

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 BriefingsPage 2
Tuesday, April 9, 1991 - 1:30 PM - Board BriefingPage 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 SessionPage 4
Friday, April 12, 1991 - 9:30 AM - Work SessionPage 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.
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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

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| 7220 Labor Relations | DGS-4 |
| 7520 Risk Management | DGS-4 |
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DEPARTMENT OF GENERAL SERVICES

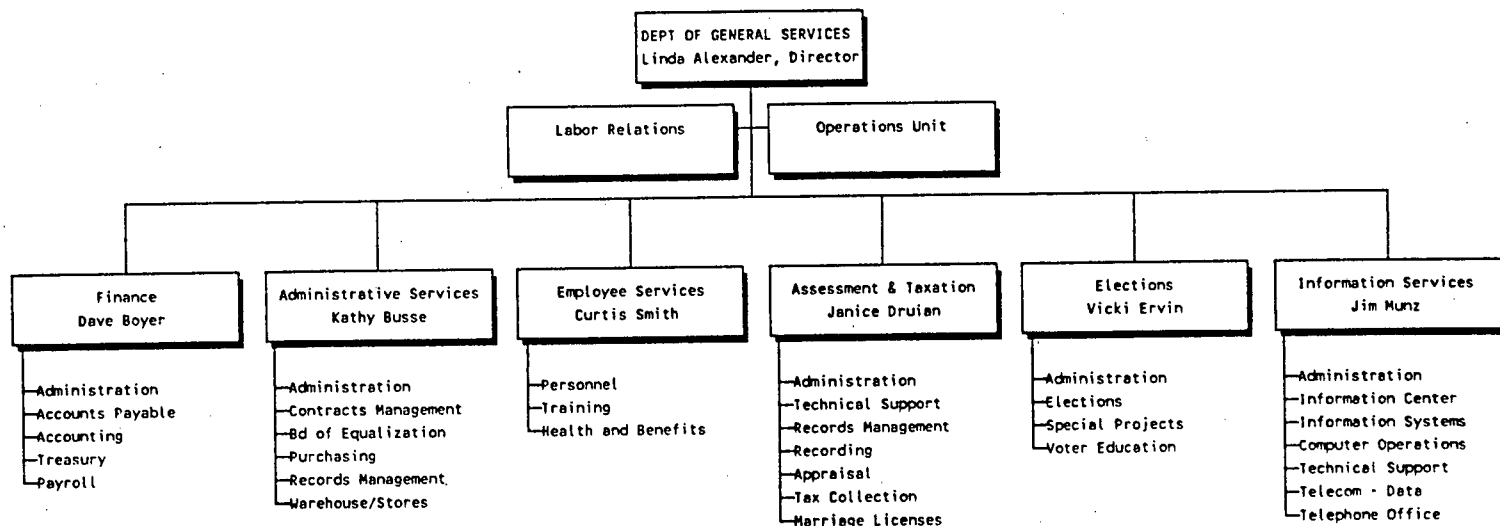
ORGANIZATION

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| 7060 | Assessment & Taxation Summary | DGS-37 |
| 7565 | Administration | DGS-38 |
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| 7090 | Information Services Division Summary | DGS-51 |
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**DEPARTMENT OF GENERAL SERVICES
SUMMARY OF REQUIREMENTS**

| | FTE | PERSONAL SERVICES | MATERIALS & SERVICES | CAPITAL OUTLAY | TOTAL REQUIREMENT | LESS SERVICE REIMBURSEMENT | DIRECT REQUIREMENT |
|-----------------------------|---------------|----------------------|-------------------------|-------------------|----------------------|-------------------------------|-----------------------|
| General Fund | | | | | | | |
| 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 |
| SUBTOTAL | 240.80 | 10,253,842 | 5,508,316 | 297,702 | 16,059,860 | 2,554,823 | 13,505,037 |
| 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 |
| Insurance Fund | | | | | | | |
| 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 |
| SUBTOTAL | 8.00 | 470,635 | 15,657,078 | 29,650 | 16,157,363 | 17,343 | 16,140,020 |
| Telephone Fund | 6.00 | 247,490 | 1,349,006 | 190,195 | 1,786,691 | 196,895 | 1,589,796 |
| DEPARTMENT TOTAL | 310.80 | 13,842,864 | 26,277,782 | 580,147 | 40,700,793 | 3,649,443 | 37,051,350 |



DEPARTMENT OF GENERAL SERVICES
OFFICE OF THE DIRECTOR

Manager: Linda Alexander

Agency 040 Organization 7200

PERSONNEL

| | <u>1988-89</u> | <u>1989-90</u> | <u>1990-91</u> | <u>1991-92</u> |
|-----------------------------|----------------|----------------|----------------|----------------|
| 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. | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> |
| 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 | <u>86,000</u> | <u>27,950</u> | <u>113,950</u> |
| 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> | General Fund <u>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 | <u>0</u> | <u>0</u> | <u>2,678,114</u> | <u>0</u> | <u>2,678,114</u> |
| 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 |
|--|-------------------|--------------------|--------------------|--|---------------------|---------------------|--------------------|
| PERSONAL SERVICES | | | | | | | |
| 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 |
| 187,371 | 175,951 | 201,020 | 201,020 | TOTAL PERSONAL SERVICES | 303,921 | 0 | 0 |
| EXTERNAL MATERIALS AND SERVICES | | | | | | | |
| 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 |
| 113,746 | 118,209 | 139,094 | 140,309 | TOTAL EXTERNAL | 162,909 | 0 | 0 |
| INTERNAL SERVICE REIMBURSEMENTS | | | | | | | |
| 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 |
| 3,949 | 4,581 | 4,689 | 4,689 | TOTAL INTERNAL | 7,280 | 0 | 0 |
| 117,695 | 122,790 | 143,783 | 144,998 | TOTAL MATERIALS & SERVICES | 170,189 | 0 | 0 |
| CAPITAL OUTLAY | | | | | | | |
| 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 |
| 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 |
| 360,017 | 365,425 | 392,292 | 403,179 | DIRECT BUDGET | 518,786 | 0 | 0 |
| 377,319 | 383,387 | 414,334 | 425,221 | TOTAL BUDGET | 560,110 | 0 | 0 |

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 |
| 3.02 | 131,524 | 3.00 | 130,776 | 3.00 | 138,040 | 3.00 | 138,040 | 5100 PERMANENT | 6.00 | 205,464 | 0.00 | 0 | 0.00 | 0 |

DGS-7

REQUIREMENT DETAIL

| 1988-89 ACTUAL | 1989-90 ACTUAL | 1990-91 ADOPTED | 1990-91 REVISED | AGENCY: 040 GENERAL SERVICES FUND: 100 GENERAL FUND SUM ORG: 7220 LABOR RELATIONS | 1991-92 PROPOSED | 1991-92 APPROVED | 1991-92 ADOPTED |
|-------------------|-------------------|--------------------|--------------------|---|---------------------|---------------------|--------------------|
| 99,994 | 122,577 | 131,504 | 131,504 | PERSONAL SERVICES | | | |
| 1,647 | 0 | 0 | 0 | 5100 PERMANENT | 134,827 | 0 | 0 |
| 0 | 0 | 0 | 0 | 5200 TEMPORARY | 0 | 0 | 0 |
| 555 | 738 | 0 | 0 | 5300 OVERTIME | 0 | 0 | 0 |
| 25,558 | 30,670 | 35,248 | 35,248 | 5400 PREMIUM | 0 | 0 | 0 |
| 127,754 | 153,985 | 166,752 | 166,752 | 5500 FRINGE BENEFITS | 36,382 | 0 | 0 |
| 9,736 | 12,154 | 17,226 | 17,226 | TOTAL EXTERNAL | 171,209 | 0 | 0 |
| | | | | 5550 INSURANCE BENEFITS | 19,620 | 0 | 0 |
| 137,490 | 166,139 | 183,978 | 183,978 | TOTAL PERSONAL SERVICES | 190,829 | 0 | 0 |
| 0 | 0 | 0 | 0 | EXTERNAL MATERIALS AND SERVICES | | | |
| 0 | 0 | 0 | 0 | 6050 COUNTY SUPPLEMENTS | 0 | 0 | 0 |
| 14,749 | 32,557 | 26,250 | 36,250 | 6060 PASS-THROUGH PAYMENTS | 0 | 0 | 0 |
| 7,301 | 8,179 | 5,505 | 6,385 | 6110 PROFESSIONAL SVCS | 56,715 | 0 | 0 |
| 0 | 0 | 0 | 0 | 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 |
| 0 | 0 | 0 | 0 | INTERNAL SERVICE REIMBURSEMENTS | | | |
| 2,012 | 3,100 | 2,086 | 2,086 | 7100 INDIRECT COSTS | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | 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 | TOTAL MATERIALS & SERVICES | 70,097 | 0 | 0 |
| 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 | DIRECT BUDGET | 238,507 | 0 | 0 |
| 165,304 | 214,284 | 221,508 | 232,681 | TOTAL BUDGET | 260,926 | 0 | 0 |

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

| 1988-89 ACTUAL | 1989-90 ACTUAL | 1990-91 ADOPTED | 1990-91 REVISED | AGENCY: 040 GENERAL SERVICES FUND: 400 INSURANCE FUND SUM ORG: 7200 OFFICE OF THE DIRECTOR | 1991-92 PROPOSED | 1991-92 APPROVED | 1991-92 ADOPTED |
|---------------------------------|-------------------|--------------------|--------------------|--|---------------------|---------------------|--------------------|
| PERSONAL SERVICES | | | | | | | |
| 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 |
| EXTERNAL MATERIALS AND SERVICES | | | | | | | |
| 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 |
| INTERNAL SERVICE REIMBURSEMENTS | | | | | | | |
| 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 |
| CAPITAL OUTLAY | | | | | | | |
| 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

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 Srv. Workers | 0.00 | 0.00 | 0.00 | 0.00 |
| Office & Clerical | 7.99 | 7.76 | 8.81 | 6.00 |
| Skilled Craft & Srv. 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 |
|---------------------------------|-------------------|--------------------|--------------------|---|---------------------|---------------------|--------------------|
| PERSONAL SERVICES | | | | | | | |
| 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 |
| EXTERNAL MATERIALS AND SERVICES | | | | | | | |
| 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 |
| INTERNAL SERVICE REIMBURSEMENTS | | | | | | | |
| 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 |
| CAPITAL OUTLAY | | | | | | | |
| 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 |

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> |
| TOTAL | 27.81 | 24.37 | 28.80 | 24.38 |

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> |
| TOTAL | \$1,213,762 | \$1,210,359 | \$2,424,121 |

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> |
|-----------|------------|-----------------------|--------------------|--------------|------------------|-----------------------------------|------------------|
| 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> |
| TOTAL | | | 45,407 | 0 | 1,210,359 | 1,285,142 | 2,424,121 |

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

| 1988-89 ACTUAL | 1989-90 ACTUAL | 1990-91 ADOPTED | 1990-91 REVISED | AGENCY: 040 GENERAL SERVICES FUND: 100 GENERAL FUND SUM ORG: 7035 ADMINISTRATIVE SERVICES | 1991-92 PROPOSED | 1991-92 APPROVED | 1991-92 ADOPTED |
|-------------------|-------------------|--------------------|--------------------|---|---------------------|---------------------|--------------------|
| 599,644 | 563,814 | 720,035 | 722,785 | PERSONAL SERVICES | | | |
| 24,217 | 28,213 | 36,134 | 36,134 | 5100 PERMANENT | 653,261 | 0 | 0 |
| 634 | 2,350 | 632 | 632 | 5200 TEMPORARY | 26,035 | 0 | 0 |
| 5,721 | 3,486 | 1,960 | 1,960 | 5300 OVERTIME | 0 | 0 | 0 |
| 151,191 | 142,262 | 195,157 | 195,892 | 5400 PREMIUM | 510 | 0 | 0 |
| 781,407 | 740,125 | 953,918 | 957,403 | 5500 FRINGE BENEFITS | 178,235 | 0 | 0 |
| 72,771 | 68,925 | 110,422 | 110,533 | TOTAL EXTERNAL | 858,041 | 0 | 0 |
| | | | | 5550 INSURANCE BENEFITS | 114,758 | 0 | 0 |
| 854,178 | 809,050 | 1,064,340 | 1,067,936 | TOTAL PERSONAL SERVICES | 972,799 | 0 | 0 |
| | | | | EXTERNAL MATERIALS AND SERVICES | | | |
| 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 |
| | | | | INTERNAL SERVICE REIMBURSEMENTS | | | |
| 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 |
| 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 |
|---------------------------------|-------------------|--------------------|--------------------|--|---------------------|---------------------|--------------------|
| PERSONAL SERVICES | | | | | | | |
| 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 |
| EXTERNAL MATERIALS AND SERVICES | | | | | | | |
| 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 |
| INTERNAL SERVICE REIMBURSEMENTS | | | | | | | |
| 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 |
| CAPITAL OUTLAY | | | | | | | |
| 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 |
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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. | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> |
| 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 | <u>0</u> | <u>1,700</u> | <u>1,700</u> |
| TOTAL | \$ 697,626 | \$12,536,662 | \$13,234,288 |

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> |
|-----------|--------------|----------------------|--------------------|--------------|-------------------|-----------------------------------|-------------------|
| 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 | <u>0</u> | <u>0</u> | <u>11,136,400</u> | <u>0</u> | <u>11,136,400</u> |
| | 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 |
|-------------------|-------------------|--------------------|--------------------|---|---------------------|---------------------|--------------------|
| 345,016 | 317,463 | 384,224 | 384,224 | PERSONAL SERVICES | | | |
| 1,702 | 3,176 | 0 | 0 | 5100 PERMANENT | 364,734 | 0 | 0 |
| 0 | 1,945 | 0 | 0 | 5200 TEMPORARY | 0 | 0 | 0 |
| 1,007 | 31 | 0 | 0 | 5300 OVERTIME | 0 | 0 | 0 |
| 80,058 | 78,890 | 102,950 | 102,950 | 5400 PREMIUM | 0 | 0 | 0 |
| 427,783 | 401,505 | 487,174 | 487,174 | 5500 FRINGE BENEFITS | 98,471 | 0 | 0 |
| 38,615 | 37,124 | 52,877 | 52,877 | TOTAL EXTERNAL | 463,205 | 0 | 0 |
| | | | | 5550 INSURANCE BENEFITS | 60,901 | 0 | 0 |
| 466,398 | 438,629 | 540,051 | 540,051 | TOTAL PERSONAL SERVICES | 524,106 | 0 | 0 |
| 0 | 0 | 0 | 0 | EXTERNAL MATERIALS AND SERVICES | | | |
| 0 | 0 | 0 | 0 | 6050 COUNTY SUPPLEMENTS | 0 | 0 | 0 |
| 94,780 | 170,453 | 92,735 | 104,895 | 6060 PASS-THROUGH PAYMENTS | 0 | 0 | 0 |
| 19,723 | 16,338 | 11,000 | 13,080 | 6110 PROFESSIONAL SVCS | 111,019 | 0 | 0 |
| 0 | 0 | 0 | 0 | 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 |
| 0 | 0 | 0 | 0 | INTERNAL SERVICE REIMBURSEMENTS | | | |
| 8,775 | 10,886 | 11,318 | 11,690 | 7100 INDIRECT COSTS | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | 7150 TELEPHONE | 10,339 | 0 | 0 |
| 595 | 363 | 690 | 690 | 7200 DATA PROCESSING | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | 7300 MOTOR POOL | 700 | 0 | 0 |
| 2,089 | 1,779 | 1,695 | 1,695 | 7400 BUILDING MANAGEMENT | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | 7500 OTHER INTERNAL | 0 | 0 | 0 |
| 11,459 | 13,028 | 13,703 | 14,075 | 7550 SERV REIMB TO CAP LEASE RET FU | 0 | 0 | 0 |
| | | | | TOTAL INTERNAL | 11,039 | 0 | 0 |
| 190,089 | 234,261 | 143,138 | 161,470 | TOTAL MATERIALS & SERVICES | 173,520 | 0 | 0 |
| 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 |
| | | | | | | | | | | | | | | |
| 10.88 | 345,286 | 10.87 | 317,463 | 12.50 | 384,224 | 12.50 | 384,224 | 5100 PERMANENT | 12.00 | 364,734 | 0.00 | 0 | 0.00 | 0 |

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 |
|-------------------|-------------------|--------------------|--------------------|-------------------------------------|---------------------|---------------------|--------------------|
| 4,502 | 78,008 | 94,628 | 94,628 | PERSONAL SERVICES | | | |
| 0 | 604 | 0 | 0 | 5100 PERMANENT | 116,324 | 0 | 0 |
| 0 | 1,626 | 0 | 0 | 5200 TEMPORARY | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | 5300 OVERTIME | 0 | 0 | 0 |
| 1,140 | 19,065 | 25,436 | 25,436 | 5400 PREMIUM | 0 | 0 | 0 |
| 5,642 | 99,303 | 120,064 | 120,064 | 5500 FRINGE BENEFITS | 31,405 | 0 | 0 |
| 349 | 0 | 0 | 0 | TOTAL EXTERNAL | 147,729 | 0 | 0 |
| | | | | 5550 INSURANCE BENEFITS | 0 | 0 | 0 |
| 5,991 | 99,303 | 120,064 | 120,064 | TOTAL PERSONAL SERVICES | 147,729 | 0 | 0 |
| 6,367 | 0 | 0 | 0 | EXTERNAL MATERIALS AND SERVICES | | | |
| 0 | 0 | 0 | 0 | 6050 COUNTY SUPPLEMENTS | 0 | 0 | 0 |
| 530,186 | 444,080 | 517,000 | 545,411 | 6060 PASS-THROUGH PAYMENTS | 0 | 0 | 0 |
| 5,121 | 11,479 | 14,000 | 16,240 | 6110 PROFESSIONAL SVCS | 539,500 | 0 | 0 |
| 0 | 0 | 0 | 0 | 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 |
| 0 | 0 | 0 | 0 | INTERNAL SERVICE REIMBURSEMENTS | | | |
| 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 |
| 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 | 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 |

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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 | 0.00 | ADMIN TECH | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 |
| 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 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 | 1.00 | ASBESTOS PROJECT SPE | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 |
| 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 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 | 1.00 | 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 | 1.00 | 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 | 0 |

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> | General Fund <u>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

| 1988-89 ACTUAL | 1989-90 ACTUAL | 1990-91 ADOPTED | 1990-91 REVISED | AGENCY: 040 GENERAL SERVICES FUND: 100 GENERAL FUND SUM ORG: 7060 ASSESSMENT & TAXATION | 1991-92 PROPOSED | 1991-92 APPROVED | 1991-92 ADOPTED |
|---------------------------------|-------------------|--------------------|--------------------|---|---------------------|---------------------|--------------------|
| PERSONAL SERVICES | | | | | | | |
| 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 |
| EXTERNAL MATERIALS AND SERVICES | | | | | | | |
| 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 |
| INTERNAL SERVICE REIMBURSEMENTS | | | | | | | |
| 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 |
| CAPITAL OUTLAY | | | | | | | |
| 0 | 0 | 0 | 0 | 8100 LAND | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | 8200 BUILDINGS | 0 | 0 | 0 |
| 0 | 0 | 2,200 | 2,200 | 8300 OTHER IMPROVEMENTS | 0 | 0 | 0 |
| 0 | 0 | 243,678 | 243,678 | 8400 EQUIPMENT | 210,702 | 0 | 0 |
| 0 | 0 | 245,878 | 245,878 | TOTAL CAPITAL OUTLAY | 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

| | <u>1988-89</u> | <u>1989-90</u> | <u>1990-91</u> | <u>1991-92</u> |
|-----------------------------|----------------|----------------|----------------|----------------|
| 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. | <u>2.00</u> | <u>2.00</u> | <u>2.00</u> | <u>2.00</u> |
| 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 | <u>0</u> | <u>0</u> |
| TOTAL | \$3,177,529 | \$3,177,529 |

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> |
|-----------|------------|--------------------------|--------------------|--------------|--------------|-----------------------------------|------------------|
| 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 | <u>0</u> | <u>0</u> | <u>0</u> | <u>20,004</u> | <u>20,004</u> |
| | | 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.

3

FUND: 100 GENERAL FUND

1989-90

1990-91

1990-91

1991-92
APPROVED

**1991-92
ADOPTED**

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> |
| TOTAL | 61.19 | 62.87 | 67.00 | 60.00 |

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> |
| TOTAL | \$ 5,486,520 | \$ 1,786,691 | \$ 7,273,211 |

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> |
| | | TOTAL | 7,273,211 | 0 | 0 | 0 | 7,273,211 |

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

| 1988-89 ACTUAL | 1989-90 ACTUAL | 1990-91 ADOPTED | 1990-91 REVISED | AGENCY: 040 GENERAL SERVICES FUND: 301 DATA PROCESSING FUND SUM ORG: 7090 INFORMATION SERVICES | 1991-92 PROPOSED | 1991-92 APPROVED | 1991-92 ADOPTED |
|---------------------------------|-------------------|--------------------|--------------------|--|---------------------|---------------------|--------------------|
| PERSONAL SERVICES | | | | | | | |
| 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 | TOTAL PERSONAL SERVICES | 2,784,252 | 0 | 0 |
| EXTERNAL MATERIALS AND SERVICES | | | | | | | |
| 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 |
| INTERNAL SERVICE REIMBURSEMENTS | | | | | | | |
| 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 | TOTAL MATERIALS & SERVICES | 2,639,668 | 0 | 0 |
| CAPITAL OUTLAY | | | | | | | |
| 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 | DIRECT BUDGET | 4,628,708 | 0 | 0 |
| 4,941,811 | 5,720,316 | 5,826,992 | 6,428,682 | TOTAL BUDGET | 5,486,520 | 0 | 0 |

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 OPR/ | 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 |
|-------------------|-------------------|--------------------|--------------------|--|---------------------|---------------------|--------------------|
| 127,250 | 140,400 | 166,466 | 166,466 | PERSONAL SERVICES | | | |
| 5,703 | 6,934 | 0 | 0 | 5100 PERMANENT | 171,878 | 0 | 0 |
| 1,391 | 2,180 | 1,896 | 1,896 | 5200 TEMPORARY | 0 | 0 | 0 |
| 544 | 34 | 0 | 0 | 5300 OVERTIME | 2,010 | 0 | 0 |
| 30,852 | 36,677 | 44,899 | 44,899 | 5400 PREMIUM | 0 | 0 | 0 |
| 165,740 | 186,225 | 213,261 | 213,261 | 5500 FRINGE BENEFITS | 46,564 | 0 | 0 |
| 11,745 | 15,295 | 20,777 | 20,777 | TOTAL EXTERNAL | 220,452 | 0 | 0 |
| | | | | 5550 INSURANCE BENEFITS | 27,038 | 0 | 0 |
| 177,485 | 201,520 | 234,038 | 234,038 | TOTAL PERSONAL SERVICES | 247,490 | 0 | 0 |
| | | | | EXTERNAL MATERIALS AND SERVICES | | | |
| 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 |
| | | | | INTERNAL SERVICE REIMBURSEMENTS | | | |
| 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 | TOTAL MATERIALS & SERVICES | 1,349,006 | 0 | 0 |
| 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 |
| 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 | DIRECT BUDGET | 1,589,796 | 0 | 0 |
| 1,236,919 | 1,583,590 | 1,815,795 | 2,016,833 | TOTAL BUDGET | 1,786,691 | 0 | 0 |

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 |

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.

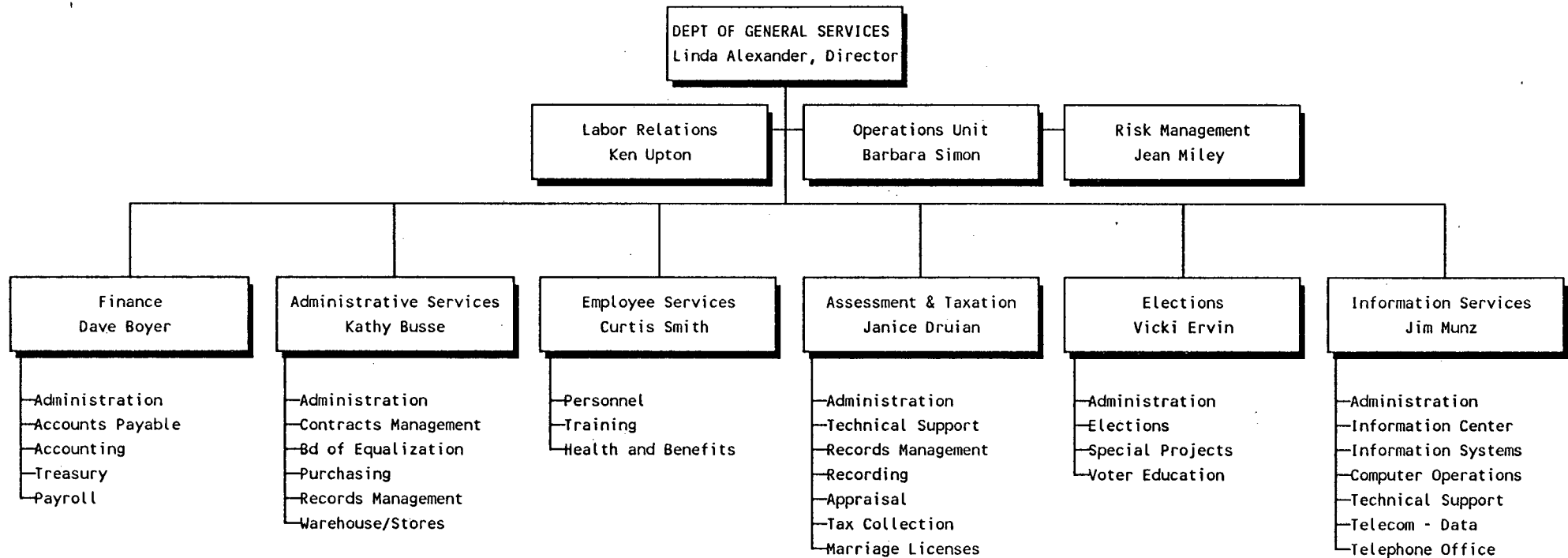
Our budget request for FY 91-92, for the most part, represents step increases for our employees and some modest increases in Materials and Services. Within our constraint, our capital request increased from last year because of several major purchases including a lift truck and a MICR quality check printer. 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



**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 |
| Total | 232,681 | 260,926 | 1,291,586 | 1,338,989 | 1,171,409 | 1,053,496 | 701,521 | 697,626 | 3,397,197 | 3,351,037 | 265,951 | 332,022 |

| | 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 |
| Total | 1,026,947 | 1,210,359 | 2,650,077 | 3,177,529 | 162,956 | 160,266 | 8,931,061 | 8,810,918 | 6,428,682 | 5,486,520 | 2,016,833 | 1,786,691 | 21,206,024 | 21,144,985 |

| | 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 | 10,837,595 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 |
| Totals | | |
| General Fund | \$ 11,744,094 | \$ 12,148,713 |
| Cable Fund | 1,026,947 | 1,210,359 |
| DIRECT SERVICES TOTAL | \$ 12,771,041 | \$ 13,359,072 |

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 |
| TOTALS | | |
| General Fund | \$ 3,397,197 | \$ 3,351,037 |
| Data Processing Fund | 6,428,682 | 5,486,520 |
| Telephone Fund | 2,016,833 | 1,786,691 |
| SUPPORT SERVICES TOTAL | \$ 11,842,712 | \$ 10,624,248 |

Insurance Fund

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

Department Management

| | Revised 1990-91 | Proposed 1991-92 |
|--|-------------------|-------------------|
| Director's Office Includes Central Word Processing, Capital, and Education and Training | \$ 425,221 | \$ 560,110 |
| TOTAL | \$ 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 |
| GRAND TOTAL | \$ 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 \$1,334,365 | 22.38 FTE \$1,213,762 |

Cable Fund

| | Revised 1990-91 | Proposed 1991-92 |
|--|-------------------------|-------------------------|
| | 2.00 FTE \$1,026,947 | 2.00 FTE \$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 \$701,521 | 12.00 FTE \$697,626 |

| | Revised 1990-91 | Proposed 1991-92 |
|----------------|--------------------------|--------------------------|
| Insurance Fund | 3.50 FTE \$10,837,595 | 4.00 FTE \$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 \$8,931,061 | 154.42 FTE \$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 | 17.00 FTE |
| | \$2,650,077 | \$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 | 54.00 FTE |
| | \$6,428,682 | \$5,486,520 |
| Telephone Fund | 6.00 FTE | 6.00 FTE |
| | \$2,016,833 | \$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 |
| Total | \$53,084 |

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
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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
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LABOR RELATIONS (503) 248-5135

ADMINISTRATIVE SERVICES (503) 248-5111
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MEMORANDUM

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



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RECEIVED
APR 05 1991

M E M O R A N D U M

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

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MEMORANDUM

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, 1991. 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 ^{in 90/91} 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.

1328F/DB/1b



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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 |
|-------|-----------|



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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



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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 2/25/91. 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 1

| | | | |
|-------|---------------|---------|-------------|
| To | Barbara Simon | From | Kathy Busse |
| Co. | | Co. | |
| Dept. | DGS | Phone # | 5108 |
| Fax # | 3252 | Fax # | 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:j1



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 | 1 |
| To | Barbara Simon | | |
| Co. | Kathy Busse | | |
| Dept. | Phone # 2241 | | |
| Fax # 3292 | Fax # 3252 | | |

GLADYS McCOY
 COUNTY CHAIR

MEMORANDUM

TO: Barbara Simon
 FROM: Kathy Busse *Kathy*
 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 | \$ 2,000 |
| TOTAL | <u>\$82,055</u> |

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 |

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

| | | | | | | | | |
|--------|---------|---------|-------|----------|----------|---------|-------|-------|
| | | | 8 | | | 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

AT OTHER LOCATIONS:

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

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 |
| TOTAL | \$754,203 | \$791,557 | \$1,108,000 | \$972,000 | |
| GENERAL FUND TOTAL | \$754,203 | \$791,557 | \$828,000 | \$800,000 | |

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

at 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 ¹ |
| DGS ASSESSMENT AND TAXATION | | | | \$860,000 ² |
| DHS JUVENILE JUSTICE | | 70.4 | 27 | \$637,845 ³ |
| 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 |

¹ Currently available.

² Additional funding requested for next year.

³ \$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 ¹ | | | | | | | | |
| DGS ASSESSMENT AND TAXATION ² | | | | | | | | |
| DHS JUVENILE JUSTICE ³ | 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 |

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

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

³ 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.