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SUMMARY OF REQUIREMENTS
DEPARTMENT OF GENERAL SERVICES

ORGANIZATION	POSITIONS	PERSONAL SERVICES	MATERIALS AND SERVICES	CAPITAL OUTLAY	TOTAL REQUIREMENTS	LESS SERVICE REIMBURSEMENT	DIRECT REQUIREMENT
GENERAL FUND							
Office of the Director	2	95,249	88,736	0	183,985	694	183,291
Operations	12	259,363	72,321	0	331,684	35,725	295,959
Budget and Management Analysis	7	246,431	46,552	0	292,983	17,834	275,149
Finance	21	610,825	480,538	0	1,091,363	361,782	729,581
County Counsel	8	307,631	30,770	0	338,401	518	337,883
Employee Relations	11	365,569	98,128	0	463,697	31,377	432,320
Intergovernmental Relations	3	98,397	53,094	0	151,491	189	151,302
Purchasing	16	418,523	189,545	0	608,068	113,471	494,597
Facilities Management	52	1,406,834	3,920,637	39,679	5,367,150	70,155	5,296,995
Subtotal	132	3,808,822	4,980,321	39,679	8,828,822	631,745	8,197,077
INSURANCE FUND	2	67,089	4,769,484	800	4,837,373	35,489	4,801,884
FEDERAL/STATE FUND	3	92,028	585,487	5,100	682,615	20,240	662,375
DATA PROCESSING FUND	59	1,963,431	2,514,364	3,665	4,481,460	675,837	3,805,623
DEPARTMENT TOTAL	195	5,931,370	12,849,656	49,244	18,830,270	1,363,311	17,466,959

GENERAL SERVICES
OFFICE OF THE DIRECTOR
MANAGER: Felicia L. Trader
DIVISION SUMMARY

EXPENDITURES	GENERAL FUND	FEDERAL/STATE FUND	ROAD FUND	OTHER	TOTAL
Personal Services	\$ 95,249	\$ 0	\$ 0	\$ 0	\$ 95,249
Materials & Services	88,736	0	0	0	88,736
Capital Outlay	0	0	0	0	0
Total	\$ 183,985	\$ 0	\$ 0	\$ 0	\$ 183,985

RESOURCES	GENERAL FUND	FEDERAL/STATE FUND	ROAD FUND	OTHER	TOTAL
General Revenues	183,985	0	0	0	183,985
Total	\$ 183,985	\$ 0	\$ 0	\$ 0	\$ 183,985

PURPOSE STATEMENT

The Department of General Services is responsible for recommending Executive Orders and legislative policies to ensure most effective utilization of the County's fiscal and human resources.

The Director is responsible for allocating and managing the Department's own resources to further this purpose at minimum cost and maximum benefit to the County as a whole.

WORK PLAN DESCRIPTION

- Meet regularly with the County Executive, the Board of Commissioners, County department heads and the public to identify new or modified management systems to more effectively administer County programs and policies.
- Represent the Executive to the Board of Commissioners and before the public on various management issues.
- Direct the Departmental work plan and provide the planning, coordination, and staff support necessary for its successful implementation.
- Examine the feasibility and benefits of automating information processing systems within the Department and chair the interdepartmental committee charged with proposing new data processing applications for the County as a whole.

MAJOR CHANGES FROM LAST YEAR

- The Director's Office has transferred the responsibility of supervisory training to the Employee Relations Division.
- The responsibility for energy management is transferred to the Facilities Management Division.
- During 1982-83 the Department's responsibilities were expanded to include the Purchasing Division, Facilities Management, and IGR/Cable. The new organizational unit was designated by ordinance as the Department of General Services.

GENERAL SERVICES

OFFICE OF THE DIRECTOR

GENERAL FUND

EXPENDITURE SUMMARY

Classification	1980-81 ACTUAL	1981-82 ACTUAL	1982-83 BUDGET	1983-84 BUDGET
Personal Services	\$ 172,577	\$ 179,275	\$ 249,519	\$ 95,249
Materials & Services	82,328	68,641	127,764	88,736
Capital Outlay	4,189	4,065	0	0
Total	\$ 259,094	\$ 251,981	\$ 377,283	\$ 183,985

RESOURCE SUMMARY

Resource Description	1983-84 BUDGET
General Revenues	183,985
Total	\$ 183,985

The 1982-83 Budget history on this page is the history of the Office of County Management Director's Office only. The 1982-83 history for Department of Administrative Services Administration is on pages F-92 and F-93.

GENERAL SERVICES
OFFICE OF THE DIRECTOR

R E Q U I R E M E N T D E T A I L

CODE	OBJECT TITLE	1982-83 BUDGET	1983-84 BUDGET
PERSONAL SERVICES			
510	FULL TIME	170,256	75,575
520	PART TIME	0	0
540	OVERTIME	0	0
550	PREMIUM	28,294	0
570	FRINGE	50,969	19,674
TOTAL SALARIES WAGES & FRINGE BENEFITS \$		249,519 \$	95,249
EXTERNAL MATERIALS AND SERVICES			
611	PROFESSIONAL SERVICES	420	0
612	PRINTING AND REPRODUCTION	6,540	1,308
613	UTILITIES	0	0
614	COMMUNICATIONS	2,340	2,555
615	INSURANCE	0	0
616	EXTERNAL DATA PROCESSING	0	0
617	EQUIPMENT RENTAL	2,840	0
618	REPAIRS AND MAINTENANCE	2,540	0
620	POSTAGE	1,230	875
621	OFFICE SUPPLIES	1,600	300
622	JANITORIAL SUPPLIES	0	0
623	OPERATING SUPPLIES	0	0
624	MINOR EQUIPMENT AND TOOLS	0	0
625	CLOTHING AND UNIFORMS	0	0
626	MAINTENANCE SUPPLIES	0	0
627	FOOD	0	0
631	EDUCATION AND TRAVEL	108,009	82,484
633	LOCAL TRAVEL AND MILEAGE	900	520
651	SPACE RENTALS	0	0
659	MISCELLANEOUS	0	0
661	DUES AND SUBSCRIPTIONS	560	0
		0	0
INTERNAL SERVICE REIMBURSEMENTS			
940	INDIRECT COSTS	0	0
950	DATA PROCESSING SERVICES	0	0
960	MOTOR POOL SERVICES	85	194
970	BUILDING MANAGEMENT SERVICES	0	0
990	OTHER INTERNAL SERVICES	700	500
TOTAL MATERIALS AND SERVICES		\$ 127,764 \$	88,736
CAPITAL OUTLAY			
710	LAND	0	0
720	BUILDINGS	0	0
730	OTHER IMPROVEMENTS	0	0
740	EQUIPMENT	0	0
TOTAL CAPITAL OUTLAY		\$ 0 \$	0
TOTAL REQUIREMENT		\$ 377,283 \$	183,985

GENERAL SERVICES
OFFICE OF THE DIRECTOR
PERSONNEL DETAIL

GENERAL FUND

Position Title	80-81	81-82	82-83	83-84	Base	Fringe	1983-84 total
Executive Program Director	1	1	1	1	45,884	10,338	56,222
Management Assistant	1	1	1	1	29,691	9,336	39,027
Administrative Specialist 1	1	0	0	0			
Financial Specialist 2	0	0	1	0			
Management Analyst	0	1	1	0			
Office Assistant 3	1	1	1	0			
Program Management Spec.	1	1	1	0			
Total	5	5	6	2	75,575	19,674	95,249
FULL TIME					0	0	0
PART TIME					0	0	0
OVERTIME					0	0	0
PREMIUM PAY					0	0	0
Total					\$ 75,575	\$ 19,674	\$ 95,249

NOTES

510 - Full Time \$29,691

The Program Management Specialist for Energy has been deleted. The Management Analyst for Training has been transferred to Employee Relations. The Office Assistant 3 position has been transferred to the new Department operations unit.

631 - Education and Travel \$82,484

Appropriation for DGS, DHS, DES, DJS (except Sheriff's Office and Corrections). Includes cost of each department's participation in Supervisor/Management Training Program. The 1982-83 appropriation included Education and Travel funds for Assessment & Taxation, Elections, and the Sheriff's Office. As a result of Charter changes, the dollars have been transferred to the elected officials' budgets in 1983-84.

GENERAL SERVICES
OPERATIONS UNIT
DIVISION SUMMARY

GENERAL FUND

EXPENDITURES	GENERAL FUND	FEDERAL/STATE FUND	ROAD FUND	OTHER	TOTAL
Personal Services	259,363	0	0	0	259,363
Materials & Services	72,321	0	0	0	72,321
Capital Outlay	0	0	0	0	0
Total	\$ 331,684	\$ 0	\$ 0	\$ 0	\$ 331,684

RESOURCES	GENERAL FUND	FEDERAL/STATE FUND	ROAD FUND	OTHER	TOTAL
General Revenues	331,684	0	0	0	331,684
Total	\$ 331,684	\$ 0	\$ 0	\$ 0	\$ 331,684

PURPOSE STATEMENT

This unit has been established to provide centrally coordinated and supervised word processing and administrative support services (non-typing office activities) for the Office of the Director, Finance Division, Employee Relations Division, Budget and Management Analysis, and the Office of County Counsel.

GENERAL SERVICES
OPERATIONS UNIT

DIVISION SUMMARY

WORK PLAN DESCRIPTION

The Operations Unit is composed of clerical support personnel formerly budgeted in each of the DGS divisions located on the 14th floor of the Portland Building. With one less budgeted position than in 1982-83, it will provide centrally coordinated word processing and administrative support services to the Director, Employee Relations, County Counsel, Budget, and Finance.

MAJOR CHANGES FROM LAST YEAR

The fiscal year 1983-84 marks the implementation in the Department of General Services of the recommendations of the 1982-83 departmental task force report on word processing and administrative support.

Support staff for five Divisions will be under the supervision of one Operations Supervisor I.

The primary difference is the consideration of these eleven office assistants as departmental support staff rather than viewed from a divisional perspective. This will allow more efficient utilization of skills and staffing level as well as interdivision workload balancing.

GENERAL SERVICES
OPERATIONS UNIT
EXPENDITURE SUMMARY

GENERAL FUND

Classification	1980-81 ACTUAL	1981-82 ACTUAL	1982-83 BUDGET	1983-84 BUDGET
Personal Services	0	0	0	259,363
Materials & Services	0	0	0	72,321
Capital Outlay	0	0	0	0
Total	\$ 0	\$ 0	\$ 0	\$ 331,684

RESOURCE SUMMARY

Resource Description	1983-84 BUDGET
General Revenues	331,684
Total	\$ 331,684

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GENERAL SERVICES
OPERATIONS UNIT

DGS GENERAL FUND
REQUIREMENT DETAIL

CODE	OBJECT TITLE	1982-83 BUDGET	1983-84 BUDGET
PERSONAL SERVICES			
510	FULL TIME	0	187,667
520	PART TIME	0	0
540	OVERTIME	0	0
550	PREMIUM	0	3,132
570	FRINGE	0	68,564
TOTAL SALARIES WAGES & FRINGE BENEFITS \$		0 \$	259,363
EXTERNAL MATERIALS AND SERVICES			
611	PROFESSIONAL SERVICES	0	0
612	PRINTING AND REPRODUCTION	0	540
613	UTILITIES	0	0
614	COMMUNICATIONS	0	16,646
615	INSURANCE	0	0
616	EXTERNAL DATA PROCESSING	0	0
617	EQUIPMENT RENTAL	0	2,772
618	REPAIRS AND MAINTENANCE	0	12,848
620	POSTAGE	0	0
621	OFFICE SUPPLIES	0	3,340
622	JANITORIAL SUPPLIES	0	0
623	OPERATING SUPPLIES	0	0
624	MINOR EQUIPMENT AND TOOLS	0	0
625	CLOTHING AND UNIFORMS	0	0
626	MAINTENANCE SUPPLIES	0	0
627	FOOD	0	0
631	EDUCATION AND TRAVEL	0	0
633	LOCAL TRAVEL AND MILEAGE	0	0
651	SPACE RENTALS	0	0
659	MISCELLANEOUS	0	0
661	DUES AND SUBSCRIPTIONS	0	450
		0	0
INTERNAL SERVICE REIMBURSEMENTS			
940	INDIRECT COSTS	0	0
950	DATA PROCESSING SERVICES	0	35,725
960	MOTOR POOL SERVICES	0	0
970	BUILDING MANAGEMENT SERVICES	0	0
990	OTHER INTERNAL SERVICES	0	0
TOTAL MATERIALS AND SERVICES		\$ 0 \$	72,321
CAPITAL OUTLAY			
710	LAND	0	0
720	BUILDINGS	0	0
730	OTHER IMPROVEMENTS	0	0
740	EQUIPMENT	0	0
TOTAL CAPITAL OUTLAY		\$ 0 \$	0
TOTAL REQUIREMENT		\$ 0 \$	331,684

GENERAL FUND

NOTES

IBM OS6/450 - final six months lease/purchase at \$462/month.

GENERAL SERVICES
OPERATIONS UNIT
NOTES

GENERAL FUND

618 - Repairs and Maintenance \$12,848

IBM OS6/450	\$4,147
Saxon Copier	\$ 971
IBM Mag 2	\$1,000
Dictation Equipment	\$ 230
Word Processing Equipment	\$6,500

621 - Office Supplies \$3,340

Includes diskettes, printwheels, and printer ribbons for word processing equipment.

661 - Dues and Subscriptions \$450

Office administration and word processing periodicals.

950 - Data Processing Services \$35,725

Word Processing System planning and implementation services.

GENERAL SERVICES
BUDGET & MANAGEMENT ANALYSIS
MANAGER: Helen G. Barney
DIVISION SUMMARY

EXPENDITURES	GENERAL FUND	FEDERAL/STATE FUND	ROAD FUND	OTHER	TOTAL
Personal Services	246,431	0	0	0	246,431
Materials & Services	46,552	0	0	0	46,552
Capital Outlay	0	0	0	0	0
Total	\$ 292,983	\$ 0	\$ 0	\$ 0	\$ 292,983

RESOURCES	GENERAL FUND	FEDERAL/STATE FUND	ROAD FUND	OTHER	TOTAL
General Revenues	292,983	0	0	0	292,983
Total	\$ 292,983	\$ 0	\$ 0	\$ 0	\$ 292,983

PURPOSE STATEMENT

The Budget & Management Analysis section is responsible for protecting and enhancing the County's fiscal and managerial stability by establishing principles and processes for sound budgetary and administrative practices.

Specific ongoing responsibilities include:

- Production and coordination of the preparation of the annual County budget.
- Monitoring of the Adopted Budget.
- Preparation and updating of reports and recommendations on the administrative practices of the County including administrative procedures, management studies, and fiscal projections for the Executive, the Board of County Commissioners, and Department administrators.

WORK PLAN DESCRIPTION

In addition to its ongoing responsibilities, the Budget Division will update the County Revenue Manual; investigate options for further automating annual budget preparation and monitoring activities; and evaluate in report form the current method of budgeting internal service reimbursements and internal support costs.

MAJOR CHANGES FROM LAST YEAR

A reduction in budgeted positions eliminates the ability to undertake productivity analysis and reduces the capacity for fiscal analysis.

One of two office systems analyst positions is transferred to the Data Processing Authority. The other is not included in the budget in accordance with the one-time-only nature of its 1982-83 funding.

GENERAL SERVICES
BUDGET & MANAGEMENT ANALYSIS
EXPENDITURE SUMMARY

GENERAL FUND

Classification	1980-81 ACTUAL	1981-82 ACTUAL	1982-83 BUDGET	1983-84 BUDGET
Personal Services	\$ 206,330	\$ 321,546	\$ 366,784	\$ 246,431
Materials & Services	122,978	38,169	39,246	46,552
Capital Outlay	0	4,250	0	0
Total	\$ 329,308	\$ 363,965	\$ 406,030	\$ 292,983

RESOURCE SUMMARY

Resource Description	1983-84 BUDGET
General Revenues	292,983
Total	\$ 292,983

GENERAL SERVICES
BUDGET AND MANAGEMENT ANALYSIS DIVISION
DGS GENERAL FUND
REQUIREMENT DETAIL

CODE	OBJECT TITLE	1982-83 BUDGET	1983-84 BUDGET
PERSONAL SERVICES			
510	FULL TIME	280,638	186,350
520	PART TIME	0	0
540	OVERTIME	0	0
550	PREMIUM	0	0
570	FRINGE	86,146	60,081
TOTAL SALARIES WAGES & FRINGE BENEFITS \$		366,784 \$	246,431
EXTERNAL MATERIALS AND SERVICES			
611	PROFESSIONAL SERVICES	12,000	0
612	PRINTING AND REPRODUCTION	18,214	17,975
613	UTILITIES	0	0
614	COMMUNICATIONS	3,966	5,395
615	INSURANCE	0	0
616	EXTERNAL DATA PROCESSING	0	0
617	EQUIPMENT RENTAL	0	0
618	REPAIRS AND MAINTENANCE	0	0
620	POSTAGE	1,230	2,548
621	OFFICE SUPPLIES	2,000	1,750
622	JANITORIAL SUPPLIES	0	0
623	OPERATING SUPPLIES	0	0
624	MINOR EQUIPMENT AND TOOLS	0	0
625	CLOTHING AND UNIFORMS	0	0
626	MAINTENANCE SUPPLIES	0	0
627	FOOD	0	0
631	EDUCATION AND TRAVEL	0	0
633	LOCAL TRAVEL AND MILEAGE	1,575	1,050
651	SPACE RENTALS	0	0
659	MISCELLANEOUS	0	0
661	DUES AND SUBSCRIPTIONS	0	0
INTERNAL SERVICE REIMBURSEMENTS			
940	INDIRECT COSTS	0	0
950	DATA PROCESSING SERVICES	0	17,686
960	MOTOR POOL SERVICES	261	148
970	BUILDING MANAGEMENT SERVICES	0	0
990	OTHER INTERNAL SERVICES	0	0
TOTAL MATERIALS AND SERVICES		\$ 39,246 \$	46,552
CAPITAL OUTLAY			
710	LAND	0	0
720	BUILDINGS	0	0
730	OTHER IMPROVEMENTS	0	0
740	EQUIPMENT	0	0
TOTAL CAPITAL OUTLAY		\$ 0 \$	0
TOTAL REQUIREMENT		\$ 406,030 \$	292,983

GENERAL SERVICES

BUDGET & MANAGEMENT ANALYSIS

[illegible]

NOTES

510	- Full Time	\$246,431
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Deletes three Management Analyst positions and transfers a fourth to the Data Processing Authority, eliminating productivity analysis and reducing capacity for fiscal and office systems analysis. Transfers one Office Assistant 3 position to the department's new Operations Unit.

612 - Printing \$17,975

Budgets and accompanying forms

NOTES

633 - Local Travel \$1,050

Six bus passes at \$175 each.

950 - Data Processing Services \$17,686

Budget preparation processing time and equipment charges.

GENERAL SERVICES
FINANCE DIVISION
MANAGER: Andrew D. Thalter
DIVISION SUMMARY

EXPENDITURES	GENERAL FUND	FEDERAL/STATE FUND	ROAD FUND	OTHER	TOTAL
Personal Services	610,825	0	0	67,089	677,914
Materials & Services	480,538	0	0	4,769,484	5,250,022
Capital Outlay	0	0	0	800	800
Total	\$1,091,363	\$ 0	\$ 0	\$ 4,837,373	\$ 5,928,736

RESOURCES	GENERAL FUND	FEDERAL/STATE FUND	ROAD FUND	OTHER	TOTAL
General Fund	1,073,515	0	0	0	1,073,515
Service Reimbursement from the Community Corrections Division (Federal/State Fund)	17,848	0	0	0	17,848
Insurance Fund Revenue	0	0	0	4,837,373	4,837,373
Total	\$1,091,363	\$ 0	\$ 0	\$ 4,837,313	\$ 5,928,736

PURPOSE STATEMENT

The Finance Division develops, maintains, and improves legally and administratively required systems to receive, disburse, and account for all County funds. It is responsible for prudently investing the available cash balance to maximize revenue. It serves upon request as bonding agent for other County jurisdictions; acts as liaison for County business income tax collected by the State Department of Revenue; monitors and makes recommendations for improving the automated financial systems.

GENERAL SERVICES
FINANCE DIVISION

DIVISION SUMMARY

WORK PLAN DESCRIPTION

Ongoing processes of the Finance Division:

- Issue warrants for expenditures and trust disbursements.
- Issue payroll warrants.
- Manage investments, cash flow, and bank accounts.
- Collect and account for monies due the County.
- Prepare Annual Financial Reports and coordinate independent audits.
- Provide financial and budgetary reports to departments.
- Maintain automated financial and payroll systems.
- Act as liaison with the State for the administration of the Business Income and Motor Vehicles Fuels taxes and retirement system.
- Manage the risk and insurance program.
- Act as bonding and trust agent for other public jurisdictions within the County.
- Monitor grant activities by other departments, reporting and collecting of funds.

All activities listed are legally mandated or required to maintain the County's financial records.

MAJOR CHANGES FROM LAST YEAR

Assumption of Probation Fees collection. Anticipated collections for FY 83-84 are \$300,000. Average monthly fee payment is \$10.00, requiring the maintenance of approximately 2500 accounts.

Reduced appropriation requires discontinuation of publication of Annual Consolidated Financial Report and loss of supervisory position in General Ledger section.

GENERAL SERVICES
FINANCE DIVISION
EXPENDITURE SUMMARY

GENERAL FUND

Classification	1980-81 ACTUAL	1981-82 ACTUAL	1982-83 BUDGET	1983-84 BUDGET
Personal Services	\$ 615,085	\$ 700,544	\$ 729,170	\$ 610,825
Materials & Services	404,060	653,044	547,376	480,538
Capital Outlay	622	0	0	0
Total	\$ 1,019,767	\$ 1,353,587	\$ 1,276,546	\$ 1,091,363

RESOURCE SUMMARY

Resource Description	1983-84 BUDGET
General Revenues	1,073,515
Service Reimbursements Federal/State Fund	17,848
Total	\$ 1,091,363

GENERAL SERVICES
720 FINANCE DIVISION
700 DGS GENERAL FUND
REQUIREMENT DETAIL

CODE	OBJECT TITLE	1982-83 BUDGET	1983-84 BUDGET
PERSONAL SERVICES			
510	FULL TIME	554,946	463,140
520	PART TIME	0	0
540	OVERTIME	0	0
550	PREMIUM	0	0
570	FRINGE	174,224	147,685
TOTAL SALARIES WAGES & FRINGE BENEFITS \$		729,170 \$	610,825
EXTERNAL MATERIALS AND SERVICES			
611	PROFESSIONAL SERVICES	74,300	55,451
612	PRINTING AND REPRODUCTION	20,550	16,770
613	UTILITIES	0	0
614	COMMUNICATIONS	8,413	12,900
615	INSURANCE	0	0
616	EXTERNAL DATA PROCESSING	12,000	0
617	EQUIPMENT RENTAL	0	0
618	REPAIRS AND MAINTENANCE	1,920	3,415
620	POSTAGE	15,000	25,000
621	OFFICE SUPPLIES	5,000	3,400
622	JANITORIAL SUPPLIES	0	0
623	OPERATING SUPPLIES	0	0
624	MINOR EQUIPMENT AND TOOLS	0	0
625	CLOTHING AND UNIFORMS	0	0
626	MAINTENANCE SUPPLIES	0	0
627	FOOD	0	0
631	EDUCATION AND TRAVEL	0	0
633	LOCAL TRAVEL AND MILEAGE	1,050	1,250
651	SPACE RENTALS	0	0
659	MISCELLANEOUS	0	0
661	DUES AND SUBSCRIPTIONS	1,311	570
		0	0
INTERNAL SERVICE REIMBURSEMENTS			
940	INDIRECT COSTS	0	0
950	DATA PROCESSING SERVICES	407,816	361,778
960	MOTOR POOL SERVICES	16	4
970	BUILDING MANAGEMENT SERVICES	0	0
990	OTHER INTERNAL SERVICES	0	0
TOTAL MATERIALS AND SERVICES		\$ 547,376 \$	480,538
CAPITAL OUTLAY			
710	LAND	0	0
720	BUILDINGS	0	0
730	OTHER IMPROVEMENTS	0	0
740	EQUIPMENT	0	0
TOTAL CAPITAL OUTLAY		\$ 0 \$	0
TOTAL REQUIREMENT		\$ 1,276,546 \$	1,091,363

GENERAL SERVICES
FINANCE
PERSONNEL DETAIL

GENERAL FUND

Position Title	80-81	81-82	82-83	83-84	Base	Fringe	1983-84 total
Financial Oper. Supv.	0	2	2	2	52,450	15,618	68,068
Financial Specialist 1	4	4	4	3	72,289	24,172	96,461
Financial Specialist Supv.	1	1	1	1	27,436	7,407	34,843
Financial Technician	2	3	3	3	57,162	18,726	75,888
Office Assistant 2	13	10	9	6	92,849	34,472	127,321
Office Assistant 3	4	4	4	3	52,420	16,723	69,143
Program Manager 1	2	2	2	2	67,150	20,751	87,901
Program Manager 2	1	1	1	1	41,384	9,816	51,200
Financial Specialist 2	1	1	1	0			
Operations Supv. 1	1	0	0	0			
Payroll Specialist	1	0	0	0			
FULL TIME Total	30	28	27	21	463,140	147,685	610,825
PART TIME							
OVERTIME							
PREMIUM PAY							
Total					\$ 463,140	\$ 147,685	\$ 610,825

NOTES

510 - Full Time \$463,140

One Office Assistant 2 and one Office Assistant 3 positions were transferred to the Operations Unit.

One Financial Specialist 1, the Financial Specialist 2, and two Office Assistant 2 positions (budgeted for six months) have been deleted.

One Office Assistant 2 position has been added to do probation fee billing and will be funded through a service reimbursement from the Community Corrections Division.

GENERAL SERVICES
FINANCE
NOTES

GENERAL FUND

611 - Professional Services

\$59,200

Annual Independent Audit	\$ 57,000
State Audit Review Fee	600
Tax Anticipation Notes Expenses	1,000
Safekeeping Fees	600

612 - Printing and Reproduction

\$16,770

For items such as Payroll Warrants, W-2 Forms, OCR Tars, Payroll Registers, Tax Ledgers, Employee Benefit Statements, etc.

618 - External Repair and Maintenance

\$3,415

IBM Personal Computer	\$ 400
Microfiche	120
Burster/Signer	820
Copier	825
Perforator	150
Protectograph	100
Typewriters and Calculators	1,000

633 - Local Travel and Mileage

\$1,250

Bus passes for exempt employees and local mileage.

950 - Data Processing Services

\$361,778

- Retirement System	5,299
- Payroll	113,780
- General Ledger	206,162
- Tax Turnover	8,555
- Accounts Receivable	27,982

GENERAL SERVICES
 FINANCE DIVISION
 INSURANCE - ADMINISTRATION
EXPENDITURE SUMMARY

INSURANCE FUND

Classification	1980-81 ACTUAL	1981-82 ACTUAL	1982-83 BUDGET	1983-84 BUDGET
Personal Services	0	0	64,199	67,089
Materials & Services	0	0	9,075	19,350
Capital Outlay	0	0	1,327	800
Total	\$ 0	\$ 0	\$ 74,601	\$ 87,239

RESOURCE SUMMARY

Resource Description	1983-84 BUDGET
Insurance Fund Revenues	87,239
Total	\$ 87,239

INSURANCE APPROPRIATIONS

	<u>1982-83</u>	<u>1983-84</u>
Administration	74,601	87,239
Property	0	150,000
Liability	405,000	381,219
Medical/Dental	2,232,000	2,892,140
Workers' Compensation	810,000	781,500
Unemployment	300,000	545,275
TOTAL	3,821,601	4,837,373

In 1982-83, all components of the Insurance Fund with the exception of Administration were included in the Nondepartmental section of the Budget.

GENERAL SERVICES
FINANCE/INSURANCE ADMINISTRATION

REQUIREMENT DETAIL

CODE	OBJECT TITLE	1982-83 BUDGET	1983-84 BUDGET
PERSONAL SERVICES			
510	FULL TIME	47,502	50,624
520	PART TIME	0	0
540	OVERTIME	0	0
550	PREMIUM	604	0
570	FRINGE	16,093	16,465
TOTAL SALARIES WAGES & FRINGE BENEFITS \$		64,199 \$	67,089
EXTERNAL MATERIALS AND SERVICES			
611	PROFESSIONAL SERVICES	3,000	3,000
612	PRINTING AND REPRODUCTION	1,000	5,000
613	UTILITIES	0	0
614	COMMUNICATIONS	1,400	1,100
615	INSURANCE	0	0
616	EXTERNAL DATA PROCESSING	0	0
617	EQUIPMENT RENTAL	0	0
618	REPAIRS AND MAINTENANCE	0	200
620	POSTAGE	100	5,000
621	OFFICE SUPPLIES	390	1,500
622	JANITORIAL SUPPLIES	0	0
623	OPERATING SUPPLIES	0	0
624	MINOR EQUIPMENT AND TOOLS	0	0
625	CLOTHING AND UNIFORMS	0	0
626	MAINTENANCE SUPPLIES	0	0
627	FOOD	0	0
631	EDUCATION AND TRAVEL	500	0
633	LOCAL TRAVEL AND MILEAGE	175	300
651	SPACE RENTALS	0	0
659	MISCELLANEOUS	0	0
661	DUES AND SUBSCRIPTIONS	350	950
		0	0
INTERNAL SERVICE REIMBURSEMENTS			
940	INDIRECT COSTS	0	0
950	DATA PROCESSING SERVICES	0	0
960	MOTOR POOL SERVICES	0	0
970	BUILDING MANAGEMENT SERVICES	2,160	2,300
990	OTHER INTERNAL SERVICES	0	0
TOTAL MATERIALS AND SERVICES		\$ 9,075 \$	19,350
CAPITAL OUTLAY			
710	LAND	0	0
720	BUILDINGS	0	0
730	OTHER IMPROVEMENTS	0	0
740	EQUIPMENT	1,327	800
TOTAL CAPITAL OUTLAY		\$ 1,327 \$	800
TOTAL REQUIREMENT		\$ 74,601 \$	87,239

INSURANCE FUND

NOTES

\$1,500 Workers' Compensation reporting forms.
\$2,000 Completion of Risk Management Manual.
\$1,500 Complete Profile and Property Reports.

GENERAL SERVICES
FINANCE DIVISION
NOTES

INSURANCE FUND

620 - Postage \$5,000

Increase is due to the fact that all postage appropriations appear in this line item.

740 - Equipment \$800

Two (2) five-drawer file cabinets.

970 - Building Management Service Reimbursement

Pays for space costs in the Portland Building.

GENERAL SERVICES
FINANCE DIVISION
INSURANCE - MEDICAL/DENTAL
EXPENDITURE SUMMARY

INSURANCE FUND

Classification	1980-81 ACTUAL	1981-82 ACTUAL	1982-83 BUDGET	1983-84 BUDGET
Personal Services	0	0	0	0
Materials & Services	0	0	0	2,892,140
Capital Outlay	0	0	0	0
Total	\$ 0	\$ 0	\$ 0	\$ 2,892,140

RESOURCE SUMMARY

Resource Description	1983-84 BUDGET
Service Reimbursements from various funds	2,842,140
Cash Transfer from General Fund	50,000
Total	\$ 2,892,140

611 - Professional Services \$173,000

Service fee paid to Blue Cross for administering claims.

615 - Insurance \$2,719,140

This appropriation includes \$50,000 for health, dental, and life insurance for retirees. The remaining \$2,669,140 covers the County's contribution to the medical and dental insurance who select Blue Cross coverage.

GENERAL SERVICES
Health/Dental Insurance

Insurance Fund

REQUIREMENT DETAIL

CODE	OBJECT TITLE	1982-83 BUDGET	1983-84 BUDGET
PERSONAL SERVICES			
510	FULL TIME	0	0
520	PART TIME	0	0
540	OVERTIME	0	0
550	PREMIUM	0	0
570	FRINGE	0	0
TOTAL SALARIES WAGES & FRINGE BENEFITS \$		0 \$	0
EXTERNAL MATERIALS AND SERVICES			
611	PROFESSIONAL SERVICES	0	173,000
612	PRINTING AND REPRODUCTION	0	0
613	UTILITIES	0	0
614	COMMUNICATIONS	0	0
615	INSURANCE	0	2,719,140
616	EXTERNAL DATA PROCESSING	0	0
617	EQUIPMENT RENTAL	0	0
618	REPAIRS AND MAINTENANCE	0	0
620	POSTAGE	0	0
621	OFFICE SUPPLIES	0	0
622	JANITORIAL SUPPLIES	0	0
623	OPERATING SUPPLIES	0	0
624	MINOR EQUIPMENT AND TOOLS	0	0
625	CLOTHING AND UNIFORMS	0	0
626	MAINTENANCE SUPPLIES	0	0
627	FOOD	0	0
631	EDUCATION AND TRAVEL	0	0
633	LOCAL TRAVEL AND MILEAGE	0	0
651	SPACE RENTALS	0	0
659	MISCELLANEOUS	0	0
661	DUES AND SUBSCRIPTIONS	0	0
INTERNAL SERVICE REIMBURSEMENTS			
940	INDIRECT COSTS	0	0
950	DATA PROCESSING SERVICES	0	0
960	MOTOR POOL SERVICES	0	0
970	BUILDING MANAGEMENT SERVICES	0	0
990	OTHER INTERNAL SERVICES	0	0
TOTAL MATERIALS AND SERVICES		\$ 0 \$	2,892,140
CAPITAL OUTLAY			
710	LAND	0	0
720	BUILDINGS	0	0
730	OTHER IMPROVEMENTS	0	0
740	EQUIPMENT	0	0
TOTAL CAPITAL OUTLAY		\$ 0 \$	0
TOTAL REQUIREMENT		\$ 0 \$	2,892,140

GENERAL SERVICES
 FINANCE DIVISION
 INSURANCE - WORKERS' COMPENSATION
EXPENDITURE SUMMARY

INSURANCE FUND

Classification	1980-81 ACTUAL	1981-82 ACTUAL	1982-83 BUDGET	1983-84 BUDGET
Personal Services	0	0	0	0
Materials & Services	0	0	0	781,500
Capital Outlay	0	0	0	0
Total	\$ 0	\$ 0	\$ 0	\$ 781,500

RESOURCE SUMMARY

Resource Description	1983-84 BUDGET
Service Reimbursements from various funds	715,346
Insurance Fund Revenues	66,154
Total	\$ 781,500

This section was formerly budgeted in Nondepartmental - Special Appropriations. It includes the appropriations to cover Workers' Compensation claims against the County.

611 - Professional Services \$748,500

\$600,000 - Paid losses

\$ 55,000 - Contract service fee paid to claims administrator

\$ 3,500 - Expenses outside normal course of process; legal counsel, investigation, filing fees, etc.

\$ 90,000 - Assessment paid to Workers' Compensation Department. This amount is based on payroll and is required whether County is or is not self-insured.

615 - Insurance \$33,000

Insurance premiums for catastrophic coverage.

GENERAL SERVICES

FINANCE/INSURANCE - WORKERS' COMPENSATION

INSURANCE FUND

REQUIREMENT DETAIL

CODE	OBJECT TITLE	1982-83 BUDGET	1983-84 BUDGET
	PERSONAL SERVICES		
510	FULL TIME	0	0
520	PART TIME	0	0
540	OVERTIME	0	0
550	PREMIUM	0	0
570	FRINGE	0	0
	TOTAL SALARIES WAGES & FRINGE BENEFITS \$	0 \$	0
	EXTERNAL MATERIALS AND SERVICES		
611	PROFESSIONAL SERVICES	0	748,500
612	PRINTING AND REPRODUCTION	0	0
613	UTILITIES	0	0
614	COMMUNICATIONS	0	0
615	INSURANCE	0	33,000
616	EXTERNAL DATA PROCESSING	0	0
617	EQUIPMENT RENTAL	0	0
618	REPAIRS AND MAINTENANCE	0	0
620	POSTAGE	0	0
621	OFFICE SUPPLIES	0	0
622	JANITORIAL SUPPLIES	0	0
623	OPERATING SUPPLIES	0	0
624	MINOR EQUIPMENT AND TOOLS	0	0
625	CLOTHING AND UNIFORMS	0	0
626	MAINTENANCE SUPPLIES	0	0
627	FOOD	0	0
631	EDUCATION AND TRAVEL	0	0
633	LOCAL TRAVEL AND MILEAGE	0	0
651	SPACE RENTALS	0	0
659	MISCELLANEOUS	0	0
661	DUES AND SUBSCRIPTIONS	0	0
	INTERNAL SERVICE REIMBURSEMENTS		
940	INDIRECT COSTS	0	0
950	DATA PROCESSING SERVICES	0	0
960	MOTOR POOL SERVICES	0	0
970	BUILDING MANAGEMENT SERVICES	0	0
990	OTHER INTERNAL SERVICES	0	0
	TOTAL MATERIALS AND SERVICES \$	0 \$	781,500
	CAPITAL OUTLAY		
710	LAND	0	0
720	BUILDINGS	0	0
730	OTHER IMPROVEMENTS	0	0
740	EQUIPMENT	0	0
	TOTAL CAPITAL OUTLAY \$	0 \$	0
	TOTAL REQUIREMENT \$	0 \$	781,500

GENERAL SERVICES
 FINANCE DIVISION
 INSURANCE - UNEMPLOYMENT
EXPENDITURE SUMMARY

INSURANCE FUND

Classification	1980-81 ACTUAL	1981-82 ACTUAL	1982-83 BUDGET	1983-84 BUDGET
Personal Services	0	0	0	0
Materials & Services	0	0	0	545,275
Capital Outlay	0	0	0	0
Total	\$ 0	\$ 0	\$ 0	\$ 545,275

RESOURCE SUMMARY

Resource Description	1983-84 BUDGET
Cash transfer from the General Fund	545,275
Total	\$ 545,275

615 - Insurance \$545,275

Anticipated cost of unemployment claims paid to laid-off County workers. This appropriation was located in Nondepartmental County-wide appropriations in 1982-83.

Note: The Board of County Commissioners will be provided with quarterly reports by the Department of General Services on the status of the unemployment insurance appropriation and expenditures. It will be the intention of the Board of County Commissioners to reprogram on a quarterly basis any projected savings to Multi-care as the first priority and juvenile-related programs as the second priority.

GENERAL SERVICES
Unemployment-Insurance

Insurance Fund

R E Q U I R E M E N T D E T A I L

CODE	OBJECT TITLE	1982-83 BUDGET	1983-84 BUDGET
PERSONAL SERVICES			
510	FULL TIME	0	0
520	PART TIME	0	0
540	OVERTIME	0	0
550	PREMIUM	0	0
570	FRINGE	0	0
TOTAL SALARIES WAGES & FRINGE BENEFITS \$		0 \$	0
EXTERNAL MATERIALS AND SERVICES			
611	PROFESSIONAL SERVICES	0	0
612	PRINTING AND REPRODUCTION	0	0
613	UTILITIES	0	0
614	COMMUNICATIONS	0	0
615	INSURANCE	0	545,275
616	EXTERNAL DATA PROCESSING	0	0
617	EQUIPMENT RENTAL	0	0
618	REPAIRS AND MAINTENANCE	0	0
620	POSTAGE	0	0
621	OFFICE SUPPLIES	0	0
622	JANITORIAL SUPPLIES	0	0
623	OPERATING SUPPLIES	0	0
624	MINOR EQUIPMENT AND TOOLS	0	0
625	CLOTHING AND UNIFORMS	0	0
626	MAINTENANCE SUPPLIES	0	0
627	FOOD	0	0
631	EDUCATION AND TRAVEL	0	0
633	LOCAL TRAVEL AND MILEAGE	0	0
651	SPACE RENTALS	0	0
659	MISCELLANEOUS	0	0
661	DUES AND SUBSCRIPTIONS	0	0
INTERNAL SERVICE REIMBURSEMENTS			
940	INDIRECT COSTS	0	0
950	DATA PROCESSING SERVICES	0	0
960	MOTOR POOL SERVICES	0	0
970	BUILDING MANAGEMENT SERVICES	0	0
990	OTHER INTERNAL SERVICES	0	0
TOTAL MATERIALS AND SERVICES		\$ 0 \$	545,275
CAPITAL OUTLAY			
710	LAND	0	0
720	BUILDINGS	0	0
730	OTHER IMPROVEMENTS	0	0
740	EQUIPMENT	0	0
TOTAL CAPITAL OUTLAY		\$ 0 \$	0
TOTAL REQUIREMENT		\$ 0 \$	545,275

GENERAL SERVICES
FINANCE
INSURANCE - LIABILITY
EXPENDITURE SUMMARY

INSURANCE FUND

Classification	1980-81 ACTUAL	1981-82 ACTUAL	1982-83 BUDGET	1983-84 BUDGET
Personal Services	\$ 0	\$ 0	\$ 0	\$ 0
Materials & Services	0	0	0	381,219
Capital Outlay	0	0	0	0
Total	\$ 0	\$ 0	\$ 0	\$ 381,219

RESOURCE SUMMARY

Resource Description	1983-84 BUDGET
Cash Transfers	
General Fund	229,500
Road Fund	42,693
Insurance Fund Revenues	109,026
Total	\$ 381,219

This section was formerly budgeted in Nondepartmental. It contains the appropriations for liability coverage for the County.

GENERAL SERVICES

FINANCE/INSURANCE - LIABILITY

REQUIREMENT DETAIL

INSURANCE FUND

CODE	OBJECT TITLE	1982-83 BUDGET	1983-84 BUDGET
PERSONAL SERVICES			
510	FULL TIME	0	0
520	PART TIME	0	0
540	OVERTIME	0	0
550	PREMIUM	0	0
570	FRINGE	0	0
TOTAL SALARIES WAGES & FRINGE BENEFITS \$		0 \$	0
EXTERNAL MATERIALS AND SERVICES			
611	PROFESSIONAL SERVICES	0	255,000
612	PRINTING AND REPRODUCTION	0	1,300
613	UTILITIES	0	0
614	COMMUNICATIONS	0	0
615	INSURANCE	0	90,000
616	EXTERNAL DATA PROCESSING	0	0
617	EQUIPMENT RENTAL	0	0
618	REPAIRS AND MAINTENANCE	0	0
620	POSTAGE	0	515
621	OFFICE SUPPLIES	0	420
622	JANITORIAL SUPPLIES	0	0
623	OPERATING SUPPLIES	0	0
624	MINOR EQUIPMENT AND TOOLS	0	0
625	CLOTHING AND UNIFORMS	0	0
626	MAINTENANCE SUPPLIES	0	0
627	FOOD	0	0
631	EDUCATION AND TRAVEL	0	0
633	LOCAL TRAVEL AND MILEAGE	0	175
651	SPACE RENTALS	0	0
659	MISCELLANEOUS	0	0
661	DUES AND SUBSCRIPTIONS	0	620
		0	0
INTERNAL SERVICE REIMBURSEMENTS			
940	INDIRECT COSTS	0	0
950	DATA PROCESSING SERVICES	0	0
960	MOTOR POOL SERVICES	0	0
970	BUILDING MANAGEMENT SERVICES	0	0
990	OTHER INTERNAL SERVICES	0	33,189
TOTAL MATERIALS AND SERVICES		\$ 0 \$	381,219
CAPITAL OUTLAY			
710	LAND	0	0
720	BUILDINGS	0	0
730	OTHER IMPROVEMENTS	0	0
740	EQUIPMENT	0	0
TOTAL CAPITAL OUTLAY		\$ 0 \$	0
TOTAL REQUIREMENT		\$ 0 \$	381,219

GENERAL SERVICES
FINANCE DIVISION
INSURANCE-LIABILITY
NOTES

INSURANCE FUND

611	-	Professional Services	\$255,000
		\$175,000 -	Paid losses
		\$ 65,000 -	Contract service fee paid to claims administrator
		\$ 15,000 -	Allocated expense: investigation, legal counsel, filing fees, etc.
615	-	Insurance	\$90,000
		Premiums for liability insurance	
990	-	Other Internal Services	\$33,189
		Service reimbursement to General Fund - General Services - County Counsel to offset the cost of one Deputy Counsel who works on liability issues.	

GENERAL SERVICES
FINANCE DIVISION
INSURANCE - PROPERTY

INSURANCE FUND

EXPENDITURE SUMMARY

Classification	1980-81 ACTUAL	1981-82 ACTUAL	1982-83 BUDGET	1983-84 BUDGET
Personal Services	0	0	0	0
Materials & Services	0	0	0	150,000
Capital Outlay	0	0	0	0
Total	\$ 0	\$ 0	\$ 0	\$ 150,000

RESOURCE SUMMARY

Resource Description	1983-84 BUDGET
Cash Transfers	
Road Fund	25,097
General Fund	124,903
Total	\$ 150,000

This section was formerly budgeted in Nondepartmental. It contains the appropriations for property loss coverage for County owned properties.

611 - Professional Services \$35,000

 \$10,000 - Reappraisal of larger valued properties

 \$25,000 - Cost of repair/replacement of County property not covered by insurance (expenses below deductible level).

615 - Insurance \$115,000

 Property Insurance Premiums

GENERAL SERVICES

FINANCE/INSURANCE - PROPERTY

REQUIREMENT DETAIL

INSURANCE FUND

CODE	OBJECT TITLE	1982-83 BUDGET	1983-84 BUDGET
PERSONAL SERVICES			
510	FULL TIME	0	0
520	PART TIME	0	0
540	OVERTIME	0	0
550	PREMIUM	0	0
570	FRINGE	0	0
TOTAL SALARIES WAGES & FRINGE BENEFITS \$		0 \$	0
EXTERNAL MATERIALS AND SERVICES			
611	PROFESSIONAL SERVICES	0	35,000
612	PRINTING AND REPRODUCTION	0	0
613	UTILITIES	0	0
614	COMMUNICATIONS	0	0
615	INSURANCE	0	115,000
616	EXTERNAL DATA PROCESSING	0	0
617	EQUIPMENT RENTAL	0	0
618	REPAIRS AND MAINTENANCE	0	0
620	POSTAGE	0	0
621	OFFICE SUPPLIES	0	0
622	JANITORIAL SUPPLIES	0	0
623	OPERATING SUPPLIES	0	0
624	MINOR EQUIPMENT AND TOOLS	0	0
625	CLOTHING AND UNIFORMS	0	0
626	MAINTENANCE SUPPLIES	0	0
627	FOOD	0	0
631	EDUCATION AND TRAVEL	0	0
633	LOCAL TRAVEL AND MILEAGE	0	0
651	SPACE RENTALS	0	0
659	MISCELLANEOUS	0	0
661	DUES AND SUBSCRIPTIONS	0	0
INTERNAL SERVICE REIMBURSEMENTS			
940	INDIRECT COSTS	0	0
950	DATA PROCESSING SERVICES	0	0
960	MOTOR POOL SERVICES	0	0
970	BUILDING MANAGEMENT SERVICES	0	0
990	OTHER INTERNAL SERVICES	0	0
TOTAL MATERIALS AND SERVICES		\$ 0 \$	150,000
CAPITAL OUTLAY			
710	LAND	0	0
720	BUILDINGS	0	0
730	OTHER IMPROVEMENTS	0	0
740	EQUIPMENT	0	0
TOTAL CAPITAL OUTLAY		\$ 0 \$	0
TOTAL REQUIREMENT		\$ 0 \$	150,000

GENERAL SERVICES
OFFICE OF COUNTY COUNSEL
MANAGER: John B. Leahy
DIVISION SUMMARY

EXPENDITURES	GENERAL FUND	FEDERAL/STATE FUND	ROAD FUND	OTHER	TOTAL
Personal Services	307,131	0	0	0	307,631
Materials & Services	30,770	0	0	0	30,770
Capital Outlay	0	0	0	0	0
Total	\$ 338,401	\$ 0	\$ 0	\$ 0	\$ 338,401

RESOURCES	GENERAL FUND	FEDERAL/STATE FUND	ROAD FUND	OTHER	TOTAL
General Revenues	305,212	0	0	0	305,212
Service Reimbursement from Insurance Fund	33,189	0	0	0	33,189
Total	\$ 338,401	\$ 0	\$ 0	\$ 0	\$ 338,401

PURPOSE STATEMENT

County Counsel and his staff are responsible for providing legal service to the County Executive, the Board of Commissioners, and the County departments.

Specific responsibilities of the County Counsel include:

- Representing Multnomah County in all federal and state courts and before administrative agencies in matters such as contract disputes; alleged civil rights violations; workers' compensation claims; casualty defense; and zoning code enforcement.
- Providing legal advice on a wide range of issues involving County retirement policies; ad valorem taxation questions; land use; and public contracting.
- Processing all tort claims under the County's self-insurance program and litigating them when necessary.
- Analyzing proposed legislation and drafting bills for introduction by the County at the state legislature.
- Drafting County's ordinances and updating the County code.

GENERAL SERVICES
COUNTY COUNSEL
DIVISION SUMMARY

WORK PLAN DESCRIPTION

This division will:

- Continue to litigate tort claims brought against Multnomah County and to provide other litigation services to all county departments, most notably DES (Savage vs. Multnomah County), Assessment & Taxation (School District No. 1 vs. Multnomah County, and Dennehy vs. State of Oregon, et al.), Justice Services (Jordon vs. Multnomah County) and Employee Relations.
- Continue to provide advice and counsel to County Executive, Board of County Commissioners, and all County departments concerning all municipal law matters.

MAJOR CHANGES FROM LAST YEAR

- (1) Deputy County Counsel 1 position will be funded with a service reimbursement from the Insurance Fund.
- (2) Office Assistant 2 positions have been transferred to the newly established department operations unit.

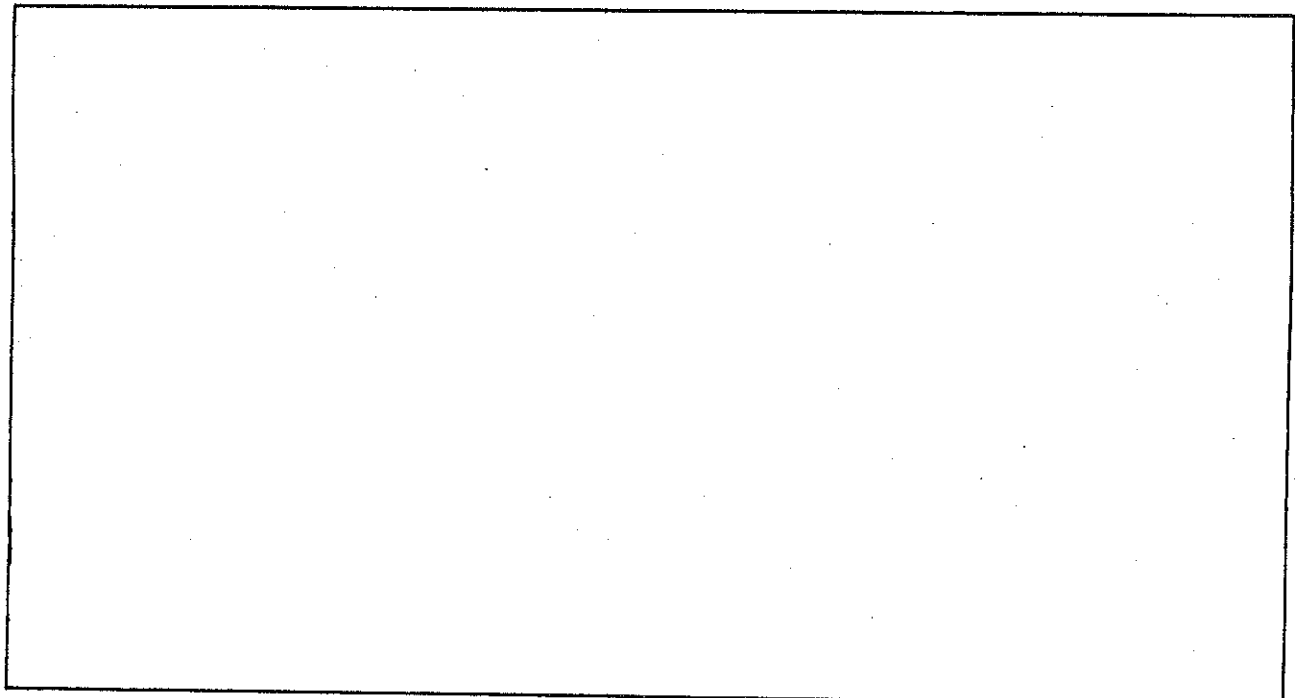
GENERAL SERVICES
COUNTY COUNSEL
EXPENDITURE SUMMARY

GENERAL FUND

Classification	1980-81 ACTUAL	1981-82 ACTUAL	1982-83 BUDGET	1983-84 BUDGET
Personal Services	\$ 289,904	\$ 332,798	\$ 331,687	\$ 307,631
Materials & Services	35,199	36,718	39,246	30,770
Capital Outlay	0	3,669	0	0
Total	\$ 325,103	\$ 373,185	\$ 370,933	\$ 338,401

RESOURCE SUMMARY

Resource Description	1983-84 BUDGET
General Revenues	305,212
Service Reimbursement from Insurance Fund	33,189
Total	\$ 338,401



GENERAL SERVICES
COUNTY COUNSEL

DGS GENERAL FUND

REQUIREMENT DETAIL

CODE	OBJECT TITLE	1982-83 BUDGET	1983-84 BUDGET
PERSONAL SERVICES			
510	FULL TIME	252,658	236,027
520	PART TIME	880	0
540	OVERTIME	0	0
550	PREMIUM	0	0
570	FRINGE	78,149	71,604
TOTAL SALARIES WAGES & FRINGE BENEFITS \$		331,687 \$	307,631
EXTERNAL MATERIALS AND SERVICES			
611	PROFESSIONAL SERVICES	15,971	12,876
612	PRINTING AND REPRODUCTION	6,500	4,000
613	UTILITIES	0	0
614	COMMUNICATIONS	4,817	6,743
615	INSURANCE	0	0
616	EXTERNAL DATA PROCESSING	0	0
617	EQUIPMENT RENTAL	0	0
618	REPAIRS AND MAINTENANCE	1,903	300
620	POSTAGE	2,058	1,983
621	OFFICE SUPPLIES	2,243	1,300
622	JANITORIAL SUPPLIES	0	0
623	OPERATING SUPPLIES	0	0
624	MINOR EQUIPMENT AND TOOLS	0	0
625	CLOTHING AND UNIFORMS	0	0
626	MAINTENANCE SUPPLIES	0	0
627	FOOD	0	0
631	EDUCATION AND TRAVEL	0	0
633	LOCAL TRAVEL AND MILEAGE	1,225	1,050
651	SPACE RENTALS	0	0
659	MISCELLANEOUS	0	0
661	DUES AND SUBSCRIPTIONS	4,000	2,000
		0	0
INTERNAL SERVICE REIMBURSEMENTS			
940	INDIRECT COSTS	0	0
950	DATA PROCESSING SERVICES	0	0
960	MOTOR POOL SERVICES	529	518
970	BUILDING MANAGEMENT SERVICES	0	0
990	OTHER INTERNAL SERVICES	0	0
TOTAL MATERIALS AND SERVICES		\$ 39,246 \$	30,770
CAPITAL OUTLAY			
710	LAND	0	0
720	BUILDINGS	0	0
730	OTHER IMPROVEMENTS	0	0
740	EQUIPMENT	0	0
TOTAL CAPITAL OUTLAY		\$ 0 \$	0
TOTAL REQUIREMENT		\$ 370,933 \$	338,401

GENERAL SERVICES
COUNTY COUNSEL
PERSONNEL DETAIL

GENERAL FUND

Position Title	80-81	81-82	82-83	83-84	Base	Fringe	1983-84 total
County Counsel	1	1	1	1	45,727	12,604	58,331
Deputy Counsel 1	2	2	2	2	50,237	16,190	66,427
Deputy Counsel 2	3	2	3	3	85,754	26,412	112,166
Deputy Counsel 3	1	1	1	1	36,519	10,502	47,021
Office Assistant 3	1	1	1	1	17,790	5,896	23,686
Office Assistant 2	2	2	2	0			
FULL TIME Total	10	10	10	8	236,027	71,604	307,631
PART TIME					0	0	0
OVERTIME					0	0	0
PREMIUM PAY					0	0	0
Total					\$ 236,027	\$ 71,604	\$ 307,631

NOTES

510 - Full Time \$236,027

Two Office Assistant 2 positions transferred to Operations Unit.

One Deputy Counsel position funded by service reimbursement from Insurance Fund.

611 - Professional Services \$12,876

Costs of witness depositions, court reports, legal research, work-study law clerks.

NOTES

612 - Printing and Reproduction \$4,000

Printing of code revisions (\$2,500); City/County duplicating, photocopying, and other printing costs (\$1,500).

618 - Repairs and Maintenance \$300

Dictation equipment \$100

Typewriters and calculator \$200

633 - Local Travel and Mileage \$1,050

Six bus passes at \$175.

661 - Dues and Subscriptions \$2,000

Annual subscriptions for legal periodicals and reference materials.

GENERAL SERVICES
EMPLOYEE RELATIONS DIVISION
MANAGER:
DIVISION SUMMARY

EXPENDITURES	GENERAL FUND	FEDERAL/STATE FUND	ROAD FUND	OTHER	TOTAL
Personal Services	365,569	0	0	0	365,569
Materials & Services	98,128	0	0	0	98,128
Capital Outlay	0	0	0	0	0
Total	\$ 463,697	\$ 0	\$ 0	\$ 0	\$ 463,697

RESOURCES	GENERAL FUND	FEDERAL/STATE FUND	ROAD FUND	OTHER	TOTAL
General Revenues	463,697	0	0	0	463,697
Total	\$ 463,697	\$ 0	\$ 0	\$ 0	\$ 463,697

PURPOSE STATEMENT

To provide comprehensive service and advice to the Executive, the Board of County Commissioners, and the County's departments in formulating the policies and administrative practices necessary to build, manage, and maintain a quality corps of County employees. To negotiate and administer fair and equitable labor agreements that maintain the County's flexibility to deliver services to the public within established economic restraints.

GENERAL SERVICES
EMPLOYEE RELATIONS
DIVISION SUMMARY

WORK PLAN DESCRIPTION

The Employee Relations Division is responsible for the following:

- Administering the County's merit system of personnel recruitment, selection, classification, and compensation.
- Developing and assisting County departments in complying with affirmative action goals and equal employment laws.
- Negotiating and administering labor contracts within parameters established by the Board of County Commissioners and the County Executive.
- Administering the County's medical, dental, retirement and other contractual benefits.
- Providing ongoing opportunities for professional growth for County management and supervisory staff.

MAJOR CHANGES FROM LAST YEAR

The coordination of management and supervisory training has been moved from the Director's office to this budget.

The professional and technical staff has been reduced.

The clerical support staff has been moved to the Operations Unit due to the implementation of centralized word processing and administrative support services.

Professional services costs have been reduced by deleting the service award program and by introducing economies into the job advertisement program.

GENERAL SERVICES
EMPLOYEE RELATIONS
EXPENDITURE SUMMARY

GENERAL FUND

Classification	1980-81 ACTUAL	1981-82 ACTUAL	1982-83 BUDGET	1983-84 BUDGET
Personal Services	\$ 526,790	\$ 561,605	\$ 540,653	\$ 365,569
Materials & Services	76,549	155,451	183,407	98,128
Capital Outlay	100	0	0	0
Total	\$ 603,439	\$ 717,056	\$ 724,060	\$ 463,697

RESOURCE SUMMARY

Resource Description	1983-84 BUDGET
General Revenues	463,697
Total	\$ 463,697

GENERAL SERVICES
EMPLOYEE RELATIONS DIVISION
DGS GENERAL FUND
REQUIREMENT DETAIL

CODE	OBJECT TITLE	1982-83 BUDGET	1983-84 BUDGET
PERSONAL SERVICES			
510	FULL TIME	404,139	276,614
520	PART TIME	6,254	0
540	OVERTIME	0	0
550	PREMIUM	0	0
570	FRINGE	130,260	88,955
TOTAL SALARIES WAGES & FRINGE BENEFITS \$		540,653 \$	365,569
EXTERNAL MATERIALS AND SERVICES			
611	PROFESSIONAL SERVICES	67,932	28,801
612	PRINTING AND REPRODUCTION	10,812	13,680
613	UTILITIES	0	0
614	COMMUNICATIONS	13,248	7,988
615	INSURANCE	0	0
616	EXTERNAL DATA PROCESSING	0	0
617	EQUIPMENT RENTAL	5,112	0
618	REPAIRS AND MAINTENANCE	5,587	0
620	POSTAGE	5,726	7,555
621	OFFICE SUPPLIES	6,863	5,352
622	JANITORIAL SUPPLIES	0	0
623	OPERATING SUPPLIES	200	0
624	MINOR EQUIPMENT AND TOOLS	0	0
625	CLOTHING AND UNIFORMS	0	0
626	MAINTENANCE SUPPLIES	0	0
627	FOOD	0	0
631	EDUCATION AND TRAVEL	0	0
633	LOCAL TRAVEL AND MILEAGE	1,225	875
651	SPACE RENTALS	0	0
659	MISCELLANEOUS	0	0
661	DUES AND SUBSCRIPTIONS	2,790	2,500
		0	0
INTERNAL SERVICE REIMBURSEMENTS			
940	INDIRECT COSTS	0	0
950	DATA PROCESSING SERVICES	62,768	30,542
960	MOTOR POOL SERVICES	1,144	835
970	BUILDING MANAGEMENT SERVICES	0	0
990	OTHER INTERNAL SERVICES	0	0
TOTAL MATERIALS AND SERVICES		\$ 183,407 \$	98,128
CAPITAL OUTLAY			
710	LAND	0	0
720	BUILDINGS	0	0
730	OTHER IMPROVEMENTS	0	0
740	EQUIPMENT	0	0
TOTAL CAPITAL OUTLAY		\$ 0 \$	0
TOTAL REQUIREMENT		\$ 724,060 \$	463,697

GENERAL SERVICES
EMPLOYEE RELATIONS
PERSONNEL DETAIL

GENERAL FUND

Position Title	80-81	81-82	82-83	83-84	Base	Fringe	1983-84 total
Administrative Specialist 2	4	3	2	2	58,402	17,896	76,298
Administrative Technician	4	4	4	3	56,914	20,386	77,300
Management Analyst	0	4	4	4	93,042	31,357	124,399
Program Management Spec.	0	1	1	1	31,069	8,993	40,062
Program Manager 2	2	1	1	1	37,187	10,323	47,510
Administrative Assistant	0	1	0	0			
Administrative Specialist 1	4	0	0	0			
Office Assistant 2	6	6	6	0			
Office Assistant 3	1	1	1	0			
Operations Supervisor	1	1	1	0			
FULL TIME Total	22	22	20	11	276,614	88,955	365,569
PART TIME					0	0	0
OVERTIME					0	0	0
PREMIUM PAY					0	0	0
Total					\$ 276,614	\$ 88,955	\$ 365,569

NOTES

510 - Full Time \$276,614

The clerical staff (five Office Assistant 2's and one Operations Supervisor) has been transferred to the DGS Operations Unit due to implementation of centralized word processing and administrative services.

The Management Analyst position responsible for the County Supervisory Training program has been moved from the DGS Director's office to this budget.

Positions deleted:

- (1) Administrative Technician
- (1) Management Analyst (personnel analyst)
- (1) Office Assistant 2

611 - Professional Services \$28,801

Advertisements	\$11,166
Neutral party fees (factfinder, arbitrator, hearings officer)	\$15,000
Examination purchase	\$ 1,000
Recruiting services	\$ 1,635

612 - Printing and Reproduction \$13,680

Includes printing for training coordinator position.

614 - Communications \$4,276

Reduction commensurate with reduction in staff.

633 - Local Travel and Mileage \$800

Five TriMet bus passes at \$175 each.

661 - Dues and Subscriptions \$2,500

Professional publications and agency memberships.

950 - Data Processing Services \$30,542

Equipment, processing time and printout charges for Applicant
Processing and Position Control Systems.

GENERAL SERVICES
INTERGOVERNMENTAL RELATIONS
MANAGER: Kathy Busse
DIVISION SUMMARY

EXPENDITURES	GENERAL FUND	FEDERAL/STATE FUND	ROAD FUND	OTHER	TOTAL
Personal Services	98,397	92,028	0	0	190,425
Materials & Services	53,094	585,487	0	0	638,581
Capital Outlay	0	5,100	0	0	5,100
Total	\$ 151,491	\$ 682,615	\$ 0	\$ 0	\$ 834,106

RESOURCES	GENERAL FUND	FEDERAL/STATE FUND	ROAD FUND	OTHER	TOTAL
Dedicated Revenues	0	682,615	0	0	682,615
General Revenues	151,491	0	0	0	151,491
Total	\$ 151,491	\$ 682,615	\$ 0	\$ 0	\$ 834,106

PURPOSE STATEMENT

The Intergovernmental Relations Division coordinates the legislative priorities of the County elected officials and serves as liaison for public and private agencies with which the County deals.

The division also provides staffing to support the Regulatory Commission for the Cable TV franchise serving unincorporated Multnomah County and the East Multnomah County cities. Funds will be provided by the franchisee as an advance against future franchise fees.

GENERAL SERVICES
INTERGOVERNMENTAL RELATIONS
DIVISION SUMMARY

WORK PLAN DESCRIPTION

In 1983-84 Intergovernmental Relations will:

- Continue to cooperate on joint legislative proposals with jurisdictions in the metropolitan area.
- Encourage the resolution of the problem of financing mid-Multnomah County's urban growth.
- Coordinate the participation of Multnomah County elected officials for the remainder of the regular legislative session and any special sessions.
- Provide the first year of staffing to support the ongoing operations of a Cable TV Regulatory Commission which will come into existence after Board approval of a Cable TV franchise for unincorporated East Multnomah County.
- Oversee the establishment of the Cable Access Corporation that encourages and coordinates community programming.
- Manage the citizen participation program which funds a citizen administering board and community organization staff.

MAJOR CHANGES FROM LAST YEAR

The 1983-84 budget reflects the following changes that occurred during 1982-83:

- IGR was transitioned into a division within the Department of General Services.
- The director's position was eliminated, along with the professional lobbyist function for Multnomah County. The staff cut eliminated the federal lobbying effort for general transfer payments or other revenues.
- The administrative Specialist 2 position which provided the editorial support for County Lines and technical assistance to departments for publications was eliminated, along with County and State Fair exhibits.
- The ombudsman position was transferred to the County Executive.
- ViaCom Cablevision withdrew from the cable franchise negotiations. Negotiations have been resumed with the second bidder, Cablesystems Multnomah East.

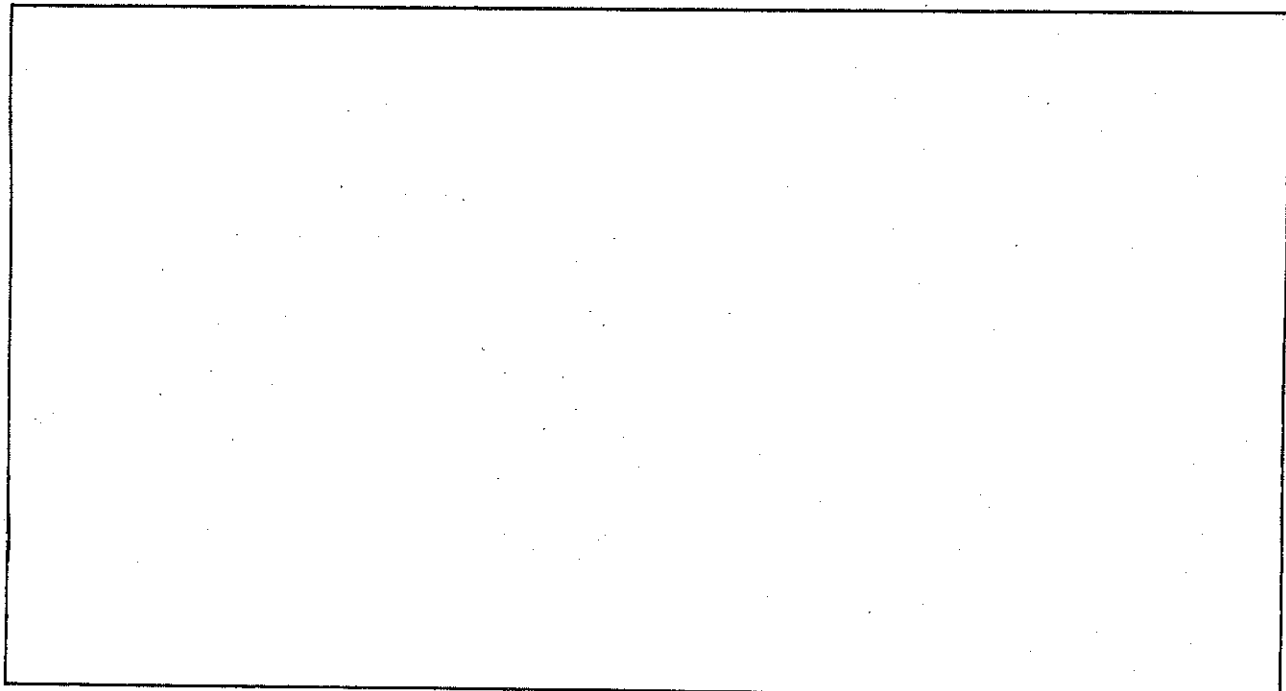
GENERAL SERVICES
INTERGOVERNMENTAL RELATIONS DIVISION
EXPENDITURE SUMMARY

GENERAL FUND

Classification	1980-81 ACTUAL	1981-82 ACTUAL	1982-83 BUDGET	1983-84 BUDGET
Personal Services	\$ 205,493	\$ 205,244	\$ 246,038	\$ 98,397
Materials & Services	65,512	21,599	126,831	53,094
Capital Outlay	2,160	3,172	1,973	0
Total	\$ 273,165	\$ 230,015	\$ 374,842	\$ 151,491

RESOURCE SUMMARY

Resource Description	1983-84 BUDGET
General Revenues	151,491
Total	\$ 151,491



GENERAL SERVICES
INTERGOVERNMENTAL RELATIONS
DGS GENERAL FUND
REQUIREMENT DETAIL

CODE	OBJECT TITLE	1982-83 BUDGET	1983-84 BUDGET
PERSONAL SERVICES			
510	FULL TIME	177,107	69,299
520	PART TIME	6,786	3,372
540	OVERTIME	0	0
550	PREMIUM	3,670	0
570	FRINGE	58,475	25,726
TOTAL SALARIES WAGES & FRINGE BENEFITS \$		246,038 \$	98,397
EXTERNAL MATERIALS AND SERVICES			
611	PROFESSIONAL SERVICES	23,969	11,259
612	PRINTING AND REPRODUCTION	47,080	12,261
613	UTILITIES	0	0
614	COMMUNICATIONS	5,193	7,695
615	INSURANCE	0	0
616	EXTERNAL DATA PROCESSING	2,600	2,600
617	EQUIPMENT RENTAL	120	60
618	REPAIRS AND MAINTENANCE	1,200	300
620	POSTAGE	4,945	7,446
621	OFFICE SUPPLIES	5,128	2,903
622	JANITORIAL SUPPLIES	0	0
623	OPERATING SUPPLIES	0	0
624	MINOR EQUIPMENT AND TOOLS	250	0
625	CLOTHING AND UNIFORMS	0	0
626	MAINTENANCE SUPPLIES	0	0
627	FOOD	0	0
631	EDUCATION AND TRAVEL	25,172	500
633	LOCAL TRAVEL AND MILEAGE	6,671	4,706
651	SPACE RENTALS	1,600	850
659	MISCELLANEOUS	0	0
661	DUES AND SUBSCRIPTIONS	2,735	2,325
		0	0
INTERNAL SERVICE REIMBURSEMENTS			
940	INDIRECT COSTS	0	0
950	DATA PROCESSING SERVICES	0	0
960	MOTOR POOL SERVICES	168	189
970	BUILDING MANAGEMENT SERVICES	0	0
990	OTHER INTERNAL SERVICES	0	0
TOTAL MATERIALS AND SERVICES		\$ 126,831 \$	53,094
CAPITAL OUTLAY			
710	LAND	0	0
720	BUILDINGS	0	0
730	OTHER IMPROVEMENTS	0	0
740	EQUIPMENT	1,973	0
TOTAL CAPITAL OUTLAY		\$ 1,973 \$	0
TOTAL REQUIREMENT		\$ 374,842 \$	151,491

GENERAL SERVICES
INTERGOVERNMENTAL RELATIONS
PERSONNEL DETAIL

GENERAL FUND

Position Title	80-81	81-82	82-83	83-84	Base	Fringe	1983-84 total
Community Coordinator	4	1	1	1	20,775	8,023	28,798
Office Assistant 2	1	0	1	1	15,868	6,874	22,742
Program Manager 1	0	0	0	1	32,656	10,526	43,182
Administrative Spec. 2	0	0	1	0			
Management Assistant	0	1	0	0			
Office Assistant 3	0	1	1	0			
Program Development Spec.	0	0	1*	0			
Program Management Spec.	2	1	1	0			
Program Manager 2	0	1	1	0			
<u>Partial Full Time</u>							
Staff Assistant 2	1	1	1*	0			
* One-Time-Only (OTO)							
FULL TIME Total	8	6	8	3	69,299	25,423	94,722
PART TIME					3,372	303	3,675
OVERTIME					0	0	0
PREMIUM PAY					0	0	0
Total					\$ 72,671	\$ 25,726	\$ 98,397

NOTES

510 - Full Time \$69,299

-- The following positions were eliminated during FY 82-83:

Administrative Specialist 2
Program Development Specialist
Program Manager 2
Staff Assistant 2

-- The following positions are reclassified in the 83-84 budget:

Office Assistant 3 to an Office Assistant 2
Program Management Specialist to Program Manager 1

-- The following position is cut for FY 83-84:

Office Assistant 2

520 - Part Time \$3,372

This is for clerical assistance during special sessions of the Legislature.

611 - Professional Services \$11,259

This is for legislative research, presentations, work study, Courthouse displays, and temporary clerical help.

612 - Printing and Reproduction \$12,261

The decrease is due to the elimination of County Lines and public information materials.

616 - External Data Processing \$2,600

This is for development of mailing lists for the citizen participation program.

620 - Postage \$7,446

This is for the cost of mailings associated with the citizen participation program.

621 - Office Supplies \$2,903

Due to the reduction in staff, the need for supplies is reduced.

GENERAL SERVICES

CABLE T.V.

FEDERAL/STATE FUND

EXPENDITURE SUMMARY

Classification	1980-81 ACTUAL	1981-82 ACTUAL	1982-83 BUDGET	1983-84 BUDGET
Personal Services	\$ 36,213	\$ 10,147	\$ 58,752	\$ 92,028
Materials & Services	2,651	97,939	162,059	585,487
Capital Outlay	0	0	35,100	5,100
Total	\$ 38,864	\$ 108,086	\$ 255,911	\$ 682,615

RESOURCE SUMMARY

Resource Description	1983-84 BUDGET
Dedicated Revenues Cable Franchise Fees	682,615
Total	\$ 682,615

NOTES:

It is a high priority of the Board of County Commissioners to use receipts from the cable franchise for development of telecommunications-related services for the Multnomah County Library.

GENERAL SERVICES

CABLE TV OFFICE

DGS FEDERAL/STATE PROGRAM FUND

REQUIREMENT DETAIL

CODE	OBJECT TITLE	1982-83 BUDGET	1983-84 BUDGET
PERSONAL SERVICES			
510	FULL TIME	42,668	69,529
520	PART TIME	0	0
540	OVERTIME	885	0
550	PREMIUM	1,489	0
570	FRINGE	13,710	22,499
TOTAL SALARIES WAGES & FRINGE BENEFITS \$		58,752 \$	92,028
EXTERNAL MATERIALS AND SERVICES			
611	PROFESSIONAL SERVICES	137,000	514,300
612	PRINTING AND REPRODUCTION	6,887	8,744
613	UTILITIES	0	0
614	COMMUNICATIONS	1,770	4,669
615	INSURANCE	0	0
616	EXTERNAL DATA PROCESSING	0	0
617	EQUIPMENT RENTAL	0	5,000
618	REPAIRS AND MAINTENANCE	71	100
620	POSTAGE	4,541	4,541
621	OFFICE SUPPLIES	1,090	1,090
622	JANITORIAL SUPPLIES	0	0
623	OPERATING SUPPLIES	0	0
624	MINOR EQUIPMENT AND TOOLS	97	105
625	CLOTHING AND UNIFORMS	0	0
626	MAINTENANCE SUPPLIES	0	0
627	FOOD	1,000	1,000
631	EDUCATION AND TRAVEL	4,175	9,490
633	LOCAL TRAVEL AND MILEAGE	1,092	1,552
651	SPACE RENTALS	0	0
659	MISCELLANEOUS	0	13,656
661	DUES AND SUBSCRIPTIONS	1,000	1,000
		0	0
INTERNAL SERVICE REIMBURSEMENTS			
940	INDIRECT COSTS	0	15,360
950	DATA PROCESSING SERVICES	0	0
960	MOTOR POOL SERVICES	0	0
970	BUILDING MANAGEMENT SERVICES	3,336	4,880
990	OTHER INTERNAL SERVICES	0	0
TOTAL MATERIALS AND SERVICES		\$ 162,059 \$	585,487
CAPITAL OUTLAY			
710	LAND	0	0
720	BUILDINGS	0	0
730	OTHER IMPROVEMENTS	0	0
740	EQUIPMENT	35,100	5,100
TOTAL CAPITAL OUTLAY		\$ 35,100 \$	5,100
TOTAL REQUIREMENT		\$ 255,911 \$	682,615

GENERAL SERVICES

CABLE T V

PERSONNEL DETAIL

FEDERAL/STATE FUND

Position Title	80- 81	81- 82	82- 83	83- 84	Base	Fringe	1983-84 Total
Management Analyst	0	0	0	1	23,385	7,000	30,385
Office Assistant 2	0	0	1	1	13,530	6,326	19,856
Program Management Spec.	0	0	1	1	32,614	9,173	41,787
 <u>Permanent Part-Time</u>							
Office Assistant 1	4	0	0	0			
Office Assistant 2	0	1	0	0			
Management Assistant	1	0	0	0			
FULL TIME Total	5	1	2	3	69,529	22,499	92,028
PART TIME					0	0	0
OVERTIME					0	0	0
PREMIUM PAY					0	0	0
Total					\$ 69,529	\$ 22,499	\$ 92,028

NOTES

510 - Full Time \$69,529

This reflects a new position of Management Analyst.

GENERAL SERVICES

CABLE TV

NOTES

FEDERAL/STATE FUND

611 - Professional Services \$514,300

- Funds for access corporation required by franchise agreement to be passed through the Regulatory Commission \$470,000
- Technical monitoring of system development 11,000
- Legal consultation, including development of FCC waiver request 16,000
- Technical assistance in developing a communication plan for jurisdictions, beginning with Multnomah County 6,000
- Technical services for interconnect of Fire District 10 and other government agencies with Portland's municipal cable system 1,000
- Temporary clerical and other outside agency assistance 1,000
- Legal (\$1,300), technical (\$8,000) consultation for development of Sylvan/Dunthorpe franchise 9,300

612 - Printing and Reproduction \$8,744

This is for reproducing a franchise agreement and related costs.

617 - Equipment Rental \$5,000

This is for rental of a word processor/computer.

659 - Miscellaneous \$13,656

These funds will be used to reimburse jurisdictions for cable-related administrative costs incurred.

661 - Dues and Subscriptions \$1,000

Trade magazines and subscriptions.

740 - Equipment \$5,100

This is for the purchase of a video monitor, 3/4 inch deck, 1/2 inch deck, porta pak and power supply, and related equipment.

940 - Indirect Costs \$15,360

These are indirect costs for the Regulatory Commission budget.

GENERAL SERVICES
PURCHASING
MANAGER: SHERRY JACOX
DIVISION SUMMARY

EXPENDITURES	GENERAL FUND	FEDERAL/STATE FUND	ROAD FUND	OTHER	TOTAL
Personal Services	418,523	0	0	0	418,523
Materials & Services	183,957	0	0	0	189,957
Capital Outlay	0	0	0	0	0
Total	\$ 602,480	\$ 0	\$ 0	\$ 0	\$ 602,480

RESOURCES	GENERAL FUND	FEDERAL/STATE FUND	ROAD FUND	OTHER	TOTAL
Operational Revenues					
County Auctions	75,000	0	0	0	75,000
Outside Purchasing Fees	3,772	0	0	0	3,772
Tiffany Food Service	11,020	0	0	0	11,020
Vending Machines	8,500	0	0	0	8,500
Portland Recycling Team	5,000	0	0	0	5,000
General Revenues	499,188	0	0	0	499,188
Total	\$ 602,480	\$ 0	\$ 0	\$ 0	\$ 602,480

PURPOSE STATEMENT

The Purchasing Division has central administrative responsibility for the Countywide procurement program. This includes procuring all equipment, materials, supplies, trade and skilled services, and construction projects. In addition, the Division administers professional services contracting over \$10,000, a fixed assets control program, listing all real and personal property, operates a central store that serves all County units and 72 outside agencies (fire and school districts), and is responsible for County auctions.

The Division is responsible for a Minority and Female Business Enterprise (MBE/FBE) program as an integral part of the purchasing function. County MBE/FBE goals last year were 11% for construction projects under \$100,000; 9% of professional services; 5% of all supplies and equipment; and 11% of all trade and skilled services.

The Division administers a Countywide contract compliance program.

Authority: Functions are mandated by ORS 279 (Public Contracting), ORS 146.125 (Disposition of Personal Property), and Multnomah County Public Contract Review Board (PCRB) Administrative Rules.

WORK PLAN DESCRIPTION

The Purchasing Division will provide the following services:

- Processing 30,000 requisitions for outside and Central Stores purchases.
- Delivering materials and supplies to county units.
- Holding quarterly auctions of surplus and unclaimed personal property.
- Administration of the fixed assets control program.
- Administration of a contract compliance program.
- Conducting an annual inventory of Central Stores.

In 1983-84, new emphasis will be put on the following:

- Implementation of a Countywide procurement planning program (cost containment system).
- Reducing bid and award processing time.
- Upgrading buyer qualifications and training.
- Improvement of the contract administration program.
- Increasing the County's ability to meet its goals for the Minority/Female Business Enterprise Program.

MAJOR CHANGES FROM LAST YEAR

The completion of an automated data processing system for Purchasing and Inventory Control; increased participation by minority and female business enterprises; implementation of a Countywide procurement planning program; implementation of a new fixed assets control program; administrative responsibility for the following new Countywide contracts: vending machine, paper recycling, typewriter repair, and temporary help.

Personnel changes include the deletion of the following positions:

- (1) Office Assistant 3
- (2) Office Assistant 2
- (1) Office Assistant 1
- (1) Warehouse Worker

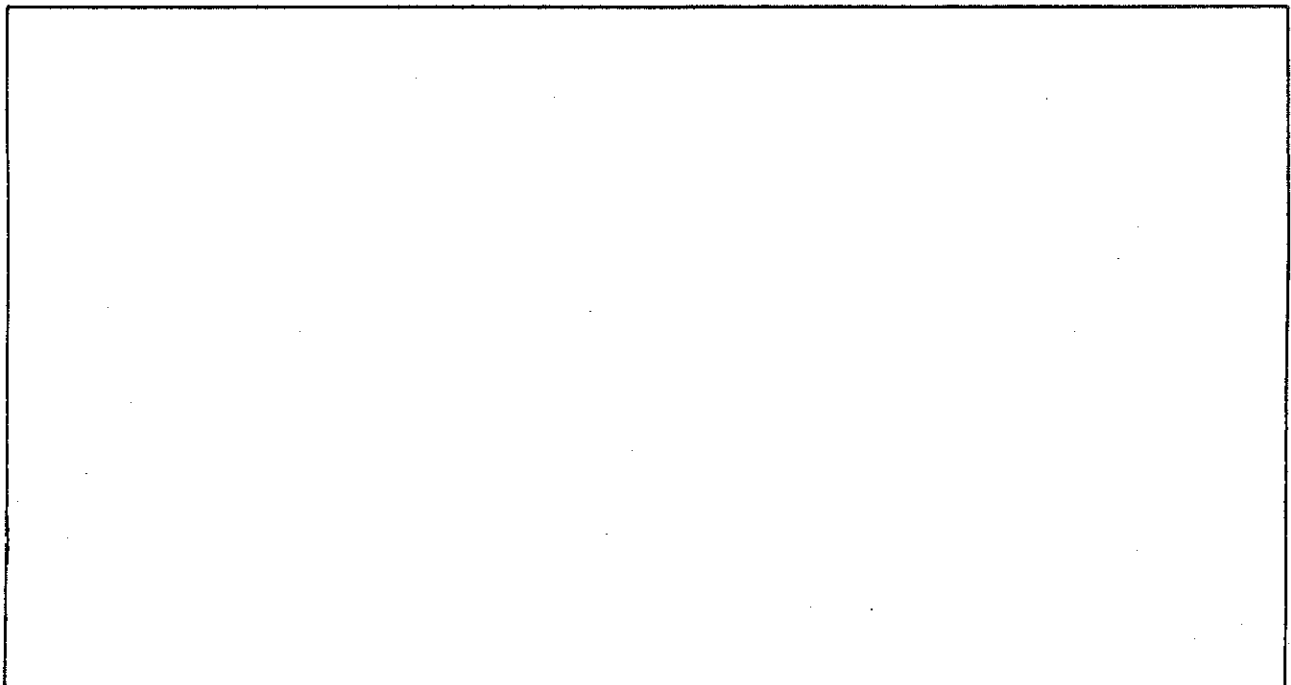
GENERAL SERVICES
PURCHASING
EXPENDITURE SUMMARY

GENERAL FUND

Classification	1980-81 ACTUAL	1981-82 ACTUAL	1982-83 BUDGET	1983-84 BUDGET
Personal Services	\$ 268,193	\$ 400,287	\$ 408,796	\$ 418,523
Materials & Services	28,576	69,755	236,322	189,545
Capital Outlay	1,537	3,183	0	0
Total	\$ 298,306	\$ 473,225	\$ 645,118	\$ 608,068

RESOURCE SUMMARY

Resource Description	1983-84 BUDGET
Operational Revenues	
County Auctions	75,000
Outside Purchasing Fees	3,772
Tiffany Food Service	11,020
Vending Machines	8,500
Portland Recycling Team	5,000
General Revenues	504,776
Total	\$ 608,068



GENERAL SERVICES
PURCHASING

DGS GENERAL FUND
REQUIREMENT DETAIL

CODE	OBJECT TITLE	1982-83 BUDGET	1983-84 BUDGET
PERSONAL SERVICES			
510	FULL TIME	303,793	309,576
520	PART TIME	0	0
540	OVERTIME	2,248	1,995
550	PREMIUM	0	1,252
570	FRINGE	102,755	105,700
TOTAL SALARIES WAGES & FRINGE BENEFITS \$		408,796 \$	418,523
EXTERNAL MATERIALS AND SERVICES			
611	PROFESSIONAL SERVICES	97,510	9,500
612	PRINTING AND REPRODUCTION	6,000	8,500
613	UTILITIES	0	0
614	COMMUNICATIONS	8,685	13,749
615	INSURANCE	0	0
616	EXTERNAL DATA PROCESSING	0	0
617	EQUIPMENT RENTAL	2,400	12,606
618	REPAIRS AND MAINTENANCE	1,100	3,000
620	POSTAGE	5,300	9,339
621	OFFICE SUPPLIES	3,700	8,280
622	JANITORIAL SUPPLIES	0	0
623	OPERATING SUPPLIES	3,150	1,600
624	MINOR EQUIPMENT AND TOOLS	500	100
625	CLOTHING AND UNIFORMS	0	0
626	MAINTENANCE SUPPLIES	100	100
627	FOOD	0	0
631	EDUCATION AND TRAVEL	0	0
633	LOCAL TRAVEL AND MILEAGE	825	1,000
651	SPACE RENTALS	300	300
659	MISCELLANEOUS	7,500	8,000
653	REFUNDS	0	0
INTERNAL SERVICE REIMBURSEMENTS			
940	INDIRECT COSTS	0	0
950	DATA PROCESSING SERVICES	89,295	98,890
960	MOTOR POOL SERVICES	9,957	14,581
970	BUILDING MANAGEMENT SERVICES	0	0
990	OTHER INTERNAL SERVICES	0	0
TOTAL MATERIALS AND SERVICES		\$ 236,322 \$	189,545
CAPITAL OUTLAY			
710	LAND	0	0
720	BUILDINGS	0	0
730	OTHER IMPROVEMENTS	0	0
740	EQUIPMENT	0	0
TOTAL CAPITAL OUTLAY		\$ 0 \$	0
TOTAL REQUIREMENT		\$ 645,118 \$	608,068

GENERAL SERVICES
PURCHASING
PERSONNEL DETAIL

GENERAL FUND

Position Title	80- 81	81- 82	82- 83	83- 84	Base	Fringe	1983-84 total
Administrative Spec. 1	1	2	2	1	25,390	8,814	34,204
Administrative Spec. 2	1	1	1	1	31,424	9,681	41,105
Administrative Technician	2	2	3	3	56,291	18,261	74,552
Office Assistant 2	3	5	4	6	86,600	32,220	118,820
Office Assistant 4	1	0	0	1	19,606	5,687	25,293
Program Manager 2	0	0	0	1	37,188	10,873	48,061
Warehouse Worker	2	3	3	2	33,074	12,976	46,050
Warehouse Worker/Chief	1	1	1	1	20,003	6,360	26,363
Office Assistant 1	2	1	1	0			
Office Assistant 3	0	1	1	0			
Office Machine Technician	1	0	0	0			
Program Manager 1	0	1	1	0			
FULL TIME Total	14	17	17	16	309,576	104,872	414,448
PART TIME					0	0	0
OVERTIME					1,995	469	2,464
PREMIUM PAY					1,252	359	1,611
Total					\$ 312,823	\$ 105,700	\$ 418,523

NOTES

510 - Full Time \$309,576

The Program Manager 1 position has been reclassified to Program Manager 2.

Positions transferred to this budget from Department of Administrative Services Administration and Planning were:

- (1) Office Assistant 4
- (3) Office Assistant 2

GENERAL SERVICES
PURCHASING
NOTES

GENERAL FUND

Positions deleted:

- (1) Administrative Specialist 1 (Senior Buyer)
- (1) Office Assistant 1
- (1) Office Assistant 2
- (1) Office Assistant 3
- (1) Warehouse Worker

540 - Overtime \$1,995

Occasional word processing operations.
Weekend work at County auctions.

611 - Professional Services \$9,500

County Auctions

Temporary help 192 hours at \$7.00	\$1,344
Auctioneer at 3% of estimated \$75,000	\$2,250

Special Projects, Vacations, Peak Loads

Temporary help approximately 488 hours at \$8.00	\$3,906
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MBE

Vendor's training	\$1,000
Evaluation consultant	\$1,000

612 - Printing and Reproduction \$8,500

Auction flyers	\$1,500
Specifications, bids, contracts, new users guide, and publishing vendor guide	\$7,000

617 - Equipment Rental \$12,606

CPT word processor \$668.47 per month	\$8,022
Copy machine - includes all paper, toner, maintenance and replacement - estimated 10,000 copies at 3.82 cents per copy	\$4,584

618 - Repairs and Maintenance \$3,000

Typewriter repair	\$ 500
Lift truck repair (Central Stores)	\$ 350
Electric pallet jack (Central Stores)	\$ 150
CPT Word Processor maintenance	\$2,000

GENERAL SERVICES
PURCHASING
NOTES

GENERAL FUND

621 - Office Supplies \$8,280

Covers supplies for Purchasing, Property Control, warehouse, auctions, MBE/FBE program, contracts, new automated systems, and increased volume related to centralized receiving/shipping, related supplies for new filing system.

623 - Operating Supplies \$1,600

Cartons, boxes, strapping tape, compressor oils, greases, freons, and miscellaneous.

624 - Minor Equipment and Tools \$100

Hand tools and cabinet/chest for minor repair/assembly of surplus property and auction items.

626 - Maintenance Supplies \$100

Miscellaneous bolts, fasteners, nails, glue for minor repairs/assembly of surplus property.

633 - Local Travel \$1,000

Two bus passes (exempt)	\$ 350
Bus tickets for employee use in lieu of pool cars	\$ 200
Legislative business meetings	\$ 300
MBE/FEB meetings	\$ 100

651 - Space Rentals \$300

MBE/FBE County exhibit space at two conferences at \$150 each \$300.

659 - Miscellaneous \$8,000

Advertising related to PCRB, formal bids, auctions, and MBE/FBE Program.

950 - Data Processing Services \$98,890
New Inventory System

GENERAL SERVICES
 FACILITIES & PROPERTY MANAGEMENT
 MANAGER: F. Wayne George
DIVISION SUMMARY

EXPENDITURES	GENERAL FUND	FEDERAL/STATE FUND	ROAD FUND	OTHER	TOTAL
Personal Services	1,406,834	0	0	0	1,406,834
Materials & Services	3,920,637	0	0	0	3,920,637
Capital Outlay	39,679	0	0	0	39,679
Total	\$ 5,367,150	\$ 0	\$ 0	\$ 0	\$ 5,367,150

RESOURCES	GENERAL FUND	FEDERAL/STATE FUND	ROAD FUND	OTHER	TOTAL
Dedicated Revenues	0	0	0	0	0
Operational Revenues	838,309	0	0	0	838,309
General Revenues	4,528,841	0	0	0	4,528,841
Total	\$ 5,367,150	\$ 0	\$ 0	\$ 0	\$ 5,367,150

PURPOSE STATEMENT

The Facilities & Property Management Division is responsible for the safe and efficient operation, maintenance and improvements (including capital construction projects) to 56 County-owned and leased facilities. As in prior years, the Division is responsible for providing physical planning, remodeling, building code compliance and relocation, as well as construction and major remodeling.

GENERAL SERVICES
FACILITIES AND PROPERTY MANAGEMENT
DIVISION SUMMARY

WORK PLAN DESCRIPTION

The Facilities and Property Management Division will do the following:

- Provide janitorial services, either directly or on a contractual basis, for 18 County facilities.
- Carry out an ongoing preventative maintenance program involving general repairs to the physical plant, HVAC, and electrical systems.
- Prepare specifications for and monitor all phases of budgeted construction projects.
- Develop or preserve County-owned surplus real property in accordance with new County policies and procedures.
- Process telephone change requests and investigate cost analysis for peripheral phone services to insure best service at lowest prices.
- Manage repair requests made by other departments.
- Review maintenance and operational cost at Justice Center to insure true cost evaluations.

MAJOR CHANGES FROM LAST YEAR

- Maintenance and operation of the new 472,000 square foot Justice Center scheduled to open in November 1983.
- Management responsibility for installation and operation of a new County-wide telephone system.
- The Construction budget, managed by the Division and located in Nondepartmental appropriations, includes a greater concentration on maintenance and repair projects and a lesser emphasis on interior office remodeling.
- The FY 83-84 budget reflects a diminished capacity to manage the County's real property holdings.

GENERAL SERVICES
FACILITIES & PROPERTY MANAGEMENT
EXPENDITURE SUMMARY

GENERAL FUND

Classification	1980-81 ACTUAL	1981-82 ACTUAL	1982-83 BUDGET	1983-84 BUDGET
Personal Services	\$ 945,423	\$ 1,259,429	\$ 1,404,615	\$ 1,406,834
Materials & Services	1,733,239	2,406,918	3,285,273	3,920,637
Capital Outlay	306	4,982	0	39,679
Total	\$ 2,678,967	\$ 3,671,329	\$ 4,689,888	\$ 5,367,150

RESOURCE SUMMARY

Resource Description	1983-84 BUDGET
Operational Revenues	
Tax Exemption Refund	12,727
Property Management Sales	9,290
Property and Space Rentals	633,292
Telephone Rentals	5,000
Recycling - Paper	5,000
Justice Center Reimbursement - City of Portland	173,000
General Revenues	4,528,841
Total	\$ 5,367,150

In FY 82-83, this division was a part of the Department of Administrative Services.

GENERAL SERVICES
 FACILITIES AND PROPERTY MANAGEMENT
 DGS GENERAL FUND
 REQUIREMENT DETAIL

CODE	OBJECT TITLE	1982-83 BUDGET	1983-84 BUDGET
PERSONAL SERVICES			
510	FULL TIME	1,038,150	1,021,708
520	PART TIME	3,455	0
540	OVERTIME	12,869	23,852
550	PREMIUM	6,243	1,965
570	FRINGE	343,898	359,309
TOTAL SALARIES WAGES & FRINGE BENEFITS \$		1,404,615 \$	1,406,834
EXTERNAL MATERIALS AND SERVICES			
611	PROFESSIONAL SERVICES	291,107	294,824
612	PRINTING AND REPRODUCTION	6,475	12,575
613	UTILITIES	1,439,177	2,048,045
614	COMMUNICATIONS	90,656	72,397
615	INSURANCE	0	0
616	EXTERNAL DATA PROCESSING	0	0
617	EQUIPMENT RENTAL	38,916	1,500
618	REPAIRS AND MAINTENANCE	60,008	63,580
620	POSTAGE	1,774	1,475
621	OFFICE SUPPLIES	3,975	3,950
622	JANITORIAL SUPPLIES	47,500	65,542
623	OPERATING SUPPLIES	28,700	72,950
624	MINOR EQUIPMENT AND TOOLS	1,850	4,200
625	CLOTHING AND UNIFORMS	2,550	3,825
626	MAINTENANCE SUPPLIES	44,000	52,300
627	FOOD	0	0
631	EDUCATION AND TRAVEL	0	0
633	LOCAL TRAVEL AND MILEAGE	700	675
651	SPACE RENTALS	1,108,387	1,068,734
659	MISCELLANEOUS	82,689	83,910
653	REFUNDS	0	0
652	INTEREST EXPENSE	0	0
INTERNAL SERVICE REIMBURSEMENTS			
940	INDIRECT COSTS	0	0
950	DATA PROCESSING SERVICES	0	1,450
960	MOTOR POOL SERVICES	36,809	59,705
970	BUILDING MANAGEMENT SERVICES	0	0
990	OTHER INTERNAL SERVICES	0	9,000
TOTAL MATERIALS AND SERVICES		\$ 3,285,273 \$	3,920,637
CAPITAL OUTLAY			
710	LAND	0	0
720	BUILDINGS	0	0
730	OTHER IMPROVEMENTS	0	0
740	EQUIPMENT	0	39,679
TOTAL CAPITAL OUTLAY		\$ 0 \$	39,679
TOTAL REQUIREMENT		\$ 4,689,888 \$	5,367,150

GENERAL SERVICES

FACILITIES & PROPERTY MANAGEMENT

GENERAL FUND

PERSONNEL DETAIL

Position Title	80- 81	81- 82	82- 83	83- 84	Base	Fringe	1983-84 Total
Administrative Specialist 1	1	3	4	5	124,238	42,181	166,419
Administrative Specialist 2	0	1	1	1	26,016	7,634	33,650
Administrative Technician	1	0	1	1	18,120	7,087	25,207
Carpenter/Maintenance	5	4	5	4	94,441	33,099	127,540
Custodian 1	22	14	14	15	207,238	73,465	280,703
Custodian 2	0	2	1	2	28,147	10,105	38,252
Custodian Supervisor	2	1	1	1	20,029	6,366	26,395
Electrical Supervisor	0	0	1	1	31,717	9,717	41,467
Electrician	0	6	6	5	145,430	48,736	194,166
Facilities Supervisor	0	0	1	1	28,188	8,319	36,507
Office Assistant 1	0	0	0	1	9,038	3,832	12,870
Office Assistant 2	3	5	4	4	56,807	22,248	79,055
Plant Maint. Engineer	12	7	9	8	182,912	65,794	248,706
Program Manager 2	0	0	0	1	37,187	11,770	48,957
Carpenter/Lead	0	1	0	0			
Carpenter/Special Projects	0	1	0	0			
Electrician/Lead	0	1	0	0			
Office Assistant 4	0	0	1	0			
Plant Maint. Supervisor	1	1	1	0			
Program Manager 1	2	2	1	0			
Program Supervisor	1	1	1	0			
Telecommunications Tech.	0	0	1	0			
<u>Partial Full Time</u>							
Custodian ¹	0	0	0	1	5,481	453	5,934
Office Assistant 2	0	1	1	1	6,719	2,417	9,136
FULL TIME Total	52	50	54	52	1,021,708	353,256	1,374,964
PART TIME					0	0	0
OVERTIME					23,852	5,592	29,444
PREMIUM					1,965	461	2,426
TOTAL					1,047,525	359,309	1,406,834

510 - Full Time \$1,021,708

The following positions are eliminated for FY 83-84:

- (1) Program Supervisor
- (1) Carpenter
- (1) Engineer
- (6) Custodians
- (1) Electrician
- (1) Administrative Specialist 2
- (1) Plant Maintenance Supervisor

The following positions were reclassified:

- Program Manager 1 to Program Manager 2
- Telecommunications Technician and Office Assistant 4 to Administrative Specialist 1

The following position was transferred to Facilities & Property Management from the Construction Projects budget:

- Administrative Specialist 2

The following positions are associated with the operations and maintenance of the Justice Center:

Transfers

- Facilities Supervisor
- Carpenter
- (2) Engineers
- Electrician
- (4) Custodian 1

New

- (4) Custodian 1
- Custodian 2
- Office Assistant 1

611 - Professional Services \$294,824

- \$9,000 Security and fire alarms at County owned facilities
- \$3,285 Pest control services for County owned buildings
- \$4,750 Consultants for HVAC, Telecommunications, and custodial services
- \$54,522 Elevator maintenance contracts
- \$11,000 Interior and exterior window washing plus carpet cleaning at Justice Center
- \$4,000 Consultants over and above warranty service on elevators, boilers, chillers, and electrical systems
- \$250 Clerical assistance

GENERAL SERVICES

FACILITIES & PROPERTY MANAGEMENT

GENERAL FUND

NOTES

- \$1,200 State inspection fees for elevators
- \$175 State air contaminate inspection fee (animal shelter)
- \$1,500 State boiler inspection fee
- \$350 Water testing back flow preventers
- \$100 Water testing various buildings
- \$203,892 Contracts with cleaning service companies for custodial services in eleven County owned/leased buildings five days per week
- \$800 Appraisal fees and advertising related to property

613 - Utilities \$2,048,045

The FY 83-84 requests reflect a 17% across the board increase. This request takes into account Rocky Butte Jail closing December 1, 1983, and other County leases being terminated. Utility costs for the Justice Center is \$440,702.

614 - Communications \$72,397

This request reflects not only monthly phone charges for the division, but also includes centrex consoles, directory listings, Seattle and Salem tie lines, three WATTS lines, two information phone consoles, phone service to the press room, Courthouse tour office, Courthouse cafeteria, and information booth, and pagers for Justice Center employees.

617 - Equipment Rental \$1,500

The reduction from FY 82-83 costs reflects the Toll Management System to outside users. In FY 83-84 there will be no outside users. The FY 83-84 costs are for equipment in the Justice Center.

622 - Janitorial Supplies \$65,542

The increase from FY 82-83 represents the cost of maintenance for the new Justice Center.

623 - Operating Supplies \$72,950

The increase from FY 82-83 is associated with the cost of the Justice Center and repaving of JDH parking lot after the Banfield Freeway is widened.

651 - Space Rentals \$1,068,734

The reduction from Fy 82-83 represents the termination of rental leases and consolidating those programs into County owned space. Office space costs are \$1,034,434 while parking spaces costs are \$34,300.

GENERAL SERVICES
FACILITIES & PROPERTY MANAGEMENT
NOTES

GENERAL FUND

659 - Miscellaneous \$83,910

- \$42,795 Taxes and assessments on County owned property.
- \$36,315 Local improvement district assessment for light rail.
- \$4,800 Parking meter hoods issued by the City of Portland.

740 - Equipment \$39,679

This request is for equipment associated with Engineering, custodial, electrical programs, and the Justice Center.

990 - Other Internal Services \$9,000

This is for work done by Road Fund personnel (i.e., signs).

626 - Miscellaneous Supplies \$52,300

This is for spare parts for the detention center electronics system, and costs associated with the engineering and carpenter operations.

FACILITIES AND PROPERTY MANAGEMENT SERVICE REIMBURSEMENTS*
BY FUND AND ORGANIZATION

Federal/State Fund

DHS	
Mental Health	\$ 45,366
MCCAA	13,000
Emergency Medical Services	2,300
Health Services/Pharmacy	5,352
Health Services Division	36,576

DJS	
Support Enforcement	\$ 30,000
Juvenile Court/Case Management and Juvenile Services Commission	8,093
Juvenile Court/Donald E. Long Home	9,240
Emergency Management	2,350

DGS	
Cable TV	\$ 4,888

Total Federal/State Fund	\$157,165
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Road Fund

Accounting and Engineering	\$ 17,650
Traffic Aid	2,100
Vance Pit Operations & Maintenance	23,500

Total Road Fund	\$ 43,250
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<u>Fleet Management Fund</u>	\$ 1,200
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<u>Animal Control Fund</u>	\$ 75,000
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<u>Data Processing Fund</u>	\$204,130
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<u>Inverness Fund</u>	\$ 2,905
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<u>Insurance Fund</u>	\$ 2,300
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Total Service Reimbursements	\$485,995
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* These are service reimbursements that appear throughout the budget as line item 970 Building Management Services

GENERAL SERVICES
DATA PROCESSING AUTHORITY
MANAGER: Don Dumont
DIVISION SUMMARY

EXPENDITURES	GENERAL FUND	FEDERAL/STATE FUND	ROAD FUND	OTHER	TOTAL
Personal Services	0	0	0	1,963,431	1,963,431
Materials & Services	0	0	0	2,514,364	2,514,364
Capital Outlay	0	0	0	3,665	3,665
Total	\$ 0	\$ 0	\$ 0	\$ 4,481,460	\$ 4,481,460

RESOURCES	GENERAL FUND	FEDERAL/STATE FUND	ROAD FUND	OTHER	TOTAL
Operational Revenue					
City of Portland	0	0	0	0	774,325
Metro (MDS)	0	0	0	0	22,093
Tri Met	0	0	0	0	127,126
Title Companies	0	0	0	0	40,662
State of Oregon-Courts	0	0	0	0	363,902
Clackamas Co.-Juvenile	0	0	0	0	2,700
Wash. County-Juvenile	0	0	0	0	6,157
Circuit Court	0	0	0	0	30,000
Service Reimbursements	0	0	0	0	2,845,578
Data Proc. Fund Revenue					268,917
Total	\$ 0	\$ 0	\$ 0	\$ 0	\$ 4,481,460

PURPOSE STATEMENT

It is the purpose of the Data Processing Authority to provide the expertise and to maintain the facilities for productive and effective use of data processing systems in support of the delivery of services by Multnomah County. This is done through planning and consulting services, systems development services, equipment and facilities management, and centralized computer services. To allow the most effective and greatest variety of data processing services at lowest cost, DPA provides these services to other governmental agencies in the local area.

GENERAL SERVICES
DATA PROCESSING AUTHORITY
DIVISION SUMMARY

WORK PLAN DESCRIPTION

The 1983-84 Work Plan for DPA includes two areas of emphasis: upgrading service levels, and working to resolve a number of policy questions about the future of data processing in Multnomah County.

Improvements will be made in computer availability, on-line response times, and scheduling of batch work. At the proposed budget level, maintenance of applications will be at minimal levels (no enhancements) and new development will be severely limited. The final phases of the Inventory/Purchasing System will be installed and the General Ledger Replacement Project will continue. The Information Center will continue to work with users to provide data processing services, implement training programs for users, improve problem tracking and follow-up, and coordinate planning with users.

MAJOR CHANGES FROM LAST YEAR

Because of reduced operations, seventeen full time positions have been deleted and others cut back to less than full time. New development is restricted to completion of two projects begun in 1982-83, and enhancements to existing systems will not be possible. One office systems analyst position has been transferred to DPA from the Budget and Management Analysis Division.

GENERAL SERVICES
DATA PROCESSING AUTHORITY
EXPENDITURE SUMMARY

DATA PROCESSING FUND

Classification	1980-81 ACTUAL	1981-82 ACTUAL	1982-83 BUDGET	1983-84 BUDGET
Personal Services	\$ 1,848,463	\$ 2,255,631	\$ 2,336,702	\$1,963,431
Materials & Services	1,498,021	2,336,927	2,547,206	2,514,364
Capital Outlay	100,539	85,205	44,750	3,665
Total	\$ 3,447,023	\$ 4,677,763	\$ 4,928,658	\$4,481,460

RESOURCE SUMMARY

Resource Description	1983-84 BUDGET
Operational Revenues	
City of Portland	774,325
Metro (MSD)	22,093
Tri Met	127,126
Title Companies	40,662
State of Oregon-Courts	363,902
Clackamas County-Juvenile	2,700
Washington County-Juvenile	6,157
Circuit Court	30,000
Service Reimbursements	
General Fund	2,524,181
Animal Control Fund	21,433
Federal/State Fund	246,113
Road Fund	53,851
Data Processing Fund General Revenues	268,917
Total	\$4,481,460

GENERAL SERVICES

775 DATA PROCESSING FUND - DPA

701 DGS DATA PROCESSING FUND

REQUIREMENT DETAIL

CODE	OBJECT TITLE	1982-83 BUDGET	1983-84 BUDGET
PERSONAL SERVICES			
510	FULL TIME	1,734,975	1,458,283
520	PART TIME	0	0
540	OVERTIME	28,300	27,300
550	PREMIUM	19,719	7,934
570	FRINGE	553,708	469,914

TOTAL SALARIES WAGES & FRINGE BENEFITS \$ 2,336,702 \$ 1,963,431

EXTERNAL MATERIALS AND SERVICES			
611	PROFESSIONAL SERVICES	5,000	12,953
612	PRINTING AND REPRODUCTION	11,164	14,264
613	UTILITIES	0	0
614	COMMUNICATIONS	179,600	169,743
615	INSURANCE	9,000	2,000
616	EXTERNAL DATA PROCESSING	210,249	264,852
617	EQUIPMENT RENTAL	796,285	759,971
618	REPAIRS AND MAINTENANCE	386,652	491,441
620	POSTAGE	2,735	3,359
621	OFFICE SUPPLIES	8,400	7,440
622	JANITORIAL SUPPLIES	0	0
623	OPERATING SUPPLIES	98,000	91,000
624	MINOR EQUIPMENT AND TOOLS	1,755	1,100
625	CLOTHING AND UNIFORMS	0	0
626	MAINTENANCE SUPPLIES	0	541
627	FOOD	0	0
631	EDUCATION AND TRAVEL	0	4,100
633	LOCAL TRAVEL AND MILEAGE	2,545	2,200
651	SPACE RENTALS	0	0
659	MISCELLANEOUS	14,350	11,800
661	DUES AND SUBSCRIPTIONS	1,500	1,763
		0	0

INTERNAL SERVICE REIMBURSEMENTS			
940	INDIRECT COSTS	583,972	441,174
950	DATA PROCESSING SERVICES	0	0
960	MOTOR POOL SERVICES	5,851	5,055
970	BUILDING MANAGEMENT SERVICES	210,480	229,408
990	OTHER INTERNAL SERVICES	19,668	200

TOTAL MATERIALS AND SERVICES \$ 2,547,206 \$ 2,514,364

CAPITAL OUTLAY			
710	LAND	0	0
720	BUILDINGS	0	0
730	OTHER IMPROVEMENTS	0	0
740	EQUIPMENT	44,750	3,665

TOTAL CAPITAL OUTLAY \$ 44,750 \$ 3,665

TOTAL REQUIREMENT \$ 4,928,658 \$ 4,481,460

GENERAL SERVICES
DATA PROCESSING AUTHORITY
PERSONNEL DETAIL

DATA PROCESSING FUND

Position Title	80- 81	81- 82	82- 83	83- 84	Base	Fringe	1983-84 Total
Administrative Specialist 1	3	2	1	1	23,323	7,772	31,095
Computer Operator 1	4	4	4	3	58,096	19,932	78,028
Computer Operator 2	5	5	5	5	116,413	39,760	156,173
Computer Operator Supv.	0	3	3	2	52,033	16,839	68,872
Data Processing Manager 1	0	4	4	4	128,154	38,435	166,589
Data Processing Manager 2	0	3	3	3	110,851	29,305	140,156
Data Processing Specialist	2	3	3	3	73,872	23,704	97,576
Data Processing Technician	0	2	4	4	78,115	25,383	103,498
Financial Spec. 2 (1/2 time)	1	1	1	1	15,712	4,845	20,557
Office Assistant 1	1	1	1	1	12,758	6,135	18,893
Office Assistant 2	12	11	9	5	77,104	28,014	105,118
Office Assistant 3	5	6	6	6	101,627	35,371	136,998
Management Analyst	0	0	0	1	26,894	8,068	34,962
Program Manager 3	1	1	1	1	41,948	9,543	51,491
Programmer	3	3	5	4	85,410	25,808	111,218
Programmer/Analyst	7	9	9	6	154,831	49,465	204,296
Programmer/Senior	3	2	2	2	59,276	18,611	77,887
Software Specialist 2	3	2	3	3	94,941	27,461	122,402
Systems Analyst/Senior	6	5	7	5	146,925	46,962	193,887
Administrative Assistant	1	1	1	0			
Office Assistant 4	1	0	0	0			
Operations Supervisor 2	3	0	0	0			
Prog. Develop. Tech.	1	0	0	0			
Program Manager 1	3	0	0	0			
Software Specialist 1	2	3	2	0			
Software Systems Manager	4	0	0	0			
Software Systems Mgr.(1/2)	1	0	0	0			
Systems Manager	1	0	0	0			
<u>Regular Part Time</u>							
Administrative Specialist 2	4	4	2	0			
Data Processing Manager 1	0	1	0	0			
FULL TIME Total	77	76	76	60	1,458,283	461,413	1,919,696
PART TIME					0	0	0
OVERTIME					27,300	6,589	33,889
PREMIUM					7,934	1,912	9,846
TOTAL					1,493,517	469,914	1,963,431

GENERAL SERVICES

DATA PROCESSING AUTHORITY

DATA PROCESSING FUND

NOTES

510 - Full Time \$1,444,526

Positions deleted:

- (1) Administrative Assistant
- (2) Administrative Specialist 2
- (1) Computer Operator 1
- (4) Office Assistant 2
- (2) Programmer
- (3) Programer/Analyst
- (1) Programmer/Senior
- (2) Software Specialist
- (1) Systems Analyst/Senior
- (1) Computer Operator Supervisor

Positions added:

- (1) Management Analyst (Office Systems)

540 - Overtime \$27,300

Required to meet user production schedules during hardware and system malfunctions; to meet user requirements during 24 hr/day, 7 day/week operations; and word processing support during emergency situations.

550 - Premium Pay \$7,934

Shift differential and word processing premium.

614 - Communications \$169,743

Teleprocessing data lines and modern service for users of terminals and printers (\$139,062) and administrative telephone service (\$30,681).

615 - Insurance \$2,000

Computer property at DPA.

616 - External Data Processing \$264,852

Maintenance costs on software products	(\$201,252)
Keypunch services	(\$ 29,000)
Microfiche services	(\$ 34,600)

GENERAL SERVICES
DATA PROCESSING AUTHORITY
NOTES

DATA PROCESSING FUND

617 - Equipment Rental	\$759,971	
Miscellaneous Vendor Terminal Equipment		\$173,688
First National Bank (Amdahl 470Y5)		\$244,234
Univac		\$ 39,490
STC		\$ 37,416
Xerox		\$ 98,569
IBM		\$ 17,044
Disk Conversion Upgrade 2		\$ 29,330
Second CPU - Upgrade 3		\$120,000
Audio Visual Equipment		\$ 200
618 - Repairs and Maintenance	\$491,441	
Word Processing Equipment		\$ 3,024
Office Equipment		\$ 476
Univac		\$ 7,099
Miscellaneous Vendor Terminal Equipment		\$ 48,318
Amdahl		\$138,360
Computer Maintenance Service		\$ 12,000
DP Enterprises		\$ 1,644
Standard Register		\$ 1,500
Telegenics Inc.		\$ 2,484
Storage Technology Copr.		\$ 51,012
TIMA		\$ 3,850
IBM		\$ 44,846
Xerox		\$ 65,000
Overtime Maintenance		\$ 22,000
Rate Increase		\$ 12,350
Zell L. Sealer		\$ 500
Computer Link		\$ 500
Second CPU - Upgrade 3		\$ 76,478
623 - Operating Supplies	\$91,000	
Stock paper		\$ 57,000
Magnetic Media		\$ 6,000
Ribbons		\$ 12,500
Xerox Chemicals		\$ 13,500
Miscellaneous		\$ 2,000
631 - Education and Travel	\$4,100	
Video cassette training program for effective utilization of SAS software		\$3,000
Tuition reimbursement for job-related course work for 11 trainees at \$100 per educational course		\$1,100

NOTES

633	-	Local Travel and Mileage	\$2,200
		Bus passes for 10 employees and other authorized local mileage.	
659	-	Miscellaneous	\$11,800
		Freight charges on data processing equipment, reference and technical manuals.	
661	-	Dues and Subscriptions	\$1,763
		Professional journals.	
740	-	Equipment	\$3,665
		For replacement of office equipment items, such as executive desks, chairs, filing cabinets, calculators, etc.	
940	-	Indirect Costs	\$441,174
		County overhead computed at the rate of 11.8% of direct labor and materials.	
970	-	Building Management	\$229,408
		Service reimbursement for:	
		Cleaning	\$ 9,240
		Utilities	\$ 95,040
		Overhead	\$ 10,428
		Rent Transfer	\$114,700

DPA MULTNOMAH COUNTY SERVICE REIMBURSEMENTS AND REVENUE

Department of Human Services

Administration - Health Officer	\$ 6,525
Health Services Division	244,113
Social Services	<u>2,000</u>

Department of Human Services Total	\$ 252,638
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Department of Justice Services

Sheriff	\$481,972
District Attorney	205,325
Juvenile	61,463
Medical Examiner	1,450
Community Corrections	<u>13,614</u>

Department of Justice Services Total	\$ 763,824
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Department of Environmental Services

Road Fund	\$ 53,851
Animal Control	21,433
Planning	<u>5,398</u>

Department of Environmental Services Total	\$ 80,682
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Department of General Services

Operations	\$ 35,725
Budget	17,686
Finance	361,778
Employee Relations	30,542
Purchasing	98,890
Facilities Management	<u>1,450</u>

Department of General Services Total	\$ 546,071
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Nondepartmental

Assessment & Taxation	\$836,470
Elections	220,741
Special Appropriations	<u>145,152</u>

Nondepartmental Total	\$ 1,202,363
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MULTNOMAH COUNTY SERVICE REIMBURSEMENT TOTAL	\$ 2,845,578
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ADMINISTRATION AND PLANNING EXPENDITURE SUMMARY

HISTORY ONLY

Classification	1980-81 ACTUAL	1981-82 ACTUAL	1982-83 BUDGET	1983-84 BUDGET
Personal Services	233,052	235,467	160,439	0
Materials & Services	19,832	20,555	212,929	0
Capital Outlay	3,749	820	0	0
Total	\$ 256,633	\$ 256,842	\$ 373,368	\$ 0

RESOURCE SUMMARY

Resource Description	1983-84 BUDGET
Total	\$

ADMINISTRATIVE SERVICES
ADMINISTRATION

R E Q U I R E M E N T D E T A I L

CODE	OBJECT TITLE	1982-83 BUDGET	1983-84 BUDGET
	PERSONAL SERVICES		
510	FULL TIME	106,032	0
520	PART TIME	0	0
540	OVERTIME	503	0
550	PREMIUM	16,883	0
570	FRINGE	37,021	0
	TOTAL SALARIES WAGES & FRINGE BENEFITS \$	160,439 \$	0
	EXTERNAL MATERIALS AND SERVICES		
611	PROFESSIONAL SERVICES	1,100	0
612	PRINTING AND REPRODUCTION	3,400	0
613	UTILITIES	0	0
614	COMMUNICATIONS	6,767	0
615	INSURANCE	0	0
616	EXTERNAL DATA PROCESSING	0	0
617	EQUIPMENT RENTAL	8,000	0
618	REPAIRS AND MAINTENANCE	3,000	0
620	POSTAGE	175,760	0
621	OFFICE SUPPLIES	3,500	0
622	JANITORIAL SUPPLIES	0	0
623	OPERATING SUPPLIES	0	0
624	MINOR EQUIPMENT AND TOOLS	0	0
625	CLOTHING AND UNIFORMS	0	0
626	MAINTENANCE SUPPLIES	0	0
627	FOOD	0	0
631	EDUCATION AND TRAVEL	4,302	0
633	LOCAL TRAVEL AND MILEAGE	725	0
651	SPACE RENTALS	0	0
659	MISCELLANEOUS	0	0
653	REFUNDS	0	0
	INTERNAL SERVICE REIMBURSEMENTS		
940	INDIRECT COSTS	0	0
950	DATA PROCESSING SERVICES	0	0
960	MOTOR POOL SERVICES	6,375	0
970	BUILDING MANAGEMENT SERVICES	0	0
990	OTHER INTERNAL SERVICES	0	0
	TOTAL MATERIALS AND SERVICES	\$ 212,929 \$	0
	CAPITAL OUTLAY		
710	LAND	0	0
720	BUILDINGS	0	0
730	OTHER IMPROVEMENTS	0	0
740	EQUIPMENT	0	0
	TOTAL CAPITAL OUTLAY	\$ 0 \$	0
	TOTAL REQUIREMENT	\$ 373,368 \$	0

GENERAL SERVICES

EMERGENCY COMMUNICATIONS FUND

Classification	1980-81 ACTUAL	1981-82 ACTUAL	1982-83 BUDGET	1983-84 BUDGET
Personal Services	\$ 6,257	\$ 6,442	\$ 0	\$ 0
Materials & Services	119,115	622,313	0	0
Capital Outlay	0	0	0	0
Total	\$ 125,372	\$ 628,755	\$ 0	\$ 0

Resource Description	1983-84 BUDGET
Total	\$

DEPARTMENT OF GENERAL SERVICES

