 260,721	\$ 285,431
M&S	0	14,538	15,507	15,745
CO	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$ 0	\$ 210,089	\$ 276,228	\$ 301,176

DEPARTMENT OF GENERAL SERVICES  
FINANCE DIVISION

---

**Objectives**

- Maintain quality financial systems and internal control policy and procedures.
  - Assure that financial laws/policies are carried out.
  - Maximize the use of innovative technology to provide financial services.
  - Get best return on County assets and investments.
  - Safeguard assets and maintain quality relationships with financial community.
  - Provide accurate and timely financial information which meets user needs.
- 

**Accounting Program Description**

To provide efficient central general ledger and accounts receivable functions. To ensure controls and procedures are in place on all County financial systems and activities. To prepare monthly financial reports and Comprehensive Annual Financial Report (CAFR).

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
FTE	15.06	7.40	8.50	6.50
PS	\$ 489,322	\$ 288,178	\$ 347,067	\$ 299,018
M&S	88,849	89,740	90,238	111,820
CO	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$ 578,171	\$ 377,918	\$ 437,305	\$ 410,838

**Objectives**

- Maintain quality financial systems and internal control policy and procedures.
  - Assure that financial laws/policies are carried out.
  - Maximize the use of innovative technology to provide financial services.
  - Get best return on County assets and investments.
  - Safeguard assets and maintain quality relationships with financial community.
  - Provide accurate and timely financial information which meets user needs.
- 

**Treasury Program Description**

To provide efficient Treasury functions for Multnomah County, including cash management, management of investment portfolio, and debt issues.

DEPARTMENT OF GENERAL SERVICES  
FINANCE DIVISION

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
FTE	0.00	0.00	3.00	3.00
PS	\$ 0	\$ 0	\$ 136,806	\$ 140,671
M&S	0	0	55,384	56,775
CO	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$ 0	\$ 0	\$ 192,190	\$ 197,446

**Objectives**

- Maintain quality financial systems and internal control policy and procedures.
- Assure that financial laws/policies are carried out.
- Maximize the use of innovative technology to provide financial services.
- Get best return on County assets and investments.
- Safeguard assets and maintain quality relationships with financial community.
- Provide accurate and timely financial information which meets user needs.

**Payroll Program Description**

To issue payroll checks in an efficient manner to enable other County programs to concentrate on services. To ensure controls and procedures are in place on County's payroll systems and activities.

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
FTE	4.56	2.65	3.81	5.00
PS	\$ 177,927	\$ 118,914	\$ 155,049	\$ 192,997
M&S	75,828	38,970	23,140	35,855
CO	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$ 253,755	\$ 157,884	\$ 178,189	\$ 228,852

**Objectives**

- Maintain quality financial systems and internal control policy and procedures.
- Assure that financial laws/policies are carried out.
- Maximize the use of innovative technology to provide financial services.
- Get best return on County assets and investments.
- Safeguard assets and maintain quality relationships with financial community.
- Provide accurate and timely financial information which meets user needs.

DEPARTMENT OF GENERAL SERVICES  
FINANCE DIVISION

**TRUST AND AGENCY FUNDS**

Multnomah County maintains several funds which are used to account for the receipt of resources held by the County in a fiduciary capacity. Disbursements are made in accordance with the agreement or applicable legislative enactment for each particular fund. The following fiduciary funds are included here for purposes of showing expenditures which have been made on a budgetary basis.

502 - Sewer Systems Development Fund

Accounts for the payment of sewer hookup fees by Mid-County residents. Payments are held by the County until claims for refunds are made.

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
Expenses	\$ 32,957	\$ 40,000	\$ 30,000	\$ 25,000

853 - Sheriff's Revolving Fund

Accounts for the costs of extraditing prisoners which are prepaid by the County. Reimbursement is received from the State of Oregon as specified in ORS 206.315.

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
Expenses	\$ 58,058	\$ 65,000	\$ 125,000	\$ 130,000

859 - Fair Apportionment Fund

Accounts for payments made to specified exhibitors at the Multnomah County Fair. Payments are made from the County's apportionment of State racing revenue as specified in ORS 565.280 and 565.290.

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
Expenses	\$ 19,500	\$ 21,000	\$ 30,000	\$ 8,000

863 - Tibbetts Flower Fund

Accounts for donations received for the purchase of flowers to be placed on graves at County cemeteries on Memorial Day.

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
Expenses	\$ 724	\$ 800	\$ 850	\$ 900

DEPARTMENT OF GENERAL SERVICES  
FINANCE DIVISION

**TRUST & AGENCY FUNDS (CONT.)**

865 - Medical Examiner Fund

Accounts for funds belonging to deceased persons. The County holds these funds until they are claimed by the deceased's heirs or, after five years, are transferred to the State Land Board.

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
Expenses	\$ 5,182	\$ 5,500	\$ 7,000	\$ 7,500

870 - Blue Lake Concert Stage Fund

Donations, held in trust by Multnomah County, for construction of a concert stage at Blue Lake Park.

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
Expenses	\$ 24,151	\$ 25,000	\$ 70,000	\$ 80,000

877 - Oxbow Nature Center Fund

Donations, held in trust by Multnomah County, for construction of a nature center at Oxbow Park.

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
Expenses	\$ 15,800	\$ 18,000	\$ 65,000	\$ 75,000

899 - Gresham Branch Library Fund

Donations, held in trust by Multnomah County, for restoration of stained glass windows at the Gresham branch of the Multnomah County Library.

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
Expenses	\$ 0	\$ 0	\$ 0	\$ 3,000

# REQUIREMENT DETAIL

1988-89 ACTUAL	1989-90 ACTUAL	1990-91 ADOPTED	1990-91 REVISED	AGENCY: 040 GENERAL SERVICES FUND: 100 GENERAL FUND SUM ORG: 7030 FINANCE	1991-92 PROPOSED	1991-92 APPROVED	1991-92 ADOPTED
<b>PERSONAL SERVICES</b>							
518,211	568,247	732,435	732,435	5100 PERMANENT	732,008	0	0
2,678	5,376	0	0	5200 TEMPORARY	0	0	0
1,691	5,708	1,600	1,600	5300 OVERTIME	7,300	0	0
3,919	8,475	900	900	5400 PREMIUM	1,100	0	0
129,584	140,833	197,540	197,540	5500 FRINGE BENEFITS	198,294	0	0
656,083	728,639	932,475	932,475	TOTAL EXTERNAL	938,702	0	0
61,562	72,080	115,307	115,307	5550 INSURANCE BENEFITS	131,647	0	0
717,645	800,719	1,047,782	1,047,782	TOTAL PERSONAL SERVICES	1,070,349	0	0
<b>EXTERNAL MATERIALS AND SERVICES</b>							
0	0	0	0	6050 COUNTY SUPPLEMENTS	0	0	0
0	0	0	0	6060 PASS-THROUGH PAYMENTS	0	0	0
80,592	73,702	95,629	136,129	6110 PROFESSIONAL SVCS	138,200	0	0
16,353	18,862	17,660	19,660	6120 PRINTING	31,060	0	0
0	0	0	0	6130 UTILITIES	0	0	0
0	0	0	0	6140 COMMUNICATIONS	0	0	0
0	0	0	0	6170 RENTALS	0	0	0
1,257	559	875	875	6180 REPAIRS AND MAINTENANCE	1,575	0	0
0	1,075	2,130	2,130	6190 MAINTENANCE CONTRACTS	1,130	0	0
43,943	53,837	48,585	53,685	6200 POSTAGE	64,075	0	0
10,755	14,044	10,342	11,842	6230 SUPPLIES	14,400	0	0
60	55	0	0	6270 FOOD	0	0	0
170	0	0	0	6310 EDUCATION & TRAINING	0	0	0
1,310	1,497	1,685	1,685	6330 TRAVEL	2,025	0	0
0	0	0	0	6520 INSURANCE	0	0	0
0	0	0	0	6530 EXTERNAL DATA PROCESSING	0	0	0
0	0	0	0	6550 DRUGS	0	0	0
0	500	0	0	6580 CLAIMS PAID	0	0	0
0	0	0	0	6610 AWARDS AND PREMIUMS	0	0	0
5,080	3,343	2,745	2,745	6620 DUES AND SUBSCRIPTIONS	2,955	0	0
0	0	0	0	6700 LIBRARY BOOKS AND MATERIALS	0	0	0
0	0	0	0	7810 PRINCIPAL	0	0	0
0	0	0	0	7820 INTEREST	0	0	0
159,520	167,474	179,651	228,751	TOTAL EXTERNAL	255,420	0	0
<b>INTERNAL SERVICE REIMBURSEMENTS</b>							
0	0	0	0	7100 INDIRECT COSTS	0	0	0
8,845	11,609	12,138	13,918	7150 TELEPHONE	13,020	0	0
0	0	0	0	7200 DATA PROCESSING	0	0	0
87	9	200	200	7300 MOTOR POOL	200	0	0
0	0	0	0	7400 BUILDING MANAGEMENT	0	0	0
983	950	935	935	7500 OTHER INTERNAL	0	0	0
0	0	0	0	7550 SERV REIMB TO CAP LEASE RET FU	0	0	0
9,915	12,568	13,273	15,053	TOTAL INTERNAL	13,220	0	0
169,435	180,042	192,924	243,804	TOTAL MATERIALS & SERVICES	268,640	0	0
<b>CAPITAL OUTLAY</b>							
0	0	0	0	8100 LAND	0	0	0
0	0	0	0	8200 BUILDINGS	0	0	0
0	0	0	0	8300 OTHER IMPROVEMENTS	0	0	0
0	0	0	0	8400 EQUIPMENT	0	0	0
0	0	0	0	TOTAL CAPITAL OUTLAY	0	0	0
815,603	896,113	1,112,126	1,161,226	DIRECT BUDGET	1,194,122	0	0
887,080	980,761	1,240,706	1,291,586	TOTAL BUDGET	1,338,989	0	0

DGS - 18

AGENCY: 040 GENERAL SERVICES  
 FUND: 100 GENERAL FUND  
 SUM ORG: 7030 FINANCE

## PERSONNEL DETAIL

1988-89 ACTUAL		1989-90 ACTUAL		1990-91 ADOPTED		1990-91 REVISED			1991-92 PROPOSED		1991-92 APPROVED		1991-92 ADOPTED	
FTE	BASE	FTE	BASE	FTE	BASE	FTE	BASE		FTE	BASE	FTE	BASE	FTE	BASE
0.00	0	0.57	14,273	0.00	0	0.00	0	ADMIN TECH	0.00	0	0.00	0	0.00	0
0.00	0	1.96	40,026	0.00	0	0.00	0	OFFICE ASST 3	0.00	0	0.00	0	0.00	0
5.06	92,271	5.80	108,655	6.81	137,321	6.81	137,321	OFFICE ASSISTANT 2	2.00	36,475	0.00	0	0.00	0
2.93	62,126	0.00	0	2.00	45,651	2.00	45,651	OFFICE ASSISTANT/SEN	0.00	0	0.00	0	0.00	0
1.00	22,346	0.00	0	0.50	12,601	0.50	12,601	ASBESTOS PROJECT SPE	0.00	0	0.00	0	0.00	0
0.00	0	0.00	0	0.00	0	0.00	0	FISCAL ASSISTANT/SEN	3.00	66,005	0.00	0	0.00	0
0.00	0	0.00	0	0.00	0	0.00	0	FISCAL ASSISTANT	1.00	21,212	0.00	0	0.00	0
2.96	70,800	2.66	67,937	5.00	124,612	5.00	124,612	FISCAL SPECIALIST 1	6.50	158,341	0.00	0	0.00	0
3.67	100,255	4.49	131,417	6.00	183,002	6.00	183,002	FISCAL SPECIALIST 2	6.00	179,933	0.00	0	0.00	0
2.00	63,244	2.37	72,943	2.00	65,118	2.00	65,118	FINANCE OPERATIONS S	2.00	67,582	0.00	0	0.00	0
0.00	0	0.00	0	0.00	0	0.00	0	MANAGEMENT ANALYST	1.00	34,940	0.00	0	0.00	0
0.84	33,053	1.00	40,711	1.00	44,072	1.00	44,072	PROGRAM MANAGER 1	1.00	45,749	0.00	0	0.00	0
0.04	1,332	0.44	12,632	0.00	0	0.00	0	ADMINISTRATIVE SPECI	0.00	0	0.00	0	0.00	0
1.00	30,404	1.00	32,759	2.00	69,325	2.00	69,325	FINANCE SPECIALIST 2	2.00	69,114	0.00	0	0.00	0
1.00	42,379	1.00	46,894	1.00	50,733	1.00	50,733	PROGRAM MANAGER 2	1.00	52,657	0.00	0	0.00	0
20.50	518,210	21.29	568,247	26.31	732,435	26.31	732,435	5100 PERMANENT	25.50	732,008	0.00	0	0.00	0

DGS - 19

DEPARTMENT OF GENERAL SERVICES  
ADMINISTRATIVE SERVICES

Manager: Kathy Busse

Agency 040    Organization 7035

**PERSONNEL**

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
Officials & Administrators	4.00	5.08	6.00	5.00
Professionals	2.63	5.94	3.00	7.00
Technicians & Para-Profess.	1.02	1.94	1.00	3.00
Protective Srv. Workers	0.00	0.00	0.00	0.00
Office & Clerical	16.97	8.20	15.30	6.38
Skilled Craft & Srv. Maint.	<u>3.19</u>	<u>3.21</u>	<u>3.50</u>	<u>3.00</u>
<b>TOTAL</b>	<b>27.81</b>	<b>24.37</b>	<b>28.80</b>	<b>24.38</b>

**EXPENDITURES**

	General Fund (100)	Cable TV Fund (163)	Total
Personal Services	\$ 972,799	\$ 86,645	\$1,059,444
Materials & Services	239,963	1,123,714	1,363,677
Capital Outlay	<u>1,000</u>	<u>0</u>	<u>1,000</u>
<b>TOTAL</b>	<b>\$1,213,762</b>	<b>\$1,210,359</b>	<b>\$2,424,121</b>

**REVENUE CATEGORIES**

<u>FD</u>	<u>ORG</u>	<u>ORGANIZATION</u>	<u>Operational</u>	<u>Grant</u>	<u>Other</u>	<u>General Fund Supplement</u>	<u>Total</u>
100	7335	Administration	0	0	0	211,218	211,218
100	7390	Board of Equalization	0	0	0	160,266	160,266
100	7440	Purchasing	45,407	0	0	494,257	539,664
100	7640	Records	0	0	0	148,181	148,181
100	7650	Central Stores	0	0	0	154,433	154,433
163	7205	Cable TV	<u>0</u>	<u>0</u>	<u>1,210,359</u>	<u>0</u>	<u>1,210,359</u>
<b>TOTAL</b>			<b>45,407</b>	<b>0</b>	<b>1,210,359</b>	<b>1,285,142</b>	<b>2,424,121</b>

**EXPLANATION OF OTHER REVENUES**

Miscellaneous Sales/Service Charges - \$ 45,407  
Cable Television Fund - 1,210,359

DEPARTMENT OF GENERAL SERVICES  
ADMINISTRATIVE SERVICES

**Administration Program Description**

To plan, organize and direct all activities of the Administrative Services Division.

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
FTE	1.45	1.58	3.30	3.80
PS	\$ 69,596	\$ 81,024	\$ 156,353	\$ 191,686
M&S	14,119	22,492	16,100	19,532
CO	<u>1,510</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$ 85,225	\$ 103,516	\$ 172,453	\$ 211,218

**Objectives**

- Provide administrative support for the division.
- Ensure all County contracts reflect County policies and legal requirements.

**Board of Equalization (BOE) Program Description**

Serve as support to the BOE to enable them to examine and correct the assessment role prepared by the Assessor, increase or reduce the valuation of any property therein assessed so that the valuation is the true cash value of the property and assess omitted taxable properties.

Provide taxpayers with clear information as they file their real and personal property petitions, to organize petitions and related materials for the Board's review, and to inform petitioners and the Tax Assessor of the Board's decision.

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
FTE	1.37	1.53	2.00	1.58
PS	\$ 53,521	\$ 62,390	\$ 98,600	\$ 83,786
M&S	35,792	50,671	58,136	75,480
CO	<u>114</u>	<u>1,180</u>	<u>6,220</u>	<u>1,000</u>
TOTAL	\$ 89,427	\$ 114,241	\$ 162,956	\$ 160,266

**Objectives**

- Enable the BOE to hear and rule on all eligible appeals of property valuations within legal deadlines.
- To make available to taxpayers sufficient information enabling them to understand and exercise their petition rights.
- Establish effective communication with Assessment and Taxation and the Department of Revenue to ensure consistency of information and mutual cooperation in meeting program objectives.

DEPARTMENT OF GENERAL SERVICES  
ADMINISTRATIVE SERVICES

---

### Purchasing Program Description

To provide centralized purchasing of goods and services at the least cost to Multnomah County in a timely manner. To dispose of all materials and equipment declared as surplus or obsolete at the most advantageous prices.

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
FTE	12.29	11.25	11.50	11.00
PS	\$ 432,370	\$ 376,957	\$ 463,941	\$ 474,322
M&S	56,150	49,325	66,550	65,342
CO	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$ 488,520	\$ 426,282	\$ 530,491	\$ 539,664

### Objectives

- Purchase approximately \$75 million of goods and services for Multnomah County in accordance with applicable laws and policies.
  - Ensure fair/open competitive bid/RFP opportunities for vendors and contractors.
  - Implement M/WBE program according to guidelines developed as a result of market survey and findings.
  - Implement standards for accountable, efficient, and professional purchasing services to Multnomah County users.
- 

### Records Program Description

To maintain inactive records for County departments in accordance with statute and in conjunction with management needs for access, preservation, space, and security.

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
FTE	1.96	2.00	2.00	2.00
PS	\$ 67,080	\$ 73,138	\$ 80,779	\$ 88,065
M&S	55,896	64,344	83,066	60,116
CO	<u>0</u>	<u>8,704</u>	<u>0</u>	<u>0</u>
TOTAL	\$ 122,946	\$ 146,186	\$ 163,845	\$ 148,181

### Objectives

- Provide courteous and timely reference and retrieval services to existing users.
  - Manage proper receiving, coding, storage, and destruction of records in the Records Center.
  - Maintain a neat, safe, and organized environment within the Records Center.
  - Identify and preserve the County's permanent records collection.
  - Plan and implement an automated records retention and disposition system.
-

DEPARTMENT OF GENERAL SERVICES  
ADMINISTRATIVE SERVICES

---

### Central Stores Program Description

To manage and account for inventories of purchased goods at convenience and cost savings to the departments.

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
FTE	0.00	2.61	3.50	4.00
PS	\$ 0	\$ 98,898	\$ 116,401	\$ 134,940
M&S	17,738	13,741	19,733	19,493
CO	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$ 17,738	\$ 112,639	\$ 136,134	\$ 154,433

### Objectives

- Assure accurate and complete inventory status for all goods purchased by Central Stores.
  - Acquire and maintain a daily inventory of approximately \$500,000 in supplies at competitive prices of appropriate quality for County agencies; disburse inventory to County agencies approximately 2.3 times each year.
  - Dispose of all County-owned property and Sheriff's stolen/unclaimed property.
-

DEPARTMENT OF GENERAL SERVICES  
ADMINISTRATIVE SERVICES

---

## Cable Television Program Description

### Multnomah Cable Regulatory Commission

The mission of the MCRC is to regulate cable television franchise agreements and to administer contracts with Multnomah Cable Access and Mt. Hood Community College on behalf of the jurisdictions representing the citizens of Gresham, Troutdale, Fairview, Wood Village and unincorporated Multnomah County.

### MCRC Staff

The mission of the MCRC staff is to enable the MCRC to make informed decisions; to ensure that the cable companies, MCAC, and MHCC comply with the spirit and letter of their agreements to address consumer issues assuring that citizens receive prompt, fair, and courteous service from the cable companies; and to champion innovative community uses of cable so that citizens and institutions receive maximum benefits from the system's capabilities.

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
FTE	2.00	2.00	2.00	2.00
PS	\$ 80,930	\$ 76,606	\$ 83,991	\$ 86,645
M&S	736,138	815,463	942,956	1,123,714
CO	<u>0</u>	<u>8,966</u>	<u>0</u>	<u>0</u>
TOTAL	\$ 817,068	\$ 901,035	\$1,026,947	\$1,210,359

## Objectives

- Address franchise issues and requirements in a timely manner.
  - Monitor Multnomah Cable Access Corp. for compliance with its contract.
  - Monitor the Program in Community Television for compliance with its contract.
  - Operate an office to support the MCRC's mission and to comply with legal and administrative requirements.
  - Assure that consumer inquiries and needs are answered.
  - Explore innovative uses of the cable system's capabilities.
-

# REQUIREMENT DETAIL

AGENCY: 040 GENERAL SERVICES  
 FUND: 100 GENERAL FUND  
 SUM ORG: 7035 ADMINISTRATIVE SERVICES

1988-89 ACTUAL	1989-90 ACTUAL	1990-91 ADOPTED	1990-91 REVISED		1991-92 PROPOSED	1991-92 APPROVED	1991-92 ADOPTED
<b>PERSONAL SERVICES</b>							
599,644	563,814	720,035	722,785	5100 PERMANENT	653,261	0	0
24,217	28,213	36,134	36,134	5200 TEMPORARY	26,035	0	0
634	2,350	632	632	5300 OVERTIME	0	0	0
5,721	3,486	1,960	1,960	5400 PREMIUM	510	0	0
151,191	142,262	195,157	195,892	5500 FRINGE BENEFITS	178,235	0	0
781,407	740,125	953,918	957,403	TOTAL EXTERNAL	858,041	0	0
72,771	68,925	110,422	110,533	5550 INSURANCE BENEFITS	114,758	0	0
854,178	809,050	1,064,340	1,067,936	TOTAL PERSONAL SERVICES	972,799	0	0
<b>EXTERNAL MATERIALS AND SERVICES</b>							
0	0	0	0	6050 COUNTY SUPPLEMENTS	0	0	0
0	0	0	0	6060 PASS-THROUGH PAYMENTS	0	0	0
52,855	65,959	81,936	79,340	6110 PROFESSIONAL SVCS	82,055	0	0
56,060	52,262	79,406	79,406	6120 PRINTING	61,256	0	0
0	0	0	0	6130 UTILITIES	0	0	0
0	0	0	0	6140 COMMUNICATIONS	0	0	0
0	0	400	400	6170 RENTALS	450	0	0
6,169	2,933	6,300	6,300	6180 REPAIRS AND MAINTENANCE	5,050	0	0
2,300	3,772	9,515	9,515	6190 MAINTENANCE CONTRACTS	6,000	0	0
21,334	29,349	22,600	23,560	6200 POSTAGE	33,900	0	0
30,347	29,960	24,900	26,250	6230 SUPPLIES	19,400	0	0
76	0	0	0	6270 FOOD	0	0	0
796	54	600	600	6310 EDUCATION & TRAINING	200	0	0
402	1,201	2,070	2,070	6330 TRAVEL	1,650	0	0
0	0	0	0	6520 INSURANCE	0	0	0
0	0	0	0	6530 EXTERNAL DATA PROCESSING	0	0	0
0	0	0	0	6550 DRUGS	0	0	0
0	0	0	0	6580 CLAIMS PAID	0	0	0
0	0	0	0	6610 AWARDS AND PREMIUMS	0	0	0
1,716	3,228	3,810	3,810	6620 DUES AND SUBSCRIPTIONS	3,860	0	0
0	0	0	0	6700 LIBRARY BOOKS AND MATERIALS	0	0	0
0	0	0	0	7810 PRINCIPAL	0	0	0
0	0	0	0	7820 INTEREST	0	0	0
172,055	188,718	231,537	231,251	TOTAL EXTERNAL	213,821	0	0
<b>INTERNAL SERVICE REIMBURSEMENTS</b>							
0	0	0	0	7100 INDIRECT COSTS	0	0	0
20,628	21,755	21,213	22,126	7150 TELEPHONE	20,234	0	0
0	0	0	0	7200 DATA PROCESSING	0	0	0
5,305	4,309	6,832	6,832	7300 MOTOR POOL	5,908	0	0
0	0	0	0	7400 BUILDING MANAGEMENT	0	0	0
204	234	0	0	7500 OTHER INTERNAL	0	0	0
0	0	0	0	7550 SERV REIMB TO CAP LEASE RET FU	0	0	0
26,137	26,298	28,045	28,958	TOTAL INTERNAL	26,142	0	0
198,192	215,016	259,582	260,209	TOTAL MATERIALS & SERVICES	239,963	0	0
<b>CAPITAL OUTLAY</b>							
0	0	0	0	8100 LAND	0	0	0
0	0	0	0	8200 BUILDINGS	0	0	0
0	0	0	0	8300 OTHER IMPROVEMENTS	0	0	0
1,624	14,360	6,220	6,220	8400 EQUIPMENT	1,000	0	0
1,624	14,360	6,220	6,220	TOTAL CAPITAL OUTLAY	1,000	0	0
955,086	943,203	1,191,675	1,194,874	DIRECT BUDGET	1,072,862	0	0
1,053,994	1,038,426	1,330,142	1,334,365	TOTAL BUDGET	1,213,762	0	0

DGS - 25

AGENCY: 040 GENERAL SERVICES  
 FUND: 100 GENERAL FUND  
 SUM ORG: 7035 ADMINISTRATIVE SERVICES

## PERSONNEL DETAIL

1988-89 ACTUAL		1989-90 ACTUAL		1990-91 ADOPTED		1990-91 REVISED			1991-92 PROPOSED		1991-92 APPROVED		1991-92 ADOPTED	
FTE	BASE	FTE	BASE	FTE	BASE	FTE	BASE		FTE	BASE	FTE	BASE	FTE	BASE
0.00	0	3.94	103,510	0.00	0	0.00	0	ADMIN SPEC 1	0.00	0	0.00	0	0.00	0
0.00	0	0.94	22,204	0.00	0	0.00	0	ADMIN TECH	0.00	0	0.00	0	0.00	0
0.00	0	0.84	18,832	0.00	0	0.00	0	OFFICE ASST 3	0.00	0	0.00	0	0.00	0
0.00	0	0.32	7,078	0.00	0	0.00	0	OFFICE ASST 4	0.00	0	0.00	0	0.00	0
10.62	184,183	6.04	103,547	8.30	157,337	7.50	143,624	OFFICE ASSISTANT 2	3.58	74,348	0.00	0	0.00	0
0.90	19,001	0.00	0	1.00	23,546	1.80	40,009	OFFICE ASSISTANT/SEN	0.80	17,458	0.00	0	0.00	0
0.92	21,831	0.00	0	0.00	0	0.00	0	CLERICAL UNIT SUPERV	0.00	0	0.00	0	0.00	0
0.00	0	0.00	0	0.00	0	0.00	0	WORD PROCESSING OPER	1.00	21,861	0.00	0	0.00	0
1.00	21,962	0.00	0	1.00	25,459	1.00	25,459	ASBESTOS PROJECT SPE	0.00	0	0.00	0	0.00	0
3.53	102,560	0.00	0	5.00	155,094	5.00	155,094	WORD PROCESSING UNIT	0.00	0	0.00	0	0.00	0
0.00	0	0.00	0	0.00	0	0.00	0	PROGRAM COORDINATOR	0.00	0	0.00	0	0.00	0
2.19	39,863	2.21	53,631	2.50	50,467	2.50	50,467	WAREHOUSE WORKER	2.00	40,672	0.00	0	0.00	0
1.00	23,201	1.00	24,163	1.00	25,605	1.00	25,605	WAREHOUSE WORKER/CHI	1.00	25,802	0.00	0	0.00	0
0.00	0	0.00	0	0.00	0	0.00	0	PURCHASING SPECIALIS	5.00	158,770	0.00	0	0.00	0
0.00	0	0.00	0	0.00	0	0.00	0	PURCHASING SPECIALIS	1.00	26,368	0.00	0	0.00	0
0.00	0	0.00	0	0.00	0	0.00	0	RECORDS ADMINISTRATI	1.00	22,361	0.00	0	0.00	0
1.00	27,063	1.00	28,707	1.00	29,869	1.00	29,869	CLERK/BOARD OF EQUAL	1.00	30,099	0.00	0	0.00	0
0.02	525	0.00	0	0.00	0	0.00	0	ADMINISTRATIVE ASSIS	0.00	0	0.00	0	0.00	0
1.00	27,393	2.08	51,587	2.00	51,810	2.00	51,810	OPERATIONS SUPV 1	1.00	23,968	0.00	0	0.00	0
1.00	37,610	1.00	40,619	1.00	43,635	1.00	43,635	PROGRAM MANAGER 1	1.00	45,288	0.00	0	0.00	0
1.63	50,287	2.00	62,074	2.00	71,372	2.00	71,372	ADMINISTRATIVE SPECI	2.00	74,082	0.00	0	0.00	0
0.00	0	0.00	0	1.00	35,727	1.00	35,727	PROGRAM MANAGEMENT S	1.00	38,608	0.00	0	0.00	0
1.00	44,164	1.00	47,862	1.00	50,114	1.00	50,114	PROGRAM MANAGER 2	1.00	53,576	0.00	0	0.00	0
25.81	599,643	22.37	563,814	26.80	720,035	26.80	722,785	5100 PERMANENT	22.38	653,261	0.00	0	0.00	0

DGS - 26

# REQUIREMENT DETAIL

1988-89 ACTUAL	1989-90 ACTUAL	1990-91 ADOPTED	1990-91 REVISED	AGENCY: 040 GENERAL SERVICES FUND: 163 CABLE TELEVISION FUND SUM ORG: 7035 ADMINISTRATIVE SERVICES	1991-92 PROPOSED	1991-92 APPROVED	1991-92 ADOPTED
<b>PERSONAL SERVICES</b>							
52,404	56,499	60,315	60,315	5100 PERMANENT	61,848	0	0
8,608	0	0	0	5200 TEMPORARY	0	0	0
0	0	0	0	5300 OVERTIME	0	0	0
353	71	0	0	5400 PREMIUM	0	0	0
13,992	14,188	16,212	16,212	5500 FRINGE BENEFITS	16,698	0	0
75,357	70,758	76,527	76,527	TOTAL EXTERNAL	78,546	0	0
5,573	5,848	7,464	7,464	5550 INSURANCE BENEFITS	8,099	0	0
80,930	76,606	83,991	83,991	TOTAL PERSONAL SERVICES	86,645	0	0
<b>EXTERNAL MATERIALS AND SERVICES</b>							
0	0	0	0	6050 COUNTY SUPPLEMENTS	0	0	0
624,968	735,235	866,056	866,056	6060 PASS-THROUGH PAYMENTS	1,040,952	0	0
79,727	43,905	38,000	38,000	6110 PROFESSIONAL SVCS	38,500	0	0
3,022	2,633	4,681	4,681	6120 PRINTING	13,000	0	0
0	0	0	0	6130 UTILITIES	0	0	0
53	0	0	0	6140 COMMUNICATIONS	0	0	0
0	0	0	0	6170 RENTALS	0	0	0
0	0	1,300	1,300	6180 REPAIRS AND MAINTENANCE	1,600	0	0
0	606	300	300	6190 MAINTENANCE CONTRACTS	0	0	0
3,155	3,181	2,675	2,675	6200 POSTAGE	3,200	0	0
1,007	1,262	700	700	6230 SUPPLIES	700	0	0
149	10	200	200	6270 FOOD	200	0	0
4,640	7,417	11,250	11,250	6310 EDUCATION & TRAINING	9,070	0	0
1,188	926	1,031	1,031	6330 TRAVEL	1,031	0	0
0	0	0	0	6520 INSURANCE	0	0	0
0	0	0	0	6530 EXTERNAL DATA PROCESSING	0	0	0
0	0	0	0	6550 DRUGS	0	0	0
0	0	0	0	6580 CLAIMS PAID	0	0	0
0	0	0	0	6610 AWARDS AND PREMIUMS	0	0	0
3,198	631	840	840	6620 DUES AND SUBSCRIPTIONS	990	0	0
0	0	0	0	6700 LIBRARY BOOKS AND MATERIALS	0	0	0
0	0	0	0	7810 PRINCIPAL	0	0	0
0	0	0	0	7820 INTEREST	0	0	0
721,107	795,806	927,033	927,033	TOTAL EXTERNAL	1,109,243	0	0
<b>INTERNAL SERVICE REIMBURSEMENTS</b>							
7,778	14,316	10,907	10,907	7100 INDIRECT COSTS	9,817	0	0
2,405	3,373	2,844	2,844	7150 TELEPHONE	2,537	0	0
35	20	0	0	7200 DATA PROCESSING	0	0	0
0	0	0	0	7300 MOTOR POOL	0	0	0
4,813	1,948	2,172	2,172	7400 BUILDING MANAGEMENT	2,117	0	0
0	0	0	0	7500 OTHER INTERNAL	0	0	0
0	0	0	0	7550 SERV REIMB TO CAP LEASE RET FU	0	0	0
15,031	19,657	15,923	15,923	TOTAL INTERNAL	14,471	0	0
736,138	815,463	942,956	942,956	TOTAL MATERIALS & SERVICES	1,123,714	0	0
<b>CAPITAL OUTLAY</b>							
0	0	0	0	8100 LAND	0	0	0
0	0	0	0	8200 BUILDINGS	0	0	0
0	0	0	0	8300 OTHER IMPROVEMENTS	0	0	0
0	8,966	0	0	8400 EQUIPMENT	0	0	0
0	8,966	0	0	TOTAL CAPITAL OUTLAY	0	0	0
796,464	875,530	1,003,560	1,003,560	DIRECT BUDGET	1,187,789	0	0
817,068	901,035	1,026,947	1,026,947	TOTAL BUDGET	1,210,359	0	0

DGS - 27

AGENCY: 040 GENERAL SERVICES  
 FUND: 163 CABLE TELEVISION FUND  
 SUM ORG: 7035 ADMINISTRATIVE SERVICES

## PERSONNEL DETAIL

1988-89 ACTUAL		1989-90 ACTUAL		1990-91 ADOPTED		1990-91 REVISED			1991-92 PROPOSED		1991-92 APPROVED		1991-92 ADOPTED	
FTE	BASE	FTE	BASE	FTE	BASE	FTE	BASE		FTE	BASE	FTE	BASE	FTE	BASE
0.00	0	1.00	20,470	0.00	0	0.00	0	OFFICE ASST 3	0.00	0	0.00	0	0.00	0
1.00	18,961	0.00	0	1.00	21,452	1.00	21,452	OFFICE ASSISTANT/SEN	0.00	0	0.00	0	0.00	0
0.00	0	0.00	0	0.00	0	0.00	0	ADMINISTRATIVE SECRE	1.00	22,686	0.00	0	0.00	0
1.00	33,443	1.00	36,029	1.00	38,863	1.00	38,863	PROGRAM/STAFF ASSIST	1.00	39,162	0.00	0	0.00	0
2.00	52,404	2.00	56,499	2.00	60,315	2.00	60,315	5100 PERMANENT	2.00	61,848	0.00	0	0.00	0

DGS - 28

DEPARTMENT OF GENERAL SERVICES  
EMPLOYEE SERVICES

Manager: Curtis Smith

Agency 040      Organization 7040

**PERSONNEL**

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
Officials & Administrators	3.45	2.00	2.00	2.00
Professionals	7.65	7.00	10.00	6.00
Technicians & Para-Profess.	0.00	2.48	0.00	4.00
Protective Srv. Workers	0.00	0.00	0.00	0.00
Office & Clerical	0.00	2.95	3.50	4.00
Skilled Craft & Srv. Maint.	0.00	0.00	0.00	0.00
TOTAL	11.10	14.43	15.50	16.00

**EXPENDITURES**

	General Fund (100)	Insurance Fund (400)	Total
Personal Services	\$ 524,106	\$ 147,729	\$ 671,835
Materials & Services	173,520	12,387,233	12,560,753
Capital Outlay	0	1,700	1,700
TOTAL	\$ 697,626	\$12,536,662	\$13,234,288

**REVENUE CATEGORIES**

FD	ORG	ORGANIZATION	<u>Operational</u>	<u>Grant</u>	<u>Other</u>	<u>General Fund Supplement</u>	<u>Total</u>
100	7510	Personnel	0	0	0	594,130	594,130
100	7512	Training	0	0	0	103,496	103,496
400	7234	Health/Wellness	0	0	390,506	0	390,506
400	7524	Life Insurance	0	0	187,242	0	187,242
400	7525	Long Term Disability	0	0	268,030	0	268,030
400	7526	Unemployment Ins.	0	0	479,484	0	479,484
400	7527	Retiree's Insurance	0	0	75,000	0	75,000
400	7531	Medical/Dental	0	0	11,136,400	0	11,136,400
TOTAL			0	0	12,536,662	697,626	13,234,288

**EXPLANATION OF OTHER REVENUES**

Insurance Fund - \$12,536,662

DEPARTMENT OF GENERAL SERVICES  
EMPLOYEE SERVICES

---

### Personnel Program Description

To provide Multnomah County management, employees and job applicants with professional services which attract, retain and develop an effective work force which achieves the County's goals.

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
FTE	9.88	9.95	11.50	11.00
PS	\$ 433,605	\$ 400,222	\$ 502,497	\$ 483,934
M&S	148,544	183,971	86,803	110,196
CO	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$ 582,149	\$ 584,193	\$ 589,300	\$ 594,130

### Objectives

- Recruitment and Selection: Assist management in acquiring qualified personnel. This includes maintaining job descriptions and an examination system.
  - Compensation: Maintain a classification and pay system which equitably compensates our employees within the constraints of the County's ability to pay and existing labor contracts.
  - Professional Consultation: Provide management with professional advice on organizational development, position allocation, employee performance and other personnel issues as requested.
  - Personnel Records: Maintain an accurate and useful personnel database which produces reports that meet the needs of our programs and the agencies to which we report.
  - Value-Based Orientation: Implement a value-oriented approach to human resource management which will include, but not be limited to, good customer service.
- 

### Training Program Description

To enhance employee performance throughout the County by designing and delivering courses which will meet the learning needs of our employees.

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
FTE	1.00	0.92	1.00	1.00
PS	\$ 32,793	\$ 38,407	\$ 37,554	\$ 40,172
M&S	41,545	50,290	56,335	63,324
CO	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$ 74,338	\$ 88,697	\$ 93,889	\$ 103,496

DEPARTMENT OF GENERAL SERVICES  
EMPLOYEE SERVICES

### Objectives

- Coordinate all countywide training opportunities and publicize with a quarterly training calendar.
- Develop and deliver an expanded new Employee Orientation course.
- Develop and deliver a Management Training Program which will merge current courses into a simple, comprehensive development program for supervisors, administrators and managers.
- Manage the County's printed communications network for employees, including the newsletter and other printed materials as needed.
- Manage a countywide learning needs analysis to produce recommendations for improved training programs.

### Health & Benefits Program Description

Manage the County's health and welfare program for employees and retirees in an efficient, responsive and cost-effective manner. Health and welfare includes medical, dental, life and disability insurance, employee assistance, health promotion and child care programs and services.

#### Health/Wellness

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
FTE	0.22	2.56	3.00	4.00
PS	\$ 5,991	\$ 99,303	\$ 120,064	\$ 147,729
M&S	145,287	174,321	227,520	241,077
CO	<u>0</u>	<u>5,107</u>	<u>3,000</u>	<u>1,700</u>
TOTAL	\$ 151,278	\$ 278,731	\$ 350,584	\$ 390,506

#### Life Insurance

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
FTE	0.00	0.00	0.00	0.00
PS	\$ 0	\$ 0	\$ 0	\$ 0
M&S	129,447	136,102	170,753	187,242
CO	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$ 129,447	\$ 136,102	\$ 170,753	\$ 187,242

#### Long-Term Disability

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
FTE	0.00	0.00	0.00	0.00
PS	\$ 0	\$ 0	\$ 0	\$ 0
M&S	68,539	155,402	518,959	268,030
CO	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$ 68,539	\$ 155,402	\$ 518,959	\$ 268,030

DEPARTMENT OF GENERAL SERVICES  
EMPLOYEE SERVICES

---

Unemployment Insurance

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
FTE	0.00	0.00	0.00	0.00
PS	\$ 0	\$ 0	\$ 0	\$ 0
M&S	209,843	140,085	486,963	479,484
CO	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$ 209,843	\$ 140,085	\$ 486,963	\$ 479,484

Retiree's Insurance

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
FTE	0.00	0.00	0.00	0.00
PS	\$ 0	\$ 0	\$ 0	\$ 0
M&S	0	0	0	75,000
CO	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$ 0	\$ 0	\$ 0	\$ 75,000

Medical/Dental

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
FTE	0.00	0.00	0.00	0.00
PS	\$ 0	\$ 0	\$ 0	\$ 0
M&S	6,280,672	7,106,000	8,973,579	11,136,400
CO	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$6,280,672	\$7,106,000	\$8,973,579	\$11,136,400

**Objectives**

- Provide health and welfare benefits to County employees and retirees in accordance with terms of labor agreements and County ordinances.
  - Comply with applicable state and federal mandates, rules and regulations.
  - Plan, deliver and evaluate new and ongoing program services and activities including new employee orientation, employee assistance and health promotion.
  - Promote cost-effective and health enhancing employee/retiree utilization of health and welfare benefits through education, communication and appropriate plan design.
  - Process billings and maintain accurate records for approximately \$10 million in insurance expenditures.
  - Maintain accurate employee and retiree benefit records.
  - Respond to inquiries and facilitate the resolution of problems/issues in a responsive and timely manner.
-

# REQUIREMENT DETAIL

1988-89 ACTUAL	1989-90 ACTUAL	1990-91 ADOPTED	1990-91 REVISED	AGENCY: 040 GENERAL SERVICES FUND: 100 GENERAL FUND SUM ORG: 7040 EMPLOYEE SERVICES	1991-92 PROPOSED	1991-92 APPROVED	1991-92 ADOPTED
<b>PERSONAL SERVICES</b>							
345,016	317,463	384,224	384,224	5100 PERMANENT	364,734	0	0
1,702	3,176	0	0	5200 TEMPORARY	0	0	0
0	1,945	0	0	5300 OVERTIME	0	0	0
1,007	31	0	0	5400 PREMIUM	0	0	0
80,058	78,890	102,950	102,950	5500 FRINGE BENEFITS	98,471	0	0
427,783	401,505	487,174	487,174	TOTAL EXTERNAL	463,205	0	0
38,615	37,124	52,877	52,877	5550 INSURANCE BENEFITS	60,901	0	0
466,398	438,629	540,051	540,051	TOTAL PERSONAL SERVICES	524,106	0	0
<b>EXTERNAL MATERIALS AND SERVICES</b>							
0	0	0	0	6050 COUNTY SUPPLEMENTS	0	0	0
0	0	0	0	6060 PASS-THROUGH PAYMENTS	0	0	0
94,780	170,453	92,735	104,895	6110 PROFESSIONAL SVCS	111,019	0	0
19,723	16,338	11,000	13,080	6120 PRINTING	13,000	0	0
0	0	0	0	6130 UTILITIES	0	0	0
0	0	0	0	6140 COMMUNICATIONS	0	0	0
0	0	0	0	6170 RENTALS	0	0	0
402	518	0	0	6180 REPAIRS AND MAINTENANCE	0	0	0
0	0	0	0	6190 MAINTENANCE CONTRACTS	0	0	0
17,183	22,791	18,000	20,880	6200 POSTAGE	26,000	0	0
7,167	6,055	2,300	2,480	6230 SUPPLIES	2,500	0	0
280	127	0	0	6270 FOOD	0	0	0
29,744	130	0	0	6310 EDUCATION & TRAINING	0	0	0
1,992	1,418	1,300	1,560	6330 TRAVEL	2,862	0	0
0	0	0	0	6520 INSURANCE	0	0	0
0	0	0	0	6530 EXTERNAL DATA PROCESSING	0	0	0
0	0	0	0	6550 DRUGS	0	0	0
0	0	0	0	6580 CLAIMS PAID	0	0	0
4,008	2,698	2,500	2,900	6610 AWARDS AND PREMIUMS	3,000	0	0
3,351	705	1,600	1,600	6620 DUES AND SUBSCRIPTIONS	4,100	0	0
0	0	0	0	6700 LIBRARY BOOKS AND MATERIALS	0	0	0
0	0	0	0	7810 PRINCIPAL	0	0	0
0	0	0	0	7820 INTEREST	0	0	0
178,630	221,233	129,435	147,395	TOTAL EXTERNAL	162,481	0	0
<b>INTERNAL SERVICE REIMBURSEMENTS</b>							
0	0	0	0	7100 INDIRECT COSTS	0	0	0
8,775	10,886	11,318	11,690	7150 TELEPHONE	10,339	0	0
0	0	0	0	7200 DATA PROCESSING	0	0	0
595	363	690	690	7300 MOTOR POOL	700	0	0
0	0	0	0	7400 BUILDING MANAGEMENT	0	0	0
2,089	1,779	1,695	1,695	7500 OTHER INTERNAL	0	0	0
0	0	0	0	7550 SERV REIMB TO CAP LEASE RET FU	0	0	0
11,459	13,028	13,703	14,075	TOTAL INTERNAL	11,039	0	0
190,089	234,261	143,138	161,470	TOTAL MATERIALS & SERVICES	173,520	0	0
<b>TOTAL CAPITAL OUTLAY</b>							
0	0	0	0	8100 LAND	0	0	0
0	0	0	0	8200 BUILDINGS	0	0	0
0	0	0	0	8300 OTHER IMPROVEMENTS	0	0	0
0	0	0	0	8400 EQUIPMENT	0	0	0
0	0	0	0	TOTAL CAPITAL OUTLAY	0	0	0
606,413	622,738	616,609	634,569	DIRECT BUDGET	625,686	0	0
656,487	672,890	683,189	701,521	TOTAL BUDGET	697,626	0	0

DGS - 33

AGENCY: 040 GENERAL SERVICES  
 FUND: 100 GENERAL FUND  
 SUM ORG: 7040 EMPLOYEE SERVICES

## PERSONNEL DETAIL

1988-89 ACTUAL		1989-90 ACTUAL		1990-91 ADOPTED		1990-91 REVISED			1991-92 PROPOSED		1991-92 APPROVED		1991-92 ADOPTED	
FTE	BASE	FTE	BASE	FTE	BASE	FTE	BASE		FTE	BASE	FTE	BASE	FTE	BASE
0.00	0	1.92	47,705	0.00	0	0.00	0	ADMIN TECH	0.00	0	0.00	0	0.00	0
0.00	0	0.55	8,203	1.00	16,656	1.00	16,656	OFFICE ASSISTANT 1	1.00	15,861	0.00	0	0.00	0
0.00	0	2.40	42,758	2.50	47,682	2.50	47,682	OFFICE ASSISTANT 2	2.00	39,054	0.00	0	0.00	0
2.92	68,513	0.00	0	2.00	50,679	2.00	50,679	ASBESTOS PROJECT SPE	0.00	0	0.00	0	0.00	0
0.00	0	0.00	0	0.00	0	0.00	0	EMPLOYEE SERVICES SP	3.00	80,628	0.00	0	0.00	0
4.51	137,365	4.00	129,640	5.00	174,983	5.00	174,983	MANAGEMENT ANALYST	4.00	139,760	0.00	0	0.00	0
0.00	0	0.00	0	0.00	0	0.00	0	PROGRAM MANAGER 1	0.00	0	0.00	0	0.00	0
0.00	0	1.00	38,804	1.00	40,290	1.00	40,290	ADMINISTRATIVE SPECI	1.00	40,600	0.00	0	0.00	0
2.45	91,560	0.00	0	0.00	0	0.00	0	PROGRAM MANAGEMENT S	0.00	0	0.00	0	0.00	0
1.00	47,848	1.00	50,353	1.00	53,934	1.00	53,934	PROGRAM MANAGER 2	1.00	48,831	0.00	0	0.00	0
<b>10.88</b>	<b>345,286</b>	<b>10.87</b>	<b>317,463</b>	<b>12.50</b>	<b>384,224</b>	<b>12.50</b>	<b>384,224</b>	<b>5100 PERMANENT</b>	<b>12.00</b>	<b>364,734</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>

DGS - 34

# REQUIREMENT DETAIL

AGENCY: 040 GENERAL SERVICES  
 FUND: 400 INSURANCE FUND  
 SUM ORG: 7040 EMPLOYEE SERVICES

1988-89 ACTUAL	1989-90 ACTUAL	1990-91 ADOPTED	1990-91 REVISED		1991-92 PROPOSED	1991-92 APPROVED	1991-92 ADOPTED
<b>PERSONAL SERVICES</b>							
4,502	78,008	94,628	94,628	5100 PERMANENT	116,324	0	0
0	604	0	0	5200 TEMPORARY	0	0	0
0	1,626	0	0	5300 OVERTIME	0	0	0
0	0	0	0	5400 PREMIUM	0	0	0
1,140	19,065	25,436	25,436	5500 FRINGE BENEFITS	31,405	0	0
5,642	99,303	120,064	120,064	TOTAL EXTERNAL	147,729	0	0
349	0	0	0	5550 INSURANCE BENEFITS	0	0	0
5,991	99,303	120,064	120,064	TOTAL PERSONAL SERVICES	147,729	0	0
<b>EXTERNAL MATERIALS AND SERVICES</b>							
6,367	0	0	0	6050 COUNTY SUPPLEMENTS	0	0	0
0	0	0	0	6060 PASS-THROUGH PAYMENTS	0	0	0
530,186	444,080	517,000	545,411	6110 PROFESSIONAL SVCS	539,500	0	0
5,121	11,479	14,000	16,240	6120 PRINTING	10,000	0	0
0	0	0	0	6130 UTILITIES	0	0	0
0	0	0	0	6140 COMMUNICATIONS	0	0	0
0	0	0	0	6170 RENTALS	0	0	0
17	94	500	500	6180 REPAIRS AND MAINTENANCE	750	0	0
0	0	0	0	6190 MAINTENANCE CONTRACTS	0	0	0
0	0	15,000	17,400	6200 POSTAGE	17,400	0	0
1,828	2,762	11,000	12,760	6230 SUPPLIES	8,000	0	0
0	0	0	0	6270 FOOD	0	0	0
1,938	3,248	4,500	4,500	6310 EDUCATION & TRAINING	2,000	0	0
435	565	520	520	6330 TRAVEL	636	0	0
3,166,903	3,407,973	5,613,291	5,835,116	6520 INSURANCE	5,640,825	0	0
0	0	0	0	6530 EXTERNAL DATA PROCESSING	0	0	0
0	0	0	0	6550 DRUGS	0	0	0
3,116,622	3,825,289	4,186,963	4,265,283	6580 CLAIMS PAID	6,155,331	0	0
470	11,028	6,500	7,540	6610 AWARDS AND PREMIUMS	4,000	0	0
871	810	1,200	1,200	6620 DUES AND SUBSCRIPTIONS	1,000	0	0
0	0	0	0	6700 LIBRARY BOOKS AND MATERIALS	0	0	0
0	0	0	0	7810 PRINCIPAL	0	0	0
0	0	0	0	7820 INTEREST	0	0	0
6,830,758	7,707,328	10,370,474	10,706,470	TOTAL EXTERNAL	12,379,442	0	0
<b>INTERNAL SERVICE REIMBURSEMENTS</b>							
0	0	0	0	7100 INDIRECT COSTS	0	0	0
484	1,837	1,832	2,113	7150 TELEPHONE	2,328	0	0
0	0	0	0	7200 DATA PROCESSING	0	0	0
311	108	255	255	7300 MOTOR POOL	250	0	0
2,235	2,580	5,213	5,213	7400 BUILDING MANAGEMENT	5,213	0	0
0	57	0	0	7500 OTHER INTERNAL	0	0	0
0	0	0	0	7550 SERV REIMB TO CAP LEASE RET FU	0	0	0
3,030	4,582	7,300	7,581	TOTAL INTERNAL	7,791	0	0
6,833,788	7,711,910	10,377,774	10,714,051	TOTAL MATERIALS & SERVICES	12,387,233	0	0
<b>8100 LAND</b>							
0	0	0	0	8100 LAND	0	0	0
<b>8200 BUILDINGS</b>							
0	0	0	0	8200 BUILDINGS	0	0	0
<b>8300 OTHER IMPROVEMENTS</b>							
0	0	0	0	8300 OTHER IMPROVEMENTS	0	0	0
<b>8400 EQUIPMENT</b>							
0	5,107	3,000	3,480	8400 EQUIPMENT	1,700	0	0
0	5,107	3,000	3,480	TOTAL CAPITAL OUTLAY	1,700	0	0
6,836,400	7,811,738	10,493,538	10,830,014	DIRECT BUDGET	12,528,871	0	0
6,839,779	7,816,320	10,500,838	10,837,595	TOTAL BUDGET	12,536,662	0	0

DGS - 35

AGENCY: 040 GENERAL SERVICES  
 FUND: 400 INSURANCE FUND  
 SUM ORG: 7040 EMPLOYEE SERVICES

## PERSONNEL DETAIL

1988-89 ACTUAL		1989-90 ACTUAL		1990-91 ADOPTED		1990-91 REVISED			1991-92 PROPOSED		1991-92 APPROVED		1991-92 ADOPTED	
FTE	BASE	FTE	BASE	FTE	BASE	FTE	BASE		FTE	BASE	FTE	BASE	FTE	BASE
0.00	0	0.56	12,212	0.00	0	0.00	0	ADMIN TECH	0.00	0	0.00	0	0.00	0
0.00	0	0.00	0	0.00	0	0.00	0	OFFICE ASSISTANT 2	1.00	17,811	0.00	0	0.00	0
0.00	0	0.00	0	1.00	23,008	1.00	23,008	ASBESTOS PROJECT SPE	0.00	0	0.00	0	0.00	0
0.00	0	0.00	0	0.00	0	0.00	0	EMPLOYEE SERVICES SP	1.00	24,175	0.00	0	0.00	0
0.22	4,502	1.00	28,779	1.00	31,814	1.00	31,814	MANAGEMENT ANALYST	1.00	33,028	0.00	0	0.00	0
0.00	0	1.00	37,017	1.00	39,806	1.00	39,806	PROGRAM MANAGEMENT S	1.00	41,310	0.00	0	0.00	0
0.22	4,502	2.56	78,008	3.00	94,628	3.00	94,628	5100 PERMANENT	4.00	116,324	0.00	0	0.00	0

DGS - 36

DEPARTMENT OF GENERAL SERVICES  
ASSESSMENT & TAXATION

Manager: Janice Druian

Agency 040 Organization 7060

**PERSONNEL**

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
Officials & Administrators	12.65	17.41	22.00	21.00
Professionals	11.38	5.54	9.00	5.00
Technicians & Para-Profess.	39.84	44.11	55.00	64.00
Protective Srv. Workers	0.00	0.00	0.00	0.00
Office & Clerical	60.09	61.47	67.42	64.42
Skilled Craft & Srv. Maint.	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL	123.96	128.53	153.42	154.42

**EXPENDITURES**

	General Fund (100)	Total
Personal Services	\$6,214,573	\$6,214,573
Materials & Services	2,385,643	2,385,643
Capital Outlay	<u>210,702</u>	<u>210,702</u>
TOTAL	\$8,810,918	\$8,810,918

**REVENUE CATEGORIES**

<u>FD</u>	<u>ORG</u>	<u>ORGANIZATION</u>	<u>Operational</u>	<u>Grant</u>	<u>Other</u>	<u>General Fund Supplement</u>	<u>Total</u>
100	7565	Administration	0	0	67,362	191,583	258,945
100	7566	Technical Support	0	0	467,158	1,328,642	1,795,800
100	7570	Records Management	25,300	0	282,684	778,679	1,086,663
100	7575	Recording	1,155,500	0	0	(845,534)	309,966
100	7580	Appraisal	0	0	1,023,521	2,910,988	3,934,509
100	7630	Tax Collection	224,000	0	344,348	755,358	1,323,706
100	7635	Marriage Licenses	<u>173,500</u>	<u>0</u>	<u>0</u>	<u>(72,171)</u>	<u>101,329</u>
		TOTAL	1,578,300	0	2,185,072	5,047,546	8,810,918

**EXPLANATION OF OTHER REVENUES**

State of Oregon (HB 2338) - \$2,185,072  
Recording Fees - 1,125,000  
Miscellaneous Fees/Licenses - 297,300  
Marriage Licenses - 156,000

DEPARTMENT OF GENERAL SERVICES  
ASSESSMENT & TAXATION

### Assessment & Taxation Administration Program Description

To coordinate and direct the services provided by A&T and to ensure compliance with the mandated functions of A&T in an efficient, cost-effective manner.

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
FTE	11.93	2.96	3.00	3.00
PS	\$ 429,341	\$ 143,308	\$ 160,368	\$ 164,841
M&S	100,368	45,719	95,492	93,404
CO	<u>0</u>	<u>0</u>	<u>700</u>	<u>700</u>
TOTAL	\$ 529,709	\$ 189,027	\$ 256,560	\$ 258,945

### Objectives

- Comply with all mandated functions within prescribed time frames.
  - Identify areas needing improvement.
  - Develop a plan to assure compliance.
  - Implement appropriate elements of the plan.
- Implement changes required by Measure 5.
- Continue implementation of the Computerized Mapping System.
- Implement and maintain second phase of A&T system improvements.
- Maintain a comprehensive employee performance management and development system.
  - Develop/maintain an employee education plan in accordance with HB 2338.
  - Make programs available for improving professional skills.
- Develop a minority recruitment and training program for appraisers.
- Promote teambuilding throughout A&T.
- Continue to improve overall operating efficiency.

### Technical Support Program Description

Manage information resources for A&T, provide support for user information services and act as liaison with Information Services Division.

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
FTE	0.00	8.58	11.00	11.00
PS	\$ 0	\$ 313,106	\$ 433,941	\$ 441,138
M&S	0	29,511	1,176,729	1,172,280
CO	<u>0</u>	<u>0</u>	<u>221,733</u>	<u>182,382</u>
TOTAL	\$ 0	\$ 342,617	\$1,832,403	\$1,795,800

DEPARTMENT OF GENERAL SERVICES  
ASSESSMENT & TAXATION

**Objectives**

- Implement system changes required by Measure 5.
- Maintain an information systems plan for A&T; consult with A&T management regarding information technologies, services and strategies on an ongoing basis; and lead the creation of an information resources strategy that will support organizational goals.
- Provide leadership in A&T's participation in information systems projects.
- Create and maintain user documentation; plan and lead user acceptance testing; lead and assist development of user procedures; and provide user training and implementation support.
- Maintain a status report of A&T issues and work requests; provide a focal point that authorizes and prioritizes work to be done; and represent A&T in technical direction setting activities.

**Records Management Program Description**

To comply with mandated functions within prescribed time frames, and to continue documentation and training on the computerized maps and new records received from the Department of Revenue.

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
FTE	24.75	21.45	20.00	20.00
PS	\$ 758,721	\$ 602,529	\$ 732,534	\$ 759,491
M&S	384,702	368,111	466,041	315,552
CO	<u>0</u>	<u>0</u>	<u>21,245</u>	<u>11,620</u>
TOTAL	\$1,143,423	\$ 970,640	\$1,219,280	\$1,086,663

**Objectives**

- Comply with all mandated functions within prescribed time frames.
  - Perform all duties relating to recording of documents.
  - Maintain ownerships and data related to ownership changes.
  - Maintain property descriptions and related information on the computer and hardcopy.
  - Maintain hardcopy, maps and computer map data showing parcels, taxing districts, etc.
  - Answer telephone and counter inquiries quickly and efficiently.
  - Bring new maps and computer files into service.
- Promote employee training and development.
  - Promote teambuilding and maximize communications.
  - Improve the professional skill level of employees.
  - Improve the public skill level of employees.
- Improve overall operating efficiency.
  - Evaluate the organization and implement changes where needed.
  - Inventory furniture and equipment and develop a plan to replace worn out or obsolete items.
  - Review procedures for inefficiencies and implement change where needed.

DEPARTMENT OF GENERAL SERVICES  
ASSESSMENT & TAXATION

### Recording Program Description

Serve as Recording Agent for Multnomah County to comply with all mandated functions within prescribed time frames and to continue documentation and training.

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
FTE	0.00	6.46	7.00	7.00
PS	\$ 0	\$ 226,903	\$ 230,981	\$ 238,717
M&S	0	28,986	63,416	71,249
CO	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$ 0	\$ 255,989	\$ 294,397	\$ 309,966

### Objectives

- Comply with all mandated functions within prescribed time frames.
  - Perform all duties relating to recording of documents.
  - Answer telephone and counter inquiries quickly and efficiently.
- Implement changes required by Measure 5.
- Promote employee training and development.
  - Promote team-building and maximize communications.
  - Improve the professional skill level of employees.
  - Improve the public skill level of employees.
- Improve overall operating efficiency.
  - Evaluate the organization and implement changes where necessary.
  - Inventory furniture and equipment and develop plan to replace worn out or obsolete items.
  - Review procedures for inefficiencies and implement change where needed.

### Appraisal Program Description

To provide appraisals of all taxable real and personal property in Multnomah County in an efficient, timely and professional manner, appraisals at true cash value and equity in the assessment process and information and assistance to the public and to be responsive to all requests which relate to our area of responsibility.

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
FTE	64.37	66.09	86.00	86.00
PS	\$2,319,251	\$2,570,756	\$3,546,318	\$3,611,820
M&S	157,984	154,631	382,378	322,689
CO	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$2,477,235	\$2,725,387	\$3,928,696	\$3,934,509

DEPARTMENT OF GENERAL SERVICES  
ASSESSMENT & TAXATION

---

**Objectives**

- Comply with all mandated functions within prescribed time frames.
  - Implement changes required by Measure 5.
  - Promote employee training and development.
    - Promote team-building and communications.
    - Improve professional skills.
    - Improve public skills.
  - Improve overall operating efficiency.
    - Replace obsolete and worn out furniture and equipment.
    - Improve overall operating efficiency in the Appraisal area.
    - Improve procedures.
- 

**Tax Collection Program Description**

To support A&T by providing accurate, timely and efficient collection of both real and personal property taxes, accurate and timely turnover of funds to the various tax levying districts with a complete accounting audit trail and responsive information for the public regarding property tax matters and general assistance in all matters pertinent to our functional responsibilities.

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
FTE	22.91	21.20	23.92	24.92
PS	\$ 729,954	\$ 698,731	\$ 866,692	\$ 911,807
M&S	202,952	228,012	433,567	395,899
CO	<u>0</u>	<u>0</u>	<u>0</u>	<u>16,000</u>
TOTAL	\$ 932,906	\$ 926,743	\$1,301,459	\$1,323,706

**Objectives**

- Comply with all mandated functions within prescribed time frames.
  - Implement changes required by Measure 5.
  - Comply with mandated requirements and generally accepted accounting practices in the control and distribution of unsegregated tax funds.
  - Provide the public with accurate, timely information regarding property tax.
-

DEPARTMENT OF GENERAL SERVICES  
ASSESSMENT & TAXATION

---

### Marriage Licenses Program Description

To support the mission of the Tax Collection section through the issuance of marriage licenses and other legal instruments provided as part of the County Clerk function.

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
FTE	0.00	1.79	2.50	2.50
PS	\$ 0	\$ 52,885	\$ 82,400	\$ 86,759
M&S	0	5,820	14,326	14,570
CO	<u>0</u>	<u>0</u>	<u>1,000</u>	<u>0</u>
TOTAL	\$ 0	\$ 58,705	\$ 97,726	\$ 101,329

### Objectives

- Comply with all mandated functions within prescribed time frames.
  - Conduct an ongoing evaluation of procedures to determine ways to improve accuracy and efficiency of service provision.
  - Provide the public with accurate and timely service information.
-

# REQUIREMENT DETAIL

AGENCY: 040 GENERAL SERVICES  
 FUND: 100 GENERAL FUND  
 SUM ORG: 7060 ASSESSMENT & TAXATION

1988-89 ACTUAL	1989-90 ACTUAL	1990-91 ADOPTED	1990-91 REVISED		1991-92 PROPOSED	1991-92 APPROVED	1991-92 ADOPTED	
<b>PERSONAL SERVICES</b>								
2,961,233	3,201,328	4,097,585	4,097,585	5100 PERMANENT	4,193,083	0	0	
86,742	84,694	71,208	71,208	5200 TEMPORARY	73,066	0	0	
21,101	35,498	1,600	1,600	5300 OVERTIME	2,000	0	0	
37,587	31,627	68,574	68,574	5400 PREMIUM	8,441	0	0	
732,978	809,904	1,102,562	1,102,562	5500 FRINGE BENEFITS	1,153,996	0	0	
3,839,641	4,163,051	5,341,529	5,341,529	TOTAL EXTERNAL	5,430,586	0	0	
397,626	445,167	711,705	711,705	5550 INSURANCE BENEFITS	783,987	0	0	
4,237,267	4,608,218	6,053,234	6,053,234	TOTAL PERSONAL SERVICES	6,214,573	0	0	
<b>EXTERNAL MATERIALS AND SERVICES</b>								
0	0	0	0	6050 COUNTY SUPPLEMENTS	0	0	0	
0	0	0	0	6060 PASS-THROUGH PAYMENTS	0	0	0	
229,710	194,510	225,290	225,290	6110 PROFESSIONAL SVCS	209,000	0	0	
67,732	39,947	89,980	89,980	6120 PRINTING	67,800	0	0	
0	0	0	0	6130 UTILITIES	0	0	0	
320	0	400	400	6140 COMMUNICATIONS	500	0	0	
3,259	7,509	261,066	261,066	6170 RENTALS	282,924	0	0	
9,462	7,444	128,037	128,037	6180 REPAIRS AND MAINTENANCE	28,850	0	0	
68,297	71,807	95,407	95,407	6190 MAINTENANCE CONTRACTS	116,982	0	0	
169,473	202,196	203,820	203,820	6200 POSTAGE	257,030	0	0	
41,955	62,918	155,736	155,736	6230 SUPPLIES	103,149	0	0	
0	129	652	652	6270 FOOD	34,820	0	0	
161	0	99,538	99,538	6310 EDUCATION & TRAINING	56,386	0	0	
45,976	47,487	66,950	66,950	6330 TRAVEL	70,775	0	0	
0	0	0	0	6520 INSURANCE	0	0	0	
420	0	2,200	2,200	6530 EXTERNAL DATA PROCESSING	2,200	0	0	
0	0	0	0	6550 DRUGS	0	0	0	
35	0	0	0	6580 CLAIMS PAID	0	0	0	
0	0	0	0	6610 AWARDS AND PREMIUMS	0	0	0	
3,965	3,295	4,850	4,850	6620 DUES AND SUBSCRIPTIONS	4,400	0	0	
0	0	0	0	6700 LIBRARY BOOKS AND MATERIALS	0	0	0	
0	0	0	0	7810 PRINCIPAL	0	0	0	
0	0	0	0	7820 INTEREST	0	0	0	
640,765	637,242	1,333,926	1,333,926	TOTAL EXTERNAL	1,234,816	0	0	
<b>INTERNAL SERVICE REIMBURSEMENTS</b>								
0	0	0	0	7100 INDIRECT COSTS	0	0	0	
61,726	63,510	68,306	68,306	7150 TELEPHONE	71,862	0	0	
0	0	1,001,599	1,001,599	7200 DATA PROCESSING	991,456	0	0	
6,956	6,785	9,509	9,509	7300 MOTOR POOL	9,009	0	0	
0	0	0	0	7400 BUILDING MANAGEMENT	0	0	0	
136,559	153,253	218,609	218,609	7500 OTHER INTERNAL	0	0	0	
0	0	0	0	7550 SERV REIMB TO CAP LEASE RET FU	78,500	0	0	
205,241	223,548	1,298,023	1,298,023	TOTAL INTERNAL	1,150,827	0	0	
846,006	860,790	2,631,949	2,631,949	TOTAL MATERIALS & SERVICES	2,385,643	0	0	
<b>8100 LAND</b>								
0	0	0	0	8100 LAND	0	0	0	
<b>8200 BUILDINGS</b>								
0	0	2,200	2,200	8200 BUILDINGS	0	0	0	
<b>8300 OTHER IMPROVEMENTS</b>								
0	0	243,678	243,678	8300 OTHER IMPROVEMENTS	0	0	0	
<b>8400 EQUIPMENT</b>								
0	0	245,878	245,878	8400 EQUIPMENT	210,702	0	0	
<b>TOTAL CAPITAL OUTLAY</b>								
						210,702	0	0
4,480,406	4,800,293	6,921,333	6,921,333	DIRECT BUDGET	6,876,104	0	0	
5,083,273	5,469,008	8,931,061	8,931,061	TOTAL BUDGET	8,810,918	0	0	

DGS - 43

AGENCY: 040 GENERAL SERVICES  
 FUND: 100 GENERAL FUND  
 SUM ORG: 7060 ASSESSMENT & TAXATION

PERSONNEL DETAIL

1988-89 ACTUAL		1989-90 ACTUAL		1990-91 ADOPTED		1990-91 REVISED			1991-92 PROPOSED		1991-92 APPROVED		1991-92 ADOPTED	
FTE	BASE	FTE	BASE	FTE	BASE	FTE	BASE		FTE	BASE	FTE	BASE	FTE	BASE
0.00	0	1.54	45,862	0.00	0	0.00	0	ADMIN SPEC 1	0.00	0	0.00	0	0.00	0
0.00	0	1.95	45,518	0.00	0	0.00	0	ADMIN TECH	0.00	0	0.00	0	0.00	0
0.00	0	11.99	255,815	0.00	0	0.00	0	OFFICE ASST 3	0.00	0	0.00	0	0.00	0
0.00	0	2.14	48,474	0.00	0	0.00	0	OFFICE ASST 4	0.00	0	0.00	0	0.00	0
0.00	0	31.06	875,695	0.00	0	0.00	0	PROP APPRAISER	0.00	0	0.00	0	0.00	0
0.00	0	2.31	77,699	0.00	0	0.00	0	PROP APP SUPV	0.00	0	0.00	0	0.00	0
44.29	802,116	47.34	879,016	47.42	943,371	47.42	943,371	OFFICE ASSISTANT 2	39.42	789,709	0.00	0	0.00	0
12.69	263,734	0.00	0	13.00	298,813	13.00	298,813	OFFICE ASSISTANT/SEN	12.00	283,079	0.00	0	0.00	0
2.08	49,388	0.00	0	3.00	77,168	3.00	77,168	CLERICAL UNIT SUPERV	4.00	102,406	0.00	0	0.00	0
0.00	0	0.00	0	0.00	0	0.00	0	WORD PROCESSING OPER	2.00	41,192	0.00	0	0.00	0
0.00	0	0.00	0	0.00	0	0.00	0	ADMINISTRATIVE SECRE	1.00	25,529	0.00	0	0.00	0
0.00	0	0.00	0	0.00	0	0.00	0	DATA ENTRY OPERATOR	6.00	119,657	0.00	0	0.00	0
2.04	46,246	0.00	0	4.00	95,044	4.00	95,044	ASBESTOS PROJECT SPE	0.00	0	0.00	0	0.00	0
1.03	28,731	0.00	0	4.00	117,575	4.00	117,575	WORD PROCESSING UNIT	0.00	0	0.00	0	0.00	0
0.00	0	0.00	0	0.00	0	0.00	0	PROGRAM COORDINATOR	1.00	26,817	0.00	0	0.00	0
1.00	21,405	0.86	19,645	1.00	24,605	1.00	24,605	TAX COLLECTION SPECI	2.00	50,606	0.00	0	0.00	0
3.75	84,831	3.93	94,450	4.00	102,234	4.00	102,234	FISCAL SPECIALIST 1	8.00	203,536	0.00	0	0.00	0
1.00	30,647	1.00	32,353	2.00	61,245	2.00	61,245	FISCAL SPECIALIST 2	2.00	62,130	0.00	0	0.00	0
31.09	818,879	0.00	0	45.00	1,276,700	45.00	1,276,700	PROPERTY APPR/RES	24.00	707,722	0.00	0	0.00	0
5.74	182,003	0.00	0	0.00	0	0.00	0	6043	0.00	0	0.00	0	0.00	0
0.00	0	0.00	0	0.00	0	0.00	0	TAX EXEMPTION SPECIA	1.00	32,446	0.00	0	0.00	0
0.00	0	0.00	0	0.00	0	0.00	0	PROPERTY APPR/COMM	17.00	491,556	0.00	0	0.00	0
0.00	0	0.00	0	0.00	0	0.00	0	PROPERTY APPR/PERS	3.00	82,623	0.00	0	0.00	0
0.00	0	0.00	0	0.00	0	0.00	0	DATA ANALYST	3.00	90,269	0.00	0	0.00	0
3.00	75,914	3.00	69,609	4.00	110,968	4.00	110,968	CARTOGRAPHER	4.00	114,162	0.00	0	0.00	0
1.00	24,379	1.00	26,504	1.00	28,579	1.00	28,579	ADMINISTRATIVE ASSIS	1.00	29,593	0.00	0	0.00	0
4.92	131,418	4.95	136,283	5.00	145,871	5.00	145,871	OPERATIONS SUPV 1	4.00	114,606	0.00	0	0.00	0
0.00	0	4.50	146,177	9.00	328,630	9.00	328,630	PROGRAM SUPERVISOR	9.00	327,603	0.00	0	0.00	0
1.00	32,845	1.00	34,643	1.00	35,838	1.00	35,838	OPERATIONS SUPV 2	1.00	36,114	0.00	0	0.00	0
4.00	157,498	4.03	163,701	4.00	180,443	4.00	180,443	PROGRAM MANAGER 1	4.00	183,688	0.00	0	0.00	0
0.00	0	0.00	0	0.00	0	0.00	0	9325	0.00	0	0.00	0	0.00	0
1.60	55,072	2.00	72,553	2.00	76,572	2.00	76,572	ADMINISTRATIVE SPECI	2.00	78,414	0.00	0	0.00	0
1.00	33,138	1.00	35,205	1.00	37,910	1.00	37,910	FINANCE SPECIALIST 2	1.00	39,334	0.00	0	0.00	0
0.92	34,375	0.95	37,391	1.00	43,205	1.00	43,205	PROGRAM MANAGEMENT S	1.00	45,012	0.00	0	0.00	0
1.00	44,715	1.00	48,754	1.00	52,021	1.00	52,021	PROGRAM MANAGER 2	1.00	53,972	0.00	0	0.00	0
0.81	43,899	0.98	55,981	1.00	60,793	1.00	60,793	PROGRAM MANAGER 3	1.00	61,308	0.00	0	0.00	0
23.96	2,961,233	28.53	3,201,328	53.42	4,097,585	53.42	4,097,585	5100 PERMANENT	54.42	4,193,083	0.00	0	0.00	0

DGS - 44

DEPARTMENT OF GENERAL SERVICES  
ELECTIONS DIVISION

Manager: Vicki Ervin

Agency 040    Organization 7070

**PERSONNEL**

	1988-89	1989-90	1990-91	1991-92
Officials & Administrators	1.00	1.92	2.00	2.00
Professionals	2.25	2.00	2.00	2.00
Technicians & Para-Profess.	1.81	1.00	1.00	1.00
Protective Srv. Workers	0.00	0.00	0.00	0.00
Office & Clerical	9.86	9.94	10.00	10.00
Skilled Craft & Srv. Maint.	2.00	2.00	2.00	2.00
TOTAL	16.92	16.86	17.00	17.00

**EXPENDITURES**

	General Fund (100)	Total
Personal Services	\$ 977,265	\$ 977,265
Materials & Services	2,200,264	2,200,264
Capital Outlay	0	0
TOTAL	\$3,177,529	\$3,177,529

**REVENUE CATEGORIES**

FD	ORG	ORGANIZATION	Operational	Grant	Other	General Fund Supplement	Total
100	7690	Administration	9,300	0	0	995,696	1,004,996
100	7700	August Election	210,931	0	0	0	210,931
100	7710	September Election	210,931	0	0	0	210,931
100	7730	March Election	224,469	0	0	(1,500)	222,969
100	7750	June Election	210,931	0	0	0	210,931
100	7760	Special Projects	0	0	0	7,270	7,270
100	7770	Primary Election	109,501	0	0	969,065	1,078,566
100	7780	November Election	210,931	0	0	0	210,931
100	7790	Voter Outreach/Education	0	0	0	20,004	20,004
TOTAL			1,186,994	0	0	1,990,535	3,177,529

**EXPLANATION OF OTHER REVENUES**

Election Recovery Fees - \$1,175,094  
Miscellaneous - 11,900

DEPARTMENT OF GENERAL SERVICES  
ELECTIONS DIVISION

**Elections Program Description**

To serve all citizens and local governments of Multnomah County by providing excellence in the conduct of the electoral process; anticipating and responding to the needs of those citizens and governments; assuring integrity of the electoral process; and working for improvements which will result in increased participation and lower costs.

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
FTE	16.92	16.86	17.00	17.00
PS	\$ 567,265	\$ 601,339	\$ 661,521	\$ 693,055
M&S	243,309	243,676	286,663	311,941
CO	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$ 810,574	\$ 845,015	\$ 948,184	\$1,004,996
 August Election				
	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
FTE	0.00	0.00	0.00	0.00
PS	\$ 1,700	\$ 0	\$ 34,508	\$ 37,569
M&S	10,857	0	123,228	173,362
CO	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$ 12,557	\$ 0	\$ 157,736	\$ 210,931
 September Election				
	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
FTE	0.00	0.00	0.00	0.00
PS	\$ 1,023	\$ 777	\$ 34,508	\$ 37,569
M&S	8,801	9,053	123,228	173,362
CO	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$ 9,824	\$ 9,830	\$ 157,736	\$ 210,931
 General Election - History				
	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
FTE	0.00	0.00	0.00	0.00
PS	\$ 97,444	\$ 0	\$ 96,990	\$ 0
M&S	604,066	0	602,569	0
CO	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$ 701,510	\$ 0	\$ 699,559	\$ 0

DEPARTMENT OF GENERAL SERVICES  
ELECTIONS DIVISION

---

March Election

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
FTE	0.00	0.00	0.00	0.00
PS	\$ 41,187	\$ 37,089	\$ 38,252	\$ 37,569
M&S	220,618	162,381	299,033	185,400
CO	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$ 261,805	\$ 199,470	\$ 337,285	\$ 222,969

May Election - History

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
FTE	0.00	0.00	0.00	0.00
PS	\$ 27,509	\$ 0	\$ 38,252	\$ 0
M&S	214,816	0	123,228	0
CO	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$ 242,325	\$ 0	\$ 161,480	\$ 0

June Election

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
FTE	0.00	0.00	0.00	0.00
PS	\$ 21,185	\$ 10,545	\$ 38,252	\$ 37,569
M&S	205,517	32,112	123,228	173,362
CO	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$ 226,702	\$ 42,657	\$ 161,480	\$ 210,931

Special Projects

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
FTE	0.00	0.00	0.00	0.00
PS	\$ 8,059	\$ 1,688	\$ 2,126	\$ 2,397
M&S	14,186	3,808	5,800	4,873
CO	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$ 22,245	\$ 5,496	\$ 7,926	\$ 7,270

DEPARTMENT OF GENERAL SERVICES  
ELECTIONS DIVISION

---

Primary Election

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
FTE	0.00	0.00	0.00	0.00
PS	\$ 0	\$ 72,290	\$ 0	\$ 81,034
M&S	0	976,198	0	997,532
CO	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$ 0	\$1,048,488	\$ 0	\$1,078,566

November Election

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
FTE	0.00	0.00	0.00	0.00
PS	\$ 0	\$ 33,218	\$ 0	\$ 37,569
M&S	0	120,728	0	173,362
CO	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$ 0	\$ 153,946	\$ 0	\$ 210,931

Voter Outreach/Education

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
FTE	0.00	0.00	0.00	0.00
PS	\$ 9,599	\$ 9,589	\$ 11,621	\$ 12,934
M&S	9,581	3,029	7,070	7,070
CO	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$ 19,180	\$ 12,618	\$ 18,691	\$ 20,004

Objectives

- Conduct, administer and oversee six scheduled election dates.
  - Develop programs designed to provide voter education and enhance voter registration.
  - Re-precinct the County to reflect State and County reapportionment.
-

# REQUIREMENT DETAIL

1988-89 ACTUAL	1989-90 ACTUAL	1990-91 ADOPTED	1990-91 REVISED	AGENCY: 040 GENERAL SERVICES FUND: 100 GENERAL FUND SUM ORG: 7070 ELECTIONS	1991-92 PROPOSED	1991-92 APPROVED	1991-92 ADOPTED
<b>PERSONAL SERVICES</b>							
408,703	430,314	458,856	458,856	5100 PERMANENT	472,063	0	0
147,158	131,779	234,757	234,757	5200 TEMPORARY	228,301	0	0
36,956	17,150	28,808	28,808	5300 OVERTIME	26,505	0	0
1,536	218	0	0	5400 PREMIUM	0	0	0
120,842	121,329	145,932	145,932	5500 FRINGE BENEFITS	149,488	0	0
715,195	700,790	868,353	868,353	TOTAL EXTERNAL	876,357	0	0
60,085	67,819	87,677	87,677	5550 INSURANCE BENEFITS	100,908	0	0
775,280	768,609	956,030	956,030	TOTAL PERSONAL SERVICES	977,265	0	0
<b>EXTERNAL MATERIALS AND SERVICES</b>							
0	0	0	0	6050 COUNTY SUPPLEMENTS	0	0	0
0	0	0	0	6060 PASS-THROUGH PAYMENTS	0	0	0
385,382	203,205	212,428	212,428	6110 PROFESSIONAL SVCS	231,479	0	0
837,872	894,306	872,929	872,929	6120 PRINTING	1,118,264	0	0
0	0	0	0	6130 UTILITIES	0	0	0
0	0	0	0	6140 COMMUNICATIONS	0	0	0
19,207	7,410	6,614	6,614	6170 RENTALS	7,309	0	0
95,060	90,365	93,769	93,769	6180 REPAIRS AND MAINTENANCE	1,465	0	0
0	0	0	0	6190 MAINTENANCE CONTRACTS	132,685	0	0
111,583	164,261	275,409	275,409	6200 POSTAGE	450,157	0	0
35,620	124,994	102,668	102,668	6230 SUPPLIES	158,829	0	0
0	0	0	0	6270 FOOD	0	0	0
0	0	0	0	6310 EDUCATION & TRAINING	0	0	0
228	583	725	725	6330 TRAVEL	725	0	0
0	0	0	0	6520 INSURANCE	0	0	0
0	0	0	0	6530 EXTERNAL DATA PROCESSING	0	0	0
0	0	0	0	6550 DRUGS	0	0	0
0	0	0	0	6580 CLAIMS PAID	0	0	0
0	0	0	0	6610 AWARDS AND PREMIUMS	0	0	0
1,281	1,418	1,700	1,700	6620 DUES AND SUBSCRIPTIONS	1,700	0	0
0	0	0	0	6700 LIBRARY BOOKS AND MATERIALS	0	0	0
0	0	0	0	7810 PRINCIPAL	0	0	0
0	0	0	0	7820 INTEREST	0	0	0
1,486,233	1,486,542	1,566,242	1,566,242	TOTAL EXTERNAL	2,102,613	0	0
<b>INTERNAL SERVICE REIMBURSEMENTS</b>							
0	0	0	0	7100 INDIRECT COSTS	0	0	0
13,091	14,944	10,832	10,832	7150 TELEPHONE	14,284	0	0
0	0	0	0	7200 DATA PROCESSING	0	0	0
3,274	4,326	4,467	4,467	7300 MOTOR POOL	4,467	0	0
0	0	0	0	7400 BUILDING MANAGEMENT	0	0	0
29,163	45,220	112,506	112,506	7500 OTHER INTERNAL	0	0	0
0	0	0	0	7550 SERV REIMB TO CAP LEASE RET FU	78,900	0	0
45,528	64,490	127,805	127,805	TOTAL INTERNAL	97,651	0	0
1,531,761	1,551,032	1,694,047	1,694,047	TOTAL MATERIALS & SERVICES	2,200,264	0	0
<b>8100 LAND</b>							
0	0	0	0	8200 BUILDINGS	0	0	0
0	0	0	0	8300 OTHER IMPROVEMENTS	0	0	0
0	0	0	0	8400 EQUIPMENT	0	0	0
0	0	0	0	TOTAL CAPITAL OUTLAY	0	0	0
2,201,428	2,187,332	2,434,595	2,434,595	DIRECT BUDGET	2,978,970	0	0
2,307,041	2,319,641	2,650,077	2,650,077	TOTAL BUDGET	3,177,529	0	0

DGS - 49

AGENCY: 040 GENERAL SERVICES  
 FUND: 100 GENERAL FUND  
 SUM ORG: 7070 ELECTIONS

## PERSONNEL DETAIL

1988-89 ACTUAL		1989-90 ACTUAL		1990-91 ADOPTED		1990-91 REVISED			1991-92 PROPOSED		1991-92 APPROVED		1991-92 ADOPTED	
FTE	BASE	FTE	BASE	FTE	BASE	FTE	BASE		FTE	BASE	FTE	BASE	FTE	BASE
0.00	0	4.00	89,172	0.00	0	0.00	0	OFFICE ASST 3	0.00	0	0.00	0	0.00	0
6.00	106,346	5.94	112,130	6.00	120,593	6.00	120,593	OFFICE ASSISTANT 2	5.00	101,981	0.00	0	0.00	0
3.86	81,993	0.00	0	4.00	94,012	4.00	94,012	OFFICE ASSISTANT/SEN	5.00	120,760	0.00	0	0.00	0
1.81	47,032	1.00	27,126	1.00	28,392	1.00	28,392	ELECTIONS COORDINATO	1.00	28,610	0.00	0	0.00	0
1.00	19,428	1.00	19,862	1.00	21,195	1.00	21,195	WAREHOUSE WORKER	0.00	0	0.00	0	0.00	0
1.00	23,483	1.00	25,037	1.00	25,605	1.00	25,605	WAREHOUSE WORKER/CHI	0.00	0	0.00	0	0.00	0
0.00	0	0.00	0	0.00	0	0.00	0	ELECTIONS PROJECTS A	1.00	22,280	0.00	0	0.00	0
0.00	0	0.00	0	0.00	0	0.00	0	ELECTIONS MATERIALS	1.00	25,802	0.00	0	0.00	0
0.00	0	0.92	32,363	1.00	37,847	1.00	37,847	PROGRAM/STAFF ASSIST	1.00	39,288	0.00	0	0.00	0
2.25	82,263	2.00	72,764	2.00	77,278	2.00	77,278	ADMINISTRATIVE SPECI	2.00	78,993	0.00	0	0.00	0
1.00	48,159	1.00	51,860	1.00	53,934	1.00	53,934	PROGRAM MANAGER 2	1.00	54,349	0.00	0	0.00	0
16.92	408,704	16.86	430,314	17.00	458,856	17.00	458,856	5100 PERMANENT	17.00	472,063	0.00	0	0.00	0

DGS - 50

DEPARTMENT OF GENERAL SERVICES  
INFORMATION SERVICES DIVISION

Manager: Jim Munz

Agency 040 Organization 7090

**PERSONNEL**

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
Officials & Administrators	9.92	10.76	11.00	11.00
Professionals	3.92	5.69	5.00	6.00
Technicians & Para-Profess.	32.27	32.54	36.00	31.00
Protective Srv. Workers	0.00	0.00	0.00	0.00
Office & Clerical	15.08	13.88	15.00	12.00
Skilled Craft & Srv. Maint.	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>TOTAL</b>	<b>61.19</b>	<b>62.87</b>	<b>67.00</b>	<b>60.00</b>

**EXPENDITURES**

	Data Processing Fund (301)	Telephone Fund (402)	Total
Personal Services	\$ 2,784,252	\$ 247,490	\$ 3,031,742
Materials & Services	2,639,668	1,349,006	3,988,674
Capital Outlay	<u>62,600</u>	<u>190,195</u>	<u>252,795</u>
<b>TOTAL</b>	<b>\$ 5,486,520</b>	<b>\$ 1,786,691</b>	<b>\$ 7,273,211</b>

**REVENUE CATEGORIES**

<u>FD</u>	<u>ORG</u>	<u>ORGANIZATION</u>	<u>Operational</u>	<u>Grant</u>	<u>Other</u>	General Fund <u>Supplement</u>	<u>Total</u>
301	7925	Information Center	334,371	0	0	0	334,371
301	7930	ISD Administration	1,125,662	0	0	0	1,125,662
301	7940	Information Systems	1,128,725	0	0	0	1,128,725
301	7950	Operations	1,335,516	0	0	0	1,335,516
301	7960	Technical Support	1,097,649	0	0	0	1,097,649
301	7970	Telecom - Data	464,597	0	0	0	464,597
402	7990	Telephone Office	<u>1,786,691</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,786,691</u>
		<b>TOTAL</b>	<b>7,273,211</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7,273,211</b>

**EXPLANATION OF OTHER REVENUES**

Data Processing Fund - \$5,486,520  
Telephone Fund - 1,786,691

DEPARTMENT OF GENERAL SERVICES  
INFORMATION SERVICES DIVISION

---

### ISD Administration Program Description

To plan, organize, and direct all Information Services activities.

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
FTE	6.92	6.79	7.00	6.00
PS	\$ 238,917	\$ 254,487	\$ 284,731	\$ 270,880
M&S	783,804	988,209	973,775	853,282
CO	<u>8,946</u>	<u>884</u>	<u>7,350</u>	<u>1,500</u>
TOTAL	\$1,031,667	\$1,243,580	\$1,265,856	\$1,125,662

### Objectives

- Define and maintain acceptable levels of service.
  - Improve accountability to users and to the Data Processing Management Committee (DPMC).
- 

### Information Center Program Description

To support the integration of the County's office automation (OA) network and make electronic mail and related electronic services to all County facilities.

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
FTE	3.62	3.53	4.00	5.00
PS	\$ 144,305	\$ 159,250	\$ 179,864	\$ 222,647
M&S	66,926	90,398	121,746	104,624
CO	<u>2,453</u>	<u>0</u>	<u>0</u>	<u>7,100</u>
TOTAL	\$ 213,684	\$ 249,648	\$ 301,610	\$ 334,371

### Objectives

- Provide efficient and effective operation of the office automation network.
  - Support integration of the OA network.
  - Provide for maintenance of the OA network.
-

DEPARTMENT OF GENERAL SERVICES  
INFORMATION SERVICES DIVISION

---

### Information Systems Program Description

Define, design, develop, and implement information systems that meet professional standards and respond to priorities and direction of the DPMC and County agencies. Maintain, enhance, and support information systems based on the requirements of County agencies, legislative mandates, and budgetary constraints. Provide services that ensure professional administration of the ISD data base environment and build a foundation upon which countywide data administration can take place.

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
FTE	22.91	21.77	25.00	20.00
PS	\$1,026,871	\$1,039,894	\$1,288,720	\$1,096,278
M&S	81,018	30,497	38,575	32,447
CO	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$1,107,889	\$1,070,391	\$1,288,720	\$1,128,725

### Objectives

- Manage the development and implementation of funded projects.
  - Apply professional quality management practices, structured methods, and tools for the development of information systems.
  - Define and establish an environment in which application systems can be developed, tested, and modified without affecting production systems or work flow.
  - Provide direct or indirect support services necessary to maintain the stability and integrity of information systems and address client information needs.
  - Identify and formalize data standards to be used for all system maintenance and development projects.
  - Ensure that data files adhere to data standards and that data models represent information efficiently and logically.
  - Coordinate and control changes and enhancements to the data base environments.
- 

### Computer Operations Program Description

To provide an efficient, reliable, centralized computer facility for all County departments.

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
FTE	15.23	15.65	15.00	14.00
PS	\$ 581,875	\$ 602,900	\$ 645,918	\$ 648,194
M&S	773,323	496,165	740,812	643,322
CO	<u>112,400</u>	<u>606,033</u>	<u>42,131</u>	<u>44,000</u>
TOTAL	\$1,467,858	\$1,705,098	\$1,428,861	\$1,335,516

DEPARTMENT OF GENERAL SERVICES  
INFORMATION SERVICES DIVISION

---

### Objectives

- Operate computer system hardware according to established procedures and schedules.
  - Service data communications network users to resolve problems.
  - Schedule and run production jobs, distributing reports according to established procedures and schedules.
  - Manage the maintenance and repair of equipment.
- 

### Technical Support Program Description

To provide an efficient, reliable, centralized computer facility and service for all County user departments.

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
FTE	5.00	6.87	7.00	6.00
PS	\$ 257,129	\$ 366,582	\$ 410,101	\$ 387,237
M&S	482,984	551,039	663,046	710,412
CO	<u>0</u>	<u>1,660</u>	<u>0</u>	<u>0</u>
TOTAL	\$ 740,113	\$ 919,281	\$1,073,147	\$1,097,649

### Objectives

- Maintain software products with vendor-supplied upgrades, enhancements, and fixes.
  - Report on and track computer equipment performance.
  - Provide capacity planning information and projections.
  - Enforce established standards for the use of computing equipment.
  - Participate in or perform recommendation, evaluation, and installation of new hardware/software products and options.
- 

### Telecom (Data) Program Description

To plan, design, and direct installations; make changes of data communication networks in the County; analyze current and planned network usage.

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
FTE	3.00	3.00	3.00	3.00
PS	\$ 143,866	\$ 152,946	\$ 163,793	\$ 159,016
M&S	236,734	378,466	305,005	295,581
CO	<u>0</u>	<u>906</u>	<u>0</u>	<u>10,000</u>
TOTAL	\$ 380,600	\$ 532,318	\$ 468,798	\$ 464,597

DEPARTMENT OF GENERAL SERVICES  
INFORMATION SERVICES DIVISION

---

### Objectives

- Provide and coordinate the necessary resources for existing data communication facilities, new installations, and modifications.
  - Monitor and evaluate new data communication technologies.
  - Train network help desk on new equipment, methods, and software.
  - Provide a help desk function to terminal users, resolve data network failures, perform new installations, move and coordinate terminal repairs.
- 

### Telephone Office Program Description

To provide management planning and technical services in support of Multnomah County voice communication systems in over 50 County facilities.

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
FTE	4.51	5.26	6.00	6.00
PS	\$ 177,485	\$ 201,520	\$ 234,038	\$ 247,490
M&S	921,423	981,748	1,245,337	1,349,006
CO	<u>138,191</u>	<u>400,322</u>	<u>336,420</u>	<u>190,195</u>
TOTAL	\$1,236,919	\$1,583,590	\$1,815,795	\$1,786,691

### Objectives

- Provide a public information service for access to County and State Court agencies.
  - Prepare an annual telephone directory for County and State Court agencies.
  - Provide and coordinate the necessary resources of existing voice communication facilities, new installations, and modifications.
  - Monitor and evaluate new voice communication technologies.
  - Provide a help desk function to voice users, and training for all new employees, to resolve network failures and coordinate equipment repairs.
-

# REQUIREMENT DETAIL

AGENCY: 040 GENERAL SERVICES  
 FUND: 301 DATA PROCESSING FUND  
 SUM ORG: 7090 INFORMATION SERVICES

1988-89 ACTUAL	1989-90 ACTUAL	1990-91 ADOPTED	1990-91 REVISED		1991-92 PROPOSED	1991-92 APPROVED	1991-92 ADOPTED
<b>PERSONAL SERVICES</b>							
1,678,894	1,806,339	2,030,351	2,030,351	5100 PERMANENT	1,886,571	0	0
4,880	14,290	0	0	5200 TEMPORARY	0	0	0
63,494	62,546	69,458	69,458	5300 OVERTIME	65,458	0	0
19,672	12,975	7,544	7,544	5400 PREMIUM	7,544	0	0
431,675	464,923	560,637	560,637	5500 FRINGE BENEFITS	525,138	0	0
2,198,615	2,361,073	2,667,990	2,667,990	TOTAL EXTERNAL	2,484,711	0	0
194,348	214,986	266,562	266,562	5550 INSURANCE BENEFITS	299,541	0	0
2,392,963	2,576,059	2,934,552	2,934,552	<b>TOTAL PERSONAL SERVICES</b>	<b>2,784,252</b>	<b>0</b>	<b>0</b>
<b>EXTERNAL MATERIALS AND SERVICES</b>							
0	0	0	0	6050 COUNTY SUPPLEMENTS	0	0	0
0	0	0	0	6060 PASS-THROUGH PAYMENTS	0	0	0
86,934	44,016	58,580	58,580	6110 PROFESSIONAL SVCS	19,000	0	0
14,002	12,384	15,920	15,920	6120 PRINTING	13,920	0	0
0	171	0	0	6130 UTILITIES	0	0	0
106,946	123,386	124,586	124,586	6140 COMMUNICATIONS	127,274	0	0
312,352	128,375	193,791	193,791	6170 RENTALS	154,476	0	0
3,220	9,723	5,300	5,300	6180 REPAIRS AND MAINTENANCE	3,300	0	0
477,395	501,712	597,240	597,240	6190 MAINTENANCE CONTRACTS	539,880	0	0
6,856	6,245	15,500	15,500	6200 POSTAGE	14,000	0	0
96,053	109,886	131,425	146,720	6230 SUPPLIES	123,825	0	0
0	0	0	0	6270 FOOD	0	0	0
35,317	59,622	75,216	75,216	6310 EDUCATION & TRAINING	63,359	0	0
906	972	660	660	6330 TRAVEL	660	0	0
0	0	2,200	2,200	6520 INSURANCE	0	0	0
565,458	627,122	739,142	822,002	6530 EXTERNAL DATA PROCESSING	791,643	0	0
0	0	0	0	6550 DRUGS	0	0	0
0	0	0	0	6580 CLAIMS PAID	0	0	0
0	0	0	0	6610 AWARDS AND PREMIUMS	0	0	0
8,082	4,660	7,615	7,615	6620 DUES AND SUBSCRIPTIONS	4,500	0	0
0	0	0	0	6700 LIBRARY BOOKS AND MATERIALS	0	0	0
0	198,795	150,500	150,500	7810 PRINCIPAL	188,700	0	0
0	29,740	31,500	31,500	7820 INTEREST	36,860	0	0
1,713,521	1,856,809	2,149,175	2,247,330	TOTAL EXTERNAL	2,081,397	0	0
<b>INTERNAL SERVICE REIMBURSEMENTS</b>							
446,268	419,437	403,685	403,685	7100 INDIRECT COSTS	279,611	0	0
42,281	42,273	50,035	50,035	7150 TELEPHONE	38,596	0	0
0	0	0	0	7200 DATA PROCESSING	0	0	0
3,585	3,478	4,385	4,385	7300 MOTOR POOL	4,385	0	0
216,227	212,688	235,679	235,679	7400 BUILDING MANAGEMENT	235,679	0	0
2,907	89	0	0	7500 OTHER INTERNAL	0	0	0
0	0	0	0	7550 SERV REIMB TO CAP LEASE RET FU	0	0	0
711,268	677,965	693,784	693,784	TOTAL INTERNAL	558,271	0	0
2,424,789	2,534,774	2,842,959	2,941,114	<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>2,639,668</b>	<b>0</b>	<b>0</b>
<b>CAPITAL OUTLAY</b>							
0	0	0	0	8100 LAND	0	0	0
0	0	0	0	8200 BUILDINGS	0	0	0
0	0	0	0	8300 OTHER IMPROVEMENTS	0	0	0
124,059	609,483	49,481	553,016	8400 EQUIPMENT	62,600	0	0
124,059	609,483	49,481	553,016	TOTAL CAPITAL OUTLAY	62,600	0	0
4,036,195	4,827,365	4,866,646	5,468,336	<b>DIRECT BUDGET</b>	<b>4,628,708</b>	<b>0</b>	<b>0</b>
4,941,811	5,720,316	5,826,992	6,428,682	<b>TOTAL BUDGET</b>	<b>5,486,520</b>	<b>0</b>	<b>0</b>

DGS-56

AGENCY: 040 GENERAL SERVICES  
 FUND: 301 DATA PROCESSING FUND  
 SUM ORG: 7090 INFORMATION SERVICES

PERSONNEL DETAIL

1988-89 ACTUAL		1989-90 ACTUAL		1990-91 ADOPTED		1990-91 REVISED			1991-92 PROPOSED		1991-92 APPROVED		1991-92 ADOPTED	
FTE	BASE	FTE	BASE	FTE	BASE	FTE	BASE		FTE	BASE	FTE	BASE	FTE	BASE
0.00	0	2.79	61,495	0.00	0	0.00	0	OFFICE ASST 3	0.00	0	0.00	0	0.00	0
1.00	13,879	1.00	15,580	1.00	16,890	1.00	16,890	OFFICE ASSISTANT 1	0.00	0	0.00	0	0.00	0
6.74	119,223	7.15	132,093	6.00	118,520	6.00	118,520	OFFICE ASSISTANT 2	0.00	0	0.00	0	0.00	0
3.69	77,111	0.00	0	3.00	70,180	3.00	70,180	OFFICE ASSISTANT/SEN	1.00	24,544	0.00	0	0.00	0
0.00	0	0.00	0	0.00	0	0.00	0	WORD PROCESSING OPER	1.00	20,164	0.00	0	0.00	0
0.00	0	0.00	0	0.00	0	0.00	0	DATA PROCESSING CLER	5.00	100,374	0.00	0	0.00	0
2.00	48,381	2.56	62,243	3.00	77,377	3.00	77,377	DATA PROCESS SPEC 1	1.00	25,701	0.00	0	0.00	0
2.41	66,221	3.37	96,357	4.00	120,261	4.00	120,261	DATA PROCESS SPEC 2	5.00	148,104	0.00	0	0.00	0
0.00	0	0.00	0	0.00	0	0.00	0	HEALTH INFO SPEC/SR	0.00	0	0.00	0	0.00	0
0.00	0	0.00	0	0.00	0	0.00	0	FISCAL ASSISTANT/SEN	1.00	24,083	0.00	0	0.00	0
0.00	0	0.00	0	0.00	0	0.00	0	FISCAL ASSISTANT	1.00	18,528	0.00	0	0.00	0
6.53	227,081	4.82	174,714	5.00	188,724	5.00	188,724	PROGRAMMER ANALYST/S	4.00	151,608	0.00	0	0.00	0
0.06	1,510	0.00	0	0.00	0	0.00	0	WORD PROCESSING DPR/	0.00	0	0.00	0	0.00	0
4.00	97,583	3.31	86,246	4.00	112,923	4.00	112,923	PROGRAMMER ANALYST 1	0.00	0	0.00	0	0.00	0
2.25	80,687	2.00	76,918	2.00	80,372	2.00	80,372	PROGRAMMER ANALYST S	3.00	121,485	0.00	0	0.00	0
8.00	233,096	7.88	243,716	10.00	318,906	10.00	318,906	PROGRAMMER ANALYST 2	9.00	297,373	0.00	0	0.00	0
3.00	113,608	4.87	189,799	5.00	207,620	5.00	207,620	SYSTEMS PROGRAMMER	5.00	212,285	0.00	0	0.00	0
0.51	11,729	0.00	0	0.00	0	0.00	0	6040	0.00	0	0.00	0	0.00	0
6.49	171,886	7.10	192,982	7.00	203,938	7.00	203,938	COMPUTER SYSTEMS OPE	7.00	209,030	0.00	0	0.00	0
4.00	159,391	4.76	198,291	5.00	220,830	5.00	220,830	DATA PROCESSING MANA	5.00	226,418	0.00	0	0.00	0
3.00	139,028	3.00	148,461	3.00	157,130	3.00	157,130	DATA PROCESSING MANA	4.00	205,092	0.00	0	0.00	0
1.00	32,428	1.00	35,214	1.00	36,795	1.00	36,795	COMPUTER OPERATIONS	0.00	0	0.00	0	0.00	0
1.00	33,639	1.00	36,171	1.00	39,326	1.00	39,326	ADMINISTRATIVE SPECI	1.00	40,474	0.00	0	0.00	0
1.00	52,413	1.00	56,059	1.00	60,559	1.00	60,559	PROGRAM MANAGER 3	1.00	61,308	0.00	0	0.00	0
56.68	1,678,894	57.61	1,806,339	61.00	2,030,351	61.00	2,030,351	5100 PERMANENT	54.00	1,886,571	0.00	0	0.00	0

DGS-57

# REQUIREMENT DETAIL

1988-89 ACTUAL	1989-90 ACTUAL	1990-91 ADOPTED	1990-91 REVISED	AGENCY: 040 GENERAL SERVICES FUND: 402 TELEPHONE FUND SUM ORG: 7990 TELEPHONE FUND	1991-92 PROPOSED	1991-92 APPROVED	1991-92 ADOPTED
<b>PERSONAL SERVICES</b>							
127,250	140,400	166,466	166,466	5100 PERMANENT	171,878	0	0
5,703	6,934	0	0	5200 TEMPORARY	0	0	0
1,391	2,180	1,896	1,896	5300 OVERTIME	2,010	0	0
544	34	0	0	5400 PREMIUM	0	0	0
30,852	36,677	44,899	44,899	5500 FRINGE BENEFITS	46,564	0	0
165,740	186,225	213,261	213,261	TOTAL EXTERNAL	220,452	0	0
11,745	15,295	20,777	20,777	5550 INSURANCE BENEFITS	27,038	0	0
177,485	201,520	234,038	234,038	<b>TOTAL PERSONAL SERVICES</b>	<b>247,490</b>	<b>0</b>	<b>0</b>
<b>EXTERNAL MATERIALS AND SERVICES</b>							
0	0	0	0	6050 COUNTY SUPPLEMENTS	0	0	0
0	0	0	0	6060 PASS-THROUGH PAYMENTS	0	0	0
114	1,691	0	0	6110 PROFESSIONAL SVCS	0	0	0
3,120	5,048	5,000	5,000	6120 PRINTING	7,000	0	0
0	0	0	0	6130 UTILITIES	0	0	0
508,184	552,655	736,876	774,364	6140 COMMUNICATIONS	767,714	0	0
31,911	41,873	44,129	44,129	6170 RENTALS	30,000	0	0
42,596	830	0	0	6180 REPAIRS AND MAINTENANCE	0	0	0
166,562	251,206	251,111	251,111	6190 MAINTENANCE CONTRACTS	346,736	0	0
0	0	0	0	6200 POSTAGE	0	0	0
3,291	2,300	2,700	2,700	6230 SUPPLIES	12,650	0	0
0	0	0	0	6270 FOOD	0	0	0
5,336	5,340	13,189	13,189	6310 EDUCATION & TRAINING	9,943	0	0
244	282	350	350	6330 TRAVEL	350	0	0
0	0	0	0	6520 INSURANCE	0	0	0
4,840	5,631	4,320	4,320	6530 EXTERNAL DATA PROCESSING	4,320	0	0
0	0	0	0	6550 DRUGS	0	0	0
0	0	0	0	6580 CLAIMS PAID	0	0	0
0	0	0	0	6610 AWARDS AND PREMIUMS	0	0	0
232	331	422	422	6620 DUES AND SUBSCRIPTIONS	436	0	0
0	0	0	0	6700 LIBRARY BOOKS AND MATERIALS	0	0	0
0	0	0	0	7810 PRINCIPAL	0	0	0
0	0	0	0	7820 INTEREST	0	0	0
766,430	867,187	1,058,097	1,095,585	TOTAL EXTERNAL	1,179,149	0	0
<b>INTERNAL SERVICE REIMBURSEMENTS</b>							
102,710	44,508	102,665	102,665	7100 INDIRECT COSTS	81,363	0	0
0	0	0	0	7150 TELEPHONE	0	0	0
38,747	55,721	54,613	54,613	7200 DATA PROCESSING	69,824	0	0
956	332	15,262	15,262	7300 MOTOR POOL	2,500	0	0
12,400	14,000	14,700	36,700	7400 BUILDING MANAGEMENT	16,170	0	0
0	0	0	0	7500 OTHER INTERNAL	0	0	0
0	0	0	0	7550 SERV REIMB TO CAP LEASE RET FU	0	0	0
154,813	114,561	187,240	209,240	TOTAL INTERNAL	169,857	0	0
921,243	981,748	1,245,337	1,304,825	<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>1,349,006</b>	<b>0</b>	<b>0</b>
<b>8100 LAND</b>							
0	0	0	0	8200 BUILDINGS	0	0	0
0	0	0	0	8300 OTHER IMPROVEMENTS	0	0	0
138,191	400,322	336,420	477,970	8400 EQUIPMENT	190,195	0	0
138,191	400,322	336,420	477,970	TOTAL CAPITAL OUTLAY	190,195	0	0
1,070,361	1,453,734	1,607,778	1,786,816	<b>DIRECT BUDGET</b>	<b>1,589,796</b>	<b>0</b>	<b>0</b>
1,236,919	1,583,590	1,815,795	2,016,833	<b>TOTAL BUDGET</b>	<b>1,786,691</b>	<b>0</b>	<b>0</b>

DGS-58

AGENCY: 040 GENERAL SERVICES  
 FUND: 402 TELEPHONE FUND  
 SUM ORG: 7990 TELEPHONE FUND

## PERSONNEL DETAIL

1988-89 ACTUAL		1989-90 ACTUAL		1990-91 ADOPTED		1990-91 REVISED			1991-92 PROPOSED		1991-92 APPROVED		1991-92 ADOPTED	
FTE	BASE	FTE	BASE	FTE	BASE	FTE	BASE		FTE	BASE	FTE	BASE	FTE	BASE
0.00	0	1.32	40,957	0.00	0	0.00	0	ADMIN SPEC 1	0.00	0	0.00	0	0.00	0
0.00	0	1.00	21,453	0.00	0	0.00	0	OFFICE ASST 3	0.00	0	0.00	0	0.00	0
0.92	18,984	1.94	35,796	2.00	37,586	2.00	37,586	OFFICE ASSISTANT 2	2.00	39,054	0.00	0	0.00	0
0.92	19,094	0.00	0	1.00	22,256	1.00	22,256	OFFICE ASSISTANT/SEN	1.00	23,161	0.00	0	0.00	0
1.75	51,585	0.00	0	2.00	62,320	2.00	62,320	WORD PROCESSING UNIT	0.00	0	0.00	0	0.00	0
0.00	0	0.00	0	0.00	0	0.00	0	TELECOMM OFF SPEC	1.00	33,725	0.00	0	0.00	0
0.00	0	0.00	0	0.00	0	0.00	0	TELECOMM TECH SPEC	1.00	29,952	0.00	0	0.00	0
0.92	37,587	1.00	42,194	1.00	44,304	1.00	44,304	DATA PROCESSING MANA	1.00	45,986	0.00	0	0.00	0
4.51	127,250	5.26	140,400	6.00	166,466	6.00	166,466	5100 PERMANENT	6.00	171,878	0.00	0	0.00	0

DGS - 59

**DEPARTMENT OF GENERAL SERVICES**

**BUDGET PRESENTATION**

**1991-92**

**MULTNOMAH COUNTY**  
**DEPARTMENT OF GENERAL SERVICES**  
**MISSION**

**To provide excellence in internal management services to County officials and departments and to ensure compliance with State and County mandated statutory requirements for assessment and taxation and elections services while maintaining a high level of commitment to excellent public service.**

**Multnomah County  
Department of General Services  
Budget Presentation**

**DEPARTMENT OVERVIEW**

The Department of General is proud of its accomplishments for the 1990-91 fiscal year. They represent our commitment to providing quality service to our customers and to working on service improvement projects. The following is a potpourri of our accomplishments:

- Negotiation of agreements with Local 88, Oregon Nurses Association, and three Craft Unions.
- Development of work load indicators to measure productivity improvement and staffing level requirements.
- Completion of updated, easy to follow administrative procedures.
- Customer Service Quality Training for Purchasing and Employee Services.
- Development of internal distribution system for mail, stores and health supplies.
- Program for integration of purchasing and warehousing function of health stores with central purchasing and warehousing.
- Integration of library staff with department including major remodeling of 14th floor to accommodate.
- Implementation of 90-91 phase of countywide cross-cultural diversity training.
- Further implementation of classification/compensation study.

The passage of Ballot Measure 5 has had a dramatic impact on County government. Passage has affected Assessment and Taxation and Information Services Division the most within our department. Though the ballot measure does not take effect until July, 1991, both of these divisions have begun preparing for the impact this fiscal year. ISD staff is already reprogramming the computer systems which support the Assessment and Taxation Division to comply with the requirements of Measure 5. The local counties, the Department of Revenue and the Legislature have all identified the coming tax year as a transition year. Definitions and processes will be put in place which will only be in effect for the coming year and will be changed for the following year. Assessment and Taxation is closely involved in the legislative deliberations in Salem as 200-300 pages of legislation has been identified as "enabling" legislation. This legislation literally affects every aspect of doing business in A & T. The department met its constraint budget figures except it did not take the "Tier 2" cuts of \$500,000 and \$250,000, respectively for Assessment & Taxation and Elections.

As part of our Tier 1 constraint, ISD returned \$200,000 to the general fund. In order to accomplish that, ISD's budget reflects a reduction in its workforce by 7 FTE. This cut will increase the time necessary to respond to work requests, decrease the ability to respond to critical problems, and decrease our ability to provide technical support to departments and division staff responsible for PC and LAN support. This stretches the division's ability to meet customer needs and to keep abreast of technological advances in order to service future needs. The department complied with the rest of its Tier 1 constraint by elimination of positions, reduced telephone costs, conservative increases in Material and Services and internal efficiencies.

Our budget request for FY 91-92, for the most part, represents step increases for our employees and some modest increases in Materials and Services. Within our constraint, our capital request increased from last year because of several major purchases including a lift truck and a MICR quality check printer. Some organizational changes have taken place which also affect our budget. The central word processing unit formerly in Administrative Services was transferred to the Director's Office and supervision of that unit was absorbed. Planning and Budget and Affirmative Action were transferred to the Chair's office. A Management Analyst position in Employee Services was downgraded to an Employee Services Specialist I. One financial systems person from Planning and Budget was moved to Finance; in order to accommodate this change, two retirements in Finance were not filled.

Out of the \$3.3 million Support Services Budget, \$2.25 million are reimbursable costs for support of other funds; we do not, however, recover that reimbursement.

For fiscal year 1991-92, the Department of General Services will continue to work on improving quality and productivity, making all countywide administrative systems and procedures more efficient and complying with the mandates of Ballot Measure 5.

458A/BS

DEPARTMENT OF GENERAL SERVICES  
FISCAL YEAR 1991-92

DEPT OF GENERAL SERVICES  
Linda Alexander, Director

Labor Relations  
Ken Upton

Operations Unit  
Barbara Simon

Risk Management  
Jean Miley

Finance  
Dave Boyer

Administrative Services  
Kathy Busse

Employee Services  
Curtis Smith

Assessment & Taxation  
Janice Druian

Elections  
Vicki Ervin

Information Services  
Jim Munz

- Administration
- Accounts Payable
- Accounting
- Treasury
- Payroll

- Administration
- Contracts Management
- Bd of Equalization
- Purchasing
- Records Management
- Warehouse/Stores

- Personnel
- Training
- Health and Benefits

- Administration
- Technical Support
- Records Management
- Recording
- Appraisal
- Tax Collection
- Marriage Licenses

- Administration
- Elections
- Special Projects
- Voter Education

- Administration
- Information Center
- Information Systems
- Computer Operations
- Technical Support
- Telecom - Data
- Telephone Office

**General Services  
Support Services Proposed Budget 1991-92  
Summary**

	Labor Relations		Finance		Admin. Services		Employee Services		Totals		Director's Office	
	90-91	91-92	90-91	91-92	90-91	91-92	90-91	91-92	90-91	91-92	90-91	91-92
PS	183,978	190,829	1,047,782	1,070,349	969,336	889,013	540,051	524,106	2,741,147	2,674,297	128,653	172,721
MS	48,703	70,097	243,804	268,640	202,073	164,483	161,470	173,520	656,050	676,740	92,798	104,261
Capital	0	0	0	0	0	0	0	0	0	0	44,500	55,040
<b>Total</b>	<b>232,681</b>	<b>260,926</b>	<b>1,291,586</b>	<b>1,338,989</b>	<b>1,171,409</b>	<b>1,053,496</b>	<b>701,521</b>	<b>697,626</b>	<b>3,397,197</b>	<b>3,351,037</b>	<b>265,951</b>	<b>332,022</b>

	Labor Relations		Finance		Admin. Services		Employee Services		Totals		Director's Office	
	90-91	91-92	90-91	91-92	90-91	91-92	90-91	91-92	90-91	91-92	90-91	91-92
FTE	3.5	3.5	26.31	25.50	24.80	23.96	12.50	12.00	67.11	64.96	3	6

**General Services  
Non-Discretionary Proposed Budget 1991-92  
Summary**

	Cable		Elections		Board of Equalization		Assessment & Taxation		ISD (DP)		ISD (Telephone)		Total	
	90-91	91-92	90-91	91-92	90-91	91-92	90-91	91-92	90-91	91-92	90-91	91-92	90-91	91-92
PS	83,991	86,645	956,030	977,265	98,600	83,786	6,053,234	6,214,573	2,934,552	2,784,252	234,038	247,490	10,349,913	10,535,010
MS	942,956	1,123,714	1,694,047	2,200,264	58,136	75,480	2,631,949	2,385,643	2,941,114	2,639,668	1,304,825	1,349,006	9,573,027	10,145,478
Capital	0	0	0	0	6,220	1,000	245,878	210,702	553,016	62,600	477,970	190,195	1,283,084	464,497
<b>Total</b>	<b>1,026,947</b>	<b>1,210,359</b>	<b>2,650,077</b>	<b>3,177,529</b>	<b>162,956</b>	<b>160,266</b>	<b>8,931,061</b>	<b>8,810,918</b>	<b>6,428,682</b>	<b>5,486,520</b>	<b>2,016,833</b>	<b>1,786,691</b>	<b>21,206,024</b>	<b>21,144,985</b>

	Cable		Elections		Board of Equalization		Assessment & Taxation		ISD (DP)		ISD (Telephone)		Total	
	90-91	91-92	90-91	91-92	90-91	91-92	90-91	91-92	90-91	91-92	90-91	91-92	90-91	91-92
FTE	2.0	2.0	17.0	17.0	2.0	1.58	153.42	154.42	61.00	54.00	6.00	6.00	241.42	235

Department of General Services  
 Support Services/Insurance Fund  
 Proposed Budget 1991-92  
 Summary

	Risk		Health Benefits		Total	
	1990-91	1991-92	1990-91	1991-92	1990-91	1991-92
Personnel	287,639	322,906	120,064	147,729	407,729	470,635
M & S	3,328,405	3,269,845	10,714,051	12,387,233	14,042,456	15,657,078
Capital	28,450	27,950	3,480	1,700	31,930	29,650
Total	3,644,494	3,620,701	<del>10,837,595</del> 10,837,595	12,536,662	14,482,115	16,157,363
FTE	3.5	4.0	3.5	4.0	7.0	8.0

464A

Multnomah County  
Department of General Services  
Proposed Budget

**FUNCTIONAL OVERVIEW**

**DIRECT SERVICES TO THE PUBLIC**

	Revised 1990-91	Proposed 1991-92
Administrative Services		
Cable Office	\$ 1,026,947	\$ 1,210,359
Board of Equalization	162,956	160,266
Assessment & Taxation	8,931,061	8,810,918
Elections	2,650,077	3,177,529
<b>Totals</b>		
<b>General Fund</b>	<b>\$ 11,744,094</b>	<b>\$ 12,148,713</b>
<b>Cable Fund</b>	<b>1,026,947</b>	<b>1,210,359</b>
<b>DIRECT SERVICES TOTAL</b>	<b>\$ 12,771,041</b>	<b>\$ 13,359,072</b>

**Support Services to County Departments**

	Revised 1990-91	Proposed 1991-92
Labor Relations	\$ 232,681	\$ 260,926
Finance	1,291,586	1,338,989
Administrative Services		
Purchasing, Records	1,171,409	1,053,496
Warehouse, Stores		
Employee Services	701,521	697,626
Information Services		
Data Processing Fund	6,428,682	5,486,520
Telephone	2,016,833	1,786,691
<b>TOTALS</b>		
<b>General Fund</b>	<b>\$ 3,397,197</b>	<b>\$ 3,351,037</b>
<b>Data Processing Fund</b>	<b>6,428,682</b>	<b>5,486,520</b>
<b>Telephone Fund</b>	<b>2,016,833</b>	<b>1,786,691</b>
<b>SUPPORT SERVICES TOTAL</b>	<b>\$ 11,842,712</b>	<b>\$ 10,624,248</b>

**Insurance Fund**

	Revised 1990-91	Proposed 1991-92
Health Benefits	\$ 10,837,595	\$ 12,536,662
Risk Management	3,644,494	3,620,701
<b>TOTAL</b>	<b>\$ 14,482,089</b>	<b>\$ 16,157,363</b>

**Department Management**

	Revised 1990-91	Proposed 1991-92
Director's Office Includes Central Word Processing, Capital, and Education and Training	\$ 425,221	\$ 560,110
<b>TOTAL</b>	\$ 425,221	\$ 560,110

**GRAND TOTAL**

General Fund Total	\$ 15,566,512	\$ 16,059,860
Cable Fund Total	1,026,947	1,210,359
Insurance Fund Total	14,482,089	16,157,363
Data Processing Fund Total	6,428,682	5,486,520
Telephone Fund Total	2,016,833	1,786,691
<b>GRAND TOTAL</b>	\$ 39,521,063	\$ 40,700,793

476A

Multnomah County  
Department of General Services  
Proposed Budget

**ORGANIZATIONAL OVERVIEW**

**Office of the Director**

	Revised 1990-91	Proposed 1991-92
General Fund	3 FTE \$425,221	6 FTE \$560,110

- Standard salary and fringe changes.
- Transfer of Central Word Processing to Director's Office.
- Increase in capital because of major OTO expenses: \$22,000, lift truck; \$12,000 MICR quality check printer; \$15,624 LANS for 14th floor.
- Education and training reduced \$10,000; includes \$6,000 transferred with Planning and Budget and 3% reduction in line item.

**Risk Management**

	Revised 1990-91	Proposed 1991-92
Insurance Fund	3.5 FTE \$3,644,494	4.0 FTE \$3,620,701

- Standard salary and fringe changes; increase of .5 clerical FTE.
- \$53,810 increase in liability insurance due to cross-cultural and diversity training.
- \$26,200 increase in property insurance due to Library.
- \$82,481 decrease in Workers' Compensation resulting from more accurate rate calculation projected on claims history.

**Labor Relations**

	Revised 1990-91	Proposed 1991-92
General Fund	3.5 FTE \$232,681	3.5 FTE \$260,926

- Standard salary and fringe increase.
- \$20,465 increase in professional services in anticipation of labor impact resulting from Option I and potential of all major labor contracts coming due at one time.\*

**Finance**

	Revised 1990-91	Proposed 1991-92
General Fund	26.31 FTE \$1,291,586	25.50 FTE \$1,338,989

- Standard salary and fringe increases.
- Transfer of 1.00 FTE from Planning and Budget and reduction of 2.00 FTE through retirement.
- LGFS system responsibility transferred from Planning and Budget.
- Overall increase of less than 1% despite additional workload created by Library transition.

**Administrative Services**

	Revised 1990-91	Proposed 1991-92
General Fund	26.80 FTE	22.38 FTE
	\$1,334,365	\$1,213,762

**Cable Fund**

	Revised 1990-91	Proposed 1991-92
	2.00 FTE	2.00 FTE
	\$1,026,947	\$1,210,359

- Standard salary and fringe increase.
- Elimination of Operation Supervisor position; transfer of word processing unit to Director's Office. This reduced both PS and M&S.
- Transfer of .5 FTE from Purchasing to Central Stores to create full-time position in Central Stores.
- Printing costs for the division decreased by \$18,150.

**Employee Services**

	Revised 1990-91	Proposed 1991-92
General Fund	12.00 FTE	12.00 FTE
	\$701,521	\$697,626

	Revised 1990-91	Proposed 1991-92
Insurance Fund	3.50 FTE	4.00 FTE
	\$10,837,595	\$12,536,662

- Standard salary and fringe increase.
- Reduction of .5 FTE in Affirmative Action prior to transfer to Chair's Office.
- Downgrade of one position from Personnel Analyst to Technician.
- Increase in travel because more employees qualify for bus pass.
- Increase in dues and subscriptions because of addition of personnel law update service.
- Increase of .5 FTE in Health Benefits because of increased workload and number, diversity, and complexity of employee benefits.
- Despite several increases in professional services in Health Benefits (Mercer, Cascade Counseling, and Bylines), M and S in this section decreased.

**Assessment & Taxation**

	Revised 1990-91	Proposed 1991-92
General Fund	153.42 FTE	154.42 FTE
	\$8,931,061	\$8,810,918

- Standard salary and fringe increases.
- Addition of Personal Property Tax Collection Specialist.
- \$2,185,072 reimbursement from HB 2338.
- Budget reflects 2nd year of compliance with HB 2338.

### Elections

	Revised 1990-91	Proposed 1991-92
General Fund	17.00 FTE \$2,650,077	17.00 FTE \$3,177,529

- Standard salary and fringe increases.
- Increase in postage because of increase in postal rates.
- Addition of \$379,009 because of primary election.

### Information Services

	Revised 1990-91	Proposed 1991-92
Data Processing Fund	61.00 FTE \$6,428,682	54.00 FTE \$5,486,520
Telephone Fund	6.00 FTE \$2,016,833	6.00 FTE \$1,786,691

- Standard salary and fringe increases.
- Reduction of 7 FTE or 11% of work force causing increased time to respond to work requests; decrease our ability to provide PC and LAN support.
- Decrease of 18% in telephone rates.

475A

**Multnomah County  
Department of General Services  
Proposed Budget 1991-92**

**Financial Overview**

**Total General Services Budget**

**General Fund** **\$16,059,860**

**Revenues**

- \$ 2,554,363 Fees, Cost Recovery, and Transfers
- 2,185,072 A & T Support from State
- 11,320,425 General Revenue including various taxes, interest, state-shared revenues and internal indirect cost recovery.

**Insurance Fund** **\$16,157,363**

- \$13,544,863 Service Reimbursements
- 422,500 Interest
- 1,640,000 Beginning Working Capital
- 550,000 Insurance Premiums

**Data Processing Fund** **\$ 5,486,520**

- \$ 192,659 Beginning Working Capital
- 533,955 Federal/State Service Reimbursement
- 4,424,968 General Fund Service Reimbursement
- 110,642 Misc. Service Reimbursement
- 65,000 Interest
- 159,296 Outside Users and Misc. Charges

**Cable Fund** **\$ 1,210,359**

**Telephone Fund** **\$ 1,786,691**

- \$ 145,327 Beginning Working Capital
- 661,425 General Fund Service Reimbursement
- 479,620 Federal/State Fund Reimbursement
- 226,664 Other Service Reimbursement
- 19,500 Interest
- 32,386 Other Users
- 221,769 Courts

**CITIZEN BUDGET ADVISORY COMMITTEE  
DEPARTMENT OF GENERAL SERVICES  
MULTNOMAH COUNTY**

Budget Recommendations  
April 1991

Bruce Broussard  
Paul Eisenberg  
Frank Howatt  
Delores Judkins  
Robert Tepper  
Michael Schultz

## **BACKGROUND:**

In response to the passage of Ballot Measure 5, the Multnomah County Board of Commissioners has adopted a two-tier "cut" package to deal with the projected loss of \$24 million in general fund revenue. Tier 1 reduces the budget allocation for the Department of General Services by \$916,000; Tier 2 requires an additional \$750,000 reduction. Included in Tier 1 is an across-the-board 3% reduction for all divisions within the Department. We understand the impossible task with which the commissioners are faced; a reduction must be made and the choices aren't easy ones. We are recommending, however, that A & T and Elections be exempted from either of the two tier proposals for sound fiscal reasons.

## **ELECTIONS:**

Elections is a mandated function and elections must be held whether or not dollars are budgeted for them. Appropriating inadequate funds for this function will only result in using dollars from the general fund contingency later in the fiscal year. This is a classic "you can pay me now or you can pay me later" scenario. Virtually no money will be saved. Further, to expect "efficiencies" from this division ignores the approximately \$320,000 per year which Elections now saves because of efficiencies, like cardboard election booths and automation, which have been implemented over the past three years.

## **ASSESSMENT AND TAXATION:**

Ballot Measure 5 affects the amount of property tax revenue which the County receives; it also dramatically affects how the County collects that revenue. As a constitutional amendment, it makes hundreds of current statutes inoperable. Collecting all of the money owed through property taxes is critical to the fiscal well-being of all jurisdictions for whom the County collects taxes. Currently, the County does not collect some \$3-4 M in personal property taxes. While some of this amount is impossible to collect, every effort should be made to garner those dollars.

Rather than reduce the budget for this division, the County should add staff and resources to maximize the taxable assessed values under the definition of the law. This includes ensuring that all real property is assessed as close to 100% of true market value as is possible not its depreciated value. It also involves properly identifying and adding to the tax rolls all personal property that can be taxed.

As the remaining divisions within DGS are too small to absorb A & T's 3% reduction, those dollars will need to be found elsewhere in the County to meet the reduction necessary because of Ballot Measure 5.

## **FEES:**

Finally, we want to reiterate our recommendation from our October 16, 1990 report regarding fees. Ask the State Legislature for immediate emergency authority to charge fees for those functions that the County is required to provide without a corresponding source of revenue. These fees should be structured to reflect the real and total costs of providing the services. For example, fees to the taxing authority for general and primary elections, recovery of costs of collecting and distributing taxes, fees for copies of the computerized mapping data, higher fees for recording, and limits on the costs of providing chambers and facilities for the Judicial system should all be considered.

## **CONCLUSION:**

The cuts which must be made are real and will hurt because they impact desperately needed services. After the cuts have been made, then DGS should be re-examined in light of its altered role, increased central administrative functions, revised numbers of County employees and contracts to be administered, redefined labor relations workload and other relevant factors. As a result of such re-examination, determine the revised level of staffing and expense required to support the revised County organization.



# MULTNOMAH COUNTY OREGON

BOARD OF COUNTY COMMISSIONERS  
GLADYS McCOY  
PAULINE ANDERSON  
GARY HANSEN  
RICK BAUMAN  
SHARRON KELLEY

DEPARTMENT OF GENERAL SERVICES  
PORTLAND BUILDING  
1120 SW FIFTH, 14TH FLOOR  
PORTLAND, OR 97204-1934

AT OTHER LOCATIONS:

OFFICE OF THE DIRECTOR (503) 248-3303  
EMPLOYEE SERVICES (503) 248-5015  
FINANCE (503) 248-3312  
LABOR RELATIONS (503) 248-5135

ADMINISTRATIVE SERVICES (503) 248-5111  
ASSESSMENT & TAXATION (503) 248-3345  
ELECTIONS (503) 248-3720  
INFORMATION SERVICES (503) 248-3749

## MEMORANDUM

TO: Bill Farver  
Robert Trachtenberg  
Fred Christ and Karen Belsey  
Mike Delman and Matt Slavin

FROM: Barbara Simon, Management Assistant *Barbara*

DATE: April 8, 1991

SUBJECT: Questions about the DGS budget

Enclosed are the DGS responses to the questions raised by Board staff at last week's meeting. I did not enclose a copy of the Hill report on work load indicators because Fred Christ indicated he would be willing to share his copy with other staff on the 6th floor.

I hope this provides your office with the information needed for our budget hearing on the 12th.

467A/BS

Enclosure

c: Linda Alexander  
Gladys McCoy  
Hank Miggins

**1990-91 - Professional Services Expenditures for Director's Office, Department of General Services**

Vendor	Amount
Cascade Counseling Bill not paid during previous division manager's tenure	\$ 800
Public Finance Management Alternative Revenue Study	9,500
Porter Performance Systems Team Building Consulting Conflict Resolution	9,859
Judy Clark Consulting Team Building	2,925
14th Floor Remodel	30,000
<b>Total</b>	<b>\$53,084</b>

---

**Vacancies/ Director's Office**

Since November 6, 1990 we have eliminated the Operations Supervisor position from our word processing unit. That position does not appear in our 1991-92 budget request. In November, that unit was in Administrative Services. Since, the elimination of the supervisor position, it has become part of the Director's office.

---

**1991-92 - Professional Services/Director's Office, Department of General Services**

With less than 25% of the fiscal year remaining, the Director's Office has already spent twice as much in professional services as budgeted; most of these were unanticipated expenses. See below for expenditures to date.

Based upon this year's history, we doubled our professional services line item and anticipate spending the funds in the following way:

- Conflict resolution, team building, customer service, consulting skills, organizational effective. \$30,000
- Management consulting. 10,000
- Special studies. 10,000
- Workload indicators for the Operations Unit. 1,500

## DEPARTMENT OF GENERAL SERVICES

04-Apr-91

Code	Object Detail	DGS DIRECTOR	OPERATIONS UNIT	TOTAL
5100	PERMANENT	141,533	63,931	205,464
5200	TEMPORARY (B)	10,000	0	10,000
5300	OVERTIME (B)	0	0	0
5400	PREMIUM PAY (B)	0	0	0
5500	FRINGE (C)	37,153	17,260	54,413
	DIRECT PERSONAL SERVICES	188,686	81,191	269,877
5550	INS BENEFITS (C)	20,025	14,019	34,044
	PERSONAL SERVICES	208,711	95,210	303,921
6110	PROFESSIONAL SERVICES (A)	50,000	1,500	51,500
6120	PRINTING (B)	1,500	1,800	3,300
6130	UTILITIES (B)	0	0	0
6140	COMMUNICATIONS (B)	0	0	0
6170	RENTALS (A)	0	0	0
6180	REPAIRS & MAINTENANCE (B)	1,500	2,000	3,500
6190	MAINTENANCE CONTRACTS (A)	0	2,159	2,159
6200	POSTAGE (B)	400	0	400
6230	SUPPLIES (B)	1,500	4,300	5,800
6270	FOOD (A)	1,000	0	1,000
6310	EDUCATION & TRAINING (B)	93,000	0	93,000
6330	TRAVEL (B)	1,500	250	1,750
6520	INSURANCE (A)	0	0	0
6530	EXTERNAL DATA PROCESSING (A)	0	0	0
6550	DRUGS (A)	0	0	0
6610	AWARDS & PREMIUMS (B)	0	0	0
6620	DUES & SUBSCRIPTIONS (B)	400	100	500
	DIRECT MATERIALS AND SERVICES	150,800	12,109	162,909
7150	TELEPHONE (B)	4,200	2,980	7,180
7200	DATA PROC SERVICES (B)	0	0	0
7300	MOTOR POOL SERVICES (B)	100	0	100
7500	OTHER INT. SERVICES (A)	0	0	0
	INTERNAL SVC. REIMBURSEMENTS	4,300	2,980	7,280
	TOTAL MATERIAL/SERVICES	155,100	15,089	170,189
8300	OTHER IMPROVEMENTS (A)	0	0	0
8400	EQUIPMENT (A)	86,000	0	86,000
	CAPITAL OUTLAY	86,000	0	86,000
	DIRECT BUDGET	425,486	93,300	432,786
	TOTAL BUDGET	449,811	110,299	560,110

DGS  
 EDUCATION AND TRAINING  
 1990-91

Administrative Services

Advanced Training Lab in Group Process - 1 staff	\$ 1,500
NIGP National Conference, Atlanta, GA 2 staff @ \$1,224, 1 staff @ \$906	2,130
NIGP Advanced Purchasing Seminar, 2 staff @ \$350	700
Western Regional User Conference, 2 staff @ \$700	1,400
OPPA Seminar 3 staff @ \$20 each, 6 seminars	360
Inventory Control/Materials Management, 2 staff @ \$350	700
ARMA National Conference, 1 staff @ \$1,800	1,800
Advanced Training in Contract Administration	700
Glossary Training (WPC) 3 staff @ \$370	1,110
Telecommunications Training (WPC) 3 staff @ \$370	1,110
Graphics Training (WPC) 3 staff @ \$370	<u>1,110</u>
Total	\$12,620

Elections

DFM Associates Users Conference	
County Clerks Annual Conference	
County Clerks Mid-winter Conference	
Election Center Conference	
IACREOT Conference	
Development Training for Director, Prog/Staff Asst, Election Manager, Election Supervisor	<u>\$ 6,600</u>

Finance

GFOA Annual Conference (Admin.)	\$ 1,200
Oregon Society of Certified Public Accountants	600
GFOA/OMFOA Regional Seminars	1,000
ISD Classes 5 @ \$40	200
Tuition Reimbursements 5 @ \$130	650
LGFS National Users Meeting (Accounts Payable)	1,500
LGFS National Users Meeting (General Ledger)	1,500
Seminars and Single Audit	1,000
Communications Training 6 @ \$100	600
Accounting Training	700
LGFS West Coast Conference	900
County Treasurer Meetings 2 @ \$200 (Treas)	400
Oregon Municipal Finance Officers Meeting 2 @ \$500	1,000
Gov't Finance Officers Cash Mgmt. Seminar (Treas)	800
National Cash Manager Seminar (Treas)	1,300
MSA (Payroll) User Meetings quarterly	150
MSA (Payroll) Annual Meeting - 1 person	1,200
MSA (Payroll) WUPPS Conference	415
American Payroll Association Regional Meeting	<u>415</u>
Total Travel and Training for Finance	\$15,530

Employee Services

Blacks in Government Conference	\$ 1,000
Professional Growth	1,500
Personnel Training for Analysts	4,000
Compensation Training	1,000
Affirmative Action Training	<u>4,000</u>
	\$11,500

Planning and Budget

Work Retreat with Trainer	\$ 2,000
LGFS User Conference	1,500
LGFS Site Visits 2 x 1200	2,400
Tuition Reimbursement	1,500
Specialized Training	2,000
Supervisory Training and Skill Building	<u>2,000</u>
	\$11,400

Labor Relations

Workshops on National Public Employees	\$ 3,000
Labor Association Meetings 2 x \$1,500	
Various Workshops for Prof. Growth	<u>1,000</u>
	\$ 4,000

Director

Training for Department in development and implementation of management convictions and values, performance measurements, planning and management, etc.	\$14,180
Prof. development for Director and staff	10,000
Values Based Management	<u>17,604</u>
	\$41,788

1204M

1204M



# MULTNOMAH COUNTY OREGON

BOARD OF COUNTY COMMISSIONERS  
GLADYS McCOY  
PAULINE ANDERSON  
GARY HANSEN  
RICK BAUMAN  
SHARRON KELLEY

DEPARTMENT OF GENERAL SERVICES  
PORTLAND BUILDING  
1120 SW FIFTH, 14TH FLOOR  
PORTLAND, OR 97204-1934

AT OTHER LOCATIONS:

OFFICE OF THE DIRECTOR (503) 248-3303  
EMPLOYEE SERVICES (503) 248-5015  
FINANCE (503) 248-3312  
LABOR RELATIONS (503) 248-5135

ADMINISTRATIVE SERVICES (503) 248-5111  
ASSESSMENT & TAXATION (503) 248-3345  
ELECTIONS (503) 248-3720  
INFORMATION SERVICES (503) 248-3749

## M E M O R A N D U M

TO: Barbara Simon, Management Assistant  
FROM: Kenneth Upton, Labor Relations Manager *K*  
DATE: April 5, 1991  
SUBJECT: Professional Services

You asked for a discussion of the professional services line item of our budget, an amount of \$56,715. The nature of these expenditures are:

### 1. Categories

Professional services fees in this section are spent generally for:

- Grievance arbitrator fees.
- Interest arbitrator fees.
- Factfinders fees.
- Employment Relations Board hearing expenses.
- Expert witness fees in association with the above hearings.
- Actuarial fees in conjunction with health and welfare and retirement issues during collective bargaining.
- Legal fees in instances in which outside counsel is required due to questions of legal expertise or workload consideration.

### 2. Level

Establishing a reasonable budgeting level for this line item is difficult due to the high degree of variability of activity between years in the collective bargaining arena and the uncertainty of expenditures for any particular activity. For example, actuarial work related to the take over of the library resulted in over expenditure of this line item in FY 1989-90. The proposed budget is essentially an extension of the 1989-90 budget with two major changes:

- A budget modification related to the estimates of Library Association impact added approximately \$10,000 during FY 1990-91.

Barbara Simon, Management Assistant  
April 5, 1991  
Page 2

- The Department Director's expressed concern regarding the one-year Local 88 wage freeze contract. This makes all or most of our major labor contracts potentially come due at one time, July 1, 1992; \$20,000 was added to this budget to attempt to plan for this impact.

This budget is thus experienced based with added increments related to estimates of special impacts.

1209L/KU/ljd



# MULTNOMAH COUNTY OREGON

BOARD OF COUNTY COMMISSIONERS  
GLADYS McCOY  
PAULINE ANDERSON  
GARY HANSEN  
RICK BAUMAN  
SHARRON KELLEY

DEPARTMENT OF GENERAL SERVICES  
PORTLAND BUILDING  
1120 SW FIFTH, 14TH FLOOR  
PORTLAND, OR 97204-1934

OFFICE OF THE DIRECTOR (503) 248-3303  
EMPLOYEE SERVICES (503) 248-5015  
FINANCE (503) 248-3312  
LABOR RELATIONS (503) 248-5135

AT OTHER LOCATIONS:

ADMINISTRATIVE SERVICES (503) 248-5111  
ASSESSMENT & TAXATION (503) 248-3345  
ELECTIONS (503) 248-3720  
INFORMATION SERVICES (503) 248-3749

RECEIVED  
APR 05 1991

## MEMORANDUM

DEPARTMENT OF GENERAL SERVICES  
~~DIRECTORS OFFICE~~  
MULTNOMAH COUNTY, OREGON

TO: Barbara Simon, Management Assistant  
FROM: Ken Upton, Labor Relations Manager   
DATE: April 4, 1991  
SUBJECT: All Division Questions Regarding Vacancies

Responsive to your inquiry:

1. None of our general fund positions were filled after November 6, 1990.
2. We have no general fund vacancies which remain open because of the hiring freeze.
3. We have no general fund vacancies.

1210LR/KU/js

- 
- (1) Insurance premiums for County operations.
  - (2) Costs and expenses related to administration, investigation, adjustment and litigation of all insured and uninsured claims, and loss arising from the County's operations.
  - (3) All costs for repairing and replacing personal property, money, and improvements to real property owned or leased by the County to the extent the County has contractually assumed risk of loss, where such property losses are within the coverage and retention level of insurance coverage carried by the County.
  - (4) Assessments, licenses, fees, and bonds promulgated by state statute.
  - (5) Employee workers' compensation claim expenditures in accordance with applicable statutes.
  - (6) County risk management administration expenses.
  - (7) Loss prevention expenditures for minor unanticipated projects not budgeted by the departments needed to immediately reduce loss frequency expense and comply with state/federal safety and health regulations.
  - (8) County unemployment obligations and related administrative expenditures.
  - (9) Employee medical/dental health care claims and related administrative expenditures.
  - (10) Any other insurance or self-insurance related expenditures as deemed appropriate by the County Executive within standard budgetary procedures.

(D) Fund reporting: A report shall be provided semi-annually to the County Executive and Board of County Commissioners on the financial status of the Insurance Fund Accounts.

(E) Fund balance: The Insurance Fund balance shall be maintained at a level to pay all claims, premiums, administration expenditures, reserves and future reserves for incurred but not reported (IBNR) claims. Amounts shall not be transferred from the Insurance Fund unless a program defined by subsection (A) of this section is discontinued without further financial obligation and/or it is determined by a qualified independent actuary that the fund level may be adjusted.

[Ord. 381 s. 2 (1983)]



# MULTNOMAH COUNTY OREGON

BOARD OF COUNTY COMMISSIONERS  
GLADYS McCOY  
PAULINE ANDERSON  
GARY HANSEN  
RICK BAUMAN  
SHARRON KELLEY

DEPARTMENT OF GENERAL SERVICES  
PORTLAND BUILDING  
1120 SW FIFTH, 14TH FLOOR  
PORTLAND, OR 97204-1934

OFFICE OF THE DIRECTOR (503) 248-3303  
EMPLOYEE SERVICES (503) 248-5015  
FINANCE (503) 248-3312  
LABOR RELATIONS (503) 248-5135

AT OTHER LOCATIONS:

ADMINISTRATIVE SERVICES (503) 248-5111  
ASSESSMENT & TAXATION (503) 248-3345  
ELECTIONS (503) 248-3720  
INFORMATION SERVICES (503) 248-3749

## M E M O R A N D U M

TO: Barbara Simon, Management Assistant  
FROM: David Boyer, Finance Director *DB*  
DATE: April 5, 1991  
SUBJECT: Finance Division's Budget

**RECEIVED**  
APR 05 1991  
DEPARTMENT OF GENERAL SERVICES  
DIRECTORS OFFICE  
MULTNOMAH COUNTY, OREGON

As requested, the following are the answers to the questions of Board staff regarding the Finance Division's budget.

Finance has not filled any vacancies since November 1990. We currently have two vacancies in the General Ledger Section. We are using temporary help to do the assigned duties of these positions. Neither of these positions are included in the 1991-92 budget.

1. How are the rates for Workers' Compensation determined?

The rates are based on the actuarial valuation of claims by department. Alexis Risk Management Services performed the actuarial valuation in March of 1990. The valuation takes into consideration the County's past claims history, insurance industry trends including any law changes, and the County's insurance management policies.

Alexis had performed this audit in 1982 and again in 1987 and the future claims projected by them during those actuarials have had an error variance of less than 5 percent.

2. Why the increase in printing and professional services in Finance administration?

The increase in printing is due to the need to publish a summary retirement plan booklet for all Library employees. As stipulated in the Library transfer, the Finance Director is the Library Retirement Plan Administrator and this summary plan booklet is required by federal law. In addition to the Library retirement plan booklet, the County will be adding two new deferred compensation carriers and we need to redraft all of our forms for the deferred comp plan and publish a new summary plan document for all participants.

The increase in professional services is also due to the Library transition. During fiscal year 1990-91 the cost for the actuarial and audit of the Library retirement plan was accounted for in the Accounting Section. Please note that professional services in the Accounting Section decreased by \$18,000.

3. What are the actual costs of division-wide professional services for fiscal year 1990-91.

The following are the actual expenditures of professional services of Finance for the period ending February 28, 1990. Since there are several months left in the fiscal year, we have estimated the remaining four months plus any delayed billings from January and February.

<u>Description</u>	<u>2/28/91</u>	<u>Estimate</u>	<u>Total</u>
Annual audit fee	\$53,000	\$4,000	\$ 57,000
Library asset valuation		20,000	20,000
Library retirement plan document	3,700		3,700
Bank fees	22,000	22,000	44,000
Temporary year-end assistance	7,800		7,800
Total			<u>\$132,500</u>

4. What is the increase in M & S Finance Administration?

The major increases are described in Number 2 above. The remainder is in the postage line item. This increase is due to the more accurate accounting of postage by section. Over the past few years we have been charging actual cost of mailings to the appropriate sections. The overall increase is due to the increase in postage costs.

5. What is the increase in personal services in Accounts Payable?

The increase in personal services in the Accounts Payable section is due to step increases and fringe benefit increases taken from the personal services worksheet. No additional staff were added.

6. Why were Payroll positions increased and what is the increase in M&S?

Two positions were added to Payroll <sup>in 90/91</sup> as a result of the Library merger. The increase in M & S is a result of the postage increase and reallocation of supplies to reflect actual expenditures by section.

If you need additional information, please let me know.



# MULTNOMAH COUNTY OREGON

BOARD OF COUNTY COMMISSIONERS  
GLADYS McCOY  
PAULINE ANDERSON  
GARY HANSEN  
RICK BAUMAN  
SHARRON KELLEY

DEPARTMENT OF GENERAL SERVICES  
PORTLAND BUILDING  
1120 SW FIFTH, 14TH FLOOR  
PORTLAND, OR 97204-1934

OFFICE OF THE DIRECTOR  
EMPLOYEE SERVICES (503) 248-5015  
FINANCE (503) 248-3312  
LABOR RELATIONS (503) 248-5135

AT OTHER LOCATIONS:

ADMINISTRATIVE SERVICES (503) 248-5111  
ASSESSMENT & TAXATION (503) 248-3345  
ELECTIONS (503) 248-3720  
INFORMATION SERVICES (503) 248-3749

## MEMORANDUM

TO: Barbara Simon, Management Assistant

FROM: Curtis Smith, Director   
Employee Services Division

DATE: April 5, 1991

SUBJECT: 1991/92 BUDGET

This is in response to the questions that were raised by Board staff in reviewing the DGS budget.

- We have no General Fund positions that were filled after November 6, 1990, nor do we have any positions that are currently vacant.
- The General Fund professional services expenditures are detailed on an attached sheet.
- Our staff has discussed the classification process and the classification numbering system with Mike Delman. Briefly, many of the year-to-year discrepancies between occupational categories are due to a number assignment glitch in setting up the new classification structure that was implemented after the adoption of the 1990/91 budget.
- The questions relating to our Insurance Fund budget are addressed in a separate memo from Merrie Ziady, attached.

Please let us know if there is any further information we can provide.

1078E2/CS/lb

Attachments

Employee Services Division  
General Fund  
Professional Services Expenditures

Training

Employee Newsletter	\$ 20,000
Supervisory Training	18,000
Clerical Training	20,000

Personnel

Deputy Sheriff Examinations	450
Classified Advertising	<u>52,569</u>

TOTAL	\$111,019
-------	-----------



# MULTNOMAH COUNTY OREGON

BOARD OF COUNTY COMMISSIONERS  
GLADYS McCOY  
PAULINE ANDERSON  
GARY HANSEN  
RICK BAUMAN  
SHARRON KELLEY

DEPARTMENT OF GENERAL SERVICES  
PORTLAND BUILDING  
1120 SW FIFTH, 14TH FLOOR  
PORTLAND, OR 97204-1934

OFFICE OF THE DIRECTOR  
EMPLOYEE SERVICES (503) 248-5015  
FINANCE (503) 248-3312  
LABOR RELATIONS (503) 248-5135

AT OTHER LOCATIONS:

ADMINISTRATIVE SERVICES (503) 248-5111  
ASSESSMENT & TAXATION (503) 248-3345  
ELECTIONS (503) 248-3720  
INFORMATION SERVICES (503) 248-3749

## M E M O R A N D U M

TO: Curtis Smith, Director  
Employee Services Division

FROM: Merrie Ziady, Employee Health and Benefits Manager

DATE: April 5, 1991

SUBJECT: Response to Questions Concerning Employee Health and Benefits Budget

**1. Can we increase the fees in Health Promotion so classes employees take are self-supporting?**

For 1991-92 we have budgeted \$40,000 for Health Promotion classes and activities, which include stress management, smoking cessation, weight control/nutrition, cholesterol/blood pressure screening, drug education, aerobics, yoga, and miscellaneous brown bag seminars on health promotion topics. Some classes are free to employees, such as "Drug Free Years," Stress Management, AIDS/HIV Training, and health promotion brown bags. Employees contribute approximately \$10,000 or 25% in out-of-pocket fees toward the remaining classes and activities. Fees could be raised for these classes, but we run a risk of decreasing participation, and thereby revenue, if we charge too much.

Fees could be increased for 1991-92, but at the risk of decreased employee participation and fee revenue. Furthermore, at the direction of the Board the following classes are to be free: "Parenting the Drug Free Years", Stress Management, and AIDS/HIV Training.

**2. Why does Employee Health and Benefits need an extra .5 FTE? What would be the impact of not approving the increase?**

There are several compelling reasons for this .5 FTE position, as follows:

- In the 1989-90 budget, one FTE was transferred from Payroll to Employee Benefits with the objective of transferring the workload of one position (the "Benefits Desk") to Employee Services. Due to a reorganization in Payroll the workload transfer included not only the "Benefits Desk," but also a significant portion of the

benefit-related workload of the Payroll Supervisor and numerous clerical duties handled by another Payroll employee. The transferred workload was the equivalent of at least 1.5 FTE, not 1 FTE.

- Multnomah County's employee benefits are increasing in number, diversity, and complexity. Collective bargaining agreements are a major reason, also increasing federal regulations. For example, long-term disability is now offered to Exempt employees and four bargaining units (Exempt only until 1988). This means more bills to process and reconcile, more records to maintain and more claims to process. Participation in the Dependent Care Assistance Plan (new in 1988) has doubled since 1989 which generates more phone calls, mailings, and paperwork. Federal regulations governing the plan are more complex in terms of compliance and reporting. Participation in COBRA, or continued health care rights for ex-employees, over-age dependents, widowers, or divorcees increased by 100% last year - from 50 to 100 participants. Federal COBRA regulations/rules have also increased in complexity.
- Lack of permanent staff creates greater dependence on use of Benefits Consultants and temporary help which is not cost effective in the long run. The impact of not adding the .5 FTE position: The workload is tremendous and growing. Without help, errors will increase, failure to comply with Federal rules and regulations may result in fines, customer service will suffer dramatically, and excess time will be spent trying to correct mistakes and omissions. Much of the employee benefit workload is mandated, either by collective bargaining or Federal and State legislation.

**3. Please explain the increases in Materials and Services for Employee Health and Benefits and Life Insurance. Conversely, explain the decrease in Long-term Disability.**

Three major areas to increase are:

- a. Cost of Benefits Consultants, William M. Mercer, Inc. Increase due to RFP specifications/bid requirements put out in 1990. We changed our provider based on the assessment that higher quality services and more experience were required in light of the increased complexity of our benefit package. (Increase \$20,000).
- b. Employee Assistance Program fees are on a per-capita basis - increased number of employees means increased expenditure. (Increase \$12,000).
- c. Assumed cost of 25% of Employee Bylines as 25% of newsletter is for health and benefits communication. (Increased \$5,000).

To accommodate these increases, several major cuts were made for FY 1991-92 in other material and services areas -- supplies, printing, education & training, awards & premiums. Overall, the materials and services budget is lower for FY 1991-92 than for 1990-91.

Life Insurance: Several bargaining units have increased amounts of life insurance through negotiations.

Long-Term Disability: Decrease reflects error in 1990-91 budget figure. An increase actually occurred. Budget staff can provide more insight into this area, as they prepare the figures.

**4. Please list all professional services expenditures for Employee Health and Benefits:**

Professional Services

Employee Assistance	\$72,000
Benefits Consultants	55,000
Fitness Classes	25,000
Child Care Referral	18,000
Health Screening	4,000
Smoking Cessation	2,500
Drug Education/Training (includes peer support)	2,000
Stress Management	2,000
Seminars/Brown Bags	4,000
Employee Bylines	5,000

**5. Break-out of Employee Health and Benefits Budget.**

Health Promotion

\$42,000	Salary/fringe Benefits, Employee Health Promotion Coordinator
\$72,000	Employee Assistance Program (EAP)
39,500	Health Promotion Classes and Activities:*
	Fitness classes
	Health screening
	Stress management
	AIDS/HIV training
	Weight control/nutrition
	Smoking cessation
	Drug education/training
	Seminars/brown bags
5,000	Printing
750	Repairs
8,000	Postage
4,000	Supplies
500	Education/Training
4,000	Awards/Premiums/Rebates
200	Dues/Subscriptions
1,000	Telephones
200	Motor Pool
1,000	Building Management
\$136,150	
-10,000	- fees from employees (for classes shown above*)
\$126,150	Net cost for Health Promotion (of \$390,506 Employee Health and Benefits budget for FY 1991-92)

Curtis Smith  
April 5, 1991  
Page 4

Benefit Communication

\$ 5,000	Employee Bylines
5,000	Printing
9,000	Postage
2,000	Supplies
<u>10,000</u>	Consultants
\$31,000	plus portion of salary/wages

679H/MZ/js



# MULTNOMAH COUNTY OREGON

BOARD OF COUNTY COMMISSIONERS  
GLADYS McCOY  
PAULINE ANDERSON  
GARY HANSEN  
RICK BAUMAN  
SHARRON KELLEY

DEPARTMENT OF GENERAL SERVICES  
PORTLAND BUILDING  
1120 SW FIFTH, 14TH FLOOR  
PORTLAND, OR 97204-1934

OFFICE OF THE DIRECTOR  
EMPLOYEE SERVICES (503) 248-5015  
FINANCE (503) 248-3312  
LABOR RELATIONS (503) 248-5135

AT OTHER LOCATIONS:

ADMINISTRATIVE SERVICES (503) 248-5111  
ASSESSMENT & TAXATION (503) 248-3345  
ELECTIONS (503) 248-3720  
INFORMATION SERVICES (503) 248-3749

## MEMORANDUM

To: Mike Delman  
Fr: Barbara Simon *Barbara*  
Management Assistant  
Date: February 26, 1991

*A & T vacancies*

Enclosed is the information you requested regarding vacant positions which appeared in the A & T budget. I feel a need, however, to point out that the Bud 2s which appear in the budget are dated January 30, 1991 and the accuracy of that information is really limited to that date. Vacancies are a dynamic process in any organization; people receive promotions, find other employment and are dismissed throughout any fiscal year. The additional workload created by vacancies is handled by temporary help, overtime of other employees or by falling behind in work until the position is filled. When one position is filled another position may become vacant in another part of the organization. The number of vacancies change on a regular basis.

What the A & T budget document presents to you is the number of budgeted positions which we feel is necessary to do the job. Listing the position as vacant simply indicates that as of January 30 the position was not filled. It does not indicate a lack of need nor does it indicate how the work load created by the vacancy is being handled.

Please call if you have any questions about the vacancy information enclosed with this memo.

cc: Robert Trachtenberg  
Fred Christ  
Bill Farver  
Janice Druian  
Linda Alexander ✓

377A/BS

Vacancies in A & T Budget as of February 26, 1991

Section: Tax Collection

Position: 1.0 OA II  
Marguerite Drinkwater filled the position and was on leave from 6/90 until 9/90. Ms. Drinkwater decided not to return to work and was terminated 9/18/90. The position was filled on a temporary basis by Noreen Potts from 9/18/90 until 10/2/90. Kim Pierce filled the position on a temporary basis from 10/11 until 2/15/91. Kim Pierce was hired permanently for that position on 2/15/91.

1.0 OA II  
Ben Halton was promoted to a Senior Office Assistant on 11/19/90 creating an OA II vacancy. Pat Thompson, an OA II from Tax Information, was transferred to fill the vacancy created by the promotion from 11/19/90 until 3/1/91. The subsequent vacancy created in Tax Information was filled by Carolyn Zwaska from 11/27/90 until 12/31/90, by Sherry Taylor from 1/1/91 until 1/31/91 and by Noreen Potts from 2/6/91 until 2/21/91. The OA II position in collections will be filled permanently by Janis Hays on 3/1/91. Ms. Thompson will return to Tax Information.

1.0 OA II  
Vivian Gould-Jenkins retired 1/31/91 creating the vacancy. Sherry Taylor was kept on as temporary help to cover the workload. It will be filled on a permanent basis by Roxanne Stang on 2/27/91.

.5 OA II (Collections)  
.5 OA II (Licenses/Passports)  
Debbie Lang was promoted to a Fiscal Specialist I on 10/15/90. The subsequent vacancy was filled by Gene Fisher from 10/15/90 until 2/25/91. It was filled on a permanent basis by Garry Scarff on 2/25/91.

Section: Technical Support

Position: 1.0 Data Entry Operator  
Karen Helmer is currently filling the Data Entry Operator position; effective 7/1/91 she will be reclassified as a Data Analyst. Consequently, the position will not become vacant until 7/1/91. The current Data Analyst position which Karen will move into is being filled on a temporary basis by Leslie Shirk. Ms. Shirk has been filling the position since 7/91 and the division expects to keep her until 6/30/91.

1.0 Tax Collection Spec.  
New position; not approved until budget adopted

Section: Recording

Position: 1.0 OA II  
The vacancy was created 6/20/90 when Paulette Brady left. It was filled temporarily by Brenda Skyles from 6/20/90 until 8/31/90. Zoe Herrit was hired from the transfer list on 8/6/90. Ms. Herrit elected to return to her position in DHS on 11/2/90. The position has been filled temporarily by Laura Stehnan since 11/2/90. Interviews have just been completed to fill the position permanently

Section: Appraisal

Position: 1.0 Data Analyst  
Position created 7/1/90. Remodeling to create work space has been accomplished. Position has been posted and final applicants are being screened for interviews.

3.0 Property Appraiser (commercial)  
6 new appraiser positions were created 7/1/90. Daniel Murnaghan was hired 8/27/90 but was let go prior to completing probation on 2/25/90. Rodney Honda was hired on 8/27/90 and Osei-Owusu Banahene was hired on 9/10/90. Two more appraisers, Patty Reed and Frank Kaminski will begin work on 3/4/91 so the positions which they will be filling are listed as vacant in the budget document. In addition, another vacancy was created when Edna Naillon transferred to Residential in 6/90 but Marla Rosenberger will transfer from Residential to Commercial on 2/28/91.

1.0 Property Appraiser (personal property)  
Carol Zurawski was hired 2/8/91. Effective 2/28/91 Marla Rosenberger will transfer to Commercial creating another vacancy in this area. Since the budget document was printed one vacancy has been filled and another has been created.

1.0 Property Appraiser (residential property)  
9 new appraiser positions were created 7/1/90 and 8 have been filled: Bob Mills, 7/2/90, David Devine, 8/2/90, Beth Fast, 8/7/90, Fred Stephens, 8/1/90 and Dennis Wardwell, 9/17/90. Two appraisers were hired prior to the beginning of the 90-91 fiscal year because the A & T budget had already been approved by the BCC. Robert Schafer was hired 6/28/90 and Ken Collmer was hired 5/14/90 and Edna Naillon transferred from Commercial on 6/90. Since the budget was prepared, David Devine has resigned to work for D.O.R. so another

vacancy exists in residential.

1.0 OA Senior

This position became vacant on 10/12/90 when Patty Carter was promoted. The position was offered to Josephine Lampley on 1/8/91 who declined the offer. Seven different Wang word processing temporary help have worked in this section since 11/90. The help was obtained through Express Temporary Services.

# ELECTIONS

## ANSWERS TO QUESTIONS FOR ALL DIVISIONS

- \* We do not have any positions which were filled after November 6, 1990.
- \* We have one current vacancy in a general fund position. It became vacant on April 1st due to a retirement. This position is funded in the 1991-92 budget. We are in the process of reorganizing that position and hiring a staff person.

## ANSWER TO QUESTIONS FOR THE ELECTIONS DIVISION

- \* The specific voter outreach programs which are funded in our budget are three-fold.

First, the voter registration drive for the primary election. This is our largest single voter outreach program. Before each primary and general election we train and staff for registration at 19 major shopping centers in the county.

Before the 1990 primary we registered 5,377 voters and distributed 6,423 additional registration cards.

Before the 1990 general we registered 10,547 voters and distributed 5,553 additional registration cards.

Our proposed budget contains \$12,934 for the voter registration drive.

The second outreach program is the mailing of birthday cards with voter registration forms to high school students as they turn 18. The program is being used in the Portland, David Douglas, Centennial and Reynolds School Districts.

To date we have sent cards to 3,167 students and have registered 611 (19.3% return). The program has generated much enthusiasm among the schools and the students. In addition we have helped other counties in Oregon and Washington start the same program.

Our proposed budget contains \$5,420 for the birthday card program.

The third outreach program is Project Mail. This program allows us to compare all of the address information on our voter registration file with official U.S. Postal information. It will identify all voters who have moved since they last registered to vote. (Past experience would cause us to estimate that 8 - 10% of our records will be out of date.)

page 2 of 3

Once we have identified the voters we can send new registration cards in order to encourage re-registration and to keep our files as up-to-date as possible.

Our proposed budget contains \$1,650 for Project Mail.

- \* We do not have a 10% overhead charge for special elections. The Secretary of State by administrative rule has designated the election costs which are billable for elections. We are not allowed to add an administrative charge.

In lieu of that charge we have developed a seven-page list of chargeable items so that we can be assured that all permissible expenditures have been included in the calculation of the election cost.

- \* The following professional services expenditures are included in our proposed budget for 1991-92:

ADMINISTRATION

Alarm Company	\$	300
US Protective Service		400
Legal Publications		2,000

AUGUST SPECIAL ELECTION (Reimbursed Expenses\*)

Header/end card tape conversion		50
Legal Publications		832
Mailing Bureau Services		4,620

SEPTEMBER SPECIAL ELECTION (Reimbursed Expenses\*)

Header/end card tape conversion		50
Legal Publications		832
Mailing Bureau Services		4,620

NOVEMBER SPECIAL ELECTION (Reimbursed Expenses\*)

Header/end card tape conversion		50
Legal Publications		832
Mailing Bureau Services		4,620

MARCH SPECIAL ELECTION (Reimbursed Expenses\*)

Header/end card tape conversion		50
Legal Publications		1,211
Mailing Bureau Services		4,620

page 3 of 3

JUNE SPECIAL ELECTION (Reimbursed Expenses\*)

Header/end card tape conversion	50
Legal Publications	832
Mailing Bureau Services	4,620

PRIMARY ELECTION (Partially Reimbursed Expenses\*\*)

Computer maintenance standby	669
Header/end card tape conversion	50
Legal Publications	30,322
Election Boards	153,926
Reception/counting center boards	11,086
Election night freight/cartage	3,187

VOTER EDUCATION/OUTREACH

Project Mail vendor costs	<u>1,650</u>
---------------------------	--------------

TOTAL	\$231,479
-------	-----------

\* Professional Services' - Reimbursed Expenses: Following each election these are made a part of the election cost, which is reflected as revenue for that election.

\*\* Professional Services' - Partially Reimbursed Expenses: Following a primary election these are made a part of the election cost, which is reflected as revenue for that election; however, Special Districts are the only taxing bodies that pay their apportioned share of a primary election.



mi

Post-It™ brand fax transmittal memo 7671		# of pages
To	Barbara Simon	From
Co.		Kathy Busse
Dept.	DGS	Phone #
Fax #	3252	3292

GON

DEPARTMENT OF GENERAL SER  
ADMINISTRATIVE SERVICES DIVISION  
2505 S.E. 11TH AVENUE  
PORTLAND, OREGON 97202  
(503) 248-5111

GLADYS McCOY  
COUNTY CHAIR

MEMORANDUM

TO: Barbara Simon *Kathy*

FROM: Kathy Busse

DATE: April 8, 1991

SUBJECT: RESPONSE TO BCC STAFF BUDGET QUESTIONS RE: ADMINISTRATIVE SERVICES

1. Explain increase in M&S.

There was a overall decrease in M&S by approximately \$20,000 (8%).

2. Explain the .5 FTE increase in Central Stores.

The 'increase' is a transfer of an equivalent .5 FTE from Purchasing to create one full-time position. Purchasing reflects the .5 FTE decrease.

3. Please list the professional services in this year's budget request.

Cost benefits analysis of internal operations; technical assistance in processing Administrative Rules; temporary staff; per diem for BOE members; outside appraiser fees; records preparation for microfilming; advertising for Bids; consultant for W/MBE market survey; auctioneer.

4. Explain increase inn printing costs.

There is a decrease in printing costs by \$18,150 (23%). We canceled several projects due for printing and microfilming, this year.

KB:333Adm:jl



DEPARTMENT OF GENERAL &  
ADMINISTRATIVE SERVICES D  
2505 S.E. 11TH AVENUE  
PORTLAND, OREGON 97202  
(503) 248-5111

Post-It™ brand fax transmittal memo 7671		# of pages ▶
To	Barbara Simon	
From	Kathy Busse	
Co.		
Dept.	Phone # 2241	
Fax #	3292	
	Fax # 3252	

**REGON**

GLADYS McCOY  
COUNTY CHAIR

MEMORANDUM

TO: Barbara Simon  
 FROM: Kathy Busse  
 DATE: April 10, 1991  
 SUBJECT: ADDITIONAL DETAIL ON ANTICIPATED PROFESSIONAL SERVICES CONTRACTS FOR FY 91-92

Administrative Services - Technical assistance in preparation of Administrative Rules and temporary staffing for division	\$10,000
BOE - Board member per diem	\$47,880
Outside appraiser	\$ 2,500
Purchasing - Advertising for bids	\$ 6,000
M/WBE market study	\$ 8,000
Cost benefits analysis	\$ 2,000
Central Stores - Advertising for auction	\$ 675
Auctioneer	\$ 3,000
Records - Preparation for microfilming	<u>\$ 2,000</u>
<b>TOTAL</b>	<b><u>\$82,055</u></b>

KB:337Adm:j1



# MULTNOMAH COUNTY OREGON

DEPARTMENT OF GENERAL SERVICES  
INFORMATION SERVICES DIVISION  
4747 EAST BURNSIDE  
PORTLAND, OREGON 97215  
(503) 248-3749

GLADYS McCOY  
COUNTY CHAIR

TO: Barbara Simon  
FROM: Jim Munz *mm*  
DATE: April 3, 1991  
SUBJECT: FY 1991-92 BUDGET QUESTIONS

Attached please find the following:

- 1) Memo from me to Linda Alexander on the issue of "outsourcing" data processing.
- 2) Copy of ISD's proposed education and training plan for FY 1991-92.
- 3) The increase in personnel services in the Information Center budget reflects a transfer of one computer operator from ORGN 7950 Computer Operations to ORGN 7925 Information Center. This individual is the full time operator for the Office Automation Network; this organizational re-alignment provides better communications and supervision.
- 4) Attached is the seven-year history of maintenance hours used by computer system and the projected hours for FY 1991-92. The projected hours for FY 1990-91 are based on linearly projecting year-to-date hours through the rest of the year. Significant changes occur in the following areas:
  - a) DES estimates were decreased over previous years, based in part by the experience of the current year. We know that the effort required may be underestimated since much of the work in the Road Fund Accounting is done at fiscal year end and does not show in current year projections.

- b) DGS estimates were decreased by 28% over current year projections. If we are able to accomplish all of the reprogramming necessary to transition the Assessment and Taxation systems this year and can replace them with a completely re-engineered system for the FY 1992-93 tax year, this may be OK. There were also decreases in the projected support of the finance, personnel and purchasing systems.
- c) DHS estimates were increased over prior years do accommodate the installation of the Health Information System and the enhancement of this system to support appointment scheduling. It also reflects the growing need to enhance or re-engineer the systems which support the work of the Juvenile Division.
- d) DJS estimates increased over prior years due to the installation of new systems in the Sheriff's Office and the new development which is taking place in the District Attorney's Office.
- e) Non-Departmental and External hours were eliminated entirely.

In total, the Tier 1 cuts will decrease the maintenance hours available by 16%. This occurs in a year when we have added a number of new systems and are in the process of re-engineering or enhancing several existing systems. Industry average indicates that the maintenance staff should grow at a rate of 18% of the total expenditures for the development of new computer applications. In Multnomah County with a level of new development of between \$800,000 and \$1,000,000 the staff should have grown by 46.8% over the last three years while, with the proposed cuts, the staff has decreased by 16%. In my opinion, we are now at the point where two things will happen:

- a) We will have two or more major applications fail at the same time and will not have the resources to repair them in a timely fashion. In the best case we will suffer some embarrassment (similar to the City not being able to pay its bills for the first four months of this fiscal year, or not being able to get a payroll out on time), in the worst case, services to the public will be interrupted. These interruptions could be in criminal justice, health services, assessment and taxation, or some other direct service provider.

- b) In the long run, we will be under-maintaining our existing systems. This occurs when we do not have sufficient staff to modify and enhance the existing systems to adapt them to the changing environment in which the County operates. This lowers the efficiency of these systems and leads to replacement or re-engineering sooner. To a large extent, this is the situation which exists in the County today. The large backlog of applications which need to be re-engineered or integrated because they no longer serve the needs of the user agencies is a direct result of staff reductions which occurred in 1983. ISD was never able to rebuild its maintenance staff and much of the current new development activity is directed toward correcting that situation.
- 5) Professional service expenditures for FY 1991-92 include:
- a) ORGN 7925 Professional Services contract with WANG Laboratories to provide software maintenance on the Office Automation Network. \$4,000
  - b) ORGN 7940 Professional Services contract to provide technical skills in specific areas. This technical consulting is usually in the areas of new technology or problem resolution in areas where ISD does not have specific skills or expertise on staff. \$15,000
- 6) The requirements definition for the payroll project will begin in July when the Data Processing Management Committee resources for FY 1991-92 become available. Part of the requirements definition will be a cost/benefit study to identify potential benefits and savings. Since the process of acquiring and installing the system will take 3 to 6 months after the completion of the study, any potential savings would not be available until Fy 1992-93.

attachments



# MULTNOMAH COUNTY OREGON

DEPARTMENT OF GENERAL SERVICES  
INFORMATION SERVICES DIVISION  
4747 EAST BURNSIDE  
PORTLAND, OREGON 97215  
(503) 248-3749

GLADYS McCOY  
COUNTY CHAIR

TO: Linda Alexander, Director  
Department of General Services

FROM: Jim Munz, Manager  
Information Services Division

DATE: February 16, 1991

SUBJECT: OUTSOURCING.

The idea of contracting for information processing or "outsourcing" which is the term now in vogue, is not a new idea. It is an idea which was popular in the late 1970s and early 80s and, if one can gage from the number of sessions which are devoted to the idea at current conferences, an idea which is again gaining popularity. I have had the privilege of working with a number of installations which were managed through a facilities management agreement or were in the "buy-back" stage of recovering from such an agreement. Let me offer the following observations:

- ▶ **contracting for data processing does not save money** - Washington County currently contracts for data processing. A recent study (see attached) indicated that they would save \$134,000 or 22% if they hired their own staff. A similar comparison of rates charged by Multnomah County's Information Services Division and a major contracting services indicated that County rates for computer processing were 42% less.
- ▶ **contracting does not provide better service** - the County of San Diego was one of the first large public agencies to contract for data processing. The experiment failed after five years when the participating agencies decided to establish their own independent DP centers. Communication with representatives of the Mayor's Office in San Diego indicate that poor quality service was the primary problem. Pierce County in Washington recently "bought-out" its contract for facilities management and has established its own DP operation. In conversations with the new DP Director and with Dorothy Coy, both indicated service levels and unresponsive service to be the major concerns.

In working with Washington County to evaluate their RFP for facilities management services, the DP Director from Pierce County and I both suggested Washington County could save money and obtain better quality service if they brought the service in-house. Conversations with representatives from the County Administrator's Office indicated that contracting was the preferred solution because of the County's inability to manage this complex technical activity. They were, in fact, paying for their own inability to manage.

Let me point out that lack of management skill is not a problem which exist in Multnomah County. The operation of the Data Processing Management Committee, the management skills which exist at all levels from the Chair's Office to the lowest levels of the management structure in the County are more than adequate to deal with the complexities of data processing and telecommunication. I think that it would be unfortunate to spend the additional money and accept the lower quality service associated with outsourcing when the County has Department Directors with the management skills which are in place today.

# WEST METRO

## Commissioners decide on hired consultants

County study indicates hiring workers for job would save \$134,000

By ASHBEL S. GREEN  
of The Oregonian staff

HILLSBORO — The Washington County Board of Commissioners has decided to continue paying more money to use hired consultants, rather than county employees, to manage the county computer system.

The commissioners voted 4-1 last week to continue paying a yet-to-be-chosen company for data processing, even though a recent county study indicated that hiring additional county personnel would cost about \$134,000 less a year.

The study also showed the outside company would provide only slightly better computer

management.

Despite the report, the county administrator's office recommended continued use of the private sector. Robert Davis, assistant county administrator, told the commissioners in a work session that a savings of \$134,379 was "a ballpark figure" and there wasn't "a compelling reason . . . to make a major change."

The study determined that the county would have to pay \$640,226 annually for a company to provide data processing.

Hiring 11 staff members and paying for some technical assistance would cost \$505,847, according to the report.

County Commissioner Eve M. Killpack, the lone dissenter on the board, said the county should request computer management proposals from interested companies, and also study hiring a data-processing staff. Costs and services then could be compared, Killpack said.

In a related matter, the commissioners approved a one-year contract extension of nearly \$600,000 to Computer Management

Services Inc., a Portland-based company that has provided data-processing for the county since November 1983.

The commissioners unanimously granted the extension through June 30, 1990, to give the county enough time to conduct a request-for-proposals to select a private company — not necessarily Computer Management Services — to manage the county computer systems beginning July 1, 1990.

Competitive bidding is based solely on cost, but a request for proposals process allows the county to consider other issues such as a company's ability to develop new computer systems, county administrator Charles D. Cameron said later.

Responding to Killpack's suggestion to compare costs, Commissioner John E. Meek said that the county would be taking advantage of companies by asking them to spend money developing proposals only to hire its own staff.

"I think it's important that we do send out a message that we will contract," Meek said.

During the board discussion, Killpack also

suggested that Computer Management Services would have an advantage because of its familiarity with the county computer systems.

Cameron said that wasn't necessarily so.

The commissioners' decision to begin a request-for-proposals process ended — for the time being — a longstanding controversy involving Computer Management Services.

The original contract was negotiated in 1983 by former county administrator Donald Stilwell. After the board fired Stilwell in 1986, he was hired by the Computer Management Services as a consultant to its governmental division. He is now its chief administration officer.

In early 1988, county auditor Alan Percell issued a report criticizing how the county measured costs and benefits of data-processing services. The report specifically faulted the county for its contract with Computer Management Services because the agreement did not spell out the exact costs for services rendered.

**INFORMATION SERVICES DIVISION**

**EDUCATION AND TRAINING**

**FY 1991-92**

**MARCH 26, 1991**

**(Include ISD Fund and Telephone Requirements)**

INFORMATION SERVICES DIVISION  
 EDUCATION AND TRAINING PLAN FY 91-92  
 SUMMARY BY ORGANIZATION  
 MARCH 26, 1991

ISD FUND:

<u>ORGANIZATION</u>	<u>TOTAL REQUEST</u>
7925      Information Center	\$ 9,892
7930      Administration	6,191
7940      Information Systems	17,447
7950      Operations	5,004
7960      Technical Support	20,225
7970      Telecommunications (Data)	<u>4,595</u>
TOTAL	\$63,359

TELEPHONE FUND:

<u>ORGANIZATION</u>	<u>TOTAL REQUEST</u>
7990      Telecommunications (Voice)	\$ 9,943

INFORMATION SERVICES DIVISION  
EDUCATION & TRAINING PLAN FY 91-92

MARCH 26, 1991

ORGANIZATION 7925 - INFORMATION CENTER

<u>COURSE</u>	<u>TOTAL COST</u>
Novell Enhanced Support	\$ 895
Technetron 91 - Annual Wang Users Conference	2,652
Wang Imaging Administration	4,800
Advanced PC Trouble Shooting	1,545
TOTAL	\$ 9,892

INFORMATION SERVICES DIVISION  
EDUCATION & TRAINING PLAN FY 91-92

MARCH 26, 1991

ORGANIZATION 7930 - FINANCE AND ADMINISTRATION

<u>COURSE</u>	<u>TOTAL COST</u>
Tuition Reimbursement	\$ 775
Society for Information Management	2,321
Society for Information Management Portland Chapter Membership	150
Association of Oregon County Data Processing Managers Summer and Winter Conference	840
Share	<u>2,110</u>
TOTAL	\$ 6,196

INFORMATION SERVICES DIVISION  
EDUCATION & TRAINING PLAN FY 91-92

MARCH 26, 1991

ORGANIZATION 7940 - INFORMATION SYSTEMS

<u>COURSE</u>	<u>TOTAL COST</u>
NW SAG User Group Meetings	\$ 800
LGFS User Group	250
SAG International User Conference	2,707
LGFS National User Conference	1,943
MSA NW Users Group Meeting	250
Knowledgeware User Conference	2,850
Tuition Reimbursement	1,612
Knowledgeware User Group	250
Natural II Training	<u>6,785</u>
TOTAL	\$17,447

INFORMATION SERVICES DIVISION  
EDUCATION & TRAINING PLAN FY 91-92

MARCH 26, 1991

ORGANIZATION 7950 - OPERATIONS

<u>COURSE</u>	<u>TOTAL COST</u>
Netview for Operators	\$ 1,140
Automated Operations	<u>3,864</u>
TOTAL	\$ 5,004

INFORMATION SERVICES DIVISION  
EDUCATION & TRAINING PLAN FY 91-92

MARCH 26, 1991

ORGANIZATION 7960 - TECHNICAL SUPPORT

<u>COURSE</u>	<u>TOTAL COST</u>
Guide	3,600
Computer Measurements Group (CMG)	1,825
Fall Comdex	2,200
MVS/XA Storage Management	1,850
RACF Administration (IBM)	1,950
MVS/ESA Structure & Logic (IBM)	1,900
Candle Performance Conference	1,750
CICS Internals (IBM)	2,160
Software AG Quarterly User Meetings	600
OS/2-Windows Development (IBM)	<u>2,390</u>
TOTAL	\$ 20,225

INFORMATION SERVICES DIVISION  
EDUCATION & TRAINING PLAN FY 91-92

MARCH 26, 1991

ORGANIZATION 7970 - TELECOMMUNICATIONS (DATA)

<u>COURSE</u>	<u>TOTAL COST</u>
Introduction to Data Communications	\$ 2,620
TPX Training	<u>1,975</u>
TOTAL	\$ 4,595

INFORMATION SERVICES DIVISION  
EDUCATION & TRAINING PLAN FY 91-92

MARCH 26, 1991

ORGANIZATION 7990 - TELECOMMUNICATIONS (VOICE)

<u>COURSE</u>	<u>TOTAL COST</u>
International Northern Telecom SL-1 Users Association Annual Conference	\$ 1,670
Northern Telecom Course #304 XII Update Seminar	1,422
Pacific NW SL-1 Users Association Monthly Meetings	1,250
Northern Telecom Course #562 Meridian Mail Installation, Maintenance, Operation	2,288
Northern Telecom Course #370 Meridian Mail Networking Customer Administration	<u>3,313</u>
TOTAL	\$ 9,943

MAINTENANCE HISTORY

FY83-84 FY84-85 FY85-86 FY86-87 FY87-88 FY88-89 FY89-90 FY90-91 FY91-92  
 (ACTUAL) (ACTUAL) (ACTUAL) (ACTUAL) (ACTUAL) (ACTUAL) (ACTUAL) (PROJECTE(BUDGET)

	FY83-84	FY84-85	FY85-86	FY86-87	FY87-88	FY88-89	FY89-90	FY90-91	FY91-92
	(ACTUAL)	(ACTUAL)	(ACTUAL)	(ACTUAL)	(ACTUAL)	(ACTUAL)	(ACTUAL)	(PROJECTE	(BUDGET)
DES									
MEAA	ADMINSTRATION						6		
MEAR	ACCOUNTING	1080	102	373.5	364	274.5	466.5	172.75	84 200
MEDP	ANIMAL CONTROL	138.5	133	1016.5	51	825	555	184.5	187 100
MEMG	EMERGENCY MANAGEMENT								6
MEPA	PLANNING-LAND USE		4.5		12	11.5		14	7
MEPH	PLANNING-HOUSING REHB		52	9	3				
MEPL	PLANNING-LAND DEVELOPMENTS		195				2		
MERC	CAPITAL IMPROVEMENTS		83.5	10.5		19.75			
MERQ	SURVEYING						61	1.5	
MERR	ROAD STATUS INVENTORY	742.5	172	56	121	26.5	75	50.5	50
MERS	SIGNS		137	49			8		
MERT	ENGINEERING	173.5			191	32	31.5	6	
MOES	FACILITIES INVENTORY						35	34	
MOEZ	FACILITIES MANAGEMENT							4.5	
	TOTAL	2134.5	879	1514.5	742	1189.25	1234	473.75	284 350
DGS									
MAEI	ELECTIONS	144	13.5				56.75	16.5	
MAGA	A&T APPEAL TRACKING							2	33
MAGE	A&T SPECIAL PROJECTS							38	447
MAGM	A&T MAPPING					243.75	344.75	415.25	88 100
MAGP	A&T SYSTEM REPLACEMENT							694.5	1215
MAGR	A&T ROLE FILE PROCESSING	2255	2376.5	3046	5323	5686.25	6863.75	6350.75	6021 6000
MOAT	ADMINISTRATION		3745.5	1646	1844	1710	122	4	
MOBB	PAYROLL	1099	1146	1311.5	2015	1903.5	1849	1944.75	1755 1740
MOBL	GENERAL LEDGER	154	2869.5	5771	3069	1949.25	1375.5	1807	2205 1440
MOBP	PROPERTY MANAGEMENT				471	104	98.5	70.5	9
MOBQ	FMS	846.5	186.4	84					
MOBV	PROPERTY TAX TRUNOVER	12	64	2		6		6	
MOBZ	ACCOUNTS PAYABLE	260.5	255.5	1.5		2.5		1	
MODA	BUDGET	532.5	213	277.5	844	189.5	111.5	367.5	510 400
MOEG	ENERGY MANAGEMENT	279	12		18	10.5			
MOET	TELEPHONE DIRECTORY	52.5							
MOFA	APPLICANT PROCESSING		389.5	936.5	159	160	24	530	778 100
MOFG	EMPLOYEE RELATIONS	60.5	79	86.5	12	60.5	114	20	163 200
MOLA	LABOR RELATIONS						33.5		
MOSA	PURCHASING	1882	1332.5	754	442	1508.5	233.25	107	111 90
MOSC	CONTRACTS						108.5	264.5	96
MOSE	BOARD OF EQUALIZATION					1130	871.5	569	654 100
MOSR	RECORDS MANAGEMENT								
MOTI	TELEPHONE INVENTORY		129.5		43	99.5	101	308.5	112 100
	TOTAL	7577.5	12812.4	13916.5	14240	14763.75	12307.5	13516.75	14197 10270

	DHS									
MHDW	ADMINISTRATION						51.5	16	22	25
MHAS	AGING SERVICES						10.5			
MHDA	SANITATION	171	85	17	266	37	189.5	195.5	183	50
MHDE	EMS STATISTICAL ANALYSIS							2		
MHHB	MEMBERSHIP MANAGEMENT	289	1006.5	389.5	682	3.5	4	11		
MHHG	HIS PHASE II							1087.75	1852	
MHHI	SUPPLIES INVENTORY		164.5	467.5	65	74.25	25.5	15.5	45	50
MHHM	UTILIZATION	15	18.5	40	9					
MHHN	HIS PHASE I					436	5612.25	413.75		
MHHP	HEALTH INFORMATION SYSTEM							1468.25	592	2820
MHHS	STATISTICAL REPORTING	772.5	719	1162.4	947	168.25	10.5			
MHIC	SOCIAL SERVICES									
MJKA	JUVENILE					1181.75	1422.5	388	448	1440
	TOTAL	1247.5	1993.5	2076.4	1969	1900.75	7326.25	3597.75	3142	4385
	DCC/SO/DA									
MJAB	DCC ADMINISTRATION							116		100
MJAI	ICJIS				575	439	7	5		
MJAQ	COMMUNITY CORRECTIONS									
MJCA	SO CIVIL PROCESS					918	544.5	5		220
MJCC	SO LAW ENFORCEMENT							39	216	
MJCE	SO INMATE TRUST							80.5	141	
MJCK	SO INTEGRATION PROJECT						775.5	1835.5	3069	2115
MJCL	SO ALARM ORDINANCE						233.5	615.5	1231	100
MJCP	SO PLANNING					553	201.5	44	24	195
MJCS	SO COMMISSARY					211	44.5		10	
MJCT	SO RECORDS	3177.5	3475.5	3390	1536	106.5	602.5	39	1	105
MJCW	SO WARRANTS	353	779.5	1352	1222	431.5	534.5	172	34	100
MJDA	SO CORRECTIONS	1301.5	1170	944	1179	3707.25	1294.25	926	808	500
MJFG	DA GRAND JURY SCHEDULING							127		
MJFS	DA SUPPORT ENFORCEMENT							14	30	
MJFW	DA PROMIS	2010.5	1564	1397.5	885	466	432	584.5	510	2160
MJHP	SO CORRECTIONS HEALTH							40	234	
MJKA	JUVENILE	378	746.2	452.5	1120					
MJME	MEDICAL EXAMINER	11	25		2	1	196	11.5		100
MJPF	PROBATION FEE	286.5	1.5	72	40	23.5	24.5	3.5	16	100
MJTS	SOTARS						235.5	398.25	331	440
	TOTAL	7518	7761.7	7608	6559	6856.75	5125.75	5056.25	6655	6235
	NON DEPARTMENTAL									
MACI	CITIZENS INVOLVEMENT						14.5	10		
MACM	BOARD OF COMMISSIONERS			33.5	243	110.5	152.5	21.5		
MACP	COUNTY CHAIR		1.5	30.5	70	38.5	10.5			
MALO	AUDITOR			41.5				19	3	
	NEW DEVELOPMENT							1217	184	
	TOTAL	0	1.5	105.5	313	149	177.5	1267.5	187	0

OTHER AGENCIES

GRESHAM

CIRCUIT COURT

DISTRICT COURT

TITLE COMPANIES

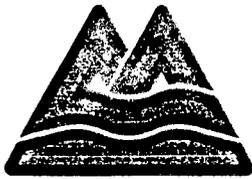
WASHINGTON COUNTY

MISCELLANEOUS

TOTAL

GRAND TOTAL

							11	28	
			8				3.5		
511	569.5	714.5	86	165.25	234	380	352		
906.5	1744.5	1619	638	717	419.75	320	525		
		7.5	18	6	21		9		
	11.5	212.5	38	70.5	97	47.5	15		
	25.5	49.5	67	77	81.5	70.5	57		
1417.5	2351	2603	855	1035.75	853.25	832.5	986	0	
20292	23404.7	27824.9	24770	26810.5	27050.5	24766.5	25481	21240	
19895	25799.1	27823.9	24678	25895.25	27024.25	24744.5	25451	21240	



# MULTNOMAH COUNTY OREGON

BOARD OF COUNTY COMMISSIONERS  
GLADYS McCOY  
PAULINE ANDERSON  
GARY HANSEN  
RICK BAUMAN  
SHARRON KELLEY

DEPARTMENT OF GENERAL SERVICES  
PORTLAND BUILDING  
1120 SW FIFTH, 14TH FLOOR  
PORTLAND, OR 97204-1934

OFFICE OF THE DIRECTOR  
EMPLOYEE SERVICES (503) 248-3303  
FINANCE (503) 248-5015  
LABOR RELATIONS (503) 248-3312  
(503) 248-5135

ADMINISTRATIVE SERVICES (503) 248-5111  
ASSESSMENT & TAXATION (503) 248-3345  
ELECTIONS (503) 248-3720  
INFORMATION SERVICES (503) 248-3749

AT OTHER LOCATIONS:

## MEMORANDUM

**TO:** Board of County Commissioners  
**FROM:** Linda D. Alexander, Director  
Department of General Services  
**DATE:** April 12, 1991  
**SUBJECT:** DGS Budgets - 1991-92

Not included in the budget presentation that I am giving you are the following topics which are in process.

- I have given the Chair for additional budget consideration approximately additional \$550,000 in cuts from General Services.
- The printing and duplication request for proposal and a analysis of the potential savings will not be available until the May amendments.
- The in-house combining of distribution services and the elimination of the City of Portland contract will not be available until the May amendments.
- The amendment combining Purchasing and Central Stores will be a May amendment.
- Prompted by helpful suggestions from a member of our chamber group we are examining the costs including indirect and administrative related to recording fees to ensure that we are recovering 100 percent of the costs as we are limited to by the Constitution. His suggestion is that a \$1 addition in recording fees in Assessment & Taxation could potentially bring us another \$250,000 in General Fund revenue.

We are continuing to look at our business in this way and will bring forth any further potential changes to the Chair. One item which is not a budget savings but may create a change in the budget is a look at our contracting services to assure that we are not contracting for any services which might be done by employees who are potentially slated for layoffs. Any additional efforts in this area will be brought forth as technical amendments later in the budget process.

479A/LDA/js

# Data Processing Management Committee: Project Allocations

	FY 1988/89	FY 1989/90	FY 1990/91	FY 1991/92	TOTAL
DHS, Aging Services (100-050-9483)	\$59,250				\$59,250
DHS, Health Care (100-050-9460)	\$205,263	\$153,040			\$358,303
DGS, Assessment & Taxation (100-050-9481)	\$250,000	\$320,280	\$280,000	\$860,000	\$1,710,280
DJS, Sheriff (100-050-9470)	\$169,410		\$207,000		\$376,410
DES, Animal Control (100-050-9475)	\$70,280				\$70,280
DJS, District Attorney (100-050-9488)		\$250,000	\$482,000		\$732,000
DHS, Juvenile (100-050-9485)		\$68,237	\$109,000		\$177,237
DES, Facilities Management (new 1990/91)			\$30,000		\$30,000
DGS, Payroll/Employee Services (new 1991/92)				\$112,000	\$112,000
<b>TOTAL</b>	<b>\$754,203</b>	<b>\$791,557</b>	<b>\$1,108,000</b>	<b>\$972,000</b>	
<b>GENERAL FUND TOTAL</b>	<b>\$754,203</b>	<b>\$791,557</b>	<b>\$828,000</b>	<b>\$800,000</b>	

Note: Assessment and Taxation funds supported out of HB 2338

FY 1988/89 Aging Services balance was returned to the DPMC fund and has been reallocated

FY 1991/92 proposed budget

*af 1/6/75*  
*4/12/91*  
*DES/15D*  
*Work Session*

<u>PROJECT</u>	<u>TIME</u>	<u>RISK</u>	<u>POINTS</u>	<u>COST</u>
DES FACILITIES MANAGEMENT				\$ 30,000 <sup>1</sup>
DGS ASSESSMENT AND TAXATION				\$860,000 <sup>2</sup>
DHS JUVENILE JUSTICE		70.4	27	\$637,845 <sup>3</sup>
DA CHILD SUPPORT ENFORCEMENT	30	53.9	26	\$ 97,854
DGS PAYROLL/EMPLOYEE SERVICES	26	40.2	24	\$214,992
DES CEMETERIES	26	23.4	23	\$ 69,695
DES EMERGENCY MANAGEMENT	30	32.6	12	\$ 95,248
DGS PURCHASING	52	50.4	12	\$303,353
DA JUVENILE	52	34.7	9	\$ 82,720
DES COST ACCOUNTING	12	23.2	9	\$ 76,000
DES PARKS RESERVATION	26	23.4	8	\$ 69,695
DES PARK REVENUE	25	35.6	8	\$ 63,975
DHS SOCIAL SERVICES	30	33.7	8	\$132,056

---

<sup>1</sup> Currently available.

<sup>2</sup> Additional funding requested for next year.

<sup>3</sup> \$109,000 previously allocated.

<u>PROJECT</u>	<u>CR1</u>	<u>CR2</u>	<u>CR3</u>	<u>CR4</u>	<u>CR5</u>	<u>CR6</u>	<u>CR7</u>	<u>TOTAL</u>
DES FACILITIES MANAGEMENT <sup>1</sup>								
DGS ASSESSMENT AND TAXATION <sup>2</sup>								
<hr/>								
DHS JUVENILE JUSTICE <sup>3</sup>	5	4	0	0	3	0	15	27
DA CHILD SUPPORT ENFORCEMENT	5	0	3	0	3	0	15	26
DGS PAYROLL/EMPLOYEE SERVICES	5	0	0	0	3	1	15	24
DES CEMETERIES	5	0	0	0	3	0	15	23
DES EMERGENCY MANAGEMENT	5	4	0	3	0	0	0	12
DGS PURCHASING	5	0	0	3	3	1	0	12
DA JUVENILE	5	4	0	0	0	0	0	9
DES COST ACCOUNTING	5	0	0	0	3	1	0	9
DES PARKS RESERVATIONS	5	0	3	0	0	0	0	8
DES PARK REVENUE	5	0	3	0	0	0	0	8
DHS SOCIAL SERVICES	5	0	0	3	0	0	0	8

<sup>1</sup> Project approved in Fy 1989-90 budget; \$30,000 allocated. Recommendation is that a feasibility study be conducted.

<sup>2</sup> Project approved in FY 1989-90 budget. Additional funding of \$860,000 requested next year.

<sup>3</sup> Feasibility study done in FY 1989-90. \$109,000 allocated to project.

**CRITERIA FOR RANKING  
POTENTIAL INFORMATION SYSTEMS OPPORTUNITIES**

The criteria below recognizes that there are a significant number of potential information system development projects, each of which has the ability of making a contribution to the mission of the County. The criteria provides a mechanism for identifying the order in which potential projects should be evaluated for possible funding by the Data Processing Management Committee. It is assumed that before any project is recommended for funding, a complete feasibility study would be done. In future years, the criteria will take account of the strategic plan for the County which is currently being developed.

**C1. SUPPORTS MANDATED SERVICES OR LEGAL REQUIREMENT 5 POINTS**

Potential information systems projects which support mandated services receive points in this category. For purposes of this criteria, mandated services include those required by US Code and CFR, Oregon Revised Statutes, The County Charter, Multnomah County Code, and Ordinances established by the Board of County Commissioners.

**C2. PUBLIC SAFETY NEED 4 POINTS**

Potential information systems that directly affect public safety needs receive points in this category.

**C3. REVENUE GENERATION 3 POINTS**

Potential information systems which would increase revenue received or decrease the cost of obtaining the same revenue receive points in this category.

**C4. CONTROL EXPOSURE TO LIABILITY OR RISK 3 POINTS**

Potential information systems which support services where the County is currently at demonstrable risk and will reduce County liability receive points in this category.

**C5. MULTIPLE AGENCY APPLICATION 3 POINTS**

Potential information systems that have the characteristic that they will provide service to County agencies receive points in this category. For purposes of this criteria, multiple agency application includes information systems which can be transferred from one agency to another or which will be used by multiple agencies at the same time.

**C6. IMPROVE COUNTYWIDE MANAGEMENT 1 POINT**

Potential information systems which improve the quantity or quality of information available to managers Countywide receive points in this category.

**C7. DEPARTMENT OR AGENCY PRIORITY 15 POINTS**

Each department or agency has an additional 5 points which may allocate to a single system opportunity or may be distributed among several opportunities.