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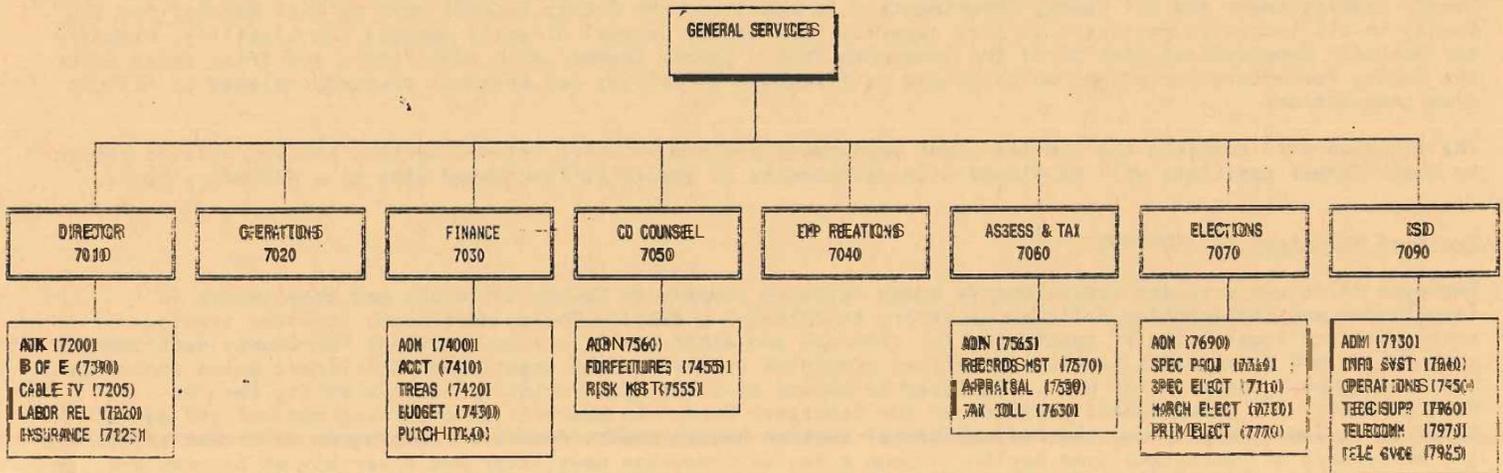
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**DEPARTMENT OF GENERAL SERVICES  
SUMMARY OF REQUIREMENTS**

	FTE	PERSONAL SERVICES	MATERIALS AND SERVICES	CAPITAL OUTLAY	TOTAL REQUIREMENT	LESS SERVICE REIMBURSEMENT	DIRECT REQUIREMENT
<b>General Fund</b>							
Office/Director	8.00	\$ 369,513	\$ 189,822	\$181,062	\$ 740,397	\$ 36,173	\$ 704,224
Operations	9.50	234,833	14,987	0	249,820	27,989	221,831
Finance	42.00	1,528,168	193,075	0	1,721,243	137,512	1,583,731
County Counsel	15.00	682,864	70,448	0	753,312	53,472	699,840
Employee Relations	6.00	277,031	49,469	0	326,490	28,554	297,936
ISO (Telecomm.)	4.00	143,822	3,897	0	147,719	9,894	137,825
Assessment & Taxation	133.00	4,389,795	730,355	0	5,080,150	432,899	4,647,251
Elections	17.00	796,147	1,389,646	0	2,185,793	68,017	2,117,776
<b>SUBTOTAL</b>	<b>234.50</b>	<b>\$ 8,392,173</b>	<b>\$26,443,899</b>	<b>\$181,062</b>	<b>\$11,214,684</b>	<b>\$ 794,490</b>	<b>\$10,420,194</b>
<b>Insurance Fund</b>							
Risk Management-Office/Director	0.00	0	5,925,888	1,800	5,927,688	46,661	5,881,027
Risk Management-County Counsel	5.00	165,403	1,995,664	0	2,161,067	42,314	2,118,753
<b>SUBTOTAL</b>	<b>5.00</b>	<b>165,403</b>	<b>7,921,492</b>	<b>1,800</b>	<b>8,088,695</b>	<b>88,975</b>	<b>7,999,720</b>
<b>Data Process. Fund (Info. Services)</b>							
	64.00	2,354,800	2,321,448	47,950	4,724,198	913,279	3,810,919
<b>Cable TV Fund</b>							
	2.00	83,984	809,411	0	893,395	22,390	871,005
<b>Telephone Fund</b>							
	0.00	0	881,126	90,000	971,126	44,742	926,384
<b>DEPARTMENTAL TOTAL</b>	<b>305.50</b>	<b>\$10,996,360</b>	<b>\$14,574,866</b>	<b>\$320,812</b>	<b>\$25,892,038</b>	<b>\$1,863,866</b>	<b>\$24,028,162</b>

DEPARTMENT OF GENERAL SERVICES  
FISCAL YEAR 1997-98 STRUCTURE



## DEPARTMENT OF GENERAL SERVICES

The Department of General Services provides central administrative support to all County Departments to ensure cohesive and fiscally responsible management of the County's resources. Approximately 43% of all appropriated dollars (\$25,892,332) are General Fund dollars (\$11,214,624).

### Office of The Director (\$6,668,885)

The Director's Office is responsible for maintaining sufficient managerial and administrative support services to ensure effective and lawful utilization of the County's fiscal resources and to effect compliance with statutory requirements. The Director's Office, in addition to Administration, houses:

The Board of Equalization, which examines and corrects the assessment roll prepared by the Assessor and where necessary lowers or raises the value of any property therein;

The Cable Office, which regulates the cable communications franchise agreement with Rogers Cable Multnomah East, oversees the Multnomah Cable Access Corporation and advises other jurisdictions on cable communications issues. The Director's Office also houses all general fund equipment dollars for the Department. This year's capital expenditures include \$100,000 for the purchase of a Document machine for Assessment and Taxation, which will speed the processing of Personal Property payments; and

Labor Relations, which was transferred from Employee Relations and which negotiates/administers labor contracts and a management compensation plan, coordinates departmental training and has administrative responsibility for the benefits to County employees, the Medical/Dental section houses Health Promotion, a program which has as its aim the betterment of County employee health through a Health Promotion newsletter and a variety of classes and seminars. This year's Medical Dental section will, for the first time, include expenditures for Kaiser Medical Benefits, long term disability benefits for exempt employees and life insurance benefits for exempt employees. While expenditures were made in past years for these benefits, they did not appear in the budget document.

### Operations (\$249,820)

Operations provides centrally coordinated word processing and administrative support services to DGS sections located on the 14th floor of The Portland Building.

### Finance (\$1,721,243)

The Finance Division develops and maintains legally and administratively required accounting systems to receive, disburse and account for all County funds; deposits, invests and controls cash to maximize safety and return; prepares, coordinates, develops, and monitors the annual County budget; operates Countywide purchasing functions, including bidding, central stores, the Minority and Female Business Enterprise (M/FBE) program and administration of the Public Contract Review Board (PCRB) rules. In FY 1986-87, Finance implemented the new automated on-line Accounting System and the new budget format. In addition, the Warehouse (Central Stores) was transferred to Facilities Management and Fixed Assets was transferred from Purchasing to Accounting as part of the implementation of a new automated fixed assets system.

### County Counsel (\$2,914,399)

The County Counsel and staff are responsible for providing legal services to the County Executive, the Board of County Commissioners and all County Departments. In addition, the County Counsel acts as Risk Manager for the County in all insurance matters. In this capacity, the County Counsel directly manages the Liability, Property and Workers' Compensation portion of the Insurance Fund. County Counsel also administers and takes cases under the County forfeiture ordinances which allows confiscation of dollars and personal property related to illicit drug transactions.

The division will continue the limited light employment program in which injured workers not yet able to return to their former positions will be placed with departments at specifically created jobs on a temporary basis.

### Employee Relations (\$ 326,400)

Employee Relations provides comprehensive human resource support to County officials and departments in formulating and implementing policies necessary to maintain a quality County workforce; provides timely, continuous and legal lists of candidates for clerical and other civil service positions for County departments; administers and coordinates health and welfare promotion activities and negotiates/administers union contracts and a management compensation plan. Employee Relations also has administrative responsibility for the Medical/Dental and Unemployment portions of the Insurance Fund. In addition to providing medical and dental benefits to County employees, the Medical/Dental section houses Health Promotion, a program which has as its aim the betterment of County employee health through a Health Promotion newsletter and a variety of classes and seminars. This year's Medical Dental section will, for the first time, include expenditures for Kaiser Medical Benefits, long term disability benefits for exempt employees and life insurance benefits for exempt employees. While expenditures were made in past years for these benefits, they did not appear in the budget document.

Assessment & Taxation (\$5,090,160)

The purpose of Assessment and Taxation (A&T) is the equitable valuation of all taxable property in the County and the collection of ad valorem taxes from property owners. In conjunction with this program, A&T serves as the recording office for legal instruments, issues passport applications, sells marriage licenses and dog licenses, sells firearm sales licenses and collects the transient lodging and vehicle rental taxes. This year's budget includes the addition of two real property appraisers and an administrative technician to handle personal property taxes and a Deputy Director to provide central administrative support. In addition, the County has committed \$249,000 to the development of a new Mapping system, the first payment of a ten-year development commitment with the State of Oregon.

Elections (\$2,185,793)

Elections maintains all voter registration records and conducts all elections held in Multnomah County.

In 1986-87, Elections anticipates conducting six elections. Once again, a registration file of approximately 330,000 voters will undergo a 25% turnover. The new fiscal year will also require the verification of signatures for as many as 43 initiative petitions. Whenever possible, the Division conducts elections by mail to increase voter involvement and reduce election costs. In FY 1987-88, the Division has purchased a new signature verification machine to automate and thereby speed up the verification process and new disk storage capacity to increase current capacity and ensure quick return of voting results.

Facilities Management

Facilities Management was transferred to Environmental Service at mid-year 1986-87.

Information Services (\$5,892,733)

The Information Services Division provides information processing and telecommunications services to support the service delivery objectives of County agencies. Services include consulting support, applications development and maintenance, equipment and facilities management, computer operations, and voice and data telecommunications. The division, as a result of the Arthur Young Strategic Information Systems Plan recommendation, has purchased and installed a new mainframe computer and associated software. In addition, the Division has budgeted for two new programmers to support New Development Projects selected by the Strategic Information Systems Planning Committee pursuant to the Board of County Commissioners' directive to implement the long range plan.

**DEPARTMENT OF GENERAL SERVICES  
DIRECTOR'S OFFICE**

Manager: Linda Alexander

Agency 040

Organization 7010

**PURPOSE**

The Director's Office is responsible for maintaining sufficient managerial and administrative support services to ensure effective and lawful utilization of the County's fiscal, human and capital resources, to enhance the County's fiscal stability and to effect compliance with statutory requirements.

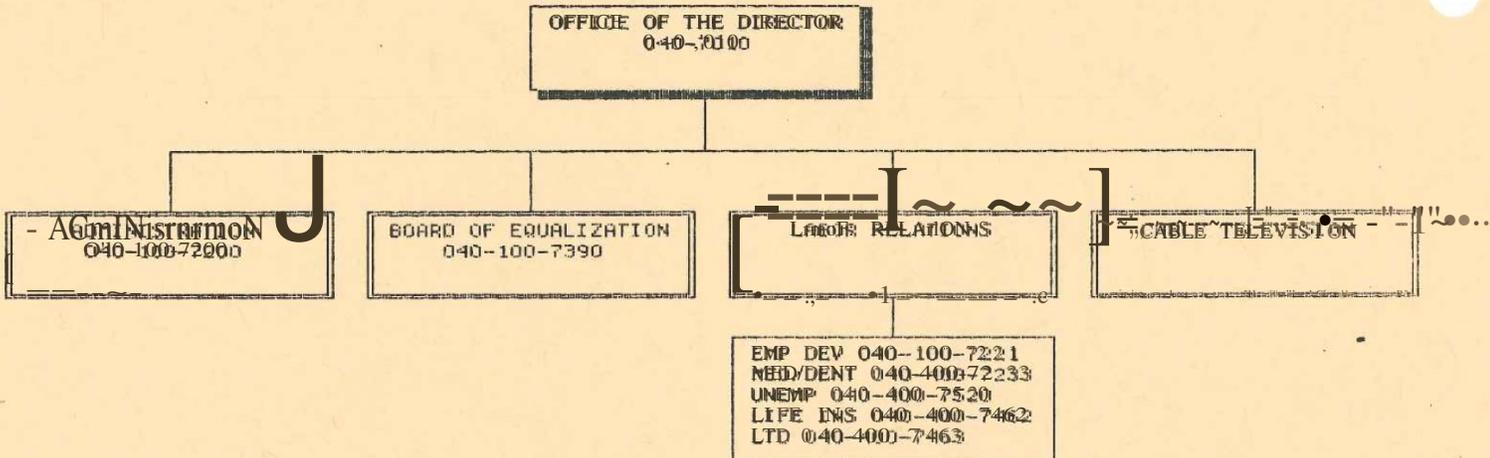
**WORKPLAN 1986/87**

During 1986-87, the Director's Office provided leadership in finalizing the Strategic Information Systems Plan for data processing for 1987-88; oversaw the transfer of the Facilities Management Division to the Department of Environmental Services; consulted with employees to develop and implement the County smoking ordinance and assisted in the transition to a new County Charter and County Chair.

**WORKPLAN 1987/88**

In the next fiscal year, the Director's Office will continue to provide leadership and direction to the divisions within the department, including supervision of Labor Relations, the Board of Equalization, the Cable Office and the Operations Supervisor; prepare the departmental budget and monitor departmental spending; review and approve departmental contracts, travel and training requests and capital expenditures; coordinate the review and approval of Countywide contracts; provide leadership in implementing and updating the Strategic Information Systems Plan; oversee the updating of the Administrative Procedures Manual and assist in the development and implementation of any changes in the County Smoking policy.

**OFFICE OF THE DIRECTOR  
FISCAL YEAR 1987-88 STRUCTURE**



PERSONNEL	1984-85	1985-86	1986-87	1987-88
Officials & Administrators	4.94	4.53	4.00	4.00
Professionals	0.57	0.76	1.00	1.00
Technicians & Para-Profess.	0.60	0.00	1.00	3.00
Protective Srv. Workers	0.00	0.00	0.00	0.00
Office & Clerical	1.59	3.19	2.00	1.00
Skilled Craft & Srv. Maint.	0.00	0.00	0.00	0.00
<b>Total</b>	<b>7.10</b>	<b>8.48</b>	<b>8.00</b>	<b>9.00</b>

**DEPARTMENT OF GENERAL SERVICES  
DIRECTOR'S OFFICE**

Manager: Linda Alexander

Agency 040

Organization 7010

EXPENDITURES	General Fund (100)	Insurance Fund (400)	Cable Television Fund (163)	Total
Personal Services	\$ 207,785	\$ 0	\$ 83,984	\$ 291,769
Materials & Services	139,351	5,925,888	728,194	6,793,433
Capital Outlay	182,157	1,800	0	183,957
<b>Total</b>	<b>\$ 509,293</b>	<b>\$ 5,927,688</b>	<b>\$ 812,178</b>	<b>\$ 7,249,159</b>

PROGRAMS		Revenue Categories					General Fund	Total
Fd.	Org.	Administrative	Operational	Grant	Other	Supplement		
100	7200	Administration	\$ 0	\$ 0	\$ 0	\$ 445,019	\$ 445,019	
100	7390	Board of Equalization	0	0	0	87,879	87,879	
100	7220	Labor Relations	0	0	0	207,499	207,499	
163	7205	Cable TV Fund	0	0	893,395	0	812,178	
400	7520	Unemployment	153,020	0	0	0	153,020	
400	7460	Medical/Dental	5,435,063	0	0	0	5,435,063	
400	7463	Long Term Disb.	83,005	0	0	0	83,005	
400	7462	Life Insurance	96,559	0	0	0	96,559	
<b>Total</b>			<b>\$ 5,767,647</b>	<b>\$ 0</b>	<b>\$ 893,395</b>	<b>\$ 532,898</b>	<b>\$ 7,193,940</b>	

**PROGRAM**

100 7210 Administration

The Director's Office coordinates and manages ongoing and special project activities within the Department, supervises Labor Relations, the Board of Equalization, the Operations Supervisor and the Cable Office and reviews, processes and executes contracts as described in the work plan above. All equipment for General Fund programs within General Services are housed in the Director's budget. The reduction in personnel reflects the loss of one Management Assistant, the dollars for which were transferred to the County Chair. The increase in capital is due to the purchase of a property tax payment processing machine.

COSTS	1984-85	1985-86	1986-87	1987-88
FTE	3.83	5.00	4.00	3.00
PS	\$ 187,692	\$ 214,467	\$ 189,890	\$ 160,042
M&S	69,521	118,569	82,478	103,915
CO	11,307	108,440	87,875	181,062
<b>TOTAL</b>	<b>\$ 268,520</b>	<b>\$ 441,476</b>	<b>\$ 360,244</b>	<b>\$ 445,019</b>

100 7390 Board of Equalization

The Board of Equalization examines and corrects the assessment roll prepared by the Assessor, increases or reduces the valuation of any property therein assessed so that the valuation is the true cash value of the property and assesses omitted taxable property. In this effort, the Board hears appeals regarding property values and personal property penalties and hires a private appraiser to assist in determining these values. The Clerk and clerical staff process the appeals and Board Orders regarding the appeals.

COSTS	1984-85	1985-86	1986-87	1987-88
FTE	1.30	1.30	1.00	1.00
PS	\$ 26,579	\$ 37,918	\$ 46,252	\$ 47,743
M&S	30,245	35,978	37,752	40,136
CO	141	0	0	0
<b>TOTAL</b>	<b>\$ 56,965</b>	<b>\$ 73,896</b>	<b>\$ 86,004</b>	<b>\$ 87,879</b>

**DEPARTMENT OF GENERAL SERVICES  
DIRECTOR'S OFFICE**

Manager: Linda Alexander

Agency 040

Organization 7010

100 7390 Cable Television Fund

COSTS	1984-85		1985-86		1986-87		1987-88	
	FTE		FTE		FTE		FTE	
PS		\$ 80,2224		\$ 99,9077		\$ 114,645		\$ 83,984
M&S		610,677		488,664		823,262		809,411
CO		5,189		0		600		0
<b>TOTAL</b>		<b>\$ 696,090</b>		<b>\$ 588,571</b>		<b>\$ 938,507</b>		<b>\$ 893,395</b>

Note the reduction of one Management Analyst from the 1987-88 budget.

Note also that \$89,283 was carried over from FY 86-87 for Community Television (\$38,990) and Franchise Fees (\$50,293).

SERVICES PROVIDED	FTE	COST
Regulates the cable communications franchise agreement with RCME.	1.25	\$ 130,834
Oversees and funds the Multnomah Cable Access Corporation and the Program in Community Television.	.25	735,340
Resolves complaints from subscribers and provides information on cable services to the public.	.25	11,018
Advises jurisdictions (Multnomah County, Fairview, Gresham, Troutdale, and Wood Village) on cable communications issues.	.25	16,203
<b>TOTAL</b>	<b>2.00</b>	<b>\$ 893,395</b>

**INDICATORS (performance, workload)**

	1984-85	1985-86	1986-87	1987-88
• Staff Reports	---	---	50	50
• Financial Transactions and Contacts	---	---	215	215
• Citizen Contacts				
Investigations of Complaints	---	---	50	54
Responses to Phone Inquiries	---	---	500	72
Notifications of CRC Meetings	---	---	500	504
• No. of MCRC Meetings	---	---	12	12

100 7210 Intergovernmental Relations

COSTS	1984-85		1985-86		1986-87		1987-88	
FTE								
PS		\$ 76,802		\$ 0		\$ 0		\$ 0
M&S		15,699		0		0		0
CO		543		0		0		0
<b>TOTAL</b>		<b>\$ 93,044</b>		<b>\$ 0</b>		<b>\$ 0</b>		<b>\$ 0</b>

History only - The Intergovernmental Relations Division was deleted from the budget in FY 1985-86.

100 7220 Labor Relations

Labor Relations is newly located in the Director's Office, having been transferred from Employee Relations. Labor Relations negotiates and administers labor contracts, including the management compensation, within parameters established by the Board of County Commissioners. Labor Relations also administers four sections of the Insurance Fund (see below). The Section also provides Countywide training (supervisory and clerical) to County employees.

**DEPARTMENT OF GENERAL SERVICES  
DIRECTOR'S OFFICE**

Manager: Linda Alexander

Agency 040

Organization 7010

100 7220 Labor Relations (Cont'd)

COSTS FTE	1984-85		1985-86		1986-87		1987-88	
		0.00		0.00		0.00		4.00
PS	\$	0	\$	0	\$	0	\$	161,7288
M&S		0		0		0		45,7711
CO		0		0		0		0
<b>TOTAL</b>	<b>\$</b>	<b>0</b>	<b>\$</b>	<b>0</b>	<b>\$</b>	<b>0</b>	<b>\$</b>	<b>207,4999</b>

INDICATORS (performance, workload)

	1984-85	1985-86	1986-87	1987-88
• No of Supervisors trained				
Basic Course	---	---	20	40
Followup Course	---	---	0	100
• No. of Clerical training sessions	---	---	21	21
• Labor Grievances				
Settled in less than 90 days	---	---	10	10
Settled in less than 6 months	---	---	15	15
Settled in more than 6 months	---	---	23	23

Insurance Fund

The portion of the Insurance Fund housed in the Office of the Director (Labor Relations) is composed of the Medical/Dental and Unemployment sections. The former section provides health and dental benefits to County employees. Dollars are originally budgeted under fringe benefits and then transferred to the Insurance Fund. Medical/Dental Expenditures include general Medical/Dental and Health Promotion which administers the Employee Assistance Program.

The Unemployment section, which provides unemployment benefits to former County employees is also taken from budgeted fringe benefits.

Long Term Disability Life Insurance, Kaiser and Retirement benefits (within the Medical/Dental section of the Insurance Fund) have been included in the budget for the first time. These items were formerly handled via accounting mechanisms and are not real increases to the Insurance Fund.

Insurance Fund	1984-85	1985-86	1986-87	1987-88
7460 Medical/Dental (7480 Health Promotion)	\$ 2,878,742	\$ 2,631,871	\$ 2,849,338	\$ 5,485,063
7520 Unemployment	101,884	104,967	141,389	160,041
7463 Long Term Disb.	301,984	214,035	544,762	153,020
7462 Life Insurance	61,281	73,741	77,428	83,005
	69,654	87,884	92,000	96,559

400 7460 Medical/Dental Insurance

The Medical/Dental section of the Insurance Fund, which includes Health Promotion (see below), provides medical and dental benefits to County employees. General Fund staff develop and implement procedures for consistent benefits administration and assist the benefits consultant in modifying the benefits package. In 1987-88, Kaiser benefits were added to Blue Cross benefits in the expenditure budget. Amounts expended for Kaiser in past years were as follows:

1984-85	\$1,678,835
1985-86	1,716,575
1986-87	2,182,000
1987-88	2,525,000

In addition, retirement payments made by retired County employees to continue health coverage were budgeted for the first time. Retirement benefits expended in past years were:

1984-85	\$ 641,181
1985-86	492,442
1986-87	518,000
1987-88	550,000

DEPARTMENT OF GENERAL SERVICES  
DIRECTOR'S OFFICE

Manager: Linda Alexander

Agency 040

Organization 7010

Insurance Fund (Cont'd)

400 7460 Medical/Dental Insurance

COSTS	1984-85				1985-86				1986-87				1987-88			
	FTE				0.00				0.00				0.00			
PS	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0		
M&S		2,878,742		2,631,871		2,849,338		5,435,063								
CO		0		0		0		0								
<b>TOTAL</b>	<b>\$</b>	<b>2,878,742</b>	<b>\$</b>	<b>2,631,871</b>	<b>\$</b>	<b>2,849,338</b>	<b>\$</b>	<b>5,435,063</b>								

400 7480 Health Promotion (Medical/Dental Insurance)

The Health Promotion portion of the Medical/Dental section of the Insurance Fund has as its aim the encouragement of healthier habits for employees resulting in a reduction of health and welfare costs for the County. Health Promotion provides smoking cessation, stress management, fitness and weight management/nutrition classes, and a Brown Bag health series. This section also provides fitness analysis, Health Fairs/Awareness days, a Health Promotion Newsletter and administers the Employee Assistance Program contract which provides confidential counseling services to employees and family members.

COSTS	1984-85				1985-86				1986-87				1987-88			
	FTE				0.00				0.00				0.00			
PS	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0		
M&S		64,366		98,745		139,189		158,241								
CO		8,649		6,222		2,200		1,800								
<b>TOTAL</b>	<b>\$</b>	<b>101,884</b>	<b>\$</b>	<b>104,967</b>	<b>\$</b>	<b>141,389</b>	<b>\$</b>	<b>160,041</b>								

\*Note that Health Promotion as well as the Employee Assistance Program was created in FY 1984-85. Note also that the Health Promotion Coordinator salary is budgetarily loaded in Labor Relations (General Fund).

INDICATORS (performance, workload)

	1984-85	1985-86	1986-87	1987-88
• 25% employee population participating in some aspect of Health Promotion	---	---	---	25%
• Stop Smoking Class	---	50 part	50 part	25 part
• 32% of parts stopped smoking for 1 yr or more	---	---	---	50%
• Stress Mgmt. Class	---	100 part	100 part	100 part
• Fitness Classes (aerobics, stretching, walking, etc.)	---	200 part	225 part	200 part
• 50% parts continuing in fitness classes for 1 year or more	---	---	---	50%
• Weight Mgmt./Nutrition	---	50 part	100 part	100 part
• 9 lbs. average weight loss per part. per program	---	---	---	50%
• Brown Bag Health	---	75 part/mo	100 part/mo	100 part/mo
• Health Fairs/Health Awareness Days	---	50 part	200 part	100 part
• Fitness Testing/Analysis	---	160 part	160 part	100 part
• Health Promotion Newsletter	---	4/year	4/year	4/year
• Exercise Sites	---	10 sites	12 sites	12 sites

400 7520 Unemployment Insurance

The Unemployment Section of the Insurance Fund provides benefits for qualified former County Employees. General Fund staff represent the County's interest in unemployment hearings and appeals.

COSTS	1984-85				1985-86				1986-87				1987-88			
	FTE				0.00				0.00				0.00			
PS	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0		
M&S		301,984		214,035		544,762		153,020								
CO		0		0		0		0								
<b>TOTAL</b>	<b>\$</b>	<b>301,984</b>	<b>\$</b>	<b>214,035</b>	<b>\$</b>	<b>544,762</b>	<b>\$</b>	<b>153,020</b>								

DEPARTMENT OF GENERAL SERVICES  
DIRECTOR'S OFFICE

Manager: Linda Alexander

Agency 040

Organization 7010

Insurance Fund (Cont'd)

400 7463 Long Term Disability (LTD)

Long Term Disability appears for the first time in the budget document. LTD is a benefit provided to Exempt Employees and is budgeted in each program under Insurance Benefits. Expenditures not found in prior budgets during the three preceding fiscal years were as follows:

1984-85	\$61,251
1985-86	73,741
1986-87	77,428

COSTS	<u>1984-85</u>	<u>1985-86</u>	<u>1986-87</u>	<u>1987-88</u>
FTE	0.00	0.00	0.00	0.00
PS	\$ 0	\$ 0	\$ 0	\$ 0
M&S	0	0	0	83,005
CO	0	0	0	0
TOTAL	\$ 0	\$ 0	\$ 0	\$ 83,005

400 7462 Life Insurance

Life Insurance appears for the first time in the budget document. Life Insurance is a benefit provided to County Employees and is budgeted in each program under Insurance Benefits.

COSTS	<u>1984-85</u>	<u>1985-86</u>	<u>1986-87</u>	<u>1987-88</u>
FTE	0.00	0.00	0.00	0.00
PS	\$ 0	\$ 0	\$ 0	\$ 0
M&S	0	0	0	96,589
CO	0	0	0	0
TOTAL	\$ 0	\$ 0	\$ 0	\$ 96,589

Expenditures not found in prior budgets during the three preceding years were as follows:

1984-85	\$69,684
1985-86	87,884
1986-87	92,000

# REQUIREMENTS

AGENCY: 040 GENERAL SERVICES  
 FUND: 100 GENERAL FUND  
 SUM ORG: 7010 OFFICE OF THE DIRECTOR

1984-85 ACTUAL	1985-86 ACTUAL	1986-87 ADOPTED	1986-87 REVISED		1987-88 PROPOSED
				<b>PERSONAL SERVICES</b>	
217,071	178,767	161,850	134,206	5100 PERMANENT	137,200
0	4,842	14,950	14,950	5200 TEMPORARY	19,800
339	0	0	0	5300 OVERTIME	
0	4,642	0	0	5400 PREMIUM	
73,663	64,144	59,342	43,153	5500 FRINGE BENEFITS	36,600
291,073	252,385	236,142	192,309	TOTAL EXTERNAL	193,600
0	0	0	0	5550 INSURANCE BENEFITS	14,000
291,073	252,385	236,142	192,309	<b>TOTAL PERSONAL SERVICES</b>	207,700
				<b>EXTERNAL MATERIALS AND SERVICES</b>	
0	0	0	0	6050 COUNTY SUPPLEMENTS	19,500
0	0	0	0	6060 PASS-THROUGH PAYMENTS	
26,444	61,784	42,842	42,842	6110 PROFESSIONAL SVCS	35,400
5,080	7,813	4,704	4,704	6120 PRINTING	6,400
0	0	0	0	6130 UTILITIES	
9,051	1,864	6,511	6,511	6140 COMMUNICATIONS	
172	0	0	0	6170 RENTALS	
75	709	750	750	6180 REPAIRS AND MAINTENANCE	9,000
0	0	0	0	6190 MAINTENANCE CONTRACTS	
9,991	6,508	11,378	11,378	6200 POSTAGE	11,000
3,197	2,423	1,454	1,454	6230 SUPPLIES	2,500
522	238	652	652	6270 FOOD	8,000
52,544	46,657	52,105	49,395	6310 EDUCATION & TRAINING	57,100
2,963	1,289	1,292	1,292	6330 TRAVEL	1,400
0	0	0	0	6520 INSURANCE	
0	0	0	0	6530 EXTERNAL DATA PROCESSING	
0	0	0	0	6550 DRUGS	
0	0	0	0	6580 CLAIMS PAID	
0	0	0	0	6590 JUDGMENTS	
0	0	0	0	6610 AWARDS AND PREMIUMS	
1,867	477	500	500	6620 DUES AND SUBSCRIPTIONS	6,000
139	0	0	0	6650	
0	0	0	0	7810 PRINCIPAL	
0	0	0	0	7820 INTEREST	
112,045	129,762	122,188	119,478	TOTAL EXTERNAL	135,700
0	0	0	0	<b>INTERNAL SERVICE REIMBURSEMENTS</b>	
0	0	0	0	7100 INDIRECT COSTS	
3,272	0	0	0	7150 TELEPHONE	3,300
50	17	42	42	7200 DATA PROCESSING	2,000
0	0	0	0	7300 MOTOR POOL	
58	24,768	0	0	7400 BUILDING MANAGEMENT	
3,380	24,785	42	42	7500 OTHER INTERNAL	3,500
115,425	154,547	122,230	119,520	<b>TOTAL MATERIALS &amp; SERVICES</b>	139,300
0	0	0	150,000	8100 LAND	
0	0	0	0	8200 BUILDINGS	
0	0	0	0	8300 OTHER IMPROVEMENTS	
12,291	108,440	87,876	104,681	8400 EQUIPMENT	162,100
12,291	108,440	87,876	254,654	TOTAL CAPITAL OUTLAY	162,100
415,409	490,587	446,206	566,438	<b>DIRECT BUDGET</b>	491,600
414,789	515,372	446,248	566,480	<b>TOTAL BUDGET</b>	509,200

E-10

AGENCY: 040 GENERAL SERVICES  
 FUND: 100 GENERAL FUND  
 SUM ORG: 7010 OFFICE OF THE DIRECTOR

# PERSONNEL DETAIL

1984-85 ACTUAL		1985-86 ACTUAL		1986-87 ADOPTED		1986-87 REVISED			1987-88 PROPOSED		1988 APPR
FTE	BASE	FTE	BASE	FTE	BASE	FTE	BASE		FTE	BASE	FTE
1.00	16,246	0.00	0	0.00	0	0.00	0	OFFICE ASSISTANT 2	0.00	0	0.00
0.22	5,463	0.99	19,083	1.00	19,230	1.00	19,807	OFFICE ASSISTANT 3	1.00	20,394	1.00
0.00	0	0.00	0	0.00	0	0.00	0	ADMIN TECHNICIAN	0.00	0	0.00
0.40	6,460	0.25	3,522	0.00	0	0.00	0	TEMPORARY WORKER	0.00	0	0.00
0.30	3,952	0.00	0	0.00	0	0.00	0	LEGIS/ADMIN SEC	0.00	0	0.00
0.60	9,575	0.96	18,838	1.00	21,318	1.00	21,958	CLERK/BOE	1.00	21,924	1.00
0.40	5,595	0.00	0	0.00	0	0.00	0	STAFF ASSISTANT 1	0.00	0	0.00
0.00	0	0.06	1,485	0.00	0	0.00	0	MANAGEMENT ANALYST	0.00	0	0.00
1.00	34,877	0.07	2,370	0.00	0	0.00	0	PROGRAM MANAGER 1	0.00	0	0.00
0.00	0	0.00	0	0.00	0	0.00	0	ADMIN SPEC 2	0.00	0	0.00
1.00	28,906	0.64	19,762	0.00	0	0.00	0	PROGRAM MGMT SPEC	0.00	0	0.00
1.00	31,573	1.82	63,532	2.00	70,929	1.00	40,557	MANAGEMENT ASSISTANT	1.00	32,391	1.00
1.54	74,458	1.00	50,165	1.00	50,373	1.00	51,884	EXECUTIVE PROG DIR	1.00	62,486	1.00
<b>7.53</b>	<b>217,073</b>	<b>5.79</b>	<b>178,757</b>	<b>5.00</b>	<b>161,850</b>	<b>4.00</b>	<b>134,206</b>	<b>5100 PERMANENT</b>	<b>4.00</b>	<b>137,205</b>	<b>4.00</b>

E-11

# REQUIREMENT I

AGENCY: 040 GENERAL SERVICES  
 FUND: 163 CABLE TELEVISION FUND  
 SUM ORG: 7205 CABLE COMMUNICATIONS

1984-85  
ACTUAL

1985-86  
ACTUAL

1986-87  
ADOPTED

1985-87  
REVISED

1987-88  
PROPOSED

1984-85 ACTUAL	1985-86 ACTUAL	1986-87 ADOPTED	1985-87 REVISED	DESCRIPTION	1987-88 PROPOSED
<b>PERSONAL SERVICES</b>					
63,070	68,765	01,503	81,808	5100 PERMANENT	61,880
0	7,080	0	0	5200 TEMPORARY	0
0	0	2,454	2,454	5300 OVERTIME	0
0	1,517	0	0	5400 PREMIUM	0
17,154	24,366	80,303	30,383	5500 FRINGE BENEFITS	16,460
80,224	99,907	114,645	114,645	TOTAL EXTERNAL	77,810
0	0	0	0	5550 INSURANCE BENEFITS	6,174
80,224	99,907	114,645	114,645	<b>TOTAL PERSONAL SERVICES</b>	<b>83,984</b>
<b>EXTERNAL MATERIALS AND SERVICES</b>					
0	0	0	0	6050 COUNTY SUPPLEMENTS	0
0	400,529	687,891	687,891	6060 PASS-THROUGH PAYMENTS	672,378
571,362	38,384	94,995	94,995	6110 PROFESSIONAL SVCS	26,500
11,015	3,788	4,600	4,600	6120 PRINTING	3,500
0	0	0	0	6130 UTILITIES	0
2,278	2,048	2,389	2,389	6140 COMMUNICATIONS	0
0	55	0	0	6170 RENTALS	0
13	85	400	400	6180 REPAIRS AND MAINTENANCE	400
0	0	0	0	6190 MAINTENANCE CONTRACTS	0
1,576	2,295	2,000	2,000	6200 POSTAGE	2,500
829	452	1,000	1,000	6230 SUPPLIES	500
73	234	0	0	6270 FOOD	0
4,340	1,006	4,476	4,476	6310 EDUCATION & TRAINING	3,900
1,167	1,158	1,500	1,500	6330 TRAVEL	1,050
0	0	0	0	6520 INSURANCE	0
0	0	0	0	6530 EXTERNAL DATA PROCESSING	0
0	0	0	0	6550 DRUGS	0
0	0	0	0	6580 CLAIMS PAID	0
0	0	0	0	6590 JUDGMENTS	0
0	0	0	0	6610 AWARDS AND PREMIUMS	0
1,104	1,090	1,250	1,250	6620 DUES AND SUBSCRIPTIONS	1,250
35	69	0	0	6650	0
0	0	0	0	7810 PRINCIPAL	0
0	0	0	0	7820 INTEREST	0
593,792	451,143	800,501	800,501	TOTAL EXTERNAL	711,978
<b>INTERNAL SERVICE REIMBURSEMENTS</b>					
11,858	12,945	17,873	17,873	7100 INDIRECT COSTS	9,867
0	0	0	0	7150 TELEPHONE	1,461
139	35	0	0	7200 DATA PROCESSING	0
0	15	0	0	7300 MOTOR POOL	0
4,888	4,888	4,888	4,888	7400 BUILDING MANAGEMENT	4,888
0	19,638	0	0	7500 OTHER INTERNAL	0
16,885	37,521	22,761	22,761	TOTAL INTERNAL	16,216
610,677	488,664	823,262	823,262	<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>728,194</b>
<b>CAPITAL OUTLAY</b>					
0	0	0	0	8100 LAND	0
0	0	0	0	8200 BUILDINGS	0
0	0	0	0	8300 OTHER IMPROVEMENTS	0
5,189	0	600	600	8400 EQUIPMENT	0
5,189	0	600	600	TOTAL CAPITAL OUTLAY	0
679,205	551,050	915,746	915,746	<b>DIRECT BUDGET</b>	<b>789,788</b>
69,990	588,571	938,507	938,507	<b>TOTAL BUDGET</b>	<b>812,178</b>

E-12

AGENCY: 040 GENERAL SERVICES  
 FUND: 163 CABLE TELEVISION FUND  
 SUM ORG: 7205 CABLE COMMUNICATIONS

## PERSONNEL DETAIL

1984-85 ACTUAL		1985-86 ACTUAL		1986-87 ADOPTED		1986-87 REVISED			1987-88 PROPOSED		1988 APPR
FTE	BASE	FTE	BASE	FTE	BASE	FTE	BASE		FTE	BASE	FTE
1.00	14,356	0.89	13,897	0.00	0	0.00	0	OFFICE ASSISTANT 2	0.00	0	0.00
0.00	0	0.10	1,676	1.00	16,869	1.00	16,869	OFFICE ASSISTANT 3	0.00	0	0.00
0.00	0	0.00	0	0.00	0	0.00	0	ADMIN TECHNICIAN	1.00	20,268	1.00
0.57	14,565	0.70	18,025	1.00	26,385	1.00	26,385	MANAGEMENT ANALYST	0.00	0	0.00
1.00	34,149	1.00	33,162	1.00	38,554	1.00	38,554	PROGRAM MGMT SPEC	1.00	41,082	1.00
2.57	63,070	2.69	66,760	3.00	81,808	3.00	81,808	5100 PERMANENT	2.00	61,350	2.00

E-13

# REQUIREMENT

AGENCY: 040 GENERAL SERVICES  
 FUND: 400 INSURANCE FUND  
 SUM ORG: 7010 OFFICE OF THE DIRECTOR

1984-85  
ACTUAL

1985-86  
ACTUAL

1986-87  
ADOPTED

1986-87  
REVISED

1987-88  
PROPOSED

1984-85 ACTUAL	1985-86 ACTUAL	1986-87 ADOPTED	1986-87 REVISED	DESCRIPTION	1987-88 PROPOSED
				<b>PERSONAL SERVICES</b>	
0	317	0	0	5100 PERMANENT	
0	0	0	0	5200 TEMPORARY	
0	0	0	0	5300 OVERTIME	
0	0	0	0	5400 PREMIUM	
0	0	0	0	5500 FRINGE BENEFITS	
0	317	0	0	TOTAL EXTERNAL	
0	0	0	0	5550 INSURANCE BENEFITS	
0	317	0	0	<b>TOTAL PERSONAL SERVICES</b>	
				<b>EXTERNAL MATERIALS AND SERVICES</b>	
0	0	0	0	6050 COUNTY SUPPLEMENTS	
0	0	0	0	6060 PASS-THROUGH PAYMENTS	
259,860	315,206	328,000	328,000	6110 PROFESSIONAL SVCS	358,000
4,330	1,574	5,000	5,000	6120 PRINTING	5,000
0	0	0	0	6130 UTILITIES	
244	418	600	600	6140 COMMUNICATIONS	
0	0	300	300	6170 RENTALS	300
0	45	200	200	6180 REPAIRS AND MAINTENANCE	200
0	0	0	0	6190 MAINTENANCE CONTRACTS	
0	3	500	500	6200 POSTAGE	500
2,638	504	1,000	1,000	6230 SUPPLIES	1,400
0	0	0	0	6270 FOOD	
270	911	2,000	2,000	6310 EDUCATION & TRAINING	2,000
388	0	300	300	6330 TRAVEL	450
83,060	214,035	0	0	6520 INSURANCE	2,384,229
0	0	0	0	6530 EXTERNAL DATA PROCESSING	
0	0	0	0	6550 DRUGS	
2,675,184	2,410,811	3,159,100	2,614,338	6580 CLAIMS PAID	2,349,360
0	0	0	0	6590 JUDGMENTS	
0	1,147	1,500	1,500	6610 AWARDS AND PREMIUMS	1,500
321	0	200	200	6620 DUES AND SUBSCRIPTIONS	200
218,924	0	0	0	6650	
0	0	0	0	7810 PRINCIPAL	
0	0	0	0	7820 INTEREST	
3,245,219	2,944,651	3,498,700	2,953,938	TOTAL EXTERNAL	5,113,280
				<b>INTERNAL SERVICE REIMBURSEMENTS</b>	
0	0	0	0	7100 INDIRECT COSTS	
0	0	0	0	7150 TELEPHONE	
0	0	0	0	7200 DATA PROCESSING	
0	0	105	105	7300 MOTOR POOL	
0	0	0	0	7400 BUILDING MANAGEMENT	
73	0	34,484	34,484	7500 OTHER INTERNAL	36,888
73	0	34,589	34,589	TOTAL INTERNAL	36,888
3,245,292	2,944,651	3,533,289	2,988,527	<b>TOTAL MATERIALS &amp; SERVICES</b>	5,150,168
				<b>CAPITAL OUTLAY</b>	
0	0	0	0	8100 LAND	
0	0	0	0	8200 BUILDINGS	
0	0	0	0	8300 OTHER IMPROVEMENTS	
8,649	6,222	2,200	2,200	8400 EQUIPMENT	1,800
8,649	6,222	2,200	2,200	TOTAL CAPITAL OUTLAY	1,800
3,253,941	2,951,190	3,500,900	2,986,138	<b>DIRECT BUDGET</b>	5,115,030
3,253,941	2,951,190	3,535,489	2,990,727	<b>TOTAL BUDGET</b>	5,151,918

E-14

AGENCY: 040 GENERAL SERVICES  
 FUND: 400 INSURANCE FUND  
 SUM ORG: 7460

**PERSONNEL DETAIL**

1984-85 ACTUAL		1985-86 ACTUAL		1986-87 ADOPTED		1986-87 REVISED			1987-88 PROPOSED		1988 APPR
FTE	BASE	FTE	BASE	FTE	BASE	FTE	BASE		FTE	BASE	FTE
0.00	0	0.00	0	0.00	0	0.00	0	OFFICE ASSISTANT 1	0.00	0	0.00
0.00	0	0.01	317	0.00	0	0.00	0	NUTRITIONIST	0.00	0	0.00
0.00	0	0.01	317	0.00	0	0.00	0	5100 PERMANENT	0.00	0	0.00

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**DEPARTMENT OF GENERAL SERVICES  
OPERATIONS**

Manager: Alice Sakelaris

Agency 040

Organization 7020

**PURPOSE**

Operations provides centrally coordinated word processing and administrative support services to three DGS divisions located on the 14th floor of the Portland Building, including the Office of the Director, Employee Relations and Finance. Receptionist services are also provided to County Counsel. The centralized support staff enables a maximum utilization of skills and workload balancing at a minimum cost.

**WORKPLAN 1986/87**

- The Employee Relations Applicant Process System was programmed and the WP Center operators trained.
- Basic/advanced word processing training for operators was completed.
- Staff worked with authors to utilize the expanded capabilities of the Wang VS 100 for their projects.
- Staff development continued.
- Wang Office was implemented as assisted by ISD.
- Increase coverage was implemented to respond to the relocation of the Application center on the 14th floor.

**WORKPLAN 1987/88**

In order to further utilize the staff's skills in a cost effective manner, Operations plans to:

- Train the word processing operators on the advanced capabilities of the Wang VS 100 system and programs;
- Further develop programs applicable to the system's capabilities;
- Complete procedural training for two new staff members; and
- Maintain and update procedural manuals.

PERSONNEL	1984-85	1985-86	1986-87	1987-88
Officials & Administrators	1.00	1.00	1.00	1.00
Professionals	0.00	0.00	0.00	0.00
Technicians & Para-Profess.	0.00	0.00	0.00	0.00
Protective Srv. Workers	0.00	0.00	0.00	0.00
Office & Clerical	8.50	7.99	8.00	8.50
Skilled Craft & Srv. Maint.	0.00	0.00	0.00	0.00
<b>Total</b>	<b>9.50</b>	<b>8.99</b>	<b>9.00</b>	<b>9.50</b>

**DEPARTMENT OF GENERAL SERVICES  
OPERATIONS**

Manager: Alice Sakelaris

Agency 040

Organization 7020

EXPENDITURES	General Fund (100)	Federal/State Fund (156)	Other ( )	Total
Personal Services	\$ 234,833	\$ 0	\$ 0	\$ 234,833
Materials & Services	14,987	0	0	14,987
Capital Outlay	0	0	0	0
<b>Total</b>	<b>\$ 249,820</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 249,820</b>

PROGRAMS		Revenue Categories				General Fund Supplement	Total
FdI	Org	Organization	Operational	Grant	Other		
100	7020	Operations	\$ 0	\$ 0	\$ 0	\$ 249,820	\$ 249,820

**PROGRAM**

100 7020 Operations

COSTS	1984-85	1985-86	1986-87	1987-88
FTE	9.50	9.65	9.00	9.50
PS	\$ 200,297	\$ 208,449	\$ 222,367	\$ 234,833
M&S	24,082	12,721	17,625	14,987
CO	0	0	0	0
<b>TOTAL</b>	<b>\$ 224,329</b>	<b>\$ 221,170</b>	<b>\$ 239,992</b>	<b>\$ 249,820</b>

Note that part time dollars were transferred to full time to provide .50 FTE for increased receptionist coverage.

SERVICES PROVIDED	FTE	COST
The word processing staff inputs general documents, the annual County Budget, the Procedures Manual, union contracts, applicant processing information and various special projects.	3.50	\$ 99,786
The administrative support staff assists Employee Relations with the exam process and provides timekeeping, copying, filing, mail processing and distribution, purchasing and payment processing services to Employee Relations, Finance and the Director's Office.	3.50	\$ 68,475
The receptionist staff process calls and assists the public and other County Employees by providing appropriate information.	2.50	\$ 81,559
<b>TOTAL</b>	<b>9.50</b>	<b>\$ 249,820</b>

# REQUIREMENTS

AGENCY: 040 GENERAL SERVICES  
 FUND: 100 GENERAL FUND  
 SUM ORG: 7020 OPERATIONS

1984-85  
ACTUAL

1985-86  
ACTUAL

1986-87  
ADOPTED

1986-87  
REVISED

1987-8  
PROPOSED

1984-85 ACTUAL	1985-86 ACTUAL	1986-87 ADOPTED	1986-87 REVISED	DESCRIPTION	1987-8 PROPOSED
				<b>PERSONAL SERVICES</b>	
146,912	147,056	151,617	156,166	5100 PERMANENT	166,5
0	0	7,068	7,068	5200 TEMPORARY	
0	277	0	0	5300 OVERTIME	
0	1,603	1,253	1,253	5400 PREMIUM	1,2
53,385	59,513	62,429	63,657	5500 FRINGE BENEFITS	44,2
200,297	208,449	222,367	228,144	TOTAL EXTERNAL	212,0
0	0	0	0	5550 INSURANCE BENEFITS	22,7
<b>200,297</b>	<b>208,449</b>	<b>222,367</b>	<b>228,144</b>	<b>TOTAL PERSONAL SERVICES</b>	<b>234,8</b>
				<b>EXTERNAL MATERIALS AND SERVICES</b>	
0	0	0	0	6050 COUNTY SUPPLEMENTS	
0	0	0	0	6060 PASS-THROUGH PAYMENTS	
0	0	0	0	6110 PROFESSIONAL SVCS	
695	6111	540	540	6120 PRINTING	1,5
0	0	0	0	6130 UTILITIES	
8,6911	9,6411	10,435	10,435	6140 COMMUNICATIONS	
4,776	0	0	0	6170 RENTALS	
6,344	1,215	3,150	3,150	6180 REPAIRS AND MAINTENANCE	2,0
0	0	0	0	6190 MAINTENANCE CONTRACTS	2,5
0	0	0	0	6200 POSTAGE	
2,964	885	3,000	3,000	6230 SUPPLIES	3,1
0	0	0	0	6270 FOOD	
105	0	0	0	6310 EDUCATION & TRAINING	
275	300	300	300	6330 TRAVEL	3
0	0	0	0	6520 INSURANCE	
0	0	0	0	6530 EXTERNAL DATA PROCESSING	
0	0	0	0	6550 DRUGS	
0	0	0	0	6580 CLAIMS PAID	
0	0	0	0	6590 JUDGMENTS	
0	0	0	0	6610 AWARDS AND PREMIUMS	
134	32	200	200	6620 DUES AND SUBSCRIPTIONS	2
0	0	0	0	6650	
0	0	0	0	7810 PRINCIPAL	
0	0	0	0	7820 INTEREST	
23,984	12,684	17,625	17,625	TOTAL EXTERNAL	9,7
				<b>INTERNAL SERVICE REIMBURSEMENTS</b>	
0	0	0	0	7100 INDIRECT COSTS	
0	0	0	0	7150 TELEPHONE	5,2
0	0	0	0	7200 DATA PROCESSING	
0	0	0	0	7300 MOTOR POOL	
0	0	0	0	7400 BUILDING MANAGEMENT	
48	37	0	0	7500 OTHER INTERNAL	
48	37	0	0	TOTAL INTERNAL	5,2
<b>24,032</b>	<b>12,721</b>	<b>17,625</b>	<b>17,625</b>	<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>14,9</b>
				<b>TOTAL CAPITAL OUTLAY</b>	
0	0	0	0	8100 LAND	
0	0	0	0	8200 BUILDINGS	
0	0	0	0	8300 OTHER IMPROVEMENTS	
0	0	0	0	8400 EQUIPMENT	
0	0	0	0	TOTAL CAPITAL OUTLAY	
<b>224,281</b>	<b>221,133</b>	<b>239,992</b>	<b>245,769</b>	<b>DIRECT BUDGET</b>	<b>221,8</b>
<b>224,329</b>	<b>221,170</b>	<b>239,992</b>	<b>245,769</b>	<b>TOTAL BUDGET</b>	<b>249,8</b>

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AGENCY: 040 GENERAL SERVICES  
 FUND: 100 GENERAL FUND  
 SUM ORG: 7020 OPERATIONS

**PERSONNEL DETAIL**

1984-85 ACTUAL		1985-86 ACTUAL		1986-87 ADOPTED		1986-87 REVISED			1987-88 PROPOSED		1988-89 APPROX
FTE	BASE	FTE	BASE	FTE	BASE	FTE	BASE		FTE	BASE	FTE
7.50	107,612	6.99	105,600	7.00	108,820	7.00	112,085	OFFICE ASSISTANT 2	7.50	121,548	7.50
1.00	17,018	1.00	18,220	1.00	18,823	1.00	19,388	OFFICE ASSISTANT 3	1.00	19,182	1.00
1.00	22,282	1.00	23,286	1.00	23,974	1.00	24,683	OPERATIONS SUPR 1	1.00	25,793	1.00
9.50	146,912	8.99	147,086	9.00	151,617	9.00	156,166	5100 PERMANENT	9.50	166,533	9.50

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**DEPARTMENT OF GENERAL SERVICES  
FINANCE**

Manager: Duane Kline

Agency 040

Organization 7030

**PURPOSE**

The Finance Division develops and maintains legally and administratively required accounting systems to receive, disburse and account for all County funds; deposits, invests and controls cash to maximize safety and return; prepares, coordinates and monitors the annual County budget; operates Countywide purchasing functions, including bidding, central stores, the Minority and Women Business Enterprise (MBE/WBE) program and administers the Public Contract Review Board (PCRB) rules.

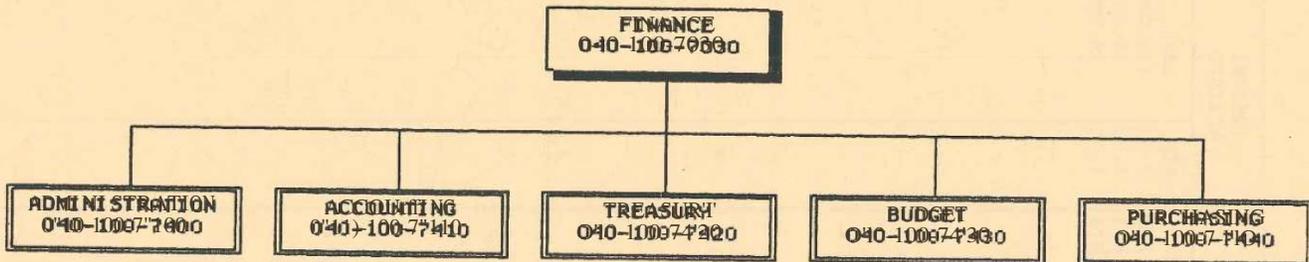
**WORKPLAN 1986/87**

In 1986/87 Finance produced financial and accounting records that accounted for all public funds and provided for an audit opinion of highest accord; initiated a new fixed assets system; managed public funds in accordance with State banking and investment regulations; issued payroll and timely vendor payments; produced and published annual budgets in accordance with legal and administrative requirements; produced a revised budget format providing enhanced program information; processed Countywide purchases, RFP's, contracts and bids to meet County's needs and enhanced MBE/WBE objectives and implemented the new general accounting system. The Warehouse function of Purchasing was transferred to Facilities Management at mid-year.

**WORKPLAN 1987/88**

Next fiscal year, Finance will continue to prepare and monitor the annual budget; issue vendor payments and administer the payroll; monitor fixed asset acquisition; manage the issuance of short-term Tax Anticipation Notes; manage investments, cash flow and bank accounts; prepare annual financial records; monitor grant reporting and coordinate independent audits; process requisitions and deliver related materials and supplies; and administer the new Fixed Assets system and MBE/WBE Programs.

**FINANCE  
FISCAL YEAR 1987-88 STRUCTURE**



PERSONNEL	1984-85	1985-86	1986-87	1987-88
Officials & Administrators	8.25	7.67	7.00	7.00
Professionals	15.29	13.08	16.00	16.00
Technicians & Para-Profess.	3.50	4.00	4.00	4.00
Protective Srv. Workers	0.00	0.00	0.00	0.00
Office & Clerical	16.00	16.01	16.69	15.00
Skilled Craft & Srv. Maint.	3.00	3.00	2.00	0.00
<b>Total</b>	<b>45.84</b>	<b>43.45</b>	<b>45.69</b>	<b>42.00</b>

**DEPARTMENT OF GENERAL SERVICES  
FINANCE**

Manager: Duane Kline

Agency 040

Organization 7030

EXPENDITURES	General Fund (100)	Federal/State Fund (156)	Other ( )	Total
Personal Services	\$ 1,528,168	\$ 0	\$ 0	\$ 1,528,168
Materials & Services	193,075	0	0	193,075
Capital Outlay	0	0	0	0
<b>Total</b>	<b>\$ 1,721,243</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 1,721,243</b>

PROGRAMS			Revenue Categories				General Fund Supplement	Total
Fd.	Org	Organization	Operational	Grant	Other			
100	7400	Administration	\$ 0	\$ 0	\$ 0	\$ 119,200	\$ 119,200	
100	7410	Accounting	0	0	0	664,357	664,357	
100	7420	Treasury	0	0	0	232,512	232,512	
100	7430	Budget	0	0	0	277,862	277,862	
100	7440	Purchasing	13,500	0	0	413,812	427,312	
<b>Total</b>			<b>\$ 13,500</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 1,707,743</b>	<b>\$ 1,721,243</b>	

**PROGRAM**

100 7400 Administration

The Administration section supervises and monitors the division as well as the Local Government Finance System (LGFS) accounting system.

COSTS	1984-85	1985-86	1986-87	1987-88
FTE	1.21	1.00	2.00	2.00
PS	\$ 65,467	\$ 60,986	\$ 103,657	\$ 114,919
M&S	422,315*	6,701	5,610	4,382
CO	118	0	0	0
<b>TOTAL</b>	<b>\$ 487,900</b>	<b>\$ 67,687</b>	<b>\$ 109,267</b>	<b>\$ 119,200</b>

Note in the history above that data processing charges were included in M&S in FY 1984-85 (\$310,559), but not in succeeding years.

Note also that other M&S charges were spread throughout the division in FY 1985-86 to more accurately track spending. This dispersal continues in FY 1987-88.

100 7410 Accounting

COSTS	1984-85	1985-86	1986-87	1987-88
FTE	15.25	16.00	16.00	17.00
PS	\$ 441,038	\$ 474,329	\$ 495,198	\$ 561,677
M&S	0	104,354	117,682	102,680
CO	0	0	0	0
<b>TOTAL</b>	<b>\$ 441,038</b>	<b>\$ 578,683</b>	<b>\$ 612,880</b>	<b>\$ 664,357</b>

**DEPARTMENT OF GENERAL SERVICES  
FINANCE**

Manager: Duane Kline

Agency 040

Organization 7030

100 7410 Accounting (Cont'd)

SERVICES PROVIDED	FTE	COST
Accounts Payable issues warrants for expenditures and trust funds, maintains files and various reports and prepares 1099's.	7.30	\$ 242,756
The Grant Accountant's function provides assistance to other County staff, monitors grant reporting and cash flow and develops grant policies and procedures.	1.20	52,325
General Ledger maintains the financial records of the County including ledgers on tax distributions to other entities, prepares interim and annual financial reports, coordinates independent audits and reconciles treasury bank and investment accounts. These functions are required by ORS 294.005 -- 194.115 and 297.405 - 297.555.	7.40	332,821
The fixed assets function has been transferred from Purchasing to Accounting and will culminate in the installation and maintenance of a new fixed asset control system.	1.10	36,455
<b>TOTAL</b>	<b>17.00</b>	<b>\$ 664,357</b>

INDICATORS (performance, workload)

	1984-85	1985-86	1986-87	1987-88
• Average time required in posting financial transactions	---	---	5 dys	5 dys
• Year-end audit adjustments	---	---	0	0
• Unqualified audit opinion	---	---	0	0

100 7420 Treasury/Payroll

COSTS	1984-85	1985-86	1986-87	1987-88
FTE	6.00	6.00	6.00	6.00
PS	\$ 182,257	\$ 190,131	\$ 192,651	\$ 208,922
M&S	32	13,551	23,590	23,590
CO	0	0	0	0
<b>TOTAL</b>	<b>\$ 182,289</b>	<b>\$ 203,682</b>	<b>\$ 216,241</b>	<b>\$ 232,512</b>

SERVICES PROVIDED	FTE	COST
Treasury manages investments, cash flow, bank accounts and the issuance of short-term Tax Anticipation Notes in accordance with ORS 208.294 and 295.	3.00	\$ 122,824
Payroll administers the County's payroll, related reports and payments.	3.00	109,688
<b>TOTAL</b>	<b>6.00</b>	<b>\$ 232,512</b>

INDICATORS (performance, workload)

	1984-85	1985-86	1986-87	1987-88
• No. of penalties for late quarterly/annual reports	---	---	0	0
• No. of neg. major audit findings (intrn. or extrn.)	---	---	0	0
• Monthly weighted yield on invest. is comparable to: T-bill rate	---	---	- 5% or better	- 5% or better
CD rate				
State rate				
• Semi-annual compensating balances are within \$2,000 of actual bank charges	---	---	2	2

DEPARTMENT OF GENERAL SERVICES  
FINANCE

Manager: Duane Kline

Agency 040

Organization 7030

PROGRAM

100 7430 Budget

COSTS	1984-85	1985-86	1986-87	1987-88
FTE	7.08	6.00	6.00	6.00
PS	\$ 253,532	\$ 226,990	\$ 231,044	\$ 256,729
M&S	68,775	21,900	20,730	21,133
CO	0	0	0	0
TOTAL	\$ 322,307	\$ 248,890	\$ 251,774	\$ 277,862

SERVICES PROVIDED	FTE	COST
Prepare the annual budget according to state law by -		
estimating revenues	0.40	\$ 19,162
gathering expenditure estimates and producing document	2.10	97,872
attending meetings and hearings	0.20	10,254
Budget also monitors the budget during the year so that managers and policy makers are kept aware of the County's financial status		
In fulfilling this general responsibility:		
revenues are analyzed	0.50	23,749
contracts and capital purchase requests are reviewed	0.30	13,515
expenditures and budget modifications are analyzed	2.10	94,188
Finally, budget produces multi-year financial analyses. These duties are defined in ORS 294.305 - 294.565	0.40	19,122
TOTAL	6.00	\$ 277,862

INDICATORS (performance, workload)

	1984-85	1985-86	1986-87	1987-88
• TSCC objections and recommendations	---	2	5	5
• Accuracy of Projections - 3rd Quarter				
a. Revenue	---	0.5%	2.0%	2.0%
b. Expenditures	---	1.1%	2.0%	2.0%

100 7440 Purchasing

COSTS	1984-85*	1985-86	1986-87	1987-88
FTE	15.30	15.00	14.00	11.00
PS	\$ 461,912	\$ 426,076	\$ 419,185	\$ 386,022
M&S	252,804	58,480	66,637	41,290
CO	99	0	0	0
TOTAL	\$ 714,815	\$ 484,556	\$ 485,822	\$ 427,312

\*Note in the history above that data processing charges were included in M&S in FY 1984-85 (\$175,229) but not in succeeding years.

DEPARTMENT OF GENERAL SERVICES  
FINANCE

Manager: Duane Kline

Agency 040

Organization 7030

100 7440 Purchasing (Cont'd)

SERVICES PROVIDED	FTE	COST
Purchasing administers a centralized competitive procurement process for all County purchased goods and services; including -		
quotes and informal bids and limited purchase orders	4.000	\$ 155,386
formal bids	1.000	\$ 38,847
request for proposals	1.000	38,847
exemptions and appeals	0.200	7,769
Purchasing also manages the MBE/WBE program; maintains centralized open records of quotes, bids, RFPs and contracts; and supports FM word processing and building reception needs.	1.800	69,923
	1.000	38,847
	2.000	77,693
<b>TOTAL</b>	<b>11.00</b>	<b>\$ 427,312</b>

Note that the Warehouse function (3.000 FTE) was transferred to Facilities Management and that the Fixed Assets function (11 FTE) was transferred to Accounting.

Note also that MBE/WBE was included in this program due to loss of federal funding. Loss of funding resulting in the loss of .69 FTE.

INDICATORS (performance, workload)

	1984-85	1985-86	1986-87	1987-88
• Purchase orders	---	---	6,539	5,885
• Formal bids & quotes	---	---	490	500
• RFPs	---	---	35	40
• Contracts	---	---	1,400	1,500
• Appeal requests	---	---	8	8
• Exemptions	---	---	82	90
• Turnaround on purchases under \$1,000	---	---	---	2 dys
• Turnaround on purchases over \$1,000	---	---	---	10 dys
• Contract turnaround (approvals)	---	---	5 dys	5 dys
• RFP turnaround	---	---	5 dys	4 dys
• Rebids due to Purchasing errors	---	---	3 rebids	3 rebids
• % contracts \$\$\$ to MBE/WBE	---	---	2%	5%
• Qualified Rehabilitation Contracts	---	---	2	2

156 7450 MBE/WBE

The Minority/Women Business Enterprise Program (MBE/WBE) attempts to increase business opportunities for approximately 700 MBE firms and 200 WBE firms. Due to loss of federal funding, however, this budget is now housed in Purchasing.

COSTS	1984-85	1985-86	1986-87	1987-88
FTE	0.80	1.69	1.64	0.00
PS	\$ 25,884	\$ 40,164	\$ 49,034	\$ 0
M&S	40,033	29,966	23,354	0
CO	2,033	0	0	0
<b>TOTAL</b>	<b>\$ 67,950</b>	<b>\$ 70,130</b>	<b>\$ 72,388</b>	<b>\$ 0</b>

# REQUIREMENT I

1984-85  
ACTUAL

1985-86  
ACTUAL

1986-87  
ADOPTED

1986-87  
REVISED

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

1987-88  
PROPOSED

1984-85 ACTUAL	1985-86 ACTUAL	1986-87 ADOPTED	1986-87 REVISED		1987-88 PROPOSED
1,047,431	1,005,995	1,051,018	1,051,700	<b>PERSONAL SERVICES</b>	
0	1,263	3,000	3,000	5100 PERMANENT	1,022,734
1,470	1,629	2,407	1,985	5200 TEMPORARY	3,000
883	9,558	1,843	1,843	5300 OVERTIME	1,970
354,422	360,067	383,467	376,932	5400 PREMIUM	7,270
1,404,206	1,378,532	1,441,735	1,435,461	5500 FRINGE BENEFITS	295,116
0	0	0	0	TOTAL EXTERNAL	1,407,090
				5550 INSURANCE BENEFITS	121,078
1,404,206	1,378,532	1,441,735	1,435,461	<b>TOTAL PERSONAL SERVICES</b>	<b>1,528,168</b>
0	0	0	0	<b>EXTERNAL MATERIALS AND SERVICES</b>	
0	0	0	0	6050 COUNTY SUPPLEMENTS	0
58,225	57,977	92,012	89,312	6060 PASS-THROUGH PAYMENTS	0
40,786	30,315	34,110	34,110	6110 PROFESSIONAL SVCS	69,341
0	0	0	0	6120 PRINTING	36,110
40,409	39,649	36,898	34,609	6130 UTILITIES	0
6,718	0	0	0	6140 COMMUNICATIONS	0
4,421	3,889	6,220	5,445	6170 RENTALS	0
0	0	0	0	6180 REPAIRS AND MAINTENANCE	5,895
30,294	33,569	30,300	30,300	6190 MAINTENANCE CONTRACTS	0
12,394	13,119	14,905	13,520	6200 POSTAGE	37,160
185	0	0	0	6230 SUPPLIES	17,550
252	552	0	0	6270 FOOD	0
4,028	4,324	5,350	5,350	6310 EDUCATION & TRAINING	0
0	0	0	0	6330 TRAVEL	6,425
0	0	0	0	6520 INSURANCE	0
0	0	0	0	6530 EXTERNAL DATA PROCESSING	0
0	0	0	0	6550 DRUGS	0
0	0	0	0	6580 CLAIMS PAID	0
0	0	0	0	6590 JUDGMENTS	0
1,752	1,929	3,680	3,680	6610 AWARDS AND PREMIUMS	0
5,091	11,171	0	0	6620 DUES AND SUBSCRIPTIONS	4,160
0	0	0	0	6650	0
0	0	0	0	7810 PRINCIPAL	0
204,765	196,494	223,475	216,326	7820 INTEREST	0
				<b>TOTAL EXTERNAL</b>	<b>176,641</b>
0	0	0	0	<b>INTERNAL SERVICE REIMBURSEMENTS</b>	
0	0	0	0	7100 INDIRECT COSTS	0
526,988	0	0	0	7150 TELEPHONE	16,234
11,902	8,469	9,324	1,859	7200 DATA PROCESSING	0
0	0	0	0	7300 MOTOR POOL	200
301	23	0	0	7400 BUILDING MANAGEMENT	0
539,191	8,492	9,324	1,859	7500 OTHER INTERNAL	0
				<b>TOTAL INTERNAL</b>	<b>16,434</b>
743,956	204,986	232,799	218,185	<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>193,075</b>
0	0	0	0	8100 LAND	0
0	0	0	0	8200 BUILDINGS	0
0	0	0	0	8300 OTHER IMPROVEMENTS	0
217	0	0	0	8400 EQUIPMENT	0
217	0	0	0	<b>TOTAL CAPITAL OUTLAY</b>	<b>0</b>
1,609,188	1,575,006	1,665,210	1,651,787	<b>DIRECT BUDGET</b>	<b>1,583,731</b>
2,148,379	1,583,498	1,674,534	1,653,646	<b>TOTAL BUDGET</b>	<b>1,721,243</b>

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

# PERSONNEL DETAIL

1984-85 ACTUAL		1985-86 ACTUAL		1986-87 ADOPTED		1986-87 REVISED			1987-88 PROPOSED		1 AP
FTE	BASE	FTE	BASE	FTE	BASE	FTE	BASE		FTE	BASE	FTE
0.00	0	0.00	1,399	0.00	0	0.00	0	TAX SUPR/BUD ANALYST	0.00	0	0.00
11.00	175,222	10.01	165,620	10.00	160,947	10.00	165,775	OFFICE ASSISTANT 2	10.00	170,294	10.00
4.00	69,969	5.00	92,898	5.00	93,241	4.00	77,831	OFFICE ASSISTANT 3	5.00	102,480	5.00
1.00	20,322	1.00	21,213	1.00	21,214	1.00	21,850	OFFICE ASSISTANT 4	1.00	22,469	1.00
0.50	10,924	1.00	19,460	1.00	20,254	1.00	20,862	ADMIN TECHNICIAN	0.00	0	0.00
4.00	96,770	3.88	100,964	4.00	103,920	4.00	105,341	ADMIN SPECIALIST 1	5.00	141,376	5.00
3.00	61,078	3.00	64,681	3.00	65,332	3.00	67,292	FINANCE TECHNICIAN	3.00	69,920	3.00
3.00	75,259	3.00	89,137	3.00	73,280	3.00	75,478	FINANCE SPECIALIST 1	3.00	79,985	3.00
2.00	33,901	1.70	32,151	1.00	17,894	0.00	537	WAREHOUSE WORKER	0.00	0	0.00
1.00	18,310	0.97	19,069	1.00	20,462	0.00	614	WAREHOUSE WORKER/CHI	0.00	0	0.00
0.08	4,311	0.02	227	0.00	0	0.00	0	TEMPORARY WORKER	0.00	0	0.00
2.25	63,053	1.67	45,561	2.00	54,314	2.00	55,943	FINANCE OPER SUPR	2.00	58,416	2.00
4.00	93,119	3.66	93,994	4.00	104,336	4.00	107,466	MANAGEMENT ANALYST	4.00	114,551	4.00
2.00	71,836	3.90	143,643	4.00	151,244	4.00	155,781	PROGRAM MANAGER 1	4.00	164,022	4.00
1.21	46,812	0.00	0	1.00	29,270	1.00	30,148	ADMIN SPEC 2	1.00	32,264	1.00
1.00	27,892	1.00	27,694	0.00	0	0.00	0	FINANCE SPEC SUPR	0.00	0	0.00
2.00	56,053	1.41	38,563	3.00	87,662	3.00	87,662	FINANCE SPECIALIST 2	3.00	91,976	3.00
0.00	0	0.10	3,733	0.00	0	0.00	0	MANAGEMENT ASSISTANT	0.00	0	0.00
3.00	122,598	0.00	0	0.00	0	0.00	0	PROGRAM MANAGER 2	0.00	0	0.00
0.00	0	1.00	46,078	1.00	47,648	1.00	49,077	PROGRAM MANAGER 3	1.00	51,981	1.00
45.04	1,047,429	42.45	1,005,995	44.00	1,051,018	41.00	1,021,657	5100 PERMANENT	42.00	1,099,734	42.00

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# REQUIREMENTS

1984-85 ACTUAL	1985-86 ACTUAL	1986-87 ADOPTED	1986-87 REVISED	AGENCY: 040 GENERAL SERVICES FUND: 156 FEDERAL/STATE PROGRAM FUND SUM ORG: 7450 FINANCE (MINORITY BUS GRANT)	1987-88 PROPOSED
<b>PERSONAL SERVICES</b>					
20,411	26,668	36,316	0	5100 PERMANENT	0
0	2,188	0	0	5200 TEMPORARY	0
0	930	0	0	5300 OVERTIME	0
0	0	1,428	0	5400 PREMIUM	0
5,473	10,373	11,290	0	5500 FRINGE BENEFITS	0
25,884	40,164	49,084	0	TOTAL EXTERNAL	0
0	0	0	0	5550 INSURANCE BENEFITS	0
25,884	40,164	49,084	0	TOTAL PERSONAL SERVICES	0
<b>EXTERNAL MATERIALS AND SERVICES</b>					
0	0	0	0	6050 COUNTY SUPPLEMENTS	0
0	0	0	0	6060 PASS-THROUGH PAYMENTS	0
27,834	16,995	5,745	0	6110 PROFESSIONAL SVCS	0
1,380	2,014	1,250	0	6120 PRINTING	0
0	0	0	0	6130 UTILITIES	0
1,190	1,547	1,682	0	6140 COMMUNICATIONS	0
0	100	299	0	6170 RENTALS	0
0	0	0	0	6180 REPAIRS AND MAINTENANCE	0
0	0	0	0	6190 MAINTENANCE CONTRACTS	0
12	0	690	0	6200 POSTAGE	0
110	160	400	0	6230 SUPPLIES	0
0	0	0	0	6270 FOOD	0
1,424	955	150	0	6310 EDUCATION & TRAINING	0
0	1,881	2,935	0	6330 TRAVEL	0
0	0	0	0	6520 INSURANCE	0
0	0	0	0	6530 EXTERNAL DATA PROCESSING	0
0	0	0	0	6550 DRUGS	0
0	0	0	0	6580 CLAIMS PAID	0
0	0	0	0	6590 JUDGMENTS	0
0	0	0	0	6610 AWARDS AND PREMIUMS	0
0	75	0	0	6620 DUES AND SUBSCRIPTIONS	0
1,139	381	0	0	6650	0
0	0	0	0	7810 PRINCIPAL	0
0	0	0	0	7820 INTEREST	0
33,089	24,158	13,161	0	TOTAL EXTERNAL	0
<b>INTERNAL SERVICE REIMBURSEMENTS</b>					
4,784	5,808	10,183	0	7100 INDIRECT COSTS	0
0	0	0	0	7150 TELEPHONE	0
2,150	0	0	0	7200 DATA PROCESSING	0
0	0	0	0	7300 MOTOR POOL	0
0	0	0	0	7400 BUILDING MANAGEMENT	0
0	0	0	0	7500 OTHER INTERNAL	0
6,944	5,808	10,183	0	TOTAL INTERNAL	0
40,033	29,966	23,354	0	TOTAL MATERIALS & SERVICES	0
<b>CAPITAL OUTLAY</b>					
0	0	0	0	8100 LAND	0
0	0	0	0	8200 BUILDINGS	0
0	0	0	0	8300 OTHER IMPROVEMENTS	0
2,083	0	0	0	8400 EQUIPMENT	0
2,083	0	0	0	TOTAL CAPITAL OUTLAY	0
61,006	64,322	62,195	0	DIRECT BUDGET	0
67,980	70,130	72,388	0	TOTAL BUDGET	0

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AGENCY: 040 GENERAL SERVICES  
 FUND: 156 FEDERAL/STATE PROGRAM FUND  
 SUM ORG: 7450 FINANCE (MINORITY BUS GRANT)

**PERSONNEL DETAIL**

1984-85 ACTUAL		1985-86 ACTUAL		1986-87 ADOPTED		1986-87 REVISED			1987-88 PROPOSED		
FTE	BASE	FTE	BASE	FTE	BASE	FTE	BASE		FTE	BASE	FTE
0.00	0	0.00	0	0.69	8,904	0.69	8,904	OFFICE ASSISTANT 2	0.00	0	0.00
0.80	20,411	1.00	26,663	1.00	27,412	1.00	27,412	ADMIN SPECIALIST 1	0.00	0	0.00
0.80	20,411	1.00	26,663	1.69	36,316	1.69	36,316	5100 PERMANENT	0.00	0	0.00

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DEPARTMENT OF GENERAL SERVICES  
COUNTY COUNSEL

Manager: Larry Kressel

Agency 040

Organization 7050

PURPOSE

The County Counsel and staff are responsible for providing legal services to the County Executive, the Board of County Commissioners and all County Departments. In addition, the County Counsel acts as Risk Manager for the County in all insurance matters. The County Counsel directly manages the Liability, Property and Workers' Compensation portion of the Insurance Fund.

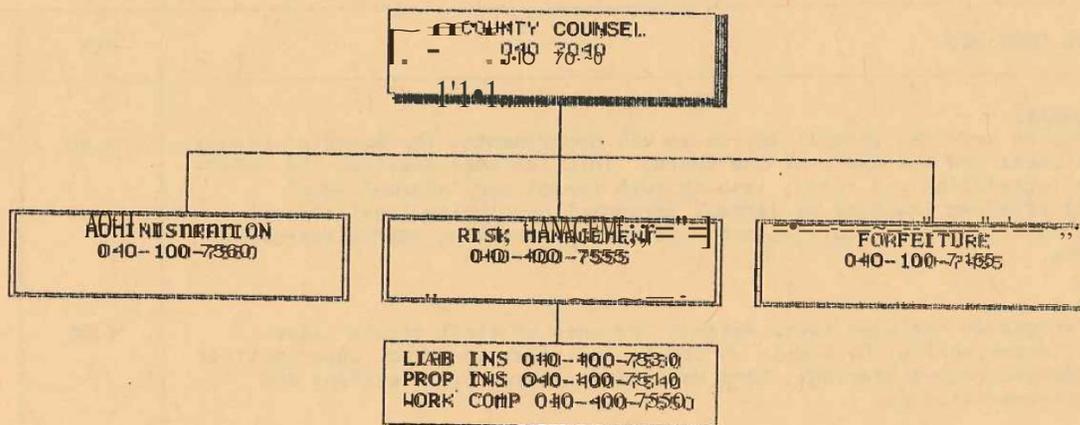
WORKPLAN 1986/87

All procedures for the County's Forfeiture Program have been fully routinized and the program has been operating successfully. The "limited light" program for injured workers has been implemented during this past year as well. The division continues to perform all risk management functions, as well as all general legal counsel activities on behalf of the County.

WORKPLAN 1987/88

During the coming fiscal year, County Counsel plans to continue to provide all services now provided.

COUNTY COUNSEL  
FISCAL YEAR 1987-1988 STRUCTURE



PERSONNEL

	1984-85	1985-86	1986-87	1987-88
Officials & Administrators	1.00	1.00	1.00	1.00
Professionals	7.50	8.57	9.00	9.00
Technicians & Para-Profess.	0.00	1.00	1.00	1.00
Protective Srv. Workers	0.00	0.00	0.00	0.00
Office & Clerical	4.00	3.00	4.00	4.00
Skilled Craft & Srv. Maint.	0.00	0.00	0.00	0.00
<b>Total</b>	<b>12.50</b>	<b>14.23</b>	<b>15.00</b>	<b>15.00</b>

EXPENDITURES

	General Fund (100)	Federal/State Fund (156)	Insurance (400)	Total
Personal Services	\$ 682,864	\$ 0	\$ 165,403	\$ 848,267
Materials & Services	70,448	0	1,925,604	2,066,052
Capital Outlay	0	0	0	0
<b>Total</b>	<b>\$ 753,312</b>	<b>\$ 0</b>	<b>\$ 2,161,007</b>	<b>\$ 2,914,319</b>

**DEPARTMENT OF GENERAL SERVICES  
COUNTY COUNSEL**

Manager: Larry Kressel

Agency 040

Organization 7050

**PROGRAMS**

**Revenue Categories**

Fid	Org	Organization	Operational	Grant	Other	General fund Supplement	Total
100	7560	Administration	\$ 0	\$ 0	\$ 58,507	\$ 694,805	\$ 753,312
400	7530	Liability Ins.	620,000	0	0	0	620,000
400	7540	Prop. Ins.	163,825	0	0	0	163,825
400	7550	Workers' Comp.	1,377,182	0	0	0	1,377,182
Total			\$ 2,161,007	\$ 0	\$ 58,507	\$ 694,805	\$2,914,399

**PROGRAM**

100 7560 Administration

COSTS	1984-85	1985-86	1986-87	1987-88
FTE	12.50	15.00	14.00	14.00
PS	\$ 508,082	\$ 577,737	\$ 594,898	\$ 638,082
M&S	36,825	1,401	40,497	56,723*
CO	0	0	0	0
TOTAL	\$ 544,907	\$ 659,701	\$ 645,395	\$ 694,805

\*Note that \$14,643 was carried over from FY 1986-87 to continue defense in the Burt vs Blumenauer case.

SERVICES PROVIDED	FTE	COST
<u>General Counsel -</u>		
• This section provides general advice to all departments, the Board of County Commissioners and the Chair of the Board. This includes drafting and interpreting legislation and rules, issuing both formal and informal legal opinions offering training to various personnel concerning legal issues, responding to citizen inquiries and negotiating, drafting and/or approving contracts.	6.00	\$ 330,158
<u>Litigation -</u>		
• Major litigation includes torts defense, defense of civil rights cases (\$1983), representing the County in zoning and taxation cases, Department of Labor administrative hearings, Land Use Board of Appeals, elections and local government cases.	6.80	314,200
<u>Risk Management -</u>		
• The Risk Management function includes Workers' Compensation, General Liability and Property Insurance.	1.20	50,447
<b>TOTAL</b>	<b>14.00</b>	<b>\$ 694,805</b>

**INDICATORS (performance, workload)**

	1984-85	1985-86	1986-87	1987-88
• Tort Litigation files				
Opened	---	50	61	70
Closed	---	53	43	55
• \$ paid vs. \$ claimed	---	\$ 231,191	\$ 48,425	\$ 250,000
		to	to	
		6,304,769	14,610,687	15,000,000
• Challenges to Co. Admin.	---	6	5-10	5-10
• Percentage paid vs. percentage claimed	---	.0366	.00331	.0167

DEPARTMENT OF GENERAL SERVICES  
COUNTY COUNSEL

Manager: Larry Kressel

Agency 040

Organization 7050

PROGRAM

100 7555

Forfeiture

Forfeiture cases are initiated pursuant to Multnomah County Code 7.850065 which allows confiscation of dollars and personal property related to illicit drug transactions. Revenues, after administrative costs are deducted, are split three ways between the County Sheriff or Portland Police Department (whoever handles the case), the District Attorney and the General Fund.

COSTS	1984-85	1985-86	1986-87	1987-88
FTE	0.00	0.00	1.00	1.00
PS	\$ 0	\$ 0	\$ 40,972	\$ 44,782
M&S	0	0	1,300	13,725
CO	0	0	0	0
TOTAL	\$ 0	\$ 0	\$ 42,271	\$ 58,507

INDICATORS (performance, workload)

	1984-85	1985-86	1986-87	1987-88
• Dollars Collected	\$ 0	\$ 0	\$ 300,000	\$ 330,000
• % of cases that result in recovery	---	---	90%	90%

PROGRAMS

7455 Insurance Fund

The portion of the Insurance Fund housed in County Counsel is composed of Liability, Property and Workers' Compensation Insurance sections. The Fund is largely a self-insurance fund into which money is placed in anticipation of claims against the County. While Liability and Property Insurance are funded by Contributions from the General Fund which are added to carryover dollars, Workers' Compensation is funded out of each Department's Insurance Benefits object code at a set rate which anticipates the yearly cost of Workers' Compensation benefits.

Insurance Fund (400)	1984-85	1985-86	1986-87	1987-88
7530 Liability	\$ 631,533	\$ 198,819	\$ 620,000	\$ 620,000
7540 Property	51,977	134,825	152,323	163,825
7550 Workers' Comp.	996,027	1,644,649	993,253	1,377,182

400 7530 Liability Insurance

The Liability Insurance Section of the Insurance Fund provides self-insurance protection in matters of general liability. Due to the high cost of insurance rates, the County does not carry premiums for catastrophic loss.

COSTS	1984-85	1985-86	1986-87	1987-88
FTE	0.00	0.00	0.00	0.00
PS	\$ 0	\$ 0	\$ 0	\$ 0
M&S	631,533	198,819	620,000	620,000
CO	0	0	0	0
TOTAL	\$ 631,533	\$ 198,819	\$ 620,000	\$ 620,000

Note that a portion of the County Counsel staff was located in this section in FY 1984-85. For purposes of comparison and convenience, it is now located in County Counsel "Administration".

DEPARTMENT OF GENERAL SERVICES  
COUNTY COUNSEL

Manager: Larry Kressel

Agency 040

Organization 7050

7455 Insurance Fund (Cont'd)

400 7540 Property Insurance

The Property Insurance Section covers payments for premiums on real property, certain major equipment (data processing) and expense below deductible levels.

COSTS	1984-85	1985-86	1986-87	1987-88
FTE	0.00	0.00	0.00	0.00
PS	\$ 0	\$ 0	\$ 0	\$ 0
M&S	51,9977	130,080	152,323	163,825
CO	0	4,745	0	0
TOTAL	\$ 51,9977	\$ 134,825	\$ 152,323	\$ 163,825

400 7550 Workers' Compensation

The Workers' Compensation Section of the Insurance Fund provides for payment of Workers' Compensation claims, administration of the Fund and the Limited Light Program. (\$165,403). Under this program, injured workers who are not yet ready to return to former positions, but who are capable of performing limited tasks will be placed with departments at specifically-created jobs on a temporary basis. The \$165,403 pays for wages of these employees. It is estimated that the program will place 5.00 FTE at the average County wage. Contributions to the Insurance Fund for Workers' Compensation have been increased to bring reserve levels in line with actuarial recommendations.

COSTS	1984-85	1985-86	1986-87	1987-88
FTE	0.00	0.00	5.00	5.00
PS	\$ 0	\$ 0	\$ 155,806	\$ 165,403
M&S	996,027	1,644,649	837,447	1,211,779
CO	0	0	0	0
TOTAL	\$ 996,027	\$ 1,644,649	\$ 993,253	\$ 1,377,182

INDICATORS (performance, workload)

	1984-85	1985-86	1986-87	1987-88
• Claims Opened	---	---	207	220
• % of employees receiving benefits	---	---	8.7%	9.0%

# REQUIREMENT I

1984-85 ACTUAL	1985-86 ACTUAL	1986-87 ADOPTED	1986-87 REVISED	AGENCY: 040 GENERAL SERVICES FUND: 100 GENERAL FUND SUM ORG: 7050 COUNTY COUNSEL	1987-88 PROPOSED
<b>PERSONAL SERVICES</b>					
376,4711	422,3866	468,3300	480,6880	5100 PERMANENT	503,8808
8,4775	1,8772	0	0	5200 TEMPORARY	0
0	124	0	0	5300 OVERTIME	0
819	9,520	0	0	5400 PREMIUM	0
122,317	143,865	157,635	161,428	5500 FRINGE BENEFITS	133,417
508,082	577,737	625,965	642,108	TOTAL EXTERNAL	637,220
0	0	0	0	5550 INSURANCE BENEFITS	45,644
<b>508,082</b>	<b>577,737</b>	<b>625,965</b>	<b>642,108</b>	<b>TOTAL PERSONAL SERVICES</b>	<b>682,864</b>
<b>EXTERNAL MATERIALS AND SERVICES</b>					
0	0	0	0	6050 COUNTY SUPPLEMENTS	0
0	0	0	0	6060 PASS-THROUGH PAYMENTS	0
9,7584	40,621	10,500	39,285	6110 PROFESSIONAL SVCS	19,657
5,7333	6,432	12,400	12,400	6120 PRINTING	9,328
0	0	0	0	6130 UTILITIES	0
9,2883	12,042	12,450	12,450	6140 COMMUNICATIONS	0
0	0	0	0	6170 RENTALS	0
249	858	75	75	6180 REPAIRS AND MAINTENANCE	225
0	0	0	0	6190 MAINTENANCE CONTRACTS	0
2,5229	3,3177	3,100	3,100	6200 POSTAGE	3,800
1,9211	2,328	2,250	2,250	6230 SUPPLIES	4,050
0	0	0	0	6270 FOOD	0
35	0	300	300	6310 EDUCATION & TRAINING	1,100
1,650	3,3077	3,500	3,500	6330 TRAVEL	3,200
0	0	0	0	6520 INSURANCE	0
0	0	0	0	6530 EXTERNAL DATA PROCESSING	0
0	0	0	0	6550 DRUGS	0
0	0	0	0	6580 CLAIMS PAID	0
0	0	0	0	6590 JUDGMENTS	0
0	0	0	0	6610 AWARDS AND PREMIUMS	0
4,1880	11,536	6,1222	6,122	6620 DUES AND SUBSCRIPTIONS	6,6177
138	122	0	0	6650	0
0	0	0	0	7810 PRINCIPAL	0
0	0	0	0	7820 INTEREST	0
35,4772	80,563	50,6877	79,4822	TOTAL EXTERNAL	47,9877
<b>INTERNAL SERVICE REIMBURSEMENTS</b>					
0	0	0	0	7100 INDIRECT COSTS	0
0	0	0	0	7150 TELEPHONE	6,800
0	0	0	0	7200 DATA PROCESSING	0
1,353	1,366	1,100	1,100	7300 MOTOR POOL	1,028
0	0	0	0	7400 BUILDING MANAGEMENT	0
0	35	0	0	7500 OTHER INTERNAL	0
1,353	1,401	1,100	1,100	TOTAL INTERNAL	7,828
<b>36,825</b>	<b>81,964</b>	<b>51,7877</b>	<b>80,582</b>	<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>55,805</b>
<b>TOTAL CAPITAL OUTLAY</b>					
0	0	0	0	8100 LAND	0
0	0	0	0	8200 BUILDINGS	0
0	0	0	0	8300 OTHER IMPROVEMENTS	0
0	0	0	0	8400 EQUIPMENT	0
0	0	0	0	TOTAL CAPITAL OUTLAY	0
<b>543,884</b>	<b>658,300</b>	<b>676,662</b>	<b>721,600</b>	<b>DIRECT BUDGET</b>	<b>685,1197</b>
<b>544,907</b>	<b>659,701</b>	<b>677,762</b>	<b>722,700</b>	<b>TOTAL BUDGET</b>	<b>738,669</b>

E-33

AGENCY: 040 GENERAL SERVICES  
 FUND: 100 GENERAL FUND  
 SUM DRG: 7050 COUNTY COUNSEL

# PERSONNEL DETAIL

1984-85 ACTUAL		1985-86 ACTUAL		1986-87 ADOPTED		1986-87 REVISED			1987-88 PROPOSED		
FTE	BASE	FTE	BASE	FTE	BASE	FTE	BASE		FTE	BASE	FTE
1.00	15,017	0.00	0	0.00	0	0.00	0	OFFICE ASSISTANT 2	0.00	0	0.00
3.00	48,223	3.66	64,219	4.00	73,573	4.00	75,780	OFFICE ASSISTANT 3	4.00	79,922	4.00
1.00	20,179	1.00	21,652	1.00	21,162	1.00	21,797	FINANCE TECHNICIAN	1.00	23,108	1.00
1.50	26,515	1.86	36,501	1.00	22,108	1.00	22,771	LAW CLERK	1.00	19,388	1.00
1.00	25,101	1.00	29,732	2.00	62,156	2.00	64,021	DEP COUNTY COUNSEL 2	1.00	32,663	1.00
0.25	9,116	0.00	0	0.00	0	0.00	0	PROGRAM MGMT SPEC	0.00	0	0.00
4.00	138,754	4.75	172,381	5.00	187,029	5.00	192,640	DEP COUNTY COUNSEL 3	6.00	239,638	6.00
1.00	39,265	0.96	40,485	1.00	43,897	1.00	45,214	DEP COUNTY COUNSEL 4	1.00	47,810	1.00
1.00	54,297	1.00	57,386	1.00	58,405	1.00	60,157	COUNTY COUNSEL	1.00	61,214	1.00
13.75	376,467	14.23	422,356	15.00	468,330	15.00	482,380	5100 PERMANENT	15.00	503,803	15.00

E-34

# REQUIREMENT I

AGENCY: 040 GENERAL SERVICES  
 FUND: 400 INSURANCE FUND  
 SUM ORG: 7050 COUNTY COUNSEL

1984-85  
ACTUAL

1985-86  
ACTUAL

1986-87  
ADOPTED

1986-87  
REVISED

1987-88  
PROPOSED

1984-85 ACTUAL	1985-86 ACTUAL	1986-87 ADOPTED	1986-87 REVISED	DESCRIPTION	1987-88 PROPOSED
0	0	119,881	119,881	<b>PERSONAL SERVICES</b>	
0	0	0	0	5100 PERMANENT	119,881
0	0	0	0	5200 TEMPORARY	0
0	0	0	0	5300 OVERTIME	0
0	0	0	0	5400 PREMIUM	0
0	0	35,955	35,955	5500 FRINGE BENEFITS	35,152
0	0	155,806	155,806	TOTAL EXTERNAL	155,003
0	0	0	0	5550 INSURANCE BENEFITS	10,400
0	0	155,806	155,806	<b>TOTAL PERSONAL SERVICES</b>	165,403
0	0	0	0	<b>EXTERNAL MATERIALS AND SERVICES</b>	
0	0	0	0	6050 COUNTY SUPPLEMENTS	0
0	0	0	0	6060 PASS-THROUGH PAYMENTS	0
131,947	94,921	170,000	170,000	6110 PROFESSIONAL SVCS	170,000
986	254	3,500	3,500	6120 PRINTING	3,500
0	0	0	0	6130 UTILITIES	0
1,202	0	628	628	6140 COMMUNICATIONS	0
0	0	0	0	6170 RENTALS	0
487	0	25,150	25,150	6180 REPAIRS AND MAINTENANCE	25,150
0	0	0	0	6190 MAINTENANCE CONTRACTS	0
0	0	16,500	16,500	6200 POSTAGE	16,500
891	280	1,500	1,500	6230 SUPPLIES	1,500
0	0	0	0	6270 FOOD	0
0	318	1,250	1,250	6310 EDUCATION & TRAINING	700
550	0	200	200	6330 TRAVEL	200
1,380,263	1,735,362	123,323	123,323	6520 INSURANCE	134,825
0	0	0	0	6530 EXTERNAL DATA PROCESSING	0
0	1,704	0	0	6550 DRUGS	0
0	138,059	1,239,510	1,230,790	6580 CLAIMS PAID	1,561,286
0	0	0	0	6590 JUDGMENTS	0
0	0	0	0	6610 AWARDS AND PREMIUMS	0
1,953	150	0	0	6620 DUES AND SUBSCRIPTIONS	0
166,977	0	0	0	6650	0
0	0	0	0	7810 PRINCIPAL	0
0	0	0	0	7820 INTEREST	0
1,685,256	1,971,248	1,581,561	1,572,841	TOTAL EXTERNAL	1,913,671
0	0	0	0	<b>INTERNAL SERVICE REIMBURSEMENTS</b>	
0	0	0	0	7100 INDIRECT COSTS	0
0	0	0	0	7150 TELEPHONE	628
0	0	0	0	7200 DATA PROCESSING	0
0	0	0	0	7300 MOTOR POOL	0
0	1,725	0	0	7400 BUILDING MANAGEMENT	0
0	575	28,209	28,209	7500 OTHER INTERNAL	31,286
0	2,300	28,209	28,209	TOTAL INTERNAL	31,914
1,685,256	1,973,548	1,609,770	1,601,050	<b>TOTAL MATERIALS &amp; SERVICES</b>	1,945,585
0	0	0	0	8100 LAND	0
0	0	0	0	8200 BUILDINGS	0
0	0	0	0	8300 OTHER IMPROVEMENTS	0
0	4,745	0	8,720	8400 EQUIPMENT	0
0	4,745	0	8,720	TOTAL CAPITAL OUTLAY	0
1,685,256	1,975,993	1,737,367	1,737,367	<b>DIRECT BUDGET</b>	2,068,674
1,685,256	1,978,293	1,765,576	1,765,576	<b>TOTAL BUDGET</b>	2,110,988

E-35

AGENCY: 040 GENERAL SERVICES  
 FUND: 400 INSURANCE FUND  
 SUM ORG: 7050 COUNTY COUNSEL

**PERSONNEL DETAIL**

1984-85 ACTUAL		1985-86 ACTUAL		1986-87 ADOPTED		1986-87 REVISED			1987-88 PROPOSED		A
FTE 0.00	BASE 0	FTE 0.00	BASE 0	FTE 5.00	BASE 119,851	FTE 5.00	BASE 119,851		FTE 5.00	BASE 119,851	
								TEMPORARY WORKER			
0.00	0	0.00	0	5.00	119,851	5.00	119,851	5100 PERMANENT	5.00	119,851	5.00

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**DEPARTMENT OF GENERAL SERVICES  
EMPLOYEE RELATIONS**

Manager: L. Benjamin King

Agency 040

Organization 7040

**PURPOSE**

Employee Relations provides comprehensive human resource support to County officials and departments in formulating and implementing policies necessary to maintain a quality County workforce and provides timely, continuous and legal lists of candidates for clerical and civil service positions for County departments.

**WORKPLAN 1986/87**

In FY 1986-87, Employee Relations: Administered personnel recruitment, selection, classification and compensation within the context of defined personnel policies and procedures; Provided assistance to the Affirmative Action program and County departments in complying with affirmative action goals and equal employment laws; Provided Countywide supervisory and clerical training classes; Negotiated and administered labor contracts within parameters established by the Board of County Commissioners and the County Executives; Administered and reviewed the County's medical, dental, retirement and other contractual benefits; Developed, coordinated and administered the Health Promotion, Employee Assistance and Employee Recognition Programs; and oversaw publication of the Employees Newsletter.

**WORKPLAN 1987/88**

In FY 1987-88, Employee Relations will: Review the County performance appraisal system; and review and revise, as needed, County personnel policies, procedures and practices to increase effectiveness and to establish a more positive cooperative relationship between Employee Relations and County officials, managers and employees.

PERSONNEL	1984-85	1985-86	1986-87	1987-88
Officials & Administrators	1.21	1.00	1.00	1.00
Professionals	6.50	6.95	7.00	5.00
Technicians & Para-Profess.	3.00	2.79	2.00	0.00
Protective Srv. Workers	0.00	0.13	0.00	0.00
Office & Clerical	0.00	0.00	0.00	0.00
Skilled Craft & Srv. Maint.	0.00	0.00	0.00	0.00
<b>Total</b>	<b>10.71</b>	<b>10.87</b>	<b>10.00</b>	<b>6.00</b>

EXPENDITURES	General Fund (100)	Federal/State Fund (156)	Insurance (400)	Total
Personnel Services	\$ 277,031	\$ 0	\$ 0	\$ 277,031
Materials & Services	49,459	0	0	49,459
Capital Outlay	0	0	0	0
<b>Total</b>	<b>\$ 326,490</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 326,490</b>

PROGRAMS	Revenue Categories						General Fund Supplement	Total
	Fd	Org	Organization	Operational	Grant	Other		
100	7510	Administration	\$ 0	\$ 0	\$ 0	\$ 0	\$ 326,490	\$ 326,490

**PROGRAM**

100 7510 Administration

Personnel provides timely and legal lists of candidates for employment to County officials and departments and provides comprehensive human resource support to County officials and departments in formulating and implementing personnel policies.

COSTS	1984-85	1985-86	1986-87	1987-88*
FTE	10.71	11.00	10.00	6.00
PS	\$ 371,231	\$ 403,921	\$ 386,446	\$ 277,031
M&S	114,780	94,132	78,500	49,459
CO	0	0	0	0
<b>TOTAL</b>	<b>\$ 486,011</b>	<b>\$ 498,053</b>	<b>\$ 464,946</b>	<b>\$ 326,490</b>

\*Note that Labor Relations was transferred to the Office of the Director resulting in the transfer of 4 FTE's.

**DEPARTMENT OF GENERAL SERVICES  
EMPLOYEE RELATIONS**

Manager: L. Benjamin King

Agency 040

Organization 7040

100 7510 Administration (Cont'd)

**INDICATORS (performance, workload)**

	<u>1984-85</u>	<u>1985-86</u>	<u>1986-87</u>	<u>1987-88</u>
• Examinations Conducted	---	135	90	100
• Applications Processed	---	5,800	6,200	6,500
• No. of Clerical training sessions	---	---	21	21
• Eligible Lists Certified				
2 months or less	---	---	79%	75%
More than 2 months	---	---	21%	25%

# REQUIREMENT D

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

1984-85 ACTUAL	1985-86 ACTUAL	1986-87 ADOPTED	1986-87 REVISED		1987-88 PROPOSED
275,7774	289,7776	281,4666	289,9110	PERSONAL SERVICES	
215	71	0	0	5100 PERMANENT	306,2297
0	0	0	0	5200 TEMPORARY	0
0	3,0667	774	774	5300 OVERTIME	0
95,2242	108,9801	104,2106	106,4886	5400 PREMIUM	0
371,231	401,8165	386,4446	397,1770	5500 FRINGE BENEFITS	81,8011
0	0	0	0	TOTAL EXTERNAL	388,0988
				5550 INSURANCE BENEFITS	36,2298
371,2311	401,815	386,4446	397,170	TOTAL PERSONAL SERVICES	424,396
				EXTERNAL MATERIALS AND SERVICES	
0	0	0	0	6050 COUNTY SUPPLEMENTS	0
0	0	0	0	6060 PASS-THROUGH PAYMENTS	0
21,010	37,4850	13,455	31,455	6110 PROFESSIONAL SVCS	13,000
15,9144	15,8588	14,100	14,100	6120 PRINTING	15,000
0	0	0	0	6130 UTILITIES	0
15,126	14,109	12,452	12,452	6140 COMMUNICATIONS	0
0	0	0	0	6170 RENTALS	0
287	724	0	0	6180 REPAIRS AND MAINTENANCE	0
0	0	0	0	6190 MAINTENANCE CONTRACTS	0
13,225	14,792	12,400	12,400	6200 POSTAGE	13,000
2,624	3,731	2,000	2,000	6230 SUPPLIES	2,000
0	0	0	0	6270 FOOD	0
1,575	0	18,983	18,983	6310 EDUCATION & TRAINING	24,010
1,925	2,108	2,100	2,100	6330 TRAVEL	2,450
0	0	0	0	6520 INSURANCE	0
0	0	0	0	6530 EXTERNAL DATA PROCESSING	0
0	0	0	0	6550 DRUGS	0
0	0	0	0	6580 CLAIMS PAID	0
0	0	0	0	6590 JUDGMENTS	0
0	0	0	0	6610 AWARDS AND PREMIUMS	0
2,190	3,7144	2,000	2,000	6620 DUES AND SUBSCRIPTIONS	2,000
1111	5	0	0	6650	0
0	0	0	0	7810 PRINCIPAL	0
0	0	0	0	7820 INTEREST	0
73,9887	92,491	77,490	95,4890	TOTAL EXTERNAL	71,460
				INTERNAL SERVICE REIMBURSEMENTS	
0	0	0	0	7100 INDIRECT COSTS	0
0	0	0	0	7150 TELEPHONE	5,670
39,6577	0	0	0	7200 DATA PROCESSING	0
1,0777	880	1,010	1,010	7300 MOTOR POOL	1,200
0	0	0	0	7400 BUILDING MANAGEMENT	0
59	0	0	0	7500 OTHER INTERNAL	0
40,7383	880	1,010	1,010	TOTAL INTERNAL	6,870
114,7880	93,371	78,500	96,500	TOTAL MATERIALS & SERVICES	78,330
0	0	0	0	8100 LAND	0
0	0	0	0	8200 BUILDINGS	0
0	0	0	0	8300 OTHER IMPROVEMENTS	0
0	0	0	0	8400 EQUIPMENT	0
0	0	0	0	TOTAL CAPITAL OUTLAY	0
445,2188	494,306	463,936	492,660	DIRECT BUDGET	459,588
486,0111	495,186	464,946	493,670	TOTAL BUDGET	502,7226

E-36

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

**PERSONNEL DETAIL**

1984-85 ACTUAL		1985-86 ACTUAL		1986-87 ADOPTED		1986-87 REVISED			1987-88 PROPOSED		19 APP
FTE	BASE	FTE	BASE	FTE	BASE	FTE	BASE		FTE	BASE	FTE
3.00	60,204	2.79	54,885	2.00	40,607	2.00	41,825	ADMIN TECHNICIAN	2.00	44,304	2.00
0.00	0	0.13	2,564	0.00	0	0.00	0	TEMPORARY WORKER	0.00	0	0.00
4.50	108,053	5.00	126,189	5.00	130,598	5.00	134,516	MANAGEMENT ANALYST	5.00	142,607	5.00
2.00	61,872	1.95	64,815	2.00	66,493	2.00	68,488	ADMIN SPEC 2	2.00	71,504	2.00
0.21	6,037	0.00	0	0.00	0	0.00	0	PROGRAM MGMT SPEC	0.00	0	0.00
1.00	39,608	1.00	41,323	1.00	43,788	1.00	45,081	PROGRAM MANAGER 2	1.00	47,882	1.00
10.71	275,774	10.87	289,776	10.00	281,466	10.00	289,910	5100 PERMANENT	10.00	306,297	10.00

E-40

**DEPARTMENT OF GENERAL SERVICES  
ASSESSMENT AND TAXATION**

Manager: Charles R. Sheffield

Agency 040

Organization 7060

**PURPOSE**

The purpose of Assessment and Taxation (A&T) is the equitable valuation of all taxable property in the County and the collection of ad valorem taxes from property owners. In conjunction with this program, A&T serves as the recording office for legal instruments, issues passport applications, sells marriage licenses and performs marriages, sells dog licenses, retails firearm sales licenses and collects the transient lodging and vehicle rental taxes.

Legal mandates for Assessment and Taxation are included in ORS Chapters 192-193, 275 and 305 through 324 plus miscellaneous statutes covering assessment, taxation and recording plus County ordinances relative to the transient lodging tax and the car rental tax.

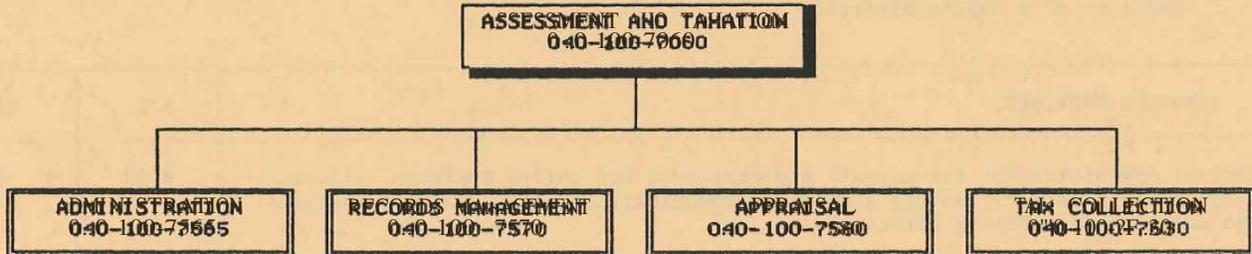
**WORKPLAN 1986/87**

During 1986-87 the Division has continued to fulfill its legal requirements. Additional emphasis has been placed on public information thru the update of telephone equipment and the use of more temporary employees during peak periods. A & T has instituted an appraiser training program to provide a career path for employees in other classifications. Starts have been made on completing computer-assisted appraisal program, documenting undocumented computer programs and updating or improving all computerized systems.

**WORKPLAN 1987/88**

During 1987-88, the Division will continue to fulfill mandated requirements while emphasizing better public relations, possibly thru additional phone stations during peak periods. Continued emphasis must be placed on valuation to forestall administrative action by the Oregon Department of Revenue. Emphasis will also be placed on program documentation and updating data processing procedures. The Division will begin a joint project with the State Department of Revenue to computerize the mapping system for Multnomah County.

**ASSESSMENT AND TAXATION  
FISCAL YEAR 1987-88 STRUCTURE**



PERSONNEL	1984-85	1985-86	1986-87	1987-88
Officials & Administrators	10.74	11.03	10.00	11.00
Professionals	6.45	5.46	6.00	6.00
Technicians & Para-Profess.	43.20	43.05	48.00	51.00
Protective Srv. Workers	0.00	0.00	0.00	0.00
Office & Clerical	66.40	59.95	65.00	65.00
Skilled Craft & Srv. Maint.	0.00	0.00	0.00	0.00
<b>Total</b>	<b>128.29</b>	<b>119.49</b>	<b>129.00</b>	<b>133.00</b>

**DEPARTMENT OF GENERAL SERVICES  
ASSESSMENT AND TAXATION**

Manager: Charles R. Sheffield

Agency 040

Organization 7060

EXPENDITURES	General Fund (100)	Federal/State Fund (156)	Other ( )	Total
Personal Services	\$ 4,389,795	\$ 0	\$ 0	\$ 4,389,795
Materials & Services	730,355	0	0	730,355
Capital Outlay	0	0	0	0
<b>Total</b>	<b>\$ 5,090,150</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 5,090,150</b>

PROGRAMS	Revenue Categories					General Fund Supplement	Total	
	Fdl	Org	Organization	Operational	Grant			Other
100	7565		Administration	\$ 0	\$ 0	\$ 0	\$ 624,469	\$ 624,469
100	7570		Records Mgt	983,300	0	0	58,862	1,042,162
100	7580		Appraisal	0	0	0	2,422,281	2,422,281
100	7630		Tax Collection	389,500	0	0	611,788	1,001,288
			<b>Total</b>	<b>\$ 1,372,800</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 3,717,390</b>	<b>\$5,090,150</b>

**PROGRAM**

100 7565 Administration

COSTS	1984-85	1985-85	1986-87	1987-88
FTE	14.89	15.00	13.00	14.00
PS	\$ 441,461	\$ 454,165	\$ 418,081	\$ 505,919
M&S	1,147,224	137,137	159,500	118,550
CO	11,779	0	0	0
<b>TOTAL</b>	<b>\$ 1,600,434</b>	<b>\$ 591,272</b>	<b>\$ 577,581</b>	<b>\$ 624,469</b>

Note in the history that data processing charges were included in M&S in FY 1984-85 (\$915,999), but not in succeeding years. Note also that A & T was transferred from Nondepartmental in mid-year 1984-85. All history, however, is contained in DGS. The increase in personnel represents the addition of a Deputy Director.

SERVICES PROVIDED	FTE	COST
Central Administration for payroll and personnel for entire Division, clerical support for Director, central supplies, communications, etc. Dollars include the addition of a Deputy Director.	4.00	\$ 239,469
Data input values, real estate characteristics and processing values to determine tax rates.	7.00	250,000
Technical support in data processing.	2.00	100,000
Processing property tax exemption applications.	1.00	35,000
<b>TOTAL</b>	<b>14.00</b>	<b>\$ 624,469</b>

100 7570 Records Management

Records Management records all documents placed in the County Clerk Book of Records. In FY 1987-88, the development of new Mapping System will begin in conjunction with the State of Oregon. The project is expected to take approximately 10 years to complete.

COSTS	1984-85	1985-85	1986-87	1987-88
FTE	24.30	25.00	25.00	25.00
PS	\$ 646,321	\$ 656,463	\$ 673,356	\$ 734,147
M&S	36,719	58,267	58,402	308,065
CO	1,507	0	0	0
<b>TOTAL</b>	<b>\$ 643,763</b>	<b>\$ 714,730</b>	<b>\$ 746,553</b>	<b>\$ 1,042,162</b>

DEPARTMENT OF GENERAL SERVICES  
ASSESSMENT AND TAXATION

Manager: Charles R. Sheffield

Agency 040

Organization 7060

100 7570 Records Management (Cont'd)

SERVICES PROVIDED	FTE	COST
Records all documents received for placement in the County Clerk Book of Records.	2.33	\$ 69,225
Answers inquiries from the public and Govt. Bodies concerning recorded documents.	2.51	74,159
Produces indices of recordings to assist in accessing the records.	1.91	79,766
Maintains ownership of properties on the computer for assessment purposes and for inquiry by the public.	6.33	179,180
Answers phones and counter questions, assisting with inquiries on ownership, divisions, etc.	2.10	69,310
Maintains tax rolls.	4.25	122,805
Processes changes of taxable status due to acquisition or sale by Govt. Body.	1.68	47,915
Maintains County road files for assessment and public information.	0.10	1,320
Processes changes on rolls due to annex. or withdrawal from lawing districts.	0.88	30,031
Maintains maps for all property in the County showing corrected boundaries and assessments.	1.00	288,719
Processes local budgets and listings of Special Assessment.	.66	26,018
Provides computer runs and audits for A & T and other County agencies.	1.37	54,022
<b>TOTAL</b>	<b>25.00</b>	<b>\$ 1,042,162</b>

INDICATORS (performance, workload)

	1984-85	1985-86	1986-87	1987-88
• Average time to process records	---	5 1/2 wks	4 1/2 wks	3 1/2 wks
• Property segregations processed within 1 month	---	177 per mo	212 per mo	190 per mo
• Documents Recorded	---	92,000	93,000	96,000
• Computer Reports	---	92,000	93,000	96,000
• Documents Processed (Ownership)	---	41,000	58,000	60,000
• Phone and Counter Contacts	---	4,000	4,500	7,000

100 7580 Appraisal

The Appraisal section prepares, on an annual basis, the Assessment Roll for Multnomah County as mandated by ORS 308.215, in accordance with ORS Ch. 307, 308 and 309. The increase in personnel represents the addition of one administrative technician to assist in personal property work and release appraisers for real property evaluations.

COSTS	1984-85	1985-86	1986-87	1987-88
FTE	57.885	63.00	64.00	67.00
PS	\$ 1,787,559	\$ 1,911,648	\$ 2,053,279	\$ 2,310,131
M&S	57,137	76,898	112,195	112,150
CO	1,354	0	0	0
<b>TOTAL</b>	<b>\$ 1,846,000</b>	<b>\$ 1,988,546</b>	<b>\$ 2,165,474</b>	<b>\$ 2,422,281</b>

**DEPARTMENT OF GENERAL SERVICES  
ASSESSMENT AND TAXATION**

Manager: Charles R. Sheffeld

Agency 040

Organization 7060

100 7580 Appraisal (Cont'd)

**INDICATORS (performance, workload)**

	1984-85	1985-86	1986-87	1987-88
• District Reappraisals completed by May 1				
Residential	---	34,911	28,500	29,000
Multifamily	---	2,200	2,350	2,927
Commercial	---	3,401	7,080	7,867
Personal Property	---	22,500	52	57
Condominium	---	---	851	962
• Out of District Reappraisals finished by May 1 (New and Remodeled Properties)	---	4,400	4,000	4,000
• Total Personal Property Accounts (Total Referred to B of E for Action.)	---	23,000	23,000	23,000
	---	3,878 (17%)	2,760 (12%)	2,300 (10%)

100 7630 Tax Collection

<b>COSTS</b>	1984-85	1985-86	1986-87	1987-88
FTE	29.75	27.00	27.00	27.00
PS	\$ 650,482	\$ 655,896	\$ 743,709	\$ 809,598
M&S	98,256	158,398	193,781	191,640
CO	2,534	0	0	0
Total	\$ 751,272	\$ 814,294	\$ 937,440	\$ 1,001,238

<b>SERVICES PROVIDED</b>	<b>FTE</b>	<b>COST</b>
Notifies tax payers of and processes Utility, Real and Personal property tax (mandated).	8.50	\$ 312,772
Audits, accounts for and distributes unsegregated funds to taxing district and monitors bankruptcies.	4.00	160,415
Monitors and pursues collection of delinquent Personal Property taxes.	3.00	113,444
Monitors, receives, processes, accounts for and deposits the general fund, various service and penalty fees.	2.00	56,549
Provides public access to various property records and provides points of contact for the public to obtain general information regarding property taxes.	6.00	202,148
Issues marriage licenses, solemnizes weddings and issues various other licenses.	3.50	113,838
Temporary hires for peak periods.	0.00	42,075
<b>TOTAL</b>	<b>27.00</b>	<b>\$1,001,238</b>

**DEPARTMENT OF GENERAL SERVICES  
ASSESSMENT AND TAXATION**

Manager: Charles R. Sheffield

Agency 040

Organization 7060

100 7630 Tax Collection (Cont'd)

**INDICATORS (performance, workload)**

	<u>1984-85</u>	<u>1985-86</u>	<u>1986-87</u>	<u>1987-88</u>
• Average wait time on information calls	---	---	5.3 mins.	4.5 mins.
• Tax Collections	---	---	280,000	280,000
• Licenses -				
Marriage	---	---	6,000	6,400
Passport	---	---	3,400	3,500
Other	---	---	2,000	2,500
• Information -				
Phone Contacts	---	---	75,850	94,800
Counter Service	---	---	12,500	14,000
• Turnaround time to issue refund checks	---	---	90-120 dys	90 dys or less

# REQUIREMENT

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

1984-85  
ACTUAL

1985-86  
ACTUAL

1986-87  
ADOPTED

1986-87  
REVISED

1987-88  
PROPOSED

1984-85 ACTUAL	1985-86 ACTUAL	1986-87 ADOPTED	1986-87 REVISED	DESCRIPTION	1987-88 PROPOSED
<b>PERSONAL SERVICES</b>					
2,573,1988	2,628,5110	2,791,8822	2,875,5577	5100 PERMANENT	3,075,777
255	51,701	60,958	60,958	5200 TEMPORARY	65,240
7,480	2,718	1,726	1,726	5300 OVERTIME	
6,4119	21,124	3,000	3,000	5400 PREMIUM	6,770
897,6777	974,089	1,045,714	1,068,327	5500 FRINGE BENEFITS	831,290
3,485,029	3,678,142	3,903,220	4,009,588	TOTAL EXTERNAL	3,979,060
0	0	0	0	5550 INSURANCE BENEFITS	380,700
<b>3,485,029</b>	<b>3,678,142</b>	<b>3,903,220</b>	<b>4,009,588</b>	<b>TOTAL PERSONAL SERVICES</b>	<b>4,359,790</b>
<b>EXTERNAL MATERIALS AND SERVICES</b>					
0	0	0	0	6050 COUNTY SUPPLEMENTS	
0	0	0	0	6060 PASS-THROUGH PAYMENTS	
51,8777	37,425	69,920	69,920	6110 PROFESSIONAL SVCS	205,000
47,869	57,518	70,894	70,894	6120 PRINTING	57,180
0	0	0	0	6130 UTILITIES	
90,312	88,410	86,000	86,000	6140 COMMUNICATIONS	
1,143	1,344	2,640	2,640	6170 RENTALS	112,640
23,710	33,821	36,423	36,423	6180 REPAIRS AND MAINTENANCE	9,550
0	0	0	0	6190 MAINTENANCE CONTRACTS	47,220
129,089	143,518	169,722	153,722	6200 POSTAGE	158,770
10,204	13,543	20,559	20,559	6230 SUPPLIES	30,280
0	0	0	0	6270 FOOD	
4,660	0	0	0	6310 EDUCATION & TRAINING	
47,670	45,673	53,790	53,790	6330 TRAVEL	53,170
0	0	0	0	6520 INSURANCE	
0	0	0	0	6530 EXTERNAL DATA PROCESSING	870
0	0	0	0	6550 DRUGS	
0	0	0	0	6580 CLAIMS PAID	
0	0	0	0	6590 JUDGMENTS	
0	0	0	0	6610 AWARDS AND PREMIUMS	
0	407	3,500	3,500	6620 DUES AND SUBSCRIPTIONS	3,500
13,189	0	0	0	6650	
0	0	0	0	7810 PRINCIPAL	
0	0	0	0	7820 INTEREST	
419,688	421,659	513,388	497,388	TOTAL EXTERNAL	678,180
<b>INTERNAL SERVICE REIMBURSEMENTS</b>					
0	0	0	0	7100 INDIRECT COSTS	
0	0	0	0	7150 TELEPHONE	42,480
915,993	0	0	0	7200 DATA PROCESSING	
2,424	9,041	10,440	10,440	7300 MOTOR POOL	9,720
1,084	0	0	0	7400 BUILDING MANAGEMENT	
132	0	0	0	7500 OTHER INTERNAL	
919,643	9,041	10,440	10,440	TOTAL INTERNAL	52,170
<b>1,339,386</b>	<b>430,700</b>	<b>523,828</b>	<b>507,828</b>	<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>730,350</b>
<b>TOTAL CAPITAL OUTLAY</b>					
0	0	0	0	8100 LAND	
0	0	0	0	8200 BUILDINGS	
0	0	0	0	8300 OTHER IMPROVEMENTS	
17,174	0	0	0	8400 EQUIPMENT	
17,174	0	0	0	TOTAL CAPITAL OUTLAY	
<b>3,921,896</b>	<b>4,099,801</b>	<b>4,416,608</b>	<b>4,506,976</b>	<b>DIRECT BUDGET</b>	<b>4,657,270</b>
<b>4,830,539</b>	<b>4,108,842</b>	<b>4,427,648</b>	<b>4,517,416</b>	<b>TOTAL BUDGET</b>	<b>5,090,150</b>

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

# PERSONNEL DETAIL

1984-85 ACTUAL		1985-86 ACTUAL		1986-87 ADOPTED		1986-87 REVISED			1987-88 PROPOSED		19 APP
FTE	BASE	FTE	BASE	FTE	BASE	FTE	BASE		FTE	BASE	FTE
0.00	0	0.00	49	0.00	0	0.00	0	ELECTRICIAN/LEAD	0.00	0	0.00
0.44	18,363	0.00	0	0.00	0	0.00	0	ASSESSOR	0.00	0	0.00
46.00	691,812	42.63	679,442	48.00	773,005	48.00	796,195	OFFICE ASSISTANT 2	48.00	823,650	48.00
13.00	216,526	11.36	209,387	13.00	239,451	13.00	246,635	OFFICE ASSISTANT 3	13.00	256,294	13.00
3.00	59,733	4.33	91,364	4.00	81,555	4.00	84,002	OFFICE ASSISTANT 4	4.00	107,400	4.00
1.00	20,322	0.96	20,605	1.00	22,008	1.00	22,688	ADMIN TECHNICIAN	1.00	23,433	2.00
3.00	60,966	1.52	40,626	2.00	51,706	2.00	53,257	ADMIN SPECIALIST 1	2.00	51,582	2.00
2.00	39,422	1.31	28,109	2.00	42,053	2.00	43,315	PERSNL PROP TAX COLL	2.00	45,476	2.00
2.00	38,305	2.73	58,690	3.00	63,629	3.00	65,538	FINANCE TECHNICIAN	3.00	65,793	3.00
1.15	30,346	1.00	28,142	1.00	28,231	1.00	29,099	FINANCE SPECIALIST 1	1.00	29,952	1.00
1.00	27,580	1.00	28,772	0.00	0	0.00	0	PROGRAMMER ANALYST	0.00	0	0.00
28.00	686,040	27.44	702,059	31.00	763,413	31.00	786,315	PROPERTY APPRAISER	31.00	808,744	33.00
6.00	173,170	5.58	165,511	6.00	176,103	6.00	176,103	PROP APPRAISER SUPR	8.00	228,168	6.00
0.00	0	1.03	17,525	0.00	0	0.00	0	PROP APPR TRAINEE	0.00	0	0.00
0.20	3,989	3.00	72,358	3.00	73,133	3.00	75,333	CARTOGRAPHER	3.00	78,177	3.00
2.00	46,645	0.00	0	0.00	0	0.00	0	DRAFTER	0.00	0	0.00
0.00	0	0.00	96	0.00	0	0.00	0	CARPENTER/MICE	0.00	0	0.00
4.40	63,042	0.49	17,224	0.00	0	0.00	0	TEMPORARY WORKER	0.00	0	0.00
0.00	0	0.08	1,315	0.00	0	0.00	0	LEGIS/ADMIN SEC	0.00	0	0.00
1.00	21,859	1.00	23,410	1.00	24,217	1.00	24,944	ADMINISTRATIVE ASST	1.00	25,823	1.00
2.65	59,536	2.40	55,103	2.00	47,914	2.00	49,331	OPERATIONS SUPR 1	2.00	51,562	2.00
2.00	65,334	2.29	85,449	0.00	0	0.00	0	CHIEF PROPERTY APPR	0.00	0	0.00
1.00	25,773	1.95	50,276	2.00	53,796	2.00	55,410	OPERATIONS SUPR 2	2.00	58,414	2.00
1.75	52,233	1.52	53,551	4.00	142,160	4.00	146,425	PROGRAM MANAGER 1	4.00	154,853	4.00
2.30	71,415	2.94	91,806	3.00	95,193	3.00	98,049	ADMIN SPEC 2	3.00	101,715	3.00
1.00	20,984	0.88	25,047	1.00	28,265	1.00	29,113	FINANCE SPEC SUPR	1.00	30,841	1.00
0.60	20,518	0.00	0	0.00	0	0.00	0	MANAGEMENT ASSISTANT	1.00	40,076	1.00
0.90	34,155	1.00	37,430	1.00	38,983	1.00	40,152	PROGRAM MANAGER 2	1.00	42,549	1.00
0.40	18,124	0.99	44,964	1.00	46,981	1.00	48,380	PROGRAM MANAGER 3	1.00	51,272	1.00
126.79	2,566,472	119.49	2,628,310	129.00	2,791,822	129.00	2,870,294	5100 PERMANENT	132.00	3,075,774	133.00

E-47

DEPARTMENT OF GENERAL SERVICES  
ELECTIONS

Manager: Vicki Ervin

Agency 040

Organization 7070

**PURPOSE**

The Elections Division is responsible for maintaining all voter registration records and conducting all elections held within Multnomah County. Functions of the Elections Division are delineated in state law, federal law, County code and administrative rules with the following objectives:

- To meet all legal requirements;
- To promote election processes which enhance voter awareness and participation;
- To provide a high level of integrity and honesty;
- To explore ways to provide economies without compromising the above objectives; and
- To maintain a professional approach to the operation and development of the division.

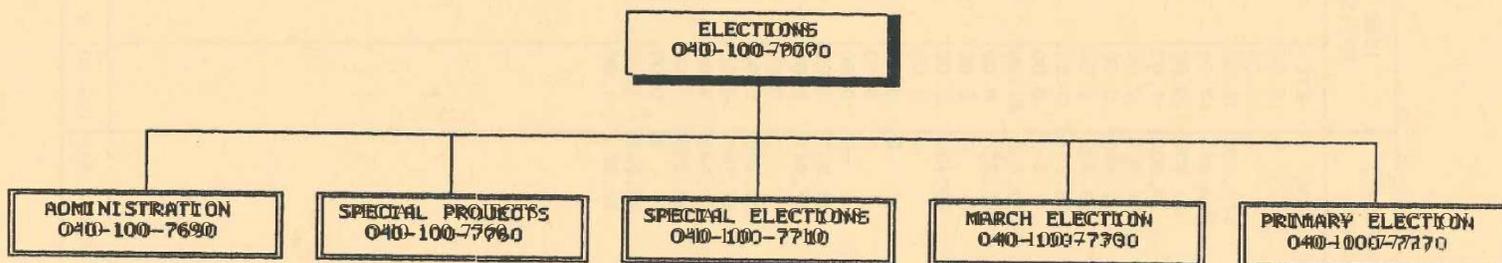
**WORKPLAN 1986/87**

During 1986-87 Elections will have conducted at least 6 elections, involving a total of more than 1,021,000 registered voters, maintaining the voter registration file for an average of 330,000 voters. Each year Elections has a turnover of approximately 25% of the entire registration file.

**WORKPLAN 1987/88**

In 1987-88, Elections anticipates conducting at least 6 elections involving over 1,900,000 registered voters. An average voter registration file of 330,000 with a 25% turnover is anticipated. Whenever possible, elections will be conducted by mail to increase voter involvement and reduce election costs. The Division will install a new signature verification machine which will automate and speed up the verification process. In addition, new disk storage will replace the current system and provide quicker and more reliable vote counting.

ELECTIONS  
FISCAL YEAR 1987-88 STRUCTURE



PERSONNEL	1984-85	1985-86	1986-87	1987-88
Officials & Administrators	1.00	1.00	1.00	1.00
Professionals	2.00	3.99	2.00	2.00
Technicians & Para-Profess.	0.00	0.00	0.00	0.00
Protective Srv. Workers	0.00	0.00	0.00	0.00
Office & Clerical	12.00	9.95	12.00	12.00
Skilled Craft & Srv. Maint.	2.00	2.00	2.00	2.00
<b>Total</b>	<b>17.00</b>	<b>16.94</b>	<b>17.00</b>	<b>17.00</b>

**DEPARTMENT OF GENERAL SERVICES  
ELECTIONS**

Manager: Vicki Ervin

Agency 040

Organization 7070

EXPENDITURES	General Fund (100)	Federal/State Fund (156)	Other ( )	Total
Personal Services	\$ 796,147	\$ 0	\$ 0	\$ 796,147
Materials & Services	1,389,646	0	0	1,389,646
Capital Outlay	0	0	0	0
<b>Total</b>	<b>\$221,885,993</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 2,185,793</b>

PROGRAMS			Revenue Categories				General Fund Supplement	Total
Ed.	Org.	Organization	Operational	Grant	Other			
100	7690	Administration	\$ 8,564	\$ 0	\$ 0	\$ 723,962	\$ 732,526	
100	7760	Spec. Projects	0	0	0	23,268	23,268	
100	7730	Annl Dist Elec (03/88)	43,000	0	0	89,162	132,162	
100	7750	Spec Election (08/87)	122,162	0	0	0	122,162	
100	7700	Spec Election (09/89)	122,162	0	0	0	122,162	
100	7710	Spec Election (11/87)	122,162	0	0	0	122,162	
100	7740	Spec Election (06/88)	122,162	0	0	0	122,162	
100	7770	Primary Election (05/88)	166,430	0	0	642,759	809,189	
<b>TOTAL</b>			<b>\$ 706,642</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 1,479,151</b>	<b>\$2,185,793</b>	

**PROGRAM**

100 7690 Administration

Administration provides all full time support to the County Election process. Specific election costs are itemized below by election.

COSTS	1984-85	1985-86	1986-87	1987-88
FTE	17.00	17.00	17.00	17.00
PS	\$ 635,276	\$ 503,221	\$ 506,379	\$ 542,187
M&S	1,196,279	200,475	176,216	190,339
CO	765	0	0	0
<b>TOTAL</b>	<b>\$ 1,832,320</b>	<b>\$ 703,696</b>	<b>\$ 682,595</b>	<b>\$ 732,526</b>

This section contains the history for the entire division for FY 1984-85. Note in the history above that data processing charges were included in M&S in FY 1984-85 (\$54,075), but not in subsequent years. Note also that Elections was transferred from Nondepartmental in mid-year 1984-85. All history, however, is contained in DGS.

SERVICES PROVIDED	FTE	COST
• Registration file maintenance.	3.95	\$ 137,055
• Establishing and staffing polling places.	1.35	41,982
• Precinct boundary and map maintenance.	.65	33,460
• Interjurisdictional communication (districts, cities, state, etc..).	.70	32,907
• Computer operations.	1.05	124,780
• Absentee voter processing.	1.35	37,664
• Materials acquisition.	.45	25,483
• Warehousing.	1.45	42,857
• Ballot preparation and testing.	.40	16,344
• General administrative functions.	5.40	232,876
• Contribution and expenditure reporting.	.20	5,466
• Maintenance of precinct committee person files for the political parties.	.05	1,462
<b>TOTAL</b>	<b>17.00</b>	<b>\$ 732,526</b>

**DEPARTMENT OF GENERAL SERVICES  
ELECTIONS**

Manager: Vicki Ervin

Agency 040

Organization 7070

100 7690 Administration (Cont'd)

INDICATORS (performance, workload)

	1984-85	1985-86	1986-87	1987-88
• Registrations Processed	---	79,000	77,000	80,000
• No. Voter Registrations	---	79,000	77,000	80,000
• No. of Signatures Verified	---	---	521,081	787,820
• Work Hours per Signature Verified	---	---	5 1/2 min.	5 1/2 min.

100 7760 Special Projects

This section provides for verification of signatures for State initiative petitions and general equipment purchases. Equipment purchased includes a new signature verification machine and new disk storage.

COSTS		1984-85	1985-86	1986-87	1987-88
FTE		0.00	0.00	0.00	0.00
PS	History		6,372	\$ 7,080	\$ 7,468
M&S	found in		9,321	9,400	15,800
CO	100 7690		0	0	0
TOTAL	Administration	\$	\$ 15,693	\$ 16,480	\$ 23,268

INDICATORS (performance, workload)

	1984-85	1985-86	1986-87	1987-88
• Signatures Verified	---	17,117	17,000	19,000

100 7720 General Election

No General Election is scheduled in 1987-88. In odd numbered years, this election provides for Countywide election of officers for Federal, State, County, City, Water District and METRO offices, which require ballot preparation, monitoring and arranging election board workers, voter registration, ballot reception and counting, general election preparation and post-election processing (reconciliation, abstracting, payroll and billing).

COSTS		1984-85	1985-86	1986-87	1987-88
FTE		0.00	0.00	0.00	0.00
PS	History	\$	\$ 0	\$ 123,343	\$ 0
M&S	found in		0	426,191	0
CO	100 7690		0	0	0
TOTAL	Administration	\$	\$ 0	\$ 549,534	\$ 0

INDICATORS (performance, workload)

	1984-85	1985-86	1986-87	1987-88
• Registered Voters	---	---	352,263	0
• Voter Regis. received 20 days prior to election	---	---	14,445	0
• Absentee Ballots	---	---	22,084	0

**DEPARTMENT OF GENERAL SERVICES  
ELECTIONS**

Manager: Vicki Ervin

Agency 040

Organization 7070

**100 7730 Annual District Election**

Countywide election for all school, fire and water districts including Election preparation (ballot printing, mailing, personnel, etc.), accounting for ballots, signature verification, ballot counting and post election process.

COSTS		1984-85	1985-86	1986-87	1987-88
FTE		0.00	0.00	0.00	0.00
PS	\$	0	2,290	5,793	32,170
M&S		0	32,686	141,619	99,992
CO		0	0	0	0
<b>TOTAL</b>	<b>\$</b>	<b>0</b>	<b>34,976</b>	<b>147,412</b>	<b>132,162</b>

**INDICATORS (performance, workload)**

	1984-85	1985-86	1986-87	1987-88
• Registered Voters	---	111,612	314,000	330,000
• Voters Participating	---	60,271	152,000	161,700
• Districts Involved	---	18	50	19

**100 7710 Special Elections**

There are four special election dates next fiscal year: August 11, 1987, September 15, 1987, November 3, 1987 and June 28, 1988. These elections include any kind of ballot measure except a tax base election and are primarily used by schools and cities but are available for any jurisdiction.

COSTS		1984-85	1985-86	1986-87	1987-88
FTE		0.00	0.00	0.00	0.00
PS	History found	\$ 32,134	\$ 23,172	\$ 128,680	
M&S	in 100 7690	381,471	435,008	359,968	
CO	Administration		0	0	
<b>TOTAL</b>		<b>\$ 413,605</b>	<b>\$ 458,180</b>	<b>\$ 488,648</b>	

**INDICATORS (each election) (performance, workload)**

	1984-85	1985-86	1986-87	1987-88
• Registered Voters	---	---	427,890	330,000
• Voters Participating	---	---	229,676	178,200

Note that indicators represent totals from 4 special elections.

**100 7770 Primary Election**

The Primary Election held in May 1988, is held every even numbered year and represents the election of officers for Federal, State, County, City and Metro Offices. Costs are for ballot preparation, arranging of polling places, voter registration, supervision of Board workers, ballot reception/counting and post election processes (reconciliation, abstracting, payroll billing, etc.).

COSTS		1984-85	1985-86	1986-87	1987-88
FTE		0.00	0.00	0.00	0.00
PS	\$	0	79,518	0	85,642
M&S		0	682,812	0	723,547
CO		0	0	0	0
<b>TOTAL</b>	<b>\$</b>	<b>0</b>	<b>762,330</b>	<b>0</b>	<b>809,189</b>

**INDICATORS (performance, workload)**

	1984-85	1985-86	1986-87	1987-88
Registered Voters	---	326,570	---	336,000
• Absentee Ballot Requests	---	9,080	---	9,570
• % of Voters Voting by Absentee Ballot	---	2.78%	---	2.9%

# REQUIREMENTS

1984-85  
ACTUAL

1985-86  
ACTUAL

1986-87  
ADOPTED

1986-87  
REVISED

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

1987-8  
PROPOS

1984-85 ACTUAL	1985-86 ACTUAL	1986-87 ADOPTED	1986-87 REVISED	DESCRIPTION	1987-8 PROPOS
				<b>PERSONAL SERVICES</b>	
343,904	363,224	367,394	378,416	5100 PERMANENT	389,000
118,757	78,885	114,358	114,358	5200 TEMPORARY	207,400
32,061	25,617	28,405	28,405	5300 OVERTIME	23,000
564	4,922	0	0	5400 PREMIUM	
139,990	150,887	155,580	158,586	5500 FRINGE BENEFITS	122,400
635,276	623,535	665,737	679,735	TOTAL EXTERNAL	742,800
0	0	0	0	5550 INSURANCE BENEFITS	53,200
<b>635,276</b>	<b>623,535</b>	<b>665,737</b>	<b>679,735</b>	<b>TOTAL PERSONAL SERVICES</b>	<b>796,100</b>
				<b>EXTERNAL MATERIALS AND SERVICES</b>	
0	0	0	0	6050 COUNTY SUPPLEMENTS	
0	0	0	0	6060 PASS-THROUGH PAYMENTS	
319,963	317,632	329,986	261,426	6110 PROFESSIONAL SVCS	155,000
475,858	767,584	350,267	440,195	6120 PRINTING	699,000
1,896	0	0	0	6130 UTILITIES	
18,119	21,995	17,736	17,736	6140 COMMUNICATIONS	
24,265	17,635	6,379	6,379	6170 RENTALS	39,000
83,164	89,878	92,144	115,089	6180 REPAIRS AND MAINTENANCE	92,100
0	0	0	0	6190 MAINTENANCE CONTRACTS	
54,209	56,156	273,574	273,574	6200 POSTAGE	275,000
32,837	29,749	91,548	91,548	6230 SUPPLIES	109,300
0	0	0	0	6270 FOOD	
3,483	225	0	0	6310 EDUCATION & TRAINING	
550	762	1,325	1,325	6330 TRAVEL	1,400
0	0	0	0	6520 INSURANCE	
0	0	0	0	6530 EXTERNAL DATA PROCESSING	
0	0	0	0	6550 DRUGS	
0	0	0	0	6580 CLAIMS PAID	
0	0	0	0	6590 JUDGMENTS	
0	0	0	0	6610 AWARDS AND PREMIUMS	
0	403	1,200	1,200	6620 DUES AND SUBSCRIPTIONS	1,300
151,851	0	0	0	6650	
0	0	0	0	7810 PRINCIPAL	
0	0	0	0	7820 INTEREST	
1,166,195	1,302,099	1,164,159	1,208,423	TOTAL EXTERNAL	1,374,000
0	0	0	0	<b>INTERNAL SERVICE REIMBURSEMENTS</b>	
0	0	0	0	7100 INDIRECT COSTS	
24,562	0	0	0	7150 TELEPHONE	10,200
5,451	3,833	2,906	2,906	7200 DATA PROCESSING	4,500
0	0	0	0	7300 MOTOR POOL	
71	913	0	0	7400 BUILDING-MANAGEMENT	
30,084	4,746	2,906	2,906	7500 OTHER INTERNAL	14,700
<b>1,196,279</b>	<b>1,306,765</b>	<b>1,167,065</b>	<b>1,211,329</b>	<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>1,389,600</b>
0	0	0	0	8100 LAND	
0	0	0	0	8200 BUILDINGS	
0	0	0	0	8300 OTHER IMPROVEMENTS	
765	0	0	0	8400 EQUIPMENT	
765	0	0	0	TOTAL CAPITAL OUTLAY	
<b>1,802,236</b>	<b>1,925,554</b>	<b>1,829,896</b>	<b>1,888,158</b>	<b>DIRECT BUDGET</b>	<b>2,117,700</b>
<b>1,802,236</b>	<b>1,930,300</b>	<b>1,832,802</b>	<b>1,891,064</b>	<b>TOTAL BUDGET</b>	<b>2,185,700</b>

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

# PERSONNEL DETAIL

1984-85 ACTUAL		1985-86 ACTUAL		1986-87 ADOPTED		1986-87 REVISED			1987-88 PROPOSED		1988-89 APPROX
FTE	BASE	FTE	BASE	FTE	BASE	FTE	BASE		FTE	BASE	FTE
0.50	19,138	0.00	0	0.00	0	0.00	0	COUNTY CLERK	0.00	0	0.00
0.00	0	0.08	628	0.00	0	0.00	0	OFFICE ASSISTANT 1	0.00	0	0.00
5.50	84,380	6.92	113,560	7.00	114,884	7.00	118,403	OFFICE ASSISTANT 2	7.00	119,737	7.00
3.00	52,860	2.95	55,474	3.00	56,867	3.00	58,573	OFFICE ASSISTANT 3	3.00	60,840	3.00
2.00	43,857	1.99	46,217	2.00	47,1119	2.00	48,533	ELECTION COORD/SUPR	2.00	50,682	2.00
1.00	17,139	1.00	17,884	1.00	17,884	1.00	18,431	WAREHOUSE WORKER	1.00	18,989	1.00
1.00	20,716	1.00	21,631	1.00	21,632	1.00	22,281	WAREHOUSE WORKER/CHI	1.00	22,930	1.00
3.00	20,988	0.00	0	0.00	0	0.00	0	ELECTIONS WORKER	0.00	0	0.00
2.00	65,104	2.00	67,733	2.00	67,986	2.00	70,026	ADMIN SPEC 2	2.00	72,043	2.00
0.50	19,772	1.00	40,087	1.00	40,942	1.00	42,170	PROGRAM MANAGER 2	1.00	44,702	1.00
18.50	343,904	16.94	363,224	17.00	367,394	17.00	378,417	5100 PERMANENT	17.00	389,903	17.00

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**DEPARTMENT OF GENERAL SERVICES  
INFORMATION SERVICES**

Manager: Jim Munz

Agency 040

Organization 7090

**PURPOSE**

The Information Services Division provides information processing and telecommunications services to support the service delivery objectives of County agencies. Services include consulting support, applications development and maintenance, equipment and facilities management, computer operations and voice and data telecommunications.

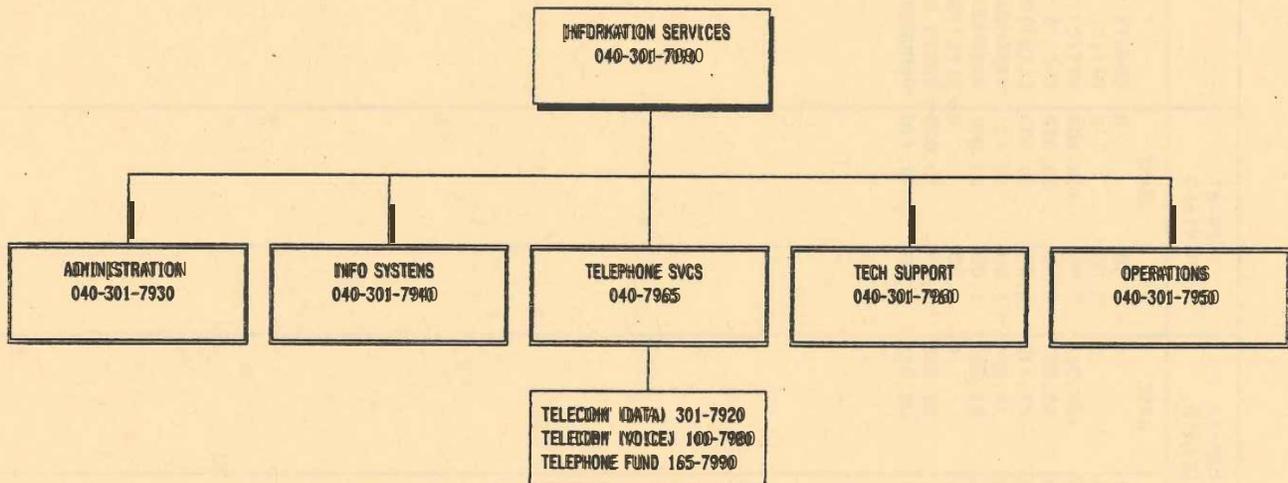
**WORKPLAN 1986/87**

In FY 1986-87, ISO undertook infrastructure projects to improve organizational effectiveness as recommended in the Strategic Plan and acquired and implemented new equipment and software to bring service levels back to acceptable levels.

**WORKPLAN 1987/88**

In 1987-88, ISO will complete the installation of the new computing hardware and the migration to current level software operating systems. The Division will also undertake New Development Projects with direction provided by the Strategic Information Systems Planning Committee pursuant to the Board of County Commissioners directive to implement the long range data processing plan developed in FY 1986-87.

**INFORMATION SERVICES  
FISCAL YEAR 1987-88 STRUCTURE**



<b>PERSONNEL</b>	<b>1984-85</b>	<b>1985-86</b>	<b>1986-87</b>	<b>1987-88</b>
Officials & Administrators	18.70	7.42	7.00	9.00
Professionals	12.68	8.24	10.00	6.00
Technicians & Para-Profess.	20.35	31.90	32.00	34.00
Protective Srv. Workers	0.00	0.00	0.00	0.00
Office & Clerical	15.45	13.62	14.00	15.00
Skilled Craft & Srv. Maint.	0.00	0.00	0.00	0.00
<b>Total</b>	<b>67.18</b>	<b>61.18</b>	<b>63.00</b>	<b>64.00</b>

**DEPARTMENT OF GENERAL SERVICES  
INFORMATION SERVICES**

Manager: Jim Munz

Agency 040

Organization 7090

EXPENDITURES	General Fund (100)	Telephone Fund (156)	Data Processing Fund (301)	Total
Personal Services	\$ 143,822	\$ 0	\$ 2,354,800	\$ 2,498,622
Materials & Services	3,897	881,126	2,321,448	3,206,171
Capital Outlay	0	90,000	47,980	137,980
<b>Total</b>	<b>\$ 147,419</b>	<b>\$ 971,126</b>	<b>\$ 4,724,198</b>	<b>\$ 5,842,743</b>

PROGRAMS			Revenue Categories				General Fund Supplement	Total
FH	Org	Organization	Operational	Grant	Other			
<b>Data Processing</b>								
301	7930	Administration	\$ 1,012,868	\$ 0	\$ 0	\$ 0	\$ 1,012,868	
301	7940	Info Systems	1,241,834	0	0	0	1,241,834	
301	7950	Production Sys	1,300,666	0	0	0	1,300,666	
301	7960	Tech Support	636,846	0	0	0	636,846	
301	7970	Telecomm (Data)	531,995	0	0	0	531,995	
		<b>Subtotal</b>	<b>4,724,198</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,724,198</b>	
<b>Telephone Services</b>								
301	7980	Telecomm (Voice)	0	0	0	147,419	147,419	
165	7990	Telephone Fund	971,126	0	0	0	971,126	
		<b>Subtotal</b>	<b>971,126</b>	<b>0</b>	<b>0</b>	<b>147,419</b>	<b>1,118,545</b>	
		<b>Total</b>	<b>\$ 5,695,324</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 147,419</b>	<b>\$ 5,842,743</b>	

A list of all data processing revenue sources follows:

State of Oregon Circuit Court	\$ 154,978
State of Oregon District Court	473,157
City of Gresham	1,617
Clackamas County Juvenile	5,728
Washington County Juvenile	16,892
City of Portland	34,758
Multco Title Companies	109,096
Miscellaneous	32,773
General Fund	3,264,082
Road Fund	60,000
Federal/State Fund	291,920
Animal Control Fund	63,542
Telephone Fund	44,742
<b>SUBTOTAL</b>	<b>\$ 4,553,285</b>
OP Fund Supplement	170,913
<b>TOTAL</b>	<b>\$ 4,724,198</b>

**PROGRAM**

301 7930 Administration

The Administration Section plans, coordinates and manages all ISO activities. In addition, Administration provides financial support to the Division, including contract administration, budget monitoring and requisition payment and processing. The Administration section budget provides for the receptionist and word processing support functions.

COSTS	1984-85	1985-86	1986-87	1987-88
FTE	5.90	6.30	7.00	7.00
PS	\$ 182,471	\$ 213,302	\$ 295,173	\$ 227,715
M&S	810,676	535,837	738,869	778,153
CO	4,646	399	3,500	7,000
<b>TOTAL</b>	<b>\$ 997,793</b>	<b>\$ 749,538</b>	<b>\$ 1,037,542</b>	<b>\$ 1,012,868</b>

DEPARTMENT OF GENERAL SERVICES  
INFORMATION SERVICES

Manager: Jim Munz

Agency 040

Organization 7090

301 7940 Information Systems

Information Systems provides applications maintenance and user support via the newly established Information Center. The Information Center offers aid to County users in Personal Computers, Office automation and general computer training. The increase in personnel reflects the addition of two programmers to initiate New Development projects designated by the Strategic Information Systems Planning Committee.

COSTS	1984-85	1985-86	1986-87	1987-88
FTE	24.80	27.00	26.00	28.00
PS	\$ 865,068	\$ 1,031,173	\$ 1,085,392	\$ 1,182,322
M&S	20,380	35,283	26,359	60,512
CO	0	150	0	0
TOTAL	\$ 885,448	\$ 1,066,606	\$ 1,111,751	\$ 1,242,834

INDICATORS (performance, workload)

	1984-85	1985-86	1986-87	1987-88
• Maintenance Responses	---	---	287	345
• Help Desk Problems	---	---	5,355	5,840
• No. of Classes	---	---	117	132
• Data Base Availability	---	---	99.33%	99.6%

301 7950 Computer Operations

Computer Operations, with responsibility for centralized computer equipment, schedules batch work for operations, processes and distributes computer output and handles error conditions.

COSTS	1984-85	1985-86	1986-87	1987-88
FTE	24.60	19.00	17.00	16.00
PS	\$ 814,581	\$ 582,368	\$ 549,005	\$ 554,966
M&S	1,721,983	804,647	1,275,263	718,240
CO	32,103	20,620	42,413	27,460
TOTAL	\$ 2,568,667	\$ 1,407,635	\$ 1,866,681	\$ 1,300,666

INDICATORS (performance, workload)

	1984-85	1985-86	1986-87	1987-88
• Batch Jobs Processed	---	34,500	36,000	
• Total Jobs Processed	---	173,000	190,000	
• Average Turnaround Time	---	---	1.4 hrs.	1.25 hrs.
• Hardware Failure	---	72	60	
• System Availability	---	99%	99%	99.5%
• % of Reports Delivered on Schedule	---	---	92%	95%

301 7960 Technical Support

Technical Support provides: systems software maintenance (including diagnosis of problems and installation of new releases) technical hardware and software products; Direct Access Storage (DASD); space management in the allocation of disk storage; and maintenance of backup and recovery schedules and capacity management (through monitoring and forecasting resource utilization).

COSTS	1984-85	1985-86	1986-87	1987-88
FTE	0.00	5.00	4.00	4.00
PS	History shown	\$ 175,870	\$ 175,870	191,099
M&S	in 301 7050	289,651	289,651	445,786
CO	Production	0	0	0
TOTAL	Systems	\$ 465,521	\$ 465,521	636,885

Note that technical support was located in Production Systems in FY 1984-85.

**DEPARTMENT OF GENERAL SERVICES  
INFORMATION SERVICES**

Manager: Jim Munz

Agency 040

Organization 7090

301 7960 Technical Support (Cont'd)

**INDICATORS (performance, workload)**

	1984-85	1985-86	1986-87	1987-88
• Availability CICS Complete	---	---	83%	90%
• System Response Time	---	---	5 sec.	3 sec.

301 7970 Telecommunications (Data)

The Data Telecommunications Section plans, designs and directs installations, moves or changes of data communication networks within the County; analyzes current and planned network usage and develops recommendations for improving or modifying capacity or line mix to insure adequate capabilities; evaluates and orders terminal and line equipment; directs installation of data communications terminal and line equipment; oversees terminal and line maintenance and manages the Voice Telecommunications Office.

<b>COSTS</b>	1984-85	1985-86	1986-87	1987-88
FTE	0.00	2.000	3.000	5.000
PS	History shown	\$ 91,086	\$ 123,685	\$ 199,788
M&S	in 301 7950	390,218	424,324	318,787
CO	Production	6,671	0	13,800
<b>TOTAL</b>	<b>Systems</b>	<b>\$ 487,975</b>	<b>\$ 547,989</b>	<b>\$ 531,995</b>

Note that the Data Telecommunications was located in Production Systems in FY 1984-85.

**Telephone Services**

Telephone Services is composed of Voice Telecommunications, which provides Countywide telephone support and the Telephone Fund, designed to track the cost of operating the County telephone system as well as provide a means for monitoring telephone costs.

<u>General Fund (100)</u>	1984-85	1985-86	1986-87	1987-88
7980 Telecomm (Voice)	\$ 112,073	\$ 165,746	\$ 136,200	\$ 147,419
<u>Telephone Fund (165)</u>				
7990 Telephone Fund	\$ 0	\$ 0	\$ 1,447,328	\$ 986,486
<b>Total</b>	<b>\$ 112,073</b>	<b>\$ 165,746</b>	<b>\$ 1,611,528</b>	<b>\$ 1,665,860</b>

100 7980 Telecommunications (Voice)

The Voice Telecommunications Section provides management planning and technical services in support of Multnomah County voice communication systems in 35 County facilities. Services include public information, consulting, vendor management, directory preparation, employee training, cost distribution and user billings, toll management, system upgrades and coordination of moves and changes.

<b>COSTS</b>	1984-85	1985-86	1986-87	1987-88
FTE	3.88	4.50	4.00	4.00
PS	\$ 92,265	\$ 128,363	\$ 127,280	\$ 143,822
M&S	19,636	15,353	8,980	2,229
CO	172	22,030	0	0
<b>TOTAL</b>	<b>\$ 112,073</b>	<b>\$ 165,746</b>	<b>\$ 136,200</b>	<b>\$ 147,419</b>

DEPARTMENT OF GENERAL SERVICES  
INFORMATION SERVICES

Manager: Jim Munz

Agency 040

Organization 7090

100 7980 Telecommunications (Voice) (Cont'd)

SERVICES PROVIDED	FTE	COST
Public Information Services providing information and operator assistance to general public requiring access to County or State Court agencies.	1.67	\$ 38,825
Countywide Support Services including consulting, vendor management, carrier management, directory preparation, employee training, cost distribution, and user billings, toll management, system upgrades, coordination of moves and changes, pagers and cellular telephones.	2.33	108,594
<b>TOTAL</b>	<b>4.00</b>	<b>\$ 147,419</b>

165 7990 Telephone Fund

The Telephone Fund was created to provide more efficient and appropriate tracking of voice telecommunications through which all costs are paid to vendors and recovered by charging users. It functions as a pass-through fund to provide centralized control and determination of voice communications costs. The fund allows for the appropriation of equipment costs of the telephone system, most pertinently, additions to the central system. Examples of nonequipment charges are equipment maintenance, toll calls, change requests, pagers, etc. The major reduction in Materials & Services results from the final payment on the County phone system being made in 1986-87.

COSTS	<u>1984-85</u>	<u>1985-86</u>	<u>1986-87</u>	<u>1987-88</u>
FTE	0.00	0.00	0.00	0.00
PS	\$ 0	\$ 0	\$ 0	\$ 0
M&S	0	0	1,430,328	881,126
CO	0	0	45,000	90,000
<b>TOTAL</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 1,475,328</b>	<b>\$ 971,126</b>

DEPARTMENT OF GENERAL SERVICES  
INFORMATION SERVICES

Manager: Jim Mumz

Agency 040

Organization 7090

ISO, MULTNOMAH COUNTY SERVICE DATA PROCESSING REIMBURSEMENTS

<b>Department of Human Services</b>		<b>\$ 307,529</b>
Health Sanitation/Health Office/EABS	\$ 15,609	
Health Services (Federal/State)	288,500	
Aging Services (Federal/State)	1,920	
Social Services (Federal/State)	1,500	
<b>Department of Justice Services</b>		<b>1,180,299</b>
Sheriff	\$ 739,195	
District Attorney	245,876	
Juvenile	126,598	
Medical Examiner	12,367	
Probation	26,203	
<b>Department of Environmental Services</b>		<b>130,564</b>
Facilities Management	2,810	
Planning	3,212	
Animal Control (Animal Control Fund)	63,542	
Accounting (Road Fund)	45,000	
Operations and Maintenance (Road Fund)	15,000	
Grants (Federal/State Fund) (Community Development)	1,000	
<b>Department of General Services</b>		<b>1,941,146</b>
Director (Wang)	\$ 98,563	
Director (OLIS)	1,320	
Finance	914,718	
Employee Relations	39,882	
Telecommunications Fund	44,742	
Assessment and Taxation	813,485	
Elections	28,436	
<b>Nondepartmental</b>		<b>195,808</b>
Board of County Commissioners (Wang-VS85)	\$ 98,239	
Executive	19,909	
Auditor - Potential Special Projects	3,082	
New Development	74,578	
<b>TOTAL</b>		<b>\$ 3,725,286</b>

NOTE: All users are General Fund users unless otherwise designated.

TELEPHONE FUND REVENUES AND REVENUES

	AMOUNT
Multnomah County General Fund Agencies	\$ 411,569
Road Fund	27,518
Federal/State Program Fund	222,723
Animal Control Fund	7,117
Cable Television Fund	1,461
Data Processing Fund	51,564
Insurance Fund	628
Fleet Management Fund	4,000
Willamette River Bridge Fund	6,027
<b>Subtotal - Telephone Service Reimbursements</b>	<b>732,607</b>
Multnomah Defenders	9,305
State of Oregon Courts	209,712
City of Portland	11,752
Miscellaneous Users	2,390
Multco. Credit Union	5,360
Revenue from Other Sources	238,519
<b>TOTAL</b>	<b>\$ 971,126</b>

# REQUIREMENTS

1984-85  
ACTUAL

1985-86  
ACTUAL

1986-87  
ADOPTED

1986-87  
REVISED

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

1987-88  
PROPOSED

1984-85 ACTUAL	1985-86 ACTUAL	1986-87 ADOPTED	1986-87 REVISED	DESCRIPTION	1987-88 PROPOSED
<b>PERSONAL SERVICES</b>					
1,345,782	1,512,266	1,561,588	1,561,588	5100 PERMANENT	1,679,333
1,075	2,591	0	0	5200 TEMPORARY	
37,143	63,703	26,500	26,500	5300 OVERTIME	26,500
9,764	17,874	67,427	67,427	5400 PREMIUM	7,300
468,356	559,765	573,360	573,360	5500 FRINGE BENEFITS	458,400
1,862,120	2,156,199	2,229,075	2,229,075	TOTAL EXTERNAL	2,171,533
0	0	0	0	5550 INSURANCE BENEFITS	183,200
1,862,120	2,156,199	2,229,075	2,229,075	<b>TOTAL PERSONAL SERVICES</b>	<b>2,354,733</b>
<b>EXTERNAL MATERIALS AND SERVICES</b>					
0	0	0	0	6050 COUNTY SUPPLEMENTS	
0	0	0	0	6060 PASS-THROUGH PAYMENTS	
91	124	0	0	6110 PROFESSIONAL SVCS	11,700
14,630	18,488	12,245	12,245	6120 PRINTING	12,245
180	0	0	0	6130 UTILITIES	
174,960	218,775	224,272	224,272	6140 COMMUNICATIONS	136,200
803,084	410,238	923,586	660,256	6170 RENTALS	302,700
400,493	437,314	444,648	444,648	6180 REPAIRS AND MAINTENANCE	82,600
0	0	0	0	6190 MAINTENANCE CONTRACTS	382,200
3,522	3,658	11,295	11,295	6200 POSTAGE	6,200
67,404	82,406	79,106	79,106	6230 SUPPLIES	89,100
0	0	0	0	6270 FOOD	
14,194	20,392	24,750	24,750	6310 EDUCATION & TRAINING	37,700
2,200	1,462	3,050	3,050	6330 TRAVEL	3,300
0	0	2,200	2,200	6520 INSURANCE	2,200
325,885	312,335	374,805	388,805	6530 EXTERNAL DATA PROCESSING	493,300
0	0	0	0	6550 DRUGS	
0	0	0	0	6580 CLAIMS PAID	
0	0	0	0	6590 JUDGMENTS	
0	0	0	0	6610 AWARDS AND PREMIUMS	
2,190	2,739	2,625	2,625	6620 DUES AND SUBSCRIPTIONS	2,600
6,719	1,776	0	0	6650	
0	0	0	0	7810 PRINCIPAL	
0	0	0	0	7820 INTEREST	
1,815,552	1,509,717	2,102,552	1,853,252	TOTAL EXTERNAL	1,562,900
<b>INTERNAL SERVICE REIMBURSEMENTS</b>					
0	447,666	413,106	413,106	7100 INDIRECT COSTS	449,300
0	0	0	0	7150 TELEPHONE	51,300
0	0	0	0	7200 DATA PROCESSING	
5,146	5,984	6,558	6,558	7300 MOTOR POOL	6,300
215,507	219,927	232,250	232,250	7400 BUILDING MANAGEMENT	222,700
516,834	248	0	0	7500 OTHER INTERNAL	
737,487	673,825	651,914	651,914	TOTAL INTERNAL	730,000
2,553,089	2,188,542	2,754,466	2,505,166	<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>2,292,900</b>
<b>CAPITAL OUTLAY</b>					
0	0	0	0	8100 LAND	
0	0	0	0	8200 BUILDINGS	
0	0	0	0	8300 OTHER IMPROVEMENTS	27,400
36,749	27,910	45,913	331,213	8400 EQUIPMENT	20,500
36,749	27,910	45,913	331,213	TOTAL CAPITAL OUTLAY	47,900
3,714,421	3,693,826	4,377,540	4,413,540	DIRECT BUDGET	3,782,400
4,451,908	4,367,651	5,029,454	5,065,454	TOTAL BUDGET	4,695,600

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AGENCY: 040 GENERAL SERVICES  
 FUND: 3011 DATA PROCESSING FUND  
 SUM ORG: 7090 INFORMATION SERVICES

# PERSONNEL DETAIL

1984-85 ACTUAL		1985-86 ACTUAL		1986-87 ADOPTED		1986-87 REVISED			1987-88 PROPOSED		19 APP
FTE	BASE	FTE	BASE	FTE	BASE	FTE	BASE		FTE	BASE	FTE
0.90	11,613	0.74	10,153	1.00	13,781	1.00	13,781	OFFICE ASSISTANT 1	1.00	14,609	1.00
8.30	133,127	6.52	104,890	7.00	113,518	7.00	113,518	OFFICE ASSISTANT 2	8.00	135,421	8.00
3.75	64,197	3.91	72,050	4.00	74,490	4.00	74,490	OFFICE ASSISTANT 3	4.00	80,227	4.00
1.00	24,505	1.00	26,319	1.00	27,478	1.00	27,478	ADMIN SPECIALIST 1	0.00	0	0.00
2.80	54,209	2.97	66,287	3.00	69,099	3.00	69,099	DATA PROCESSING TECH	3.00	68,661	3.00
3.00	71,110	1.00	25,585	1.00	26,420	1.00	26,420	DATA PROCESSING SPEC	1.00	28,834	1.00
3.85	103,342	8.01	253,657	9.00	282,443	9.00	282,443	SR PROGRAMMER ANALYST	6.00	199,478	6.00
6.00	121,941	5.98	130,540	7.00	156,346	7.00	156,346	PROGRAMMER	8.00	196,553	6.00
0.00	0	0.00	0	0.00	0	0.00	0	SR PROG ANALYST/LEAD	3.00	107,964	3.00
0.00	0	5.15	135,341	5.00	134,774	5.00	134,774	PROGRAMMER ANALYST	6.00	169,590	8.00
0.50	14,480	0.00	0	0.00	0	0.00	0	SOFTWARE SYS SPEC 1	0.00	0	0.00
5.00	161,922	3.11	114,319	3.00	107,907	3.00	107,907	SOFTWARE SYS SPEC 2	3.00	115,385	3.00
3.70	79,412	3.79	85,936	3.00	67,839	3.00	67,839	COMPUTER OPERATOR 1	4.00	92,564	4.00
4.00	105,258	4.00	104,500	5.00	127,265	5.00	127,265	COMPUTER OPERATOR 2	4.00	111,760	4.00
1.00	27,756	1.00	29,122	0.00	0	0.00	0	MANAGEMENT ANALYST	0.00	0	0.00
11.90	345,989	2.93	101,055	3.00	105,017	3.00	105,017	DATA PROC MGR 1	4.00	148,694	4.00
5.00	182,361	2.49	111,381	2.00	84,978	2.00	84,978	DATA PROC MGR 2	2.00	93,590	2.00
1.00	27,467	1.00	29,382	1.00	29,556	1.00	29,556	COMPUTER OPER SUPR	1.00	32,907	1.00
0.00	0	1.33	39,364	2.00	60,068	2.00	60,068	ADMIN SPEC 2	1.00	30,850	1.00
0.80	26,441	0.80	27,166	1.00	33,993	1.00	33,993	FINANCE SPECIALIST 2	0.00	0	0.00
0.80	33,328	1.00	45,339	1.00	46,616	1.00	46,616	PROGRAM MANAGER 3	1.00	52,398	1.00
63.30	1,588,428	56.73	1,512,266	59.00	1,561,588	59.00	1,561,588	5100 PERMANENT	60.00	1,679,385	60.00

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# REQUIREMENT

AGENCY: 040 GENERAL SERVICES  
 FUND: 100 GENERAL FUND  
 SUM ORG: 7980 TELECOMMI - VOICE

1984-85 ACTUAL      1985-86 ACTUAL      1986-87 ADOPTED      1986-87 REVISED      1987-88 PROPOSED

1984-85 ACTUAL	1985-86 ACTUAL	1986-87 ADOPTED	1986-87 REVISED	DESCRIPTION	1987-88 PROPOSED
				<b>PERSONAL SERVICES</b>	
711,414	94,891	89,316	91,995	5100 PERMANENT	100,720
159	975	7,068	7,068	5200 TEMPORARY	6,300
0	119	400	400	5300 OVERTIME	500
0	766	0	0	5400 PREMIUM	
20,692	31,612	30,466	31,189	5500 FRINGE BENEFITS	27,600
92,265	128,363	127,250	130,652	TOTAL EXTERNAL	135,220
0	0	0	0	5550 INSURANCE BENEFITS	8,500
<b>92,265</b>	<b>128,363</b>	<b>127,250</b>	<b>130,652</b>	<b>TOTAL PERSONAL SERVICES</b>	<b>143,820</b>
				<b>EXTERNAL MATERIALS AND SERVICES</b>	
0	0	0	0	6050 COUNTY SUPPLEMENTS	
0	0	0	0	6060 PASS-THROUGH PAYMENTS	
0	560	0	0	6110 PROFESSIONAL SVCS	
3,699	5,985	4,500	4,500	6120 PRINTING	500
0	0	0	0	6130 UTILITIES	
8,671	4,358	2,617	2,617	6140 COMMUNICATIONS	
0	0	0	0	6170 RENTALS	
138	141	0	0	6180 REPAIRS AND MAINTENANCE	
0	0	0	0	6190 MAINTENANCE CONTRACTS	
0	15	0	0	6200 POSTAGE	1,000
1,216	1,329	1,200	1,200	6230 SUPPLIES	
0	0	0	0	6270 FOOD	
0	1,152	0	0	6310 EDUCATION & TRAINING	
275	1,800	300	300	6330 TRAVEL	300
0	0	0	0	6520 INSURANCE	
0	0	0	0	6530 EXTERNAL DATA PROCESSING	
0	0	0	0	6550 DRUGS	
0	0	0	0	6580 CLAIMS PAID	
0	0	0	0	6590 JUDGMENTS	
0	0	0	0	6610 AWARDS AND PREMIUMS	
0	0	333	333	6620 DUES AND SUBSCRIPTIONS	333
80	0	0	0	6650	
0	0	0	0	7810 PRINCIPAL	
0	0	0	0	7820 INTEREST	
14,079	15,340	8,950	8,950	TOTAL EXTERNAL	2,220
0	0	0	0	INTERNAL SERVICE REIMBURSEMENTS	
0	0	0	0	7100 INDIRECT COSTS	
5,551	0	0	0	7150 TELEPHONE	1,300
6	0	0	0	7200 DATA PROCESSING	
0	0	0	0	7300 MOTOR POOL	
0	0	0	0	7400 BUILDING MANAGEMENT	
0	13	0	0	7500 OTHER INTERNAL	
5,557	13	0	0	TOTAL INTERNAL	1,300
<b>19,636</b>	<b>15,353</b>	<b>8,950</b>	<b>8,950</b>	<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>3,520</b>
				<b>CAPITAL OUTLAY</b>	
0	0	0	0	8100 LAND	
0	0	0	0	8200 BUILDINGS	
0	0	0	0	8300 OTHER IMPROVEMENTS	
172	22,030	0	0	8400 EQUIPMENT	
172	22,030	0	0	TOTAL CAPITAL OUTLAY	
<b>106,516</b>	<b>165,733</b>	<b>136,200</b>	<b>139,602</b>	<b>DIRECT BUDGET</b>	<b>137,520</b>
<b>1,000,073</b>	<b>1,657,446</b>	<b>1,362,200</b>	<b>1,396,602</b>	<b>TOTAL BUDGET</b>	<b>1,474,440</b>

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AGENCY: 040 GENERAL SERVICES  
 FUND: 100 GENERAL FUND  
 SUM DRG: 7980 TELECOMM - VOICE

**PERSONNEL DETAIL**

1984-85 ACTUAL		1985-86 ACTUAL		1986-87 ADOPTED		1986-87 REVISED			1987-88 PROPOSED		19 APP
FTE	BASE	FTE	BASE	FTE	BASE	FTE	BASE		FTE	BASE	FTE
2.50	36,500	2.45	38,376	2.00	31,986	2.00	36,726	OFFICE ASSISTANT 2	1.00	18,193	1.00
0.00	0	0.00	0	0.00	0	0.00	0	OFFICE ASSISTANT 3	1.00	18,003	1.00
1.00	23,237	1.00	24,973	1.00	25,668	1.00	29,518	ADMIN SPECIALIST 1	1.00	27,986	1.00
0.38	11,519	1.00	31,542	1.00	31,712	1.00	190,272	ADMIN SPEC 2	1.00	36,529	1.00
3.88	71,256	4.45	94,891	4.00	89,316	4.00	256,516	5100 PERMANENT	4.00	100,721	4.00

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# REQUIREMENT

1984-85  
ACTUAL

1985-86  
ACTUAL

1986-87  
ADOPTED

1986-87  
REVISED

AGENCY: 040 GENERAL SERVICES  
FUND: 165 TELEPHONE FUND  
SUM ORG: 7990 TELEPHONE FUND

1987-88  
PROPOSED

1984-85 ACTUAL	1985-86 ACTUAL	1986-87 ADOPTED	1986-87 REVISED	DESCRIPTION	1987-88 PROPOSED
				<b>PERSONAL SERVICES</b>	
0	0	0	0	5100 PERMANENT	
0	0	0	0	5200 TEMPORARY	
0	0	0	0	5300 OVERTIME	
0	0	0	0	5400 PREMIUM	
0	0	0	0	5500 FRINGE BENEFITS	
0	0	0	0	TOTAL EXTERNAL	
0	0	0	0	5550 INSURANCE BENEFITS	
0	0	0	0	<b>TOTAL PERSONAL SERVICES</b>	
				<b>EXTERNAL MATERIALS AND SERVICES</b>	
0	0	0	0	6050 COUNTY SUPPLEMENTS	
0	0	0	0	6060 PASS-THROUGH PAYMENTS	
0	0	0	0	6110 PROFESSIONAL SVCS	
0	0	0	0	6120 PRINTING	
0	0	0	0	6130 UTILITIES	
0	0	498,734	498,734	6140 COMMUNICATIONS	520,580
0	0	26,386	26,386	6170 RENTALS	147,580
0	0	160,280	160,280	6180 REPAIRS AND MAINTENANCE	
0	0	0	0	6190 MAINTENANCE CONTRACTS	160,580
0	0	0	0	6200 POSTAGE	
0	0	0	0	6230 SUPPLIES	
0	0	0	0	6270 FOOD	
0	0	0	0	6310 EDUCATION & TRAINING	
0	0	0	0	6330 TRAVEL	
0	0	0	0	6520 INSURANCE	
0	0	0	0	6530 EXTERNAL DATA PROCESSING	
0	0	0	0	6550 DRUGS	
0	0	0	0	6580 CLAIMS PAID	
0	0	0	0	6590 JUDGMENTS	
0	0	0	0	6610 AWARDS AND PREMIUMS	
0	0	0	0	6620 DUES AND SUBSCRIPTIONS	
0	0	0	0	6650	
0	0	0	0	7810 PRINCIPAL	
0	0	0	0	7820 INTEREST	
0	0	685,580	685,580	<b>TOTAL EXTERNAL</b>	828,660
				<b>INTERNAL SERVICE REIMBURSEMENTS</b>	
0	0	0	0	7100 INDIRECT COSTS	
0	0	0	0	7150 TELEPHONE	
0	0	0	0	7200 DATA PROCESSING	44,770
0	0	0	0	7300 MOTOR POOL	
0	0	0	0	7400 BUILDING MANAGEMENT	
0	0	744,748	744,748	7500 OTHER INTERNAL	
0	0	744,748	744,748	<b>TOTAL INTERNAL</b>	44,770
0	0	1,430,328	1,430,328	<b>TOTAL MATERIALS &amp; SERVICES</b>	873,330
				<b>8100 LAND</b>	
0	0	0	0	8200 BUILDINGS	
0	0	0	0	8300 OTHER IMPROVEMENTS	
0	0	45,000	45,000	8400 EQUIPMENT	90,000
0	0	45,000	45,000	<b>TOTAL CAPITAL OUTLAY</b>	90,000
0	0	730,580	730,580	<b>DIRECT BUDGET</b>	918,660
0	0	1,475,328	1,475,328	<b>TOTAL BUDGET</b>	963,330

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