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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	3	142,145	99,868	17,829	259,842	60	259,782
Operations	10	213,762	25,576	0	239,338	0	239,338
Budget and Management Analy.	7	250,273	53,578	0	303,851	24,218	279,633
Finance	22	645,469	552,039	0	1,197,508	431,410	766,098
County Counsel	8.89	330,473	36,431	0	366,904	527	366,377
Employee Relations	11	376,793	131,140	0	507,933	60,047	447,886
Intergovernmental Relations	3	107,583	41,175	0	148,758	2,768	145,990
ISD (Telecommunications)	4.50	115,502	37,879	0	153,381	17,177	119,027
Purchasing	16.50	458,193	264,166	0	722,359	189,766	532,593
Facilities Management	45	1,374,016	3,753,303	20,968	5,148,287	73,967	5,074,320
Subtotal	131.39	4,014,209	4,995,155	38,797	9,048,161	799,940	8,248,221
INSURANCE FUND							
Risk Management - Finance	2	68,871	4,642,525	0	4,711,396	2,300	4,709,096
Risk Management - County Counsel	4.11	145,500	18,235	0	163,735	9,765	153,970
Risk Management - Emp. Relations	1	32,841	112,920	11,550	157,311	0	157,311
Subtotal	7.11	247,212	4,773,680	11,550	5,032,442	12,065	5,020,377
DATA PROCESSING FUND (Information Services)							
	60.80	2,122,195	2,725,334	11,052	4,858,581	736,558	4,122,023
FEDERAL/STATE FUND							
Cable TV Office	3	98,813	628,798	5,200	732,811	5,200	727,611
Minority Business Ent. Prog.	1	29,856	57,644	0	87,500	7,008	80,492
Subtotal	4	128,669	686,442	5,200	820,311	12,208	808,103
DEPARTMENT TOTAL	203.30	6,512,285	13,180,611	66,599	19,759,495	1,560,771	18,198,724

GENERAL SERVICES
DIRECTOR'S OFFICE
MANAGER: Wanda Wright

DIVISION SUMMARY

EXPENDITURES	GENERAL FUND	FEDERAL/STATE FUND	ROAD FUND	OTHER	TOTAL
Personal Services	142,145	0	0	0	142,145
Materials & Services	99,868	0	0	0	99,868
Capital Outlay	17,829	0	0	0	17,829
Total	\$ 259,842	\$ 0	\$ 0	\$ 0	\$ 259,842

RESOURCES	GENERAL FUND	FEDERAL/STATE FUND	ROAD FUND	OTHER	TOTAL
General Revenue	259,842	0	0	0	259,842
Total	\$ 259,842	\$ 0	\$ 0	\$ 0	\$ 259,842

PURPOSE STATEMENT

The Department of General Services is responsible for recommending Executive Orders and legislative policies to ensure the 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.

GENERAL SERVICES
DIRECTOR'S OFFICE
DIVISION SUMMARY

WORK PLAN DESCRIPTION

The Department Director will:

- Meet regularly with the County Executive, the Board of Commissioners and County department heads 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;
- Effectively implement the County Executive's management priorities for the department, consistent with the developed long range plans;
- Provide leadership and direction to the divisions within the department;
- Review program offerings and periodically conduct internal program audits to ensure integrity;
- Direct the departmental strategic business plan and provide coordination and staff support necessary for its successful implementation;
- Oversee the feasibility study and finalize the design of an in-house electronic mail process for the County.
- Monitor and provide direction to the Day Care Center.

MAJOR CHANGES FROM LAST YEAR

A Program Management Specialist has been added to the Director's Office to coordinate the General Ledger/FMS replacement project.

Two percent of all education and travel appropriations are reserved to form a pool for executive management training to be made available to County employees on a matching basis.

This program will be administered by the General Services Director's office. Employees may receive up to 50% of the cost of approved training with the balance to be provided by the employee, other sources within their department, or a funding source external to the County.

The Day Care Center, formerly an External Organization, now comes under the direction of the Director's Office.

GENERAL SERVICES
OFFICE OF THE DIRECTOR

DGS GENERAL FUND

R E Q U I R E M E N T D E T A I L					
CODE	OBJECT TITLE	1981-82 ACTUAL	1982-83 ACTUAL	1983-84 BUDGET	1984-85 BUDGET
PERSONAL SERVICES					
510	FULL TIME	318,568	248,267	75,575	106,498
520	PART TIME	1,000	0	0	0
540	OVERTIME	1,770	26	0	0
550	PREMIUM	357	88	0	0
570	FRINGE	99,486	78,436	19,674	35,647
TOTAL WAGES & FRINGES		421,181\$	326,817\$	95,249\$	142,145
EXTERNAL MATERIALS AND SERVICES					
611	PROFESSIONAL SRV	47,064	7,505	0	5,000
612	PRINTING	1,907	3,763	1,308	1,500
613	UTILITIES	0	35	0	0
614	COMMUNICATIONS	1,961	8,335	2,555	2,940
615	INSURANCE	0	0	0	0
616	EXTERNAL DP	1,350	0	0	0
617	EQUIPMENT RENTAL	4,747	12,385	0	0
618	REPAIRS / MAINT.	393	242	0	0
620	POSTAGE	1,141	5,838	875	875
621	OFFICE SUPPLIES	2,353	2,259	300	350
622	JANITORIAL SUP.	0	23	0	0
623	OPERATING SUP.	1,958	326	0	0
624	MINOR EQUIPMENT	39	0	0	0
625	CLOTHING	0	0	0	0
626	MAINTENANCE SUP.	349	0	0	0
627	FOOD	0	0	0	0
631	EDUCATION / TRVL	13,137	19,033	82,484	88,093
633	LOCAL TRAVEL	497	1,002	520	1,050
651	SPACE RENTALS	0	0	0	0
659	MISCELLANEOUS	0	5	0	0
661	DUES / SUBSCRIPT	858	321	0	0
INTERNAL SERVICE REIMBURSEMENTS					
940	INDIRECT COSTS	0	0	0	0
950	DATA PROCESSING	7,092	3,285	0	0
960	MOTOR POOL	4,333	3,166	194	60
970	BUILDING MGMT	0	0	0	0
990	OTHER INTERNAL	12	24	500	0
TOTAL MATERIALS		\$ 89,191\$	67,547\$	88,736\$	99,868
CAPITAL OUTLAY					
710	LAND	0	0	0	0
720	BUILDINGS	820	0	0	0
730	IMPROVEMENTS	0	0	0	0
740	EQUIPMENT	4,066	886	0	17,829
TOTAL CAPITAL OUTLAYS		4,886\$	886\$	0\$	17,829
TOTAL REQUIREMENTS		515,258\$	395,250\$	183,985\$	259,842

PERSONNEL DETAIL

GENERAL SERVICES
OFFICE OF THE DIRECTOR

DGS GENERAL FUND

POSITION TITLE	81- 82	82- 83	83- 84	84- 85	BASE	FRINGE	1984-85 TOTAL
EXEC PROGRAM DIR	1.00	1.00	1.00	1.00	47,440	14,456	61,896
FINANCL SPEC 2	1.00	1.00	1.00	1.00	0	0	0
MGMT ANALYST	1.00	1.00	1.00	1.00	0	0	0
MGMT ASST	1.00	1.00	1.00	1.00	30,799	11,091	41,890
O A 3	1.00	1.00	1.00	1.00	0	0	0
PROGRAM MGMT SPEC	1.00	1.00	1.00	1.00	28,259	10,100	38,359
FULL TIME	5.00	6.00	2.00	3.00	106,498	35,647	142,145
PART TIME					0	0	0
OVERTIME					0	0	0
PREMIUM PAY					0	0	0
TOTAL					106,498	35,647	142,145

GENERAL SERVICES
OFFICE OF THE DIRECTOR

NOTES

GENERAL FUND

510 - Full Time \$ 106,498

Includes addition of Administrative Specialist who is heading a task force which is charged with modernizing (or replacing) the County's present financial management system (FMS). The intent of this effort is to match technological changes in data processing with present management needs for financial and budget data into an improved integrated system.

611 - Professional Services \$ 5,000

The responsibility for monitoring the Day Care Center has been placed with the Director's Office.

631 - Education and Travel \$ 88,093

This appropriation covers education and travel for DHS, DES and DJS (excluding the Sheriff's Office and the Corrections Office). It also covers travel and training costs for DGS excluding the Information Services Division. Finally, this figure includes Departmental participation in the supervisor/management training program.

740 - Equipment \$ 17,829

This appropriation covers equipment purchases for the entire department (excluding tools required within Facilities Management). It includes a personal computer for IGR which shall ensure accurate and timely information retrieval on legislative activity as well as equipment for the fixed assets system.

NOTE: The 1981-82 and 1982-83 figures include expenditures made by the Administration Section of the Department of Administrative Services.

GENERAL SERVICES
OPERATIONS UNIT

MANAGER: Alice Sakelaris

DIVISION SUMMARY

EXPENDITURES	GENERAL FUND	FEDERAL/STATE FUND	ROAD FUND	OTHER	TOTAL
Personal Services	213,762	0	0	0	213,762
Materials & Services	25,576	0	0	0	25,576
Capital Outlay	0	0	0	0	0
Total	\$ 239,338	\$ 0	\$ 0	\$ 0	\$ 239,338

RESOURCES	GENERAL FUND	FEDERAL/STATE FUND	ROAD FUND	OTHER	TOTAL
General Revenue	239,338	0	0	0	239,338
Total	\$ 239,338	\$ 0	\$ 0	\$ 0	\$ 239,338

PURPOSE STATEMENT

This unit provides centrally coordinated and supervised word processing and administrative support services for the Office of the Director, Finance, Employee Relations and Budget and Management Analysis Divisions.

GENERAL SERVICES
OPERATIONS UNIT
DIVISION SUMMARY

WORK PLAN DESCRIPTION

The Operations Unit provides centrally coordinated word processing and administrative support services to four DGS divisions located on the 14th floor of the Portland Building. Divisions include the Office of the Director, Employee Relations, Budget and Management Analysis and Finance. The departmental concept of the support staff enables an efficient utilization of skills as well as workload balancing.

- Implementation of word processing equipment and procedures.
- Training of authors and operators.
- Procedure development for all administrative support staff.
- Cross-training to enhance workload balancing.

MAJOR CHANGES FROM LAST YEAR

- One Office Assistant 2 position was transferred to the County Counsel Division.
- One Office Assistant 2 position was transferred to the Finance Division.
- One Office Assistant 4 position was reclassified to an Office Assistant 3 position.

Although the unit has two fewer positions, cross-training has permitted the staff to continue broadening its scope of support from a divisional to a departmental perspective.

The Operations Unit anticipates installation of a new word processing system to replace current mag card typewriters by the beginning of November, 1984.

GENERAL SERVICES
OPERATIONS UNIT

DGS GENERAL FUND

DGS GENERAL FUND					
R E Q U I R E M E N T D E T A I L					
CODE	OBJECT TITLE	1981-82 ACTUAL	1982-83 ACTUAL	1983-84 BUDGET	1984-85 BUDGET
PERSONAL SERVICES					
510	FULL TIME	0	0	187,667	152,368
520	PART TIME	0	0	0	0
540	OVERTIME	0	0	0	0
550	PREMIUM	0	0	3,132	3,169
570	FRINGE	0	0	68,564	58,225
TOTAL WAGES & FRINGES		0\$	0\$	259,363\$	213,762
EXTERNAL MATERIALS AND SERVICES					
611	PROFESSIONAL SRV	0	0	0	0
612	PRINTING	0	0	540	540
613	UTILITIES	0	0	0	0
614	COMMUNICATIONS	0	0	16,646	4,675
615	INSURANCE	0	0	0	0
616	EXTERNAL DP	0	0	0	0
617	EQUIPMENT RENTAL	0	0	2,772	3,768
618	REPAIRS / MAINT.	0	0	12,848	12,503
620	POSTAGE	0	0	0	0
621	OFFICE SUPPLIES	0	0	3,340	3,340
622	JANITORIAL SUP.	0	0	0	0
623	OPERATING SUP.	0	0	0	0
624	MINOR EQUIPMENT	0	0	0	0
625	CLOTHING	0	0	0	0
626	MAINTENANCE SUP.	0	0	0	0
627	FOOD	0	0	0	0
631	EDUCATION / TRVL	0	0	0	0
633	LOCAL TRAVEL	0	0	0	300
651	SPACE RENTALS	0	0	0	0
659	MISCELLANEOUS	0	0	0	0
661	DUES / SUBSCRIPT	0	0	450	450
INTERNAL SERVICE REIMBURSEMENTS					
940	INDIRECT COSTS	0	0	0	0
950	DATA PROCESSING	0	0	35,725	0
960	MOTOR POOL	0	0	0	0
970	BUILDING MGMT	0	0	0	0
990	OTHER INTERNAL	0	0	0	0
TOTAL MATERIALS		\$ 0\$	0\$	72,321\$	25,576
CAPITAL OUTLAY					
710	LAND	0	0	0	0
720	BUILDINGS	0	0	0	0
730	IMPROVEMENTS	0	0	0	0
740	EQUIPMENT	0	0	0	0
TOTAL CAPITAL OUTLAYS		0\$	0\$	0\$	0
TOTAL REQUIREMENTS		0\$	0\$	331,684\$	239,338

PERSONNEL DETAIL

GENERAL SERVICES
OPERATIONS UNIT

DGS GENERAL FUND

POSITION TITLE	81- 82	82- 83	83- 84	84- 85	BASE	FRINGE	1984-85 TOTAL
O A 2	.00	.00	10.00	8.00	114,956	44,340	159,296
O A 3	.00	.00	.00	1.00	16,469	5,669	22,138
O A 4	.00	.00	1.00	.00	0	0	0
OP SUPV 1	.00	.00	1.00	1.00	20,943	8,216	29,159
FULL TIME	.00	.00	12.00	10.00	152,368	58,225	210,593
PART TIME					0	0	0
OVERTIME					0	0	0
PREMIUM PAY					2,506	663	3,169
TOTAL					154,874	58,888	213,762

GENERAL SERVICES
OPERATIONS UNIT

NOTES

GENERAL FUND

510 - Full Time \$ 152,368

Two OA 2 positions were transferred out of the
Operations Unit, one to County Counsel and one
to the Finance Division.

One OA 4 position was reclassified to OA 3 position.

550 - Premium Pay \$ 3,169

This sum is required for Departmental word processing
operators (5 at \$0.30/hour x 2088 hours/year).

617 - Equipment Rental \$ 3,768

Rental for three months of two IBM Mag Card typewriters
at \$225 each per month and the Compucorp Stand Alone
word processing system with printer at \$696 per month,
both necessary until purchase of the new word process-
ing equipment.

618 - Repairs and Maintenance \$ 12,503

IBM OS/6	\$	4,646
Saxon Copier		310
Two IBM Mag Card typewriters		1,047
Word Processing equipment		6,500

621 - Office Supplies \$ 3,340

Includes costs of ribbons, diskettes and print wheels
for word processing equipment.

633 - Local Travel and Mileage \$ 300

Cost of one bus pass for exempt employee.

GENERAL SERVICES
BUDGET & MANAGEMENT ANALYSIS
MANAGER:

DIVISION SUMMARY

EXPENDITURES	GENERAL FUND	FEDERAL/STATE FUND	ROAD FUND	OTHER	TOTAL
Personal Services	250,273	0	0	0	250,273
Materials & Services	53,578	0	0	0	53,578
Capital Outlay	0	0	0	0	0
Total	\$ 303,851	\$ 0	\$ 0	\$ 0	\$ 303,851

RESOURCES	GENERAL FUND	FEDERAL/STATE FUND	ROAD FUND	OTHER	TOTAL
General Revenue	303,851	0	0	0	303,851
Total	\$ 303,851	\$ 0	\$ 0	\$ 0	\$ 303,851

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, Board of County Commissioners and Department administrators.
- Development of a strong relationship between Budget, Finance and County divisions to foster accurate expenditure projections as related to actual expenditures.
- Participation in the replacement of the FMS system.

WORK PLAN DESCRIPTION

The Budget Division work plan for 1984-85 will depend on the direction provided by the new Budget Director. However, the office will attempt to further automate annual budget preparation and monitoring.

MAJOR CHANGES FROM LAST YEAR

In early 1984 the Budget staff was reorganized to spread analytical responsibility among four Management Analysts. The workload of the analysts now comprises revenue monitoring and accounting functions formerly handled by the deleted Administrative Technician position.

An emphasis will be placed on:

- Performing research and analysis for County divisions on a project basis during non-critical budget periods.
- Developing budget preparation training at the division level.

GENERAL SERVICES

BUDGET AND MANAGEMENT ANALYSIS DIVISION

DGS GENERAL FUND

R E Q U I R E M E N T D E T A I L					
CODE	OBJECT TITLE	1981-82 ACTUAL	1982-83 ACTUAL	1983-84 BUDGET	1984-85 BUDGET
PERSONAL SERVICES					
510	FULL TIME	244,596	268,840	186,350	185,079
520	PART TIME	0	0	0	0
540	OVERTIME	239	52	0	0
550	PREMIUM	0	0	0	0
570	FRINGE	76,711	87,011	60,081	65,194
TOTAL WAGES & FRINGES\$		321,546\$	355,903\$	246,431\$	250,273
EXTERNAL MATERIALS AND SERVICES					
611	PROFESSIONAL SRV	2,106	0	0	0
612	PRINTING	19,481	15,472	17,975	16,800
613	UTILITIES	0	0	0	0
614	COMMUNICATIONS	4,362	7,071	5,395	6,260
615	INSURANCE	0	0	0	0
616	EXTERNAL DP	0	0	0	0
617	EQUIPMENT RENTAL	0	0	0	0
618	REPAIRS / MAINT.	44	0	0	0
620	POSTAGE	2,282	2,575	2,548	2,500
621	OFFICE SUPPLIES	2,038	686	1,750	1,500
622	JANITORIAL SUP.	0	0	0	0
623	OPERATING SUP.	0	66	0	0
624	MINOR EQUIPMENT	0	0	0	0
625	CLOTHING	0	0	0	0
626	MAINTENANCE SUP.	0	0	0	0
627	FOOD	0	0	0	0
631	EDUCATION / TRVL	0	0	0	0
633	LOCAL TRAVEL	0	1,260	1,050	2,100
651	SPACE RENTALS	0	0	0	0
659	MISCELLANEOUS	1,271	1,393	0	0
661	DUES / SUBSCRIPT	140	1,034	0	200
INTERNAL SERVICE REIMBURSEMENTS					
940	INDIRECT COSTS	0	0	0	0
950	DATA PROCESSING	6,366	7,833	17,686	24,169
960	MOTOR POOL	79	109	148	49
970	BUILDING MGMT	0	0	0	0
990	OTHER INTERNAL	0	0	0	0
TOTAL MATERIALS		\$ 38,169\$	37,499\$	46,552\$	53,578
CAPITAL OUTLAY					
710	LAND	0	0	0	0
720	BUILDINGS	0	0	0	0
730	IMPROVEMENTS	0	0	0	0
740	EQUIPMENT	4,250	153	0	0
TOTAL CAPITAL OUTLAYS\$		4,250\$	153\$	0\$	0
TOTAL REQUIREMENTS\$		363,965\$	393,555\$	292,983\$	303,851

GENERAL SERVICES

DGS GENERAL FUND

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GENERAL SERVICES

BUDGET & MANAGEMENT ANALYSIS DIVISION

GENERAL FUND

NOTES

510 - Full Time \$ 185,079

Includes reclassification of Administrative Technician
to Management Analyst which allows the work load to be
spread among four Management Analysts.

612 - Printing \$ 16,800

Budgets and accompanying forms.

633 - Local Travel and Mileage \$ 2,100

Seven bus passes at \$300 each.

950 - Data Processing Services \$ 24,169

Budget preparation processing time and equipment charges.

Equipment \$ 6,767

On-line cost 17,402

GENERAL SERVICES

FINANCE

MANAGER: Andrew Thaler

DIVISION SUMMARY

EXPENDITURES	GENERAL FUND	FEDERAL/STATE FUND	ROAD FUND	OTHER	TOTAL
Personal Services	645,469	0	0	68,871	714,340
Materials & Services	552,039	0	0	4,642,525	5,194,564
Capital Outlay	0	0	0	0	0
Total	\$ 1,197,508	\$ 0	\$ 0	\$ 4,711,396	\$ 5,908,904

RESOURCES	GENERAL FUND	FEDERAL/STATE FUND	ROAD FUND	OTHER	TOTAL
General Revenue	1,197,508	0	0	0	1,197,508
Insurance Fund Revenue	0	0	0	4,711,396	4,711,396
Total	\$ 1,197,508	\$ 0	\$ 0	\$ 4,711,396	\$ 5,908,904

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. Upon request, the Finance Division serves as bonding agent for other County jurisdictions. The Division also monitors and makes recommendations for improving the automated financial systems.

The responsibility of administering and monitoring the County's risk management system, including Unemployment, Medical Dental, General Liability, Property and Workers' Compensation coverage rests with the Finance Division.

GENERAL SERVICES
FINANCE
DIVISION SUMMARY

WORK PLAN DESCRIPTION

Ongoing processes of the Finance Division:

- Issues warrants for expenditures and trust disbursement.
- Issues payroll warrants.
- Manages investments, cash flow, and bank accounts.
- Collects and accounts for monies due the County, including probation fees.
- Prepares Annual Financial Reports and coordinates independent audits.
- Provides financial and budgetary reports to departments.
- Maintains automated financial and payroll systems.
- Serves as County representative in dealing with the State in administering the Business Income and Motor Vehicles Fuels taxes and the retirement system.
- Manages the risk and insurance program.
- Acts as bonding and trust agent for other public jurisdictions within the County.
- Monitors grant activities by other departments, reporting and collecting related funds.

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

MAJOR CHANGES FROM LAST YEAR

Projects of the Finance Division:

- Replace the Financial Management System with a new on-line general ledger/budgetary financial system.
- Revise the Deferred Compensation Plan in accordance with new Internal Revenue Code provisions and expand the investment alternatives.
- Participate with the Budget Division in updating the long range capital plan.
- Finalize policy and procedures regarding the self-insured programs.
- Develop and implement a fixed assets system to ensure adequate monitoring and control of County assets.
- Unemployment will be funded via a service reimbursement.

GENERAL SERVICES
FINANCE DIVISION

DGS GENERAL FUND

R E Q U I R E M E N T D E T A I L					
CODE	OBJECT TITLE	1981-82 ACTUAL	1982-83 ACTUAL	1983-84 BUDGET	1984-85 BUDGET
PERSONAL SERVICES					
510	FULL TIME	532,566	526,824	463,140	475,275
520	PART TIME	0	1,735	0	0
540	OVERTIME	97	281	0	1,000
550	PREMIUM	1,527	0	0	0
570	FRINGE	166,355	166,133	147,685	169,194
TOTAL WAGES & FRINGES		700,545\$	694,973\$	610,825\$	645,469
EXTERNAL MATERIALS AND SERVICES					
611	PROFESSIONAL SRV	105,120	55,855	55,451	55,300
612	PRINTING	21,970	13,827	16,770	14,400
613	UTILITIES	0	0	0	0
614	COMMUNICATIONS	7,671	14,285	12,900	18,600
615	INSURANCE	0	0	0	0
616	EXTERNAL DP	12,962	3,605	0	0
617	EQUIPMENT RENTAL	0	0	0	0
618	REPAIRS / MAINT.	1,258	1,090	3,415	3,410
620	POSTAGE	13,488	18,124	25,000	22,600
621	OFFICE SUPPLIES	2,030	2,579	3,400	3,500
622	JANITORIAL SUP.	0	0	0	0
623	OPERATING SUP.	20	80	0	0
624	MINOR EQUIPMENT	0	0	0	0
625	CLOTHING	0	0	0	0
626	MAINTENANCE SUP.	0	0	0	0
627	FOOD	0	0	0	0
631	EDUCATION / TRVL	0	100	0	0
633	LOCAL TRAVEL	278	1,135	1,250	1,700
651	SPACE RENTALS	0	0	0	0
659	MISCELLANEOUS	578	45	0	0
661	DUES / SUBSCRIPT	1,304	1,257	570	1,119
INTERNAL SERVICE REIMBURSEMENTS					
940	INDIRECT COSTS	0	0	0	0
950	DATA PROCESSING	486,365	376,711	361,778	431,390
960	MOTOR POOL	0	21	4	20
970	BUILDING MGMT	0	0	0	0
990	OTHER INTERNAL	0	0	0	0
TOTAL MATERIALS		\$ 653,044\$	488,714\$	480,538\$	552,039
CAPITAL OUTLAY					
710	LAND	0	0	0	0
720	BUILDINGS	0	0	0	0
730	IMPROVEMENTS	0	0	0	0
740	EQUIPMENT	0	15,265	0	0
TOTAL CAPITAL OUTLAYS		0\$	15,265\$	0\$	0
TOTAL REQUIREMENTS		1,353,589\$	1,198,952\$	1,091,363\$	1,197,508

DGS GENERAL FUND

F - 21

GENERAL SERVICES

FINANCE

NOTES

GENERAL FUND

510 - Full Time	\$ 475,275	
Transfer of OA 2 from Operations Unit.		
611 Professional Services	\$ 55,300	
Annual independent audit.		\$ 50,100
Temporary year-end and vacation relief.		3,000
State audit review fee - certificate.		600
Expenses related to the issue of tax anticipation notes.		1,000
Safe keeping fees.		600
612 - Printing and Reproduction	\$ 14,400	
Includes items such as payroll warrants, W-2 forms, OCR tars, payroll registers, tax ledgers, employee benefit statements, etc.		
618 - Repairs and Maintenance	\$ 3,410	
IBM personal computer maintenance agreement.		400
Microfiche		120
Burster/Signer		890
Copier		800
Perforator		100
Protectograph		100
Typewriters and calculators		1,000
633 - Local Travel and Mileage	\$ 1,700	
Bus passes for exempt employees and local mileage.		
950 - Data Processing Services	\$ 431,390	
Payroll		\$ 203,745
Fixed Assets		306
FMS		141,039
Property Tax Turnover		16,727
Outside Auditing		85
Accounts Payable		60,778
Equipment Charges		8,710

GENERAL SERVICES
RISK MGMT - FINANCE

DGS INSURANCE FUND

R E Q U I R E M E N T D E T A I L					
CODE	OBJECT TITLE	1981-82 ACTUAL	1982-83 ACTUAL	1983-84 BUDGET	1984-85 BUDGET
PERSONAL SERVICES					
510	FULL TIME	2,507	39,359	50,624	51,145
520	PART TIME	0	0	0	0
540	OVERTIME	0	0	0	0
550	PREMIUM	0	0	0	0
570	FRINGE	823	12,672	16,465	17,726
TOTAL WAGES & FRINGES		3,330\$	52,031\$	67,089\$	68,871
EXTERNAL MATERIALS AND SERVICES					
611	PROFESSIONAL SRV	2,299,095	332,058	1,214,500	404,000
612	PRINTING	10	1,004	6,300	4,000
613	UTILITIES	0	0	0	0
614	COMMUNICATIONS	0	0	1,100	1,760
615	INSURANCE	546,286	980,131	3,502,415	260,000
616	EXTERNAL DP	0	0	0	0
617	EQUIPMENT RENTAL	0	0	0	0
618	REPAIRS / MAINT.	7,352	0	200	25,200
620	POSTAGE	0	0	5,515	3,000
621	OFFICE SUPPLIES	0	155	1,920	1,500
622	JANITORIAL SUP.	0	0	0	0
623	OPERATING SUP.	0	0	0	0
624	MINOR EQUIPMENT	0	0	0	0
625	CLOTHING	0	0	0	0
626	MAINTENANCE SUP.	0	0	0	0
627	FOOD	0	0	0	0
631	EDUCATION / TRVL	0	410	0	1,500
633	LOCAL TRAVEL	45	447	475	300
651	SPACE RENTALS	0	0	0	0
659	MISCELLANEOUS	299,137	3,338,466	0	0
661	DUES / SUBSCRIPT	282	541	1,570	965
685	CLAIMS PAID	0	0	0	3,938,000
INTERNAL SERVICE REIMBURSEMENTS					
940	INDIRECT COSTS	0	0	0	0
950	DATA PROCESSING	0	0	0	0
960	MOTOR POOL	0	0	0	0
970	BUILDING MGMT	0	0	2,300	2,300
990	OTHER INTERNAL	0	0	33,189	0
TOTAL MATERIALS		\$ 3,152,207\$	4,653,212\$	4,769,484\$	4,642,525
CAPITAL OUTLAY					
710	LAND	0	0	0	0
720	BUILDINGS	0	0	0	0
730	IMPROVEMENTS	0	0	0	0
740	EQUIPMENT	0	395	800	0
TOTAL CAPITAL OUTLAYS		0\$	395\$	800\$	0
TOTAL REQUIREMENTS		3,155,537\$	4,705,638\$	4,837,373\$	4,711,396

GENERAL SERVICES
RISK MGMT - FINANCE

POSITION TITLE	81- 82	82- 83	83- 84	84- 85	BASE	FRINGE	1984-85 TOTAL
FINANCL TECH PROGRAM MGMT SPEC	.00 .00	1.00 1.00	1.00 1.00	1.00 1.00	18,468 32,677	6,198 11,528	24,666 44,205
FULL TIME	.00	2.00	2.00	2.00	51,145	17,726	68,871
PART TIME					0	0	0
OVERTIME					0	0	0
PREMIUM PAY					0	0	0
TOTAL					51,145	17,726	68,871

GENERAL SERVICES
FINANCE DIVISION

INSURANCE FUND

NOTES

	INSURANCE APPROPRIATIONS			
	1981-82	1982-83	1983-84	1984-85
Administration	3,667	1,388,947	87,239	87,501
Property	0	0	150,000	165,000
Liability	3,151,870	3,316,691	381,219	495,000
Medical/Dental	0	0	2,892,140	2,685,000
Workers' Compensation	0	0	781,500	779,000
Unemployment	0	0	545,275	500,000
TOTAL	3,155,537	4,705,638	4,837,373	4,711,396
<u>Note:</u> Insurance Fund sections are also located in County Counsel and Employee Relations.				
County Counsel				163,735
Employee Relations				157,311
Subtotal				321,046
Total Insurance Fund Expenditures				<u>\$ 5,032,442</u>
611 - Professional Services		\$ 404,000		
Independent studies for compliance with OSHA/OSEA regulations and citations			\$ 3,000	
Service fee paid to Blue Cross for administering claims			185,000	
Scott Wetzel Claims Administration			70,000	
Contract service fees for Workers' Compensation Administration			53,500	
Allocated expenses for Workers' Compensation Administration			7,500	
Fees for insurance appraisal of County property			85,000	
612 - Printing and Reproduction		\$ 4,000		
Completion of Risk Manual			2,000	
Completion of Property Profile			1,500	
Completion of Building and Emergency Procedures			500	
615 - Insurance		\$ 260,000		
Premiums for Liability insurance			75,000	
Excess Workers' Compensation insurance			130,000	
Property insurance premiums			55,000	
618 - Repairs and Maintenance		\$ 25,200		
Repair/replacement of County property not covered by insurance (expense below deductible level).				
631 - Education and Travel		\$ 1,500		
Includes attendance at Oregon Self-Insurance meetings, OSHA medical meetings and Stress Management Seminars.				
659 - Claims Paid		\$ 3,938,000		
County contribution to Blue Cross for employee medical and dental claims			2,500,000	
Anticipated payment of liability claims for FY 84-85			350,000	
Workers' Compensation payments			588,000	
Unemployment claim payments			500,000	

GENERAL SERVICES
COUNTY COUNSEL
MANAGER:

DIVISION SUMMARY

EXPENDITURES	GENERAL FUND	FEDERAL/STATE FUND	ROAD FUND	OTHER	TOTAL
Personal Services	330,473	0	0	145,500	475,973
Materials & Services	36,431	0	0	18,235	54,666
Capital Outlay	0	0	0	0	0
Total	\$ 366,904	\$ 0	\$ 0	\$ 163,735	\$ 530,639

RESOURCES	GENERAL FUND	FEDERAL/STATE FUND	ROAD FUND	OTHER	TOTAL
General Revenue	366,904	0	0	0	366,904
Insurance Fund Revenue	0	0	0	163,735	163,735
Total	\$ 366,904	\$ 0	\$ 0	\$ 163,735	\$ 530,639

PURPOSE STATEMENT

The County Counsel and 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 when requested.
- Drafting the County's ordinances.

GENERAL SERVICES
COUNTY COUNSEL
DIVISION SUMMARY

WORK PLAN DESCRIPTION

This division will:

- o Continue to litigate tort claims brought against Multnomah County and to provide other litigation services to all County departments, most notably DES, Assessment & Taxation, Justice Services and Employee Relations.
- o Continue to provide advice and counsel to the County Executive, Board of County Commissioners, and all County departments concerning all municipal law matters.

MAJOR CHANGES FROM LAST YEAR

The Division now includes three office assistant 3's, one administrative aide/office assistant, two full time law clerks and seven full time attorneys. Support staff was transferred back from the DGS Word Processing/Administrative Support Unit.

Legal support for insurance - related issues are now being directly budgeted in the Insurance Fund. Direct budgeting encompasses both Personal Services and Materials and Services.

GENERAL SERVICES
760 COUNTY COUNSEL

700 DGS GENERAL FUND

R E Q U I R E M E N T D E T A I L					
CODE	OBJECT TITLE	1981-82 ACTUAL	1982-83 ACTUAL	1983-84 BUDGET	1984-85 BUDGET
PERSONAL SERVICES					
510	FULL TIME	253,247	255,022	236,027	246,352
520	PART TIME	0	0	0	0
540	OVERTIME	1,015	47	0	393
550	PREMIUM	0	0	0	0
570	FRINGE	78,536	78,888	71,604	83,728
TOTAL WAGES & FRINGES		332,798\$	333,957\$	307,631\$	330,473
EXTERNAL MATERIALS AND SERVICES					
611	PROFESSIONAL SRV	12,815	8,109	12,876	12,900
612	PRINTING	4,472	4,673	4,000	4,745
613	UTILITIES	0	0	0	0
614	COMMUNICATIONS	4,760	6,727	6,743	9,860
615	INSURANCE	0	0	0	0
616	EXTERNAL DP	0	0	0	0
617	EQUIPMENT RENTAL	1,468	600	0	0
618	REPAIRS / MAINT.	1,384	987	300	0
620	POSTAGE	1,969	2,231	1,983	3,000
621	OFFICE SUPPLIES	1,954	1,657	1,300	949
622	JANITORIAL SUP.	0	0	0	0
623	OPERATING SUP.	50	50	0	0
624	MINOR EQUIPMENT	0	0	0	0
625	CLOTHING	0	0	0	0
626	MAINTENANCE SUP.	0	0	0	0
627	FOOD	0	0	0	0
631	EDUCATION / TRVL	0	0	0	0
633	LOCAL TRAVEL	0	980	1,050	1,950
651	SPACE RENTALS	0	0	0	0
659	MISCELLANEOUS	315	36	0	0
661	DUES / SUBSCRIPT	7,263	3,703	2,000	2,500
INTERNAL SERVICE REIMBURSEMENTS					
940	INDIRECT COSTS	0	0	0	0
950	DATA PROCESSING	0	0	0	0
960	MOTOR POOL	267	391	518	527
970	BUILDING MGMT	0	0	0	0
990	OTHER INTERNAL	0	0	0	0
TOTAL MATERIALS		\$ 36,717\$	30,144\$	30,770\$	36,431
CAPITAL OUTLAY					
710	LAND	0	0	0	0
720	BUILDINGS	0	0	0	0
730	IMPROVEMENTS	0	0	0	0
740	EQUIPMENT	3,669	0	0	0
TOTAL CAPITAL OUTLAYS		3,669\$	0\$	0\$	0
TOTAL REQUIREMENTS		373,184\$	364,101\$	338,401\$	366,904

PERSONNEL DETAIL

GENERAL SERVICES
COUNTY COUNSEL

DGS GENERAL FUND

POSITION TITLE	81- 82	82- 83	83- 84	84- 85	BASE	FRINGE	1984-85 TOTAL
ADMIN AIDE	.00	.00	.00	1.00	13,506	6,195	19,701
COUNTY COUNSEL	1.00	1.00	1.00	.89	45,399	14,054	59,453
DEP C COUNSEL 1	2.00	2.00	2.00	.00	0	0	0
DEP C COUNSEL 2	3.00	3.00	3.00	.00	0	0	0
DEP C COUNSEL 3	1.00	1.00	1.00	3.00	99,608	32,886	132,494
LAW CLERK	.00	.00	.00	1.00	17,529	7,057	24,586
O A 2	2.00	2.00	.00	.00	0	0	0
O A 3	1.00	1.00	1.00	2.00	31,046	11,821	42,867
DEP C COUNSEL 4	.00	.00	.00	1.00	39,264	11,715	50,979
FULL TIME	10.00	10.00	8.00	8.89	246,352	83,728	330,080
PART TIME					0	0	0
OVERTIME					311	82	393
PREMIUM PAY					0	0	0
TOTAL					246,663	83,810	330,473

NOTES

510 - Full Time \$ 246,352

Positions added to the County Counsel staff including those positions now budgeted in the Insurance Fund include:

- (2) Office Assistant 3
- (2) Law Clerk
- (1) Administrative Aide/Legal Assistant

Positions budgetarily transferred to the Insurance Fund include:

- (.11) County Counsel
- (2) Deputy County Counsel
- (1) Law Clerk
- (1) Office Assistant 3

Positions reclassified, including those positions transferred to the Insurance Fund include:

- (3) Deputy County Counsel 2 to Deputy County Counsel 3.
- (2) Deputy County Counsel 1 to Deputy County Counsel 3.
- (1) Deputy County Counsel 3 to Deputy County Counsel 4.

611 - Professional Services \$ 12,900

Includes cost lay and expert witness fees, expert reports, depositions, court reporters, emergency typing and preparation of legal briefs.

612 - Printing and Reproduction \$ 4,745

City - County duplicating, photocopying and other printing costs.

633 - Local Travel and Mileage \$ 1,950

Six and one-half bus passes (remainder of bus passes found in Insurance Fund budget) at \$300.

661 - Dues and Subscriptions \$ 2,500

Annual subscriptions for legal periodicals and reference materials.

GENERAL SERVICES
RISK MGMT - COUNTY COUNSEL

DGS INSURANCE FUND

R E Q U I R E M E N T D E T A I L					
CODE	OBJECT TITLE	1981-82 ACTUAL	1982-83 ACTUAL	1983-84 BUDGET	1984-85 BUDGET
PERSONAL SERVICES					
510	FULL TIME	0	0	0	107,266
520	PART TIME	0	0	0	0
540	OVERTIME	0	0	0	77
550	PREMIUM	0	0	0	0
570	FRINGE	0	0	0	38,157
TOTAL WAGES & FRINGES		0\$	0\$	0\$	145,500
EXTERNAL MATERIALS AND SERVICES					
611	PROFESSIONAL SRV	0	0	0	0
612	PRINTING	0	0	0	1,755
613	UTILITIES	0	0	0	0
614	COMMUNICATIONS	0	0	0	3,518
615	INSURANCE	0	0	0	0
616	EXTERNAL DP	0	0	0	0
617	EQUIPMENT RENTAL	0	0	0	0
618	REPAIRS / MAINT.	0	0	0	108
620	POSTAGE	0	0	0	638
621	OFFICE SUPPLIES	0	0	0	351
622	JANITORIAL SUP.	0	0	0	0
623	OPERATING SUP.	0	0	0	0
624	MINOR EQUIPMENT	0	0	0	0
625	CLOTHING	0	0	0	0
626	MAINTENANCE SUP.	0	0	0	0
627	FOOD	0	0	0	0
631	EDUCATION / TRVL	0	0	0	0
633	LOCAL TRAVEL	0	0	0	750
651	SPACE RENTALS	0	0	0	0
659	MISCELLANEOUS	0	0	0	0
661	DUES / SUBSCRIPT	0	0	0	1,350
INTERNAL SERVICE REIMBURSEMENTS					
940	INDIRECT COSTS	0	0	0	0
950	DATA PROCESSING	0	0	0	0
960	MOTOR POOL	0	0	0	200
970	BUILDING MGMT	0	0	0	9,565
990	OTHER INTERNAL	0	0	0	0
TOTAL MATERIALS		\$	0\$	0\$	0\$
CAPITAL OUTLAY					
710	LAND	0	0	0	0
720	BUILDINGS	0	0	0	0
730	IMPROVEMENTS	0	0	0	0
740	EQUIPMENT	0	0	0	0
TOTAL CAPITAL OUTLAYS			0\$	0\$	0\$
TOTAL REQUIREMENTS			0\$	0\$	0\$
					163,735

PERSONNEL DETAIL

GENERAL SERVICES

RISK MGMT - COUNTY COUNSEL

DGS INSURANCE FUND

POSITION TITLE	81- 82	82- 83	83- 84	84- 85	BASE	FRINGE	1984-85 TOTAL
COUNTY COUNSEL	.00	.00	.00	.11	5,611	1,649	7,260
DEP C COUNSEL 3	.00	.00	.00	2.00	66,336	23,340	89,676
LAW CLERK	.00	.00	.00	1.00	17,529	6,539	24,068
O A 3	.00	.00	.00	1.00	17,790	6,608	24,398
FULL TIME	.00	.00	.00	4.11	107,266	38,136	145,402
PART TIME					0	0	0
OVERTIME					77	21	98
PREMIUM PAY					0	0	0
TOTAL					107,343	38,157	145,500

GENERAL SERVICES
COUNTY COUNSEL

INSURANCE FUND

NOTES*

510 - Full Time \$ 107,266

Transfer of County Counsel's staff salaries which are directly related to Liability and Workers' Compensation cases to the Insurance Fund include the following positions: ten and one-half percent of the County Counsel, sixty-five percent of one Deputy County Counsel 3, thirty-five percent of one Deputy County Counsel 3, one Deputy County Counsel 3, one Office Assistant 3 and one Law Clerk.

661 - *Dues and Subscriptions \$ 1,350

Annual subscriptions for legal periodicals and reference materials.

970 - *Building Management Services \$ 9,565

Rent of County Counsel occupied space in the Portland Building at \$13 per square foot.

* Materials and services were calculated at 27% of the County Counsel budget.

GENERAL SERVICES
EMPLOYEE RELATIONS DIVISION
MANAGER:

DIVISION SUMMARY

EXPENDITURES	GENERAL FUND	FEDERAL/STATE FUND	ROAD FUND	OTHER	TOTAL
Personal Services	376,793	0	0	32,841	409,634
Materials & Services	131,140	0	0	112,920	244,060
Capital Outlay	0	0	0	11,550	11,550
Total	\$ 507,933	\$ 0	\$ 0	\$ 157,311	\$ 665,244

RESOURCES	GENERAL FUND	FEDERAL/STATE FUND	ROAD FUND	OTHER	TOTAL
General Revenue	507,933	0	0	0	507,933
Insurance Fund Revenue	0	0	0	157,311	157,311
Total	\$ 507,933	\$ 0	\$ 0	\$ 157,311	\$ 665,244

PURPOSE STATEMENT

The Division provides comprehensive service and consultation to the County Executive, the Board of County Commissioners and County departments in formulating the policies and administrative practices necessary to build, manage and maintain quality corps of County employees. In addition, Employee Relations negotiates and administers fair and equitable labor agreements that maintain County flexibility in delivering services to the public within established economic restraints.

The Division also provides a comprehensive, centralized human resource support system to enhance County operational effectiveness and employee job performance and satisfaction.

GENERAL SERVICES
EMPLOYEE RELATIONS
DIVISION SUMMARY

WORK PLAN DESCRIPTION

The Employee Relations Division is responsible for the following:

- o Administration of personnel recruitment, selection classification and compensation within the context of defined personnel policies and procedures;
- o Development and implementation of an affirmative action plan and program to assist County departments in complying with affirmative action goals and equal employment laws;
- o Negotiation and administration of labor contracts within parameters established by the Board of County Commissioners and the County Executive;
- o Administration and review of the County's medical, dental, retirement and other contractual benefits;
- o Development, coordination and administration of Health Promotion, Employee Assistance and Employee Recognition programs.

MAJOR CHANGES FROM LAST YEAR

- o The creation and development of an Employee Performance Unit with the following titles and responsibilities:
 - Health Promotion Program (Wellness). Supported by the new position of "Health Promotion Coordinator," this program aims at initiating activities which enhance and upgrade the health of County employees.
 - Employee Assistance Program. Provides assistance to County employees with drug, alcohol, marital and emotional problems.
 - Employee Recognition Program. An emphasis on employee achievement and recognition to enhance efficiency and performance.
- o Development of an exempt employee compensation plan.
- o Development of a performance appraisal program.
- o Development of a new affirmative action plan/program.
- o Review of health and welfare benefits package via professional consultants.
- o Development of a comprehensive training package for County employees to address specific needs of various program staffs.

GENERAL SERVICES
EMPLOYEE RELATIONS DIVISION

DGS GENERAL FUND

UGS GENERAL FUND					
REQUIREMENT DETAIL					
CODE	OBJECT TITLE	1981-82 ACTUAL	1982-83 ACTUAL	1983-84 BUDGET	1984-85 BUDGET
PERSONAL SERVICES					
510	FULL TIME	423,859	339,938	276,614	274,883
520	PART TIME	0	0	0	0
540	OVERTIME	2,545	0	0	0
550	PREMIUM	0	0	0	0
570	FRINGE	135,201	110,183	88,955	101,910
TOTAL WAGES & FRINGES		561,605\$	450,121\$	365,569\$	376,793
EXTERNAL MATERIALS AND SERVICES					
611	PROFESSIONAL SRV	36,548	18,324	28,801	20,000
612	PRINTING	14,838	14,695	13,680	13,500
613	UTILITIES	0	0	0	0
614	COMMUNICATIONS	11,875	12,765	7,988	15,399
615	INSURANCE	30	0	0	0
616	EXTERNAL DP	0	0	0	0
617	EQUIPMENT RENTAL	5,570	6,051	0	0
618	REPAIRS / MAINT.	4,878	5,783	0	0
620	POSTAGE	5,106	7,966	7,555	13,000
621	OFFICE SUPPLIES	5,190	1,997	5,352	2,000
622	JANITORIAL SUP.	220	0	0	0
623	OPERATING SUP.	10	0	0	0
624	MINOR EQUIPMENT	0	0	0	0
625	CLOTHING	0	0	0	0
626	MAINTENANCE SUP.	10	1,119	0	0
627	FOOD	0	0	0	0
631	EDUCATION / TRVL	0	250	0	0
633	LOCAL TRAVEL	19,375	27	875	4,600
651	SPACE RENTALS	333	0	0	0
659	MISCELLANEOUS	478	0	0	0
661	DUES / SUBSCRIPT	2,033	2,138	2,500	2,000
INTERNAL SERVICE REIMBURSEMENTS					
940	INDIRECT COSTS	0	0	0	0
950	DATA PROCESSING	48,460	68,825	30,542	60,047
960	MOTOR POOL	381	521	835	594
970	BUILDING MGMT	0	0	0	0
990	OTHER INTERNAL	115	24	0	0
TOTAL MATERIALS		\$ 155,450\$	140,485\$	98,128\$	131,140
CAPITAL OUTLAY					
710	LAND	0	0	0	0
720	BUILDINGS	0	0	0	0
730	IMPROVEMENTS	0	0	0	0
740	EQUIPMENT	0	0	0	0
TOTAL CAPITAL OUTLAYS		0\$	0\$	0\$	0
TOTAL REQUIREMENTS		717,055\$	590,606\$	463,697\$	507,933

PERSONNEL DETAIL

GENERAL SERVICES

EMPLOYEE RELATIONS DIVISION

DGS GENERAL FUND

POSITION TITLE	81- 82	82- 83	83- 84	84- 85	BASE	FRINGE	1984-85 TOTAL
ADMIN ASST	1.00	.00	.00	.00	0	0	0
ADMIN SPEC 2	3.00	2.00	2.00	2.00	58,402	21,111	79,513
ADMIN TECH	4.00	4.00	3.00	3.00	58,670	21,942	80,612
MGMT ANALYST	4.00	4.00	4.00	4.00	93,062	35,763	128,825
O A 2	6.00	6.00	.00	.00	0	0	0
O A 3	1.00	1.00	.00	.00	0	0	0
OP SUPV 1	1.00	1.00	.00	.00	0	0	0
PROGRAM MGMT SPEC	1.00	1.00	1.00	1.00	27,541	10,306	37,847
PROGRAM MANAGER 2	1.00	1.00	1.00	1.00	37,208	12,788	49,996
FULL TIME	22.00	20.00	11.00	11.00	274,883	101,910	376,793
PART TIME					0	0	0
OVERTIME					0	0	0
PREMIUM PAY					0	0	0
TOTAL					274,883	101,910	376,793

GENERAL SERVICES
EMPLOYEE RELATIONS
NOTES

GENERAL FUND

611 - Professional Services	\$	20,000	
Advertisements			\$ 10,000
Neutral party fees (fact finders, arbitrators and hearings officers)			10,000
633 - Local Travel and Mileage	\$	4,600	
Seven bus passes at \$300 each and local travel requirements.			
661 - Dues and Subscriptions	\$	2,000	
Professional publications and agency memberships.			
950 - Data Processing Services	\$	60,047	
Equipment, processing time and print out charges for applicant processing and position control systems.			
Special Projects (Negotiations)	\$		4,639
Personnel			55,408

GENERAL SERVICES

RISK MGMT - EMPLOYEE RELATIONS

DGS INSURANCE FUND

R E Q U I R E M E N T D E T A I L					
CODE	OBJECT TITLE	1981-82 ACTUAL	1982-83 ACTUAL	1983-84 BUDGET	1984-85 BUDGET
PERSONAL SERVICES					
510	FULL TIME	0	0	0	20,087
520	PART TIME	0	0	0	0
540	OVERTIME	0	0	0	4,329
550	PREMIUM	0	0	0	0
570	FRINGE	0	0	0	8,425
TOTAL WAGES & FRINGES		0\$	0\$	0\$	32,841
EXTERNAL MATERIALS AND SERVICES					
611	PROFESSIONAL SRV	0	0	0	97,500
612	PRINTING	0	0	0	11,000
613	UTILITIES	0	0	0	0
614	COMMUNICATIONS	0	0	0	720
615	INSURANCE	0	0	0	0
616	EXTERNAL DP	0	0	0	0
617	EQUIPMENT RENTAL	0	0	0	0
618	REPAIRS / MAINT.	0	0	0	0
620	POSTAGE	0	0	0	1,000
621	OFFICE SUPPLIES	0	0	0	1,400
622	JANITORIAL SUP.	0	0	0	0
623	OPERATING SUP.	0	0	0	0
624	MINOR EQUIPMENT	0	0	0	0
625	CLOTHING	0	0	0	0
626	MAINTENANCE SUP.	0	0	0	0
627	FOOD	0	0	0	0
631	EDUCATION / TRVL	0	0	0	1,000
633	LOCAL TRAVEL	0	0	0	300
651	SPACE RENTALS	0	0	0	0
659	MISCELLANEOUS	0	0	0	0
661	DUES / SUBSCRIPT	0	0	0	0
INTERNAL SERVICE REIMBURSEMENTS					
940	INDIRECT COSTS	0	0	0	0
950	DATA PROCESSING	0	0	0	0
960	MOTOR POOL	0	0	0	0
970	BUILDING MGMT	0	0	0	0
990	OTHER INTERNAL	0	0	0	0
TOTAL MATERIALS		\$ 0\$	0\$	0\$	112,920
CAPITAL OUTLAY					
710	LAND	0	0	0	0
720	BUILDINGS	0	0	0	0
730	IMPROVEMENTS	0	0	0	0
740	EQUIPMENT	0	0	0	11,550
TOTAL CAPITAL OUTLAYS		0\$	0\$	0\$	11,550
TOTAL REQUIREMENTS		0\$	0\$	0\$	157,311

GENERAL SERVICES

DGS INSURANCE FUND

F-40

GENERAL SERVICES
EMPLOYEE RELATIONS DIVISION
NOTES

INSURANCE FUND

510 - Full Time	\$	20,087	
Addition of a Management Analyst to coordinate the Wellness Program			
611 - Professional Services	\$	97,500	
Wellness Program medical tests	\$	7,500	
Employee assistance program (private consultant)		45,000	
Health and Welfare consultation to monitor benefit payments		30,000	
Health promotion (wellness)		15,000	
612 - Printing and Reproduction	\$	11,000	
Health promotion newsletter and related printing			
740 - Equipment	\$	11,550	
Fitness promotion equipment			

GENERAL SERVICES
INTERGOVERNMENTAL RELATIONS
MANAGER: Kathy Busse

DIVISION SUMMARY

EXPENDITURES	GENERAL FUND	FEDERAL/STATE FUND	ROAD FUND	OTHER	TOTAL
Personal Services	107,583	98,813	0	0	206,396
Materials & Services	41,175	628,798	0	0	669,973
Capital Outlay	0	5,200	0	0	5,200
Total	\$ 148,758	\$ 732,811	\$ 0	\$ 0	\$ 881,569

RESOURCES	GENERAL FUND	FEDERAL/STATE FUND	ROAD FUND	OTHER	TOTAL
General Revenue	148,758	0	0	0	148,758
Dedicated Revenues	0	732,811	0	0	732,811
Total	\$ 148,758	\$ 732,811	\$ 0	\$ 0	\$ 881,569

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 administers the Cable TV Office which monitors two franchises and provides staff support in cable-related matters.

The division also coordinates Citizen Involvement in County policies and services.

GENERAL SERVICES
INTERGOVERNMENTAL RELATIONS
DIVISION SUMMARY

WORK PLAN DESCRIPTION

In 1984-85 Intergovernmental Relations will:

- o Continue to cooperate on joint legislative proposals with jurisdictions in the metropolitan area.
- o Encourage the resolution of the problem of financing mid-Multnomah County's urban services.
- o Coordinate the participation of Multnomah County Elected Officials for the 1985 Regular Legislative Session and any special sessions.
- o Monitor compliance with franchise agreement between Rogers Cable Company and East County jurisdictions.
- o Monitor franchise agreement compliance with TCI for Sylvan and Dunthorpe.
- o Administer the Cable Office which provides technical and educational support to various jurisdictions, the general public and cable related services.
- o Provide staff, printing and mailing support to community organizations in unincorporated areas during transition to full service jurisdictions.
- o Monitor and support the Citizen Involvement Program for ongoing County services by assisting in the activities of department advisory boards.
- o Increase visibility and cooperation among the various citizen advisory boards and organizations while encouraging expanded citizen interest and participation in County services and policies.

MAJOR CHANGES FROM LAST YEAR

- o The 1984-85 budget reflects the legislative process with the 1985 regular Legislative Session scheduled for January through June, 1985.
- o The Citizen Involvement Program was modified and expanded to reflect the major changes in County urban services policy: \$52,544 (one Community Coordinator and \$19,912 of Materials and Services money) is reserved for a County-wide citizen involvement program. This appropriation will not be expended until a program is adopted by the Board of County Commissioners pursuant to the requirements of Ordinance 338.

GENERAL SERVICES
INTERGOVERNMENTAL RELATIONS

DGS GENERAL FUND

REQUIREMENT DETAIL					
CODE	OBJECT TITLE	1981-82 ACTUAL	1982-83 ACTUAL	1983-84 BUDGET	1984-85 BUDGET
PERSONAL SERVICES					
510	FULL TIME	157,523	148,957	69,299	71,702
520	PART TIME	0	0	3,372	7,934
540	OVERTIME	0	1,065	0	0
550	PREMIUM	0	0	0	0
570	FRINGE	47,722	43,618	25,726	27,947
TOTAL WAGES & FRINGES		205,245\$	193,640\$	98,397\$	107,583
EXTERNAL MATERIALS AND SERVICES					
611	PROFESSIONAL SRV	4,554	4,868	11,259	3,550
612	PRINTING	2,368	10,731	12,261	8,450
613	UTILITIES	0	0	0	0
614	COMMUNICATIONS	4,548	4,247	7,695	4,462
615	INSURANCE	0	0	0	0
616	EXTERNAL DP	0	0	2,600	2,600
617	EQUIPMENT RENTAL	171	24	60	0
618	REPAIRS / MAINT.	95	97	300	300
620	POSTAGE	839	5,004	7,446	9,573
621	OFFICE SUPPLIES	691	1,792	2,903	3,248
622	JANITORIAL SUP.	0	0	0	0
623	OPERATING SUP.	179	12	0	0
624	MINOR EQUIPMENT	0	0	0	0
625	CLOTHING	0	0	0	0
626	MAINTENANCE SUP.	0	0	0	0
627	FOOD	28	0	0	0
631	EDUCATION / TRVL	5,805	8,225	500	0
633	LOCAL TRAVEL	656	1,030	4,706	2,500
651	SPACE RENTALS	0	0	850	1,635
659	MISCELLANEOUS	93	0	0	0
661	DUES / SUBSCRIPT	1,402	2,148	2,325	2,089
INTERNAL SERVICE REIMBURSEMENTS					
940	INDIRECT COSTS	0	0	0	0
950	DATA PROCESSING	0	0	0	0
960	MOTOR POOL	130	2,365	189	2,768
970	BUILDING MGMT	0	0	0	0
990	OTHER INTERNAL	41	60	0	0
TOTAL MATERIALS		\$ 21,600\$	40,603\$	53,094\$	41,175
CAPITAL OUTLAY					
710	LAND	0	0	0	0
720	BUILDINGS	0	0	0	0
730	IMPROVEMENTS	0	0	0	0
740	EQUIPMENT	3,172	974	0	0
TOTAL CAPITAL OUTLAYS		3,172\$	974\$	0\$	0
TOTAL REQUIREMENTS		230,017\$	235,217\$	151,491\$	148,758

DGS GENERAL FUND

POSITION TITLE	81- 82	82- 83	83- 84	84- 85	BASE	FRINGE	1984-85 TOTAL
ADMIN SPEC 2	.00	1.00	.00	.00	0	0	0
COMM COORDINATOR	1.00	1.00	1.00	1.00	23,177	8,904	32,081
MGMT ASST	1.00	.00	.00	.00	0	0	0
O A 2	.00	1.00	1.00	1.00	15,869	6,811	22,680
O A 3	1.00	1.00	.00	.00	0	0	0
PROGRAM DEV SPEC	.00	1.00	.00	.00	0	0	0
PROGRAM MGMT SPEC	1.00	1.00	.00	.00	0	0	0
PROGRAM MANAGER 1	.00	.00	1.00	1.00	32,656	11,423	44,079
PROGRAM MANAGER 2	1.00	1.00	.00	.00	0	0	0
STAFF ASST 2	1.00	1.00	.00	.00	0	0	0
FULL TIME	6.00	8.00	3.00	3.00	71,702	27,138	98,840
PART TIME					7,934	809	8,743
OVERTIME					0	0	0
PREMIUM PAY					0	0	0
TOTAL					79,636	27,947	107,583

GENERAL SERVICES
INTERGOVERNMENTAL RELATIONS
NOTES

GENERAL FUND

520 - Part Time \$ 7,934

A part time OA 2 is slated for clerical and general legislative assistance in Salem during the 1985 regular legislative session.

611 - Professional Services \$ 3,550

Temporary research for legislative session. \$ 1,500
Temporary clerical support (Kelly Services). 550
Legislative account. 1,500

616 - External Data Processing \$ 2,600

Development of computerized neighborhood mailing lists for the Citizen Participation Program.

651 - Space Rentals \$ 1,635

This is the cost of providing temporary housing for the County's Legislative Representative and supplementary moving costs.

661 - Dues and Subscriptions \$ 2,089

Includes legislative bills and other supplementary legislative materials.

960 - Motor Pool Services \$ 2,768

Service reimbursement for use of car by Community Coordinator for Citizen's Congress.

GENERAL SERVICES
CABLE TV OFFICE

DGS FEDERAL/STATE PROGRAM FUND

R E Q U I R E M E N T D E T A I L					
CODE	OBJECT TITLE	1981-82 ACTUAL	1982-83 ACTUAL	1983-84 BUDGET	1984-85 BUDGET
PERSONAL SERVICES					
510	FULL TIME	7,806	46,175	69,529	69,699
520	PART TIME	0	0	0	0
540	OVERTIME	0	0	0	0
550	PREMIUM	0	0	0	3,808
570	FRINGE	2,341	9,932	22,499	25,306
TOTAL WAGES & FRINGES		10,147\$	56,107\$	92,028\$	98,813
EXTERNAL MATERIALS AND SERVICES					
611	PROFESSIONAL SRV	91,718	188,554	514,300	578,669
612	PRINTING	1,944	10,973	8,744	12,300
613	UTILITIES	0	0	0	0
614	COMMUNICATIONS	291	2,219	4,669	3,112
615	INSURANCE	0	0	0	0
616	EXTERNAL DP	0	0	0	0
617	EQUIPMENT RENTAL	0	0	5,000	0
618	REPAIRS / MAINT.	76	89	100	100
620	POSTAGE	47	1,247	4,541	2,000
621	OFFICE SUPPLIES	484	656	1,090	1,600
622	JANITORIAL SUP.	0	0	0	0
623	OPERATING SUP.	20	0	0	2,060
624	MINOR EQUIPMENT	0	0	105	0
625	CLOTHING	0	0	0	0
626	MAINTENANCE SUP.	0	0	0	0
627	FOOD	875	1,974	1,000	0
631	EDUCATION / TRVL	476	2,811	9,490	2,355
633	LOCAL TRAVEL	659	1,064	1,552	1,716
651	SPACE RENTALS	0	0	0	0
659	MISCELLANEOUS	945	0	13,656	0
661	DUES / SUBSCRIPT	404	755	1,000	3,060
INTERNAL SERVICE REIMBURSEMENTS					
940	INDIRECT COSTS	0	0	15,360	16,938
950	DATA PROCESSING	0	0	0	0
960	MOTOR POOL	0	0	0	0
970	BUILDING MGMT	0	3,336	4,880	4,888
990	OTHER INTERNAL	0	0	0	0
TOTAL MATERIALS		\$ 97,939\$	213,678\$	585,487\$	628,798
CAPITAL OUTLAY					
710	LAND	0	0	0	0
720	BUILDINGS	0	0	0	0
730	IMPROVEMENTS	0	0	0	0
740	EQUIPMENT	0	143	5,100	5,200
TOTAL CAPITAL OUTLAYS		0\$	143\$	5,100\$	5,200
TOTAL REQUIREMENTS\$		108,086\$	269,928\$	682,615\$	732,811

GENERAL SERVICES
896 CABLE TV OFFICE

POSITION TITLE	81- 82	82- 83	83- 84	84- 85	BASE	FRINGE	1984-85 TOTAL
MGMT ANALYST	.00	.00	1.00	1.00	23,219	8,185	31,404
O A 2	1.00	1.00	1.00	1.00	13,865	6,290	20,155
PROGRAM MGMT SPEC	.00	1.00	1.00	1.00	32,615	10,264	42,879
FULL TIME	1.00	2.00	3.00	3.00	69,699	24,739	94,438
PART TIME					0	0	0
OVERTIME					0	0	0
PREMIUM PAY					3,808	567	4,375
TOTAL					73,507	25,306	98,813

GENERAL SERVICES
CABLE TV OFFICE

NOTES

FEDERAL/STATE FUND

550 - Premium Pay \$ 3,808

This amount is based on 3% of full time salaries plus exempt compensation set-aside.

611 - Professional Services \$ 578,669

Franchise fees passed through to the Multnomah Cable \$ 60,858

Access Corporation for use in providing access service.

Funding for construction of access studio. 207,325

Funding for the program in Community Television incor- 50,000

porated into Multnomah Cable Regulatory Commission's (MCRC) budget.

Funding for access services originally budgeted by the 220,486

Multnomah Cable Access Corporation and incorporated into the Multnomah Cable Regulatory Commission's budget.

Legal Consultation (ongoing and FCC waiver). 20,000

System tests and technical consultation for enforcement of franchise agreement. 6,000

Technical assistance and/or consultation in areas such as institutional network, interconnect, access, jurisdiction cable utilization plans, etc. 8,000

Temporary clerical assistance. 1,000

Technical studies and consultation required by annexation and/or implementation of cable districts. 5,000

612 - Printing and Reproduction \$ 12,300

Includes printing of CRC meeting materials and cable subscriber booklets in addition to regular office duplicating.

623 - Operating Supplies \$ 2,060

System and application software for personal computer.

661 - Dues and Subscriptions \$ 3,060

Includes trade magazines and subscriptions and memberships in cable organizations.

740 - Equipment \$ 5,200

Personal IBM computer with printer.

940 - Indirect Costs \$ 13,706

Indirect costs for the Regulatory Commission budget calculated at 8.2%.

970 - Building Management \$ 4,888

Space occupied in Portland Building.

GENERAL SERVICES

PURCHASING

MANAGER: Sherry Jacox

DIVISION SUMMARY

EXPENDITURES	GENERAL FUND	FEDERAL/STATE FUND	ROAD FUND	OTHER	TOTAL
Personal Services	450,193	29,356	0	0	488,049
Materials & Services	264,166	57,644	0	0	321,810
Capital Outlay	0	0	0	0	0
Total	\$ 722,359	\$ 87,500	\$ 0	\$ 0	\$ 809,859

RESOURCES	GENERAL FUND	FEDERAL/STATE FUND	ROAD FUND	OTHER	TOTAL
General Revenue	612,359	12,500	0	0	624,859
Dedicated Revenue	0	75,000	0	0	75,000
Department of Commerce Minority Business Development Grant					
Operational Revenue					
County Auctions	75,000	0	0	0	75,000
Vending Machines	8,000	0	0	0	8,000
Tiffany Food Service	16,000	0	0	0	16,000
Outside Purchasing Fees	6,000	0	0	0	6,000
Portland Recycling Team	5,000	0	0	0	5,000
Total	\$ 722,359	\$ 87,500	\$ 0	\$ 0	\$ 809,859

PURPOSE STATEMENT

The Purchasing Division has central administrative responsibility for the County-wide procurement program. This includes procuring all equipment, materials, supplies, trade skilled services and construction projects. In addition, the Division administers professional services contracting over \$10,000, manages a property control program, operates a Central Store that serves all County units and 72 outside agencies (fire and school districts), is responsible for County auctions and administers a County-wide contract compliance program.

The Division administers 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 percent for construction projects under \$100,000, nine percent of professional services, five percent of all supplies and equipment, and 11 percent of all trade and skilled services.

Authority: Functions are mandated by ORS 279 (Public Contracting), ORS 146.125 (Disposition of Personal Property), Multnomah County Public Contract Review Board (PCRB) Administrative Rules, and Executive Order 151.

GENERAL SERVICES
PURCHASING
DIVISION SUMMARY

WORK PLAN DESCRIPTION

The Purchasing Division will provide the following services:

- Process 30,000 requisitions for outside and Central Stores purchases.
- Deliver materials and supplies to County units.
- Hold quarterly auctions of surplus and unclaimed personal property.
- Administer the fixed assets control program.
- Administer contract compliance program.
- Conduct an annual inventory of Central Stores.

In 1984-85 new emphasis will be placed on the following:

- Implementation of a County-wide procurement planning program (cost containment system).
- Reduction of bid and award processing time.
- Upgrading of buyer qualifications and training.
- Improvement of contract administration program.
- Increase in the County's ability to meet the County's goals for the MBE/FBE program by way of the addition of the Minority Business Enterprise Program.
- Implementation of the property control side of the new automated fixed assets system.

MAJOR CHANGES FROM LAST YEAR

- Completion of an automated data processing system for Purchasing and Inventory Control.
- Implementation of a County-wide procurement planning program.
- Increased participation by minority and female business programs via the Minority Business Program which shall stress increased advertising, one-on-one buyer/vendor meetings, training seminars, County/minority vendor open-houses, minority advisory committees for each goal area and registration campaigns to increase MBE contributions.

GENERAL SERVICES
PURCHASING

DGS GENERAL FUND					
R E Q U I R E M E N T D E T A I L					
CODE	OBJECT TITLE	1981-82 ACTUAL	1982-83 ACTUAL	1983-84 BUDGET	1984-85 BUDGET
PERSONAL SERVICES					
510	FULL TIME	299,818	323,394	309,576	329,981
520	PART TIME	0	2,354	0	0
540	OVERTIME	1,305	2,397	1,995	949
550	PREMIUM	0	789	1,252	1,253
570	FRINGE	99,164	111,623	105,700	126,010
TOTAL WAGES & FRINGES		400,287\$	440,557\$	418,523\$	458,193
EXTERNAL MATERIALS AND SERVICES					
611	PROFESSIONAL SRV	14,478	47,987	9,500	8,986
612	PRINTING	8,499	6,964	8,500	8,500
613	UTILITIES	0	0	0	0
614	COMMUNICATIONS	555	9,711	13,749	19,515
615	INSURANCE	0	0	0	0
616	EXTERNAL DP	0	0	0	0
617	EQUIPMENT RENTAL	1,715	1,838	12,606	12,606
618	REPAIRS / MAINT.	354	744	3,000	2,700
620	POSTAGE	3,283	4,391	9,339	3,928
621	OFFICE SUPPLIES	2,670	2,609	8,280	7,065
622	JANITORIAL SUP.	0	0	0	0
623	OPERATING SUP.	447	3,071	1,600	3,600
624	MINOR EQUIPMENT	0	67	100	100
625	CLOTHING	0	0	0	0
626	MAINTENANCE SUP.	95	0	100	100
627	FOOD	322	0	0	0
631	EDUCATION / TRVL	0	551	0	0
633	LOCAL TRAVEL	0	928	1,000	1,000
651	SPACE RENTALS	0	0	300	300
659	MISCELLANEOUS	4,820	6,053	8,000	6,000
653	REFUNDS	0	0	0	0
INTERNAL SERVICE REIMBURSEMENTS					
940	INDIRECT COSTS	0	0	0	0
950	DATA PROCESSING	25,840	80,547	98,890	174,990
960	MOTOR POOL	6,358	9,042	14,581	14,776
970	BUILDING MGMT	0	0	0	0
990	OTHER INTERNAL	319	204	0	0
TOTAL MATERIALS		\$ 69,755\$	174,707\$	189,545\$	264,166
CAPITAL OUTLAY					
710	LAND	0	0	0	0
720	BUILDINGS	0	0	0	0
730	IMPROVEMENTS	294	0	0	0
740	EQUIPMENT	2,889	0	0	0
TOTAL CAPITAL OUTLAYS		3,183\$	0\$	0\$	0
TOTAL REQUIREMENTS		473,225\$	615,264\$	608,068\$	722,359

PERSONNEL DETAIL

GENERAL SERVICES PURCHASING

DGS GENERAL FUND

POSITION TITLE	81- 82	82- 83	83- 84	84- 85	BASE	FRINGE	1984-85 TOTAL
ADMIN SPEC 1	2.00	2.00	1.00	4.00	92,145	34,444	126,589
ADMIN SPEC 2	1.00	1.00	1.00	1.00	31,424	11,163	42,587
ADMIN TECH	2.00	3.00	3.00	* .50	9,104	4,371	13,475
O A 1	1.00	1.00	.00	.00	0	0	0
O A 2	5.00	4.00	6.00	6.00	90,187	35,538	125,725
O A 3	1.00	1.00	.00	.00	0	0	0
O A 4	.00	.00	1.00	1.00	19,606	6,367	25,973
PROGRAM MANAGER 1	1.00	1.00	.00	.00	0	0	0
PROGRAM MANAGER 2	.00	.00	1.00	1.00	37,187	12,874	50,061
WAREHOUSE WRKR CH	1.00	1.00	1.00	1.00	17,713	7,303	25,016
WHSE WRKR/DEL DRV	3.00	3.00	2.00	2.00	32,615	13,650	46,265
FULL TIME	17.00	17.00	16.00	16.50	329,981	125,710	455,691
PART TIME					0	0	0
OVERTIME					949	300	1,249
PREMIUM PAY					1,253	0	1,253
TOTAL					332,183	126,010	458,193

* Budgeted for ½ year.

GENERAL SERVICES
PURCHASING

GENERAL FUND

NOTES

510 - Full Time \$ 329,981

Includes the addition of an Administrative Technician position for half of 1984-85 to support a County-wide fixed assets program for the November, 1983 internal accounting audit and the reclassification of three Buyers from Administrative Technician to Administrative Specialist 1.

611 - Professional Services \$ 8,986

Includes operation of two County auctions, special projects, vendor training and program evaluation and coverage for vacations, peak loads and temporary help.

612 - Printing and Reproduction \$ 8,500

Includes specifications, bids, contracts, new User's guide, vendor's guide and central store's catalog.

617 - Equipment Rental \$ 12,606

CPT word processor (lease/purchase) \$ 8,022
Copy machine 4,584

618 - Repairs and Maintenance \$ 2,700

Includes repair of lift truck, pallet jack, CPT word processor and typewriters.

621 - Office Supplies \$ 7,065

Cover supplies for purchasing, property control, warehouse, auctions, MBE/FBE program, contracts and filing system.

623 - Operating Supplies \$ 3,600

Cartons, boxes, strapping tape, compressor oils, greases, freons and labels for tagging new items.

624 - Minor Equipment and Tools \$ 100

Hand tools for minor repair of surplus property and auction items.

651 - Space Rentals \$ 300

Exhibit space rental in Portland for two MBE/FBE conferences.

659 - Miscellaneous \$ 6,000

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

950 - Data Processing Services \$ 174,990

GENERAL SERVICES
MINORITY BUSINESS

DGS FEDERAL/STATE PROGRAM FUND

R E Q U I R E M E N T D E T A I L					
CODE	OBJECT TITLE	1981-82 ACTUAL	1982-83 ACTUAL	1983-84 BUDGET	1984-85 BUDGET
PERSONAL SERVICES					
510	FULL TIME	0	0	0	22,008
520	PART TIME	0	0	0	0
540	OVERTIME	0	0	0	0
550	PREMIUM	0	0	0	0
570	FRINGE	0	0	0	7,848
TOTAL WAGES & FRINGES		0\$	0\$	0\$	29,856
EXTERNAL MATERIALS AND SERVICES					
611	PROFESSIONAL SRV	0	0	0	36,016
612	PRINTING	0	0	0	2,500
613	UTILITIES	0	0	0	0
614	COMMUNICATIONS	0	0	0	2,720
615	INSURANCE	0	0	0	0
616	EXTERNAL DP	0	0	0	0
617	EQUIPMENT RENTAL	0	0	0	1,250
618	REPAIRS / MAINT.	0	0	0	0
620	POSTAGE	0	0	0	500
621	OFFICE SUPPLIES	0	0	0	1,450
622	JANITORIAL SUP.	0	0	0	0
623	OPERATING SUP.	0	0	0	0
624	MINOR EQUIPMENT	0	0	0	0
625	CLOTHING	0	0	0	0
626	MAINTENANCE SUP.	0	0	0	0
627	FOOD	0	0	0	0
631	EDUCATION / TRVL	0	0	0	2,000
633	LOCAL TRAVEL	0	0	0	600
651	SPACE RENTALS	0	0	0	600
659	MISCELLANEOUS	0	0	0	3,000
661	DUES / SUBSCRIPT	0	0	0	0
INTERNAL SERVICE REIMBURSEMENTS					
940	INDIRECT COSTS	0	0	0	6,408
950	DATA PROCESSING	0	0	0	0
960	MOTOR POOL	0	0	0	600
970	BUILDING MGMT	0	0	0	0
990	OTHER INTERNAL	0	0	0	0
TOTAL MATERIALS		\$ 0\$	0\$	0\$	57,644
CAPITAL OUTLAY					
710	LAND	0	0	0	0
720	BUILDINGS	0	0	0	0
730	IMPROVEMENTS	0	0	0	0
740	EQUIPMENT	0	0	0	0
TOTAL CAPITAL OUTLAYS		0\$	0\$	0\$	0
TOTAL REQUIREMENTS		0\$	0\$	0\$	87,500

PERSONNEL DETAIL

GENERAL SERVICES
MINORITY BUSINESS

DGS FEDERAL/STATE PROGRAM

POSITION TITLE	81- 82	82- 83	83- 84	84- 85	BASE	FRINGE	1984-85 TOTAL
ADMIN SPEC 1	.00	.00	.00	1.00	22,008	7,848	29,856
FULL TIME	.00	.00	.00	1.00	22,008	7,848	29,856
PART TIME					0	0	0
OVERTIME					0	0	0
PREMIUM PAY					0	0	0
TOTAL					22,008	7,848	29,856

GENERAL SERVICES
 MINORITY BUSINESS ENTERPRISE PROGRAM
 NOTES

GENERAL FUND

510 - Full Time \$ 22,008

This program requires the addition of an Administrative Specialist 1 (Buyer) in addition to in-kind purchasing staff time in the amount of \$ 36,241.

611 - Professional Services \$ 36,016

Temporary Services: Includes hiring of secretarial support. (2000 hours at \$10/hour) \$ 18,645

Evaluation: Design implementation, data collection and analysis, report preparation and preparation of recommendations. 7,500

Training: Quarterly training sessions for minority vendors doing business in construction, professional services, trade/skilled services and goods and supplies. Training requires materials, supplies and refreshments. Training for County employees will also be provided. 5,500

Purchasing Analysis/Marketing Guide: Analysis of annual County purchasing requirements and capacity of MBE firms to provide the same. 2,500

Open House/Awards Presentation: Quarterly open houses between County departments and MBE firms. 1,871

659 - Miscellaneous \$ 3,000

Advertising goods and services in minority publications and special editions.

GENERAL SERVICES
 FACILITIES AND PROPERTY MANAGEMENT
 MANAGER: F. Wayne George

DIVISION SUMMARY

EXPENDITURES	GENERAL FUND	FEDERAL/STATE FUND	ROAD FUND	OTHER	TOTAL
Personal Services	1,374,016	0	0	0	1,374,016
Materials & Services	3,753,303	0	0	0	3,753,303
Capital Outlay	20,968	0	0	0	20,968
Total	\$5,148,287	\$ 0	\$ 0	\$ 0	\$ 5,148,287

RESOURCES	GENERAL FUND	FEDERAL/STATE FUND	ROAD FUND	OTHER	TOTAL
General Revenue	4,392,247	0	0	0	4,392,247
Operational Revenue	756,040	0	0	0	756,040
Total	\$5,148,287	\$ 0	\$ 0	\$ 0	\$ 5,148,287

PURPOSE STATEMENT

The Facilities & Property Management Division will continue to strengthen its knowledge and involve itself with real estate and rental markets, energy trends, OSHA regulations, changing work processes, new products, security needs, and employee demands for quality of work life.

This Division will continue to assess, analyze and plan for major and minor Facility & Property repairs, purchases, leases, and/or sales which directly affect prudent economic operations in this Division and County-wide.

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 20 County facilities, including the Justice Center.
- Carry out an ongoing preventative maintenance program involving minor/major 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 County policies and procedures.
- Renegotiate new and renewal leases to reflect current market trends.
- Manage repair requests made by other departments, through service request forms and emergency calls.
- Review maintenance and operational costs at the Justice Center to insure true cost evaluations and monitor for accurate chargeback to condominium owners.

MAJOR CHANGES FROM LAST YEAR

- A full years operation of the Justice Center with full occupancy.
- A greater concentration in the construction budget on maintenance and repair projects rather than interior office remodeling.
- A re-emergence of the Energy Management & Conservation Program and a more aggressive recycling program in all County buildings.
- Major heating plant replacements due to Pacific Power and Light's decision to curtail steam heat to downtown buildings.
- The transfer of Telecommunications to Information Services.
- The development of a space planning and utilization program and the communication of the same to County users.

GENERAL SERVICES
FACILITIES AND PROPERTY MANAGEMENT

DGS GENERAL FUND

R E Q U I R E M E N T D E T A I L					
CODE	OBJECT TITLE	1981-82 ACTUAL	1982-83 ACTUAL	1983-84 BUDGET	1984-85 BUDGET
PERSONAL SERVICES					
510	FULL TIME	929,947	958,576	994,063	973,419
520	PART TIME	0	0	0	8,955
540	OVERTIME	16,060	9,916	23,852	19,016
550	PREMIUM	4,583	5,196	1,965	4,655
570	FRINGE	308,839	325,364	339,599	367,971
TOTAL WAGES & FRINGES		1,259,429\$	1,299,052\$	1,359,479\$	1,374,016
EXTERNAL MATERIALS AND SERVICES					
611	PROFESSIONAL SRV	343,958	307,125	294,824	571,817
612	PRINTING	3,006	3,988	7,075	6,000
613	UTILITIES	1,232,865	1,166,179	2,048,045	1,626,223
614	COMMUNICATIONS	12,085	31,794	23,042	34,688
615	INSURANCE	0	0	0	25,000
616	EXTERNAL DP	69	0	0	0
617	EQUIPMENT RENTAL	23,281	1,307	1,500	2,252
618	REPAIRS / MAINT.	35,508	20,846	63,580	80,600
620	POSTAGE	1,723	1,833	1,475	2,002
621	OFFICE SUPPLIES	2,910	2,820	3,450	2,450
622	JANITORIAL SUP.	33,207	36,712	65,542	71,000
623	OPERATING SUP.	23,281	29,038	72,950	47,250
624	MINOR EQUIPMENT	2,733	4,686	4,200	5,500
625	CLOTHING	2,403	2,633	3,825	2,945
626	MAINTENANCE SUP.	56,174	28,533	52,300	34,300
627	FOOD	0	143	0	0
631	EDUCATION / TRVL	0	70	0	0
633	LOCAL TRAVEL	0	579	675	1,325
651	SPACE RENTALS	547,480	1,050,461	1,068,734	1,104,864
659	MISCELLANEOUS	56,651	76,798	83,910	61,120
653	REFUNDS	0	0	0	0
652	INTEREST EXPENSE	0	0	0	0
INTERNAL SERVICE REIMBURSEMENTS					
940	INDIRECT COSTS	0	0	0	0
950	DATA PROCESSING	0	3,939	1,450	13,574
960	MOTOR POOL	21,689	43,266	59,705	52,893
970	BUILDING MGMT	0	0	0	0
990	OTHER INTERNAL	7,897	3,439	9,000	7,500
TOTAL MATERIALS		\$ 2,406,920\$	2,816,189\$	3,865,282\$	3,753,303
CAPITAL OUTLAY					
710	LAND	0	0	0	0
720	BUILDINGS	568	0	0	0
730	IMPROVEMENTS	229	0	0	0
740	EQUIPMENT	4,185	0	39,679	20,968
TOTAL CAPITAL OUTLAYS		4,982\$	0\$	39,679\$	20,968
TOTAL REQUIREMENTS		3,671,331\$	4,115,241\$	5,264,440\$	5,148,287

PERSONNEL DETAIL

GENERAL SERVICES

FACILITIES AND PROPERTY MANAGEMENT

DGS GENERAL FUND

POSITION TITLE	81- 82	82- 83	83- 84	84- 85	BASE	FRINGE	1984-85 TOTAL
ADMIN SPEC 1	3.00	4.00	4.00	5.00	122,216	44,805	167,021
ADMIN SPEC 2	1.00	1.00	1.00	.00	0	0	0
ADMIN TECH	.00	.00	1.00	1.00	17,685	6,643	24,328
CARPENTER MTCE	6.00	5.00	4.00	4.00	93,814	35,286	129,100
CUSTODIAN	16.00	15.00	18.00	14.00	217,631	86,722	304,353
CUSTODIAN SUPV	1.00	1.00	1.00	1.00	20,624	7,350	27,974
ELECTRICIAN	7.00	6.00	5.00	5.00	145,430	51,149	196,579
ELECTRICAL SUPV	.00	1.00	1.00	1.00	31,717	11,259	42,976
FAC SUPV	.00	1.00	1.00	1.00	30,005	10,563	40,568
O A 1	.00	.00	1.00	1.00	13,071	4,646	17,717
O A 2	4.00	3.00	3.00	2.00	30,211	12,512	42,723
O A 4	.00	1.00	.00	.00	0	0	0
PLANT MTCE ENG	7.00	9.00	8.00	8.00	183,823	68,173	251,996
PLANT MTCE SUPV	1.00	1.00	.00	.00	0	0	0
PROGRAM MANAGER 1	1.00	1.00	.00	1.00	30,005	9,263	39,268
PROGRAM MANAGER 2	.00	.00	1.00	1.00	37,187	12,745	49,932
PROGRAM SUPV	1.00	1.00	.00	.00	0	0	0
FULL TIME	48.00	50.00	49.00	45.00	973,419	361,116	1,334,535
PART TIME					8,955	670	9,625
OVERTIME					19,016	5,034	24,050
PREMIUM PAY					4,655	1,151	5,806
TOTAL					1,006,045	367,971	1,374,016

NOTES

510 - Full Time \$ 973,419

The following positions were eliminated:

- (1½) Custodian at the Justice Center
- (2) Custodians at the Courthouse

The following position was added:

An Administrative Technician at the Justice Center

The following positions were reclassified:

- (1) Administrative Technician to Administrative Specialist 1
- (1) Administrative Specialist 2 to Program Manager 1
- (1) Office Assistant 1 to Office Assistant 2
(Justice Center)

520 - Part Time \$ 8,955

Coverage for sick leave, vacation leave and special projects in Custodial and Maintenance Engineer sections.

611 - Professional Services \$ 571,817

Contracted custodial services, parking lot sweep- ing, window washing and rental of drop boxes.	\$ 368,315
Security alarm systems, fire alarm systems and pest control	15,800
Window washing at Justice Center	10,280
Special cleaning problems in Justice Center	6,590
Custodial relief in Justice Center	20,000
Landscaping maintenance for Justice Center	725
Secretarial sick and vacation relief at Justice Center	840
Emergency generator maintenance for the Justice Center	1,690
Elevator maintenance after lapse of warranty in Justice Center	49,893
Simplex fire system maintenance after lapse of warranty in Justice Center	16,442
General elevator maintenance, State elevator inspection, air contamination inspection for Animal Control, State boiler inspection and water testing, backflow preventor inspection, coiling door maintenance and fire extin- guisher service	61,512
Maintenance on H.V.A.C. controls at Justice Center	19,730

NOTES

613 - Utilities	\$ 1,626,223	
This calculation is based upon FY 83-84 actual expenditures with modification for full year's use of Justice Center. Justice Center utility costs are set at \$ 440,000.		
615 - Insurance	\$ 25,000	
Excess, general, boiler, art and property insurance for Justice Center.		
617 - Equipment Rental	\$ 2,252	
CRT		\$ 752
Sump pump		500
Portable lifts for Justice Center		1,000
618 - Repairs and Maintenance	\$ 80,600	
Repair and maintenance of H.V.A.C. Systems, mixing valves, strainers, etc., at Justice Center		5,000
Repair and maintenance of sewer lines, steam cleaning cooking hoods, fire extinguishers, H.V.A.C. Systems, plumbing leaks and generators		22,500
Repair and maintenance of motors, electric lock and emergency generators		13,200
Repair and maintenance of vacuum cleaners, sweepers, floor scrubbers and other janitorial equipment		1,250
Exterior repair of locks, door closures, fences, roofs and exterior glass		31,000
Repair and maintenance of office equipment		150
Repair and maintenance cost on vacant County-owned property		7,500
622 - Janitorial Supplies	\$ 71,000	
The increase from FY 82-83 represents the cost of maintenance for the Justice Center for a complete year.		
651 - Space Rentals	\$ 1,104,864	
Parking, 1st and Jefferson		3,120
Parking, Hooper Memorial		6,000
Portland Building (14th and 15th floors)		511,000
Portland Building Parking		2,340
Gill Building		247,000
Oregon Bank Building (A & T)		247,200
Whitaker Way (Sheriff's storage)		22,500
Hanson Refueling Station		12,700
Columbia Villa		1,620
Kelly Building Parking		1,200
State Parking Structure (Judges)		13,860
Juvenile Court		4,324
Donald E. Long parking lot paving and landscaping		32,000

GENERAL SERVICES
FACILITIES AND PROPERTY MANAGEMENT
NOTES

GENERAL FUND

659 - Miscellaneous	\$	61,120	
Taxes and assessments on County owned property			45,020
Domestic water supply to refrigerator boxes in Justice Center			5,500
Eight parking hoods from the City of Portland			5,100
Utilities software to building computer (Justice Center)			5,000
BOMA (Building Owners & Managers Association) membership for Justice Center Condominium			500
740 - Equipment	\$	20,968	
Tool replacements			
950 - Data Processing	\$	13,574	
Energy management studies and administration.			
990 - Other Internal Services	\$	7,500	
Work done by Road Fund personnel (i.e., signs).			

NOTES

FACILITIES AND PROPERTY MANAGEMENT SERVICE REIMBURSEMENTS

BY FUND AND ORGANIZATION

Federal/State Fund

DHS:

AAA	\$	12,787
Mental Health		46,285
MCCAA		15,000
Emergency Medical Services		2,300
Health Services/Pharmacy		5,352
Health Services Division		36,576

DJS:

Support Enforcement		47,081
Juvenile Court/Donald E. Long Home		9,240
Emergency Management		2,350

DGS:

Cable TV		4,888
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Total Federal/State Fund	\$	181,859
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Road Fund

Accounting and Engineering		25,000
Traffic Aid		2,100
Vance Pit Operations & Maintenance		19,780

Total Road Fund	\$	46,880
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<u>Data Processing Fund</u>		205,000
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<u>Fleet Management Fund</u>		3,600
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<u>Animal Control Fund</u>		75,000
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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	\$	517,544
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*There are service reimbursements that appear throughout the budget as line item 970 - Building Management Services.

GENERAL SERVICES
 INFORMATION SERVICES DIVISION
 MANAGER:

DIVISION SUMMARY

EXPENDITURES	GENERAL FUND	FEDERAL/STATE FUND	ROAD FUND	OTHER	TOTAL
Personal Services	115,502	0	0	2,122,195	2,237,697
Materials & Services	37,879	0	0	2,725,344	2,763,213
Capital Outlay	0	0	0	11,052	11,052
Total	\$ 153,381	\$ 0	\$ 0	\$4,858,581	\$5,011,962

RESOURCES	GENERAL FUND	FEDERAL/STATE FUND	ROAD FUND	OTHER	TOTAL
Operational Revenue					
City of Portland	0	0	0	415,980	415,980
Metro (MSD)	0	0	0	21,441	21,441
Tri-Met	0	0	0	170,772	170,772
Title Companies	0	0	0	81,589	81,589
State of Oregon-Courts	0	0	0	735,986	735,986
Clackamas Co.-Juvenile	0	0	0	4,227	4,227
Washington Co.-Juvenile	0	0	0	11,518	11,518
Service Reimbursements	0	0	0	3,417,068	3,417,068
General Revenues	153,381	0	0	0	153,381
Total	\$ 153,381	\$ 0	\$ 0	\$4,858,581	\$5,011,962

PURPOSE STATEMENT

It is the purpose of the Information Services Division 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 the lowest cost, DPA provides these services to other governmental agencies in the local area.

The Telecommunication Section provides a full range of telecommunications systems and services County-wide to ensure an efficient system configuration and operation.

GENERAL SERVICES
INFORMATION SERVICES DIVISION
DIVISION SUMMARY

WORK PLAN DESCRIPTION

The 1984-85 Work Plan for ISD 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 without the total package, maintenance of applications will be at minimal levels (no major enhancements). 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. The Systems Replacement Program will continue with FMS replacement and will begin work on a Fixed Assets system.

Telecommunications will: review the impact of Pacific Northwest Bell's measured service rate structure, install any appropriate controls minimizing the financial impact to the County; experiment using the County's microwave network for data communications out of ISD; begin the integration of data and voice communication lines and review alternatives to the Infoswitch Toll Management System.

MAJOR CHANGES FROM LAST YEAR

ISD will:

- begin implementation of the Systems Replacement Program (SRP)
- continue efforts to improve County communication facilities for both data and voice
- undertake the responsibility of administering Telecommunications as transferred from Facilities Management

GENERAL SERVICES

INFORMATION SERVICES DIVISION

DGS DATA PROCESSING FUND

R E Q U I R E M E N T D E T A I L					
CODE	OBJECT TITLE	1981-82 ACTUAL	1982-83 ACTUAL	1983-84 BUDGET	1984-85 BUDGET
PERSONAL SERVICES					
510	FULL TIME	1,684,090	1,646,350	1,458,283	1,477,976
520	PART TIME	0	4,710	0	0
540	OVERTIME	27,738	21,633	27,300	33,805
550	PREMIUM	11,139	8,233	7,934	58,616
570	FRINGE	532,664	528,973	469,914	551,798
TOTAL WAGES & FRINGES		2,255,631\$	2,209,899\$	1,963,431\$	2,122,195
EXTERNAL MATERIALS AND SERVICES					
611	PROFESSIONAL SRV	16,768	5,904	12,953	10,000
612	PRINTING	24,601	18,068	14,264	14,926
613	UTILITIES	0	0	0	0
614	COMMUNICATIONS	146,088	183,470	169,743	168,559
615	INSURANCE	7,965	0	2,000	2,200
616	EXTERNAL DP	191,366	347,182	264,852	349,131
617	EQUIPMENT RENTAL	678,974	679,241	759,971	813,661
618	REPAIRS / MAINT.	338,861	375,257	491,441	502,464
620	POSTAGE	3,140	3,447	3,359	3,295
621	OFFICE SUPPLIES	7,423	7,454	7,440	6,940
622	JANITORIAL SUP.	26	12	0	0
623	OPERATING SUP.	90,935	81,674	91,000	93,500
624	MINOR EQUIPMENT	1,161	1,081	1,100	1,080
625	CLOTHING	0	0	0	0
626	MAINTENANCE SUP.	2,436	0	541	250
627	FOOD	0	0	0	0
631	EDUCATION / TRVL	51,093	8,973	4,100	10,000
633	LOCAL TRAVEL	65	1,885	2,200	3,050
651	SPACE RENTALS	0	0	0	0
659	MISCELLANEOUS	17,645	9,242	11,800	6,800
661	DUES / SUBSCRIPT	1,974	2,499	1,763	2,920
INTERNAL SERVICE REIMBURSEMENTS					
940	INDIRECT COSTS	538,596	477,034	441,174	525,000
950	DATA PROCESSING	0	2,644	0	0
960	MOTOR POOL	5,755	4,832	5,055	6,558
970	BUILDING MGMT	207,578	103,185	229,408	205,000
990	OTHER INTERNAL	4,476	106,347	200	0
TOTAL MATERIALS		\$ 2,336,926\$	2,419,431\$	2,514,364\$	2,725,334
CAPITAL OUTLAY					
710	LAND	0	0	0	0
720	BUILDINGS	161	0	0	0
730	IMPROVEMENTS	0	0	0	0
740	EQUIPMENT	85,043	177,403	3,665	11,052
TOTAL CAPITAL OUTLAYS		85,204\$	177,403\$	3,665\$	11,052
TOTAL REQUIREMENTS		4,677,761\$	4,806,733\$	4,481,460\$	4,858,581

PERSONNEL DETAIL

GENERAL SERVICES
INFORMATION SERVICES DIVISION

DGS DATA PROCESSING FUND

POSITION TITLE	81- 82	82- 83	83- 84	84- 85	BASE	FRINGE	1984-85 TOTAL
ADMIN ASST	1.00	1.00	.00	.00	0	0	0
ADMIN SPEC 1	2.00	1.00	1.00	1.00	23,928	8,944	32,872
ADMIN SPEC 2	4.00	2.00	.00	.00	0	0	0
COMPUTER OP SUPV	3.00	3.00	2.00	1.00	26,351	9,778	36,129
COMPUTER OP 1	4.00	4.00	3.00	3.00	61,227	24,038	85,265
COMPUTER OP 2	5.00	5.00	5.00	5.00	116,889	42,493	159,382
D P MANAGER 1	5.00	4.00	4.00	4.00	120,686	43,115	163,801
D P MANAGER 2	3.00	3.00	3.00	3.00	110,851	37,991	148,842
D P SPEC	3.00	3.00	3.00	2.00	48,398	17,318	65,716
D P TECH	2.00	4.00	4.00	4.00	79,702	27,882	107,584
FINANCL SPEC 2	1.00	1.00	1.00	.80	25,139	8,203	33,342
MGMT ANALYST	.00	.00	1.00	1.00	26,204	9,024	35,228
O A 1	1.00	1.00	1.00	1.00	12,758	5,987	18,745
O A 2	11.00	9.00	5.00	6.00	89,212	36,209	125,421
O A 3	6.00	6.00	6.00	5.00	83,426	33,606	117,032
PROGRAM MANAGER 3	1.00	1.00	1.00	1.00	41,948	12,453	54,401
PROGRAMMR	3.00	5.00	4.00	6.00	126,692	41,887	168,579
PROGRAMMR/ANALYST	9.00	9.00	6.00	5.00	130,109	44,789	174,898
PROGRAMMER SENIOR	2.00	2.00	2.00	4.00	111,863	38,966	150,829
SOFTWR SYS SPEC 2	5.00	5.00	3.00	3.00	94,575	32,597	127,172
SYS ANALYST SR	5.00	7.00	5.00	5.00	148,018	52,246	200,264
FULL TIME	76.00	76.00	60.00	60.80	1,477,976	527,526	2,005,502
PART TIME					0	0	0
OVERTIME					33,805	8,951	42,756
PREMIUM PAY					58,616	15,321	73,937
TOTAL					1,570,397	551,798	2,122,195

GENERAL SERVICES
INFORMATION SERVICES DIVISION
NOTES

DATA PROCESSING FUND

510 - Full Time \$ 1,477,976

Positions added:
Senior Programmer
Programmer/Analyst
Programmer

Positions Reclassified:
Data Processing Specialist reclassified to an Office
Assistant 2.

Positions cut:
Computer Operations Supervisor
Data processing Technician

540 - Overtime \$ 33,805

Required to meet ISD User production schedules during
hardware and system malfunctions, user requirements
during 24 hour day, 7-day per week operations and
word processing support required during emergency
situations.

550 - Premium Pay \$ 58,616

Includes cost of living allowance (\$49,947) and Union required
payments for hours worked other than a normal day shift (\$7,308).

611 - Professional Services \$ 10,000

Necessary to provide training to ISD users in data pro-
cessing and to provide technical consultation on the
maintenance and replacement of the automated systems that
support the various County functions.

616 - External Data Processing \$ 349,131

Includes packaged software products from various equipment
and software vendors, key punch services for County users
and microfiche services.

617 - Equipment Rental \$ 813,661

Contractual equipment rental/lease and installment
acquisitions from following vendors:

ITT Courier Terminal Systems	\$ 209,967
First Interstate Bank (Amdahl 470/V6)	224,234
Univac (X-L 40 systems for District Court and A & T)	122,028
STC (Storage Technology Corp. - tape drives, disk drives and impact printers)	84,576
Xerox (Laser Printer)	100,969
IBM (Communications Control Terminals)	37,115
Harris (Computer Terminals)	30,972
NTI (Northern Telecom - Display phones)	3,000
Audio - Visual Equipment	800

GENERAL SERVICES
INFORMATION SERVICES DIVISION

DATA PROCESSING FUND

NOTES

618 - Repairs and Maintenance \$ 502,464

Contractual maintenance of County - owned equipment
and overtime service to the following vendors:

ITT Courier (Terminal network)	\$ 107,181
Amdahl (Main Frame Computer)	159,068
Data General (Election's computers)	23,334
DP Enterprises (Keypunch equipment)	3,384
IBM (Various equipment)	25,565
STC (Storage Technology Corps. - tape drives, disc drives and impact printers)	79,270
Xerox (Laser printers)	93,957
Telegenics	2,865
Tima (Motor generators)	4,140
Digital (Word Processing equipment)	3,024
Unknown (dictation and office equipment)	676

623 - Operating Supplies \$ 93,500

Magnet Media	6,000
Print ribbons	5,000
Stock impact paper	11,000
Stock non-impact paper	56,500
Xerox chemicals	15,000

631 - Education and Travel \$ 10,000

Training emphasizes specific techniques for implement-
ing and managing information centers and new
methodologies for computer hardware application.

740 - Equipment \$ 11,052

Computerlink tape cleaner	5,759
Telephone dictation equipment	1,793
Desk	378
Four chairs	1,100
Six book cases	1,260
Four file cabinets	762

GENERAL SERVICES
INFORMATION SERVICES DIVISION

DATA PROCESSING FUND

NOTES

970 - Facilities Management	\$ 205,000
Alarm system	\$ 2,500
Carpentry	3,000
Engineers	3,570
Janitorial	9,900
Rent	101,135
Utilities	79,645
Electrical Maintenance	5,250

GENERAL SERVICES
INFORMATION SERVICES DIVISION
NOTES

DATA PROCESSING FUND

ISD MULTNOMAH COUNTY SERVICE REIMBURSEMENTS AND REVENUE

Department of Human Services

Administration - Health Officer	\$	30,002
Health Services Division		<u>363,026</u>

Department of Human Services Total \$ 393,028

Department of Justice Services

Sheriff	\$	567,426
District Attorney		294,223
Juvenile		71,927
Medical Examiner		1,049
Community Corrections		<u>56,881</u>

Department of Justice Services Total \$ 991,506

Department of Environmental Services

Permits	\$	8,008
Land Use Planning		12,621
Animal Control		34,484
Accounting		69,697
Operations and Management (Road Maintenance)		26,760
Engineering		24,427
CDBG		<u>374</u>

Department of Environmental Services Total \$ 176,371

Department of General Services

Budget	\$	24,169
Finance		431,390
Employee Relations		60,047
Purchasing		174,990
Facilities Management		13,574
Telecommunications		<u>17,177</u>

Department of General Services Total \$ 721,347

Nondepartmental

Assessment & Taxation	\$	867,286
Elections		54,075
Special Appropriations		<u>213,455</u>

Nondepartmental Total \$ 1,134,816

MULTNOMAH COUNTY SERVICE REIMBURSEMENT TOTAL \$ 3,417,068

GENERAL SERVICES
INFORMATION SERVICES DIVISION

DGS GENERAL FUND

R E Q U I R E M E N T D E T A I L					
CODE	OBJECT TITLE	1981-82 ACTUAL	1982-83 ACTUAL	1983-84 BUDGET	1984-85 BUDGET
PERSONAL SERVICES					
510	FULL TIME	278,532	55,131	58,697	79,615
520	PART TIME	0	0	0	6,947
540	OVERTIME	280	0	0	500
550	PREMIUM	11,280	0	0	0
570	FRINGE	91,275	17,317	19,710	28,440
TOTAL WAGES & FRINGES		381,367\$	72,448\$	78,407\$	115,502
EXTERNAL MATERIALS AND SERVICES					
611	PROFESSIONAL SRV	8,280	3,183	0	0
612	PRINTING	22,429	1,845	5,500	6,200
613	UTILITIES	0	0	0	0
614	COMMUNICATIONS	192,961	103,120	49,355	13,702
615	INSURANCE	0	0	0	0
616	EXTERNAL DP	0	0	0	0
617	EQUIPMENT RENTAL	598	0	0	0
618	REPAIRS / MAINT.	8,952	2,624	0	0
620	POSTAGE	125,699	104,376	0	0
621	OFFICE SUPPLIES	2,236	483	500	500
622	JANITORIAL SUP.	0	0	0	0
623	OPERATING SUP.	20,628	646	0	0
624	MINOR EQUIPMENT	0	0	0	0
625	CLOTHING	0	0	0	0
626	MAINTENANCE SUP.	73	0	0	0
627	FOOD	0	0	0	0
631	EDUCATION / TRVL	451	1,923	0	0
633	LOCAL TRAVEL	0	0	0	300
651	SPACE RENTALS	0	0	0	0
659	MISCELLANEOUS	47	75	0	0
653	REFUNDS	0	0	0	0
INTERNAL SERVICE REIMBURSEMENTS					
940	INDIRECT COSTS	0	0	0	0
950	DATA PROCESSING	0	0	0	17,177
960	MOTOR POOL	2,973	0	0	0
970	BUILDING MGMT	0	0	0	0
990	OTHER INTERNAL	25	0	0	0
TOTAL MATERIALS		385,352\$	218,275\$	55,355\$	37,879
CAPITAL OUTLAY					
710	LAND	0	0	0	0
720	BUILDINGS	6	0	0	0
730	IMPROVEMENTS	0	0	0	0
740	EQUIPMENT	3,759	0	0	0
TOTAL CAPITAL OUTLAYS		3,765\$	0\$	0\$	0
TOTAL REQUIREMENTS		770,484\$	290,723\$	133,762\$	153,381

PERSONNEL DETAIL

GENERAL SERVICES

INFORMATION SERVICES DIVISION

DGS GENERAL FUND

POSITION TITLE	81- 82	82- 83	83- 84	84- 85	BASE	FRINGE	1984-85 TOTAL
ADMIN SPEC 1	.00	.00	1.00	1.00	22,668	7,187	29,855
ADMIN SPEC 2	.00	.00	.00	1.00	29,232	9,158	38,390
ADMIN TECH	.00	1.00	.00	.00	0	0	0
O A 2	3.00	3.00	3.00	2.00	27,715	11,254	38,969
PROGRAM MANAGER 1	1.00	.00	.00	.00	0	0	0
FULL TIME	4.00	4.00	4.00	4.00	79,615	27,599	107,214
PART TIME					6,947	709	7,656
OVERTIME					500	132	632
PREMIUM PAY					0	0	0
TOTAL					87,062	28,440	115,502

GENERAL SERVICES
INFORMATION SERVICES DIVISION
TELECOMMUNICATIONS
NOTES

GENERAL FUND

510 - Full Time \$ 79,615

Additions include an Administrative Specialist 2
to oversee operations of this section and a
part time Office Assistant 2.

612 - Printing and Reproductions \$ 6,200

TMS and Xerox \$ 1,200
Telephone Directory 5,000

633 - Local Travel and Mileage \$ 300

Bus pass for exempt employee.

DEPARTMENT OF GENERAL SERVICES

