

# DEPARTMENT OF GENERAL SERVICES

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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							
Office of the Director	5.98	299,391	76,514	730	376,635	(37,922)	338,713
Labor Relations	3.47	187,489	70,429	2,224	260,142	(20,298)	239,844
Finance	28.23	1,151,329	296,148	8,000	1,455,477	(150,901)	1,304,576
Administrative Services	34.30	1,354,335	322,136	27,223	1,703,694		1,703,694
Employee Services	12.91	552,564	153,549	6,000	712,113	(73,598)	638,515
Assessment & Taxation	154.17	6,143,967	2,376,923	196,542	8,717,432	(1,876,791)	6,840,641
Elections	17.00	955,230	2,203,311	3,323	3,161,864	(187,604)	2,974,260
SUBTOTAL	256.06	10,644,305	5,499,010	244,042	16,387,357	(2,347,114)	14,040,243
Insurance Fund							
Office of the Director	3.97	226,323	3,307,987	18,975	3,553,285	(9,552)	3,543,733
Finance	0.20	13,911	1,376	0	15,287	(537)	14,750
Employee Services	3.97	146,774	13,922,027	850	14,069,651	(7,791)	14,061,860
SUBTOTAL	8.14	387,008	17,231,390	19,825	17,638,223	(17,880)	17,620,343
Cable TV Fund	1.99	85,415	1,120,856	0	1,206,271	(16,649)	1,189,622
Data Processing Fund	54.89	2,789,931	2,745,998	71,300	5,607,229	(833,917)	4,773,312
Telephone Fund	5.99	244,679	1,531,022	233,000	2,008,701	(194,530)	1,814,171
DEPARTMENT TOTAL	327.07	14,151,338	28,128,276	568,167	42,847,781	(3,410,090)	39,437,691

**DEPARTMENT OF GENERAL SERVICES  
OFFICE OF THE DIRECTOR**

Manager:

Agency: 040

Organization: 7200

**PERSONNEL**

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
Officials and Administrators	3.07	4.00	4.00	3.94
Professionals	2.41	2.89	4.50	3.00
Technicians and Para-Professionals	0.00	1.00	0.00	1.00
Protective Service Workers	0.00	0.00	0.00	0.00
Office and Clerical	1.00	1.54	1.50	5.50
Skilled Craft and Srv. Maint.	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>TOTAL</b>	<b>6.48</b>	<b>9.43</b>	<b>10.00</b>	<b>13.42</b>

**EXPENDITURES**

	<u>General Fund</u> <u>(100)</u>	<u>Insurance Fund</u> <u>(400)</u>	<u>TOTAL</u>
Personal Services	\$ 486,880	\$ 226,323	\$ 713,203
Materials and Services	146,943	3,307,987	3,454,930
Capital Outlay	<u>2,954</u>	<u>18,975</u>	<u>21,929</u>
<b>TOTAL</b>	<b>\$ 636,777</b>	<b>\$ 3,553,285</b>	<b>\$ 4,190,062</b>

**REVENUE CATEGORIES**

<u>FND</u>	<u>ORG</u>	<u>ORGANIZATION</u>	<u>OPERATIONAL</u>	<u>GRANT</u>	<u>OTHER</u>	<u>GENERAL FUND</u> <u>SUPPLEMENT</u>	<u>TOTAL</u>
100	7200	Administration	\$ 0	\$ 0	\$ 0	\$ 376,635	\$ 376,635
100	7220	Labor Relations	0	0	0	260,142	260,142
400	7520	Risk Management	0	0	196,338	0	196,338
400	7530	Liability Insurance	0	0	572,394	0	572,394
400	7540	Property Insurance	0	0	222,700	0	222,700
400	7550	Workers' Compensation	<u>0</u>	<u>0</u>	<u>2,561,853</u>	<u>0</u>	<u>2,561,853</u>
		<b>TOTAL</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 3,553,285</b>	<b>\$ 636,777</b>	<b>\$ 4,190,062</b>

**EXPLANATION OF OTHER REVENUES**

Insurance Fund	\$ 3,553,285
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DEPARTMENT OF GENERAL SERVICES  
OFFICE OF THE DIRECTOR

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### 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.

#### 7200 Office of the Director

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
FTEs	3.02	3.00	3.00	5.98
Personal Services	\$ 187,371	\$ 175,951	\$ 201,020	\$ 299,391
Materials and Services	46,565	41,234	82,133	76,514
Capital Outlay	<u>8,114</u>	<u>10,583</u>	<u>16,000</u>	<u>730</u>
TOTAL	\$ 242,050	\$ 227,768	\$ 299,133	\$ 376,635

#### 7020 Operations Unit - History

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
FTEs	7.74	3.40	4.50	0.00
Personal Services	\$ 231,641	\$ 116,643	\$ 148,266	\$ 0
Materials and Services	18,497	15,384	15,997	0
Capital Outlay	<u>4,206</u>	<u>5,417</u>	<u>0</u>	<u>0</u>
TOTAL	\$ 254,344	\$ 137,444	\$ 164,263	\$ 0

#### TOTAL, OFFICE OF THE DIRECTOR

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
FTEs	10.76	6.40	7.50	5.98
Personal Services	\$ 419,012	\$ 292,594	\$ 349,286	\$ 299,391
Materials and Services	65,062	56,618	98,130	76,514
Capital Outlay	<u>12,320</u>	<u>16,000</u>	<u>16,000</u>	<u>730</u>
TOTAL	\$ 496,394	\$ 365,212	\$ 463,416	\$ 376,635

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**DEPARTMENT OF GENERAL SERVICES  
OFFICE OF THE DIRECTOR**

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**Objectives**

- o 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.
  - o Provide leadership to implement changes required by Measure 5.
  - o Develop management convictions and values; integrate those convictions through all levels of the organization and ensure that attitudes and behavior match those words.
  - o Ensure that quality and service improvement opportunities are identified and implemented.
  - o Develop a minority recruitment and training program for property appraisers.
  - o Implement and strengthen new program initiatives in Employee Services.
  - o Provide word processing support in a timely manner for six organizations within DGS.
  - o 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.
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**7220 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>
FTEs	3.16	3.54	3.50	3.47
Personal Services	\$ 137,490	\$ 166,139	\$ 183,978	\$ 187,489
Materials and Services	33,357	50,042	48,703	70,429
Capital Outlay	<u>1,283</u>	<u>12,676</u>	<u>3,500</u>	<u>2,224</u>
TOTAL	\$ 172,130	\$ 228,857	\$ 236,181	\$ 260,142

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**Objectives**

- o Effectively negotiate and execute all the County collective bargaining agreements.
  - o Effectively administer all the County collective bargaining agreements.
  - o Provide labor relations training and consulting services to County departments and the Board.
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DEPARTMENT OF GENERAL SERVICES  
OFFICE OF THE DIRECTOR

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### 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.

#### 7520 Risk Management Administration

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
FTEs	0.30	1.74	2.50	2.98
Personal Services	\$ 11,561	\$ 71,673	\$ 117,715	\$ 127,552
Materials and Services	4,488	11,386	66,916	67,311
Capital Outlay	<u>9,286</u>	<u>3,528</u>	<u>3,450</u>	<u>1,475</u>
TOTAL	\$ 25,335	\$ 86,587	\$ 188,081	\$ 196,338

#### 7530 Liability Insurance

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
FTEs	0.01	0.00	0.00	0.00
Personal Services	\$ 344	\$ 0	\$ 0	\$ 0
Materials and Services	310,264	1,339,575	465,700	519,510
Capital Outlay	<u>575</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$ 311,183	\$ 1,339,575	\$ 465,700	\$ 572,394

#### 7540 Property Insurance

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
FTEs	0.00	0.00	0.00	0.00
Personal Services	\$ 0	\$ 0	\$ 0	\$ 0
Materials and Services	100,099	111,928	227,854	205,200
Capital Outlay	<u>4,500</u>	<u>10,176</u>	<u>25,000</u>	<u>17,500</u>
TOTAL	\$ 104,599	\$ 122,104	\$ 252,854	\$ 222,700

DEPARTMENT OF GENERAL SERVICES  
OFFICE OF THE DIRECTOR

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**7550 Workers' Compensation**

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
FTEs	0.02	1.15	1.00	0.99
Personal Services	\$ 710	\$ 38,201	\$ 169,924	\$ 98,771
Materials and Services	2,018,921	3,003,966	2,566,110	2,463,082
Capital Outlay	<u>0</u>	<u>2,290</u>	<u>0</u>	<u>0</u>
TOTAL	\$ 2,019,631	\$ 3,044,457	\$ 2,736,034	\$ 2,561,853

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**Objectives**

- o Control the number and cost of claims against the County through loss control programs, effective claims management, and improved claim resolution processes.
  - o Reduce losses in County facilities and operations by identifying potential loss exposures and implementing controls.
  - o 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.
  - o Ensure the County's compliance with risk management regulatory requirements.
  - o Implement risk management prevention programs targeted to areas which have experienced the highest losses.
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# 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							
294,607	206,114	235,302	235,302	5100 PERMANENT	205,464	204,576	204,576
13,513	8,230	14,770	14,770	5200 TEMPORARY	10,000	10,000	10,000
162	945	0	0	5300 OVERTIME	0	0	0
3,077	1,646	1,560	1,560	5400 PREMIUM	0	0	0
72,515	50,013	62,564	62,564	5500 FRINGE BENEFITS	54,413	54,173	54,173
383,874	266,948	314,196	314,196	TOTAL EXTERNAL	269,877	268,749	268,749
35,138	25,646	35,090	35,090	5550 INSURANCE BENEFITS	34,044	30,642	30,642
419,012	292,594	349,286	349,286	TOTAL PERSONAL SERVICES	303,921	299,391	299,391
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
24,953	13,929	27,000	27,000	6110 PROFESSIONAL SVCS	51,500	50,470	50,470
3,329	4,279	4,360	4,360	6120 PRINTING	3,300	2,805	2,805
0	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
557	886	3,500	3,500	6180 REPAIRS AND MAINTENANCE	3,500	3,500	3,500
2,300	1,578	2,184	2,184	6190 MAINTENANCE CONTRACTS	2,159	2,159	2,159
30	230	300	300	6200 POSTAGE	400	400	400
11,486	6,396	7,000	7,000	6230 SUPPLIES	5,800	5,800	5,800
2,336	1,678	2,000	2,000	6270 FOOD	1,000	1,000	1,000
8,348	16,928	41,784	41,784	6310 EDUCATION & TRAINING	93,000	28,000	2,600
652	1,549	1,420	1,420	6330 LOCAL TRAVEL/MILEAGE	1,750	1,474	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
652	1,051	800	800	6620 DUES AND SUBSCRIPTIONS	500	500	500
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
54,774	48,641	90,348	90,348	TOTAL EXTERNAL	162,909	96,108	69,234
INTERNAL SERVICE REIMBURSEMENTS							
0	0	0	0	7100 INDIRECT COSTS	0	0	0
10,255	7,859	7,662	7,662	7150 TELEPHONE	7,180	7,180	7,180
0	0	0	0	7200 DATA PROCESSING	0	0	0
33	68	120	120	7300 MOTOR POOL	100	100	100
0	0	0	0	7400 BUILDING MANAGEMENT	0	0	0
0	50	0	0	7500 OTHER INTERNAL	0	0	0
0	0	0	0	7550 SERV REIMB TO CAP LEASE RET FU	0	0	0
10,288	7,977	7,782	7,782	TOTAL INTERNAL	7,280	7,280	7,280
65,062	56,618	98,130	98,130	TOTAL MATERIALS & SERVICES	170,189	103,388	76,514
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
12,320	16,000	16,000	16,000	8400 EQUIPMENT	172,000	86,000	730
12,320	16,000	16,000	16,000	TOTAL CAPITAL OUTLAY	172,000	86,000	730
450,968	331,589	420,544	420,544	DIRECT BUDGET	604,786	450,857	338,713
496,394	365,212	463,416	463,416	TOTAL BUDGET	646,110	488,779	376,635

DGS-7

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	1.84	41,063	0.00	0	0.00	0	OFFICE ASST 3	0.00	0	0.00	0	0.00	0
6.84	116,689	1.48	27,201	2.50	46,899	3.50	70,445	OFFICE ASSISTANT 2	0.00	0	0.00	0	0.00	0
1.90	40,858	0.00	0	2.00	47,092	1.00	23,546	OFFICE ASST/SENIOR	0.00	0	0.00	0	0.00	0
0.00	0	0.00	0	0.00	0	0.00	0	WORD PROC OPERATOR	2.00	40,980	2.00	40,980	2.00	40,980
0.00	0	0.00	0	0.00	0	0.00	0	ADMIN SECRETARY	1.00	25,152	1.00	25,152	1.00	25,152
0.00	0	0.00	0	0.00	0	0.00	0	WORD PROCESSING OPR/	1.00	22,951	1.00	22,951	1.00	22,951
0.00	27,393	1.08	29,305	1.00	26,817	1.00	26,817	OPERATIONS SUPV 1	0.00	0	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	0.99	45,604	0.99	45,604
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	0.99	69,889	0.99	69,889
10.76	294,607	6.40	206,114	7.50	235,302	7.50	235,302	5100 PERMANENT	6.00	205,464	5.98	204,576	5.98	204,576

DGS-8

# 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
PERSONAL SERVICES							
99,994	122,577	131,504	131,504	5100 PERMANENT	134,827	133,867	133,867
1,647	0	0	0	5200 TEMPORARY	0	0	0
0	0	0	0	5300 OVERTIME	0	0	0
555	738	0	0	5400 PREMIUM	0	0	0
25,558	30,670	35,248	35,248	5500 FRINGE BENEFITS	36,382	36,123	36,123
127,754	153,985	166,752	166,752	TOTAL EXTERNAL	171,209	169,990	169,990
9,736	12,154	17,226	17,226	5550 INSURANCE BENEFITS	19,620	17,499	17,499
137,490	166,139	183,978	183,978	TOTAL PERSONAL SERVICES	190,829	187,489	187,489
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
14,749	32,557	26,250	36,250	6110 PROFESSIONAL SVCS	56,715	35,581	55,581
7,301	8,179	5,505	6,385	6120 PRINTING	6,385	5,427	5,427
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	212	212
0	0	0	0	6190 MAINTENANCE CONTRACTS	0	0	0
22	17	315	315	6200 POSTAGE	315	315	315
2,628	2,130	1,834	2,127	6230 SUPPLIES	2,255	2,255	2,255
0	3	0	0	6270 FOOD	0	0	0
5,543	1,897	0	0	6310 EDUCATION & TRAINING	0	0	2,700
435	565	735	735	6330 LOCAL TRAVEL/MILEAGE	775	499	499
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	641	641
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
31,321	46,942	35,444	46,617	TOTAL EXTERNAL	67,298	44,930	67,630
INTERNAL SERVICE REIMBURSEMENTS							
0	0	0	0	7100 INDIRECT COSTS	0	0	0
2,012	3,100	2,086	2,086	7150 TELEPHONE	2,799	2,799	2,799
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	2,799	2,799
33,357	50,042	37,530	48,703	TOTAL MATERIALS & SERVICES	70,097	47,729	70,429
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
1,283	12,676	3,500	3,500	8400 EQUIPMENT	0	0	2,224
1,283	12,676	3,500	3,500	TOTAL CAPITAL OUTLAY	0	0	2,224
160,358	213,603	205,696	216,869	DIRECT BUDGET	238,507	214,920	239,844
172,130	228,857	225,008	236,181	TOTAL BUDGET	260,926	235,218	260,142

DGS-9

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	0.50	9,084	0.50	9,084
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	0.99	25,566	0.99	25,566
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	0.99	45,948	0.99	45,948
1.00	40,616	1.00	48,301	1.00	51,709	1.00	51,709	LABOR RELATIONS MANA	1.00	53,679	0.99	53,269	0.99	53,269
3.16	99,994	3.54	122,577	3.50	131,504	3.50	131,504	5100 PERMANENT	3.50	134,827	3.47	133,867	3.47	133,867

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# 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
8,641	89,353	118,177	118,177	PERSONAL SERVICES			
13	0	126,200	126,200	5100 PERMANENT	130,859	130,035	130,035
0	0	0	0	5200 TEMPORARY	123,400	48,175	48,175
566	995	1,573	1,573	5300 OVERTIME	0	0	0
2,269	19,526	41,689	41,689	5400 PREMIUM	0	0	0
11,489	109,874	287,639	287,639	5500 FRINGE BENEFITS	68,647	48,113	48,113
1,126	0	0	0	TOTAL EXTERNAL	322,906	226,323	226,323
				5550 INSURANCE BENEFITS	0	0	0
12,615	109,874	287,639	287,639	TOTAL PERSONAL SERVICES	322,906	226,323	226,323
202,447	219,133	220,000	220,000	EXTERNAL MATERIALS AND SERVICES			
0	0	0	0	6050 COUNTY SUPPLEMENTS	220,000	220,000	220,000
64,411	113,599	197,000	197,000	6060 PASS-THROUGH PAYMENTS	0	0	0
688	301	5,400	5,400	6110 PROFESSIONAL SVCS	280,000	274,400	274,400
0	0	0	0	6120 PRINTING	5,900	6,715	5,270
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	12,800	12,800
0	0	0	0	6190 MAINTENANCE CONTRACTS	0	0	0
11	3	2,600	2,600	6200 POSTAGE	1,600	1,600	1,600
1,558	2,581	15,828	16,878	6230 SUPPLIES	16,025	16,025	16,025
0	0	0	0	6270 FOOD	0	0	0
610	3,910	6,700	6,700	6310 EDUCATION & TRAINING	5,900	5,900	5,900
217	847	1,080	1,080	6330 LOCAL TRAVEL/MILEAGE	1,150	736	736
144,055	141,314	198,100	254,765	6520 INSURANCE	219,700	227,600	227,600
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	2,684,173	2,533,004
287	0	0	0	6610 AWARDS AND PREMIUMS	0	0	0
402	1,078	600	600	6620 DUES AND SUBSCRIPTIONS	1,100	1,100	1,100
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	3,451,049	3,298,435
0	0	0	0	INTERNAL SERVICE REIMBURSEMENTS			
1,734	3,008	2,946	3,521	7100 INDIRECT COSTS	0	0	0
0	0	0	0	7150 TELEPHONE	3,545	3,545	3,545
121	236	324	324	7200 DATA PROCESSING	0	0	0
1,380	1,214	5,647	5,647	7300 MOTOR POOL	360	360	360
13	13	0	0	7400 BUILDING MANAGEMENT	5,647	5,647	5,647
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
3,248	4,471	8,917	9,492	TOTAL INTERNAL	9,552	9,552	9,552
2,433,772	4,466,855	3,270,115	3,328,405	TOTAL MATERIALS & SERVICES	3,269,845	3,460,601	3,307,987
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	10,000	10,000
14,361	15,994	18,450	18,450	8400 EQUIPMENT	17,950	8,975	8,975
14,361	15,994	28,450	28,450	TOTAL CAPITAL OUTLAY	27,950	18,975	18,975
2,456,374	4,588,252	3,577,287	3,635,002	DIRECT BUDGET	3,611,149	3,696,347	3,543,733
2,460,748	4,592,723	3,586,204	3,644,494	TOTAL BUDGET	3,620,701	3,705,899	3,553,285

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

# PERSONNEL DETAIL

1988-89 ACTUAL		1989-90 ACTUAL		1990-91 ADOPTED		1990-91 REVISED			1991-92 PROPOSED		1991-92 APPROVED		1991-92 ADOPTED	
FTE	BASE	FTE	BASE	FTE	BASE	FTE	BASE		FTE	BASE	FTE	BASE	FTE	BASE
0.00	0	0.00	0	0.00	0	0.00	0	OFFICE ASST/SENIOR	1.00	22,867	1.00	22,867	1.00	22,867
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
0.13	2,863	1.89	49,875	2.50	73,568	2.50	73,568	MANAGEMENT ANALYST	2.00	61,884	1.98	61,413	1.98	61,413
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	5,778	1.00	39,478	1.00	44,609	1.00	44,609	PROGRAM MANAGEMENT S	1.00	46,108	0.99	45,756	0.99	45,756

**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 and Administrators	3.84	4.37	4.00	3.96
Professionals	4.71	5.93	8.50	8.97
Technicians and Para-Professionals	3.96	3.23	5.00	8.50
Protective Service Workers	0.00	0.00	0.00	0.00
Office and Clerical	7.99	7.76	8.81	7.00
Skilled Craft and Srv. Maint.	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>TOTAL</b>	<b>20.50</b>	<b>21.29</b>	<b>26.31</b>	<b>28.23</b>

**EXPENDITURES**

	<u>General Fund</u> <u>(100)</u>	<u>Insurance Fund</u> <u>(400)</u>	<u>Total</u>
Personal Services	\$ 1,151,329	\$ 13,911	\$ 1,165,240
Materials and Services	296,148	1,376	297,524
Capital Outlay	<u>8,000</u>	<u>0</u>	<u>8,000</u>
<b>TOTAL</b>	<b>\$ 1,455,477</b>	<b>\$ 15,287</b>	<b>\$ 1,470,764</b>

**REVENUE CATEGORIES**

<u>FD</u>	<u>ORG</u>	<u>ORGANIZATION</u>	<u>OPERATIONAL</u>	<u>GRANT</u>	<u>OTHER</u>	<u>GENERAL FUND SUPPLEMENT</u>	<u>TOTAL</u>
100	7400	Administration	0	0	0	186,331	186,331
400	7400	Administration	0	0	15,287	0	15,287
100	7405	Accounts Payable	0	0	0	316,011	316,011
100	7410	Accounting	0	0	0	442,476	442,476
100	7415	Treasury	0	0	0	275,768	275,768
100	7420	Payroll	<u>0</u>	<u>0</u>	<u>0</u>	<u>234,891</u>	<u>234,891</u>
		<b>TOTAL</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 15,287</b>	<b>\$ 1,455,477</b>	<b>\$ 1,470,754</b>

**EXPLANATION OF OTHER REVENUES**

Insurance Fund	\$ 15,287
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**DEPARTMENT OF GENERAL SERVICES  
FINANCE DIVISION**

**7400 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.

**General Fund**

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
FTEs	0.88	4.44	3.00	2.78
Personal Services	\$ 50,396	\$ 198,076	\$ 148,139	\$ 135,938
Materials and Services	12,415	45,121	24,185	46,393
Capital Outlay	<u>20,906</u>	<u>40,016</u>	<u>9,944</u>	<u>4,000</u>
TOTAL	\$ 93,717	\$ 283,213	\$ 182,268	\$ 189,331

**Insurance Fund**

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
FTEs	0.00	0.00	0.00	0.20
Personal Services	\$ 0	\$ 0	\$ 0	\$ 13,911
Materials and Services	0	0	0	1,376
Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$ 0	\$ 0	\$ 0	\$ 15,287

**TOTAL, FINANCE ADMINISTRATION**

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
FTEs	0.88	4.44	3.00	2.98
Personal Services	\$ 50,396	\$ 198,076	\$ 148,139	\$ 149,849
Materials and Services	12,415	45,121	24,185	47,769
Capital Outlay	<u>20,906</u>	<u>40,016</u>	<u>9,944</u>	<u>4,000</u>
TOTAL	\$ 83,717	\$ 283,213	\$ 182,268	\$ 201,618

**Objectives**

- o Maintain quality financial systems and internal control policy and procedures.
- o Assure that financial laws/policies are carried out.
- o Maximize the use of innovative technology to provide financial services.
- o Get best return on County assets and investments.



**DEPARTMENT OF GENERAL SERVICES  
FINANCE DIVISION**

- o Safeguard assets and maintain quality relationships with financial community.
- o Provide accurate and timely financial information which meets user needs.

#### **7405 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>
FTEs	0.00	6.80	8.00	8.39
Personal Services	\$ 0	\$ 195,551	\$ 260,721	\$ 296,884
Materials and Services	0	14,538	15,507	15,127
Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>4,000</u>
<b>TOTAL</b>	<b>\$ 0</b>	<b>\$ 210,089</b>	<b>\$ 276,228</b>	<b>\$ 316,011</b>

#### **Objectives**

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

#### **7410 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>
FTEs	15.06	7.40	8.50	7.48
Personal Services	\$ 489,321	\$ 288,178	\$ 347,067	\$ 329,598
Materials and Services	88,849	89,740	131,518	112,878
Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL</b>	<b>\$ 578,170</b>	<b>\$ 377,918</b>	<b>\$ 478,585</b>	<b>\$ 400,476</b>

**DEPARTMENT OF GENERAL SERVICES  
FINANCE DIVISION**

### **Objectives**

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

### **7415 Treasury Program Description**

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

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
FTEs	0.00	0.00	3.00	4.39
Personal Services	\$ 0	\$ 0	\$ 136,806	\$ 190,615
Materials and Services	0	0	57,884	85,153
Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$ 0	\$ 0	\$ 194,690	\$ 275,768

### **Objectives**

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

### **7420 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.

**DEPARTMENT OF GENERAL SERVICES  
FINANCE DIVISION**

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
FTEs	4.56	2.65	3.81	5.19
Personal Services	\$ 177,927	\$ 118,914	\$ 155,049	\$ 198,294
Materials and Services	75,828	38,970	30,240	36,597
Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$ 253,755	\$ 157,884	\$ 185,289	\$ 234,891

### Objectives

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

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### 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

DEPARTMENT OF GENERAL SERVICES  
FINANCE DIVISION

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

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

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

DEPARTMENT OF GENERAL SERVICES  
FINANCE DIVISION

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

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

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# REQUIREMENT DETAIL

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

1988-89 ACTUAL	1989-90 ACTUAL	1990-91 ADOPTED	1990-91 REVISED		1991-92 PROPOSED	1991-92 APPROVED	1991-92 ADOPTED
518,210	568,247	732,435	732,435	PERSONAL SERVICES			
2,678	5,376	0	0	5100 PERMANENT	732,008	719,416	788,815
1,691	5,708	1,600	1,600	5200 TEMPORARY	0	0	0
3,919	8,475	900	900	5300 OVERTIME	7,300	7,300	7,300
129,584	140,833	197,540	197,540	5400 PREMIUM	1,100	1,100	1,100
656,082	728,639	932,475	932,475	5500 FRINGE BENEFITS	198,294	194,594	217,331
61,562	72,080	115,307	115,307	TOTAL EXTERNAL	938,702	922,410	1,014,546
				5550 INSURANCE BENEFITS	131,647	119,766	136,783
717,644	800,719	1,047,782	1,047,782	TOTAL PERSONAL SERVICES	1,070,349	1,042,176	1,151,329
				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	130,100	135,700
16,353	18,862	17,660	19,660	6120 PRINTING	31,060	26,401	27,901
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	1,575	4,575
0	1,075	2,130	2,130	6190 MAINTENANCE CONTRACTS	1,130	1,130	1,130
43,943	53,837	48,585	53,685	6200 POSTAGE	64,075	52,892	83,970
10,755	14,059	10,342	11,842	6230 SUPPLIES	14,400	14,400	16,400
60	55	0	0	6270 FOOD	0	0	0
7,827	8,312	15,530	15,530	6310 EDUCATION & TRAINING	0	0	8,340
1,310	1,497	1,685	1,685	6330 LOCAL TRAVEL/MILEAGE	2,025	1,059	1,059
0	0	0	0	6520 INSURANCE	0	7,440	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	2,955	2,955
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
167,177	175,801	195,181	244,281	TOTAL EXTERNAL	255,420	237,952	282,030
				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	13,020	13,918
0	0	0	0	7200 DATA PROCESSING	0	0	0
87	9	200	200	7300 MOTOR POOL	200	200	200
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	13,220	14,118
177,092	188,369	208,454	259,334	TOTAL MATERIALS & SERVICES	268,640	251,172	296,148
				8100 LAND	0	0	0
0	0	0	0	8200 BUILDINGS	0	0	0
0	0	0	0	8300 OTHER IMPROVEMENTS	0	0	0
20,906	40,016	6,000	9,944	8400 EQUIPMENT	0	0	8,000
20,906	40,016	6,000	9,944	TOTAL CAPITAL OUTLAY	0	0	8,000
844,165	944,456	1,133,656	1,186,700	DIRECT BUDGET	1,194,122	1,160,362	1,304,576
915,642	1,029,104	1,262,236	1,317,060	TOTAL BUDGET	1,338,989	1,293,348	1,455,477

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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
1.00	22,346	0.57	14,273	0.00	0	0.00	0	ADMIN TECH	0.00	0	0.00	0	0.00	0
2.93	62,126	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	2.00	36,475	2.00	36,475
0.00	0	0.00	0	2.00	45,651	2.00	45,651	OFFICE ASST/SENIOR	0.00	0	0.00	0	0.00	0
0.00	0	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 ASST/SENIOR	3.00	66,005	3.00	66,005	4.00	88,705
0.00	0	0.00	0	0.00	0	0.00	0	FISCAL ASSISTANT	1.00	21,212	1.00	21,212	1.00	21,212
2.96	70,800	2.66	67,937	5.00	124,612	5.00	124,612	FISCAL SPECIALIST 1	6.50	158,341	6.50	158,341	8.50	205,040
3.67	100,255	4.49	131,417	6.00	183,002	6.00	183,002	FISCAL SPECIALIST 2	6.00	179,933	6.00	179,933	6.00	179,933
2.00	63,244	2.37	72,943	2.00	65,118	2.00	65,118	FINANCE OPER SUPV	2.00	67,582	1.98	67,066	1.98	67,066
0.00	0	0.00	0	0.00	0	0.00	0	MANAGEMENT ANALYST	1.00	34,940	0.99	34,671	0.99	34,671
0.84	33,053	1.00	40,711	1.00	44,072	1.00	44,072	PROGRAM MANAGER 1	1.00	45,749	0.99	45,401	0.99	45,401
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	1.98	68,588	1.98	68,588
1.00	42,379	1.00	46,894	1.00	50,733	1.00	50,733	PROGRAM MANAGER 2	1.00	52,657	0.79	41,724	0.79	41,724
20.50	518,210	21.29	568,247	26.31	732,435	26.31	732,435	5100 PERMANENT	25.50	732,008	25.23	719,416	28.23	788,815

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# REQUIREMENT DETAIL

1988-89 ACTUAL	1989-90 ACTUAL	1990-91 ADOPTED	1990-91 REVISED	AGENCY: 040 GENERAL SERVICES FUND: 400 INSURANCE FUND SUM ORG: 7030 FINANCE	1991-92 PROPOSED	1991-92 APPROVED	1991-92 ADOPTED
				PERSONAL SERVICES			
0	0	0	0	5100 PERMANENT	0	10,531	10,531
0	0	0	0	5200 TEMPORARY	0	0	0
0	0	0	0	5300 OVERTIME	0	0	0
0	0	0	0	5400 PREMIUM	0	0	0
0	0	0	0	5500 FRINGE BENEFITS	0	2,843	2,843
0	0	0	0	TOTAL EXTERNAL	0	13,374	13,374
0	0	0	0	5550 INSURANCE BENEFITS	0	537	537
0	0	0	0	TOTAL PERSONAL SERVICES	0	13,911	13,911
				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
0	0	0	0	6110 PROFESSIONAL SVCS	0	1,376	1,376
0	0	0	0	6120 PRINTING	0	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
0	0	0	0	6180 REPAIRS AND MAINTENANCE	0	0	0
0	0	0	0	6190 MAINTENANCE CONTRACTS	0	0	0
0	0	0	0	6200 POSTAGE	0	0	0
0	0	0	0	6230 SUPPLIES	0	0	0
0	0	0	0	6270 FOOD	0	0	0
0	0	0	0	6310 EDUCATION & TRAINING	0	0	0
0	0	0	0	6330 LOCAL TRAVEL/MILEAGE	0	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
0	0	0	0	6620 DUES AND SUBSCRIPTIONS	0	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
0	0	0	0	TOTAL EXTERNAL	0	1,376	1,376
				INTERNAL SERVICE REIMBURSEMENTS			
0	0	0	0	7100 INDIRECT COSTS	0	0	0
0	0	0	0	7150 TELEPHONE	0	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
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
0	0	0	0	TOTAL INTERNAL	0	0	0
0	0	0	0	TOTAL MATERIALS & SERVICES	0	1,376	1,376
				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
0	0	0	0	DIRECT BUDGET	0	14,750	14,750
0	0	0	0	TOTAL BUDGET	0	15,287	15,287



AGENCY: 040 GENERAL SERVICES  
 FUND: 400 INSURANCE 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	0.00	0	0.00	0	0.00	0	PROGRAM MANAGER 2	0.00	0	0.20	10,531	0.20	10,531
0.00	0	0.00	0	0.00	0	0.00	0	5100 PERMANENT	0.00	0	0.20	10,531	0.20	10,531

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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	3.00	4.00	5.17	5.94
Professionals	5.16	5.94	7.00	6.98
Technicians & Para-Professionals	2.02	1.94	2.00	3.99
Protective Service Workers	0.00	0.00	0.00	0.00
Office & Clerical	5.70	5.88	6.80	8.38
Skilled Craft & Srv. Maint.	<u>3.19</u>	<u>3.21</u>	<u>3.75</u>	<u>11.00</u>
 TOTAL	 19.07	 20.97	 24.72	 36.29

**EXPENDITURES**

	<u>General Fund</u> <u>(100)</u>	<u>Cable Fund</u> <u>(163)</u>	<u>Total</u>
Personal Services	\$ 1,354,335	\$ 85,415	\$ 1,439,750
Materials & Services	322,136	1,120,856	1,442,992
Capital Outlay	<u>27,223</u>	<u>0</u>	<u>27,223</u>
 TOTAL	 \$ 1,703,694	 \$ 1,206,271	 \$ 2,389,376

**REVENUE CATEGORIES**

<u>FD</u>	<u>ORG</u>	<u>ORGANIZATION</u>	<u>OPERATIONAL</u>	<u>GRANT</u>	<u>OTHER</u>	<u>GENERAL FUND</u> <u>SUPPLEMENT</u>	<u>TOTAL</u>
100	7335	Administration	0	0	0	207,772	207,772
100	7345	Mail Distribution	305,054	0	0	0	305,054
100	7390	Board of Equalization	0	0	0	155,257	155,257
100	7440	Purchasing	45,407	0	0	485,011	530,418
100	7640	Records	0	0	0	141,410	141,410
100	7650	Stores	0	0	0	363,783	363,723
163	7205	Cable TV	<u>0</u>	<u>0</u>	<u>1,206,271</u>	<u>0</u>	<u>1,206,271</u>
		 TOTAL	 \$ 350,461	 \$ 0	 \$ 1,206,271	 \$ 1,353,233	 \$ 2,909,905

**EXPLANATION OF OTHER REVENUES**

Miscellaneous Sales/Service Charges	\$ 45,407
Cable Television Fund	1,206,271

**DEPARTMENT OF GENERAL SERVICES  
ADMINISTRATIVE SERVICES**

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### **7335 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>
FTEs	1.45	1.58	3.30	3.78
Personal Services	\$ 69,596	\$ 81,024	\$ 159,949	\$ 188,953
Materials and Services	21,538	42,087	26,339	18,819
Capital Outlay	<u>13,114</u>	<u>3,832</u>	<u>14,259</u>	<u>0</u>
TOTAL	\$ 104,248	\$ 126,943	\$ 200,547	\$ 207,772

#### **Objectives**

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

### **7345 Mail Distribution**

Provide support to the County through receipt, sorting, and distribution of both internal and external mail. Support work done in the County through transportation of materials as required.

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
FTEs	0.00	0.00	0.42	6.99
Personal Services	\$ 0	\$ 0	\$ 13,594	\$ 238,683
Materials and Services	0	0	33,950	66,371
Capital Outlay	<u>0</u>	<u>0</u>	<u>28,079</u>	<u>0</u>
TOTAL	\$ 0	\$ 0	\$ 75,623	\$ 305,054

#### **Objectives**

- o Pick up, sort and distribute mail from the post office. Pick up interoffice and outgoing mail from offices.
  - o Apply postage to outgoing mail and send to post office. Pick up samples from Health Division and distribute as necessary.
  - o Pick up and deliver drugs to and from Health Supply.
-

DEPARTMENT OF GENERAL SERVICES  
ADMINISTRATIVE SERVICES

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### 7390 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>
FTEs	1.37	1.53	2.00	1.57
Personal Services	\$ 53,521	\$ 62,390	\$ 98,600	\$ 82,620
Materials and Services	35,792	50,671	58,136	72,137
Capital Outlay	<u>114</u>	<u>1,180</u>	<u>6,220</u>	<u>500</u>
TOTAL	\$ 89,427	\$ 114,241	\$ 162,956	\$ 155,257

#### Objectives

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

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### 7440 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>
FTEs	12.29	11.25	11.50	11.00
Personal Services	\$ 432,370	\$ 376,957	\$ 463,941	\$ 469,060
Materials and Services	56,150	49,325	66,550	60,251
Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$ 488,520	\$ 426,282	\$ 530,491	\$ 529,311

#### Objectives

- o Purchase approximately \$75 million of goods and services for Multnomah County in accordance with applicable laws and policies.
- o Ensure fair/open competitive bid/RFP opportunities for vendors and contractors.

DEPARTMENT OF GENERAL SERVICES  
ADMINISTRATIVE SERVICES

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- o Implement M/WBE program according to guidelines developed as a result of market survey and findings.
  - o Implement standards for accountable, efficient, and professional purchasing services to Multnomah County users.
- 

#### 7640 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>
FTEs	1.96	2.00	2.00	2.00
Personal Services	\$ 67,080	\$ 73,138	\$ 80,779	\$ 86,871
Materials and Services	55,896	64,344	83,066	51,039
Capital Outlay	<u>0</u>	<u>8,704</u>	<u>0</u>	<u>0</u>
TOTAL	\$ 122,946	\$ 146,186	\$ 163,845	\$ 137,910

#### Objectives

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

#### 7650 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>
FTEs	0.00	2.61	3.50	4.00
Personal Services	\$ 0	\$ 98,898	\$ 116,401	\$ 133,683
Materials and Services	17,738	13,741	19,733	19,172
Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$ 17,738	\$ 112,639	\$ 136,134	\$ 152,855

DEPARTMENT OF GENERAL SERVICES  
ADMINISTRATIVE SERVICES

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### Objectives

- o Assure accurate and complete inventory status for all goods purchased by Central Stores.
  - o 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.
  - o Dispose of all County-owned property and Sheriff's stolen/unclaimed property.
- 

## 7205 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>
FTEs	2.00	2.00	2.00	2.00
Personal Services	\$ 80,930	\$ 76,606	\$ 83,991	\$ 85,415
Materials and Services	736,138	815,463	942,956	1,120,856
Capital Outlay	<u>0</u>	<u>8,966</u>	<u>0</u>	<u>0</u>
TOTAL	\$ 817,068	\$ 901,035	\$ 1,026,947	\$ 1,206,271

### Objectives

- o Address franchise issues and requirements in a timely manner.
- o Monitor Multnomah Cable Access Corp. for compliance with its contract.
- o Monitor the Program in Community Television for compliance with its contract.
- o Operate an office to support the MCRC's mission and to comply with legal and administrative requirements.
- o Assure that consumer inquires and needs are answered.
- o 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
436,560	488,476	622,773	635,854	PERSONAL SERVICES	653,261	651,416	909,954
19,284	19,983	31,364	31,364	5100 PERMANENT	26,035	26,035	35,248
634	1,405	632	632	5200 TEMPORARY	0	0	0
3,671	1,840	400	400	5300 OVERTIME	510	510	510
111,402	124,043	168,220	171,745	5400 PREMIUM	178,235	177,737	247,594
571,551	635,747	823,389	839,995	5500 FRINGE BENEFITS	858,041	855,698	1,193,306
50,986	56,660	92,685	93,269	TOTAL EXTERNAL	114,758	105,489	161,029
622,537	692,407	916,074	933,264	5550 INSURANCE BENEFITS	972,799	961,187	1,354,335
0	0	0	0	TOTAL PERSONAL SERVICES	0	0	0
0	0	0	0	EXTERNAL MATERIALS AND SERVICES	0	0	0
51,996	64,189	79,936	77,340	6050 COUNTY SUPPLEMENTS	82,055	80,414	118,414
53,893	49,983	77,606	77,606	6060 PASS-THROUGH PAYMENTS	61,256	52,067	52,068
0	0	0	0	6110 PROFESSIONAL SVCS	0	0	0
0	0	0	0	6120 PRINTING	0	0	0
0	0	0	0	6130 UTILITIES	0	0	0
0	0	400	400	6140 COMMUNICATIONS	0	0	0
5,809	2,628	4,300	5,600	6170 RENTALS	450	450	1,338
0	2,194	7,331	7,331	6180 REPAIRS AND MAINTENANCE	5,050	5,050	5,381
21,324	29,349	22,600	23,560	6190 MAINTENANCE CONTRACTS	6,000	6,000	8,223
24,291	25,274	20,600	25,500	6200 POSTAGE	33,900	26,737	30,098
76	15	0	0	6230 SUPPLIES	19,400	19,400	40,447
8,215	19,634	13,220	14,435	6270 FOOD	0	0	0
185	875	1,650	1,650	6310 EDUCATION & TRAINING	200	200	5,340
0	7,640	0	0	6330 LOCAL TRAVEL/MILEAGE	1,650	1,098	1,278
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
1,527	3,125	3,610	3,610	6620 DUES AND SUBSCRIPTIONS	3,860	3,860	3,960
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
167,316	204,906	231,253	237,032	TOTAL EXTERNAL	213,821	195,276	266,547
0	0	0	0	INTERNAL SERVICE REIMBURSEMENTS	0	0	0
14,289	18,409	18,120	18,752	7100 INDIRECT COSTS	20,234	20,234	27,322
0	0	0	0	7150 TELEPHONE	0	0	0
5,305	4,309	6,832	35,482	7200 DATA PROCESSING	5,908	5,908	28,267
0	0	0	0	7300 MOTOR POOL	0	0	0
204	184	0	0	7400 BUILDING MANAGEMENT	0	0	0
0	0	0	0	7500 OTHER INTERNAL	0	0	0
19,798	22,902	24,952	54,234	7550 SERV REIMB TO CAP LEASE RET FU	0	0	0
187,114	227,808	256,205	291,266	TOTAL INTERNAL	26,142	26,142	55,589
0	0	0	0	TOTAL MATERIALS & SERVICES	239,963	221,418	322,136
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
13,228	13,716	17,251	48,558	8400 EQUIPMENT	1,000	500	27,223
13,228	13,716	17,251	48,558	TOTAL CAPITAL OUTLAY	1,000	500	27,223
752,095	854,369	1,071,893	1,125,585	DIRECT BUDGET	1,072,862	1,051,474	1,487,076
822,879	933,931	1,189,530	1,273,088	TOTAL BUDGET	1,213,762	1,183,105	1,703,694

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

# PERSONNEL DETAIL

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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
3.53	102,560	3.94	103,510	5.00	155,094	5.00	155,094	ADMIN SPEC 1	0.00	0	0.00	0	0.00	0
1.00	21,962	0.94	22,204	1.00	25,459	1.00	25,459	ADMIN TECH	0.00	0	0.00	0	0.00	0
0.00	0	0.00	0	0.00	0	0.80	16,463	OFFICE ASST 3	0.00	0	0.00	0	0.00	0
0.92	21,831	0.32	7,078	0.00	0	0.00	0	OFFICE ASST 4	0.00	0	0.00	0	0.00	0
3.78	67,494	4.56	76,346	5.80	110,438	5.00	96,725	OFFICE ASSISTANT 2	3.58	74,348	3.58	74,348	5.58	113,495
0.00	0	0.00	0	0.00	0	0.00	0	OFFICE ASST/SENIOR	0.80	17,458	0.80	17,458	0.80	17,458
0.00	0	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 PROC OPERATOR	1.00	21,861	1.00	21,861	1.00	21,861
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	WORD PROC UNIT SUPV	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	2.00	40,672	5.00	100,970
1.00	23,201	1.00	24,163	1.00	25,605	1.00	25,605	WAREHOUSE WKR/CHIEF	1.00	25,802	1.00	25,802	1.00	25,802
0.00	0	0.00	0	0.00	0	0.00	0	PURCHASING SPECIALIS	5.00	158,770	5.00	158,770	5.00	158,770
0.00	0	0.00	0	0.00	0	0.00	0	PURCHASING SPECIALIS	1.00	26,368	1.00	26,368	2.00	49,901
0.00	0	0.00	0	0.00	0	0.00	0	RECORDS ADMINISTRATI	1.00	22,361	1.00	22,361	1.00	22,361
0.00	0	0.00	0	0.00	0	0.25	5,239	DRIVER	0.00	0	0.00	0	5.00	106,790
1.00	27,063	1.00	28,707	1.00	29,869	1.00	29,869	CLERK/BOARD OF EQUAL	1.00	30,099	0.99	29,869	0.99	29,869
0.02	525	0.00	0	0.00	0	0.00	0	ADMINISTRATIVE ASSIS	0.00	0	0.00	0	0.00	0
0.00	0	1.00	22,282	1.00	24,993	1.17	30,085	OPERATIONS SUPV 1	1.00	23,968	1.00	23,968	1.98	52,738
0.00	0	0.00	0	0.00	0	0.00	0	OPERATIONS SUPV 2	0.00	0	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	0.99	44,942	0.99	44,942
1.63	50,287	2.00	62,074	2.00	71,372	2.00	71,372	ADMINISTRATIVE SPECI	2.00	74,082	1.98	73,517	1.98	73,517
0.00	0	0.00	0	1.00	35,727	1.00	35,727	PROGRAM MANAGEMENT S	1.00	38,608	0.99	38,313	0.99	38,313
1.00	44,164	1.00	47,862	1.00	50,114	1.00	50,114	PROGRAM MANAGER 2	1.00	53,576	0.99	53,167	0.99	53,167
17.07	436,560	18.97	488,476	22.30	622,773	22.72	635,854	5100 PERMANENT	22.38	653,261	22.32	651,416	34.30	909,954



# 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
52,404	56,499	60,315	60,315	PERSONAL SERVICES	61,848	61,549	61,549
8,608	0	0	0	5100 PERMANENT	0	0	0
0	0	0	0	5200 TEMPORARY	0	0	0
353	71	0	0	5300 OVERTIME	0	0	0
13,992	14,188	16,212	16,212	5400 PREMIUM	16,698	16,617	16,617
75,357	70,758	76,527	76,527	5500 FRINGE BENEFITS	78,546	78,166	78,166
5,573	5,848	7,464	7,464	TOTAL EXTERNAL	8,099	7,249	7,249
				5550 INSURANCE BENEFITS			
80,930	76,606	83,991	83,991	TOTAL PERSONAL SERVICES	86,645	85,415	85,415
0	0	0	0	EXTERNAL MATERIALS AND SERVICES	0	0	0
624,968	735,235	866,056	866,056	6050 COUNTY SUPPLEMENTS	1,040,952	1,040,952	1,040,952
79,727	43,905	38,000	38,000	6060 PASS-THROUGH PAYMENTS	38,500	37,730	37,730
3,022	2,633	4,681	4,681	6110 PROFESSIONAL SVCS	13,000	11,050	11,050
0	0	0	0	6120 PRINTING	0	0	0
53	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
0	0	1,300	1,300	6180 REPAIRS AND MAINTENANCE	1,600	1,600	1,600
0	606	300	300	6190 MAINTENANCE CONTRACTS	0	0	0
3,155	3,181	2,675	2,675	6200 POSTAGE	3,200	3,200	3,200
1,007	1,262	700	700	6230 SUPPLIES	700	700	700
149	10	200	200	6270 FOOD	200	200	200
4,640	7,417	11,250	11,250	6310 EDUCATION & TRAINING	9,070	9,070	9,070
1,188	926	1,031	1,031	6330 LOCAL TRAVEL/MILEAGE	1,031	893	893
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	990	990
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	1,106,385	1,106,385
7,778	14,316	10,907	10,907	INTERNAL SERVICE REIMBURSEMENTS	9,817	9,817	9,817
2,405	3,373	2,844	2,844	7100 INDIRECT COSTS	2,537	2,537	2,537
35	20	0	0	7150 TELEPHONE	0	0	0
0	0	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	2,117	2,117
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	14,471	14,471
736,138	815,463	942,956	942,956	TOTAL MATERIALS & SERVICES	1,123,714	1,120,856	1,120,856
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	1,184,551	1,184,551
817,068	901,035	1,026,947	1,026,947	TOTAL BUDGET	1,210,359	1,206,271	1,206,271

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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	1.98
Professionals	5.73	7.00	10.00	5.94
Technicians & Para-Profess.	1.92	2.48	0.00	3.96
Protective Srv. Workers	0.00	0.00	0.00	0.00
Office & Clerical	0.00	2.95	3.50	5.00
Skilled Craft & Srv. Maint.	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>TOTAL</b>	11.10	14.43	15.50	16.88

**EXPENDITURES**

	<u>General Fund</u> <u>(100)</u>	<u>Insurance Fund</u> <u>(400)</u>	<u>Total</u>
Personal Services	\$ 552,564	\$ 146,774	\$ 699,338
Materials & Services	153,549	13,922,027	14,075,576
Capital Outlay	<u>6,000</u>	<u>850</u>	<u>850</u>
<b>TOTAL</b>	\$ 712,113	\$13,271,930	\$14,775,764

**REVENUE CATEGORIES**

<u>FD</u>	<u>ORG</u>	<u>ORGANIZATION</u>	<u>OPERATIONAL</u>	<u>GRANT</u>	<u>OTHER</u>	<u>GENERAL FUND</u> <u>SUPPLEMENT</u>	<u>TOTAL</u>
100	7510	Personnel	0	0	0	630,699	630,699
100	7512	Training	0	0	0	81,414	81,414
400	7234	Health/Wellness	0	0	383,135	0	383,135
400	7524	Life Insurance	0	0	212,383	0	212,383
400	7525	Long Term Disability	0	0	284,292	0	284,292
400	7526	Unemployment Ins.	0	0	537,790	0	537,790
400	7527	Retiree's Insurance	0	0	0	0	0
400	7531	Medical/Dental	<u>0</u>	<u>0</u>	<u>12,652,051</u>	<u>0</u>	<u>12,652,051</u>
		<b>TOTAL</b>	\$ 0	\$ 0	\$14,069,651	\$ 712,113	\$14,438,764

**EXPLANATION OF OTHER REVENUES**

Insurance Fund	\$13,271,930
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DEPARTMENT OF GENERAL SERVICES  
EMPLOYEE SERVICES

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### 7510 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	11.92
PS	\$ 433,605	\$ 400,222	\$ 502,497	\$ 513,026
M&S	164,249	216,965	110,315	111,673
CO	<u>2,651</u>	<u>3,169</u>	<u>10,000</u>	<u>6,000</u>
TOTAL	\$ 600,505	\$ 620,357	\$ 622,812	\$ 630,699

#### Objectives

- o **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.
- o **Professional Consultation:** Provide management with professional advice on organizational development, position allocation, employee performance and other personnel issues as requested.
- o **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.
- o **Value-Based Orientation:** Implement a value-oriented approach to human resource management which will include, but not be limited to, good customer service.

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### 7512 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	\$ 39,538
M&S	41,545	50,290	62,655	41,876
CO	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$ 74,338	\$ 88,697	\$ 100,209	\$ 81,414

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#### Objectives

**DEPARTMENT OF GENERAL SERVICES  
EMPLOYEE SERVICES**

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

### 7234 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	3.97
PS	\$ 5,991	\$ 99,303	\$ 120,064	\$ 146,774
M&S	145,287	174,321	263,652	235,511
CO	<u>0</u>	<u>5,107</u>	<u>3,480</u>	<u>850</u>
<b>TOTAL</b>	<b>\$ 151,278</b>	<b>\$ 278,731</b>	<b>\$ 387,196</b>	<b>\$ 383,135</b>

**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	212,383
CO	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL</b>	<b>\$ 129,447</b>	<b>\$ 136,102</b>	<b>\$ 170,753</b>	<b>\$ 212,383</b>

**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	284,292
CO	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL</b>	<b>\$ 68,539</b>	<b>\$ 155,402</b>	<b>\$ 518,959</b>	<b>\$ 284,292</b>

**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	537,790
CO	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL</b>	<b>\$ 209,843</b>	<b>\$ 140,085</b>	<b>\$ 486,963</b>	<b>\$ 537,790</b>

**Retirees' 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	0
CO	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>

**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	9,262,300	12,652,051
CO	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL</b>	<b>\$ 6,280,672</b>	<b>\$ 7,106,000</b>	<b>\$ 9,262,300</b>	<b>\$12,652,051</b>

**Objectives**

- o 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.
- o Plan, deliver and evaluate new and ongoing program services and activities including new employee orientation, employee assistance and health promotion.
- o Promote cost-effective and health enhancing employee/retiree utilization of health and welfare benefits through education, communication and appropriate plan design.
- o Process billings and maintain accurate records for approximately \$10 million in insurance expenditures.
- o Maintain accurate employee and retiree benefit records.
- o 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	463,704	PERSONAL SERVICES			
1,702	3,176	0	0	5100 PERMANENT	364,734	364,734	379,788
0	1,945	0	0	5200 TEMPORARY	0	0	4,670
1,007	31	0	0	5300 OVERTIME	0	0	0
80,058	78,890	102,950	124,314	5400 PREMIUM	0	0	0
427,783	401,505	487,174	588,018	5500 FRINGE BENEFITS	98,471	98,471	105,797
38,615	37,124	52,877	62,949	TOTAL EXTERNAL	463,205	463,205	490,255
				5550 INSURANCE BENEFITS	60,901	55,978	62,309
466,398	438,629	540,051	650,967	TOTAL PERSONAL SERVICES	524,106	519,183	552,564
0	0	0	0	EXTERNAL MATERIALS AND SERVICES			
0	0	0	0	6050 COUNTY SUPPLEMENTS	0	0	0
94,780	170,453	92,735	116,015	6060 PASS-THROUGH PAYMENTS	0	0	0
19,723	16,338	11,000	16,080	6110 PROFESSIONAL SVCS	111,019	111,019	88,799
0	0	0	0	6120 PRINTING	13,000	13,000	11,050
0	0	0	0	6130 UTILITIES	0	0	0
0	0	0	0	6140 COMMUNICATIONS	0	0	0
402	518	0	0	6170 RENTALS	0	0	0
0	0	0	0	6180 REPAIRS AND MAINTENANCE	0	0	0
17,183	22,791	18,000	20,880	6190 MAINTENANCE CONTRACTS	0	0	0
7,167	6,055	2,300	4,680	6200 POSTAGE	26,000	26,000	26,000
805	161	0	0	6230 SUPPLIES	2,500	2,500	2,750
44,924	33,090	11,500	11,500	6270 FOOD	0	0	0
1,992	1,418	1,300	2,080	6310 EDUCATION & TRAINING	0	0	4,941
0	0	0	0	6330 LOCAL TRAVEL/MILEAGE	2,862	2,862	1,620
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
4,008	2,698	2,500	2,900	6580 CLAIMS PAID	0	0	0
3,351	705	1,600	2,600	6610 AWARDS AND PREMIUMS	3,000	3,000	3,000
0	0	0	0	6620 DUES AND SUBSCRIPTIONS	4,100	4,100	4,100
0	0	0	0	6700 LIBRARY BOOKS AND MATERIALS	0	0	0
0	0	0	0	7810 PRINCIPAL	0	0	0
194,335	254,227	140,935	176,735	7820 INTEREST	0	0	0
0	0	0	0	TOTAL EXTERNAL	162,481	162,481	142,260
8,775	10,886	11,318	12,674	INTERNAL SERVICE REIMBURSEMENTS			
0	0	0	0	7100 INDIRECT COSTS	0	0	0
595	363	690	690	7150 TELEPHONE	10,339	10,339	10,589
0	0	0	0	7200 DATA PROCESSING	0	0	0
2,089	1,779	1,695	1,695	7300 MOTOR POOL	700	700	700
0	0	0	0	7400 BUILDING MANAGEMENT	0	0	0
11,459	13,028	13,703	15,059	7500 OTHER INTERNAL	0	0	0
				7550 SERV REIMB TO CAP LEASE RET FU	0	0	0
				TOTAL INTERNAL	11,039	11,039	11,289
205,794	267,255	154,638	191,794	TOTAL MATERIALS & SERVICES	173,520	173,520	153,549
0	0	0	0	8100 LAND	0	0	0
0	0	0	0	8200 BUILDINGS	0	0	0
2,651	3,169	7,500	10,000	8300 OTHER IMPROVEMENTS	0	0	0
2,651	3,169	7,500	10,000	8400 EQUIPMENT	0	0	6,000
				TOTAL CAPITAL OUTLAY	0	0	6,000
624,769	658,901	635,609	774,753	DIRECT BUDGET	625,686	625,686	638,515
674,843	709,053	702,189	852,761	TOTAL BUDGET	697,626	692,703	712,113

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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
1.92	45,085	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	1.00	15,861	1.00	15,861
0.00	0	2.40	42,758	2.50	47,682	2.50	47,682	OFFICE ASSISTANT 2	2.00	39,054	2.00	39,054	3.00	56,472
1.00	23,427	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	3.00	80,628	2.97	80,012
4.51	137,365	4.00	129,640	5.00	174,983	5.00	174,983	MANAGEMENT ANALYST	4.00	139,760	4.00	139,760	3.96	138,695
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	1.00	40,600	0.99	40,290
2.45	91,291	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	1.00	48,831	0.99	48,458
10.88	345,016	10.87	317,463	12.50	384,224	12.50	384,224	5100 PERMANENT	12.00	364,734	12.00	364,734	12.91	379,788

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# REQUIREMENT DETAIL

1988-89 ACTUAL	1989-90 ACTUAL	1990-91 ADOPTED	1990-91 REVISED	AGENCY: 040 GENERAL SERVICES FUND: 400 INSURANCE FUND SUM ORG: 7040 EMPLOYEE SERVICES	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	115,572	115,572
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	31,202	31,202
349	0	0	0	TOTAL EXTERNAL	147,729	146,774	146,774
				5550 INSURANCE BENEFITS	0	0	0
5,991	99,303	120,064	120,064	TOTAL PERSONAL SERVICES	147,729	146,774	146,774
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	528,710	528,710
0	0	0	0	6120 PRINTING	10,000	8,500	8,500
0	0	0	0	6130 UTILITIES	0	0	0
0	0	0	0	6140 COMMUNICATIONS	0	0	0
17	94	500	500	6170 RENTALS	0	0	0
0	0	0	0	6180 REPAIRS AND MAINTENANCE	750	750	750
0	0	15,000	17,400	6190 MAINTENANCE CONTRACTS	0	0	0
1,828	2,762	11,000	12,760	6200 POSTAGE	17,400	17,400	17,400
0	0	0	0	6230 SUPPLIES	8,000	8,000	8,000
1,938	3,248	4,500	4,500	6270 FOOD	0	0	0
435	565	520	520	6310 EDUCATION & TRAINING	2,000	2,000	2,000
3,166,903	3,407,973	5,613,291	5,817,033	6330 LOCAL TRAVEL/MILEAGE	636	360	360
0	0	0	0	6520 INSURANCE	5,640,825	6,279,185	7,030,044
0	0	0	0	6530 EXTERNAL DATA PROCESSING	0	0	0
3,116,622	3,825,289	4,186,963	4,271,942	6550 DRUGS	0	0	0
470	11,028	6,500	7,540	6580 CLAIMS PAID	6,155,331	6,266,610	6,313,472
871	810	1,200	1,200	6610 AWARDS AND PREMIUMS	4,000	4,000	4,000
0	0	0	0	6620 DUES AND SUBSCRIPTIONS	1,000	1,000	1,000
0	0	0	0	6700 LIBRARY BOOKS AND MATERIALS	0	0	0
0	0	0	0	7810 PRINCIPAL	0	0	0
6,830,758	7,707,328	10,370,474	10,695,046	7820 INTEREST	0	0	0
0	0	0	0	TOTAL EXTERNAL	12,379,442	13,116,515	13,914,236
484	1,837	1,832	2,113	INTERNAL SERVICE REIMBURSEMENTS			
0	0	0	0	7100 INDIRECT COSTS	0	0	0
311	108	255	255	7150 TELEPHONE	2,328	2,328	2,328
2,235	2,580	5,213	5,213	7200 DATA PROCESSING	0	0	0
0	57	0	0	7300 MOTOR POOL	250	250	250
0	0	0	0	7400 BUILDING MANAGEMENT	5,213	5,213	5,213
3,030	4,582	7,300	7,581	7500 OTHER INTERNAL	0	0	0
				7550 SERV REIMB TO CAP LEASE RET FU	0	0	0
				TOTAL INTERNAL	7,791	7,791	7,791
6,833,788	7,711,910	10,377,774	10,702,627	TOTAL MATERIALS & SERVICES	12,387,233	13,124,306	13,922,027
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	850	850
0	5,107	3,000	3,480	TOTAL CAPITAL OUTLAY	1,700	850	850
6,836,400	7,811,738	10,493,538	10,818,590	DIRECT BUDGET	12,528,871	13,264,139	14,061,860
6,839,779	7,816,320	10,500,838	10,826,171	TOTAL BUDGET	12,536,662	13,271,930	14,069,651

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

## PERSONNEL DETAIL

1988-89 ACTUAL		1989-90 ACTUAL		1990-91 ADOPTED		1990-91 REVISED			1991-92 PROPOSED		1991-92 APPROVED		1991-92 ADOPTED	
FTE	BASE	FTE	BASE	FTE	BASE	FTE	BASE		FTE	BASE	FTE	BASE	FTE	BASE
0.00	0	0.56	12,212	0.00	0	0.00	0	ADMIN TECH	0.00	0	0.00	0	0.00	0
0.00	0	0.00	0	0.00	0	0.00	0	OFFICE ASSISTANT 2	1.00	17,811	1.00	17,811	1.00	17,811
0.00	0	0.00	0	1.00	23,008	1.00	23,008	ASBESTOS PROJECT SPE	0.00	0	0.00	0	0.00	0
0.00	0	0.00	0	0.00	0	0.00	0	EMPLOYEE SERVICES SP	1.00	24,175	0.99	23,990	0.99	23,990
0.22	4,502	1.00	28,779	1.00	31,814	1.00	31,814	MANAGEMENT ANALYST	1.00	33,028	0.99	32,776	0.99	32,776
0.00	0	1.00	37,017	1.00	39,806	1.00	39,806	PROGRAM MANAGEMENT S	1.00	41,310	0.99	40,995	0.99	40,995

**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	21.79
Professionals	11.38	5.54	9.00	4.97
Technicians and Para-professionals	39.84	44.11	55.00	62.99
Protective Service 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>
<b>TOTAL</b>	<b>123.96</b>	<b>128.53</b>	<b>153.42</b>	<b>154.17</b>

**EXPENDITURES**

	General Fund <u>(100)</u>	<u>TOTAL</u>
Personal Services	\$ 6,143,967	\$ 6,143,967
Materials & Services	2,376,923	2,376,923
Capital Outlay	<u>196,542</u>	<u>196,542</u>
<b>TOTAL</b>	<b>\$ 8,717,432</b>	<b>\$ 8,717,432</b>

**REVENUE CATEGORIES**

<u>FD</u>	<u>ORG</u>	<u>ORGANIZATION</u>	<u>OPERATIONAL</u>	<u>GRANT</u>	<u>OTHER</u>	<u>GENERAL FUND SUPPLEMENT</u>	<u>TOTAL</u>
100	7565	Administration	\$ 0	\$ 0	\$ 67,362	\$ 179,675	\$ 247,037
100	7566	Technical Support	0	0	467,158	1,328,402	1,795,560
100	7570	Records Management	25,300	0	282,684	760,315	1,068,299
100	7575	Recording	1,155,500	0	0	(848,248)	307,252
100	7580	Appraisal	0	0	1,023,521	2,874,731	3,898,252
100	7630	Tax Collection	224,000	0	344,348	732,121	1,300,469
100	7635	Marriage Licenses	<u>173,500</u>	<u>0</u>	<u>0</u>	<u>(72,937)</u>	<u>100,563</u>
		<b>TOTAL</b>	<b>\$ 1,578,300</b>	<b>\$ 0</b>	<b>\$ 2,185,073</b>	<b>\$ 4,954,059</b>	<b>\$ 8,717,432</b>

**EXPLANATION OF OTHER REVENUES**

State of Oregon	\$ 2,185,073
Recording Fees	1,125,000
Miscellaneous Fees/Licenses	297,300
Marriage Licenses	156,000

DEPARTMENT OF GENERAL SERVICES  
ASSESSMENT AND TAXATION

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### 7565 Assessment and 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>
FTEs	11.93	2.96	3	2.99
Personal Services	\$ 429,341	\$ 143,308	\$ 160,368	\$ 162,328
Materials & Services	100,368	45,719	95,492	84,359
Capital Outlay	<u>0</u>	<u>0</u>	<u>700</u>	<u>350</u>
TOTAL	\$ 529,709	\$ 189,027	\$ 256,560	\$ 247,037

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### Objectives

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

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### 7566 Technical Support Program Description

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

**DEPARTMENT OF GENERAL SERVICES  
ASSESSMENT AND TAXATION**

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	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
FTEs	0.00	8.58	11.00	10.98
Personal Services	\$ 0	\$ 313,106	\$ 433,941	\$ 433,084
Materials & Services	0	29,511	1,176,729	1,180,094
Capital Outlay	<u>0</u>	<u>0</u>	<u>221,733</u>	<u>182,382</u>
TOTAL	\$ 0	\$ 342,617	\$ 1,832,403	\$ 1,795,560

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**Objectives**

- o Implement system changes required by Measure 5.
  - o Maintain an information systems plan for A & T; consult with A & T management regarding information technologies, services, and strategies on an on-going basis; and lead the creation of an information resources strategy that will support organizational goals.
  - o Provide leadership in A & T's participation in information systems projects.
  - o 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.
  - o 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.
- 

**7570 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.

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	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
FTEs	24.75	21.45	20.00	19.97
Personal Services	\$ 788,719	\$ 602,529	\$ 732,534	\$ 751,359
Materials & Services	384,702	368,111	466,041	311,130
Capital Outlay	<u>0</u>	<u>0</u>	<u>21,245</u>	<u>5,810</u>
TOTAL	\$ 1,143,421	\$ 970,640	\$ 1,219,820	\$ 1,068,299

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**Objectives**

- o Comply with all mandated functions within prescribed time frame.
    - o Perform all duties relating to recording of documents.
    - o Maintain ownerships and date related to ownership changes.
    - o Maintain property descriptions and related information on the computer and hard copy.
-

DEPARTMENT OF GENERAL SERVICES  
ASSESSMENT AND TAXATION

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- o Maintain hard copy, maps and computer map data showing parcels, taxing districts, etc.
  - o Answer telephone and counter inquiries quickly and efficiently.
  - o Bring new maps and computer files into service.
  
  - o Promote employee training and development.
    - o Promote team building and maximize communications.
    - o Improve the professional skill level of employees.
    - o Improve the public skill level of employees.
  
  - o Improve overall operating efficiency.
    - o Evaluate the organization and implement changes where needed.
    - o Inventory furniture and equipment and develop a plan to replace worn out or obsolete items.
    - o Review procedures for inefficiencies and implement change where needed.
- 

### 7575 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>
FTEs	0.00	6.46	7.00	6.99
Personal Services	\$ 0	\$ 226,903	\$ 230,981	\$ 236,083
Materials & Services	0	28,986	63,416	71,169
Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$ 0	\$ 255,889	\$ 294,397	\$ 307,252

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### Objectives

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

DEPARTMENT OF GENERAL SERVICES  
ASSESSMENT AND TAXATION

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### 7580 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>
FTEs	64.37	66.09	86.00	85.87
Personal Services	\$ 2,319,254	\$ 2,570,756	\$ 3,546,318	\$ 3,573,127
Materials & Services	157,984	154,631	382,378	325,125
Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$ 2,477,238	\$ 2,725,387	\$ 3,928,696	\$ 3,898,252

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### Objectives

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

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### 7630 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>
FTEs	22.91	21.20	23.92	24.88
Personal Services	\$ 729,955	\$ 698,731	\$ 866,692	\$ 901,993
Materials & Services	202,952	228,012	433,567	390,476
Capital Outlay	<u>0</u>	<u>0</u>	<u>1,200</u>	<u>8,000</u>
TOTAL	\$ 923,907	\$ 926,743	\$ 1,301,459	\$ 1,300,469

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DEPARTMENT OF GENERAL SERVICES  
ASSESSMENT AND TAXATION

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**Objectives**

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

**7635 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>
FTEs	0.00	1.79	2.50	2.50
Personal Services	\$ 0	\$ 52,885	\$ 82,400	\$ 85,993
Materials & Services	0	5,820	14,326	14,570
Capital Outlay	<u>0</u>	<u>0</u>	<u>1,000</u>	<u>0</u>
TOTAL	\$ 0	\$ 58,705	\$ 97,726	\$ 100,563

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**Objectives**

- o Comply with all mandated functions within prescribed time frame.
  - o Conduct an on-going evaluation of procedures to determine ways to improve accuracy and efficiency of service provision.
  - o Provide the public with accurate and timely service information.
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# 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			
2,961,235	3,201,328	4,097,585	4,097,585	5100 PERMANENT	4,193,083	4,185,682	4,183,307
86,742	84,694	71,208	71,208	5200 TEMPORARY	73,066	73,066	73,066
21,101	35,498	1,600	1,600	5300 OVERTIME	2,000	2,000	2,000
37,587	31,627	68,574	68,574	5400 PREMIUM	8,441	8,441	8,441
732,978	809,904	1,102,562	1,102,562	5500 FRINGE BENEFITS	1,153,996	1,151,830	1,151,189
3,839,643	4,163,051	5,341,529	5,341,529	TOTAL EXTERNAL	5,430,586	5,421,019	5,418,003
397,626	445,167	711,705	711,705	5550 INSURANCE BENEFITS	783,987	725,976	725,964
4,237,269	4,608,218	6,053,234	6,053,234	TOTAL PERSONAL SERVICES	6,214,573	6,146,995	6,143,967
				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	370,290	6110 PROFESSIONAL SVCS	209,000	204,820	213,430
67,732	39,947	89,980	89,980	6120 PRINTING	67,800	67,800	67,800
0	0	0	0	6130 UTILITIES	0	0	0
320	0	400	400	6140 COMMUNICATIONS	500	500	500
3,259	7,509	261,066	261,066	6170 RENTALS	282,924	282,924	282,924
9,462	7,444	128,037	128,037	6180 REPAIRS AND MAINTENANCE	28,850	28,850	28,850
68,297	71,807	95,407	95,407	6190 MAINTENANCE CONTRACTS	116,982	116,982	116,982
169,473	202,196	203,820	203,820	6200 POSTAGE	257,030	241,566	241,566
41,955	62,918	155,736	155,736	6230 SUPPLIES	103,149	103,149	103,149
0	129	652	652	6270 FOOD	250	250	250
161	0	99,538	99,538	6310 EDUCATION & TRAINING	90,956	90,955	94,630
45,976	47,487	66,950	66,950	6330 LOCAL TRAVEL/MILEAGE	70,775	69,415	69,415
0	0	0	0	6520 INSURANCE	0	0	0
420	0	2,200	2,200	6530 EXTERNAL DATA PROCESSING	2,200	2,200	2,200
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	4,400	4,400
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	1,478,926	TOTAL EXTERNAL	1,234,816	1,213,811	1,226,096
				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	71,862	71,862
0	0	1,001,599	1,001,599	7200 DATA PROCESSING	991,456	991,456	991,456
6,956	6,785	9,509	9,509	7300 MOTOR POOL	9,009	9,009	9,009
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	78,500	78,500
205,241	223,548	1,298,023	1,298,023	TOTAL INTERNAL	1,150,827	1,150,827	1,150,827
846,006	860,790	2,631,949	2,776,949	TOTAL MATERIALS & SERVICES	2,385,643	2,364,638	2,376,923
				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	276,123	8400 EQUIPMENT	210,702	248,832	196,542
0	0	245,878	278,323	TOTAL CAPITAL OUTLAY	210,702	248,832	196,542
4,480,408	4,800,293	6,921,333	7,098,778	DIRECT BUDGET	6,876,104	6,883,662	6,840,641
5,083,275	5,469,008	8,931,061	9,108,506	TOTAL BUDGET	8,810,918	8,760,465	8,717,432



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	1.00	23,582	ADMIN TECH	0.00	0	0.00	0	0.00	0
0.00	0	11.99	255,815	3.00	69,951	2.00	46,405	OFFICE ASST 3	0.00	0	0.00	0	0.00	0
0.00	0	2.14	48,474	0.00	0	1.00	23,546	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	802,118	47.34	879,016	47.42	943,371	47.42	943,371	OFFICE ASSISTANT 2	39.42	789,709	39.42	789,709	39.42	789,709
12.69	263,734	0.00	0	11.00	252,408	11.00	252,408	OFFICE ASST/SENIOR	12.00	283,079	12.00	283,079	13.00	304,107
2.08	49,388	0.00	0	2.00	51,876	2.00	51,876	CLERICAL UNIT SUPERV	4.00	102,406	4.00	102,406	3.00	79,234
0.00	0	0.00	0	0.00	0	0.00	0	WORD PROC OPERATOR	2.00	41,192	2.00	41,192	2.00	41,192
0.00	0	0.00	0	0.00	0	0.00	0	ADMIN SECRETARY	1.00	25,529	1.00	25,529	1.00	25,529
0.00	0	0.00	0	0.00	0	0.00	0	DATA ENTRY OPERATOR	6.00	119,657	6.00	119,657	6.00	119,657
2.04	46,246	0.00	0	4.00	95,044	3.00	71,462	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 PROC UNIT SUPV	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	1.00	26,817	1.00	26,817
1.00	21,405	0.86	19,645	1.00	24,605	1.00	24,605	TAX COLLECTION SPECI	2.00	50,606	2.00	50,606	2.00	50,606
3.75	84,831	3.93	94,450	4.00	102,234	4.00	102,234	FISCAL SPECIALIST 1	8.00	203,536	8.00	203,536	8.00	203,536
1.00	30,647	1.00	32,353	2.00	61,245	2.00	61,245	FISCAL SPECIALIST 2	2.00	62,130	2.00	62,130	2.00	62,130
31.09	818,879	0.00	0	45.00	1,278,446	45.00	1,278,446	PROPERTY APPR/RES	24.00	707,722	24.00	707,722	24.00	707,722
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	1.00	32,446	1.00	32,446
0.00	0	0.00	0	0.00	0	0.00	0	PROPERTY APPR/COMM	17.00	491,556	17.00	491,556	17.00	491,556
0.00	0	0.00	0	0.00	0	0.00	0	PROPERTY APPR/PERS	3.00	82,623	3.00	82,623	3.00	82,623
0.00	0	0.00	0	0.00	0	0.00	0	DATA ANALYST	3.00	90,269	3.00	90,269	2.00	60,055
3.00	75,914	3.00	69,609	4.00	110,968	4.00	110,968	CARTOGRAPHER	4.00	114,162	4.00	114,162	4.00	114,162
1.00	24,379	1.00	26,504	1.00	28,579	1.00	28,579	ADMINISTRATIVE ASSIS	1.00	29,593	0.99	29,367	0.99	29,367
4.92	131,418	4.95	136,283	5.00	145,871	5.00	145,871	OPERATIONS SUPV 1	4.00	114,606	3.96	113,732	4.96	143,715
0.00	0	4.50	146,177	9.00	328,630	9.00	328,630	PROGRAM SUPERVISOR	9.00	327,603	8.91	325,102	8.91	325,102
1.00	32,845	1.00	34,643	1.00	35,838	1.00	35,838	OPERATIONS SUPV 2	1.00	36,114	0.99	35,838	0.99	35,838
4.00	157,498	4.03	163,701	4.00	180,443	4.00	180,443	PROGRAM MANAGER 1	4.00	183,688	3.96	182,286	3.96	182,286
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	1.98	77,816	1.98	77,816
1.00	33,138	1.00	35,205	1.00	37,910	1.00	37,910	FINANCE SPECIALIST 2	1.00	39,334	0.99	39,034	0.99	39,034
0.92	34,375	0.95	37,391	1.00	43,205	1.00	43,205	PROGRAM MANAGEMENT S	1.00	45,012	0.99	44,668	0.99	44,668
1.00	44,715	1.00	48,754	1.00	52,021	1.00	52,021	PROGRAM MANAGER 2	1.00	53,972	0.99	53,560	0.99	53,560
0.81	43,899	0.98	55,981	1.00	60,793	1.00	60,793	PROGRAM MANAGER 3	1.00	61,308	0.99	60,840	0.99	60,840
23.96	2,961,235	28.53	3,201,328	53.42	4,097,585	53.42	4,097,585	5100 PERMANENT	54.42	4,193,083	54.17	4,185,682	54.17	4,183,307

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**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 and Administrators	1.00	1.92	2.00	1.98
Professionals	2.25	2.00	2.00	1.98
Technicians and Para-Professionals	1.81	1.00	1.00	3.00
Protective Service Workers	0.00	0.00	0.00	0.00
Office and Clerical	9.90	9.97	10.00	10.00
Skilled Craft & Srv. Maint.	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>0.00</u>
<b>TOTAL</b>	16.96	16.89	17.00	17.00

**EXPENDITURES**

	<u>General Fund (100)</u>	<u>TOTAL</u>
Personal Services	\$ 955,230	\$ 955,230
Materials & Services	2,203,311	2,203,311
Capital Outlay	<u>3,323</u>	<u>3,323</u>
<b>TOTAL</b>	\$ 3,164,864	\$ 3,161,864

**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	7690	Administration	\$ 9,300	\$ 0	\$ 0	\$ 986,190	\$ 995,490
100	7700	August Election	210,475	0	0	0	210,475
100	7710	September Election	210,475	0	0	0	210,475
100	7730	March Election	224,013	0	0	(1,500)	222,513
100	7750	June Election	210,475	0	0	0	210,475
100	7760	Special Projects	0	0	0	8,521	8,521
100	7770	Primary Election	109,501	0	0	968,093	1,077,594
100	7780	November Election	210,475	0	0	0	210,475
100	7790	Voter Outreach/Education	<u>0</u>	<u>0</u>	<u>0</u>	<u>15,846</u>	<u>15,846</u>
		<b>TOTAL</b>	\$ 1,184,714	\$ 0	\$ 0	\$ 1,977,150	\$ 3,161,864

**EXPLANATION OF OTHER REVENUES**

Election Recovery Fees	\$ 1,172,814
Miscellaneous	11,900

DEPARTMENT OF GENERAL SERVICES  
ELECTIONS DIVISION

## 7070 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.

### 7690 Administration

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
FTEs	16.92	16.86	17.00	16.96
Personal Services	\$ 567,265	\$ 601,339	\$ 661,521	\$ 678,463
Materials and Services	252,980	250,815	293,263	313,704
Capital Outlay	<u>11,931</u>	<u>2,150</u>	<u>10,500</u>	<u>3,323</u>
TOTAL	\$ 832,176	\$ 854,304	\$ 965,284	\$ 995,490

### 7691 Previous Fiscal Year - History

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
FTEs	0.00	0.01	0.00	0.00
Personal Services	\$ 309	\$ 2,074	\$ 0	\$ 0
Materials and Services	10	47	0	0
Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$ 319	\$ 2,121	\$ 0	\$ 0

### 7700 August Election

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
FTEs	0.00	0.00	0.00	0.00
Personal Services	\$ 1,700	\$ 0	\$ 34,508	\$ 37,113
Materials and Services	10,857	0	123,228	173,362
Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$ 12,557	\$ 0	\$ 157,736	\$ 210,475

**DEPARTMENT OF GENERAL SERVICES  
ELECTIONS DIVISION**

**7710 September Election**

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
FTEs	0.00	0.00	0.00	0.00
Personal Services	\$ 1,023	\$ 777	\$ 34,508	\$ 37,113
Materials & Services	8,801	9,053	123,228	173,362
Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL</b>	<b>\$ 9,824</b>	<b>\$ 9,830</b>	<b>\$ 157,736</b>	<b>\$ 210,475</b>

**7720 General Election - History**

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
FTEs	0.03	0.00	0.00	0.00
Personal Services	\$ 97,444	\$ 0	\$ 96,990	\$ 0
Materials and Services	604,066	0	602,569	0
Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL</b>	<b>\$ 701,510</b>	<b>\$ 0</b>	<b>\$ 699,559</b>	<b>\$ 0</b>

**7730 March Election**

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
FTEs	0.01	0.02	0.00	0.00
Personal Services	\$ 41,187	\$ 37,089	\$ 38,252	\$ 37,113
Materials and Services	220,618	162,381	299,033	185,400
Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL</b>	<b>\$ 261,805</b>	<b>\$ 199,470</b>	<b>\$ 337,285</b>	<b>\$ 222,513</b>

**7740 May Election - History**

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
FTEs	0.00	0.00	0.00	0.00
Personal Services	\$ 27,509	\$ 0	\$ 38,252	\$ 0
Materials and Services	214,816	0	123,228	0
Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL</b>	<b>\$ 242,325</b>	<b>\$ 0</b>	<b>\$ 161,480</b>	<b>\$ 0</b>

**DEPARTMENT OF GENERAL SERVICES  
ELECTIONS DIVISION**

**7750 June Election**

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
FTEs	0.00	0.00	0.00	0.00
Personal Services	\$ 21,185	\$ 10,545	\$ 38,252	\$ 37,113
Materials and Services	205,517	32,112	123,228	173,362
Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$ 226,702	\$ 42,657	\$ 161,480	\$ 210,475

**7760 Special Projects**

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
FTEs	0.00	0.00	0.00	0.00
Personal Services	\$ 8,059	\$ 1,688	\$ 2,126	\$ 2,368
Materials and Services	14,186	3,808	5,800	6,153
Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$ 22,245	\$ 5,496	\$ 7,926	\$ 8,521

**7770 Primary Election**

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
FTEs	0.00	0.00	0.00	0.00
Personal Services	\$ 0	\$ 72,290	\$ 0	\$ 80,062
Materials and Services	0	976,198	0	997,532
Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$ 0	\$ 1,048,488	\$ 0	\$ 1,077,594

**7780 November Election**

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
FTEs	0.00	0.00	0.00	0.00
Personal Services	\$ 0	\$ 33,218	\$ 0	\$ 37,113
Materials and Services	0	120,728	0	173,362
Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$ 0	\$ 153,946	\$ 0	\$ 210,475

DEPARTMENT OF GENERAL SERVICES  
ELECTIONS DIVISION

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**7790 Voter Outreach and Education**

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
FTEs	0.00	0.00	0.00	0.00
Personal Services	\$ 9,599	\$ 9,589	\$ 11,621	\$ 8,772
Materials and Services	9,581	3,029	7,070	7,074
Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$ 19,180	\$ 12,618	\$ 18,691	\$ 15,846

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**Objectives**

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

# REQUIREMENT DETAIL

1988-89 ACTUAL	1989-90 ACTUAL	1990-91 ADOPTED	1990-91 REVISED	AGENCY: 040 GENERAL SERVICES FUND: 100 GENERAL FUND SUM ORG: 7070 ELECTIONS	1991-92 PROPOSED	1991-92 APPROVED	1991-92 ADOPTED
408,703	430,314	458,856	458,856	PERSONAL SERVICES	472,063	470,749	466,413
147,158	131,779	234,757	234,757	5100 PERMANENT	228,301	228,301	224,684
36,956	17,150	28,808	28,808	5200 TEMPORARY	26,505	26,505	26,505
1,536	218	0	0	5300 OVERTIME	0	0	0
120,842	121,329	145,932	145,932	5400 PREMIUM	149,488	149,132	147,675
715,195	700,790	868,353	868,353	5500 FRINGE BENEFITS	876,357	874,687	865,277
60,085	67,819	87,677	87,677	TOTAL EXTERNAL	100,908	89,783	89,953
5550 INSURANCE BENEFITS							
775,280	768,609	956,030	956,030	TOTAL PERSONAL SERVICES	977,265	964,470	955,230
0	0	0	0	EXTERNAL MATERIALS AND SERVICES	0	0	0
0	0	0	0	6050 COUNTY SUPPLEMENTS	0	0	0
385,382	203,205	212,428	212,428	6060 PASS-THROUGH PAYMENTS	231,479	226,849	231,479
837,872	894,306	872,929	872,929	6110 PROFESSIONAL SVCS	1,118,264	1,118,268	1,118,268
0	0	0	0	6120 PRINTING	0	0	0
0	0	0	0	6130 UTILITIES	0	0	0
19,207	7,410	6,614	6,614	6140 COMMUNICATIONS	0	0	0
95,060	90,365	93,769	93,769	6170 RENTALS	7,309	7,309	7,309
0	0	0	0	6180 REPAIRS AND MAINTENANCE	1,465	1,465	1,465
111,583	164,261	275,409	275,409	6190 MAINTENANCE CONTRACTS	132,685	132,685	132,685
38,621	124,994	102,668	102,668	6200 POSTAGE	450,157	447,361	447,361
0	0	0	0	6230 SUPPLIES	158,829	158,829	160,109
6,670	7,139	6,600	6,600	6270 FOOD	0	0	0
228	583	725	725	6310 EDUCATION & TRAINING	0	0	4,559
0	0	0	0	6330 LOCAL TRAVEL/MILEAGE	725	725	725
0	0	0	0	6520 INSURANCE	0	0	0
0	0	0	0	6530 EXTERNAL DATA PROCESSING	0	0	0
0	0	0	0	6550 DRUGS	0	0	0
0	0	0	0	6580 CLAIMS PAID	0	0	0
0	0	0	0	6610 AWARDS AND PREMIUMS	0	0	0
1,281	1,418	1,700	1,700	6620 DUES AND SUBSCRIPTIONS	1,700	1,700	1,700
0	0	0	0	6700 LIBRARY BOOKS AND MATERIALS	0	0	0
0	0	0	0	7810 PRINCIPAL	0	0	0
0	0	0	0	7820 INTEREST	0	0	0
1,495,904	1,493,681	1,572,842	1,572,842	TOTAL EXTERNAL	2,102,613	2,095,191	2,105,660
0	0	0	0	INTERNAL SERVICE REIMBURSEMENTS	0	0	0
13,091	14,944	10,832	10,832	7100 INDIRECT COSTS	14,284	14,284	14,284
0	0	0	0	7150 TELEPHONE	0	0	0
3,274	4,326	4,467	4,467	7200 DATA PROCESSING	4,467	4,467	4,467
0	0	0	0	7300 MOTOR POOL	0	0	0
29,163	45,220	112,506	112,506	7400 BUILDING MANAGEMENT	0	0	0
0	0	0	0	7500 OTHER INTERNAL	0	0	0
45,528	64,490	127,805	127,805	7550 SERV REIMB TO CAP LEASE RET FU	78,900	78,900	78,900
				TOTAL INTERNAL	97,651	97,651	97,651
1,541,432	1,558,171	1,700,647	1,700,647	TOTAL MATERIALS & SERVICES	2,200,264	2,192,842	2,203,311
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
11,931	2,150	10,500	10,500	8400 EQUIPMENT	0	0	3,323
11,931	2,150	10,500	10,500	TOTAL CAPITAL OUTLAY	0	0	3,323
2,223,030	2,196,621	2,451,695	2,451,695	DIRECT BUDGET	2,978,970	2,969,878	2,974,260
2,328,643	2,328,930	2,667,177	2,667,177	TOTAL BUDGET	3,177,529	3,157,312	3,161,864

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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
0.00	0	0.00	0	0.00	0	0.00	0	0088	0.00	0	0.00	0	0.00	0
6.04	106,345	5.97	112,130	6.00	120,593	6.00	120,593	OFFICE ASSISTANT 2	5.00	101,981	5.00	101,981	5.00	101,981
3.86	81,993	0.00	0	4.00	94,012	4.00	94,012	OFFICE ASST/SENIOR	5.00	120,760	5.00	120,760	4.00	94,649
0.00	0	0.00	0	0.00	0	0.00	0	COMMUNITY INFO SPEC	0.00	0	0.00	0	1.00	24,774
1.81	47,032	1.00	27,126	1.00	28,392	1.00	28,392	ELECTIONS COORDINATO	1.00	28,610	1.00	28,610	0.00	0
0.00	0	0.00	0	0.00	0	0.00	0	6108	0.00	0	0.00	0	1.00	25,611
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 WKR/CHIEF	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	1.00	22,280	1.00	22,280
0.00	0	0.00	0	0.00	0	0.00	0	ELECTIONS MATERIALS	1.00	25,802	1.00	25,802	1.00	25,802
0.00	0	0.92	32,363	1.00	37,847	1.00	37,847	PROGRAM/STAFF ASSIST	1.00	39,288	0.99	38,988	0.99	38,988
2.25	82,263	2.00	72,764	2.00	77,278	2.00	77,278	ADMINISTRATIVE SPECI	2.00	78,993	1.98	78,390	1.98	78,390
1.00	48,159	1.00	51,860	1.00	53,934	1.00	53,934	PROGRAM MANAGER 2	1.00	54,349	0.99	53,938	0.99	53,938
16.96	408,703	16.89	430,314	17.00	458,856	17.00	458,856	5100 PERMANENT	17.00	472,063	16.96	470,749	16.96	466,413

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**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	30.91
Protective Srv. Workers	0.00	0.00	0.00	0.00
Office & Clerical	15.08	13.88	15.00	12.00
Skilled Craft & Srv. Maint.	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>TOTAL</b>	<b>61.19</b>	<b>62.87</b>	<b>67.00</b>	<b>59.91</b>

**EXPENDITURES**

	Data Processing Fund (301)	Telephone Fund (402)	Total
Personal Services	\$ 2,751,221	\$ 244,679	\$ 2,995,900
Materials & Services	2,635,177	1,347,818	3,982,995
Capital Outlay	<u>31,300</u>	<u>95,098</u>	<u>126,398</u>
<b>TOTAL</b>	<b>\$ 5,417,698</b>	<b>\$ 1,687,595</b>	<b>\$ 7,105,293</b>

**REVENUE CATEGORIES**

<u>FD</u>	<u>ORG</u>	<u>ORGANIZATION</u>	<u>OPERATIONAL</u>	<u>GRANT</u>	<u>OTHER</u>	<u>GENERAL FUND SUPPLEMENT</u>	<u>TOTAL</u>
301	7925	Information Center	369,815	0	0	0	369,815
301	7930	ISD Administration	1,116,474	0	0	0	1,116,474
301	7940	Information Systems	1,222,139	0	0	0	1,222,159
301	7950	Operations	1,342,866	0	0	0	1,342,866
301	7960	Technical Support	1,093,372	0	0	0	1,093,372
301	7970	Telecom - Data	462,543	0	0	0	462,543
402	7990	Telephone Office	<u>2,008,701</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>2,008,701</u>
	<b>TOTAL</b>		<b>7,615,930</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7,615,930</b>

**EXPLANATION OF OTHER REVENUES**

Data Processing Fund	\$5,607,229
Telephone Fund	2,008,701

**DEPARTMENT OF GENERAL SERVICES  
INFORMATION SERVICES DIVISION**

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**7930 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	5.98
PS		\$ 238,917	\$ 254,487	\$ 284,731	\$ 266,553
M&S		783,804	988,209	973,775	849,171
CO		<u>8,946</u>	<u>884</u>	<u>7,350</u>	<u>750</u>
TOTAL		\$1,031,667	\$1,243,580	\$1,265,856	\$1,116,474

**Objectives**

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

**7925 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	5.99
PS			\$ 144,305	\$ 159,250	\$ 179,864    \$ 258,721
M&S		66,926	90,398	121,746	104,544
CO		<u>2,453</u>	<u>0</u>	<u>0</u>	<u>6,550</u>
TOTAL		\$ 213,684	\$ 249,648	\$ 301,610	\$ 369,815

**Objectives**

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

DEPARTMENT OF GENERAL SERVICES  
INFORMATION SERVICES DIVISION

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### 7940 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	19.96
PS	\$1,026,871	\$1,039,894	\$1,288,720	\$1,084,012
M&S	81,018	30,497	38,575	128,147
CO	<u>0</u>	<u>0</u>	<u>0</u>	<u>10,000</u>
TOTAL	\$1,107,889	\$1,070,391	\$1,288,720	\$1,222,159

### Objectives

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

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### 7950 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	13.98
PS	\$ 581,875	\$ 602,900	\$ 645,918	\$ 640,723
M&S	773,323	496,165	740,812	658,143
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	\$1,342,866

**DEPARTMENT OF GENERAL SERVICES  
INFORMATION SERVICES DIVISION**

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**Objectives**

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

**7960 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	5.99
PS	\$ 257,129	\$ 366,582	\$ 410,101	\$ 382,960
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	\$1,093,372

**Objectives**

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

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### 7990 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	\$ 156,962
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	\$ 462,543

#### Objectives

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

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### 7990 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	5.99
PS	\$ 177,485	\$ 201,520	\$ 234,038	\$ 244,679
M&S	921,423	981,748	1,245,337	1,531,022
CO	<u>138,191</u>	<u>400,322</u>	<u>336,420</u>	<u>233,000</u>
TOTAL	\$1,236,919	\$1,583,590	\$1,815,795	\$2,008,701

#### Objectives

- o Provide a public information service for access to County and State Court agencies.
- o Prepare an annual telephone directory for County and State Court agencies.

**DEPARTMENT OF GENERAL SERVICES  
INFORMATION SERVICES DIVISION**

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- o Provide and coordinate the necessary resources of existing voice communication facilities, new installations, and modifications.
  - o Monitor and evaluate new voice communication technologies.
  - o Provide a help desk function to voice users, and training for all new employees, to resolve network failures and coordinate equipment repairs.
-

# REQUIREMENT DETAIL

				AGENCY: 040 GENERAL SERVICES							
1988-89	1989-90	1990-91	1990-91	FUND: 301 DATA PROCESSING FUND		1991-92	1991-92	1991-92			
ACTUAL	ACTUAL	ADOPTED	REVISED	SUM ORG: 7090 INFORMATION SERVICES		PROPOSED	APPROVED	ADOPTED			
PERSONAL SERVICES											
1,678,895	1,806,339	2,030,351	1,887,351	5100 PERMANENT		1,886,571	1,909,856	1,909,856			
4,880	14,290	0	0	5200 TEMPORARY		0	0	0			
63,494	62,546	69,458	69,458	5300 OVERTIME		65,458	65,458	65,458			
19,672	12,975	7,544	7,544	5400 PREMIUM		7,544	7,544	7,544			
431,675	464,923	560,637	560,637	5500 FRINGE BENEFITS		525,138	531,427	531,427			
2,198,616	2,361,073	2,667,990	2,524,990	TOTAL EXTERNAL		2,484,711	2,514,285	2,514,285			
194,348	214,986	266,562	266,562	5550 INSURANCE BENEFITS		299,541	275,646	275,646			
2,392,964	2,576,059	2,934,552	2,791,552	TOTAL PERSONAL SERVICES		2,784,252	2,789,931	2,789,931			
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	207,010	6110 PROFESSIONAL SVCS		19,000	18,620	124,220			
14,002	12,384	15,920	15,920	6120 PRINTING		13,920	11,832	11,832			
0	171	0	0	6130 UTILITIES		0	0	0			
106,946	123,386	124,586	124,586	6140 COMMUNICATIONS		127,274	127,274	127,274			
312,352	128,375	193,791	193,791	6170 RENTALS		154,476	154,476	107,320			
3,220	9,723	5,300	5,300	6180 REPAIRS AND MAINTENANCE		3,300	3,300	8,521			
477,395	501,712	597,240	597,240	6190 MAINTENANCE CONTRACTS		539,880	539,880	539,880			
6,856	6,245	15,500	15,500	6200 POSTAGE		14,000	12,253	12,253			
96,053	109,886	131,425	146,720	6230 SUPPLIES		123,825	123,825	123,825			
0	0	0	0	6270 FOOD		0	0	0			
35,317	59,622	75,216	75,216	6310 EDUCATION & TRAINING		63,359	63,359	63,359			
906	972	660	660	6330 LOCAL TRAVEL/MILEAGE		660	384	384			
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	791,643	791,643			
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	4,500	4,500			
0	0	0	0	6700 LIBRARY BOOKS AND MATERIALS		0	0	0			
0	198,795	150,500	150,500	7810 PRINCIPAL		188,700	188,700	227,230			
0	29,740	31,500	31,500	7820 INTEREST		36,860	36,860	45,486			
1,713,521	1,856,809	2,149,175	2,395,760	TOTAL EXTERNAL		2,081,397	2,076,906	2,187,727			
INTERNAL SERVICE REIMBURSEMENTS											
446,268	419,437	403,685	403,685	7100 INDIRECT COSTS		279,611	279,611	279,611			
42,281	42,273	50,035	50,035	7150 TELEPHONE		38,596	38,596	38,596			
0	0	0	0	7200 DATA PROCESSING		0	0	0			
3,585	3,478	4,385	4,385	7300 MOTOR POOL		4,385	4,385	4,385			
216,227	212,688	235,679	235,679	7400 BUILDING MANAGEMENT		235,679	235,679	235,679			
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	558,271	558,271			
2,424,789	2,534,774	2,842,959	3,089,544	TOTAL MATERIALS & SERVICES		2,639,668	2,635,177	2,745,998			
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	31,300	71,300			
124,059	609,483	49,481	553,016	TOTAL CAPITAL OUTLAY		62,600	31,300	71,300			
4,036,196	4,827,365	4,866,646	5,473,766	DIRECT BUDGET		4,628,708	4,622,491	4,773,312			
4,941,812	5,720,316	5,826,992	6,434,112	TOTAL BUDGET		5,486,520	5,456,408	5,607,229			

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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 ASST/SENIOR	1.00	24,544	1.00	24,544	1.00	24,544
0.00	0	0.00	0	0.00	0	0.00	0	WORD PROC OPERATOR	1.00	20,164	1.00	20,164	1.00	20,164
0.00	0	0.00	0	0.00	0	0.00	0	DATA PROCESSING CLER	5.00	100,374	5.00	100,374	5.00	100,374
2.00	48,381	2.56	62,243	3.00	77,377	3.00	77,377	DATA PROCESS SPEC 1	1.00	25,701	1.00	25,701	1.00	25,701
2.41	66,221	3.37	96,357	4.00	120,261	4.00	120,261	DATA PROCESS SPEC 2	5.00	148,104	6.00	175,687	6.00	175,687
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 ASST/SENIOR	1.00	24,083	1.00	24,083	1.00	24,083
0.00	0	0.00	0	0.00	0	0.00	0	FISCAL ASSISTANT	1.00	18,528	1.00	18,528	1.00	18,528
6.53	227,081	4.82	174,714	5.00	188,724	4.00	150,979	PROGRAMMER ANALYST/S	4.00	151,608	4.00	151,608	4.00	151,608
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	1.40	395,593	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	3.00	121,485	3.00	121,485
8.00	233,096	7.88	243,716	10.00	318,906	9.00	287,015	PROGRAMMER ANALYST 2	9.00	297,373	9.00	297,373	9.00	297,373
3.00	113,607	4.87	189,799	5.00	207,620	5.00	207,620	SYSTEMS PROGRAMMER	5.00	212,285	5.00	212,285	5.00	212,285
0.51	11,729	0.00	0	0.00	0	0.00	0	COMPUTER OPERATOR 1	0.00	0	0.00	0	0.00	0
6.49	171,888	7.10	192,982	7.00	203,938	7.00	203,938	COMPUTER SYSTEMS OPE	7.00	209,030	7.00	208,790	7.00	208,790
4.00	159,391	4.76	198,291	5.00	220,830	5.00	220,830	DATA PROCESSING MANA	5.00	226,418	4.95	224,703	4.95	224,703
3.00	139,028	3.00	148,461	3.00	157,130	3.00	157,130	DATA PROCESSING MANA	4.00	205,092	3.96	203,526	3.96	203,526
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	0.99	40,165	0.99	40,165
1.00	52,413	1.00	56,059	1.00	60,559	1.00	60,559	PROGRAM MANAGER 3	1.00	61,308	0.99	60,840	0.99	60,840
56.68	1,678,895	57.61	1,806,339	61.00	2,030,351	56.40	2,243,385	5100 PERMANENT	54.00	1,886,571	54.89	1,909,856	54.89	1,909,856

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# REQUIREMENT DETAIL

1988-89 ACTUAL	1989-90 ACTUAL	1990-91 ADOPTED	1990-91 REVISED	AGENCY: 040 GENERAL SERVICES FUND: 402 TELEPHONE FUND 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	171,527	171,527
1,391	2,180	1,896	1,896	5200 TEMPORARY	0	0	0
544	34	0	0	5300 OVERTIME	2,010	2,010	2,010
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	46,469	46,469
11,745	15,295	20,777	20,777	TOTAL EXTERNAL	220,452	220,006	220,006
				5550 INSURANCE BENEFITS	27,038	24,673	24,673
177,485	201,520	234,038	234,038	TOTAL PERSONAL SERVICES	247,490	244,679	244,679
0	0	0	0	EXTERNAL MATERIALS AND SERVICES			
0	0	0	0	6050 COUNTY SUPPLEMENTS	0	0	0
114	1,691	0	0	6060 PASS-THROUGH PAYMENTS	0	0	0
3,120	5,048	5,000	5,000	6110 PROFESSIONAL SVCS	0	0	0
0	0	0	0	6120 PRINTING	7,000	5,950	5,950
508,184	552,655	736,876	786,565	6130 UTILITIES	0	0	0
31,911	41,873	44,129	44,129	6140 COMMUNICATIONS	767,714	767,714	917,238
42,596	830	0	0	6170 RENTALS	30,000	30,000	30,000
166,562	251,206	251,111	274,861	6180 REPAIRS AND MAINTENANCE	0	0	0
0	0	0	0	6190 MAINTENANCE CONTRACTS	346,736	346,736	380,416
3,291	2,300	2,700	2,700	6200 POSTAGE	0	0	0
0	0	0	0	6230 SUPPLIES	12,650	12,650	12,650
5,336	5,340	13,189	13,189	6270 FOOD	0	0	0
244	282	350	350	6310 EDUCATION & TRAINING	9,943	9,943	9,943
0	0	0	0	6330 LOCAL TRAVEL/MILEAGE	350	212	212
4,840	5,631	4,320	4,320	6520 INSURANCE	0	0	0
0	0	0	0	6530 EXTERNAL DATA PROCESSING	4,320	4,320	4,320
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	436	436
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	1,131,536	TOTAL EXTERNAL	1,179,149	1,177,961	1,361,165
102,710	44,508	102,665	102,665	INTERNAL SERVICE REIMBURSEMENTS			
0	0	0	0	7100 INDIRECT COSTS	81,363	81,363	81,363
38,747	55,721	54,613	54,613	7150 TELEPHONE	0	0	0
956	332	15,262	15,262	7200 DATA PROCESSING	69,824	69,824	69,824
12,400	14,000	14,700	36,700	7300 MOTOR POOL	2,500	2,500	2,500
0	0	0	0	7400 BUILDING MANAGEMENT	16,170	16,170	16,170
0	0	0	0	7500 OTHER INTERNAL	0	0	0
154,813	114,561	187,240	209,240	7550 SERV REIMB TO CAP LEASE RET FU	0	0	0
				TOTAL INTERNAL	169,857	169,857	169,857
921,243	981,748	1,245,337	1,340,776	TOTAL MATERIALS & SERVICES	1,349,006	1,347,818	1,531,022
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	95,098	233,000
138,191	400,322	336,420	477,970	TOTAL CAPITAL OUTLAY	190,195	95,098	233,000
1,070,361	1,453,734	1,607,778	1,822,767	DIRECT BUDGET	1,589,796	1,493,065	1,814,171
1,236,919	1,583,590	1,815,795	2,052,784	TOTAL BUDGET	1,786,691	1,687,595	2,008,701

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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	2.00	39,054	2.00	39,054
0.92	19,094	0.00	0	1.00	22,256	1.00	22,256	OFFICE ASST/SENIOR	1.00	23,161	1.00	23,161	1.00	23,161
1.75	51,585	0.00	0	2.00	62,320	2.00	62,320	WORD PROC UNIT SUPV	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	1.00	33,725	1.00	33,725
0.00	0	0.00	0	0.00	0	0.00	0	TELECOMM TECH SPEC	1.00	29,952	1.00	29,952	1.00	29,952
0.92	37,587	1.00	42,194	1.00	44,304	1.00	44,304	DATA PROCESSING MANA	1.00	45,986	0.99	45,635	0.99	45,635
4.51	127,250	5.26	140,400	6.00	166,466	6.00	166,466	5100 PERMANENT	6.00	171,878	5.99	171,527	5.99	171,527

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