

## NONDEPARTMENTAL

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## **NONDEPARTMENTAL**

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NONDEPARTMENTAL  
SUMMARY OF DEPARTMENTAL REQUIREMENTS

	FTE	PERSONAL SERVICES	MATERIALS & SERVICES	CAPITAL OUTLAY	TOTAL REQUIREMENTS	LESS SERVICE REIMBURSEMENT	DIRECT REQUIREMENTS
<b>GENERAL FUND</b>							
Finance	29.25	1,398,011	248,637	12,200	1,658,848	250,592	1,408,256
Purchasing	21.00	882,885	96,469	27,500	1,006,854	121,744	885,110
Employee Services	15.03	711,285	139,849	9,000	860,129	98,755	761,374
County Counsel Administration	8.20	507,258	41,904	3,339	552,501	52,564	499,937
Labor Relations	3.50	220,196	47,322	2,250	269,768	25,491	244,277
County Chair	11.25	658,395	130,322	0	788,717	81,746	706,971
Board of County Commissioners	13.65	746,345	35,612	7,699	789,656	89,427	700,229
County Auditor	7.00	411,974	28,907	0	440,881	50,833	390,048
Citizen Involvement	3.00	124,983	18,064	0	143,047	18,029	125,018
Tax Supervising	4.00	184,692	42,808	2,500	230,000	21,633	208,367
Non County Agencies	0.50	15274	2801250	0	2,816,524	2710	2,813,814
Special Appropriations	0.00	0	4132729	0	4,132,729	3456564	676,165
Affirmative Action	3.00	162663	19990	0	182,653	13118	169,535
Budget	9.00	521,978	28,233	5,500	555,711	57,854	497,857
Office of the Board Clerk	2.00	88,830	22,822	0	111,652	20,879	90,773
Tax Anticipation Notes	0.00	0	559,150	0	559,150	0	559,150
<b>SUBTOTAL</b>	<b>130.38</b>	<b>6,634,764</b>	<b>8,394,068</b>	<b>69,988</b>	<b>15,098,820</b>	<b>4,361,939</b>	<b>10,736,881</b>
<b>INSURANCE FUND</b>							
Finance	0.25	16,727	2,500	0	19,227	1,960	17,267
Employee Services	5.50	289,730	16,449,730	3,000	16,742,460	51,006	16,691,454
County Counsel	7.80	450,709	41,352	3,412	495,473	50,922	444,551
Risk Management	6.00	290,872	3,109,673	2,500	3,403,045	237,071	3,165,974
<b>SUBTOTAL</b>	<b>19.55</b>	<b>1,048,038</b>	<b>19,603,255</b>	<b>8,912</b>	<b>20,660,205</b>	<b>340,959</b>	<b>20,319,246</b>
<b>FEDERAL/STATE FUND</b>							
Emergency Management	3.00	145,587	66,044	3,000	214,631	27,948	186,683
Non County Agencies	0.00	0	86,000	0	86,000	2,508	83,492
<b>SUBTOTAL</b>	<b>3.00</b>	<b>145,587</b>	<b>152,044</b>	<b>3,000</b>	<b>300,631</b>	<b>30,456</b>	<b>270,175</b>
<b>COUNTY SCHOOL FUND</b>	<b>0.00</b>	<b>0</b>	<b>1,323,573</b>	<b>0</b>	<b>1,323,573</b>	<b>0</b>	<b>1,323,573</b>
<b>CONVENTION CENTER FUND</b>	<b>0.00</b>	<b>0</b>	<b>4,400,000</b>	<b>0</b>	<b>4,400,000</b>	<b>0</b>	<b>4,400,000</b>
<b>CAPITAL LEASE RETIREMENT FUN</b>	<b>0.00</b>	<b>0</b>	<b>5,490,088</b>	<b>0</b>	<b>5,490,088</b>	<b>4,490</b>	<b>5,485,598</b>
<b>LIBRARY GENERAL OBLIGATION BOND FUND</b>	<b>0.00</b>	<b>0</b>	<b>1,846,000</b>	<b>0</b>	<b>1,846,000</b>	<b>0</b>	<b>1,846,000</b>
<b>DEPARTMENT TOTAL</b>	<b>152.93</b>	<b>7,828,389</b>	<b>41,209,028</b>	<b>81,900</b>	<b>49,119,317</b>	<b>4,737,844</b>	<b>44,381,473</b>

## NONDEPARTMENTAL

### COUNTY CHAIR

ACTING CHAIR: HANK MIGGINS

#### DIVISION SUMMARY

The Multnomah County Chair has both legislative and administrative responsibilities. As chief Executive Officer, the Chair administers all County programs (except those under the Sheriff, Auditor, District Attorney, and Board of County Commissioners), prepares the annual budget, develops policy, and oversees departmental programs. As a legislator, the Chair presides at Board meetings, conducting the legislative business of the County as provided for by state law and the Home Rule Charter.

#### PROGRAM LIST

9201	Administration	Oversees Departmental County programs.
9202	Legislative	Oversees legislative affairs of the County.
9204	Annexation	Historical Information only.
9208	Membership Dues	County membership dues in several organizations.

#### PERSONNEL LEVELS

	1990-91	1991-92	1992-93	1993-94
Officials & Administrators	12.06	12.12	13.50	11.25
All Other Personnel	0.00	0.00	0.00	0.00
Total Personnel:	12.06	12.12	13.50	11.25

#### EXPENDITURES(1993-94)

	General Fund(100)
Personal Services	658,395
Materials & Services	130,322
Capital Outlay	0
Total:	788,717

NOTE: To see expenditure history please refer to the expenditure detail sheet at the end of this Division section.

#### REVENUES(1993-94)

	General Fund(100)	Total All Funds
BWC(dedicated)	0	0
Taxes(dedicated)	0	0
Intergovernmental	0	0
Licenses/Permits	0	0
Service Charges	0	0
Other Revenue Sources	0	0
Service Reimbursements	0	0
Cash Transfers(less GF)	0	0
Net General Fund	788,717	788,717
Total:	788,717	788,717

## NONDEPARTMENTAL

COUNTY CHAIR

ACTING CHAIR: HANK MIGGINS

### ADMINISTRATIVE

9201

#### PROGRAM DESCRIPTION

This program oversees the Departmental programs of the County.

#### Goals and Objectives

##### Goals:

- Provide for the separate and diverse interests of all County residents through policy direction, decisions, administrative supervision, and coordination of programs and services within the Departments of Health, Social Services, Community Corrections, Library Services, and Environmental Services.
- Provide policy decisions, direction and administrative supervision over County Support Services to assure compliance with County, State, and Federal guidelines and mandates.

##### Objectives:

- Seek adequate, long term funding solutions for the provision of strong, effective and efficient County programs, services, and facilities.
- Seek to empower our citizens by providing opportunities to participate in governance and access to County information.
- Maintain role as liaison to various County and community-based committees, task forces and advisory boards.

#### PROGRAM CLIENTS

County departments and citizens of Multnomah County

#### FINANCIAL SUMMARY

	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>
<u>General Fund</u>				
FTE	8.45	9.53	11.00	8.75
Cost	469,825	472,495	579,154	514,824
Percent spent	98.41	87.14		
General Fund Support	469,825	472,495	579,154	514,824

### LEGISLATIVE

9202

#### PROGRAM DESCRIPTION

The legislative Office of the County Chair oversees the legislative affairs of Multnomah County.

#### Goals and Objectives

##### Goals:

- Continue to seek regional solutions to providing government services more efficiently and effectively.
- In partnership with other local jurisdictions, create a comprehensive public safety policy and accompanying programs which embrace prevention and detention.

##### Objectives:

- Establish a public information program that provides easy access to County information for all citizens to increase citizen participation.
- Implement an affirmative action program that will establish fairness and equality in the workplace and inclusiveness on all citizen advisory boards.

# NONDEPARTMENTAL

COUNTY CHAIR

ACTING CHAIR: HANK MIGGINS

## PROGRAM CLIENTS

County departments and citizens of Multnomah County

## FINANCIAL SUMMARY

	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>
<u>General Fund</u>				
FTE	3.61	2.59	2.50	2.50
Cost	203,254	156,137	186,847	195,700
Percent spent	90.70	124.58		
General Fund Support	203,254	156,137	186,847	195,700

## ANNEXATION (HISTORY ONLY)

9204

## FINANCIAL SUMMARY

	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>
<u>General Fund</u>				
FTE	0.00	0.00	0.00	0.00
Cost	60,016	0	0	0
Percent spent	100.02			
General Fund Support	60,016	0	0	0

## MEMBERSHIP DUES

9208

## PROGRAM DESCRIPTION

This program pays for Multnomah County's membership dues which are \$2,000 to the Association of O & C Counties, \$65,193 to Association of Oregon Counties, and \$11,000 to the National Association of Counties.

## Goals and Objectives

### Goals:

- Have Multnomah County's concerns and interests considered when legislation is pending that may have an effect on the County.

### Objectives:

- Continued membership and influence in these organizations.

## PROGRAM CLIENTS

County departments and citizens of Multnomah County

## FINANCIAL SUMMARY

	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>
<u>General Fund</u>				
FTE	0.00	0.00	0.00	0.00
Cost	68,409	45,006	78,193	78,193
Percent spent	102.43	98.13		
General Fund Support	68,409	45,006	78,193	78,193

# REQUIREMENT DETAIL

AGENCY: 050 NONDEPARTMENTAL  
FUND: 100 GENERAL FUND  
SUM ORG: 9000 CHAIR OF BOARD

1990-91 ACTUAL	1991-92 ACTUAL	1992-93 ADOPTED	1992-93 REVISED		1993-94 PROPOSED	1993-94 APPROVED	1993-94 ADOPTED
435,784	427,159	496,195	515,839	PERSONAL SERVICES	518,369	511,544	473,555
10,400	0	0	0	5100 PERMANENT	0	0	0
0	0	0	0	5200 TEMPORARY	0	0	0
1,330	2,562	0	0	5300 OVERTIME	0	0	0
112,461	111,023	131,604	136,456	5400 PREMIUM	138,199	136,360	126,125
559,975	540,744	627,799	652,295	5500 FRINGE BENEFITS	656,568	647,904	599,680
54,491	39,508	65,751	61,619	TOTAL EXTERNAL	64,824	64,543	58,715
				5550 INSURANCE BENEFITS			
614,466	580,252	693,550	713,914	TOTAL PERSONAL SERVICES	721,392	712,447	658,395
60,000	2,500	0	0	6050 COUNTY SUPPLEMENTS	0	0	0
0	0	0	0	6060 PASS-THROUGH PAYMENTS	0	0	0
8,689	14,605	5,000	3,420	6110 PROFESSIONAL SVCS	5,000	5,000	5,000
5,290	4,343	7,500	7,500	6120 PRINTING	7,500	4,768	4,768
0	0	0	0	6130 UTILITIES	0	0	0
0	0	0	0	6140 COMMUNICATIONS	0	0	0
135	0	0	0	6170 RENTALS	0	0	0
332	387	500	500	6180 REPAIRS AND MAINTENANCE	500	500	500
0	0	0	0	6190 MAINTENANCE CONTRACTS	0	0	0
6,995	60	0	0	6200 POSTAGE	0	0	0
3,680	3,440	6,600	6,600	6230 SUPPLIES	4,500	4,500	4,500
2,155	450	1,610	1,610	6270 FOOD	500	500	500
9,285	4,057	9,585	9,585	6310 EDUCATION & TRAINING	9,282	6,059	6,059
0	13	3,089	3,089	6320 MTNG CONFERENCE/CONVENTIONS	3,089	2,278	2,278
5,705	3,185	11,693	11,693	6330 LOCAL TRAVEL/MILEAGE	4,693	4,693	4,693
0	0	0	0	6520 INSURANCE	0	0	0
0	0	0	0	6530 EXTERNAL DATA PROCESSING	0	0	0
0	0	0	0	6550 DRUGS	0	0	0
0	0	0	0	6580 CLAIMS PAID	0	0	0
774	250	250	250	6610 AWARDS AND PREMIUMS	250	250	250
70,179	42,920	80,678	80,678	6620 DUES AND SUBSCRIPTIONS	78,743	78,743	78,743
0	0	0	0	6700 LIBRARY BOOKS AND MATERIALS	0	0	0
0	0	0	0	7810 PRINCIPAL	0	0	0
0	0	0	0	7820 INTEREST	0	0	0
173,219	76,210	126,505	124,925	TOTAL EXTERNAL	114,057	107,291	107,291
0	0	0	0	7100 INDIRECT COSTS	0	0	0
8,997	8,611	12,000	12,000	7150 TELEPHONE	9,882	9,882	9,882
0	0	0	0	7200 DATA PROCESSING	0	0	0
4,721	4,988	7,909	7,909	7300 MOTOR POOL	9,613	9,613	9,613
0	0	0	0	7400 BUILDING MANAGEMENT	0	0	0
101	0	0	0	7500 OTHER INTERNAL	0	0	0
0	0	0	0	7550 SERV REIMB TO CAP LEASE RET FU	0	0	0
0	3,577	4,230	4,230	7560 DISTRIBUTION/POSTAGE	3,536	3,536	3,536
13,819	17,176	24,139	24,139	TOTAL INTERNAL	23,031	23,031	23,031
187,038	93,386	150,644	149,064	TOTAL MATERIALS & SERVICES	137,088	130,322	130,322
0	0	0	0	8100 LAND	0	0	0
0	0	0	0	8200 BUILDINGS	0	0	0
0	0	0	0	8300 OTHER IMPROVEMENTS	0	0	0
0	0	0	1,580	8400 EQUIPMENT	0	0	0
0	0	0	1,580	TOTAL CAPITAL OUTLAY	0	0	0
733,194	616,954	754,304	778,800	DIRECT BUDGET	770,625	755,195	706,971
801,504	673,638	844,194	864,558	TOTAL BUDGET	858,480	842,769	788,717

NOND-5

AGENCY: 050 NONDEPARTMENTAL  
 FUND: 100 GENERAL FUND  
 SUM ORG: 9000 CHAIR OF BOARD

## PERSONNEL DETAIL

1990-91 ACTUAL		1991-92 ACTUAL		1992-93 ADOPTED		1992-93 REVISED			1993-94 PROPOSED		1993-94 APPROVED		1993-94 ADOPTED	
FTE	BASE	FTE	BASE	FTE	BASE	FTE	BASE		FTE	BASE	FTE	BASE	FTE	BASE
0.99	43,520	0.96	48,197	1.00	53,776	1.00	56,342	COUNTY CHAIR	1.00	55,758	1.00	55,758	1.00	55,758
0.00	0	0.00	0	0.50	8,965	0.50	9,383	ADMIN ASSISTANT	0.00	0	0.00	0	0.00	0
2.91	62,029	2.38	43,269	2.00	37,207	2.00	39,025	LEGIS/ADMIN SECTY	3.00	62,459	3.00	62,459	3.00	62,459
0.00	0	0.00	0	0.00	0	0.00	0	ADMIN ANALYST	0.00	0	0.00	0	0.00	0
1.00	31,436	0.00	0	0.00	0	0.00	0	OFFICE MANAGER/CHAIR	0.00	0	0.00	0	0.00	0
0.00	0	0.00	0	0.00	0	0.00	0	PROGRAM/STAFF ASSIST	0.00	0	0.00	0	0.00	0
6.15	235,419	7.78	271,582	9.00	327,217	8.84	338,765	STAFF ASSISTANT	7.25	321,392	7.25	321,392	6.25	283,403
1.01	63,380	1.00	64,110	1.00	69,030	1.00	72,324	EXECUTIVE ASSISTANT	1.00	78,760	1.00	71,935	1.00	71,935
12.06		12.12		13.50		13.34		5100 PERMANENT	12.25		12.25		11.25	
435,784		427,158		496,195		515,839			518,369		511,544		473,555	

NOND-6



## NONDEPARTMENTAL

### OFFICE OF THE BOARD CLERK

STAFF ASSISTANTS: DEBORAH BOGSTAD  
CARRIE PARKERSON

#### DIVISION SUMMARY

The Office of the Board Clerk prepares agendas, notices for upcoming Board of County Commissioner's meetings (Formal, Informal, Board's Planning, Work Sessions, Plenary Sessions, and Budget Hearings) and provides copies to County Commissioners, Department and Division Heads, the press, and the public in compliance with the Open Meeting Law and County Charter. The Clerk also attends Board meetings, electronically records all meetings, makes journal entries for all items of business, notifies affected persons of decisions made by the Board, answers inquiries of County personnel, the public, and the press on issues relating to Board actions and upcoming matters, maintains archive of Board records including agenda items, reports submitted to the Board for information, and retrieves information for Commissioners, County Departments, the press and the public.

#### PROGRAM LIST

9220 Board Clerk Maintains Board records

#### PERSONNEL LEVELS

	1990-91	1991-92	1992-93	1993-94
Officials & Administrators	1.68	2.00	2.00	2.00
All Other Personnel	0.00	0.00	0.00	0.00
Total Personnel:	1.68	2.00	2.00	2.00

#### EXPENDITURES(1993-94)

	General Fund(100)	Total All Funds
Personal Services	88,830	88,830
Materials & Services	22,822	22,822
Capital Outlay	0	0
Total:	111,652	111,652

NOTE: To see expenditure history please refer to the expenditure detail sheet at the end of this Division section.

#### REVENUES(1993-94)

	General Fund(100)	Total All Funds
BWC(dedicated)	0	0
Taxes(dedicated)	0	0
Intergovernmental	0	0
Licenses/Permits	0	0
Service Charges	0	0
Other Revenue Sources	1,000	1,000
Service Reimbursements	0	0
Cash Transfers(less GF)	0	0
Net General Fund	110,652	110,652
Total:	111,652	111,652

## NONDEPARTMENTAL

OFFICE OF THE BOARD CLERK

STAFF ASSISTANTS: DEBORAH BOGSTAD  
CARRIE PARKERSON

OFFICE OF THE BOARD CLERK

9220

### PROGRAM DESCRIPTION

This program prepares agendas, records Board of County Commissioners' meetings, and provides records for Commissioners, County Departments, the press, and the public. The Clerk also notifies affected persons of decisions made by the Board, and answers inquiries on issues relating to Board issues and upcoming matters.

### Goals and Objectives

Goals:

- Provide information quickly and efficiently.

Objectives:

- Efficient and cost effective maintenance and retrieval of Board records.

### PROGRAM CLIENTS

Board of County Commissioners, County departments, the press, and the public.

### FINANCIAL SUMMARY

	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>
<u>General Fund</u>				
FTE	1.68	1.98	2.00	2.00
Cost	111,803	90,979	103,846	111,652
Percent spent	59.35	95.36		
General Fund Support	111,803	90,979	103,846	111,652

# REQUIREMENT DETAIL

1990-91 ACTUAL	1991-92 ACTUAL	1992-93 ADOPTED	1992-93 REVISED	AGENCY: 050 NONDEPARTMENTAL FUND: 100 GENERAL FUND SUM ORG: 9220 OFFICE OF THE BOARD CLERK	1993-94 PROPOSED	1993-94 APPROVED	1993-94 ADOPTED
41,088	50,652	52,660	55,293	PERSONAL SERVICES			
6,635	0	0	0	5100 PERMANENT	60,070	60,070	60,070
430	0	0	0	5200 TEMPORARY	0	0	0
2,005	0	0	0	5300 OVERTIME	0	0	0
11,949	13,595	14,282	14,942	5400 PREMIUM	0	0	0
62,107	64,247	66,942	70,235	5500 FRINGE BENEFITS	16,186	16,186	16,186
7,707	9,352	13,084	11,308	TOTAL EXTERNAL	76,256	76,256	76,256
				5550 INSURANCE BENEFITS	12,574	12,574	12,574
69,814	73,599	80,026	81,543	TOTAL PERSONAL SERVICES	88,830	88,830	88,830
0	0	0	0	6050 COUNTY SUPPLEMENTS	0	0	0
0	0	0	0	6060 PASS-THROUGH PAYMENTS	0	0	0
9,261	1,615	3,200	3,200	6110 PROFESSIONAL SVCS	3,200	2,729	2,729
6,603	4,114	6,375	6,375	6120 PRINTING	6,375	6,375	6,375
0	0	0	0	6130 UTILITIES	0	0	0
0	0	0	0	6140 COMMUNICATIONS	0	0	0
0	0	0	0	6170 RENTALS	0	0	0
435	780	500	500	6180 REPAIRS AND MAINTENANCE	500	500	500
620	620	620	620	6190 MAINTENANCE CONTRACTS	620	620	620
14,036	0	0	0	6200 POSTAGE	0	0	0
2,808	1,886	2,000	2,000	6230 SUPPLIES	2,000	2,000	2,000
150	84	100	100	6270 FOOD	100	100	100
1,291	1,325	1,300	1,300	6310 EDUCATION & TRAINING	1,300	959	959
0	0	0	0	6320 MTNG CONFERENCE/CONVENTIONS	0	0	0
549	315	524	524	6330 LOCAL TRAVEL/MILEAGE	764	764	764
0	0	0	0	6520 INSURANCE	0	0	0
0	0	0	0	6530 EXTERNAL DATA PROCESSING	0	0	0
0	0	0	0	6550 DRUGS	0	0	0
0	0	0	0	6580 CLAIMS PAID	0	0	0
0	0	0	0	6610 AWARDS AND PREMIUMS	0	0	0
381	315	470	470	6620 DUES AND SUBSCRIPTIONS	470	470	470
0	0	0	0	6700 LIBRARY BOOKS AND MATERIALS	0	0	0
0	0	0	0	7810 PRINCIPAL	0	0	0
0	0	0	0	7820 INTEREST	0	0	0
36,134	11,054	15,089	15,089	TOTAL EXTERNAL	15,329	14,517	14,517
0	0	0	0	7100 INDIRECT COSTS	0	0	0
2,895	2,518	3,177	3,177	7150 TELEPHONE	2,751	2,751	2,751
0	0	0	0	7200 DATA PROCESSING	0	0	0
0	0	0	0	7300 MOTOR POOL	0	0	0
0	0	0	0	7400 BUILDING MANAGEMENT	0	0	0
209	139	1,000	1,000	7500 OTHER INTERNAL	1,000	1,000	1,000
0	0	0	0	7550 SERV REIMB TO CAP LEASE RET FU	0	0	0
0	3,669	4,554	4,554	7560 DISTRIBUTION/POSTAGE	4,554	4,554	4,554
3,104	6,326	8,731	8,731	TOTAL INTERNAL	8,305	8,305	8,305
39,238	17,380	23,820	23,820	TOTAL MATERIALS & SERVICES	23,634	22,822	22,822
0	0	0	0	8100 LAND	0	0	0
0	0	0	0	8200 BUILDINGS	0	0	0
0	0	0	0	8300 OTHER IMPROVEMENTS	0	0	0
2,751	0	0	0	8400 EQUIPMENT	0	0	0
2,751	0	0	0	TOTAL CAPITAL OUTLAY	0	0	0
100,992	75,301	82,031	85,324	DIRECT BUDGET	91,585	90,773	90,773
111,803	90,979	103,846	105,363	TOTAL BUDGET	112,464	111,652	111,652

NOND-9

AGENCY: 050 NONDEPARTMENTAL  
 FUND: 100 GENERAL FUND  
 SUM ORG: 9220 OFFICE OF THE BOARD CLERK

## PERSONNEL DETAIL

1990-91 ACTUAL		1991-92 ACTUAL		1992-93 ADOPTED		1992-93 REVISED			1993-94 PROPOSED		1993-94 APPROVED		1993-94 ADOPTED	
FTE	BASE	FTE	BASE	FTE	BASE	FTE	BASE		FTE	BASE	FTE	BASE	FTE	BASE
0.14	3,454	0.00	0	0.00	0	0.00	0	CLERK OF BOARD/ASST	0.00	0	0.00	0	0.00	0
0.00	0	0.00	0	0.00	0	0.00	0	CLERK OF THE BOARD	0.00	0	0.00	0	0.00	0
1.54	37,634	2.00	50,652	2.00	52,660	2.00	55,293	STAFF ASSISTANT	2.00	60,070	2.00	60,070	2.00	60,070

## NONDEPARTMENTAL

### AFFIRMATIVE ACTION

**MANAGER: ROBERT PHILLIPS**

#### DIVISION SUMMARY

The Affirmative Action program is funded by the City of Portland and Multnomah County. Its mission is to ensure that both of these entities are in compliance with federal, state, City and/or County regulations.

#### PROGRAM LIST

9203 Affirmative Action Ensure compliance with applicable regulations.

#### PERSONNEL LEVELS

	1990-91	1991-92	1992-93	1993-94
Officials & Administrators	1.00	1.00	1.00	1.00
All Other Personnel	0.23	1.00	1.50	2.00
Total Personnel:	1.23	2.00	2.50	3.00

#### EXPENDITURES(1993-94)

	General Fund(100)	Total All Funds
Personal Services	162,663	162,663
Materials & Services	19,990	19,990
Capital Outlay	0	0
Total:	182,653	182,653

NOTE: To see expenditure history please refer to the expenditure detail sheet at the end of this Division section.

#### REVENUES(1993-94)

	General Fund(100)	Total All Funds
BWC(dedicated)	0	0
Taxes(dedicated)	0	0
Intergovernmental	0	0
Licenses/Permits	0	0
Service Charges	0	0
Other Revenue Sources	0	0
Service Reimbursements	0	0
Cash Transfers(less GF)	0	0
Net General Fund	182,653	182,653
Total:	182,653	182,653

## NONDEPARTMENTAL

### AFFIRMATIVE ACTION

MANAGER: ROBERT PHILLIPS

#### AFFIRMATIVE ACTION

9203

##### Goals and Objectives

###### Goals:

- Maintain the Affirmative Action Program and set goals to insure compliance with all federal, state, and County regulations.
- Provide consultation services as needed.

###### Objectives:

- Provide special outreach recruitment efforts to members of groups which are underrepresented in the County workplace.
- Ensure that managers are trained in the Affirmative Action program.
- Receive, investigate and resolve complaints of discrimination.
- Evaluate all operating units of the County in order to determine compliance with the Affirmative Action Program, and recommend needed changes.
- Implement programs for disabled persons.
- Monitor County services to ensure full compliance with the American With Disabilities Act of 1990.

##### PROGRAM CLIENTS

Departments, managers, employees, job applicants, and the public

##### PROGRAM MEASUREMENTS

- Update the County's Affirmative Action Plan.
- Carry out the strategies for the office as outlined in the plan.
- Conduct quarterly employment monitoring to see if we are achieving the goals of the program.
- Publication of flyers and brochures to communicate the Affirmative Action plan and discrimination complaint procedures.

##### FINANCIAL SUMMARY

	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>
<u>General Fund</u>				
FTE	1.23	2.00	2.50	3.00
Cost	87,395	114,991	148,922	182,653
Percent spent	67.37	97.07		
General Fund Support	87,395	114,991	148,922	182,653

# REQUIREMENT DETAIL

1990-91 ACTUAL	1991-92 ACTUAL	1992-93 ADOPTED	1992-93 REVISED	AGENCY: 050 NONDEPARTMENTAL FUND: 100 GENERAL FUND SUM ORG: 9203 AFFIRMATIVE ACTION	1993-94 PROPOSED	1993-94 APPROVED	1993-94 ADOPTED
				PERSONAL SERVICES			
53,347	82,745	93,070	97,724	5100 PERMANENT	107,059	107,059	116,956
2,863	385	1,000	1,000	5200 TEMPORARY	1,000	1,000	1,000
0	0	0	0	5300 OVERTIME	0	0	0
144	123	0	0	5400 PREMIUM	0	0	0
14,502	22,248	25,319	26,491	5500 FRINGE BENEFITS	28,923	28,923	31,589
70,856	105,501	119,389	125,215	TOTAL EXTERNAL	136,982	136,982	149,545
4,716	5,868	9,933	9,392	5550 INSURANCE BENEFITS	10,408	10,408	13,118
75,572	111,369	129,322	134,607	TOTAL PERSONAL SERVICES	147,390	147,390	162,663
0	0	0	0	6050 COUNTY SUPPLEMENTS	0	0	0
0	0	0	0	6060 PASS-THROUGH PAYMENTS	0	0	0
1,030	250	6,000	100	6110 PROFESSIONAL SVCS	6,000	5,581	5,581
2,580	15	6,850	6,850	6120 PRINTING	6,850	6,850	6,850
0	0	0	0	6130 UTILITIES	0	0	0
0	0	750	750	6140 COMMUNICATIONS	750	750	750
0	0	0	0	6170 RENTALS	0	0	0
0	23	0	0	6180 REPAIRS AND MAINTENANCE	0	0	0
0	0	0	0	6190 MAINTENANCE CONTRACTS	0	0	0
0	0	0	0	6200 POSTAGE	0	0	0
5,428	1,798	2,000	2,000	6230 SUPPLIES	2,000	2,000	2,000
0	21	0	0	6270 FOOD	0	0	0
195	848	0	2,000	6310 EDUCATION & TRAINING	2,000	1,475	1,475
0	0	0	2,708	6320 MTNG CONFERENCE/CONVENTIONS	0	0	0
229	329	0	1,192	6330 LOCAL TRAVEL/MILEAGE	1,334	1,334	1,334
0	0	0	0	6520 INSURANCE	0	0	0
0	0	800	800	6530 EXTERNAL DATA PROCESSING	800	800	800
0	0	0	0	6550 DRUGS	0	0	0
0	0	0	0	6580 CLAIMS PAID	0	0	0
0	0	0	0	6610 AWARDS AND PREMIUMS	0	0	0
650	235	1,200	1,200	6620 DUES AND SUBSCRIPTIONS	1,200	1,200	1,200
0	0	0	0	6700 LIBRARY BOOKS AND MATERIALS	0	0	0
0	0	0	0	7810 PRINCIPAL	0	0	0
0	0	0	0	7820 INTEREST	0	0	0
10,112	3,519	17,600	17,600	TOTAL EXTERNAL	20,934	19,990	19,990
0	0	0	0	7100 INDIRECT COSTS	0	0	0
1,711	103	0	0	7150 TELEPHONE	0	0	0
0	0	0	0	7200 DATA PROCESSING	0	0	0
0	0	0	0	7300 MOTOR POOL	0	0	0
0	0	0	0	7400 BUILDING MANAGEMENT	0	0	0
0	0	0	0	7500 OTHER INTERNAL	0	0	0
0	0	0	0	7550 SERV REIMB TO CAP LEASE RET FU	0	0	0
0	0	0	0	7560 DISTRIBUTION/POSTAGE	0	0	0
1,711	103	0	0	TOTAL INTERNAL	0	0	0
11,823	3,622	17,600	17,600	TOTAL MATERIALS & SERVICES	20,934	19,990	19,990
0	0	0	0	8100 LAND	0	0	0
0	0	0	0	8200 BUILDINGS	0	0	0
0	0	0	0	8300 OTHER IMPROVEMENTS	0	0	0
0	0	2,000	2,000	8400 EQUIPMENT	0	0	0
0	0	2,000	2,000	TOTAL CAPITAL OUTLAY	0	0	0
80,968	109,020	138,989	144,815	DIRECT BUDGET	157,916	156,972	169,535
87,395	114,991	148,922	154,207	TOTAL BUDGET	168,324	167,380	182,653

NOND-13

AGENCY: 050 NONDEPARTMENTAL  
 FUND: 100 GENERAL FUND  
 SUM ORG: 9203 AFFIRMATIVE ACTION

# PERSONNEL DETAIL

1990-91 ACTUAL		1991-92 ACTUAL		1992-93 ADOPTED		1992-93 REVISED			1993-94 PROPOSED		1993-94 APPROVED		1993-94 ADOPTED	
FTE	BASE	FTE	BASE	FTE	BASE	FTE	BASE		FTE	BASE	FTE	BASE	FTE	BASE
0.00	0	0.00	0	0.50	8,676	0.50	9,110	OFFICE ASSISTANT 2	0.50	9,897	0.50	9,897	1.00	19,794
0.23	8,002	0.42	14,909	0.00	0	0.00	0	MANAGEMENT ANALYST	0.00	0	0.00	0	0.00	0
1.00	45,345	0.00	0	0.00	0	0.00	0	PROGRAM MANAGEMENT S	0.00	0	0.00	0	0.00	0
0.00	0	1.00	46,888	1.00	47,617	1.00	49,998	AA / EEO OFFICER	1.00	55,231	1.00	55,231	1.00	55,231
0.00	0	0.58	20,947	1.00	36,777	1.00	38,616	EMPLOYEE SVCS SPEC 2	1.00	41,931	1.00	41,931	1.00	41,931
1.23	53,347	2.00	82,744	2.50	93,070	2.50	97,724	5100 PERMANENT	2.50	107,059	2.50	107,059	3.00	116,956

NOND-14



# NONDEPARTMENTAL

## COUNTY COUNSEL

COUNTY COUNSEL: LAURENCE KRESSEL

### DIVISION SUMMARY

County Counsel provides legal services to elected officials and Departments.

### PROGRAM LIST

7560	Administration	Determines the structure of County Counsel's operations
7532	Liability	Provides legal counsel for liability issues
7552	Workers' Compensation	Provides legal counsel for workers' compensation issues

### PERSONNEL LEVELS

	1990-91	1991-92	1992-93	1993-94
Officials & Administrators	1.99	2.00	2.00	2.00
All Other Personnel	12.00	13.17	14.00	14.00
Total Personnel:	13.99	15.17	16.00	16.00

### EXPENDITURES(1993-94)

	General Fund(100)	Insurance Fund(400)	Total All Funds
Personal Services	507,258	450,709	957,967
Materials & Services	41,904	41,352	83,256
Capital Outlay	3,339	3,412	6,751
Total:	552,501	495,473	1,047,974

NOTE: To see expenditure history please refer to the expenditure detail sheet at the end of this Division section.

### REVENUES(1993-94)

	General Fund(100)	Insurance Fund (400)	Total All Funds
BWC(dedicated)	0	0	0
Taxes(dedicated)	0	0	0
Intergovernmental	0	0	0
Licenses/Permits	0	0	0
Service Charges	0	0	0
Other Revenue Sources	0	0	0
Service Reimbursements	0	495,473	495,473
Cash Transfers(less GF)	0	0	0
Net General Fund	552,501	0	552,501
Total:	552,501	495,473	1,047,974

# NONDEPARTMENTAL

## COUNTY COUNSEL

COUNTY COUNSEL: LAURENCE KRESSEL

### COUNTY COUNSEL ADMINISTRATION

7560

#### PROGRAM DESCRIPTION

This program provides general legal services to the Board of Commissioners and to all Departments.

#### Goals and Objectives

##### Goals:

- Provide high quality legal services to all County Departments and officials, both as legal advisors and in a representative capacity.
- Establish an office environment that maximizes the ability of staff to respond professionally and efficiently to all requests and inquiries.
- Continuously upgrade skills of all staff to meet professional standards.

##### Objectives:

- Draft legal documents and provide legal opinions in response to client requests in a timely manner.
- Effectively represent the County in non-liability litigation.

#### PROGRAM CLIENTS

Elected officials and County departments

#### FINANCIAL SUMMARY

	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>
<u>General Fund</u>				
FTE	13.99	9.48	8.20	8.20
Cost	831,394	548,789	520,280	552,501
Percent spent	92.30	91.93		
General Fund Support	831,394	548,789	520,280	552,501

### COUNTY COUNSEL, LIABILITY

7532

#### PROGRAM DESCRIPTION

This program provides legal counsel for liability issues.

#### Goals and Objectives

- Provide vigorous defense against claims.
- Assist the County in developing effective, cost-efficient risk management function that emphasizes prevention.

#### PROGRAM CLIENTS

Elected officials and County departments

#### FINANCIAL SUMMARY

	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>
<u>Insurance Fund</u>				
FTE	0.00	5.44	7.10	7.10
Cost	0	229,566	389,552	457,647
Percent spent	0	119.27		
General Fund Support	0	0	0	0

## NONDEPARTMENTAL

COUNTY COUNSEL

COUNTY COUNSEL: LAURENCE KRESSEL

COUNTY COUNSEL, WORKERS' COMPENSATION

7552

### PROGRAM DESCRIPTION

This program provides legal counsel for workers' compensation issues.

### Goals and Objectives

- Vigorously defend the County against workers' compensation claims.
- Reduce claims and liability.

### PROGRAM CLIENTS

All managers and Departments

### FINANCIAL SUMMARY

	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>
<u>Insurance Fund</u>				
FTE	0.00	0.25	0.70	0.70
Cost	0	11,029	32,077	37,826
Percent spent	0.00	119.27		
General Fund Support	0	0	0	0

# REQUIREMENT DETAIL

1990-91 ACTUAL	1991-92 ACTUAL	1992-93 ADOPTED	1992-93 REVISED	AGENCY: 050 NONDEPARTMENTAL FUND: 100 GENERAL FUND SUM ORG: 7050 COUNTY COUNSEL ADMINISTRATION	1993-94 PROPOSED	1993-94 APPROVED	1993-94 ADOPTED
534,686	363,951	314,014	329,714	PERSONAL SERVICES			
2,957	0	1,400	1,400	5100 PERMANENT	372,350	371,239	371,239
0	0	0	0	5200 TEMPORARY	1,330	1,330	1,330
4,808	99	0	0	5300 OVERTIME	0	0	0
131,370	89,898	84,397	88,046	5400 PREMIUM	0	0	0
673,821	453,948	399,811	419,160	5500 FRINGE BENEFITS	91,251	90,951	90,951
65,221	40,621	43,235	36,359	TOTAL EXTERNAL	464,931	463,520	463,520
				5550 INSURANCE BENEFITS	43,783	43,738	43,738
739,042	494,569	443,046	455,519	TOTAL PERSONAL SERVICES	508,714	507,258	507,258
0	0	0	0	6050 COUNTY SUPPLEMENTS	0	0	0
0	0	0	0	6060 PASS-THROUGH PAYMENTS	0	0	0
24,580	10,823	40,732	40,732	6110 PROFESSIONAL SVCS	15,375	15,375	15,375
5,672	4,548	4,058	4,058	6120 PRINTING	4,203	3,334	3,334
0	0	0	0	6130 UTILITIES	0	0	0
0	0	0	0	6140 COMMUNICATIONS	0	0	0
0	0	0	0	6170 RENTALS	0	0	0
260	427	233	233	6180 REPAIRS AND MAINTENANCE	256	256	256
867	2,838	2,653	2,653	6190 MAINTENANCE CONTRACTS	2,665	2,665	2,665
4,272	29	0	0	6200 POSTAGE	0	0	0
4,706	6,390	3,342	3,342	6230 SUPPLIES	4,100	4,100	4,100
0	0	0	0	6270 FOOD	0	0	0
9,202	3,582	4,017	417	6310 EDUCATION & TRAINING	2,665	1,966	1,966
0	0	0	0	6320 MTNG CONFERENCE/CONVENTIONS	0	0	0
1,835	1,110	806	806	6330 LOCAL TRAVEL/MILEAGE	1,128	1,128	1,128
0	0	0	0	6520 INSURANCE	0	0	0
0	0	0	0	6530 EXTERNAL DATA PROCESSING	0	0	0
0	0	0	0	6550 DRUGS	0	0	0
0	0	0	0	6580 CLAIMS PAID	0	0	0
0	0	0	0	6610 AWARDS AND PREMIUMS	0	0	0
9,513	8,108	5,305	3,605	6620 DUES AND SUBSCRIPTIONS	4,254	4,254	4,254
0	0	0	0	6700 LIBRARY BOOKS AND MATERIALS	0	0	0
0	0	0	0	7810 PRINCIPAL	0	0	0
0	0	0	0	7820 INTEREST	0	0	0
60,907	37,855	61,146	55,846	TOTAL EXTERNAL	34,646	33,078	33,078
0	0	0	0	7100 INDIRECT COSTS	0	0	0
10,152	9,962	5,305	5,305	7150 TELEPHONE	5,612	5,612	5,612
0	0	0	0	7200 DATA PROCESSING	0	0	0
800	803	743	743	7300 MOTOR POOL	1,113	1,113	1,113
0	0	0	0	7400 BUILDING MANAGEMENT	0	0	0
1,038	1,398	0	0	7500 OTHER INTERNAL	0	0	0
0	0	0	0	7550 SERV REIMB TO CAP LEASE RET FU	0	0	0
0	2,768	1,790	1,790	7560 DISTRIBUTION/POSTAGE	2,101	2,101	2,101
11,990	14,931	7,838	7,838	TOTAL INTERNAL	8,826	8,826	8,826
72,897	52,786	68,984	63,684	TOTAL MATERIALS & SERVICES	43,472	41,904	41,904
0	0	0	0	8100 LAND	0	0	0
0	0	0	0	8200 BUILDINGS	0	0	0
2,438	0	0	0	8300 OTHER IMPROVEMENTS	0	0	0
17,017	1,434	8,250	3,550	8400 EQUIPMENT	3,339	3,339	3,339
19,455	1,434	8,250	3,550	TOTAL CAPITAL OUTLAY	3,339	3,339	3,339
754,183	493,237	469,207	478,556	DIRECT BUDGET	502,916	499,937	499,937
831,394	548,789	520,280	522,753	TOTAL BUDGET	555,525	552,501	552,501

NOND-18

AGENCY: 050 NONDEPARTMENTAL  
 FUND: 100 GENERAL FUND  
 SUM ORG: 7050 COUNTY COUNSEL ADMINISTRATION

## PERSONNEL DETAIL

1990-91 ACTUAL		1991-92 ACTUAL		1992-93 ADOPTED		1992-93 REVISED			1993-94 PROPOSED		1993-94 APPROVED		1993-94 ADOPTED	
FTE	BASE	FTE	BASE	FTE	BASE	FTE	BASE		FTE	BASE	FTE	BASE	FTE	BASE
1.00	17,782	0.64	11,722	0.60	11,534	0.60	12,111	OFFICE ASSISTANT 2	0.00	0	0.00	0	0.00	0
1.23	29,001	0.04	925	0.00	0	0.00	0	OFFICE ASST/SENIOR	0.00	0	0.00	0	0.00	0
0.34	6,206	0.61	10,961	0.00	0	0.00	0	WORD PROC OPERATOR	0.00	0	0.00	0	0.00	0
0.98	20,612	0.49	10,472	0.65	14,914	0.65	15,660	LEGAL SECRETARY	1.25	30,225	1.25	30,225	1.25	30,225
0.00	0	0.00	0	0.00	0	0.00	0	LEGAL ASSISTANT/LEAD	0.00	0	0.00	0	0.00	0
0.00	0	0.00	0	0.00	0	0.00	0	LEGAL ASSISTANT	0.00	0	0.00	0	0.00	0
0.68	18,113	1.26	33,951	1.00	27,955	1.00	29,353	LAW CLERK	1.00	32,115	1.00	32,115	1.00	32,115
1.00	27,034	1.00	30,680	1.00	31,851	1.00	33,443	ASST COUNTY COUNSL 1	1.00	36,283	1.00	36,283	1.00	36,283
0.99	29,999	0.00	0	0.00	0	0.00	0	OPERATIONS SUPV 2	0.00	0	0.00	0	0.00	0
5.77	266,465	2.70	121,283	2.45	113,551	2.45	119,228	ASST CO COUNSEL/SR	2.45	129,756	2.45	129,756	2.45	129,756
1.00	49,818	0.00	0	0.00	0	0.00	0	DEPUTY CO COUNSEL 4	0.00	0	0.00	0	0.00	0
1.00	69,656	0.91	63,830	0.75	36,661	0.75	38,494	COUNTY COUNSEL	0.75	59,283	0.75	58,172	0.75	58,172
0.00	0	1.00	51,949	0.00	0	0.00	0	ASST CO COUNSEL/CHF	1.00	58,957	1.00	58,957	1.00	58,957
0.00	0	0.15	7,328	1.00	53,944	1.00	56,641	LITIGATION COUNSEL	0.00	0	0.00	0	0.00	0
0.00	0	0.68	20,850	0.75	23,604	0.75	24,784	OFFICE MGR/ CO COUNS	0.75	25,731	0.75	25,731	0.75	25,731
13.99	534,686	9.48	363,951	8.20	314,014	8.20	329,714	5100 PERMANENT	8.20	372,350	8.20	371,239	8.20	371,239

NOND-19

# REQUIREMENT DETAIL

1990-91 ACTUAL	1991-92 ACTUAL	1992-93 ADOPTED	1992-93 REVISED	AGENCY: 050 NONDEPARTMENTAL FUND: 400 INSURANCE FUND SUM ORG: 7050 COUNTY COUNSEL ADMINISTRATION	1993-94 PROPOSED	1993-94 APPROVED	1993-94 ADOPTED
				PERSONAL SERVICES			
0	163,579	291,313	291,313	5100 PERMANENT	325,636	325,266	325,266
0	0	1,400	1,400	5200 TEMPORARY	1,470	1,470	1,470
0	0	0	0	5300 OVERTIME	0	0	0
0	2	0	0	5400 PREMIUM	0	0	0
0	40,978	78,626	78,626	5500 FRINGE BENEFITS	81,545	81,445	81,445
0	204,559	371,339	371,339	TOTAL EXTERNAL	408,651	408,181	408,181
0	20,036	0	0	5550 INSURANCE BENEFITS	42,543	42,528	42,528
0	224,595	371,339	371,339	TOTAL PERSONAL SERVICES	451,194	450,709	450,709
0	0	0	0	6050 COUNTY SUPPLEMENTS	0	0	0
0	0	0	0	6060 PASS-THROUGH PAYMENTS	0	0	0
0	16,000	16,268	16,268	6110 PROFESSIONAL SVCS	14,626	14,626	14,626
0	0	3,592	3,592	6120 PRINTING	3,998	3,998	3,998
0	0	0	0	6130 UTILITIES	0	0	0
0	0	0	0	6140 COMMUNICATIONS	0	0	0
0	0	0	0	6170 RENTALS	0	0	0
0	0	207	207	6180 REPAIRS AND MAINTENANCE	244	244	244
0	0	2,348	2,348	6190 MAINTENANCE CONTRACTS	2,536	2,536	2,536
0	0	0	0	6200 POSTAGE	0	0	0
0	0	2,958	2,958	6230 SUPPLIES	3,900	3,900	3,900
0	0	0	0	6270 FOOD	0	0	0
0	0	4,695	4,695	6310 EDUCATION & TRAINING	2,536	2,536	2,536
0	0	0	0	6320 MTNG CONFERENCE/CONVENTIONS	0	0	0
0	0	713	713	6330 LOCAL TRAVEL/MILEAGE	1,072	1,072	1,072
0	0	0	0	6520 INSURANCE	0	0	0
0	0	0	0	6530 EXTERNAL DATA PROCESSING	0	0	0
0	0	0	0	6550 DRUGS	0	0	0
0	0	0	0	6580 CLAIMS PAID	0	0	0
0	0	0	0	6610 AWARDS AND PREMIUMS	0	0	0
0	0	4,695	4,695	6620 DUES AND SUBSCRIPTIONS	4,046	4,046	4,046
0	0	0	0	6700 LIBRARY BOOKS AND MATERIALS	0	0	0
0	0	0	0	7810 PRINCIPAL	0	0	0
0	0	0	0	7820 INTEREST	0	0	0
0	16,000	35,476	35,476	TOTAL EXTERNAL	32,958	32,958	32,958
0	0	0	0	7100 INDIRECT COSTS	0	0	0
0	0	5,295	5,295	7150 TELEPHONE	5,338	5,338	5,338
0	0	0	0	7200 DATA PROCESSING	0	0	0
0	0	633	633	7300 MOTOR POOL	1,058	1,058	1,058
0	0	0	0	7400 BUILDING MANAGEMENT	0	0	0
0	0	0	0	7500 OTHER INTERNAL	0	0	0
0	0	0	0	7550 SERV REIMB TO CAP LEASE RET FU	0	0	0
0	0	1,585	1,585	7560 DISTRIBUTION/POSTAGE	1,998	1,998	1,998
0	0	7,513	7,513	TOTAL INTERNAL	8,394	8,394	8,394
0	16,000	42,989	42,989	TOTAL MATERIALS & SERVICES	41,352	41,352	41,352
0	0	0	0	8100 LAND	0	0	0
0	0	0	0	8200 BUILDINGS	0	0	0
0	0	0	0	8300 OTHER IMPROVEMENTS	0	0	0
0	0	7,301	7,301	8400 EQUIPMENT	3,412	3,412	3,412
0	0	7,301	7,301	TOTAL CAPITAL OUTLAY	3,412	3,412	3,412
0	220,559	414,116	414,116	DIRECT BUDGET	445,021	444,551	444,551
0	240,595	421,629	421,629	TOTAL BUDGET	495,958	495,473	495,473

NOND-20

## PERSONNEL DETAIL

NOND-21

## NONDEPARTMENTAL

### EMERGENCY MANAGEMENT

MANAGER: PENNY MALMQUIST

#### DIVISION SUMMARY

Multnomah County is subject to geological, weather, hazardous materials, fire, transportation, utility, medical, civil and national security emergencies. The Emergency Management program provides for ongoing coordination of emergency preparedness measures which include planning, training, exercise, and coordination activities locally and regionally.

#### PROGRAM LIST

6901	Emergency Management	Coordinates emergency response in the County.
6905	Hazardous Materials Spill Response	Contract with the State Fire Marshall's Office reimburses the County for spill cleanup costs.

#### EXPLANATION OF CHANGES

The Hazardous Materials Spill Response program has moved to the Federal/State Fund because costs associated with this program will be reimbursed by the State.

#### PERSONNEL LEVELS

	1990-91	1991-92	1992-93	1993-94
Officials & Administrators	1.04	1.00	1.00	1.00
All Other Personnel	2.29	2.46	2.60	2.00
Total Personnel:	3.33	3.46	3.60	3.00

#### EXPENDITURES(1993-94)

	Fed/State Fund(156)	Total All Funds
Personal Services	145,587	145,587
Materials & Services	66,044	66,044
Capital Outlay	3,000	3,000
Total:	214,631	214,631

NOTE: To see expenditure history please refer to the expenditure detail sheet at the end of this Division section.

#### REVENUES(1993-94)

	Fed/State Fund(156)	Total All Funds
BWC(dedicated)		
Taxes(dedicated)	0	0
Intergovernmental	56,000	56,000
Licenses/Permits	0	0
Service Charges	48,000	48,000
Other Revenue Sources	0	0
Service Reimbursements	0	0
Cash Transfers(less GF)	0	0
Net General Fund	110,631	110,631
Total:	214,631	214,631



# NONDEPARTMENTAL

## EMERGENCY MANAGEMENT

MANAGER: PENNY MALMQUIST

### EMERGENCY MANAGEMENT

6901

#### PROGRAM DESCRIPTION

Multnomah County is subject to geological, weather, hazardous materials, fire, transportation, utility, medical, civil and national security emergencies. The Emergency Management program provides for ongoing coordination of emergency preparedness measures which include planning, training, exercise, and coordination activities locally and regionally.

#### Goals and Objectives

##### Goals:

- Support and increase the emergency response and recovery capabilities of jurisdictions.

##### Objectives:

- Develop and process documentation for continued participation in the Federal Emergency Management Assistance (EMA) Program.
- Participate in the development and implementation of an intergovernmental agreement to develop a policy steering committee, an annual work plan, and activities for the Regional Emergency Management Group in order to address regional emergency management issues affecting Clackamas, Columbia, Multnomah and Washington Counties and the cities within each of those jurisdictions.
- Attend meetings and participate in the activities of the Community Awareness and Emergency Response Program Committees.

#### PROGRAM CLIENTS

Residents and entities located in Multnomah County

#### PROGRAM MEASUREMENTS

- Update and develop seven County guidelines for the County Emergency Management and Operations Plan.
- Conduct and participate in three Oregon Emergency Management Division tabletop exercises.
- Develop, conduct, and participate in two tabletop exercises and one functional exercise by May 1, 1994, which involves local, state, and federal agencies.
- Conduct four quarterly meetings of the Emergency Management Advisory Committee.
- Distribute information to schools regarding earthquake preparedness for April Earthquake Preparedness Month.

#### FINANCIAL SUMMARY

	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>
<u>Fed/State Fund</u>				
FTE	3.33	3.46	3.60	3.00
Cost	186,932	177,375	198,900	166,631
Percent spent	89.99	90.03		
General Fund Support	122,711	128,803	127,900	110,631

## NONDEPARTMENTAL

### EMERGENCY MANAGEMENT

MANAGER: PENNY MALMQUIST

#### HAZARDOUS SPILL RESPONSE

6905

##### PROGRAM DESCRIPTION

Multnomah County Emergency Management, in conjunction with the Sheriff's Office and the City of Gresham, responds to emergencies involving hazardous materials in order to protect life and property. This is done through a joint hazardous materials team.

A contract with the State Fire Marshal's Office designates this team (HazMat Team 3) as the regional hazardous materials emergency response team. The contract provides for medical exams, equipment and supplies. It also provides for the reimbursement of personnel costs in response to a hazardous materials emergency.

##### Goals and Objectives

###### Goals:

- Monitor, assess and evaluate a spill, a threatened spill, or a release of hazardous materials.
- Contain, confine, or take other action appropriate to prevent, minimize, or mitigate damage to the health, safety, and welfare of the public and the environment.

###### Objectives:

- Inform other jurisdictions within the Team 3 response area of the State Hazardous Materials Response Program so that hazardous materials are quickly and safely removed.

##### PROGRAM CLIENTS

People who live or are passing through the area covered by the HazMat 3 team.

##### PROGRAM MEASUREMENTS

- Provide advanced training for 6 Multnomah County team members.
- Arrange for a personal services agreement with a medical provider to provide physical exams per OSHA guidelines.
- Team members will attend 8 hours of training drills per month.

##### FINANCIAL SUMMARY

	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>
<u>General Fund</u>				
FTE	0.00	0.00	0.00	0.00
Cost	4,267	20,702	46,544	0
Percent spent	18.61	89.62		
General Fund Support	4,267	20,702	46,544	0
<u>Federal/State Fund</u>				
FTE	0.00	0.00	0.00	0.00
Cost	0	0	0	48,000
Percent spent				
General Fund Support	0	0	0	0

This program is in the Federal/State Fund in 93-94 year. It will not be using General Fund dollars.

# REQUIREMENT DETAIL

1990-91 ACTUAL	1991-92 ACTUAL	1992-93 ADOPTED	1992-93 REVISED	AGENCY: 050 NONDEPARTMENTAL FUND: 156 FEDERAL/STATE PROGRAM FUND SUM ORG: 6900 EMERGENCY MANAGEMENT	1993-94 PROPOSED	1993-94 APPROVED	1993-94 ADOPTED
93,211	99,738	105,810	87,039	PERSONAL SERVICES	98,920	98,920	98,920
0	0	0	0	5100 PERMANENT	0	0	0
446	1,056	928	928	5200 TEMPORARY	0	0	0
334	54	0	0	5300 OVERTIME	0	0	0
22,066	26,134	28,696	23,606	5400 PREMIUM	26,653	26,653	26,653
116,057	126,982	135,434	111,573	5500 FRINGE BENEFITS	125,573	125,573	125,573
16,826	18,609	22,554	19,525	TOTAL EXTERNAL	20,014	20,014	20,014
132,883	145,591	157,988	131,098	5550 INSURANCE BENEFITS			
				TOTAL PERSONAL SERVICES	145,587	145,587	145,587
0	0	0	0	6050 COUNTY SUPPLEMENTS	0	0	0
439	14,566	24,000	21,007	6060 PASS-THROUGH PAYMENTS	15,000	15,000	15,000
0	0	14,486	8,000	6110 PROFESSIONAL SVCS	2,000	2,000	2,000
2,700	2,887	3,100	3,100	6120 PRINTING	4,000	4,000	4,000
0	0	0	0	6130 UTILITIES	0	0	0
0	499	0	0	6140 COMMUNICATIONS	0	0	0
0	0	0	0	6170 RENTALS	0	0	0
5,594	1,524	1,350	1,350	6180 REPAIRS AND MAINTENANCE	5,500	5,500	5,500
0	0	0	0	6190 MAINTENANCE CONTRACTS	0	0	0
66	8	50	50	6200 POSTAGE	25	25	25
10,633	9,227	10,510	9,935	6230 SUPPLIES	8,800	8,800	8,800
0	903	1,550	1,050	6270 FOOD	1,050	1,050	1,050
12,072	8,537	6,080	3,858	6310 EDUCATION & TRAINING	15,500	15,500	15,500
0	0	650	650	6320 MTNG CONFERENCE/CONVENTIONS	750	750	750
891	981	1,495	1,495	6330 LOCAL TRAVEL/MILEAGE	1,125	1,125	1,125
0	0	0	0	6520 INSURANCE	0	0	0
0	0	0	0	6530 EXTERNAL DATA PROCESSING	0	0	0
0	0	0	0	6550 DRUGS	0	0	0
0	0	0	0	6580 CLAIMS PAID	0	0	0
0	0	0	0	6610 AWARDS AND PREMIUMS	0	0	0
1,257	904	840	265	6620 DUES AND SUBSCRIPTIONS	4,360	4,360	4,360
0	0	0	0	6700 LIBRARY BOOKS AND MATERIALS	0	0	0
0	0	0	0	7810 PRINCIPAL	0	0	0
0	0	0	0	7820 INTEREST	0	0	0
33,652	40,036	64,111	50,760	TOTAL EXTERNAL	58,110	58,110	58,110
16,517	2,510	6,501	5,259	7100 INDIRECT COSTS	5,424	5,424	5,424
830	1,140	1,440	1,440	7150 TELEPHONE	1,525	1,525	1,525
0	4	0	0	7200 DATA PROCESSING	500	500	500
0	0	0	0	7300 MOTOR POOL	0	0	0
450	2,056	450	450	7400 BUILDING MANAGEMENT	485	485	485
0	1,446	0	0	7500 OTHER INTERNAL	0	0	0
0	0	0	0	7550 SERV REIMB TO CAP LEASE RET FU	0	0	0
0	0	0	0	7560 DISTRIBUTION/POSTAGE	0	0	0
17,797	7,156	8,391	7,149	TOTAL INTERNAL	7,934	7,934	7,934
51,449	47,192	72,502	57,909	TOTAL MATERIALS & SERVICES	66,044	66,044	66,044
0	0	0	0	8100 LAND	0	0	0
0	0	0	0	8200 BUILDINGS	0	0	0
0	0	0	0	8300 OTHER IMPROVEMENTS	0	0	0
6,867	5,294	14,954	16,088	8400 EQUIPMENT	3,000	3,000	3,000
6,867	5,294	14,954	16,088	TOTAL CAPITAL OUTLAY	3,000	3,000	3,000
156,576	172,312	214,499	178,421	DIRECT BUDGET	186,683	186,683	186,683
191,199	198,077	245,444	205,095	TOTAL BUDGET	214,631	214,631	214,631

NOND-25

## PERSONNEL DETAIL

NONID-26

## NONDEPARTMENTAL

### BOARD OF COUNTY COMMISSIONERS

COMMISSIONERS: DAN SALTZMAN, GARY HANSEN  
TANYA COLLIER, SHARRON KELLEY

#### DIVISION SUMMARY

The Board of County Commissioners conducts all legislative activities of the County. It conducts the business of the County as required by state law, adopts policies that guide direction of County activities, sits as the budget committee, reviews and recommends changes to the Executive Budget, holds hearings, and adopts the County budget. The Board also acts as liaisons to County departments and advisory boards and commissions. The Board is empowered to make changes in County administrative departments, fill vacancies in elective County offices, and adopt labor agreements.

#### PROGRAM LIST

9235	District 1	Commissioner Dan Saltzman's program serves the residents of District 1 and Multnomah County.
9245	District 2	Commissioner Gary Hansen's program serves the residents of District 2 and Multnomah County.
9250	District 3	Commissioner Tanya Collier's program serves the residents of District 3 and Multnomah County.
9275	District 4	Commissioner Sharron Kelley's program serves the residents of District 4 and Multnomah County.

#### EXPLANATION OF CHANGES

Commissioners Dan Saltzman (District 1) and Tanya Collier (District 3) started representing their districts in January 1993.

#### PERSONNEL LEVELS

	1990-91	1991-92	1992-93	1993-94
Officials & Administrators	15.24	13.45	13.93	13.65
All Other Personnel	0.14	0.00	0.00	0.00
Total Personnel:	15.38	13.45	13.93	13.65

#### EXPENDITURES(1993-94)

	General Fund(100)	Total All Funds
Personal Services	746,345	746,345
Materials & Services	35,612	35,612
Capital Outlay	7,699	7,699
Total:	789,656	789,656

NOTE: To see expenditure history please refer to the expenditure detail sheet at the end of this Division section.

#### REVENUES(1993-94)

	General Fund(100)	Total All Funds
BWC(dedicated)	0	0
Taxes(dedicated)	0	0
Intergovernmental	0	0
Licenses/Permits	0	0
Service Charges	0	0
Other Revenue Sources	0	0
Service Reimbursements	0	0
Cash Transfers(less GF)	0	0
Net General Fund	789,656	789,656
Total:	789,656	789,656

## NONDEPARTMENTAL

**BOARD OF  
COUNTY COMMISSIONERS**

**COMMISSIONERS: DAN SALTZMAN, GARY HANSEN  
TANYA COLLIER, SHARRON KELLEY**

**DISTRICT 1**

9235

### **PROGRAM DESCRIPTION**

This program accounts for Commissioner Dan Saltzman's office operations to help him achieve his goals and objectives.

### **Goals and Objectives**

#### **Goals:**

- Represent the residents of District 1, and of Multnomah County, in an effective manner.
- To provide vision, leadership, compassion and common sense to reduce the cost of government and to ensure the County provides services to help children, families, and older adults.
- To be open, honest, and accessible to all.

#### **Objectives:**

- Eliminate duplication of government services. Implement transfer of County parks and Expo Center to Metro. Resolve road jurisdiction disputes. Consolidate Land Use Planning department with the City of Portland or with Metro.
- Increase public safety by working in concert with cities to provide a coordinated approach to funding and providing law enforcement, corrections, treatment, and justice services. Implement consolidation recommendations pursuant to Public Safety 2000 report. Ensure that the County is a full participant in the Child Abuse Multidisciplinary Team. Work with Department of Community Corrections to implement expanded enforcement of DUII-conviction sanctions through the use of volunteers working with Parole and Probation Officers.
- Fund health and social services in a consistent, high quality manner. Fulfill role of liaison Commissioner to Department of Social Services. Build upon partnerships with business, non-profit, and educational institutions to deliver health and social services to all who need them.
- Enhance the level of library service by implementation of Library Entrepreneurial Initiatives Team's recommendations to raise non-tax funds to supplement library operations.
- Protect the County's prime natural resources. Closely monitor the County's development and implementation of the Balch Creek and West Hills Regional Area Plan, with particular attention paid to protection of the wildlife and greenway corridor from Forest Park to the coast.
- Develop a facilities maintenance plan to adequately preserve value and function of County assets and infrastructure.
- Continue program-based budget process and development of outcome measures for services.
- Examine feasibility of major structural reforms to reduce cost of government including four day work week for non-essential personnel, employee benefits packages, enhanced early retirement options, and closing non essential operations for the week between Christmas and New Years.

### **PROGRAM CLIENTS**

Residents of District One and Multnomah County

## NONDEPARTMENTAL

**BOARD OF  
COUNTY COMMISSIONERS**

**COMMISSIONERS: DAN SALTZMAN, GARY HANSEN  
TANYA COLLIER, SHARRON KELLEY**

### PROGRAM MEASUREMENTS

- Resolution of County Road Department issue.
- Implement law enforcement functional integration recommendations of the Public Safety 2000 Committee.
- No reduction in the number of Parole and Probation Officers.
- Establish a Probation Officer/Volunteer network to monitor compliance with DUII conviction sanctions.
- Have a Sergeant and two Deputy Sheriffs assigned full time to the County Child Abuse Team.
- Board adoption and implementation of the Library Entrepreneurial Initiatives Team recommendations. First year revenue target is expected to be between \$500,000 to \$1,000,000.
- Adoption of the West Hills Regional Area Plan that protects Forest Park wildlife corridor.
- Begin accessing impacts of major structural reforms to reduce the cost of government. Hold at least one Board briefing on issues and impacts.

### FINANCIAL SUMMARY

	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>
<u>General Fund</u>				
FTE	3.99	3.18	3.00	3.12
Cost	215,646	181,149	195,873	193,800
Percent spent	99.50	93.88		
General Fund Support	215,646	181,149	195,873	193,800

### DISTRICT 2

9245

### PROGRAM DESCRIPTION

This program accounts for Commissioner Gary Hansens's office operations to help him achieve his goals and objectives.

### Goals and Objectives

#### Goals:

- Provide effective and efficient representation for the constituents of District two and the citizens of Multnomah County in all matters pertaining to County governance.

#### Objectives:

- Oversee the County's liaison to the Department of Environmental Services and helping shape the budget for Animal Control, Facilities Management, Elections, Parks, Assessment and Taxation, Fleet, Records, Electronics, Distribution, and the Expo Center.
- Expand and increase the effectiveness of alcohol and drug programs within the County.
- Expand employment and economic development opportunities and improve neighborhood livability for the residents of District two and Multnomah County.
- Actively solicit input from constituents and act promptly to resolve their concerns.
- Work for passage of the 1993 County goals in the 1993 session of the Oregon legislature, with special emphasis on passage for courtroom security funding, auto theft prevention, and dedicated funding for alcohol and drug programs.
- Improve the accountability of County government in the expenditure of public funds and enhance the performance of County employees in providing County services.
- Work towards consolidating services and forging agreements among local governments that result in making government more efficient, less expensive and more responsible to the people served.
- Government must serve everyone, regardless of their ability to pay.

## NONDEPARTMENTAL

**BOARD OF  
COUNTY COMMISSIONERS**

**COMMISSIONERS: DAN SALTZMAN, GARY HANSEN  
TANYA COLLIER, SHARRON KELLEY**

### PROGRAM CLIENTS

Residents of District 2 and Multnomah County.

### FINANCIAL SUMMARY

	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>
<u>General Fund</u>				
FTE	4.17	3.48	3.50	3.50
Cost	197,477	168,173	192,136	201,111
Percent spent	89.12	98.51		
General Fund Support	197,477	168,173	192,136	201,111

### COMMISSIONER DISTRICT 3

9250

### PROGRAM DESCRIPTION

This program accounts for Commissioner Tanya Collier's office operations to help her achieve her goals and objectives.

### Goals and Objectives

#### Goals:

- Represent and serve the people of District 3 by answering individual constituent inquiries and solving constituent problems in an effective manner.
- Improve the efficiency of County government by focusing on services within the County mission: Public Safety, Health and Human Services and Libraries.

#### Objectives:

- Serve as a liaison to the Library system and the Department of Health.
- Actively participate in advisory committees related to liaison assignments.
- Work towards Intergovernmental agreements that will avoid duplication; reduce costs and increase efficiency.
- Improve labor-management relations.
- Enhance public and private partnerships.
- Advocate for improvements in the Social Service delivery system.
- Consolidation of County Parks into Metro's Greenspaces program.
- Provide Political leadership to complete an Ambulance Service Plan.
- Assist in improving the Board of Equalization process.
- Assist in creating a regional Emergency Management Services program.
- Work in a collegial manner with the Board of County Commissioners to address issues and make sound public policy in a timely manner.
- Provide political leadership in developing a Library Master Plan.
- Provide political leadership to address language interpretive needs in the Health Department and throughout Multnomah County.



## NONDEPARTMENTAL

**BOARD OF  
COUNTY COMMISSIONERS**

**COMMISSIONERS: DAN SALTZMAN, GARY HANSEN  
TANYA COLLIER, SHARRON KELLEY**

### PROGRAM CLIENTS

Constituents in District 3, County Employees, County program providers, other governments, the Community at large

### PROGRAM MEASUREMENTS

- Respond to constituent inquiries within one working day.
- Regular meeting and interaction with the Health Department and Libraries to develop and follow through on policies.
- Ambulance Service Plan implementation by January 1, 1994.
- Regional Parks and Emergency Management Services.
- Resolution and ordinance for improving Board of Equalization by August 1, 1993.
- Development of Library Master Plan by December 31, 1993.
- Development of model(s) for delivery of Interpretive Services and assist in implementation of new Interpretive Service Model by July 1, 1993.

### FINANCIAL SUMMARY

	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>
<u>General Fund</u>				
FTE	3.53	3.21	3.80	3.50
Cost	195,014	176,936	227,660	196,258
Percent spent	94.83	100.09		
General Fund Support	195,014	176,936	227,660	196,258

## NONDEPARTMENTAL

**BOARD OF  
COUNTY COMMISSIONERS**

**COMMISSIONERS: DAN SALTZMAN, GARY HANSEN  
TANYA COLLIER, SHARRON KELLEY**

**COMMISSIONER DISTRICT 4**

9275

### **PROGRAM DESCRIPTION**

This program accounts for Commissioner Sharron Kelley's office operations to help her achieve her goals and objectives.

### **Goals and Objectives**

#### **Goals:**

- Communicate with the residents of District 4 about the issues and activities of Multnomah County.
- Advance the interests of the residents of District 4 through advocacy before the Board of Commissioners and other public and private agencies.

#### **Objectives:**

- Support consolidation where cost savings, enhanced services, or tax equity will result.
- Streamline local government to provide least-cost and efficient governance.
- Work to re-establish public support for local government.
- Increase citizen involvement in the government of Multnomah County.
- Advocate for improvements in the criminal and juvenile justice system.
- Support County-wide law enforcement functions for the Multnomah County Sheriff's Office.
- Support and assist in the development of a strategic plan for public safety.
- Advocate for enhanced mental health services.
- Respond promptly and effectively to constituent inquiries and complaints.
- Support direct managerial and political accountability for the expenditure of County funds.
- Assist the East County cities in their efforts to work together to resolve shared problems.
- Provide the Board with special expertise about issues arising from liaison assignments for District 4.

### **PROGRAM CLIENTS**

Residents of District Four and Multnomah County

### **PROGRAM MEASUREMENTS**

- Hold four quarterly town hall meetings to identify District 4 issues and interests.
- Maintain 95 percent attendance at Board meetings.
- Strive for 90 percent attendance for task forces of which District 4 is a member.
- Return 99 percent of constituent calls within one work day.
- Draft a strategic plan for public safety during the fiscal year.

### **FINANCIAL SUMMARY**

	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>
<u>General Fund</u>				
FTE	3.69	3.58	3.63	3.53
Cost	180,672	172,857	191,765	198,487
Percent spent	84.59	101.49		
General Fund Support	180,672	170,302	191,765	198,487

# REQUIREMENT DETAIL

1990-91 ACTUAL	1991-92 ACTUAL	1992-93 ADOPTED	1992-93 REVISED	AGENCY: 050 NONDEPARTMENTAL FUND: 100 GENERAL FUND SUM ORG: 9010 BOARD OF COUNTY COMMISSIONERS	1993-94 PROPOSED	1993-94 APPROVED	1993-94 ADOPTED
535,161	481,392	533,020	539,440	PERSONAL SERVICES	526,190	526,190	526,190
810	0	4,000	2,000	5100 PERMANENT	5,072	5,072	5,072
0	0	0	0	5200 TEMPORARY	0	0	0
926	0	5,788	2,788	5300 OVERTIME	0	0	0
133,082	127,571	145,292	144,242	5400 PREMIUM	141,472	141,472	141,472
669,979	608,963	688,100	688,470	5500 FRINGE BENEFITS	672,734	672,734	672,734
75,600	58,514	78,110	65,511	TOTAL EXTERNAL	73,611	73,611	73,611
				5550 INSURANCE BENEFITS			
745,579	667,477	766,210	753,981	TOTAL PERSONAL SERVICES	746,345	746,345	746,345
0	0	0	0	6050 COUNTY SUPPLEMENTS	0	0	0
0	0	0	0	6060 PASS-THROUGH PAYMENTS	0	0	0
2,254	536	1,500	1,500	6110 PROFESSIONAL SVCS	2,607	2,607	2,607
5,845	4,377	3,999	5,649	6120 PRINTING	4,600	4,059	4,059
0	0	300	300	6130 UTILITIES	200	200	200
0	0	0	0	6140 COMMUNICATIONS	0	0	0
0	0	0	0	6170 RENTALS	0	0	0
49	1,063	450	450	6180 REPAIRS AND MAINTENANCE	750	750	750
0	0	0	0	6190 MAINTENANCE CONTRACTS	0	0	0
10	0	1,844	1,844	6200 POSTAGE	800	800	800
4,534	1,313	3,350	9,248	6230 SUPPLIES	3,500	3,500	3,500
856	239	900	900	6270 FOOD	800	800	800
7,050	3,669	3,690	3,690	6310 EDUCATION & TRAINING	2,450	1,620	1,620
0	0	860	860	6320 MTNG CONFERENCE/CONVENTIONS	1,450	1,070	1,070
4,494	2,697	3,610	3,553	6330 LOCAL TRAVEL/MILEAGE	3,486	3,486	3,486
0	0	0	0	6520 INSURANCE	0	0	0
0	0	0	0	6530 EXTERNAL DATA PROCESSING	0	0	0
0	0	0	0	6550 DRUGS	0	0	0
0	0	0	0	6580 CLAIMS PAID	0	0	0
0	0	0	0	6610 AWARDS AND PREMIUMS	0	0	0
1,420	598	870	870	6620 DUES AND SUBSCRIPTIONS	904	904	904
0	0	0	0	6700 LIBRARY BOOKS AND MATERIALS	0	0	0
0	0	0	0	7810 PRINCIPAL	0	0	0
0	0	0	0	7820 INTEREST	0	0	0
26,512	14,492	21,373	28,864	TOTAL EXTERNAL	21,547	19,796	19,796
0	0	0	0	7100 INDIRECT COSTS	0	0	0
15,435	12,352	12,898	12,532	7150 TELEPHONE	10,829	10,829	10,829
0	0	0	0	7200 DATA PROCESSING	0	0	0
980	917	2,250	2,250	7300 MOTOR POOL	500	500	500
0	0	0	0	7400 BUILDING MANAGEMENT	0	0	0
303	0	0	0	7500 OTHER INTERNAL	0	0	0
0	0	0	0	7550 SERV REIMB TO CAP LEASE RET FU	0	0	0
0	3,877	4,703	4,703	7560 DISTRIBUTION/POSTAGE	4,487	4,487	4,487
16,718	17,146	19,851	19,485	TOTAL INTERNAL	15,816	15,816	15,816
43,230	31,638	41,224	48,349	TOTAL MATERIALS & SERVICES	37,363	35,612	35,612
0	0	0	0	8100 LAND	0	0	0
0	0	0	0	8200 BUILDINGS	0	0	0
0	0	0	0	8300 OTHER IMPROVEMENTS	0	0	0
0	0	0	11,660	8400 EQUIPMENT	4,699	4,699	7,699
0	0	0	11,660	TOTAL CAPITAL OUTLAY	4,699	4,699	7,699
696,491	623,455	709,473	728,994	DIRECT BUDGET	698,980	697,229	700,229
788,809	699,115	807,434	813,990	TOTAL BUDGET	788,407	786,656	789,656

NOND-33

AGENCY: 050 NONDEPARTMENTAL  
 FUND: 100 GENERAL FUND  
 SUM ORG: 9010 BOARD OF COUNTY COMMISSIONERS

## PERSONNEL DETAIL

1990-91 ACTUAL		1991-92 ACTUAL		1992-93 ADOPTED		1992-93 REVISED			1993-94 PROPOSED		1993-94 APPROVED		1993-94 ADOPTED	
FTE	BASE	FTE	BASE	FTE	BASE	FTE	BASE		FTE	BASE	FTE	BASE	FTE	BASE
3.95	134,070	3.83	142,704	4.00	169,001	4.00	170,870	COUNTY COMMISSIONER	4.00	177,084	4.00	177,084	4.00	177,084
0.14	3,701	0.00	0	0.00	0	0.00	0	TEMPORARY WORKER	0.00	0	0.00	0	0.00	0
1.69	49,589	0.07	2,060	0.00	0	0.00	0	LEGIS/ADMIN SECTY	0.00	0	0.00	0	0.00	0
0.00	0	0.00	0	0.00	0	0.00	0	PROGRAM MANAGEMENT S	0.00	0	0.00	0	0.00	0
9.60	347,801	9.55	336,626	9.93	364,019	10.21	368,570	STAFF ASSISTANT	9.65	349,106	9.65	349,106	9.65	349,106

## NONDEPARTMENTAL

COUNTY AUDITOR

COUNTY AUDITOR: GARY BLACKMER

### DIVISION SUMMARY

The Auditor's office conducts performance and financial audits on County operations.

### PROGRAM LIST

9025 County Auditor Conducts audits according to generally accepted government audit standards

### PERSONNEL LEVELS

	1990-91	1991-92	1992-93	1993-94
Officials & Administrators	6.33	5.93	7.00	7.00
All Other Personnel	0.00	0.00	0.00	0.00
Total Personnel:	6.33	5.93	7.00	7.00

### EXPENDITURES(1993-94)

	General Fund(100)	Total All Funds
Personal Services	411,974	411,974
Materials & Services	28,907	28,907
Capital Outlay	0	0
Total:	440,881	440,881

NOTE: To see expenditure history please refer to the expenditure detail sheet at the end of this Division section.

### REVENUES(1993-94)

	General Fund(100)	Total All Funds
BWC(dedicated)	0	0
Taxes(dedicated)	0	0
Intergovernmental	0	0
Licenses/Permits	0	0
Service Charges	0	0
Other Revenue Sources	0	0
Service Reimbursements	0	0
Cash Transfers(less GF)	0	0
Net General Fund	440,881	440,881
Total:	440,881	440,881

## NONDEPARTMENTAL

COUNTY AUDITOR

COUNTY AUDITOR: GARY BLACKMER

COUNTY AUDITOR

9025

### PROGRAM DESCRIPTION

The County auditor conducts audits to increase efficiency, effectiveness, and accountability of Multnomah County government.

### Goals and Objectives

#### Goals:

- Issue audits conducted in accordance with generally accepted government audit standards.
- Issue objective studies of issues that can assist decision-making by County officials, employees and the public.

#### Objectives:

- Determine the efficiency of County programs and services.
- Determine the effectiveness of County programs and services.
- Determine if operations are in compliance with applicable laws and ordinances.
- Determine if County resources are adequately safeguarded against loss, waste, and abuse.

### PROGRAM CLIENTS

Multnomah County citizens, Board of Commissioners, Departments

### PROGRAM MEASUREMENTS

- The number of audit reports issued varies depending on audit resources and the size and complexity of individual projects. We intend to average at least 5 performance audits per year.
- Identify financial benefits and measurable improvements each year whose value is greater than the annual cost of the Office.
- Achieve 80% compliance with audit recommendations.
- Ensure that at least 75% of each auditor's time is spent directly related to audit projects.

### FINANCIAL SUMMARY

	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>
<u>General Fund</u>				
FTE	6.33	5.93	7.00	7.00
Cost	354,523	329,297	417,306	440,881
Percent spent	86.76	97.71		
General Fund Support	354,523	329,297	417,306	440,881

# REQUIREMENT DETAIL

1990-91 ACTUAL	1991-92 ACTUAL	1992-93 ADOPTED	1992-93 REVISED	AGENCY: 050 NONDEPARTMENTAL FUND: 100 GENERAL FUND SUM ORG: 9015 COUNTY AUDITOR	1993-94 PROPOSED	1993-94 APPROVED	1993-94 ADOPTED
222,003	219,888	259,775	269,980	PERSONAL SERVICES	288,660	288,660	288,660
144	0	9,880	21,462	5100 PERMANENT	2,500	2,500	2,500
0	0	0	0	5200 TEMPORARY	0	0	0
4,944	1,621	0	0	5300 OVERTIME	0	0	0
50,331	57,026	71,149	73,679	5400 PREMIUM	77,981	77,981	77,981
277,422	278,535	340,804	365,121	5500 FRINGE BENEFITS	369,141	369,141	369,141
32,824	29,872	42,977	39,790	TOTAL EXTERNAL	42,833	42,833	42,833
				5550 INSURANCE BENEFITS			
310,246	308,407	383,781	404,911	TOTAL PERSONAL SERVICES	411,974	411,974	411,974
0	0	0	0	6050 COUNTY SUPPLEMENTS	0	0	0
0	0	0	0	6060 PASS-THROUGH PAYMENTS	0	0	0
3,084	30	4,500	4,500	6110 PROFESSIONAL SVCS	4,500	3,876	3,876
2,903	1,045	4,000	4,000	6120 PRINTING	4,000	4,000	4,000
0	0	0	0	6130 UTILITIES	0	0	0
0	0	0	0	6140 COMMUNICATIONS	0	0	0
180	0	0	0	6170 RENTALS	0	0	0
0	0	1,000	1,000	6180 REPAIRS AND MAINTENANCE	1,000	1,000	1,000
0	0	0	0	6190 MAINTENANCE CONTRACTS	0	0	0
2,373	9	0	0	6200 POSTAGE	0	0	0
5,721	4,505	4,700	4,700	6230 SUPPLIES	4,200	4,200	4,200
28	75	0	0	6270 FOOD	0	0	0
5,070	7,213	2,509	2,509	6310 EDUCATION & TRAINING	2,900	2,139	2,139
0	0	3,700	3,700	6320 MTNG CONFERENCE/CONVENTIONS	3,400	2,508	2,508
1,376	987	1,260	1,260	6330 LOCAL TRAVEL/MILEAGE	2,184	2,184	2,184
0	0	0	0	6520 INSURANCE	0	0	0
0	0	0	0	6530 EXTERNAL DATA PROCESSING	0	0	0
0	0	0	0	6550 DRUGS	0	0	0
0	0	0	0	6580 CLAIMS PAID	0	0	0
0	0	0	0	6610 AWARDS AND PREMIUMS	0	0	0
682	611	1,000	1,000	6620 DUES AND SUBSCRIPTIONS	1,000	1,000	1,000
0	0	0	0	6700 LIBRARY BOOKS AND MATERIALS	0	0	0
0	0	0	0	7810 PRINCIPAL	0	0	0
0	0	0	0	7820 INTEREST	0	0	0
21,417	14,475	22,669	22,669	TOTAL EXTERNAL	23,184	20,907	20,907
0	0	0	0	7100 INDIRECT COSTS	0	0	0
4,921	4,246	4,900	4,900	7150 TELEPHONE	4,900	4,900	4,900
0	0	0	0	7200 DATA PROCESSING	0	0	0
98	317	381	381	7300 MOTOR POOL	500	500	500
0	0	0	0	7400 BUILDING MANAGEMENT	0	0	0
33	0	0	0	7500 OTHER INTERNAL	0	0	0
0	0	0	0	7550 SERV REIMB TO CAP LEASE RET FU	0	0	0
0	1,852	2,575	2,575	7560 DISTRIBUTION/POSTAGE	2,600	2,600	2,600
5,052	6,415	7,856	7,856	TOTAL INTERNAL	8,000	8,000	8,000
26,469	20,890	30,525	30,525	TOTAL MATERIALS & SERVICES	31,184	28,907	28,907
0	0	0	0	8100 LAND	0	0	0
0	0	0	0	8200 BUILDINGS	0	0	0
0	0	0	0	8300 OTHER IMPROVEMENTS	0	0	0
17,808	0	3,000	3,000	8400 EQUIPMENT	0	0	0
17,808	0	3,000	3,000	TOTAL CAPITAL OUTLAY	0	0	0
316,647	293,010	366,473	390,790	DIRECT BUDGET	392,325	390,048	390,048
354,523	329,297	417,306	438,436	TOTAL BUDGET	443,158	440,881	440,881

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## PERSONNEL DETAIL

1990-91 ACTUAL		1991-92 ACTUAL		1992-93 ADOPTED		1992-93 REVISED			1993-94 PROPOSED		1993-94 APPROVED		1993-94 ADOPTED	
FTE	BASE	FTE	BASE	FTE	BASE	FTE	BASE		FTE	BASE	FTE	BASE	FTE	BASE
1.01	49,048	0.95	57,332	1.00	55,680	1.00	57,867	COUNTY AUDITOR	1.00	55,680	1.00	55,680	1.00	55,680
1.04	22,537	1.00	22,326	1.00	22,830	1.00	23,727	LEGIS/ADMIN SECTY	1.00	26,092	1.00	26,092	1.00	26,092
1.49	47,213	0.67	21,481	0.00	0	0.00	0	MANAGEMENT AUDITOR 2	0.00	0	0.00	0	0.00	0
2.29	83,607	3.31	118,748	5.00	181,265	5.00	188,386	MGMT AUDITOR/SR	5.00	206,888	5.00	206,888	5.00	206,888
0.50	19,598	0.00	0	0.00	0	0.00	0	DEPUTY AUDITOR	0.00	0	0.00	0	0.00	0
6.33	222,003	5.93	219,887	7.00	259,775	7.00	269,980	5100 PERMANENT	7.00	288,660	7.00	288,660	7.00	288,660



# NONDEPARTMENTAL

## FINANCE DIVISION

**MANAGER: DAVID BOYER**

### DIVISION SUMMARY

The Finance Division provides financial services in an efficient manner that enables other County programs to concentrate on services.

### PROGRAM LIST

7400	Finance Administration	Provides central financial functions in an efficient manner.
7405	Accounts Payable	Pays County's bills.
7410	Finance Accounting	Maintains and records accounting transactions.
7412	Accounts Receivable	Collects all moneys due in a timely manner.
7415	Treasury	Cash management, management of investment portfolio and debt issues.
7420	Payroll	Issues payroll checks and provides required reports.
7421	Trust and Fiduciary	Ensures that fiduciary moneys are safeguarded.

### EXPLANATION OF CHANGES

Accounts Receivable and Trust and Fiduciary programs are new and more clearly explain what each program does.

### PERSONNEL LEVELS

	1990-91	1991-92	1992-93	1993-94
Officials & Administrators	4.15	6.74	7.00	7.00
All Other Personnel	20.66	19.42	22.50	22.50
Total Personnel:	25.02	26.16	29.50	29.50

### EXPENDITURES(1993-94)

	General Fund(100)	Insurance Fund(400)	Total All Funds
Personal Services	1,398,011	16,727	1,414,738
Materials & Services	248,637	2,500	251,137
Capital Outlay	12,200	0	12,200
Total:	1,658,848	19,227	1,678,075

NOTE: To see expenditure history please refer to the expenditure detail sheet at the end of this Division section.

### REVENUES(1993-94)

	General Fund(100)	Insurance Fund(400)	Total All Funds
BWC(dedicated)	0	0	0
Taxes(dedicated)	0	0	0
Intergovernmental	16,000	0	16,000
Licenses/Permits	0	0	0
Service Charges	38,500	0	38,500
Other Revenue Sources	14,326	0	14,326
Service Reimbursements	67,461	19,227	86,688
Cash Transfers(less GF)	0	0	0
Net General Fund	1,522,561	0	1,522,561
Total:	1,658,848	19,227	1,678,075

# NONDEPARTMENTAL

**FINANCE DIVISION**

**MANAGER: DAVID BOYER**

**FINANCE ADMINISTRATION**

**7400**

## **PROGRAM DESCRIPTION**

This program provides central financial functions in an efficient manner.

## **Goals and Objectives**

### **Goals:**

- Ensure that controls and procedures are in place on all County financial systems and activities.
- Provide financial advice and assistance to the Board of County Commissioners and County organizations.

### **Objectives:**

- Maintain quality financial systems and internal control policies and procedures.
- Ensure that financial laws and policies are adhered to.
- Maintain quality relationships with the financial community and internal users.
- Provide accurate and timely financial assistance to internal and external users.

## **PROGRAM CLIENTS**

Board of County Commissioners, Departments

## **PROGRAM MEASUREMENTS**

- Board of County Commissioners receive financial assistance according to their needs.
- County auditors do not uncover material audit adjustments.

## **FINANCIAL SUMMARY**

	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>
<u>General Fund</u>				
FTE	3.22	2.44	3.80	2.50
Cost	194,496	169,988	189,950	169,486
Percent spent	124.04	88.14		
General Fund Support	194,496	169,988	189,950	169,486
<u>Insurance Fund</u>				
FTE	0.00	0.17	0.20	0.25
Cost	0	12,851	15,076	19,227
Percent spent	0	84.07		
General Fund Support	0	0	0	0

# NONDEPARTMENTAL

## FINANCE DIVISION

MANAGER: DAVID BOYER

### ACCOUNTS PAYABLE

7405

#### PROGRAM DESCRIPTION

Issues checks in a timely manner to pay Multnomah County's obligations.

#### Goals and Objectives

##### Goals:

- Ensure that controls and procedures are in place on the County's disbursement systems and activities.

##### Objectives:

- Maintain quality financial systems and internal control policies and procedures.
- Ensure that financial laws and policies are adhered to.
- Pay County obligations in a timely manner.
- Provide accurate and timely financial information that meets user needs.

#### PROGRAM CLIENTS

County departments, County creditors

#### PROGRAM MEASUREMENTS

- Vendor complaints to Accounts Payable are less than 100 annually.

#### FINANCIAL SUMMARY

	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>
<u>General Fund</u>				
FTE	7.48	7.73	8.00	8.00
Cost	278,766	289,202	313,718	343,324
Percent spent	109.10	97.97		
General Fund Support	278,766	289,202	313,718	343,324

### ACCOUNTING

7410

#### PROGRAM DESCRIPTION

This program provides efficient central general ledger functions.

#### Goals and Objectives

##### Goals:

- Ensure that controls and procedures are in place on all County financial systems and activities.
- Produce monthly financial reports and the Comprehensive Annual Financial Report (CAFR).

##### Objectives:

- Maintain quality financial systems and internal control policy and procedures.
- Ensure that financial laws and policies are adhered to.
- Safeguard assets.
- Provide accurate and timely financial information and reports in a form that assists users in meeting their objectives.

# NONDEPARTMENTAL

**FINANCE DIVISION**

**MANAGER: DAVID BOYER**

<b>PROGRAM CLIENTS</b>				
Departments and CAFR recipients				
<b>PROGRAM MEASUREMENTS</b>				
<ul style="list-style-type: none"> <li>Produce the Comprehensive Annual Financial Statement (CAFR).</li> <li>County receives Certificate of Excellence in Financial Reporting.</li> </ul>				
<b>FINANCIAL SUMMARY</b>				
	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>
<u>General Fund</u>				
FTE	6.98	7.08	7.50	5.40
Cost	417,910	418,016	445,935	378,830
Percent spent	87.33	93.69		
General Fund Support	417,910	418,016	445,935	378,830

**ACCOUNTS RECEIVABLE**

7412

<b>PROGRAM DESCRIPTION</b>				
This program provides billing services to ensure that Multnomah County collects all moneys due in a timely manner.				
<b>Goals and Objectives</b>				
Goals:				
<ul style="list-style-type: none"> <li>Provide efficient billing services.</li> </ul>				
Objectives:				
<ul style="list-style-type: none"> <li>Bill and collect moneys due in a timely manner.</li> <li>Use all collections means available to Multnomah County in order to minimize losses.</li> </ul>				
<b>PROGRAM CLIENTS</b>				
Departments, Multnomah County debtors.				
<b>PROGRAM MEASUREMENTS</b>				
<ul style="list-style-type: none"> <li>Collect 95% of all receivables.</li> <li>Total County accounts receivable write-offs are less than \$10,000 annually.</li> </ul>				
<b>FINANCIAL SUMMARY</b>				
	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>
<u>General Fund</u>				
FTE	0.00	0.00	0.00	1.20
Cost	0	0	0	60,687
Percent spent	0	0	0	
General Fund Support	0	0	0	60,687

# NONDEPARTMENTAL

**FINANCE DIVISION**

**MANAGER: DAVID BOYER**

**TREASURY**

7415

**PROGRAM DESCRIPTION**

This program provides Treasury functions for the County including cash management, management of investment portfolio, and debt issues.

**Goals and Objectives**

**Goals:**

- Safeguard assets, get best return on investments, and maintain quality relationships with the financial community.

**Objectives:**

- Maintain quality financial systems and internal control policies and procedures.
- Ensure that financial laws and policies are carried out.
- Provide accurate and timely financial information and services that meet user needs.

**PROGRAM CLIENTS**

Board of County Commissioners, Financial professionals.

**PROGRAM MEASUREMENTS**

- Investments will be within 1% of Local Government Investment Pool.
- County receives investment grade bond rating.

**FINANCIAL SUMMARY**

	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>
<u>General Fund</u>				
FTE	2.93	4.04	5.00	5.45
Cost	168,944	251,058	298,514	344,942
Percent spent	86.78	105.69		
General Fund Support	168,944	251,058	298,514	344,942

**PAYROLL**

7420

**PROGRAM DESCRIPTION**

This program issues payroll checks and income tax reports.

**Goals and Objectives**

**Goals:**

- Issue payroll checks and produce all required reports and statistics in an efficient manner to enable other County programs to concentrate on services.

**Objectives:**

- Issue accurate paychecks on time for all County employees.
- Complete all tax returns correctly and on time.
- Provide assistance to employees with payroll related needs.
- Ensure that the County is in compliance with payroll related laws and contractual requirements.

# NONDEPARTMENTAL

## FINANCE DIVISION

MANAGER: DAVID BOYER

### PROGRAM CLIENTS

County employees, report recipients.

### PROGRAM MEASUREMENTS

Issue paychecks, run 50 payroll cycles in timely manner.  
County does not receive penalties for late filing.

### FINANCIAL SUMMARY

	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>
<u>General Fund</u>				
FTE	4.41	4.70	5.00	5.00
Cost	220,484	208,239	241,952	260,063
Percent spent	118.99	91.57		
General Fund Support	220,484	208,239	241,952	260,063

## TRUST AND FIDUCIARY

7421

### PROGRAM DESCRIPTION

This program ensures that everything deposited with Multnomah County on a fiduciary basis is safeguarded.

### Goals and Objectives

#### Goals:

- Ensure that fiduciary moneys are safeguarded according to legal requirements and in compliance with all regulations.

#### Objectives:

- Safeguard all assets in trust.
- Maximize return on investments.

### PROGRAM CLIENTS

Benefits recipients, everything held in trust.

### PROGRAM MEASUREMENTS

All assets held in fiduciary capacity are returned to contractual or legal owners with no principal loss.

### FINANCIAL SUMMARY

	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>
<u>General Fund</u>				
FTE	0.00	0.00	0.00	1.70
Cost	0	0	0	101,516
Percent spent	0	0	0	
General Fund Support	0	0	0	101,516

# REQUIREMENT DETAIL

1990-91 ACTUAL	1991-92 ACTUAL	1992-93 ADOPTED	1992-93 REVISED	AGENCY: 050 NONDEPARTMENTAL FUND: 100 GENERAL FUND SUM ORG: 7030 FINANCE	1993-94 PROPOSED	1993-94 APPROVED	1993-94 ADOPTED
692,296	739,163	828,220	851,274	PERSONAL SERVICES	926,882	926,882	968,882
5,276	8,524	0	0	5100 PERMANENT	0	0	0
11,207	6,666	7,300	7,300	5200 TEMPORARY	7,600	7,600	7,600
5,326	5,980	1,971	1,971	5300 OVERTIME	1,560	1,560	1,560
176,907	195,250	227,025	232,406	5400 PREMIUM	251,766	251,766	263,106
891,012	955,583	1,064,516	1,092,951	5500 FRINGE BENEFITS	1,187,808	1,187,808	1,241,148
108,487	115,646	155,280	139,424	TOTAL EXTERNAL	149,393	149,393	156,863
				5550 INSURANCE BENEFITS			
999,499	1,071,229	1,219,796	1,232,375	TOTAL PERSONAL SERVICES	1,337,201	1,337,201	1,398,011
0	0	0	0	6050 COUNTY SUPPLEMENTS	0	0	0
0	0	0	0	6060 PASS-THROUGH PAYMENTS	0	0	0
143,147	99,220	88,289	76,289	6110 PROFESSIONAL SVCS	85,700	80,694	85,944
17,713	25,956	23,265	23,265	6120 PRINTING	20,900	20,900	20,900
0	0	0	0	6130 UTILITIES	0	0	0
0	0	0	0	6140 COMMUNICATIONS	0	0	0
0	0	0	0	6170 RENTALS	0	0	0
621	443	4,625	4,625	6180 REPAIRS AND MAINTENANCE	2,175	2,175	2,175
1,090	1,130	1,201	1,201	6190 MAINTENANCE CONTRACTS	1,201	1,201	1,201
60,060	687	3,660	3,660	6200 POSTAGE	3,650	3,650	3,650
36,493	22,427	21,630	21,630	6230 SUPPLIES	17,700	17,700	20,790
129	250	0	0	6270 FOOD	0	0	0
103	8,801	2,706	2,706	6310 EDUCATION & TRAINING	3,450	2,545	2,545
0	0	12,850	12,850	6320 MTNG CONFERENCE/CONVENTIONS	15,650	11,543	11,543
1,863	2,238	1,880	1,880	6330 LOCAL TRAVEL/MILEAGE	2,510	2,510	2,510
0	0	0	0	6520 INSURANCE	0	0	0
0	0	0	0	6530 EXTERNAL DATA PROCESSING	0	0	0
0	0	0	0	6550 DRUGS	0	0	0
0	137	0	0	6580 CLAIMS PAID	0	0	0
173	4	0	0	6610 AWARDS AND PREMIUMS	0	0	0
4,310	4,803	3,615	3,615	6620 DUES AND SUBSCRIPTIONS	3,650	3,650	3,650
0	0	0	0	6700 LIBRARY BOOKS AND MATERIALS	0	0	0
0	0	0	0	7810 PRINCIPAL	0	0	0
0	0	0	0	7820 INTEREST	0	0	0
265,702	166,096	163,721	151,721	TOTAL EXTERNAL	156,586	146,568	154,908
0	0	0	0	7100 INDIRECT COSTS	0	0	0
14,356	14,976	14,928	14,928	7150 TELEPHONE	15,867	15,867	15,867
0	0	0	0	7200 DATA PROCESSING	0	0	0
108	70	720	720	7300 MOTOR POOL	220	220	220
0	0	0	0	7400 BUILDING MANAGEMENT	0	0	0
0	0	0	0	7500 OTHER INTERNAL	0	0	0
935	0	0	0	7550 SERV REIMB TO CAP LEASE RET FU	0	0	0
0	76,152	82,904	82,904	7560 DISTRIBUTION/POSTAGE	77,642	77,642	77,642
15,399	91,198	98,552	98,552	TOTAL INTERNAL	93,729	93,729	93,729
281,101	257,294	262,273	250,273	TOTAL MATERIALS & SERVICES	250,315	240,297	248,637
0	0	0	0	8100 LAND	0	0	0
0	0	0	0	8200 BUILDINGS	0	0	0
0	0	0	0	8300 OTHER IMPROVEMENTS	0	0	0
0	7,980	8,000	8,000	8400 EQUIPMENT	8,000	8,000	12,200
0	7,980	8,000	8,000	TOTAL CAPITAL OUTLAY	8,000	8,000	12,200
1,156,714	1,129,659	1,236,237	1,252,672	DIRECT BUDGET	1,352,394	1,342,376	1,408,256
1,280,600	1,336,503	1,490,069	1,490,648	TOTAL BUDGET	1,595,516	1,585,498	1,658,848

NOND-45

AGENCY: 050 NONDEPARTMENTAL  
 FUND: 100 GENERAL FUND  
 SUM ORG: 7030 FINANCE

## PERSONNEL DETAIL

1990-91 ACTUAL		1991-92 ACTUAL		1992-93 ADOPTED		1992-93 REVISED			1993-94 PROPOSED		1993-94 APPROVED		1993-94 ADOPTED	
FTE	BASE	FTE	BASE	FTE	BASE	FTE	BASE		FTE	BASE	FTE	BASE	FTE	BASE
0.09	1,945	0.00	0	0.00	0	0.00	0	ADMIN SPEC 1	0.00	0	0.00	0	0.00	0
0.06	1,456	0.00	0	0.00	0	0.00	0	ADMIN TECH	0.00	0	0.00	0	0.00	0
0.00	0	0.00	0	0.00	0	0.00	0	OFFICE ASST 3	0.00	0	0.00	0	0.00	0
2.15	43,039	1.81	34,524	3.00	55,102	2.50	46,024	OFFICE ASSISTANT 2	2.00	42,183	2.00	42,183	2.00	42,183
0.18	4,526	0.00	0	0.00	0	0.00	0	OFFICE ASST/SENIOR	0.00	0	0.00	0	0.00	0
0.00	0	0.00	0	0.00	0	0.00	0	ASBESTOS PROJECT SPE	0.00	0	0.00	0	0.00	0
3.12	67,285	3.57	77,529	4.00	89,482	3.00	78,948	FISCAL ASST/SENIOR	3.00	76,021	3.00	76,021	3.00	76,021
0.88	18,581	1.00	21,212	1.00	21,131	1.00	22,188	FISCAL ASSISTANT	1.00	23,365	1.00	23,365	1.00	23,365
6.27	151,384	7.12	169,809	7.50	185,241	5.50	135,379	FISCAL SPECIALIST 1	5.50	150,886	5.50	150,886	5.50	150,886
5.58	162,774	5.84	171,731	7.00	210,539	9.50	295,198	FISCAL SPECIALIST 2	10.00	330,100	10.00	330,100	10.00	330,100
0.21	4,852	0.08	1,889	0.00	0	0.00	0	TEMPORARY WORKER	0.00	0	0.00	0	0.00	0
2.02	65,027	0.00	0	0.00	0	0.00	0	FINANCE OPER SUPV	0.00	0	0.00	0	0.00	0
0.40	14,074	0.00	0	0.00	0	0.00	0	MANAGEMENT ANALYST	0.00	0	0.00	0	0.00	0
1.12	49,455	0.00	0	0.00	0	0.00	0	PROGRAM MANAGER 1	0.00	0	0.00	0	0.00	0
0.70	22,094	0.00	0	0.00	0	0.00	0	ADMIN SPEC 2	0.00	0	0.00	0	0.00	0
1.23	41,344	1.82	66,923	2.00	69,460	2.00	70,126	FISCAL SPEC / SR	1.00	42,116	1.00	42,116	2.00	84,116
0.00	0	0.00	0	0.00	0	0.00	0	9341	0.85	32,248	0.85	32,248	0.85	32,248
1.01	44,460	0.00	0	0.00	0	0.00	0	PROGRAM MANAGER 2	0.00	0	0.00	0	0.00	0
0.00	0	1.02	33,794	1.00	34,678	1.00	36,412	ACCTS PAYABLE SUPV	1.00	39,543	1.00	39,543	1.00	39,543
0.00	0	0.81	49,199	0.80	43,113	0.80	41,552	FINANCE MANAGER	0.90	55,424	0.90	55,424	0.90	55,424
0.00	0	1.00	36,942	1.00	37,847	1.00	39,739	GENERAL ACCTG ADMIN	1.00	43,159	1.00	43,159	1.00	43,159
0.00	0	0.92	29,882	1.00	34,678	1.00	36,412	PAYROLL SUPERVISOR	1.00	38,285	1.00	38,285	1.00	38,285
0.00	0	1.00	45,728	1.00	46,949	1.00	49,296	TREASURY ADMIN	1.00	53,552	1.00	53,552	1.00	53,552
25.02	692,296	25.99	739,162	29.30	828,220	28.30	851,274	5100 PERMANENT	28.25	926,882	28.25	926,882	29.25	968,882

NOND-46



# REQUIREMENT DETAIL

1990-91 ACTUAL	1991-92 ACTUAL	1992-93 ADOPTED	1992-93 REVISED	AGENCY: 050 NONDEPARTMENTAL FUND: 400 INSURANCE FUND SUM ORG: 7030 FINANCE	1993-94 PROPOSED	1993-94 APPROVED	1993-94 ADOPTED
0	8,871	10,778	10,778	PERSONAL SERVICES	11,849	11,849	11,849
0	0	0	0	5100 PERMANENT	0	0	0
0	0	0	0	5200 TEMPORARY	0	0	0
0	0	0	0	5300 OVERTIME	0	0	0
0	0	0	0	5400 PREMIUM	0	0	0
0	2,395	2,923	2,923	5500 FRINGE BENEFITS	3,168	3,168	3,168
0	11,266	13,701	13,701	TOTAL EXTERNAL	15,017	15,017	15,017
0	1,035	0	2,353	5550 INSURANCE BENEFITS	0	1,710	1,710
0	12,301	13,701	16,054	TOTAL PERSONAL SERVICES	15,017	16,727	16,727
0	0	0	0	6050 COUNTY SUPPLEMENTS	0	0	0
0	0	0	0	6060 PASS-THROUGH PAYMENTS	0	0	0
0	0	750	750	6110 PROFESSIONAL SVCS	1,500	1,500	1,500
0	0	500	500	6120 PRINTING	500	500	500
0	0	0	0	6130 UTILITIES	0	0	0
0	0	0	0	6140 COMMUNICATIONS	0	0	0
0	0	0	0	6170 RENTALS	0	0	0
0	0	0	0	6180 REPAIRS AND MAINTENANCE	0	0	0
0	0	125	125	6190 MAINTENANCE CONTRACTS	0	0	0
0	0	0	0	6200 POSTAGE	0	0	0
0	550	0	0	6230 SUPPLIES	250	250	250
0	0	0	0	6270 FOOD	0	0	0
0	0	0	0	6310 EDUCATION & TRAINING	0	0	0
0	0	0	0	6320 MTNG CONFERENCE/CONVENTIONS	0	0	0
0	0	0	0	6330 LOCAL TRAVEL/MILEAGE	0	0	0
0	0	0	0	6520 INSURANCE	0	0	0
0	0	0	0	6530 EXTERNAL DATA PROCESSING	0	0	0
0	0	0	0	6550 DRUGS	0	0	0
0	0	0	0	6580 CLAIMS PAID	0	0	0
0	0	0	0	6610 AWARDS AND PREMIUMS	0	0	0
0	0	0	0	6620 DUES AND SUBSCRIPTIONS	0	0	0
0	0	0	0	6700 LIBRARY BOOKS AND MATERIALS	0	0	0
0	0	0	0	7810 PRINCIPAL	0	0	0
0	0	0	0	7820 INTEREST	0	0	0
0	550	1,375	1,375	TOTAL EXTERNAL	2,250	2,250	2,250
0	0	0	0	7100 INDIRECT COSTS	0	0	0
0	0	0	0	7150 TELEPHONE	0	0	0
0	0	0	0	7200 DATA PROCESSING	0	0	0
0	0	0	0	7300 MOTOR POOL	0	0	0
0	0	0	0	7400 BUILDING MANAGEMENT	0	0	0
0	0	0	0	7500 OTHER INTERNAL	0	0	0
0	0	0	0	7550 SERV REIMB TO CAP LEASE RET FU	0	0	0
0	0	0	0	7560 DISTRIBUTION/POSTAGE	250	250	250
0	0	0	0	TOTAL INTERNAL	250	250	250
0	550	1,375	1,375	TOTAL MATERIALS & SERVICES	2,500	2,500	2,500
0	0	0	0	8100 LAND	0	0	0
0	0	0	0	8200 BUILDINGS	0	0	0
0	0	0	0	8300 OTHER IMPROVEMENTS	0	0	0
0	0	0	0	8400 EQUIPMENT	0	0	0
0	0	0	0	TOTAL CAPITAL OUTLAY	0	0	0
0	11,816	15,076	15,076	DIRECT BUDGET	17,267	17,267	17,267
0	12,851	15,076	17,429	TOTAL BUDGET	17,517	19,227	19,227

NOND-47

AGENCY: 050 NONDEPARTMENTAL  
 FUND: 400 INSURANCE FUND  
 SUM ORG: 7030 FINANCE

## PERSONNEL DETAIL

1990-91 ACTUAL		1991-92 ACTUAL		1992-93 ADOPTED		1992-93 REVISED			1993-94 PROPOSED		1993-94 APPROVED		1993-94 ADOPTED	
FTE	BASE	FTE	BASE	FTE	BASE	FTE	BASE		FTE	BASE	FTE	BASE	FTE	BASE
0.00	0	0.00	0	0.00	0	0.00	0	9341	0.15	5,691	0.15	5,691	0.15	5,691
0.00	0	0.00	0	0.00	0	0.00	0	PROGRAM MANAGER 2	0.00	0	0.00	0	0.00	0
0.00	0	0.17	8,871	0.20	10,778	0.20	10,778	FINANCE MANAGER	0.10	6,158	0.10	6,158	0.10	6,158
0.00	0	0.17	8,871	0.20	10,778	0.20	10,778	5100 PERMANENT	0.25	11,849	0.25	11,849	0.25	11,849

NOND-48

# NONDEPARTMENTAL

## TRUST AND AGENCY FUNDS

MANAGER: DAVID BOYER

### TRUST AND AGENCY FUNDS SUMMARY

Multnomah County maintains several funds that are used to account for the receipt of resources held by the County in a fiduciary capacity. Disbursements are made in accordance with applicable agreements or legislative enactment's for each particular fund. The following fiduciary funds are included here for purposes of showing expenditure which have been made on a budgetary basis.

#### PROGRAM LIST

450	Public Guardian Trust Fund
502	Sewer System Development Fund
853	Sheriff's Revolving Fund
859	Fair Apportionment Fund
863	Tibbetts Flower Fund
865	Medical Examiner Fund
870	Blue Lake Concert Stage Fund
877	Oxbow Nature Center Fund
887	Animal Control Grooming Area
888	Willamina Farmer Fund
899	Gresham Branch Library Fund

#### EXPENDITURES(1993-94)

Public Guardian Fund(450)	Dept Trust Fund(505)	Total All Funds
1,950,000	387,675	2,337,675

#### PUBLIC GUARDIAN TRUST FUND

450

##### PROGRAM DESCRIPTION

Accounts for receipts and disbursements for individuals who are assigned to the guardianship of Multnomah County (Aging Services Division) by the courts because they are held incapable of handling their own financial affairs.

##### FINANCIAL SUMMARY

	1990-91	1991-92	1992-93	1993-94
Public Guardian Fund Expenses	1,029,000	1,625,115	1,000,000	1,950,000

#### SEWER SYSTEM

502

##### PROGRAM DESCRIPTION

Accounts for the payment of sewer hookup fees by Mid-County residents. Payments are held by the County until claims for refunds are made.

##### FINANCIAL SUMMARY

	1990-91	1991-92	1992-93	1993-94
Sewer System Expenses	23,000	23,471	0	0

# NONDEPARTMENTAL

## TRUST AND AGENCY FUNDS

**MANAGER: DAVID BOYER**

### SHERIFF'S REVOLVING FUND

853

#### PROGRAM DESCRIPTION

Accounts for the cost of extraditing prisoners which are prepaid by the County. Reimbursement is received from the State of Oregon as specified in ORS 206.315.

#### FINANCIAL SUMMARY

	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>
<u>Trust Fund</u>				
Expenses	125,000	107,000	135,000	135,000

### FAIR APPORTIONMENT

859

#### PROGRAM DESCRIPTION

Accounts for payments made to specified exhibitors at the Multnomah County Fair. Payments are made from the County's apportionment of State racing revenue as specified in ORS 565.280 and 565.290.

#### FINANCIAL SUMMARY

	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>
<u>Trust Fund</u>				
Expenses	30,000	8,000	8,000	8,000

### TIBBETTS FLOWER FUND

863

#### PROGRAM DESCRIPTION

Accounts for donations for the purchase of flowers to be placed on graves at County cemeteries on Memorial Day.

#### FINANCIAL SUMMARY

	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>
<u>Trust Fund</u>				
Expenses	850	893	950	975

### MEDICAL EXAMINER

865

#### PROGRAM DESCRIPTION

Accounts for funds belonging to deceased persons. The County holds these funds until they are claimed by the deceased person's estate. After five years, the funds are transferred to the State Land Board.

#### FINANCIAL SUMMARY

	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>
<u>Trust Fund</u>				
Expenses	7,000	3,200	7,500	5,000

# NONDEPARTMENTAL

## TRUST AND AGENCY FUNDS

MANAGER: DAVID BOYER

### BLUE LAKE CONCERT STAGE

870

#### PROGRAM DESCRIPTION

Donations, held in trust by Multnomah County, for construction of a concert stage at Blue Lake Park.

#### FINANCIAL SUMMARY

	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>
<u>Trust Fund</u> Expenses	70,000	71,000	85,000	85,000

### OXBOW NATURE CENTER

877

#### PROGRAM DESCRIPTION

Donations, held in trust by Multnomah County, for construction of a nature center at Oxbow Park.

#### FINANCIAL SUMMARY

	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>
<u>Trust Fund</u> Expenses	65,000	94,000	98,000	140,000

### ANIMAL CONTROL GROOMING AREA

887

#### PROGRAM DESCRIPTION

Donations, held in trust, for a animal grooming area.

#### FINANCIAL SUMMARY

	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>
<u>Trust Fund</u> Expenses	0	245	1,000	1,000

### WILLAMINA FARMER FUND

888

#### PROGRAM DESCRIPTION

Accounts for funds, held in trust by Multnomah County, for perpetual care and maintenance of the Farmer Family Cemetery Plot and for general upkeep and maintenance of the Multnomah Park Pioneer Cemetery.

#### FINANCIAL SUMMARY

	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>
<u>Trust Fund</u> Expenses	0	2,436	6,000	12,700

### GRESHAM BRANCH LIBRARY

899

#### PROGRAM DESCRIPTION

Donations, held in trust by Multnomah County, for restoration of stained glass windows at the Gresham branch of the Multnomah County Library.

#### FINANCIAL SUMMARY

	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>
<u>Trust Fund</u> Expenses	0	0	3,000	0

## NONDEPARTMENTAL

### PURCHASING DIVISION

**MANAGER: LILLIE WALKER**

#### DIVISION SUMMARY

Purchase goods and services required by Multnomah County in the most effective, efficient, and timely manner.

#### PROGRAM LIST

7440	Purchasing	Purchase goods and services needed by Multnomah County
7445	Contracts Administration	Contract management
7650	Stores	Manage supplies, redistribute or dispose of surplus supplies

#### PERSONNEL LEVELS

	1990-91	1991-92	1992-93	1993-94
Officials & Administrators	1.80	3.00	4.00	4.00
All Other Personnel	12.55	18.12	18.00	17.00
Total Personnel:	14.35	21.12	22.00	21.00

#### EXPENDITURES(1993-94)

	General Fund(100)	Total All Funds
Personal Services	882,885	882,885
Materials & Services	96,469	96,469
Capital Outlay	27,500	27,500
Total:	1,006,854	1,006,854

NOTE: To see expenditure history please refer to the expenditure detail sheet at the end of this Division section.

#### REVENUES(1993-94)

	General Fund(100)	Total All Funds
BWC(dedicated)	0	0
Taxes(dedicated)	0	0
Intergovernmental	0	0
Licenses/Permits	0	0
Service Charges	36,945	36,945
Other Revenue Sources	3,600	3,600
Service Reimbursements	0	0
Cash Transfers(less GF)	0	0
Net General Fund	966,309	966,309
Total:	1,006,854	1,006,854

# NONDEPARTMENTAL

## PURCHASING DIVISION

MANAGER: LILLIE WALKER

### PURCHASING ADMINISTRATION

7440

#### PROGRAM DESCRIPTION

Purchase goods and services required by Multnomah County in the most effective, efficient and timely manner.

#### Goals and Objectives

- Encourage effective broad based competition from all segments of the vendor community, including businesses owned and operated by minority, women and emerging small business firms.
- Implement standards for accountable, efficient and professional purchasing services for Multnomah County.

#### PROGRAM CLIENTS

Multnomah County, bidders and vendors

#### PROGRAM MEASUREMENTS

- Purchase \$120 million of goods and services for Multnomah County in accordance with applicable laws and County policies.

#### FINANCIAL SUMMARY

	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>
<u>General Fund</u>				
FTE	10.61	10.48	15.00	14.00
Cost	497,810	499,931	693,853	685,566
Percent spent	93.41	94.44		
General Fund Support	497,810	499,931	693,853	685,566

### CONTRACTS

7445

#### PROGRAM DESCRIPTION

Provide centralized management of the contract approval process.

#### Goals and Objectives

- Ensure that contracts are properly processed and stored.
- Ensure all County contracts reflect County policies and legal requirements.

#### PROGRAM CLIENTS

County agencies and contractors

#### FINANCIAL SUMMARY

	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>
<u>General Fund</u>				
FTE	0.00	2.00	2.00	2.00
Cost	0	90,482	95,469	101,495
Percent spent	0	102.26		
General Fund Support	0	90,482	95,469	101,495

## NONDEPARTMENTAL

### PURCHASING DIVISION

MANAGER: LILLIE WALKER

#### STORES

7650

#### PROGRAM DESCRIPTION

Purchase and manage supplies. Redistribute or dispose of surplus or obsolete supplies.

#### Goals and Objectives

- Purchase and manage office and medical supplies and equipment to maximize volume savings and convenience to County customers.
- Redistribute or dispose of all surplus or obsolete materials and equipment using methods that result in the best outcome for the County.
- Assure accountability for the movement, storage and disposition of all inventory purchased or owned by the County.
- Implement safety standards for both personnel and medical supplies.

#### PROGRAM CLIENTS

County departments and other governmental agencies

#### FINANCIAL SUMMARY

	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>
<u>General Fund</u>				
FTE	3.74	8.64	5.00	5.00
Cost	139,820	301,586	194,226	219,793
Percent spent		91.83		
General Fund Support	139,820	301,586	194,226	219,793



# REQUIREMENT DETAIL

1990-91 ACTUAL	1991-92 ACTUAL	1992-93 ADOPTED	1992-93 REVISED	AGENCY: 050 NONDEPARTMENTAL FUND: 100 GENERAL FUND SUM ORG: 7035 PURCHASING	1993-94 PROPOSED	1993-94 APPROVED	1993-94 ADOPTED
395,850	558,610	582,631	598,627	PERSONAL SERVICES	623,569	623,569	623,569
6,276	1,006	0	0	5100 PERMANENT	0	0	0
948	41	0	0	5200 TEMPORARY	0	0	0
1,291	3,366	420	420	5300 OVERTIME	420	420	420
99,800	150,612	158,012	161,996	5400 PREMIUM	168,009	168,009	168,009
504,165	713,635	741,063	761,043	5500 FRINGE BENEFITS	791,998	791,998	791,998
58,547	83,546	98,007	87,984	TOTAL EXTERNAL	90,887	90,887	90,887
				5550 INSURANCE BENEFITS			
562,712	797,181	839,070	849,027	TOTAL PERSONAL SERVICES	882,885	882,885	882,885
0	0	0	0	6050 COUNTY SUPPLEMENTS	0	0	0
0	0	0	0	6060 PASS-THROUGH PAYMENTS	0	0	0
11,820	22,257	38,225	38,225	6110 PROFESSIONAL SVCS	18,000	16,037	16,037
7,062	6,964	10,400	10,400	6120 PRINTING	8,000	8,000	9,000
0	0	0	0	6130 UTILITIES	0	0	0
0	0	0	0	6140 COMMUNICATIONS	0	0	0
0	0	0	0	6170 RENTALS	0	0	0
4,956	4,618	6,450	6,450	6180 REPAIRS AND MAINTENANCE	4,750	4,750	4,750
194	1,854	3,000	3,000	6190 MAINTENANCE CONTRACTS	3,000	3,000	3,000
11,324	5,068	5,750	5,750	6200 POSTAGE	5,750	5,750	5,750
16,081	16,290	16,725	16,725	6230 SUPPLIES	19,706	19,706	19,706
0	8	250	250	6270 FOOD	250	250	250
0	1,758	2,489	2,489	6310 EDUCATION & TRAINING	3,025	2,231	2,231
0	0	1,494	1,494	6320 MTNG CONFERENCE/CONVENTIONS	614	453	453
1,048	1,284	800	800	6330 LOCAL TRAVEL/MILEAGE	740	740	740
0	0	0	0	6520 INSURANCE	0	0	0
0	0	0	0	6530 EXTERNAL DATA PROCESSING	0	0	0
0	26	0	0	6550 DRUGS	0	0	0
0	0	0	0	6580 CLAIMS PAID	0	0	0
0	0	100	100	6610 AWARDS AND PREMIUMS	100	100	100
1,833	2,055	3,935	3,935	6620 DUES AND SUBSCRIPTIONS	3,595	3,595	3,595
0	0	0	0	6700 LIBRARY BOOKS AND MATERIALS	0	0	0
0	0	0	0	7810 PRINCIPAL	0	0	0
0	0	0	0	7820 INTEREST	0	0	0
54,318	62,182	89,618	89,618	TOTAL EXTERNAL	67,530	64,612	65,612
0	0	0	0	7100 INDIRECT COSTS	0	0	0
11,457	14,703	16,315	16,315	7150 TELEPHONE	15,812	15,812	15,812
0	0	0	0	7200 DATA PROCESSING	0	0	0
6,263	5,986	6,740	6,740	7300 MOTOR POOL	6,500	6,500	6,500
0	0	0	0	7400 BUILDING MANAGEMENT	0	0	0
0	49	0	0	7500 OTHER INTERNAL	0	0	0
0	0	0	0	7550 SERV REIMB TO CAP LEASE RET FU	0	0	0
0	7,545	8,305	8,305	7560 DISTRIBUTION/POSTAGE	8,545	8,545	8,545
17,720	28,283	31,360	31,360	TOTAL INTERNAL	30,857	30,857	30,857
72,038	90,465	120,978	120,978	TOTAL MATERIALS & SERVICES	98,387	95,469	96,469
0	0	0	0	8100 LAND	0	0	0
215	0	0	0	8200 BUILDINGS	0	0	0
2,040	0	0	0	8300 OTHER IMPROVEMENTS	0	0	0
625	4,353	23,500	23,500	8400 EQUIPMENT	7,500	7,500	27,500
2,880	4,353	23,500	23,500	TOTAL CAPITAL OUTLAY	7,500	7,500	27,500
561,363	780,170	854,181	874,161	DIRECT BUDGET	867,028	864,110	885,110
637,630	891,999	983,548	993,505	TOTAL BUDGET	988,772	985,854	1,006,854

NOND-55

AGENCY: 050 NONDEPARTMENTAL  
 FUND: 100 GENERAL FUND  
 SUM ORG: 7035 PURCHASING

# PERSONNEL DETAIL

1990-91 ACTUAL		1991-92 ACTUAL		1992-93 ADOPTED		1992-93 REVISED			1993-94 PROPOSED		1993-94 APPROVED		1993-94 ADOPTED	
FTE	BASE	FTE	BASE	FTE	BASE	FTE	BASE		FTE	BASE	FTE	BASE	FTE	BASE
0.00	0	0.00	0	0.00	0	0.00	0	ADMIN SPEC 1	0.00	0	0.00	0	0.00	0
0.11	3,132	0.00	0	0.00	0	0.00	0	ADMIN TECH	0.00	0	0.00	0	0.00	0
0.00	0	0.00	0	0.00	0	0.00	0	OFFICE ASST 4	0.00	0	0.00	0	0.00	0
3.10	64,766	4.88	100,969	5.00	103,963	5.00	109,161	OFFICE ASSISTANT 2	5.00	115,530	5.00	115,530	5.00	115,530
0.00	0	0.00	0	0.00	0	0.00	0	OFFICE ASST/SENIOR	1.00	23,861	1.00	23,861	1.00	23,861
0.00	0	0.00	0	0.00	0	0.00	0	CLERICAL UNIT SUPERV	0.00	0	0.00	0	0.00	0
0.00	0	1.00	21,678	1.00	21,778	1.00	22,867	WORD PROC OPERATOR	0.00	0	0.00	0	0.00	0
0.00	0	0.00	0	0.00	0	0.00	0	ASBESTOS PROJECT SPE	0.00	0	0.00	0	0.00	0
0.46	14,759	0.00	0	0.00	0	0.00	0	WORD PROC UNIT SUPV	0.00	0	0.00	0	0.00	0
1.75	34,653	3.64	71,129	4.00	73,730	4.00	77,417	WAREHOUSE WORKER	4.00	88,252	4.00	88,252	4.00	88,252
1.00	25,605	1.01	25,801	1.00	25,703	1.00	26,988	WAREHOUSE WKR/CHIEF	1.00	28,397	1.00	28,397	1.00	28,397
4.25	133,216	4.76	149,702	5.00	157,495	5.00	165,370	PURCHASING SPEC 2	4.00	138,059	4.00	138,059	4.00	138,059
0.88	22,522	1.83	44,051	2.00	47,053	1.50	36,270	PURCHASING SPEC 1	2.00	54,011	2.00	54,011	2.00	54,011
0.80	19,049	1.00	24,899	0.00	0	0.00	0	OPERATIONS SUPV 1	0.00	0	0.00	0	0.00	0
1.00	43,302	0.00	0	0.00	0	0.00	0	PROGRAM MANAGER 1	0.00	0	0.00	0	0.00	0
1.00	34,846	0.00	0	0.00	0	0.00	0	ADMIN SPEC 2	0.00	0	0.00	0	0.00	0
0.00	0	0.00	0	0.00	0	0.00	0	PROGRAM MANAGEMENT S	0.00	0	0.00	0	0.00	0
0.00	0	1.00	38,665	1.00	39,609	1.00	41,589	CONTRACTS ADMIN	1.00	45,184	1.00	45,184	1.00	45,184
0.00	0	0.00	0	1.00	29,441	1.00	30,913	OPERATIONS ADMIN	1.00	33,412	1.00	33,412	1.00	33,412
0.00	0	1.00	45,315	1.00	47,669	1.00	50,053	PURCHASING MGR	1.00	54,372	1.00	54,372	1.00	54,372
0.00	0	1.00	36,399	1.00	36,190	1.00	37,999	PURCH SPEC SUPV	1.00	42,491	1.00	42,491	1.00	42,491
14.35	395,850	21.12	558,608	22.00	582,631	21.50	598,627	5100 PERMANENT	21.00	623,569	21.00	623,569	21.00	623,569

NOND-56

# NONDEPARTMENTAL

## EMPLOYEE SERVICES DIVISION

MANAGER: CURTIS SMITH

### DIVISION SUMMARY

The Employee Services Division provides managers, employees, and job applicants with the professional human resource services which attract, retain, and develop an effective workforce that achieves the County's goals.

### PROGRAM LIST

7020	County Word Processing	Word processing and transcription services for various County units.
7510	Personnel	Provides personnel services.
7512	Training	Delivers courses for County employees.
7234	Health/Benefits	Manages health benefits for employees.
7534	PPO/Utilization Mgmt	Preferred Provider Option for medical/dental benefits.
7535	Flexible Spending Mgmt	Administration of employee prepaid medical costs.
7524	Life Insurance	
7525	Long Term Disability	
7526	Unemployment Insurance	
7527	Retirees' Insurance	
7531	Medical/Dental Insurance	

### PERSONNEL LEVELS

	1990-91	1991-92	1992-93	1993-94
Officials & Administrators	1.93	2.00	2.00	2.00
All Other Personnel	16.35	16.53	19.13	18.53
Total Personnel:	18.28	18.53	21.13	20.53

### EXPENDITURES(1993-94)

	General Fund(100)	Insurance Fund(400)	Total All Funds
Personal Services	711,280	289,730	1,001,010
Materials & Services	139,849	16,449,730	16,589,579
Capital Outlay	9,000	3,000	12,000
Total:	860,129	16,742,460	17,602,589

NOTE: To see expenditure history please refer to the expenditure detail sheet at the end of this Division section.

### REVENUES(1993-94)

	General Fund(100)	Insurance Fund(400)	Total All Funds
BWC(dedicated)	0	50,451	50,451
Taxes(dedicated)	0	0	0
Intergovernmental	0	0	0
Licenses/Permits	0	0	0
Service Charges	0	14,000	14,000
Interest	0	9,520	9,520
Other Revenue Sources	0	0	0
Service Reimbursements	0	16,668,489	16,668,489
Cash Transfers(less GF)	0	0	0
Net General Fund	860,129	0	860,129
Total:	860,129	16,742,460	17,602,589

## NONDEPARTMENTAL

### EMPLOYEE SERVICES DIVISION

**MANAGER: CURTIS SMITH**

#### COUNTY WORD PROCESSING

7020

##### PROGRAM DESCRIPTION

Provide word processing and transcription services to all Management Support Services staff and to all other County units not otherwise supported by word processing.

##### Goals and Objectives

- Accept, process and deliver customer work orders.
- Market services in-house to acquire new work which is more efficiently performed by Word Processing than by other staff.

##### PROGRAM CLIENTS

County managers, supervisors, attorneys and employees

##### PROGRAM MEASUREMENTS

- Process and deliver 7,000 or more completed work orders.
- Deliver annually 1,750 or more 'rush' work orders within four hours of receipt.
- Survey customers twice a year for quality of service received, and adjust service as necessary.

##### FINANCIAL SUMMARY

	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>
<u>General Fund</u>				
FTE	3.58	3.00	3.00	3.00
Cost	134,461	100,291	107,862	117,972
Percent spent		87.63		
General Fund Support	134,461	100,291	107,862	117,972

#### PERSONNEL

7510

##### PROGRAM DESCRIPTION

Provide Multnomah County management, employees and job applicants with personnel services which attract, retain, and develop an effective work force that achieves the County's goals.

##### Goals and Objectives

- Assist management in acquiring qualified employees.
- Maintain a classification and pay system that equitably compensates our employees.
- Provide managers and supervisors with professional advice.
- Maintain an examination system that assists management in recruiting qualified personnel.
- Maintain an accurate personnel database, and produce reports that meet the needs of the County and the agencies to which we report.

##### PROGRAM CLIENTS

All managers, supervisors, employees and job applicants

## NONDEPARTMENTAL

### EMPLOYEE SERVICES DIVISION

MANAGER: CURTIS SMITH

#### PROGRAM MEASUREMENTS

- A list of eligible candidates will be provided to the hiring manager, on the average, within four weeks of receipt of the request.
- Sufficient applicants of color will be recruited so that hiring managers are able to maintain a minority employee population of at least 14%.

#### FINANCIAL SUMMARY

	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>
<u>General Fund</u>				
FTE	10.18	10.63	12.13	10.53
Cost	535,500	571,138	624,609	642,183
Percent spent	89.06	95.03		
General Fund Support	535,500	571,138	624,609	642,183

#### TRAINING

7512

#### PROGRAM DESCRIPTION

Design and deliver courses which meet the learning needs of our employees.

#### Goals and Objectives

- Develop and deliver courses which are mandated by law or Executive Order and which have been assigned to our training section, including management/supervisory training and cultural diversity awareness.
- Improve Management/Supervisory training by delivering a training program that will merge current courses into a comprehensive development program for supervisors, administrators and managers.
- Develop and deliver other Countywide courses as needed.

#### PROGRAM CLIENTS

County managers, supervisors and employees

#### PROGRAM MEASUREMENTS

- At least 1,000 employees will participate in one or more courses offered.
- Every eligible employee will receive his or her service award during the quarter following his or her service anniversary date.

#### FINANCIAL SUMMARY

	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>
<u>General Fund</u>				
FTE	1.00	1.00	1.00	1.50
Cost	92,158	64,611	79,656	99,974
Percent spent	91.97	79.36		
General Fund Support	92,158	64,611	79,656	99,974

## NONDEPARTMENTAL

### EMPLOYEE SERVICES DIVISION

MANAGER: CURTIS SMITH

#### HEALTH AND BENEFITS

7234

#### PROGRAM DESCRIPTION

Manage the County's health and benefits program for employees and retirees. Health and benefits includes medical, dental, life and disability insurance, employee assistance, health promotion, child care resource and referral, tax saving flexible spending accounts, new employee orientation, and health related policy development and implementation.

#### Goals and Objectives

- Provide health and welfare benefits to County employees and retirees in accordance with terms of labor agreements, County ordinances, and applicable state and federal mandates, rules and regulations.
- Programs will be managed to comply with required service deadlines as specified by collective bargaining agreements, ordinances and federal and state law.
- Plan, deliver, and evaluate new and ongoing program services and activities, including new employee orientation, employee assistance, and health promotion.
- Promote cost effective and health enhancing employee/retiree utilization of benefits through education, communication and appropriate plan design.

#### PROGRAM CLIENTS

County employees, retirees, and eligible dependents

#### PROGRAM MEASUREMENTS

- Forty percent of County employees will be motivated to participate in the employee assistance or health promotion program.
- Manage a Preferred Provider Network that will reduce medical claims cost by 10%.

#### FINANCIAL SUMMARY

	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>
<u>Insurance Fund</u>				
FTE	3.52	3.90	5.00	5.50
Cost	420,872	435,870	528,693	608,881
Percent spent	108.69	103.25		
General Fund Support	0	0	0	0

# NONDEPARTMENTAL

## EMPLOYEE SERVICES DIVISION

MANAGER: CURTIS SMITH

### PPO/UTILIZATION MANAGEMENT

7534

#### PROGRAM DESCRIPTION

This program provides utilization management of hospital and surgical services and secures discounted rates for services within a preferred provider network (PPO) for the self-insured group medical plan.

#### PROGRAM CLIENTS

Employees, retirees and eligible dependents

#### FINANCIAL SUMMARY

	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>
<u>Insurance Fund</u>				
FTE	0.00	0.00	0.00	0.00
Cost	0	0	13,202	52,200
Percent spent				
General Fund Support	0	0	0	0

### FLEXIBLE SPENDING MANAGEMENT

7535

#### PROGRAM DESCRIPTION

This program provides administration and tracks costs for the flexible spending accounts that allow employees to pay eligible medical and child care expenses with pre-tax wage deductions.

#### PROGRAM CLIENTS

Employees and eligible dependents

#### FINANCIAL SUMMARY

	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>
<u>Insurance Fund</u>				
FTE	0.00	0.00	0.00	0.00
Cost	0	0	16,200	39,015
Percent spent				
General Fund Support	0	0	0	0

# NONDEPARTMENTAL

## EMPLOYEE SERVICES DIVISION

MANAGER: CURTIS SMITH

### LIFE INSURANCE

7524

#### FINANCIAL SUMMARY

	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>
<u>Insurance Fund</u>				
FTE	0.00	0.00	0.00	0.00
Cost	218,659	211,792	217,440	214,776
Percent spent				
General Fund Support	0	0	0	0

### LONG TERM DISABILITY

7525

#### FINANCIAL SUMMARY

	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>
<u>Insurance Fund</u>				
FTE	0.00	0.00	0.00	0.00
Cost	219,043	278,713	320,895	373,679
Percent spent				
General Fund Support	0	0	0	0

### UNEMPLOYMENT INSURANCE

7526

#### FINANCIAL SUMMARY

	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>
<u>Insurance Fund</u>				
FTE	0.00	0.00	0.00	0.00
Cost	242,697	283,804	454,599	358,144
Percent spent				
General Fund Support	0	0	0	0

### RETIREE INSURANCE

7527

#### FINANCIAL SUMMARY

	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>
<u>Insurance Fund</u>				
FTE	0.00	0.00	0.00	0.00
Cost	6,392	25,991	0	0
Percent spent				
General Fund Support	0	0	0	0

### MEDICAL/DENTAL INSURANCE

7531

#### FINANCIAL SUMMARY

	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>
<u>Insurance Fund</u>				
FTE	0.00	0.00	0.00	0.00
Cost	10,113,028	11,842,956	14,397,274	15,095,765
Percent spent				
General Fund Support	0	0	0	0



# REQUIREMENT DETAIL

1990-91 ACTUAL	1991-92 ACTUAL	1992-93 ADOPTED	1992-93 REVISED	AGENCY: 050 NONDEPARTMENTAL FUND: 100 GENERAL FUND SUM ORG: 7040 EMPLOYEE SERVICES	1993-94 PROPOSED	1993-94 APPROVED	1993-94 ADOPTED
412,847	421,725	458,433	477,121	PERSONAL SERVICES	500,327	500,327	500,327
9,046	3,639	2,000	2,000	5100 PERMANENT	0	0	0
157	453	0	0	5200 TEMPORARY	0	0	0
6,806	42	0	0	5300 OVERTIME	0	0	0
103,487	109,898	124,330	128,825	5400 PREMIUM	134,807	134,807	134,807
532,343	535,757	584,763	607,946	5500 FRINGE BENEFITS	635,134	635,134	635,134
61,960	55,172	76,709	69,487	TOTAL EXTERNAL	76,146	76,146	76,146
				5550 INSURANCE BENEFITS			
594,303	590,929	661,472	677,433	TOTAL PERSONAL SERVICES	711,280	711,280	711,280
0	0	0	0	6050 COUNTY SUPPLEMENTS	0	0	0
0	0	0	0	6060 PASS-THROUGH PAYMENTS	0	0	0
92,656	68,544	78,585	62,585	6110 PROFESSIONAL SVCS	55,704	53,147	53,147
16,885	21,034	10,650	10,650	6120 PRINTING	16,370	16,370	16,370
0	0	0	0	6130 UTILITIES	0	0	0
0	0	0	0	6140 COMMUNICATIONS	0	0	0
0	0	0	0	6170 RENTALS	0	0	0
2,440	899	0	0	6180 REPAIRS AND MAINTENANCE	2,150	2,150	2,150
2,081	985	1,484	1,484	6190 MAINTENANCE CONTRACTS	0	0	0
9,534	167	0	0	6200 POSTAGE	0	0	0
11,274	12,709	7,800	7,800	6230 SUPPLIES	12,265	12,265	27,765
0	43	350	350	6270 FOOD	0	0	0
2,276	6,648	3,690	3,690	6310 EDUCATION & TRAINING	3,690	2,722	2,722
0	0	135	135	6320 MTNG CONFERENCE/CONVENTIONS	0	0	0
2,393	1,240	1,620	1,620	6330 LOCAL TRAVEL/MILEAGE	2,496	2,496	2,496
0	0	0	0	6520 INSURANCE	0	0	0
0	0	0	0	6530 EXTERNAL DATA PROCESSING	0	0	0
0	0	0	0	6550 DRUGS	0	0	0
0	50	0	0	6580 CLAIMS PAID	0	0	0
8,232	2,578	3,000	3,000	6610 AWARDS AND PREMIUMS	7,200	7,200	7,200
3,226	5,259	4,390	4,390	6620 DUES AND SUBSCRIPTIONS	5,390	5,390	5,390
0	0	0	0	6700 LIBRARY BOOKS AND MATERIALS	0	0	0
0	0	0	0	7810 PRINCIPAL	0	0	0
0	0	0	0	7820 INTEREST	0	0	0
150,997	120,156	111,704	95,704	TOTAL EXTERNAL	105,265	101,740	117,240
0	0	0	0	7100 INDIRECT COSTS	0	0	0
14,371	11,788	12,879	12,879	7150 TELEPHONE	12,421	12,421	12,421
0	0	0	0	7200 DATA PROCESSING	0	0	0
740	610	700	700	7300 MOTOR POOL	480	480	480
0	0	0	0	7400 BUILDING MANAGEMENT	0	0	0
13	320	0	0	7500 OTHER INTERNAL	0	0	0
1,695	0	0	0	7550 SERV REIMB TO CAP LEASE RET FU	0	0	0
0	10,609	11,141	11,141	7560 DISTRIBUTION/POSTAGE	9,708	9,708	9,708
16,819	23,327	24,720	24,720	TOTAL INTERNAL	22,609	22,609	22,609
167,816	143,483	136,424	120,424	TOTAL MATERIALS & SERVICES	127,874	124,349	139,849
0	0	0	0	8100 LAND	0	0	0
0	0	0	0	8200 BUILDINGS	0	0	0
0	0	0	0	8300 OTHER IMPROVEMENTS	0	0	0
0	1,628	14,231	12,436	8400 EQUIPMENT	9,000	9,000	9,000
0	1,628	14,231	12,436	TOTAL CAPITAL OUTLAY	9,000	9,000	9,000
683,340	657,541	710,698	716,086	DIRECT BUDGET	749,399	745,874	761,374
762,119	736,040	812,127	810,293	TOTAL BUDGET	848,154	844,629	860,129

NOND-63

AGENCY: 050 NONDEPARTMENTAL  
 FUND: 100 GENERAL FUND  
 SUM ORG: 7040 EMPLOYEE SERVICES

## PERSONNEL DETAIL

1990-91 ACTUAL		1991-92 ACTUAL		1992-93 ADOPTED		1992-93 REVISED			1993-94 PROPOSED		1993-94 APPROVED		1993-94 ADOPTED	
FTE	BASE	FTE	BASE	FTE	BASE	FTE	BASE		FTE	BASE	FTE	BASE	FTE	BASE
0.20	4,945	0.00	0	0.00	0	0.00	0	ADMIN TECH	0.00	0	0.00	0	0.00	0
0.00	0	0.00	0	0.00	0	0.00	0	OFFICE ASST 3	0.00	0	0.00	0	0.00	0
1.01	15,640	0.19	2,904	1.00	15,159	0.25	3,782	OFFICE ASSISTANT 1	0.00	0	0.00	0	0.00	0
2.18	42,228	2.90	54,442	3.13	59,447	3.88	72,382	OFFICE ASSISTANT 2	2.03	41,170	2.03	41,170	2.03	41,170
0.32	7,312	0.00	0	0.00	0	0.00	0	OFFICE ASST/SENIOR	1.00	24,316	1.00	24,316	1.00	24,316
2.02	41,275	2.00	40,968	2.00	41,367	2.00	52,823	WORD PROC OPERATOR	2.00	46,344	2.00	46,344	2.00	46,344
0.00	0	0.00	0	0.00	0	0.00	0	ASBESTOS PROJECT SPE	0.00	0	0.00	0	0.00	0
0.60	13,811	1.00	22,951	1.00	22,864	1.00	29,196	WORD PROCESSING OPR/	1.00	25,286	1.00	25,286	1.00	25,286
0.11	4,108	0.00	0	0.00	0	0.00	0	TEMPORARY WORKER	0.00	0	0.00	0	0.00	0
0.36	9,592	0.00	0	0.00	0	0.00	0	OPERATIONS SUPV 1	0.00	0	0.00	0	0.00	0
1.79	45,665	2.53	66,966	3.00	80,751	3.00	80,632	EMP SVCS SPEC 1	3.00	92,044	3.00	92,044	3.00	92,044
4.60	159,315	0.00	0	0.00	0	0.00	0	MANAGEMENT ANALYST	0.00	0	0.00	0	0.00	0
1.00	41,304	0.00	0	0.00	0	0.00	0	ADMIN SPEC 2	0.00	0	0.00	0	0.00	0
0.00	0	0.00	0	0.00	0	0.00	0	PROGRAM MANAGEMENT S	0.00	0	0.00	0	0.00	0
0.57	27,652	0.00	0	0.00	0	0.00	0	PROGRAM MANAGER 2	0.00	0	0.00	0	0.00	0
0.00	0	1.00	49,187	1.00	50,225	1.00	50,112	EMPLOYEE SVCS MGR	1.00	57,160	1.00	57,160	1.00	57,160
0.00	0	4.01	142,411	4.00	145,691	4.00	145,362	EMPLOYEE SVCS SPEC 2	4.00	166,087	4.00	166,087	4.00	166,087
0.00	0	1.00	41,895	1.00	42,929	1.00	42,832	EMP SVCS SPEC/SR	1.00	47,920	1.00	47,920	1.00	47,920
14.76	412,847	14.63	421,724	16.13	458,433	16.13	477,121	5100 PERMANENT	15.03	500,327	15.03	500,327	15.03	500,327

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# REQUIREMENT DETAIL

1990-91 ACTUAL	1991-92 ACTUAL	1992-93 ADOPTED	1992-93 REVISED	AGENCY: 050 NONDEPARTMENTAL FUND: 400 INSURANCE FUND SUM ORG: 7040 EMPLOYEE SERVICES	1993-94 PROPOSED	1993-94 APPROVED	1993-94 ADOPTED
				PERSONAL SERVICES			
103,451	116,023	150,565	150,565	5100 PERMANENT	178,800	178,800	178,800
760	96	0	0	5200 TEMPORARY	0	0	0
0	0	32,400	32,400	5300 OVERTIME	32,400	32,400	32,400
315	68	0	0	5400 PREMIUM	0	0	0
27,591	30,598	40,860	40,860	5500 FRINGE BENEFITS	48,177	48,177	48,177
132,117	146,785	223,825	223,825	TOTAL EXTERNAL	259,377	259,377	259,377
18,570	19,289	0	28,000	5550 INSURANCE BENEFITS	0	30,353	30,353
150,687	166,074	223,825	251,825	TOTAL PERSONAL SERVICES	259,377	289,730	289,730
0	0	0	0	6050 COUNTY SUPPLEMENTS	0	0	0
0	0	0	0	6060 PASS-THROUGH PAYMENTS	0	0	0
491,458	606,952	886,502	886,502	6110 PROFESSIONAL SVCS	344,515	344,515	344,515
16,478	13,568	15,000	15,000	6120 PRINTING	18,000	18,000	18,000
0	0	0	0	6130 UTILITIES	0	0	0
0	0	0	0	6140 COMMUNICATIONS	0	0	0
0	0	0	0	6170 RENTALS	0	0	0
185	0	750	750	6180 REPAIRS AND MAINTENANCE	600	600	600
0	0	0	0	6190 MAINTENANCE CONTRACTS	0	0	0
2,588	19	0	0	6200 POSTAGE	0	0	0
12,680	12,742	12,000	12,000	6230 SUPPLIES	15,350	15,350	15,350
138	0	0	0	6270 FOOD	0	0	0
3,740	1,056	2,000	2,000	6310 EDUCATION & TRAINING	2,000	2,000	2,000
0	0	0	0	6320 MTNG CONFERENCE/CONVENTIONS	0	0	0
688	623	540	540	6330 LOCAL TRAVEL/MILEAGE	1,248	1,248	1,248
4,781,852	6,539,607	7,223,735	7,319,527	6520 INSURANCE	7,637,052	7,275,839	7,381,549
0	0	0	0	6530 EXTERNAL DATA PROCESSING	0	0	0
0	0	0	0	6550 DRUGS	0	0	0
5,746,309	5,738,567	7,556,473	7,628,678	6580 CLAIMS PAID	7,996,443	8,528,400	8,660,815
812	145	4,000	4,000	6610 AWARDS AND PREMIUMS	4,000	4,000	4,000
1,494	616	1,000	1,000	6620 DUES AND SUBSCRIPTIONS	1,000	1,000	1,000
0	0	0	0	6700 LIBRARY BOOKS AND MATERIALS	0	0	0
0	0	0	0	7810 PRINCIPAL	0	0	0
0	0	0	0	7820 INTEREST	0	0	0
11,058,422	12,913,895	15,702,000	15,869,997	TOTAL EXTERNAL	16,020,208	16,190,952	16,429,077
0	0	0	0	7100 INDIRECT COSTS	0	0	0
2,974	2,543	2,817	2,817	7150 TELEPHONE	3,406	3,406	3,406
0	0	0	0	7200 DATA PROCESSING	0	0	0
168	98	250	250	7300 MOTOR POOL	120	120	120
5,213	5,213	5,411	5,411	7400 BUILDING MANAGEMENT	9,127	9,127	9,127
13	0	0	0	7500 OTHER INTERNAL	0	0	0
0	0	0	0	7550 SERV REIMB TO CAP LEASE RET FU	0	0	0
0	5,439	10,000	10,000	7560 DISTRIBUTION/POSTAGE	8,000	8,000	8,000
8,368	13,293	18,478	18,478	TOTAL INTERNAL	20,653	20,653	20,653
11,066,790	12,927,188	15,720,478	15,888,475	TOTAL MATERIALS & SERVICES	16,040,861	16,211,605	16,449,730
0	0	0	0	8100 LAND	0	0	0
0	0	0	0	8200 BUILDINGS	0	0	0
0	0	0	0	8300 OTHER IMPROVEMENTS	0	0	0
3,214	0	4,000	4,000	8400 EQUIPMENT	3,000	3,000	3,000
3,214	0	4,000	4,000	TOTAL CAPITAL OUTLAY	3,000	3,000	3,000
11,193,753	13,060,680	15,929,825	16,097,822	DIRECT BUDGET	16,282,585	16,453,329	16,691,454
11,220,691	13,093,262	15,948,303	16,144,300	TOTAL BUDGET	16,303,238	16,504,335	16,742,460

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## PERSONNEL DETAIL

ISD MODA07 JUN FEB 87 REV JB DEC 89

**NONDEPARTMENTAL****LABOR RELATIONS****MANAGER: KENNETH UPTON****DIVISION SUMMARY**

The Labor Relations Section negotiates and administers the County's collective bargaining agreements.

**PROGRAM LIST**

7220 Labor Relations Negotiates and administers collective bargaining agreements

**PERSONNEL LEVELS**

	1990-91	1991-92	1992-93	1993-94
Officials & Administrators	2.00	1.00	1.00	1.00
All Other Personnel	1.55	2.54	2.50	2.50
Total Personnel:	3.55	3.54	3.50	3.50

**EXPENDITURES(1993-94)**

	General Fund(100)	Total All Funds
Personal Services	220,196	220,196
Materials & Services	47,322	47,322
Capital Outlay	2,250	2,250
Total:	269,768	269,768

NOTE: To see expenditure history please refer to the expenditure detail sheet at the end of this Division section.

**REVENUES(1993-94)**

	General Fund(100)	Total All Funds
BWC(dedicated)	0	0
Taxes(dedicated)	0	0
Intergovernmental	0	0
Licenses/Permits	0	0
Service Charges	0	0
Other Revenue Sources	0	0
Service Reimbursements	0	0
Cash Transfers(less GF)	0	0
Net General Fund	269,768	269,768
Total:	269,768	269,768

**NONDEPARTMENTAL****LABOR RELATIONS****MANAGER: KENNETH UPTON****LABOR RELATIONS**

7220

**PROGRAM DESCRIPTION**

The Labor Relations Section negotiates and administers the County's collective bargaining agreements.

**Goals and Objectives****Goals:**

- Effectively negotiate and execute the County's collective bargaining agreements.
- Effectively administer the County's collective bargaining agreements.

**Objectives:**

- Provide labor relations training and consulting services to County departments and the Board.
- Assist the Board of County Commissioners in adapting labor relations policy and process to changes in the legal, social, and economic environments.

**PROGRAM CLIENTS**

County employees, Unions, Departments, and the Board of County Commissioners

**FINANCIAL SUMMARY**

	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>
<u>General Fund</u>				
FTE	3.55	3.54	3.50	3.50
Cost	208,391	233,281	252,607	269,768
Percent spent	89.57	93.58		
General Fund Support	208,391	233,281	252,607	269,768

# REQUIREMENT DETAIL

1990-91 ACTUAL	1991-92 ACTUAL	1992-93 ADOPTED	1992-93 REVISED	AGENCY: 050 NONDEPARTMENTAL FUND: 100 GENERAL FUND SUM ORG: 7220 LABOR RELATIONS	1993-94 PROPOSED	1993-94 APPROVED	1993-94 ADOPTED
131,673	136,669	139,824	146,815	PERSONAL SERVICES	157,181	156,023	156,023
0	0	0	0	5100 PERMANENT	0	0	0
0	84	0	0	5200 TEMPORARY	0	0	0
752	55	0	0	5300 OVERTIME	0	0	0
34,961	36,526	37,920	39,660	5400 PREMIUM	42,131	41,819	41,819
167,386	173,334	177,744	186,475	5500 FRINGE BENEFITS	199,312	197,842	197,842
16,055	16,690	22,189	20,180	TOTAL EXTERNAL	22,402	22,354	22,354
183,441	190,024	199,933	206,655	5550 INSURANCE BENEFITS	221,714	220,196	220,196
0	0	0	0	TOTAL PERSONAL SERVICES	0	0	0
0	0	0	0	6050 COUNTY SUPPLEMENTS	0	0	0
6,496	22,391	35,369	35,369	6060 PASS-THROUGH PAYMENTS	30,369	29,143	29,143
7,169	11,205	5,427	5,427	6110 PROFESSIONAL SVCS	9,400	9,400	9,400
0	0	0	0	6120 PRINTING	0	0	0
0	0	0	0	6130 UTILITIES	0	0	0
0	0	0	0	6140 COMMUNICATIONS	0	0	0
0	0	0	0	6170 RENTALS	0	0	0
80	104	212	212	6180 REPAIRS AND MAINTENANCE	212	212	212
0	0	0	0	6190 MAINTENANCE CONTRACTS	0	0	0
0	4	10	10	6200 POSTAGE	25	25	25
5,925	4,274	2,756	2,756	6230 SUPPLIES	1,466	1,466	1,466
0	0	0	0	6270 FOOD	0	0	0
25	1,066	2,650	2,650	6310 EDUCATION & TRAINING	600	443	443
0	0	0	0	6320 MTNG CONFERENCE/CONVENTIONS	2,100	1,549	1,549
459	395	499	499	6330 LOCAL TRAVEL/MILEAGE	0	0	0
0	0	0	0	6520 INSURANCE	0	0	0
0	0	0	0	6530 EXTERNAL DATA PROCESSING	0	0	0
0	0	0	0	6550 DRUGS	0	0	0
0	0	0	0	6580 CLAIMS PAID	0	0	0
0	0	0	0	6610 AWARDS AND PREMIUMS	0	0	0
1,162	1,075	800	800	6620 DUES AND SUBSCRIPTIONS	1,947	1,947	1,947
0	0	0	0	6700 LIBRARY BOOKS AND MATERIALS	0	0	0
0	0	0	0	7810 PRINCIPAL	0	0	0
0	0	0	0	7820 INTEREST	0	0	0
21,316	40,514	47,723	47,723	TOTAL EXTERNAL	46,119	44,185	44,185
0	0	0	0	7100 INDIRECT COSTS	0	0	0
2,848	2,641	2,577	2,577	7150 TELEPHONE	2,737	2,737	2,737
0	0	0	0	7200 DATA PROCESSING	0	0	0
0	0	0	0	7300 MOTOR POOL	161	161	161
0	0	0	0	7400 BUILDING MANAGEMENT	0	0	0
786	0	0	0	7500 OTHER INTERNAL	0	0	0
0	0	0	0	7550 SERV REIMB TO CAP LEASE RET FU	0	0	0
0	102	124	124	7560 DISTRIBUTION/POSTAGE	239	239	239
3,634	2,743	2,701	2,701	TOTAL INTERNAL	3,137	3,137	3,137
24,950	43,257	50,424	50,424	TOTAL MATERIALS & SERVICES	49,256	47,322	47,322
0	0	0	0	8100 LAND	0	0	0
0	0	0	0	8200 BUILDINGS	0	0	0
0	0	0	0	8300 OTHER IMPROVEMENTS	0	0	0
0	0	2,250	2,250	8400 EQUIPMENT	2,250	2,250	2,250
0	0	2,250	2,250	TOTAL CAPITAL OUTLAY	2,250	2,250	2,250
188,702	213,848	227,717	236,448	DIRECT BUDGET	247,681	244,277	244,277
208,391	233,281	252,607	259,329	TOTAL BUDGET	273,220	269,768	269,768

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AGENCY: 050 NONDEPARTMENTAL  
 FUND: 100 GENERAL FUND  
 SUM ORG: 7220 LABOR RELATIONS

## PERSONNEL DETAIL

1990-91 ACTUAL		1991-92 ACTUAL		1992-93 ADOPTED		1992-93 REVISED			1993-94 PROPOSED		1993-94 APPROVED		1993-94 ADOPTED	
FTE	BASE	FTE	BASE	FTE	BASE	FTE	BASE		FTE	BASE	FTE	BASE	FTE	BASE
0.11	2,771	0.00	0	0.00	0	0.00	0	ADMIN TECH	0.00	0	0.00	0	0.00	0
0.56	9,853	0.54	9,740	0.50	9,523	0.50	9,999	OFFICE ASSISTANT 2	0.50	10,213	0.50	10,213	0.50	10,213
0.00	0	0.00	0	0.00	0	0.00	0	ASBESTOS PROJECT SPE	0.00	0	0.00	0	0.00	0
0.88	21,832	1.00	25,810	1.00	26,455	1.00	27,778	LABOR RELATIONS SPEC	1.00	30,133	1.00	30,133	1.00	30,133
1.00	45,609	0.00	0	0.00	0	0.00	0	PROGRAM MANAGEMENT S	0.00	0	0.00	0	0.00	0
1.00	51,608	1.00	53,781	1.00	55,099	1.00	57,854	LABOR RELATIONS MGR	1.00	61,158	1.00	60,000	1.00	60,000
0.00	0	0.00	0	0.00	0	0.00	0	EXECUTIVE PROGRAM DI	0.00	0	0.00	0	0.00	0
0.00	0	1.00	47,338	1.00	48,747	1.00	51,184	LABOR REL MGR/DEP	1.00	55,677	1.00	55,677	1.00	55,677
0.00	0	0.00	0	0.00	0	0.00	0	MGMT ASST / DES	0.00	0	0.00	0	0.00	0
3.55	131,673	3.54	136,669	3.50	139,824	3.50	146,815	5100 PERMANENT	3.50	157,181	3.50	156,023	3.50	156,023

NOND-70



# NONDEPARTMENTAL

## RISK MANAGEMENT

MANAGER: JEAN MILEY

### DIVISION SUMMARY

The purpose of this program is to manage the County's risk management, including Workers' Compensation property insurance, safety and loss programs. The mission of the program is to prevent injury as a result of County operations to County employees and the public and to protect the physical and financial assets of the County.

### PROGRAM LIST

7520 Administration Provides Risk Management Administration

### PERSONNEL LEVELS

	1990-91	1991-92	1992-93	1993-94
Officials & Administrators	1.01	0.99	1.00	1.00
All Other Personnel	3.45	2.98	3.00	5.00
Total Personnel:	4.46	3.97	4.00	6.00

### EXPENDITURES(1993-94)

	Insurance Fund(400)	Total All Funds
Personal Services	290,872	290,872
Materials & Services	3,109,673	3,109,673
Capital Outlay	2,500	2,500
Total:	3,403,045	3,403,045

NOTE: To see expenditure history please refer to the expenditure detail sheet at the end of this Division section.

### REVENUES(1993-94)

	Insurance Fund(400)	Total All Funds
BWC(dedicated)	422,869	422,869
Taxes(dedicated)	0	0
Intergovernmental	0	0
Licenses/Permits	0	0
Service Charges	0	0
Other Revenue Sources	0	0
Interest	135,503	135,503
Service Reimbursements	2,844,673	2,844,673
Cash Transfers(less GF)	0	0
Net General Fund	0	0
Total:	3,403,045	3,403,045

# NONDEPARTMENTAL

## RISK MANAGEMENT

MANAGER: JEAN MILEY

### RISK MANAGEMENT ADMINISTRATION

7520

#### PROGRAM DESCRIPTION

This program provides risk management services for the County.

#### Goals and Objectives

##### Goals:

- Control the number and cost of claims through loss control programs, effective claims management, and improved claim resolution processes.
- Reduce losses in County facilities and operations by identifying potential loss exposures and implementing controls.
- Protect the County's financial assets by assuring that County Property is properly valued and insured and that adequate security and risk transfer policies and practices are in effect.
- Ensure the County's compliance with risk management regulatory requirements.

##### Objectives:

- Improve liability claim prevention and resolution process.
- Increase awareness and of cost, frequency, and cause of claims.
- Provide training and consultation in loss control.
- Increase effectiveness of worksite Safety Committees.
- Assist and support Facilities Management in preventive maintenance and building improvement efforts.
- Implement risk management programs targeted to areas that have experienced the highest losses.
- Improve departmental understanding of OSHA requirements relevant to their departments and worksites.
- Assist departments and Safety Committees improve worksite safety procedures.

#### PROGRAM CLIENTS

County departments, employees, and members of the public using County facilities and services.

#### PROGRAM MEASUREMENTS

- Number of claims.
- Cost of claims.
- Reduce Workers' Compensation claims by 10%.
- Improve risk management reporting.
- Performance of Safety Committees.
- Implementation of pilot loss control programs.
- Identify and implement cost control strategies.
- Conduct appraisal of Central Library including a complete appraisal of rare books collection.
- Complete building contents inventory process.
- Produce an insurance manual.
- Negotiate property insurance agreements.
- Development and dissemination of OSHA compliance guidelines.
- Conduct classes on required health and safety measures.
- Improve compliance with OSHA guidelines.

#### FINANCIAL SUMMARY

	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>
<u>Insurance Fund</u>				
FTE	4.46	4.03	4.00	6.00
Cost	1,825,627	3,618,691	3,592,578	3,403,045
Percent spent	49.35	85.03		
General Fund Support	0	0	0	0

# REQUIREMENT DETAIL

1990-91 ACTUAL	1991-92 ACTUAL	1992-93 ADOPTED	1992-93 REVISED	AGENCY: 050 NONDEPARTMENTAL FUND: 400 INSURANCE FUND SUM ORG: 7520 RISK MANAGEMENT ADMINISTRATION	1993-94 PROPOSED	1993-94 APPROVED	1993-94 ADOPTED
112,427	126,847	130,272	130,272	PERSONAL SERVICES	201,941	201,941	201,941
806	1,778	51,775	51,775	5100 PERMANENT	3,600	3,600	3,600
0	0	0	0	5200 TEMPORARY	0	0	0
523	14	0	0	5300 OVERTIME	0	0	0
28,234	31,898	48,685	48,685	5400 PREMIUM	54,704	54,704	54,704
141,990	160,537	230,732	230,732	5500 FRINGE BENEFITS	260,245	260,245	260,245
16,474	16,852	0	30,627	TOTAL EXTERNAL	30,627	30,627	30,627
				5550 INSURANCE BENEFITS			
158,464	177,389	230,732	261,359	TOTAL PERSONAL SERVICES	290,872	290,872	290,872
222,525	144,342	250,000	250,000	6050 COUNTY SUPPLEMENTS	230,000	230,000	230,000
0	0	0	0	6060 PASS-THROUGH PAYMENTS	0	0	0
102,882	214,741	262,000	262,000	6110 PROFESSIONAL SVCS	251,000	251,000	251,000
3,720	3,129	7,500	7,500	6120 PRINTING	4,250	4,250	4,250
50	0	0	0	6130 UTILITIES	0	0	0
0	0	0	0	6140 COMMUNICATIONS	0	0	0
0	0	0	0	6170 RENTALS	0	0	0
0	0	12,800	12,800	6180 REPAIRS AND MAINTENANCE	12,800	12,800	12,800
0	0	0	0	6190 MAINTENANCE CONTRACTS	0	0	0
596	4	0	0	6200 POSTAGE	0	0	0
4,714	5,206	18,100	18,100	6230 SUPPLIES	16,810	16,810	16,810
0	0	0	0	6270 FOOD	0	0	0
62,122	2,294	2,500	2,500	6310 EDUCATION & TRAINING	2,500	2,500	2,500
0	54	3,200	3,200	6320 MTNG CONFERENCE/CONVENTIONS	3,200	3,200	3,200
726	651	740	740	6330 LOCAL TRAVEL/MILEAGE	1,125	1,125	1,125
164,109	256,549	207,600	207,600	6520 INSURANCE	190,700	190,700	190,700
21,107	0	0	0	6530 EXTERNAL DATA PROCESSING	0	0	0
0	0	0	0	6550 DRUGS	0	0	0
1,071,381	2,794,477	2,132,387	1,423,714	6580 CLAIMS PAID	2,112,072	2,130,197	2,188,844
0	8,427	0	0	6610 AWARDS AND PREMIUMS	0	0	0
716	1,448	1,600	1,600	6620 DUES AND SUBSCRIPTIONS	2,000	2,000	2,000
0	0	0	0	6700 LIBRARY BOOKS AND MATERIALS	0	0	0
0	0	0	0	7810 PRINCIPAL	0	0	0
0	0	0	0	7820 INTEREST	0	0	0
1,654,648	3,431,322	2,898,427	2,189,754	TOTAL EXTERNAL	2,826,457	2,844,582	2,903,229
0	0	0	0	7100 INDIRECT COSTS	0	0	0
3,002	4,127	3,805	3,805	7150 TELEPHONE	3,875	3,875	3,875
0	0	0	0	7200 DATA PROCESSING	0	0	0
292	357	360	360	7300 MOTOR POOL	360	360	360
5,647	1,303	5,862	5,862	7400 BUILDING MANAGEMENT	7,379	7,379	7,379
106	32	425,492	425,492	7500 OTHER INTERNAL	194,430	194,430	194,430
0	0	0	0	7550 SERV REIMB TO CAP LEASE RET FU	0	0	0
0	469	400	400	7560 DISTRIBUTION/POSTAGE	400	400	400
9,047	6,288	435,919	435,919	TOTAL INTERNAL	206,444	206,444	206,444
1,663,695	3,437,610	3,334,346	2,625,673	TOTAL MATERIALS & SERVICES	3,032,901	3,051,026	3,109,673
0	0	0	0	8100 LAND	0	0	0
0	0	0	0	8200 BUILDINGS	0	0	0
0	0	10,000	10,000	8300 OTHER IMPROVEMENTS	0	0	0
3,468	3,692	17,500	17,500	8400 EQUIPMENT	0	2,500	2,500
3,468	3,692	27,500	27,500	TOTAL CAPITAL OUTLAY	0	2,500	2,500
1,800,106	3,595,551	3,156,659	2,447,986	DIRECT BUDGET	3,086,702	3,107,327	3,165,974
1,825,627	3,618,691	3,592,578	2,914,532	TOTAL BUDGET	3,323,773	3,344,398	3,403,045

NOND-73

AGENCY: 050 NONDEPARTMENTAL  
 FUND: 400 INSURANCE FUND  
 SUM ORG: 7520 RISK MANAGEMENT ADMINISTRATION

## PERSONNEL DETAIL

1990-91 ACTUAL		1991-92 ACTUAL		1992-93 ADOPTED		1992-93 REVISED			1993-94 PROPOSED		1993-94 APPROVED		1993-94 ADOPTED	
FTE	BASE	FTE	BASE	FTE	BASE	FTE	BASE		FTE	BASE	FTE	BASE	FTE	BASE
0.93	20,056	0.25	4,389	0.00	0	0.00	0	OFFICE ASSISTANT 2	0.00	0	0.00	0	0.00	0
0.00	0	0.56	11,788	1.00	21,475	1.00	21,475	OFFICE ASST/SENIOR	3.00	75,311	3.00	75,311	3.00	75,311
0.00	0	0.00	0	0.00	0	0.00	0	ASBESTOS PROJECT SPE	0.00	0	0.00	0	0.00	0
0.24	2,529	0.00	0	0.00	0	0.00	0	ANIM CONTROL OFFICER	0.00	0	0.00	0	0.00	0
0.00	0	0.00	96	0.00	0	0.00	0	PLANNER	0.00	0	0.00	0	0.00	0
0.19	1,985	0.13	1,307	0.00	0	0.00	0	MAINTENANCE WORKER	0.00	0	0.00	0	0.00	0
0.04	396	0.05	550	0.00	0	0.00	0	CUSTODIAN	0.00	0	0.00	0	0.00	0
0.05	565	0.00	0	0.00	0	0.00	0	BLACKSMITH	0.00	0	0.00	0	0.00	0
0.01	140	0.00	0	0.00	0	0.00	0	CARPENTER/MAINTENANC	0.00	0	0.00	0	0.00	0
0.00	0	0.05	553	0.00	0	0.00	0	MEDICAL RECORDS TECH	0.00	0	0.00	0	0.00	0
0.00	0	0.00	28	0.00	0	0.00	0	LABORATORY SPEC	0.00	0	0.00	0	0.00	0
1.99	52,168	0.00	0	0.00	0	0.00	0	MANAGEMENT ANALYST	0.00	0	0.00	0	0.00	0
0.00	0	0.00	26	0.00	0	0.00	0	FISCAL SPEC / SR	0.00	0	0.00	0	0.00	0
1.01	34,587	0.00	0	0.00	0	0.00	0	PROGRAM MANAGEMENT S	0.00	0	0.00	0	0.00	0
0.00	0	0.99	31,666	1.00	31,957	1.00	31,957	LOSS CONTROL SPEC	1.00	37,485	1.00	37,485	1.00	37,485
0.00	0	1.00	46,330	1.00	46,145	1.00	46,145	RISK MANAGER	1.00	54,159	1.00	54,159	1.00	54,159
0.00	0	1.00	30,114	1.00	30,695	1.00	30,695	WORKR COMP SPEC	1.00	34,986	1.00	34,986	1.00	34,986
4.46	112,426	4.03	126,847	4.00	130,272	4.00	130,272	5100 PERMANENT	6.00	201,941	6.00	201,941	6.00	201,941

NOND-74

## NONDEPARTMENTAL

### PLANNING AND BUDGET

MANAGER: DAVID WARREN

#### DIVISION SUMMARY

Provide fiscal management and policy analysis in order to assist the Chair, the Board of County Commissioners, and County management with long-range program planning, budget implementation and monitoring.

#### PROGRAM LIST

9210 Planning and Budget Produce the annual budget and monitor revenues and expenditures.

#### PERSONNEL LEVELS

	1990-91	1991-92	1992-93	1993-94
Officials & Administrators	3.04	2.01	2.00	2.00
All Other Personnel	6.82	6.28	7.00	7.00
Total Personnel:	9.86	8.29	9.00	9.00

#### EXPENDITURES(1993-94)

	General Fund(100)	Total All Funds
Personal Services	521,978	521,978
Materials & Services	28,233	28,233
Capital Outlay	5,500	5,500
Total:	555,711	555,711

NOTE: To see expenditure history please refer to the expenditure detail sheet at the end of this Division section.

#### REVENUES(1993-94)

	General Fund(100)	Total All Funds
BWC(dedicated)	0	0
Taxes(dedicated)	0	0
Intergovernmental	0	0
Licenses/Permits	0	0
Service Charges	0	0
Other Revenue Sources	0	0
Service Reimbursements	0	0
Cash Transfers(less GF)	0	0
Net General Fund	555,711	555,711
Total:	555,711	555,711

## NONDEPARTMENTAL

### PLANNING AND BUDGET

MANAGER: DAVID WARREN

#### PLANNING AND BUDGET

9210

##### PROGRAM DESCRIPTION

This program provides fiscal management and policy analysis in order to assist the Chair, the Board of County Commissioners, and County management with long-range program planning, budget implementation and monitoring.

##### Goals and Objectives

###### Goals:

- Prepare legally required budgets and maintain legally required budgetary accounts in the general ledger.

###### Objectives:

- Track and accurately estimate the County's general revenues.
- Track and accurately estimate organizational spending.
- Inform policy makers and administrators of the County's financial situation and suggest ways to correct financial problems as they occur.
- Assist departmental staff with financial analysis behind their program efforts.
- Assist the Chair and Board of County Commissioners in directing the County toward long-range goals.

##### PROGRAM CLIENTS

The Chair, Board of County Commissioners, County management

##### PROGRAM MEASUREMENTS

- Spending and revenue estimates are within one percent of actual experience at the end of each fiscal year.
- General ledger budgetary accounts are judged correct by the County's outside auditors.
- Budgets meet legal requirements established by Oregon Revised Statutes.

##### FINANCIAL SUMMARY

	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>
<u>General Fund</u>				
FTE	9.86	8.29	9.00	9.00
Cost	553,446	439,385	508,624	555,711
Percent spent	89.36	97.52		
General Fund Support	553,446	439,385	508,624	555,711

# REQUIREMENT DETAIL

1990-91 ACTUAL	1991-92 ACTUAL	1992-93 ADOPTED	1992-93 REVISED	AGENCY: 050 NONDEPARTMENTAL FUND: 100 GENERAL FUND SUM ORG: 9210 BUDGET OFFICE	1993-94 PROPOSED	1993-94 APPROVED	1993-94 ADOPTED
363,575	297,749	327,740	341,960	PERSONAL SERVICES	369,528	369,528	369,528
50	0	0	0	5100 PERMANENT	0	0	0
30	0	0	0	5200 TEMPORARY	0	0	0
3,101	76	0	0	5300 OVERTIME	0	0	0
90,387	79,912	88,885	92,270	5400 PREMIUM	99,602	99,602	99,602
457,143	377,737	416,625	434,230	5500 FRINGE BENEFITS	469,130	469,130	469,130
47,980	37,802	50,508	46,655	TOTAL EXTERNAL	52,848	52,848	52,848
				5550 INSURANCE BENEFITS			
505,123	415,539	467,133	480,885	TOTAL PERSONAL SERVICES	521,978	521,978	521,978
0	0	0	0	6050 COUNTY SUPPLEMENTS	0	0	0
0	0	0	0	6060 PASS-THROUGH PAYMENTS	0	0	0
8,450	3,226	2,000	2,000	6110 PROFESSIONAL SVCS	900	900	900
18,101	9,873	12,904	12,904	6120 PRINTING	11,204	11,204	11,204
0	38	0	0	6130 UTILITIES	0	0	0
0	0	0	0	6140 COMMUNICATIONS	0	0	0
130	185	0	0	6170 RENTALS	0	0	0
1,621	246	2,500	1,000	6180 REPAIRS AND MAINTENANCE	1,750	1,165	1,165
0	0	0	0	6190 MAINTENANCE CONTRACTS	0	0	0
0	0	0	0	6200 POSTAGE	0	0	0
5,887	1,681	2,250	3,750	6230 SUPPLIES	1,800	1,800	1,800
206	92	0	0	6270 FOOD	0	0	0
4,760	1,102	1,358	1,358	6310 EDUCATION & TRAINING	1,575	1,162	1,162
0	0	0	0	6320 MTNG CONFERENCE/CONVENTIONS	0	0	0
1,835	1,114	1,440	1,440	6330 LOCAL TRAVEL/MILEAGE	2,184	2,184	2,184
0	0	0	0	6520 INSURANCE	0	0	0
0	0	3,775	3,775	6530 EXTERNAL DATA PROCESSING	4,812	4,812	4,812
0	0	0	0	6550 DRUGS	0	0	0
0	0	0	0	6580 CLAIMS PAID	0	0	0
0	0	0	0	6610 AWARDS AND PREMIUMS	0	0	0
0	0	0	0	6620 DUES AND SUBSCRIPTIONS	0	0	0
231	171	0	0	6700 LIBRARY BOOKS AND MATERIALS	0	0	0
0	0	0	0	7810 PRINCIPAL	0	0	0
0	0	0	0	7820 INTEREST	0	0	0
41,221	17,728	26,227	26,227	TOTAL EXTERNAL	24,225	23,227	23,227
0	0	0	0	7100 INDIRECT COSTS	0	0	0
6,904	4,361	4,774	4,774	7150 TELEPHONE	4,961	4,961	4,961
0	0	0	0	7200 DATA PROCESSING	0	0	0
198	17	90	90	7300 MOTOR POOL	45	45	45
0	0	0	0	7400 BUILDING MANAGEMENT	0	0	0
0	16	0	0	7500 OTHER INTERNAL	0	0	0
0	0	0	0	7550 SERV REIMB TO CAP LEASE RET FU	0	0	0
0	214	400	400	7560 DISTRIBUTION/POSTAGE	0	0	0
7,102	4,608	5,264	5,264	TOTAL INTERNAL	5,006	5,006	5,006
48,323	22,336	31,491	31,491	TOTAL MATERIALS & SERVICES	29,231	28,233	28,233
0	0	0	0	8100 LAND	0	0	0
0	0	0	0	8200 BUILDINGS	0	0	0
0	0	0	0	8300 OTHER IMPROVEMENTS	0	0	0
0	1,510	10,000	10,000	8400 EQUIPMENT	5,500	5,500	5,500
0	1,510	10,000	10,000	TOTAL CAPITAL OUTLAY	5,500	5,500	5,500
498,364	396,975	452,852	470,457	DIRECT BUDGET	498,855	497,857	497,857
553,446	439,385	508,624	522,376	TOTAL BUDGET	556,709	555,711	555,711

NOND-77

AGENCY: 050 NONDEPARTMENTAL  
 FUND: 100 GENERAL FUND  
 SUM ORG: 9210 BUDGET OFFICE

## PERSONNEL DETAIL

1990-91 ACTUAL		1991-92 ACTUAL		1992-93 ADOPTED		1992-93 REVISED			1993-94 PROPOSED		1993-94 APPROVED		1993-94 ADOPTED	
FTE	BASE	FTE	BASE	FTE	BASE	FTE	BASE		FTE	BASE	FTE	BASE	FTE	BASE
1.00	21,048	1.01	21,212	1.00	21,131	1.00	22,048	OFFICE ASSISTANT 2	1.00	23,365	1.00	23,365	1.00	23,365
0.53	18,861	0.00	0	0.00	0	0.00	0	MANAGEMENT ANALYST	0.00	0	0.00	0	0.00	0
0.99	45,260	0.00	0	0.00	0	0.00	0	PROGRAM MANAGER 1	0.00	0	0.00	0	0.00	0
0.10	4,246	0.00	0	0.00	0	0.00	0	ADMIN SPEC 2	0.00	0	0.00	0	0.00	0
5.19	179,071	0.00	0	0.00	0	0.00	0	FISCAL SPEC / SR	0.00	0	0.00	0	0.00	0
0.96	39,679	0.00	0	0.00	0	0.00	0	PROGRAM MANAGEMENT S	0.00	0	0.00	0	0.00	0
1.09	55,410	0.00	0	0.00	0	0.00	0	PROGRAM MANAGER 2	0.00	0	0.00	0	0.00	0
0.00	0	0.00	0	0.00	0	0.00	0	FISCAL SPEC/DHS	0.00	0	0.00	0	0.00	0
0.00	0	2.01	89,609	1.00	44,295	1.00	46,217	PLAN/BUDGET ADMIN	1.00	50,483	1.00	50,483	1.00	50,483
0.00	0	0.00	0	1.00	49,694	1.00	51,850	PLAN/BUDGET MGR	1.00	56,698	1.00	56,698	1.00	56,698
0.00	0	5.27	186,928	6.00	212,620	6.00	221,845	PLAN/BUDGET SPEC	6.00	238,982	6.00	238,982	6.00	238,982
9.86	363,575	8.29	297,749	9.00	327,740	9.00	341,960	5100 PERMANENT	9.00	369,528	9.00	369,528	9.00	369,528

NOND-78



## NONDEPARTMENTAL

### CITIZENS INVOLVEMENT COMMITTEE

**MANAGER: JOHN LEGRY**

#### DIVISION SUMMARY

This program informs citizens of their opportunities and rights in the decision making process of Multnomah County.

#### PROGRAM LIST

9030 Citizen Involvement Involves citizens in County decision making process.

#### PERSONNEL LEVELS

	1990-91	1991-92	1992-93	1993-94
Officials & Administrators	3.00	3.02	3.00	3.00
All Other Personnel	0.00	0.00	0.00	0.00
Total Personnel:	3.00	3.02	3.00	3.00

#### EXPENDITURES(1993-94)

	General Fund(100)	Total All Funds
Personal Services	124,983	124,983
Materials & Services	18,064	18,064
Capital Outlay	0	0
Total:	143,047	143,047

NOTE: To see expenditure history please refer to the expenditure detail sheet at the end of this Division section.

#### REVENUES(1993-94)

	General Fund(100)	Total All Funds
BWC(dedicated)	0	0
Taxes(dedicated)	0	0
Intergovernmental	0	0
Licenses/Permits	0	0
Service Charges	0	0
Other Revenue Sources	0	0
Service Reimbursements	0	0
Cash Transfers(less GF)	0	0
Net General Fund	143,047	143,047
Total:	143,047	143,047

## NONDEPARTMENTAL

### CITIZENS INVOLVEMENT COMMITTEE

MANAGER: JOHN LEGRY

#### CITIZENS INVOLVEMENT

9030

##### PROGRAM DESCRIPTION

Inform residents of their opportunities and rights in the decision making process of all branches of County government.

##### Goals and Objectives

###### Goals:

- Create meaningful citizen involvement activities.
- Integrate citizens into the decision making process.
- Develop public interest positions that will assist decision making by County officials and staff.

###### Objectives:

- Maintain viable Citizen Budget Advisory Committees (CBAC).
- Maintain Central CBAC as oversight committee.
- Design and implement a needs assessment survey of services.
- Hold public opinion forums.
- Disseminate information as broadly as budget will allow.
- Network citizen organizations.
- Recruit individuals who represent the diversity of the County's citizenry.

##### PROGRAM CLIENTS

Multnomah County citizens, Board of County Commissioners, Managers, Staff

##### PROGRAM MEASUREMENTS

- Participation of CBAC members in Board briefings, hearings and appropriate public forums.
- Timely recommendations to Board of County Commissioners and program managers on priorities and the budget.
- Completion of dedicated fund review.
- Completion, publication and dissemination of Central CBAC, CBAC and Dedicated Fund annual recommendations.
- Publish 'CONDUIT' and 'Citizens Involved' newsletters for citizen information and networking.

##### FINANCIAL SUMMARY

	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>
<u>General Fund</u>				
FTE	3.00	3.02	3.00	3.00
Cost	126,689	112,571	126,571	143,047
Percent spent	98.22	98.31		
General Fund Support	126,689	112,571	126,571	143,047

# REQUIREMENT DETAIL

1990-91 ACTUAL	1991-92 ACTUAL	1992-93 ADOPTED	1992-93 REVISED	AGENCY: 050 NONDEPARTMENTAL FUND: 100 GENERAL FUND SUM ORG: 9030 CITIZEN INVOLVEMENT	1993-94 PROPOSED	1993-94 APPROVED	1993-94 ADOPTED
71,606	75,328	75,064	78,817	PERSONAL SERVICES	87,069	87,069	87,069
280	0	0	0	5100 PERMANENT	0	0	0
0	0	0	0	5200 TEMPORARY	0	0	0
585	586	0	0	5300 OVERTIME	0	0	0
17,741	20,452	20,941	21,878	5400 PREMIUM	23,460	23,460	23,460
90,212	96,366	96,005	100,695	5500 FRINGE BENEFITS	110,529	110,529	110,529
13,786	10,090	14,863	14,663	TOTAL EXTERNAL	14,454	14,454	14,454
				5550 INSURANCE BENEFITS			
103,998	106,456	110,868	115,358	TOTAL PERSONAL SERVICES	124,983	124,983	124,983
0	0	0	0	6050 COUNTY SUPPLEMENTS	0	0	0
0	0	0	0	6060 PASS-THROUGH PAYMENTS	0	0	0
0	0	0	0	6110 PROFESSIONAL SVCS	0	0	0
7,085	1,636	6,000	5,000	6120 PRINTING	6,000	5,692	7,092
0	0	0	0	6130 UTILITIES	0	0	0
0	0	0	0	6140 COMMUNICATIONS	0	0	0
0	0	0	0	6170 RENTALS	0	0	0
305	508	400	400	6180 REPAIRS AND MAINTENANCE	500	500	500
0	0	0	0	6190 MAINTENANCE CONTRACTS	0	0	0
6,022	13	4,065	3,265	6200 POSTAGE	3,173	3,173	4,573
1,236	499	925	925	6230 SUPPLIES	1,000	1,000	1,000
1,060	126	300	300	6270 FOOD	300	300	300
3,086	328	458	458	6310 EDUCATION & TRAINING	500	369	369
0	0	0	0	6320 MTNG CONFERENCE/CONVENTIONS	0	0	0
860	403	300	300	6330 LOCAL TRAVEL/MILEAGE	300	300	300
0	0	0	0	6520 INSURANCE	0	0	0
0	0	0	0	6530 EXTERNAL DATA PROCESSING	0	0	0
0	0	0	0	6550 DRUGS	0	0	0
0	0	0	0	6580 CLAIMS PAID	0	0	0
0	0	0	0	6610 AWARDS AND PREMIUMS	0	0	0
411	67	355	355	6620 DUES AND SUBSCRIPTIONS	355	355	355
0	0	0	0	6700 LIBRARY BOOKS AND MATERIALS	0	0	0
0	0	0	0	7810 PRINCIPAL	0	0	0
0	0	0	0	7820 INTEREST	0	0	0
20,065	3,580	12,803	11,003	TOTAL EXTERNAL	12,128	11,689	14,489
0	0	0	0	7100 INDIRECT COSTS	0	0	0
2,487	1,611	1,900	1,900	7150 TELEPHONE	1,575	1,575	1,575
0	0	0	0	7200 DATA PROCESSING	0	0	0
0	8	0	0	7300 MOTOR POOL	0	0	0
0	0	0	0	7400 BUILDING MANAGEMENT	0	0	0
89	0	0	0	7500 OTHER INTERNAL	0	0	0
0	0	0	0	7550 SERV REIMB TO CAP LEASE RET FU	0	0	0
0	916	1,000	1,000	7560 DISTRIBUTION/POSTAGE	2,000	2,000	2,000
2,576	2,535	2,900	2,900	TOTAL INTERNAL	3,575	3,575	3,575
22,641	6,115	15,703	13,903	TOTAL MATERIALS & SERVICES	15,703	15,264	18,064
0	0	0	0	8100 LAND	0	0	0
0	0	0	0	8200 BUILDINGS	0	0	0
0	0	0	0	8300 OTHER IMPROVEMENTS	0	0	0
50	0	0	1,800	8400 EQUIPMENT	0	0	0
50	0	0	1,800	TOTAL CAPITAL OUTLAY	0	0	0
110,327	99,946	108,808	113,498	DIRECT BUDGET	122,657	122,218	125,018
126,689	112,571	126,571	131,061	TOTAL BUDGET	140,686	140,247	143,047

NOND-81

AGENCY: 050 NONDEPARTMENTAL  
 FUND: 100 GENERAL FUND  
 SUM ORG: 9030 CITIZEN INVOLVEMENT

# PERSONNEL DETAIL

1990-91 ACTUAL		1991-92 ACTUAL		1992-93 ADOPTED		1992-93 REVISED			1993-94 PROPOSED		1993-94 APPROVED		1993-94 ADOPTED	
FTE 1.00 2.00	BASE 15,532 56,074	FTE 1.01 2.01	BASE 16,586 58,741	FTE 1.00 2.00	BASE 16,182 58,882	FTE 1.00 2.00	BASE 16,991 61,826	LEGIS/ADMIN SECTY STAFF ASSISTANT	FTE 1.00 2.00	BASE 19,794 67,275	FTE 1.00 2.00	BASE 19,794 67,275	FTE 1.00 2.00	BASE 19,794 67,275

# NONDEPARTMENTAL

## TAX SUPERVISING

MANAGER: MARGARET BAUER

### DIVISION SUMMARY

The Commission is charged with the responsibility to review, coordinate and supervise the budgeting and taxing activities of 47 local governments in Multnomah County.

### PROGRAM LIST

9040 Tax Supervising Review, coordinate, and supervise taxing and budgeting activities.

### PERSONNEL LEVELS

	1990-91	1991-92	1992-93	1993-94
Officials & Administrators	4.00	4.00	4.00	4.00
All Other Personnel	0.00	0.00	0.00	0.00
Total Personnel:	4.00	4.00	4.00	4.00

### EXPENDITURES(1993-94)

	General Fund(100)	Total All Funds
Personal Services	184,692	184,692
Materials & Services	42,808	42,808
Capital Outlay	2,500	2,500
Total:	230,000	230,000

NOTE: To see expenditure history please refer to the expenditure detail sheet at the end of this Division section.

### REVENUES(1993-94)

	General Fund(100)	Total All Funds
BWC(dedicated)	0	0
Taxes(dedicated)	0	0
Intergovernmental	0	0
Licenses/Permits	0	0
Service Charges	0	0
Other Revenue Sources	0	0
Service Reimbursements	0	0
Interest	0	0
Cash Transfers(less GF)	0	0
Net General Fund	230,000	230,000
Total:	230,000	230,000

### TAX SUPERVISING AND CONSERVATION COMMISSION

9040

### PROGRAM DESCRIPTION

The Commission is charged with the responsibility to review, coordinate and supervise the budgeting and taxing activities of 47 local governments in Multnomah County. It is also required to publish a comprehensive report of local government finances and keep a record of the debt activities of all units.

The Commission is prescribed by ORS Chapter 294. Activities are directed by five unpaid Commissioners appointed by the Governor for four years. Administrative employees are appointed by the Commission and the Attorney General is designated by law as legal counsel. The maximum annual operating expense is limited by State statute.

### FINANCIAL SUMMARY

	1990-91	1991-92	1992-93	1993-94
General Fund				
FTE	4.00	4.00	4.00	4.00
Cost	229,248	226,448	230,000	230,000
Percent spent	99.68	98.46		
General Fund Support	229,248	226,448	230,000	230,000

# REQUIREMENT DETAIL

1990-91 ACTUAL	1991-92 ACTUAL	1992-93 ADOPTED	1992-93 REVISED	AGENCY: 050 NONDEPARTMENTAL FUND: 100 GENERAL FUND SUM ORG: 9040 TAX SUPERVISING	1993-94 PROPOSED	1993-94 APPROVED	1993-94 ADOPTED
148,125	153,920	153,301	153,301	PERSONAL SERVICES			
0	0	0	0	5100 PERMANENT	131,108	131,108	131,108
0	0	0	0	5200 TEMPORARY	0	0	0
2,396	274	0	0	5300 OVERTIME	0	0	0
38,488	40,299	40,907	40,753	5400 PREMIUM	0	0	0
189,009	194,493	194,208	194,054	5500 FRINGE BENEFITS	35,326	35,326	35,326
18,213	15,328	17,887	15,833	TOTAL EXTERNAL	166,434	166,434	166,434
				5550 INSURANCE BENEFITS	18,258	18,258	18,258
207,222	209,821	212,095	209,887	TOTAL PERSONAL SERVICES	184,692	184,692	184,692
0	0	0	0	6050 COUNTY SUPPLEMENTS	0	0	0
0	0	0	0	6060 PASS-THROUGH PAYMENTS	0	0	0
1,123	1,471	3,205	3,205	6110 PROFESSIONAL SVCS	27,833	27,833	27,833
4,501	3,982	3,700	3,700	6120 PRINTING	5,000	5,000	5,000
0	0	0	0	6130 UTILITIES	0	0	0
0	0	0	0	6140 COMMUNICATIONS	0	0	0
0	0	0	0	6170 RENTALS	0	0	0
114	30	700	700	6180 REPAIRS AND MAINTENANCE	800	800	800
0	0	500	500	6190 MAINTENANCE CONTRACTS	0	0	0
1,014	116	60	60	6200 POSTAGE	0	0	0
754	3,503	1,500	1,500	6230 SUPPLIES	1,550	1,550	1,550
0	0	0	0	6270 FOOD	0	0	0
2,069	935	1,000	1,000	6310 EDUCATION & TRAINING	3,000	3,000	3,000
0	0	0	0	6320 MTNG CONFERENCE/CONVENTIONS	0	0	0
480	652	1,200	1,200	6330 LOCAL TRAVEL/MILEAGE	550	550	550
0	0	0	0	6520 INSURANCE	0	0	0
0	0	0	0	6530 EXTERNAL DATA PROCESSING	0	0	0
0	0	0	0	6550 DRUGS	0	0	0
0	0	0	0	6580 CLAIMS PAID	0	0	0
0	0	0	0	6610 AWARDS AND PREMIUMS	0	0	0
478	837	1,000	1,000	6620 DUES AND SUBSCRIPTIONS	700	700	700
0	0	0	0	6700 LIBRARY BOOKS AND MATERIALS	0	0	0
0	0	0	0	7810 PRINCIPAL	0	0	0
0	0	0	0	7820 INTEREST	0	0	0
10,533	11,526	12,865	12,865	TOTAL EXTERNAL	39,433	39,433	39,433
0	0	0	0	7100 INDIRECT COSTS	0	0	0
1,793	2,067	2,100	2,100	7150 TELEPHONE	2,150	2,150	2,150
0	0	0	0	7200 DATA PROCESSING	0	0	0
27	0	100	100	7300 MOTOR POOL	100	100	100
0	0	0	0	7400 BUILDING MANAGEMENT	0	0	0
0	0	0	0	7500 OTHER INTERNAL	0	0	0
0	0	0	0	7550 SERV REIMB TO CAP LEASE RET FU	0	0	0
0	684	840	840	7560 DISTRIBUTION/POSTAGE	1,125	1,125	1,125
1,820	2,751	3,040	3,040	TOTAL INTERNAL	3,375	3,375	3,375
12,353	14,277	15,905	15,905	TOTAL MATERIALS & SERVICES	42,808	42,808	42,808
0	0	0	0	8100 LAND	0	0	0
0	0	0	0	8200 BUILDINGS	0	0	0
0	0	0	0	8300 OTHER IMPROVEMENTS	0	0	0
9,673	2,350	2,000	2,000	8400 EQUIPMENT	2,500	2,500	2,500
9,673	2,350	2,000	2,000	TOTAL CAPITAL OUTLAY	2,500	2,500	2,500
209,215	208,369	209,073	208,919	DIRECT BUDGET	208,367	208,367	208,367
229,248	226,448	230,000	227,792	TOTAL BUDGET	230,000	230,000	230,000

NOND-84

NONID-85

## PERSONNEL DETAIL

4.00	148,125	4.00	153,919	4.00	153,301	4.00	153,301	5100 PERMANENT	4.00	131,108	4.00	131,108	4.00	131,108
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## NONDEPARTMENTAL

### ALLOTMENTS TO NON-COUNTY AGENCIES

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#### DIVISION SUMMARY

This division includes four categories of appropriations that go directly to other agencies. These agencies have a variety of funding sources, some outside the County.

The four categories are:

- City/County Organizations - Agencies that are funded jointly by the City of Portland and the County and administered by the City.
- County Supplements - Independent agencies to which the County gives financial support.
- Assessment Organizations - Non-County organizations that assess the County with dues.
- Pass Through Organizations - Appropriations of revenues that are collected by the County and passed on to the designated organization.

#### PROGRAM LIST

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##### City/County Organizations

9345	Metropolitan Arts Commission	Improve and promote cultural programs for citizens.
9355	Metro. Human Rights Comm	Protect human rights of all Multnomah County residents.
9395	PMCOA	Represent the interests of the elderly in the County.

##### County Supplements

9302	Youth Today Inc.	No 1993-94 budget request. History only.
9305	Charter Commission	No 1993-94 budget request. History only.
9316	Oregon Tourism Alliance	Promotes tourism.
9340	OSU Extension Svs.	Provides information on wise use of resources.
9380	Oregon Historical Society	Promote a greater understanding of history of this area.
9430	East & West Soil & Water District	Provides information on land management issues.
9440	Food Stamps	Cost of administration for the County of the state food stamp program.

##### Assessment Organizations

9350	Metropolitan Svs District	Deals with regional policy issues.
9400	Boundary Commission	Assessment of \$0.10 per capita in the unincorporated area.
9375	Assoc. of Portland Progress	Assessment for downtown economic improvement.

##### Pass-Through Organizations

9330	POVA	1/6th of Hotel/Motel occupancy tax is passed on.
9335	Business Income Tax	Four east county cities' share of the BIT.
9100	County School Fund	\$10.00 is assessed for each person between the ages of four and twenty in the County.
9170	Convention Center Fund	3% of Hotel/Motel occupancy revenue.
9365	Columbia River Interpretive Project	Plan and install interpretive panels along the Columbia River Scenic Area.

#### EXPLANATION OF CHANGES

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The assessment for the Metropolitan Service District is now non-binding.



## NONDEPARTMENTAL

### ALLOTMENTS TO NON-COUNTY AGENCIES

#### EXPENDITURES(1993-94)

	General Fund(100)	Fed/State Fund (156)	School Fund(157)	Convention Center Fund(166)	Total All Funds
Personal Services	15,274	0	0	0	15,274
Materials & Services	2,801,250	86,000	1,323,573	4,400,000	8,610,823
Capital Outlay	0	0	0	0	0
<b>Total:</b>	<b>2,816,524</b>	<b>86,000</b>	<b>1,323,573</b>	<b>4,400,000</b>	<b>8,626,097</b>

NOTE: To see expenditure history please refer to the expenditure detail sheet at the end of this Division section.

#### REVENUES(1993-94)

	General Fund(100)	Fed/State Fund(156)	School Fund (157)	Convention Center Fund(166)	Total All Funds
BWC(dedicated)	0	0	75,000	0	75,000
Taxes(dedicated)	0	0	11,633	4,330,000	4,341,633
Intergovernmental	0	79,000	0	0	79,000
Licenses/Permits	0	0	0	0	0
Service Charges	0	0	0	0	0
Other Revenue Sources	0	7,000	0	0	7,000
Interest	0	0	4,680	70,000	74,680
Service Reimbursements	0	0	0	0	0
Cash Transfers(less GF)	0	0	0	0	0
Net General Fund	2,816,524	0	1,232,260	0	4,048,784
<b>Total:</b>	<b>2,816,524</b>	<b>86,000</b>	<b>1,323,573</b>	<b>4,400,000</b>	<b>8,626,097</b>

### METROPOLITAN ARTS COMMISSION

9345

#### PROGRAM DESCRIPTION

This program is charged with supporting the arts and increasing their accessibility to the public. The arts includes artists in all media, cultural institutions, festivals and annual activities such as Artquake and the Hispanic Cultural Festival, Service organizations such as the World Arts Foundation, educational programs such as Young Audiences, and even a film, "Pro and Con", which provides a gritty, no-nonsense look at the Multnomah County corrections system.

#### Goals and Objectives

##### Goals:

- Reach out to ethnic minority communities and other underserved audiences.
- Support arts organizations through direct grants.
- Provide administration for the 'percent for art' projects.

##### Objectives:

- Provide technical expertise through workshops, fundraising, marketing and management assistance.
- Provide operating support to major and medium sized organizations, and projects grants to education programs, smaller organizations, community groups and individual artists. These grants are matched 10:1 by private sector contributions.
- Provide public art maintenance, education and rotation, development of the Visual Chronicle Collection, and supervision of the Metropolitan Center for Public Art.
- Fund programs in social service agencies that use the arts to address gang and drug abuse behavior, homelessness, teen pregnancy, school dropout, delinquency, illiteracy and learning disabilities.

#### PROGRAM CLIENTS

Residents of Multnomah County who experience the arts in schools, museums, parks, concert halls, libraries, neighborhoods, public buildings and social service centers

## NONDEPARTMENTAL

### ALLOTMENTS TO NON-COUNTY AGENCIES

#### PROGRAM MEASUREMENTS

- Implement the Arts Plan and the Metro Arts Funding Task Force recommendations.
- Fund 10% of arts organizations' budgets.
- Develop a 'New Artists' residency program for at-risk youth in conjunction with construction of the County Juvenile Justice facility.

#### FINANCIAL SUMMARY

	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>
<u>General Fund</u>				
FTE	0.00	0.00	0.00	0.00
Cost	378,605	286,184	297,059	267,059
Percent spent	100	100		
General Fund Support	378,605	286,184	297,059	267,059

### METROPOLITAN HUMAN RIGHTS COMMISSION

9355

#### PROGRAM DESCRIPTION

This program is charged with fostering mutual understanding and respect and to protect the human rights of all persons in Multnomah County.

#### Goals and Objectives

##### Goals:

- Protect human rights of all persons in Multnomah County regardless of socio-economic status, religion, ethnicity, race, national origin, disability, age, gender, and sexual orientation.
- Celebrate diversity, eliminate bigotry and enhance a sense of community.

##### Objectives:

- Develop the capacity to mobilize individuals and groups toward a rapid, organized response to major incidents of bigotry and intimidation.
- Develop, promote and conduct anti-racism and cultural diversity training programs throughout the community.

#### PROGRAM MEASUREMENTS

- Lead a coalition of community organizations to hold one or two events a year that focus on improving the quality of life for ethnic groups and members of protected classes.
- Conduct annual public hearings to establish the record for asserting the existence of discrimination and bias in the community.

#### FINANCIAL SUMMARY

	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>
<u>General Fund</u>				
FTE	0.00	0.00	0.50	0.50
Cost	123,645	217,086	111,579	118,476
Percent spent	100	100		
General Fund Support	123,645	217,086	111,579	118,476

# NONDEPARTMENTAL

## ALLOTMENTS TO NON-COUNTY AGENCIES

### PORTLAND/MULTNOMAH COMMISSION ON AGING (PMCOA)

9395

#### PROGRAM DESCRIPTION

This program serves the interests of about 102,243 elderly citizens residing in Multnomah County. It informs the elderly of services available and advocates for their interests.

#### Goals and Objectives

##### Goals:

- Represent the interests of elderly citizens to the City of Portland, Multnomah County, and other policy makers and the general public in an effort to provide critical services to improve their quality of life.

##### Objectives:

- Address the needs of senior citizens in the areas of crime prevention, criminal victimization, elder abuse, social service delivery, and provide information and referral.

#### PROGRAM MEASUREMENTS

- 50 Advocacy correspondences.
- 30 Advocacy testimonies
- 140 citizen volunteers involved in local decision making.
- 10,080 volunteer hours generated in local decision making.

#### FINANCIAL SUMMARY

	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>
<u>General Fund</u>				
FTE	0.00	0.00	0.00	0.00
Cost	78,938	70,167	55,198	57,406
Percent spent	100	100		
General Fund Support	78,938	70,167	55,198	57,406

### YOUTH TODAY INC. (HISTORY ONLY)

9302

#### FINANCIAL SUMMARY

	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>
<u>General Fund</u>				
FTE	0.00	0.00	0.00	0.00
Cost	5,220	5,220	5,418	0
Percent spent	100	100		
General Fund Support	5,220	5,220	5,418	0

### CHARTER COMMISSION (HISTORY ONLY)

9305

#### FINANCIAL SUMMARY

	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>
<u>General Fund</u>				
FTE	0.00	0.00	0.00	0.00
Cost	7,546	0	0	0
Percent spent	102.36	0	0	0
General Fund Support	7,546	0	0	0

# NONDEPARTMENTAL

## ALLOTMENTS TO NON-COUNTY AGENCIES

### OREGON TOURISM ALLIANCE

9316

#### PROGRAM DESCRIPTION

This program uses its funds to conduct marketing and administrative services to increase tourism in Multnomah County.

#### FINANCIAL SUMMARY

	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>
<u>General Fund</u>				
FTE	0.00	0.00	0.00	0.00
Cost	8,250	8,000	8,250	8,250
Percent spent	100	100		
General Fund Support	8,250	8,000	8,250	8,250

### OSU EXTENSION SERVICE

9340

#### PROGRAM DESCRIPTION

The Oregon State University Extension Service provides education and information based on research to help Oregonians solve problems and develop skills related to youth, family, community, farm, forestry, energy, and marine resources. Programs are further designed to increase self-worth, personal marketability, productivity, citizenship, leadership, and managerial skills. The programs serve over 30 different audience groups such as low-income children, single parents, farmers, etc. These objectives are accomplished through a wide variety of research-based materials, the professional expertise of agents and volunteer faculty, and the development of focused educational programs in areas such as Nutrition and Meal Planning, Energy Conservation and Waste Management, Food Preparation and Safety, Money Management, Youth development through 4-H, etc.

#### Goals and Objectives

- Help the County and its communities develop and expand economic opportunities.
- Help residents develop life-long skills and values that will lead to improved social and physical well-being.
- Enhance the ability of individuals and groups in making wise decisions concerning the use of natural resources.
- Help citizens develop leadership skills and facilitate their meaningful participation in their communities and in personal productivity.

#### PROGRAM CLIENTS

Multnomah County residents

#### PROGRAM MEASUREMENTS

- Have 2,000 volunteers provide practical education to 72,000 local residents.

#### FINANCIAL SUMMARY

	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>
<u>General Fund</u>				
FTE	0.00	0.00	0.00	0.00
Cost	151,207	114,462	118,812	140,478
Percent spent	100	100		
General Fund Support	151,207	114,462	118,812	140,478

## NONDEPARTMENTAL

### ALLOTMENTS TO NON-COUNTY AGENCIES

#### OREGON HISTORICAL SOCIETY

9380

##### PROGRAM DESCRIPTION

The Oregon Historical Society promotes and encourages the study and understanding of the history of Sauvie Island and Multnomah County within the broader context of American history.

##### Goals and Objectives

###### Goals:

- Maintain and secure the assets of the James F. Bybee House and the Howell Territorial Park.
- Provide trained educational interpreters of the James F. Bybee House, farm shed, historical objects, and the botanical restoration associated with the site.
- Present interpretive exhibits about the natural and archaeological history of Sauvie Island.

###### Objectives:

- Prepare visitors to make better informed and more disciplined forays into Sauvie Island.

##### PROGRAM CLIENTS

Visitors and users of the James F. Bybee House and Howell Territorial Park.

##### PROGRAM MEASUREMENTS

- Keep the Bybee House and agricultural exhibit open and attended for 2 days per week.

##### FINANCIAL SUMMARY

	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>
<u>General Fund</u>				
FTE	0.00	0.00	0.00	0.00
Cost	25,630	9,926	10,305	10,305
Percent spent	100.45	100		
General Fund Support	25,630	9,926	10,305	10,305

#### EAST & WEST SOIL & WATER DISTRICT

9430

##### PROGRAM DESCRIPTION

Develop and direct programs that assist landowners in the selection and application of environmentally accepted practices that conserve, enhance, and protect land, water and wildlife resources.

##### Goals and Objectives

###### Goals:

- Facilitate coordinated resource management plans with local governments, citizens, and organizations to resolve issues through consensus.

###### Objectives:

- Organize and promote the Backyard Tree program.

## NONDEPARTMENTAL

### ALLOTMENTS TO NON-COUNTY AGENCIES

<b>PROGRAM CLIENTS</b>				
County residents				
<b>PROGRAM MEASUREMENTS</b>				
<ul style="list-style-type: none"> <li>Sponsor youth crews to work at Oaks Bottom and Balch Creek in Portland, Binford Lake in Gresham, and at the Sauvie Island Wildlife Management Area.</li> </ul>				
<b>FINANCIAL SUMMARY</b>				
	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>
<u>General Fund</u>				
FTE	0.00	0.00	0.00	0.00
Cost	38,111	18,041	18,726	18,726
Percent spent	100	100		
General Fund Support	38,111	18,041	18,726	18,726

### FOOD STAMPS

9440

<b>PROGRAM DESCRIPTION</b>				
The Oregon State Adult and Family Services Division administers the food stamp program, for which the County is charged the cost of administration within Multnomah County.				
<b>FINANCIAL SUMMARY</b>				
	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>
<u>General Fund</u>				
FTE	0.00	0.00	0.00	0.00
Cost	41,873	45,540	50,000	50,000
Percent spent	87.24	89.85		
General Fund Support	41,873	45,540	50,000	50,000

# NONDEPARTMENTAL

## ALLOTMENTS TO NON-COUNTY AGENCIES

### METROPOLITAN SERVICES DISTRICT

9350

#### PROGRAM DESCRIPTION

The Metropolitan Service District (METRO) funds the Zoo and regional policy services. This appropriation is based on population (\$0.43 per capita). This assessment is non-binding.

#### Goals and Objectives

- Provide land use and transportation planning.
- Provide assistance in accessing economic and demographic data to assist the County in planning.

#### PROGRAM CLIENTS

Multnomah County and other jurisdictions in the Tri-County area

#### FINANCIAL SUMMARY

	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>
<u>General Fund</u>				
FTE	0.00	0.00	0.00	0.00
Cost	29,126	25,438	23,194	22,972
Percent spent	84.32	100		
General Fund Support	29,126	25,438	23,194	22,972

### BOUNDARY COMMISSION

9400

#### PROGRAM DESCRIPTION

Multnomah County is assessed a yearly amount as authorized by ORS 199.457. The assessment is mandatory.

#### FINANCIAL SUMMARY

	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>
<u>General Fund</u>				
FTE	0.00	0.00	0.00	0.00
Cost	7,051	6,097	6,086	5,871
Percent spent	100	100		
General Fund Support	7,051	6,097	6,086	5,871

### ASSOCIATION OF PORTLAND PROGRESS

9375

#### PROGRAM DESCRIPTION

This assessment is used by the Association for downtown Portland economic development.

#### FINANCIAL SUMMARY

	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>
<u>General Fund</u>				
FTE	0.00	0.00	0.00	0.00
Cost	0	0	0	72,000
Percent spent				
General Fund Support	0	0	0	72,000

# NONDEPARTMENTAL

## ALLOTMENTS TO NON-COUNTY AGENCIES

### PORTLAND/OREGON VISITORS ASSOCIATION

9330

#### PROGRAM DESCRIPTION

A tax equal to 6% of the rent charged within unincorporated Multnomah County for Hotel/Motel occupancy is credited to the General Fund. Of this, 1/6th is paid to the Portland/Oregon Visitors Association (POVA).

POVA promotes tourism in the Greater Portland Area.

#### FINANCIAL SUMMARY

	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>
<u>General Fund</u>				
FTE	0.00	0.00	0.00	0.00
Cost	264	243	500	649
Percent spent	6.04	5.92		
General Fund Support	264	243	500	649

### BUSINESS INCOME TAX

9335

#### PROGRAM DESCRIPTION

Four east county cities' share of 0.6% tax on business income.

#### FINANCIAL SUMMARY

	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>
<u>General Fund</u>				
FTE	0.00	0.00	0.00	0.00
Cost	1,545,717	1,788,790	1,909,127	2,044,332
Percent spent	87.34	102.72		
General Fund Support	1,545,717	1,788,790	1,909,127	2,044,332



## NONDEPARTMENTAL

### ALLOTMENTS TO NON-COUNTY AGENCIES

#### COUNTY SCHOOL FUND

9100

##### PROGRAM DESCRIPTION

Oregon law (ORS 328.005) requires that the County maintain a school fund to provide County schools with ten dollars from General Fund revenues for each child within Multnomah County between the ages of four and twenty. Interest on these earnings are also budgeted. The County must also add to the fund 25% of the money received from the sale of timber cut on Federal forest reserves.

##### FINANCIAL SUMMARY

	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>
<u>County School Fund</u>				
FTE	0.00	0.00	0.00	0.00
Cost	1,430,924	1,478,742	1,487,719	1,323,573
Percent spent	96.17	96.05		
General Fund Support	1,210,810	1,238,880	1,267,340	1,232,260

#### CONVENTION CENTER FUND

9170

##### PROGRAM DESCRIPTION

Three percent (3%) of the Hotel/Motel occupancy revenue countywide is paid to the Convention Center Fund. Funds are used for development and to offset any unfunded annual operating expenses. Beyond these expenses, remaining dollars may be used to promote, solicit and procure convention business.

##### FINANCIAL SUMMARY

	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>
<u>Convention Fund</u>				
FTE	0.00	0.00	0.00	0.00
Cost	3,271,864	3,641,401	4,000,000	4,400,000
Percent spent	88.08	78.65		
General Fund Support	0	0	0	0

#### COLUMBIA RIVER INTERPRETIVE PANEL PROJECT

9365

##### PROGRAM DESCRIPTION

This program accounts for the planning and installation of interpretive panels along the Columbia River Scenic Area.

##### FINANCIAL SUMMARY

	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>
<u>Federal/State Fund</u>				
FTE	0.00	0.00	0.00	0.00
Cost	0	0	0	86,000
Percent spent				
General Fund Support	0	0	0	0

# REQUIREMENT DETAIL

1990-91 ACTUAL	1991-92 ACTUAL	1992-93 ADOPTED	1992-93 REVISED	AGENCY: 050 NONDEPARTMENTAL FUND: 100 GENERAL FUND SUM ORG: 9050 ALLTMTS TO NONCOUNTY AGENCIES	1993-94 PROPOSED	1993-94 APPROVED	1993-94 ADOPTED
PERSONAL SERVICES							
0	0	8,675	9,109	5100 PERMANENT	9,897	9,897	9,897
4,108	0	0	0	5200 TEMPORARY	0	0	0
0	0	0	0	5300 OVERTIME	0	0	0
50	0	0	0	5400 PREMIUM	0	0	0
1,043	0	2,353	2,470	5500 FRINGE BENEFITS	2,667	2,667	2,667
5,201	0	11,028	11,579	TOTAL EXTERNAL	12,564	12,564	12,564
103	0	2,263	2,276	5550 INSURANCE BENEFITS	2,710	2,710	2,710
5,304	0	13,291	13,855	TOTAL PERSONAL SERVICES	15,274	15,274	15,274
851,479	1,460,215	662,056	632,056	6050 COUNTY SUPPLEMENTS	667,473	667,473	750,398
1,808,193	4,467,934	1,909,627	2,354,156	6060 PASS-THROUGH PAYMENTS	2,044,981	2,044,981	2,044,981
350	0	0	0	6110 PROFESSIONAL SVCS	0	0	0
281	0	0	0	6120 PRINTING	0	0	0
0	0	0	0	6130 UTILITIES	0	0	0
0	0	0	0	6140 COMMUNICATIONS	0	0	0
92	0	0	0	6170 RENTALS	0	0	0
115	0	0	0	6180 REPAIRS AND MAINTENANCE	0	0	0
0	0	0	0	6190 MAINTENANCE CONTRACTS	0	0	0
1,298	0	0	0	6200 POSTAGE	0	0	0
28	0	0	0	6230 SUPPLIES	0	0	0
0	0	0	0	6270 FOOD	0	0	0
0	45	0	0	6310 EDUCATION & TRAINING	0	0	0
0	0	0	0	6320 MTNG CONFERENCE/CONVENTIONS	0	0	0
0	0	0	0	6330 LOCAL TRAVEL/MILEAGE	0	0	0
0	0	0	0	6520 INSURANCE	0	0	0
0	0	0	0	6530 EXTERNAL DATA PROCESSING	0	0	0
0	0	0	0	6550 DRUGS	0	0	0
0	0	0	0	6580 CLAIMS PAID	0	0	0
0	0	0	0	6610 AWARDS AND PREMIUMS	0	0	0
36,177	31,535	29,280	29,280	6620 DUES AND SUBSCRIPTIONS	5,871	5,871	5,871
0	0	0	0	6700 LIBRARY BOOKS AND MATERIALS	0	0	0
0	0	0	0	7810 PRINCIPAL	0	0	0
0	0	0	0	7820 INTEREST	0	0	0
2,698,013	5,959,729	2,600,963	3,015,492	TOTAL EXTERNAL	2,718,325	2,718,325	2,801,250
0	0	0	0	7100 INDIRECT COSTS	0	0	0
78	0	0	0	7150 TELEPHONE	0	0	0
0	0	0	0	7200 DATA PROCESSING	0	0	0
0	0	0	0	7300 MOTOR POOL	0	0	0
0	0	0	0	7400 BUILDING MANAGEMENT	0	0	0
0	0	0	0	7500 OTHER INTERNAL	0	0	0
0	0	0	0	7550 SERV REIMB TO CAP LEASE RET FU	0	0	0
0	0	0	0	7560 DISTRIBUTION/POSTAGE	0	0	0
78	0	0	0	TOTAL INTERNAL	0	0	0
2,698,091	5,959,729	2,600,963	3,015,492	TOTAL MATERIALS & SERVICES	2,718,325	2,718,325	2,801,250
0	0	0	0	8100 LAND	0	0	0
0	0	0	0	8200 BUILDINGS	0	0	0
0	0	0	0	8300 OTHER IMPROVEMENTS	0	0	0
0	0	0	0	8400 EQUIPMENT	0	0	0
0	0	0	0	TOTAL CAPITAL OUTLAY	0	0	0
2,703,214	5,959,729	2,611,991	3,027,071	DIRECT BUDGET	2,730,889	2,730,889	2,813,814
2,703,395	5,959,729	2,614,254	3,029,347	TOTAL BUDGET	2,733,599	2,733,599	2,816,524

NOND-96

AGENCY: 050 NONDEPARTMENTAL  
 FUND: 100 GENERAL FUND  
 SUM ORG: 9050 ALLTMENTS TO NONCOUNTY AGENCIES

## PERSONNEL DETAIL

1990-91 ACTUAL		1991-92 ACTUAL		1992-93 ADOPTED		1992-93 REVISED			1993-94 PROPOSED		1993-94 APPROVED		1993-94 ADOPTED	
FTE 0.00	BASE 0	FTE 0.00	BASE 0	FTE 0.50	BASE 8,675	FTE 0.50	BASE 9,109	OFFICE ASSISTANT 2	FTE 0.50	BASE 9,897	FTE 0.50	BASE 9,897	FTE 0.50	BASE 9,897

# REQUIREMENT DETAIL

1990-91 ACTUAL	1991-92 ACTUAL	1992-93 ADOPTED	1992-93 REVISED	AGENCY: 050 NONDEPARTMENTAL FUND: 156 FEDERAL/STATE PROGRAM FUND SUM ORG: 9050 ALLTMENTS TO NONCOUNTY AGENCIES	1993-94 PROPOSED	1993-94 APPROVED	1993-94 ADOPTED
				PERSONAL SERVICES			
0	0	0	0	5100 PERMANENT	0	0	0
0	0	0	0	5200 TEMPORARY	0	0	0
0	0	0	0	5300 OVERTIME	0	0	0
0	0	0	0	5400 PREMIUM	0	0	0
0	0	0	0	5500 FRINGE BENEFITS	0	0	0
0	0	0	0	TOTAL EXTERNAL	0	0	0
0	0	0	0	5550 INSURANCE BENEFITS	0	0	0
0	0	0	0	TOTAL PERSONAL SERVICES	0	0	0
0	0	0	0	6050 COUNTY SUPPLEMENTS	0	0	0
0	0	0	0	6060 PASS-THROUGH PAYMENTS	0	0	16,000
0	0	0	0	6110 PROFESSIONAL SVCS	0	0	67,492
0	0	0	0	6120 PRINTING	0	0	0
0	0	0	0	6130 UTILITIES	0	0	0
0	0	0	0	6140 COMMUNICATIONS	0	0	0
0	0	0	0	6170 RENTALS	0	0	0
0	0	0	0	6180 REPAIRS AND MAINTENANCE	0	0	0
0	0	0	0	6190 MAINTENANCE CONTRACTS	0	0	0
0	0	0	0	6200 POSTAGE	0	0	0
0	0	0	0	6230 SUPPLIES	0	0	0
0	0	0	0	6270 FOOD	0	0	0
0	0	0	0	6310 EDUCATION & TRAINING	0	0	0
0	0	0	0	6320 MTNG CONFERENCE/CONVENTIONS	0	0	0
0	0	0	0	6330 LOCAL TRAVEL/MILEAGE	0	0	0
0	0	0	0	6520 INSURANCE	0	0	0
0	0	0	0	6530 EXTERNAL DATA PROCESSING	0	0	0
0	0	0	0	6550 DRUGS	0	0	0
0	0	0	0	6580 CLAIMS PAID	0	0	0
0	0	0	0	6610 AWARDS AND PREMIUMS	0	0	0
0	0	0	0	6620 DUES AND SUBSCRIPTIONS	0	0	0
0	0	0	0	6700 LIBRARY BOOKS AND MATERIALS	0	0	0
0	0	0	0	7810 PRINCIPAL	0	0	0
0	0	0	0	7820 INTEREST	0	0	0
0	0	0	0	TOTAL EXTERNAL	0	0	83,492
0	0	0	0	7100 INDIRECT COSTS	0	0	2,508
0	0	0	0	7150 TELEPHONE	0	0	0
0	0	0	0	7200 DATA PROCESSING	0	0	0
0	0	0	0	7300 MOTOR POOL	0	0	0
0	0	0	0	7400 BUILDING MANAGEMENT	0	0	0
0	0	0	0	7500 OTHER INTERNAL	0	0	0
0	0	0	0	7550 SERV REIMB TO CAP LEASE RET FU	0	0	0
0	0	0	0	7560 DISTRIBUTION/POSTAGE	0	0	0
0	0	0	0	TOTAL INTERNAL	0	0	2,508
0	0	0	0	TOTAL MATERIALS & SERVICES	0	0	86,000
0	0	0	0	8100 LAND	0	0	0
0	0	0	0	8200 BUILDINGS	0	0	0
0	0	0	0	8300 OTHER IMPROVEMENTS	0	0	0
0	0	0	0	8400 EQUIPMENT	0	0	0
0	0	0	0	TOTAL CAPITAL OUTLAY	0	0	0
0	0	0	0	DIRECT BUDGET	0	0	83,492
0	0	0	0	TOTAL BUDGET	0	0	86,000

NOND-98

# REQUIREMENT DETAIL

1990-91 ACTUAL	1991-92 ACTUAL	1992-93 ADOPTED	1992-93 REVISED	AGENCY: 050 NONDEPARTMENTAL FUND: 157 COUNTY SCHOOL FUND SUM ORG: 9050 ALLTMTS TO NONCOUNTY AGENCIES	1993-94 PROPOSED	1993-94 APPROVED	1993-94 ADOPTED
				PERSONAL SERVICES			
0	0	0	0	5100 PERMANENT	0	0	0
0	0	0	0	5200 TEMPORARY	0	0	0
0	0	0	0	5300 OVERTIME	0	0	0
0	0	0	0	5400 PREMIUM	0	0	0
0	0	0	0	5500 FRINGE BENEFITS	0	0	0
0	0	0	0	TOTAL EXTERNAL	0	0	0
0	0	0	0	5550 INSURANCE BENEFITS	0	0	0
0	0	0	0	TOTAL PERSONAL SERVICES	0	0	0
1,430,924	1,478,742	1,487,719	1,487,719	6050 COUNTY SUPPLEMENTS	1,248,573	1,323,573	1,323,573
0	0	0	0	6060 PASS-THROUGH PAYMENTS	0	0	0
0	0	0	0	6110 PROFESSIONAL SVCS	0	0	0
0	0	0	0	6120 PRINTING	0	0	0
0	0	0	0	6130 UTILITIES	0	0	0
0	0	0	0	6140 COMMUNICATIONS	0	0	0
0	0	0	0	6170 RENTALS	0	0	0
0	0	0	0	6180 REPAIRS AND MAINTENANCE	0	0	0
0	0	0	0	6190 MAINTENANCE CONTRACTS	0	0	0
0	0	0	0	6200 POSTAGE	0	0	0
0	0	0	0	6230 SUPPLIES	0	0	0
0	0	0	0	6270 FOOD	0	0	0
0	0	0	0	6310 EDUCATION & TRAINING	0	0	0
0	0	0	0	6320 MTNG CONFERENCE/CONVENTIONS	0	0	0
0	0	0	0	6330 LOCAL TRAVEL/MILEAGE	0	0	0
0	0	0	0	6520 INSURANCE	0	0	0
0	0	0	0	6530 EXTERNAL DATA PROCESSING	0	0	0
0	0	0	0	6550 DRUGS	0	0	0
0	0	0	0	6580 CLAIMS PAID	0	0	0
0	0	0	0	6610 AWARDS AND PREMIUMS	0	0	0
0	0	0	0	6620 DUES AND SUBSCRIPTIONS	0	0	0
0	0	0	0	6700 LIBRARY BOOKS AND MATERIALS	0	0	0
0	0	0	0	7810 PRINCIPAL	0	0	0
0	0	0	0	7820 INTEREST	0	0	0
1,430,924	1,478,742	1,487,719	1,487,719	TOTAL EXTERNAL	1,248,573	1,323,573	1,323,573
0	0	0	0	7100 INDIRECT COSTS	0	0	0
0	0	0	0	7150 TELEPHONE	0	0	0
0	0	0	0	7200 DATA PROCESSING	0	0	0
0	0	0	0	7300 MOTOR POOL	0	0	0
0	0	0	0	7400 BUILDING MANAGEMENT	0	0	0
0	0	0	0	7500 OTHER INTERNAL	0	0	0
0	0	0	0	7550 SERV REIMB TO CAP LEASE RET FU	0	0	0
0	0	0	0	7560 DISTRIBUTION/POSTAGE	0	0	0
0	0	0	0	TOTAL INTERNAL	0	0	0
1,430,924	1,478,742	1,487,719	1,487,719	TOTAL MATERIALS & SERVICES	1,248,573	1,323,573	1,323,573
0	0	0	0	8100 LAND	0	0	0
0	0	0	0	8200 BUILDINGS	0	0	0
0	0	0	0	8300 OTHER IMPROVEMENTS	0	0	0
0	0	0	0	8400 EQUIPMENT	0	0	0
0	0	0	0	TOTAL CAPITAL OUTLAY	0	0	0
1,430,924	1,478,742	1,487,719	1,487,719	DIRECT BUDGET	1,248,573	1,323,573	1,323,573
1,430,924	1,478,742	1,487,719	1,487,719	TOTAL BUDGET	1,248,573	1,323,573	1,323,573

NOND-99

# REQUIREMENT DETAIL

1990-91 ACTUAL	1991-92 ACTUAL	1992-93 ADOPTED	1992-93 REVISED	AGENCY: 050 NONDEPARTMENTAL FUND: 166 CONVENTION CENTER FUND SUM ORG: 9050 ALLTMNTS TO NONCOUNTY AGENCIES	1993-94 PROPOSED	1993-94 APPROVED	1993-94 ADOPTED
				PERSONAL SERVICES			
0	0	0	0	5100 PERMANENT	0	0	0
0	0	0	0	5200 TEMPORARY	0	0	0
0	0	0	0	5300 OVERTIME	0	0	0
0	0	0	0	5400 PREMIUM	0	0	0
0	0	0	0	5500 FRINGE BENEFITS	0	0	0
0	0	0	0	TOTAL EXTERNAL	0	0	0
0	0	0	0	5550 INSURANCE BENEFITS	0	0	0
0	0	0	0	TOTAL PERSONAL SERVICES	0	0	0
3,271,864	3,641,401	4,000,000	4,000,000	6050 COUNTY SUPPLEMENTS	0	0	0
0	0	0	0	6060 PASS-THROUGH PAYMENTS	4,400,000	4,400,000	4,400,000
0	0	0	0	6110 PROFESSIONAL SVCS	0	0	0
0	0	0	0	6120 PRINTING	0	0	0
0	0	0	0	6130 UTILITIES	0	0	0
0	0	0	0	6140 COMMUNICATIONS	0	0	0
0	0	0	0	6170 RENTALS	0	0	0
0	0	0	0	6180 REPAIRS AND MAINTENANCE	0	0	0
0	0	0	0	6190 MAINTENANCE CONTRACTS	0	0	0
0	0	0	0	6200 POSTAGE	0	0	0
0	0	0	0	6230 SUPPLIES	0	0	0
0	0	0	0	6270 FOOD	0	0	0
0	0	0	0	6310 EDUCATION & TRAINING	0	0	0
0	0	0	0	6320 MTNG CONFERENCE/CONVENTIONS	0	0	0
0	0	0	0	6330 LOCAL TRAVEL/MILEAGE	0	0	0
0	0	0	0	6520 INSURANCE	0	0	0
0	0	0	0	6530 EXTERNAL DATA PROCESSING	0	0	0
0	0	0	0	6550 DRUGS	0	0	0
0	0	0	0	6580 CLAIMS PAID	0	0	0
0	0	0	0	6610 AWARDS AND PREMIUMS	0	0	0
0	0	0	0	6620 DUES AND SUBSCRIPTIONS	0	0	0
0	0	0	0	6700 LIBRARY BOOKS AND MATERIALS	0	0	0
0	0	0	0	7810 PRINCIPAL	0	0	0
3,271,864	3,641,401	4,000,000	4,000,000	7820 INTEREST	0	0	0
0	0	0	0	TOTAL EXTERNAL	4,400,000	4,400,000	4,400,000
0	0	0	0	7100 INDIRECT COSTS	0	0	0
0	0	0	0	7150 TELEPHONE	0	0	0
0	0	0	0	7200 DATA PROCESSING	0	0	0
0	0	0	0	7300 MOTOR POOL	0	0	0
0	0	0	0	7400 BUILDING MANAGEMENT	0	0	0
0	0	0	0	7500 OTHER INTERNAL	0	0	0
0	0	0	0	7550 SERV REIMB TO CAP LEASE RET FU	0	0	0
0	0	0	0	7560 DISTRIBUTION/POSTAGE	0	0	0
0	0	0	0	TOTAL INTERNAL	0	0	0
3,271,864	3,641,401	4,000,000	4,000,000	TOTAL MATERIALS & SERVICES	4,400,000	4,400,000	4,400,000
0	0	0	0	8100 LAND	0	0	0
0	0	0	0	8200 BUILDINGS	0	0	0
0	0	0	0	8300 OTHER IMPROVEMENTS	0	0	0
0	0	0	0	8400 EQUIPMENT	0	0	0
0	0	0	0	TOTAL CAPITAL OUTLAY	0	0	0
3,271,864	3,641,401	4,000,000	4,000,000	DIRECT BUDGET	4,400,000	4,400,000	4,400,000
3,271,864	3,641,401	4,000,000	4,000,000	TOTAL BUDGET	4,400,000	4,400,000	4,400,000

NOND-100

# NONDEPARTMENTAL

## SPECIAL APPROPRIATIONS

MANAGER: JIM MUNZ

### DIVISION SUMMARY

This is an accounting entity set up so that appopriations may be set aside for special computer projects. It also acts as a repository for all General Fund Data Processing service reimbursements. For 1993-94, \$245,555 has been set aside for new systems development.

### PERSONNEL LEVELS

	1990-91	1991-92	1992-93	1993-94
Officials & Administrators	0.00	0.00	1.00	0.00
All Other Personnel	0.90	0.77	5.00	0.00
Total Personnel:	0.90	0.77	6.00	0.00

Personnel costs are now being charged to the ISD Division, Department of Environmental Services.

### EXPENDITURES(1993-94)

	General Fund(100)	Total All Funds
Personal Services	0	0
Materials & Services	4,132,729	4,132,729
Capital Outlay	0	0
Total:	4,132,729	4,132,729

NOTE: To see expenditure history please refer to the expenditure detail sheet at the end of this Division section.

### REVENUES(1993-94)

	General Fund(100)	Total All Funds
BWC(dedicated)	0	0
Taxes(dedicated)	0	0
Intergovernmental	0	0
Licenses/Permits	0	0
Service Charges	0	0
Other Revenue Sources	0	0
Service Reimbursements	3,456,564	3,456,564
Cash Transfers(less GF)	0	0
Net General Fund	676,165	676,165
Total:	4,132,729	4,132,729

### SPECIAL APPROPRIATIONS NEW DEVELOPMENT PROJECTS

9060

#### FINANCIAL SUMMARY

	1990-91	1991-92	1992-93	1993-94
<u>General Fund</u>				
FTE	0.90	0.77	6.00	0.00
Cost	1,215,806	970,744	1,196,541	676,165
Percent spent	72.68	97.78		
General Fund Support	1,215,806	970,744	1,196,541	676,165

### DATA PROCESSING SERVICE REIMBURSEMENTS

9490

#### FINANCIAL SUMMARY

	1990-91	1991-92	1992-93	1993-94
<u>General Fund</u>				
FTE	0.00	0.00	0.00	0.00
Cost	3,780,785	3,363,018	3,434,850	3,456,564
Percent spent	106.92	97.78		
General Fund Support	3,780,785	3,363,018	3,434,850	3,456,564

# REQUIREMENT DETAIL

1990-91 ACTUAL	1991-92 ACTUAL	1992-93 ADOPTED	1992-93 REVISED	AGENCY: 050 NONDEPARTMENTAL FUND: 100 GENERAL FUND SUM ORG: 9060 SPECIAL APPROPRIATIONS	1993-94 PROPOSED	1993-94 APPROVED	1993-94 ADOPTED
18,328	18,526	198,027	38,691	PERSONAL SERVICES			
29,843	14,122	0	0	5100 PERMANENT	0	0	0
117	192	0	0	5200 TEMPORARY	0	0	0
416	41	0	0	5300 OVERTIME	0	0	0
7,281	6,142	53,606	6,752	5400 PREMIUM	0	0	0
55,985	39,023	251,633	45,443	5500 FRINGE BENEFITS	0	0	0
5,114	2,345	41,035	3,925	TOTAL EXTERNAL	0	0	0
				5550 INSURANCE BENEFITS	0	0	0
61,099	41,368	292,668	49,368	TOTAL PERSONAL SERVICES	0	0	0
0	0	0	0	6050 COUNTY SUPPLEMENTS	0	0	0
0	0	0	0	6060 PASS-THROUGH PAYMENTS	0	0	0
815,422	883,345	903,873	1,060,723	6110 PROFESSIONAL SVCS	245,555	245,555	676,165
101	556	0	0	6120 PRINTING	0	0	0
0	0	0	0	6130 UTILITIES	0	0	0
0	0	0	0	6140 COMMUNICATIONS	0	0	0
886	1,493	0	0	6170 RENTALS	0	0	0
205	0	0	0	6180 REPAIRS AND MAINTENANCE	0	0	0
0	0	0	0	6190 MAINTENANCE CONTRACTS	0	0	0
137	0	0	0	6200 POSTAGE	0	0	0
23,109	8,789	0	0	6230 SUPPLIES	0	0	0
0	0	0	0	6270 FOOD	0	0	0
45,197	830	0	0	6310 EDUCATION & TRAINING	0	0	0
0	0	0	0	6320 MTNG CONFERENCE/CONVENTIONS	0	0	0
0	0	0	0	6330 LOCAL TRAVEL/MILEAGE	0	0	0
0	0	0	0	6520 INSURANCE	0	0	0
59,540	5,584	0	0	6530 EXTERNAL DATA PROCESSING	0	0	0
0	0	0	0	6550 DRUGS	0	0	0
0	0	0	0	6580 CLAIMS PAID	0	0	0
0	0	0	0	6610 AWARDS AND PREMIUMS	0	0	0
0	0	0	0	6620 DUES AND SUBSCRIPTIONS	0	0	0
0	0	0	0	6700 LIBRARY BOOKS AND MATERIALS	0	0	0
0	0	0	0	7810 PRINCIPAL	0	0	0
0	0	0	0	7820 INTEREST	0	0	0
944,597	900,597	903,873	1,060,723	TOTAL EXTERNAL	245,555	245,555	676,165
0	0	0	0	7100 INDIRECT COSTS	0	0	0
22,015	3,620	0	0	7150 TELEPHONE	0	0	0
3,780,848	3,337,046	3,434,850	3,536,064	7200 DATA PROCESSING	3,532,117	3,456,564	3,456,564
0	0	0	0	7300 MOTOR POOL	0	0	0
0	0	0	0	7400 BUILDING MANAGEMENT	0	0	0
0	0	0	0	7500 OTHER INTERNAL	0	0	0
0	0	0	0	7550 SERV REIMB TO CAP LEASE RET FU	0	0	0
0	0	0	0	7560 DISTRIBUTION/POSTAGE	0	0	0
3,802,863	3,340,666	3,434,850	3,536,064	TOTAL INTERNAL	3,532,117	3,456,564	3,456,564
4,747,460	4,241,263	4,338,723	4,596,787	TOTAL MATERIALS & SERVICES	3,777,672	3,702,119	4,132,729
0	0	0	0	8100 LAND	0	0	0
0	0	0	0	8200 BUILDINGS	0	0	0
0	0	0	0	8300 OTHER IMPROVEMENTS	0	0	0
188,032	51,131	0	29,191	8400 EQUIPMENT	0	0	0
188,032	51,131	0	29,191	TOTAL CAPITAL OUTLAY	0	0	0
1,188,614	990,751	1,155,506	1,135,357	DIRECT BUDGET	245,555	245,555	676,165
4,996,591	4,333,762	4,631,391	4,675,346	TOTAL BUDGET	3,777,672	3,702,119	4,132,729

NOND-102



NOND-103

## PERSONNEL DETAIL

ISD MODA07 JAN FEB 87 REV J0 DEC 89

## NONDEPARTMENTAL

### CAPITAL LEASE RETIREMENT FUND

MANAGER: DAVID BOYER

#### DIVISION SUMMARY

The Capital Lease Retirement fund consists of costs associated with third party financing.

#### PROGRAM LIST

9180	COP Various	Several Lease Purchase agreements are recorded here.
9181	Sheriff's Data Terminal	Capital/Lease costs of Mobile Data Terminals and Bar Coding.
9185	Sheriff's Office Wang	Capital/Lease costs associated with the Sheriff's Office Wang computer system.
9186	Portland Building	Capital/Lease costs associated with the Portland Building.
9187	Elections Equipment	Historical data only.
9192	Inverness Jail	Historical data only.
9194	Gill Building	Historical data only.
9196	Mead Building	Historical data only.
9197	COP 7/90 (PSB BLDG)	Capital/lease costs associated with the Probation Services Building.
9198	JDH 5/92	Capital Lease costs associated with the Donald E. Long Juvenile Home.

#### EXPLANATION OF CHANGES

Accounting entities 9192, 9194, and 9196 have been consolidated and are accounted for in 9180.

#### EXPENDITURES(1993-94)

	Capital/Lease Retirement Fund(225)	Total All Funds
Personal Services	0	0
Materials & Services	5,490,088	5,490,088
Capital Outlay	0	0
Total:	5,490,088	5,490,088

NOTE: To see expenditure history please refer to the expenditure detail sheet at the end of this Division section.

#### REVENUES(1993-94)

	Capital/Lease Retirement Fund(225)	Total All Funds
BWC(dedicated)	2,790,090	2,790,090
Taxes(dedicated)	0	0
Intergovernmental	0	0
Licenses/Permits	0	0
Service Charges	0	0
Other Revenue Sources	0	0
Service Reimbursements	2,269,378	2,269,378
Interest	430,620	430,620
Cash Transfers(less GF)	0	0
Net General Fund	0	0
Total:	5,490,088	5,490,088

# NONDEPARTMENTAL

## CAPITAL LEASE RETIREMENT FUND

MANAGER: DAVID BOYER

COP 1993 REFUNDING

9180

### PROGRAM DESCRIPTION

This program accounts for several lease purchase agreements including the Health Clinics, the Gill building, and the Mead building.

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
1994	965,000	935,000	1,900,000
1995	1,000,000	900,000	1,900,000
1996	1,022,000	878,000	1,900,000
1997	1,034,000	866,000	1,900,000
1998	1,045,000	855,000	1,900,000
1999	1,082,000	818,000	1,900,000
2000	1,103,000	797,000	1,900,000
2001	1,128,000	772,000	1,900,000
2002	1,153,000	747,000	1,900,000
2003	1,165,000	735,000	1,900,000
2004	1,192,000	708,000	1,900,000
2005	1,213,000	687,000	1,900,000
2006	1,228,000	672,000	1,900,000
2007	1,248,000	652,000	1,900,000
2008	1,225,000	675,000	1,900,000
2009	1,305,000	595,000	1,900,000
2010	1,345,000	555,000	1,900,000
2011	1,376,000	524,000	1,900,000
2012	1,385,000	515,000	1,900,000
2013	1,394,000	506,000	1,900,000
<b>TOTAL</b>	<b>23,608,000</b>	<b>14,392,000</b>	<b>38,000,000</b>

	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>
<u>Capital/Lease Retirement Fund</u>				
FTE	0.00	0.00	0.00	0.00
Cost	0	794,570	796,540	1,915,000
Percent spent	0			
General Fund Support	0	0	0	0

## SHERIFF'S OFFICE MOBILE DATA TERMINALS

9181

### PROGRAM DESCRIPTION

This accounts for the capital lease cost of Mobile Data Terminals and Bar Coding.

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
1994	80,108	32,248	112,356
1995	85,716	26,640	112,356
1996	91,716	20,640	112,356
1997	98,136	14,220	112,356
1998	105,005	7,351	112,356
<b>TOTAL</b>	<b>460,680</b>	<b>101,098</b>	<b>561,778</b>

# NONDEPARTMENTAL

## CAPITAL LEASE RETIREMENT FUND

MANAGER: DAVID BOYER

### FINANCIAL SUMMARY

	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>
<u>Capital/Lease Retirement Fund</u>				
FTE	0.00	0.00	0.00	0.00
Cost	0	0	0	112,356
Percent spent				
General Fund Support	0	0	0	0

## SHERIFF'S OFFICE WANG COMPUTER SYSTEM

9185

### PROGRAM DESCRIPTION

This accounts for the capital lease cost of the Wang computer system in the Sheriff's Office.

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
1994	25,264	4,490	29,754
1995	27,892	1,862	29,754
1996	4,904	55	4,959
TOTAL	<u>58,060</u>	<u>6,407</u>	<u>64,467</u>

### FINANCIAL SUMMARY

	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>
<u>Capital/Lease Retirement Fund</u>				
FTE	0.00	0.00	0.00	0.00
Cost	0	29,754	30,800	29,754
Percent spent				
General Fund Support	0	0	0	0

## PORTLAND BUILDING

9186

### PROGRAM DESCRIPTION

This accounts for the capital lease cost of the 14th and 15th floor of the Portland Building.

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
1994	97,199	256,609	353,808
1995	105,947	247,861	353,808
1996	115,482	238,326	353,808
1997	125,876	227,932	353,808
1998	137,205	216,603	353,808
1999	149,553	204,255	353,808
2000	163,013	190,795	353,808
2001	177,684	176,124	353,808
2002	193,676	160,132	353,808
2003	211,106	142,702	353,808
2004	230,106	123,702	353,808
2005	250,815	102,993	353,808
2006	273,389	80,419	353,808
2007	297,994	55,814	353,808
2008	322,164	28,995	353,808
TOTAL	<u>2,851,209</u>	<u>2,453,262</u>	<u>5,304,471</u>

### FINANCIAL SUMMARY

	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>
<u>Capital/Lease Retirement Fund</u>				
FTE	0.00	0.00	0.00	0.00
Cost	0	353,808	353,808	353,808
Percent spent				
General Fund Support	0	0	0	0

# NONDEPARTMENTAL

## CAPITAL LEASE RETIREMENT FUND

MANAGER: DAVID BOYER

### ELECTIONS EQUIPMENT (HISTORY ONLY)

9187

#### FINANCIAL SUMMARY

	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>
<u>Capital/Lease Retirement Fund</u>				
FTE	0	0	0	0
Cost	0	0	5,000	0
Percent spent				
General Fund Support	0	0	0	0

### COP 6/88 (JAIL- HISTORY ONLY)

9192

#### PROGRAM DESCRIPTION

Certificates of Participation for the Inverness Jail.

#### FINANCIAL SUMMARY

	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>
<u>Capital/Lease Retirement Fund</u>				
FTE	0	0	0	0
Cost	0	1,295,250	1,301,250	0
Percent spent				
General Fund Support	0	0	0	0

This accounting entity is part of organization 9180 from 1993-94.

### CERTIFICATES OF PARTICIPATION-GILL BLDG (HISTORY ONLY)

9194

#### PROGRAM DESCRIPTION

This records the cost of the Certificates of Participation for the Gill Building.

#### FINANCIAL SUMMARY

	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>
<u>Capital/Lease Retirement Fund</u>				
FTE	0	0	0	0
Cost	0	392,905	401,965	0
Percent spent				
General Fund Support	0	0	0	0

This accounting entity is part of organization 9180 from 1993-94.

### CERTIFICATES OF PARTICIPATION 1/90-MEAD BLDG (HISTORY ONLY)

9196

#### PROGRAM DESCRIPTION

This records the cost of the Certificates of Participation for the Mead Building.

#### FINANCIAL SUMMARY

	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>
<u>Capital/Lease Retirement Fund</u>				
FTE	0	0	0	0
Cost	0	454,728	462,302	0
Percent spent				
General Fund Support	0	0	0	0

This accounting entity is part of organization 9180 from 1993-94.

# NONDEPARTMENTAL

## CAPITAL LEASE RETIREMENT FUND

MANAGER: DAVID BOYER

### CERT. OF PARTICIPATION-PROBATION SVS BLDG

9197

#### PROGRAM DESCRIPTION

This accounts for the cost of the Certificates of Participation for the Probation Services Building (Postal Credit Union Building).

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
1994	40,000	23,770	63,770
1995	40,000	21,280	61,280
1996	45,000	18,612	63,612
1997	45,000	15,755	60,755
1998	50,000	12,690	62,690
1999	50,000	9,415	59,415
2000	55,000	5,923	60,923
2001	60,000	2,040	62,040
<b>TOTAL</b>	<b>385,000</b>	<b>109,485</b>	<b>494,485</b>

#### FINANCIAL SUMMARY

	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>
<u>Capital/Lease Retirement Fund</u>				
FTE	0	0	0	0
Cost	0	63,195	64,578	63,770
Percent spent				
General Fund Support	0	0	0	0

### CERT. OF PARTICIPATION JDH IMPROVEMENTS

9198

#### PROGRAM DESCRIPTION

This accounts for the certificates of participation for the replacement of the Donald E. Long Juvenile Detention Facility. Total amount is \$30,000,000.

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
1994	910,000	2,085,400	2,995,400
1995	950,000	2,048,582	2,998,582
1996	990,000	2,004,333	2,994,333
1997	1,025,000	1,955,000	2,980,000
1998	1,075,000	1,900,111	2,975,111
1999	1,100,000	1,854,000	2,954,000
2000	1,155,000	1,801,111	2,956,111
2001	1,285,000	1,721,000	3,006,000
2002	1,395,000	1,655,789	3,050,789
2003	1,415,000	1,599,878	3,014,878
2004	1,510,000	1,557,788	3,067,788
2005	1,605,000	1,491,236	3,096,236
2006	1,765,000	1,352,000	3,117,000
2007	1,875,000	1,199,344	3,074,344
2008	1,990,000	982,134	2,972,134
2009	2,005,000	921,223	2,926,223
2010	2,195,000	801,111	2,996,111
2011	2,205,000	741,000	2,946,000
2012	2,310,000	701,340	3,011,340
2013	1,240,000	346,000	1,586,000
<b>TOTAL</b>	<b>30,000,000</b>	<b>28,718,380</b>	<b>58,718,380</b>

#### FINANCIAL SUMMARY

	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>
<u>Capital/Lease Retirement Fund</u>				
FTE	0	0	0	0
Cost	0	0	1,300,000	3,015,400
Percent spent	0	0		
General Fund Support	0	0	0	0

# REQUIREMENT DETAIL

1990-91 ACTUAL	1991-92 ACTUAL	1992-93 ADOPTED	1992-93 REVISED	AGENCY: 050 NONDEPARTMENTAL FUND: 225 CAPITAL LEASE RETIREMENT FUND SUM ORG: 9090 CAPITAL LEASE RETIRMENT FUND	1993-94 PROPOSED	1993-94 APPROVED	1993-94 ADOPTED
				PERSONAL SERVICES			
0	0	0	0	5100 PERMANENT	0	0	0
0	0	0	0	5200 TEMPORARY	0	0	0
0	0	0	0	5300 OVERTIME	0	0	0
0	0	0	0	5400 PREMIUM	0	0	0
0	0	0	0	5500 FRINGE BENEFITS	0	0	0
0	0	0	0	TOTAL EXTERNAL	0	0	0
0	0	0	0	5550 INSURANCE BENEFITS	0	0	0
0	0	0	0	TOTAL PERSONAL SERVICES	0	0	0
				6050 COUNTY SUPPLEMENTS	0	0	0
0	0	0	0	6060 PASS-THROUGH PAYMENTS	0	0	0
26,983	9,229	34,546	34,546	6110 PROFESSIONAL SVCS	35,000	35,000	35,000
0	0	0	0	6120 PRINTING	0	0	0
0	0	0	0	6130 UTILITIES	0	0	0
0	0	0	0	6140 COMMUNICATIONS	0	0	0
0	0	0	0	6170 RENTALS	0	0	0
0	0	0	0	6180 REPAIRS AND MAINTENANCE	0	0	0
0	0	0	0	6190 MAINTENANCE CONTRACTS	0	0	0
0	0	0	0	6200 POSTAGE	0	0	0
0	0	0	0	6230 SUPPLIES	0	0	0
0	0	0	0	6270 FOOD	0	0	0
0	0	0	0	6310 EDUCATION & TRAINING	0	0	0
0	0	0	0	6320 MTNG CONFERENCE/CONVENTIONS	0	0	0
0	0	0	0	6330 LOCAL TRAVEL/MILEAGE	0	0	0
0	0	0	0	6520 INSURANCE	0	0	0
0	0	0	0	6530 EXTERNAL DATA PROCESSING	0	0	0
0	0	0	0	6550 DRUGS	0	0	0
0	0	0	0	6580 CLAIMS PAID	0	0	0
0	0	0	0	6610 AWARDS AND PREMIUMS	0	0	0
0	0	0	0	6620 DUES AND SUBSCRIPTIONS	0	0	0
0	0	0	0	6700 LIBRARY BOOKS AND MATERIALS	0	0	0
2,244,933	4,586,134	2,297,574	2,297,574	7810 PRINCIPAL	2,092,307	2,092,307	2,092,307
1,332,287	2,419,940	2,377,005	2,067,005	7820 INTEREST	3,358,291	3,358,291	3,358,291
3,604,203	7,015,303	4,709,125	4,399,125	TOTAL EXTERNAL	5,485,598	5,485,598	5,485,598
0	0	7,118	7,118	7100 INDIRECT COSTS	4,490	4,490	4,490
0	0	0	0	7150 TELEPHONE	0	0	0
0	0	0	0	7200 DATA PROCESSING	0	0	0
0	0	0	0	7300 MOTOR POOL	0	0	0
0	0	0	0	7400 BUILDING MANAGEMENT	0	0	0
0	0	0	0	7500 OTHER INTERNAL	0	0	0
0	0	0	0	7550 SERV REIMB TO CAP LEASE RET FU	0	0	0
0	0	0	0	7560 DISTRIBUTION/POSTAGE	0	0	0
0	0	7,118	7,118	TOTAL INTERNAL	4,490	4,490	4,490
3,604,203	7,015,303	4,716,243	4,406,243	TOTAL MATERIALS & SERVICES	5,490,088	5,490,088	5,490,088
0	0	0	0	8100 LAND	0	0	0
0	0	0	0	8200 BUILDINGS	0	0	0
0	0	0	0	8300 OTHER IMPROVEMENTS	0	0	0
0	0	0	0	8400 EQUIPMENT	0	0	0
0	0	0	0	TOTAL CAPITAL OUTLAY	0	0	0
3,604,203	7,015,303	4,709,125	4,399,125	DIRECT BUDGET	5,485,598	5,485,598	5,485,598
3,604,203	7,015,303	4,716,243	4,406,243	TOTAL BUDGET	5,490,088	5,490,088	5,490,088

NOND-109

# NONDEPARTMENTAL

## TAX ANTICIPATION NOTES

MANAGER: DAVID BOYER

### DIVISION SUMMARY

The Tax Anticipation Notes (TAN's) appropriation repays short-term loans in anticipation of receipt of property taxes.

### PROGRAM LIST

9307 Tax Anticipation Notes

### EXPENDITURES(1993-94)

	General Fund(100)	Total All Funds
Personal Services	0	0
Materials & Services	559,150	559,150
Capital Outlay	0	0
Total:	559,150	559,150

NOTE: To see expenditure history please refer to the expenditure detail sheet at the end of this Division section.

### REVENUES(1993-94)

	General Fund(100)	Total All Funds
BWC(dedicated)	0	0
Taxes(dedicated)	0	0
Intergovernmental	0	0
Licenses/Permits	0	0
Service Charges	0	0
Other Revenue Sources	0	0
Service Reimbursements	0	0
Cash Transfers(Jess GF)	0	0
Net General Fund	559,150	559,150
Total:	559,150	559,150

### TAX ANTICIPATION NOTES

9307

### PROGRAM DESCRIPTION

The Tax Anticipation Notes (TAN's) appropriation repays short-term loans in anticipation of receipt of property taxes.

### Goals and Objectives

- Reduce costs on short term loans that are repaid.

### FINANCIAL SUMMARY

	1990-91	1991-92	1992-93	1993-94
General Fund				
FTE	0.00	0.00	0.00	0.00
Cost	600,682	447,098	650,000	559,150
Percent spent	92.13	98.27		
General Fund Support	600,682	447,098	650,000	559,150



# REQUIREMENT DETAIL

1990-91 ACTUAL	1991-92 ACTUAL	1992-93 ADOPTED	1992-93 REVISED	AGENCY: 050 NONDEPARTMENTAL FUND: 100 GENERAL FUND SUM ORG: 9307 TAX ANTICIPATION NOTES	1993-94 PROPOSED	1993-94 APPROVED	1993-94 ADOPTED
0	0	0	0	PERSONAL SERVICES	0	0	0
0	0	0	0	5100 PERMANENT	0	0	0
0	0	0	0	5200 TEMPORARY	0	0	0
0	0	0	0	5300 OVERTIME	0	0	0
0	0	0	0	5400 PREMIUM	0	0	0
0	0	0	0	5500 FRINGE BENEFITS	0	0	0
0	0	0	0	TOTAL EXTERNAL	0	0	0
0	0	0	0	5550 INSURANCE BENEFITS	0	0	0
0	0	0	0	TOTAL PERSONAL SERVICES	0	0	0
0	0	0	0	6050 COUNTY SUPPLEMENTS	0	0	0
0	0	0	0	6060 PASS-THROUGH PAYMENTS	0	0	0
42,869	43,215	50,000	50,000	6110 PROFESSIONAL SVCS	42,500	41,650	41,650
0	0	0	0	6120 PRINTING	0	0	0
0	0	0	0	6130 UTILITIES	0	0	0
0	0	0	0	6140 COMMUNICATIONS	0	0	0
0	0	0	0	6170 RENTALS	0	0	0
0	0	0	0	6180 REPAIRS AND MAINTENANCE	0	0	0
0	0	0	0	6190 MAINTENANCE CONTRACTS	0	0	0
0	0	0	0	6200 POSTAGE	0	0	0
0	0	0	0	6230 SUPPLIES	0	0	0
0	0	0	0	6270 FOOD	0	0	0
0	0	0	0	6310 EDUCATION & TRAINING	0	0	0
0	0	0	0	6320 MTNG CONFERENCE/CONVENTIONS	0	0	0
0	0	0	0	6330 LOCAL TRAVEL/MILEAGE	0	0	0
0	0	0	0	6520 INSURANCE	0	0	0
0	0	0	0	6530 EXTERNAL DATA PROCESSING	0	0	0
0	0	0	0	6550 DRUGS	0	0	0
0	0	0	0	6580 CLAIMS PAID	0	0	0
0	0	0	0	6610 AWARDS AND PREMIUMS	0	0	0
0	0	0	0	6620 DUES AND SUBSCRIPTIONS	0	0	0
0	0	0	0	6700 LIBRARY BOOKS AND MATERIALS	0	0	0
0	0	0	0	7810 PRINCIPAL	0	0	0
557,813	403,883	600,000	480,000	7820 INTEREST	517,500	517,500	517,500
600,682	447,098	650,000	530,000	TOTAL EXTERNAL	560,000	559,150	559,150
0	0	0	0	7100 INDIRECT COSTS	0	0	0
0	0	0	0	7150 TELEPHONE	0	0	0
0	0	0	0	7200 DATA PROCESSING	0	0	0
0	0	0	0	7300 MOTOR POOL	0	0	0
0	0	0	0	7400 BUILDING MANAGEMENT	0	0	0
0	0	0	0	7500 OTHER INTERNAL	0	0	0
0	0	0	0	7550 SERV REIMB TO CAP LEASE RET FU	0	0	0
0	0	0	0	7560 DISTRIBUTION/POSTAGE	0	0	0
0	0	0	0	TOTAL INTERNAL	0	0	0
600,682	447,098	650,000	530,000	TOTAL MATERIALS & SERVICES	560,000	559,150	559,150
0	0	0	0	8100 LAND	0	0	0
0	0	0	0	8200 BUILDINGS	0	0	0
0	0	0	0	8300 OTHER IMPROVEMENTS	0	0	0
0	0	0	0	8400 EQUIPMENT	0	0	0
0	0	0	0	TOTAL CAPITAL OUTLAY	0	0	0
600,682	447,098	650,000	530,000	DIRECT BUDGET	560,000	559,150	559,150
600,682	447,098	650,000	530,000	TOTAL BUDGET	560,000	559,150	559,150

NOND-111

# NONDEPARTMENTAL

## LIBRARY GENERAL OBLIGATION BOND SINKING FUND

**MANAGER: DAVID BOYER**

### DIVISION SUMMARY

The Library General Obligation Bond Fund accounts for the costs associated with the renovation or construction of library facilities.

### PROGRAM LIST

9199 Library GO Bond Fund Accounts for costs associated with Library construction.

### EXPLANATION OF CHANGES

This is a new fund set up to account for Library renovation and construction.

### PERSONNEL LEVELS

	1990-91	1991-92	1992-93	1993-94
Officials & Administrators	0.00	0.00	0.00	0.00
All Other Personnel	0.00	0.00	0.00	0.00
Total Personnel:	0.00	0.00	0.00	0.00

### EXPENDITURES(1993-94)

	Library GO Bond Fund(226)	Total All Funds
Personal Services	0	0
Materials & Services	1,846,000	1,846,000
Capital Outlay	0	0
Total:	1,846,000	1,846,000

NOTE: To see expenditure history please refer to the expenditure detail sheet at the end of this Division section.

### REVENUES(1993-94)

	Library GO Bond Fund(100)	Total All Funds
BWC(dedicated)	0	0
Taxes(dedicated)	1,796,000	1,796,000
Intergovernmental	0	0
Licenses/Permits	0	0
Service Charges	0	0
Other Revenue Sources	0	0
Service Reimbursements	0	0
Interest	50,000	50,000
Cash Transfers(less GF)	0	0
Net General Fund	0	0
Total:	1,846,000	1,846,000

# NONDEPARTMENTAL

**LIBRARY GENERAL OBLIGATION BOND SINKING FUND**

**MANAGER: DAVID BOYER**

**LIBRARY GENERAL OBLIGATION BOND FUND**

**9199**

## FINANCIAL SUMMARY

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>	
1994	1,094,999	741,001	1,836,000	
1995	436,250	876,689	1,312,939	
1996	456,251	1,053,216	1,509,467	
1997	481,250	1,026,643	1,507,893	
1998	506,250	996,503	1,502,753	
1999	815,000	963,389	1,778,389	
2000	850,000	927,158	1,777,158	
2001	885,000	887,891	1,772,891	
2002	925,000	845,798	1,770,798	
2003	970,000	800,829	1,770,829	
2004	1,015,000	752,730	1,767,730	
2005	1,065,000	701,238	1,766,238	
2006	1,120,000	646,053	1,766,053	
2007	1,175,000	586,943	1,761,943	
2008	1,240,000	523,533	1,763,533	
2009	1,305,000	455,764	1,760,764	
2010	1,375,000	383,730	1,758,730	
2011	1,450,000	307,093	1,757,093	
2012	1,525,000	225,643	1,750,643	
2013	1,610,000	139,028	1,749,028	
2014	1,700,000	47,175	1,747,175	
<b>TOTAL</b>	<b><u>22,000,000</u></b>	<b><u>13,888,042</u></b>	<b><u>35,888,042</u></b>	
	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>
<u>Library GO Bond Fund</u>				
FTE	0.00	0.00	0.00	0.00
Cost	0	0	0	1,846,000
Percent spent				
General Fund Support	0	0	0	0

# REQUIREMENT DETAIL

1990-91 ACTUAL	1991-92 ACTUAL	1992-93 ADOPTED	1992-93 REVISED	AGENCY: 050 NONDEPARTMENTAL FUND: 226 LIBRARY BOND SINKING FUND SUM ORG: 9090 CAPITAL LEASE RETIRMENT FUND	1993-94 PROPOSED	1993-94 APPROVED	1993-94 ADOPTED
				PERSONAL SERVICES			
0	0	0	0	5100 PERMANENT	0	0	0
0	0	0	0	5200 TEMPORARY	0	0	0
0	0	0	0	5300 OVERTIME	0	0	0
0	0	0	0	5400 PREMIUM	0	0	0
0	0	0	0	5500 FRINGE BENEFITS	0	0	0
0	0	0	0	TOTAL EXTERNAL	0	0	0
0	0	0	0	5550 INSURANCE BENEFITS	0	0	0
0	0	0	0	TOTAL PERSONAL SERVICES	0	0	0
0	0	0	0	6050 COUNTY SUPPLEMENTS	0	0	0
0	0	0	0	6060 PASS-THROUGH PAYMENTS	0	0	0
0	0	0	0	6110 PROFESSIONAL SVCS	10,000	10,000	10,000
0	0	0	0	6120 PRINTING	0	0	0
0	0	0	0	6130 UTILITIES	0	0	0
0	0	0	0	6140 COMMUNICATIONS	0	0	0
0	0	0	0	6170 RENTALS	0	0	0
0	0	0	0	6180 REPAIRS AND MAINTENANCE	0	0	0
0	0	0	0	6190 MAINTENANCE CONTRACTS	0	0	0
0	0	0	0	6200 POSTAGE	0	0	0
0	0	0	0	6230 SUPPLIES	0	0	0
0	0	0	0	6270 FOOD	0	0	0
0	0	0	0	6310 EDUCATION & TRAINING	0	0	0
0	0	0	0	6320 MTNG CONFERENCE/CONVENTIONS	0	0	0
0	0	0	0	6330 LOCAL TRAVEL/MILEAGE	0	0	0
0	0	0	0	6520 INSURANCE	0	0	0
0	0	0	0	6530 EXTERNAL DATA PROCESSING	0	0	0
0	0	0	0	6550 DRUGS	0	0	0
0	0	0	0	6580 CLAIMS PAID	0	0	0
0	0	0	0	6610 AWARDS AND PREMIUMS	0	0	0
0	0	0	0	6620 DUES AND SUBSCRIPTIONS	0	0	0
0	0	0	0	6700 LIBRARY BOOKS AND MATERIALS	0	0	0
0	0	0	0	7810 PRINCIPAL	1,900,000	1,900,000	1,094,999
0	0	0	0	7820 INTEREST	741,001	741,001	741,001
0	0	0	0	TOTAL EXTERNAL	2,651,001	2,651,001	1,846,000
0	0	0	0	7100 INDIRECT COSTS	0	0	0
0	0	0	0	7150 TELEPHONE	0	0	0
0	0	0	0	7200 DATA PROCESSING	0	0	0
0	0	0	0	7300 MOTOR POOL	0	0	0
0	0	0	0	7400 BUILDING MANAGEMENT	0	0	0
0	0	0	0	7500 OTHER INTERNAL	0	0	0
0	0	0	0	7550 SERV REIMB TO CAP LEASE RET FU	0	0	0
0	0	0	0	7560 DISTRIBUTION/POSTAGE	0	0	0
0	0	0	0	TOTAL INTERNAL	0	0	0
0	0	0	0	TOTAL MATERIALS & SERVICES	2,651,001	2,651,001	1,846,000
0	0	0	0	8100 LAND	0	0	0
0	0	0	0	8200 BUILDINGS	0	0	0
0	0	0	0	8300 OTHER IMPROVEMENTS	0	0	0
0	0	0	0	8400 EQUIPMENT	0	0	0
0	0	0	0	TOTAL CAPITAL OUTLAY	0	0	0
0	0	0	0	DIRECT BUDGET	2,651,001	2,651,001	1,846,000
0	0	0	0	TOTAL BUDGET	2,651,001	2,651,001	1,846,000

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## NONDEPARTMENTAL

### GENERAL SERVICES (HISTORY)

#### DIVISION SUMMARY

The Department of General Services, created in 1983, was divided between the Department of Environmental Services and Nondepartmental in July 1991. The following table shows the distribution of organizations formerly located in the Department of General Services.

Environmental Services	Nondepartmental
Assessment & Taxation	Finance
Elections	Risk Management
Records	Employee Services
Mail/Distribution	Labor Relations
Board of Equalization	Purchasing/Stores
Information Services	

The Office of the Director was cut from the budget. This section shows the history of expenditures for that office.

#### PROGRAM LIST

7200 Office of the Director  
7335 Administrative Services

#### OFFICE OF THE DIRECTOR

7200

<b>FINANCIAL SUMMARY</b>				
	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>
<u>General Fund</u>				
FTE	2.81	0.57	0.00	0.00
Cost	288,231	30,263	0	0
Percent spent				
General Fund Support	288,231	30,263	0	0

#### ADMINISTRATIVE SERVICES

7335

<b>FINANCIAL SUMMARY</b>				
	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>
<u>General Fund</u>				
FTE	2.68	0.00	0.00	0.00
Cost	163,843	30,768	0	0
Percent spent				
General Fund Support	163,843	30,768	0	0

# REQUIREMENT DETAIL

1990-91 ACTUAL	1991-92 ACTUAL	1992-93 ADOPTED	1992-93 REVISED	AGENCY: 050 NONDEPARTMENTAL FUND: 100 GENERAL FUND SUM ORG: 7200 DIRECOTR'S OFFICE	1993-94 PROPOSED	1993-94 APPROVED	1993-94 ADOPTED
PERSONAL SERVICES							
126,218	21,941	0	0	5100 PERMANENT	0	0	0
0	0	0	0	5200 TEMPORARY	0	0	0
434	0	0	0	5300 OVERTIME	0	0	0
4,679	0	0	0	5400 PREMIUM	0	0	0
33,471	5,813	0	0	5500 FRINGE BENEFITS	0	0	0
164,802	27,754	0	0	TOTAL EXTERNAL	0	0	0
16,145	2,145	0	0	5550 INSURANCE BENEFITS	0	0	0
180,947	29,899	0	0	TOTAL PERSONAL SERVICES	0	0	0
MATERIALS & SERVICES							
0	0	0	0	6050 COUNTY SUPPLEMENTS	0	0	0
0	0	0	0	6060 PASS-THROUGH PAYMENTS	0	0	0
71,245	0	0	0	6110 PROFESSIONAL SVCS	0	0	0
975	0	0	0	6120 PRINTING	0	0	0
0	0	0	0	6130 UTILITIES	0	0	0
0	0	0	0	6140 COMMUNICATIONS	0	0	0
229	0	0	0	6170 RENTALS	0	0	0
18,701	0	0	0	6180 REPAIRS AND MAINTENANCE	0	0	0
0	0	0	0	6190 MAINTENANCE CONTRACTS	0	0	0
85	0	0	0	6200 POSTAGE	0	0	0
1,023	0	0	0	6230 SUPPLIES	0	0	0
538	0	0	0	6270 FOOD	0	0	0
2,525	0	0	0	6310 EDUCATION & TRAINING	0	0	0
0	0	0	0	6320 MTNG CONFERENCE/CONVENTIONS	0	0	0
891	0	0	0	6330 LOCAL TRAVEL/MILEAGE	0	0	0
0	0	0	0	6520 INSURANCE	0	0	0
0	0	0	0	6530 EXTERNAL DATA PROCESSING	0	0	0
0	0	0	0	6550 DRUGS	0	0	0
0	0	0	0	6580 CLAIMS PAID	0	0	0
0	0	0	0	6610 AWARDS AND PREMIUMS	0	0	0
567	0	0	0	6620 DUES AND SUBSCRIPTIONS	0	0	0
0	0	0	0	6700 LIBRARY BOOKS AND MATERIALS	0	0	0
0	0	0	0	7810 PRINCIPAL	0	0	0
0	0	0	0	7820 INTEREST	0	0	0
96,779	0	0	0	TOTAL EXTERNAL	0	0	0
0	0	0	0	7100 INDIRECT COSTS	0	0	0
10,433	364	0	0	7150 TELEPHONE	0	0	0
0	0	0	0	7200 DATA PROCESSING	0	0	0
21	0	0	0	7300 MOTOR POOL	0	0	0
0	0	0	0	7400 BUILDING MANAGEMENT	0	0	0
51	0	0	0	7500 OTHER INTERNAL	0	0	0
0	0	0	0	7550 SERV REIMB TO CAP LEASE RET FU	0	0	0
0	0	0	0	7560 DISTRIBUTION/POSTAGE	0	0	0
10,505	364	0	0	TOTAL INTERNAL	0	0	0
107,284	364	0	0	TOTAL MATERIALS & SERVICES	0	0	0
CAPITAL OUTLAY							
0	0	0	0	8100 LAND	0	0	0
0	0	0	0	8200 BUILDINGS	0	0	0
0	0	0	0	8300 OTHER IMPROVEMENTS	0	0	0
0	0	0	0	8400 EQUIPMENT	0	0	0
0	0	0	0	TOTAL CAPITAL OUTLAY	0	0	0
261,581	27,754	0	0	DIRECT BUDGET	0	0	0
288,231	30,263	0	0	TOTAL BUDGET	0	0	0

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## PERSONNEL DETAIL

(USD MODA07 JUN FEB 87 REV JUN DEC 89)

# REQUIREMENT DETAIL

1990-91 ACTUAL	1991-92 ACTUAL	1992-93 ADOPTED	1992-93 REVISED	AGENCY: 050 NONDEPARTMENTAL FUND: 100 GENERAL FUND SUM ORG: 7335 DISTRIBUTION SUPPORT	1993-94 PROPOSED	1993-94 APPROVED	1993-94 ADOPTED
101,954	19,831	0	0	PERSONAL SERVICES			
7,370	0	0	0	5100 PERMANENT	0	0	0
0	0	0	0	5200 TEMPORARY	0	0	0
1,476	0	0	0	5300 OVERTIME	0	0	0
27,583	5,245	0	0	5400 PREMIUM	0	0	0
138,383	25,076	0	0	5500 FRINGE BENEFITS	0	0	0
14,028	3,998	0	0	TOTAL EXTERNAL	0	0	0
				5550 INSURANCE BENEFITS	0	0	0
152,411	29,074	0	0	TOTAL PERSONAL SERVICES	0	0	0
0	0	0	0	6050 COUNTY SUPPLEMENTS	0	0	0
0	0	0	0	6060 PASS-THROUGH PAYMENTS	0	0	0
9,861	421	0	0	6110 PROFESSIONAL SVCS	0	0	0
217	875	0	0	6120 PRINTING	0	0	0
0	0	0	0	6130 UTILITIES	0	0	0
0	0	0	0	6140 COMMUNICATIONS	0	0	0
0	0	0	0	6170 RENTALS	0	0	0
0	0	0	0	6180 REPAIRS AND MAINTENANCE	0	0	0
0	0	0	0	6190 MAINTENANCE CONTRACTS	0	0	0
0	0	0	0	6200 POSTAGE	0	0	0
0	96	0	0	6230 SUPPLIES	0	0	0
0	0	0	0	6270 FOOD	0	0	0
0	99	0	0	6310 EDUCATION & TRAINING	0	0	0
0	0	0	0	6320 MTNG CONFERENCE/CONVENTIONS	0	0	0
292	15	0	0	6330 LOCAL TRAVEL/MILEAGE	0	0	0
0	0	0	0	6520 INSURANCE	0	0	0
0	0	0	0	6530 EXTERNAL DATA PROCESSING	0	0	0
0	0	0	0	6550 DRUGS	0	0	0
0	0	0	0	6580 CLAIMS PAID	0	0	0
0	0	0	0	6610 AWARDS AND PREMIUMS	0	0	0
0	0	0	0	6620 DUES AND SUBSCRIPTIONS	0	0	0
0	0	0	0	6700 LIBRARY BOOKS AND MATERIALS	0	0	0
0	0	0	0	7810 PRINCIPAL	0	0	0
0	0	0	0	7820 INTEREST	0	0	0
10,370	1,506	0	0	TOTAL EXTERNAL	0	0	0
0	0	0	0	7100 INDIRECT COSTS	0	0	0
1,062	188	0	0	7150 TELEPHONE	0	0	0
0	0	0	0	7200 DATA PROCESSING	0	0	0
0	0	0	0	7300 MOTOR POOL	0	0	0
0	0	0	0	7400 BUILDING MANAGEMENT	0	0	0
0	0	0	0	7500 OTHER INTERNAL	0	0	0
0	0	0	0	7550 SERV REIMB TO CAP LEASE RET FU	0	0	0
0	0	0	0	7560 DISTRIBUTION/POSTAGE	0	0	0
1,062	188	0	0	TOTAL INTERNAL	0	0	0
11,432	1,694	0	0	TOTAL MATERIALS & SERVICES	0	0	0
0	0	0	0	8100 LAND	0	0	0
0	0	0	0	8200 BUILDINGS	0	0	0
0	0	0	0	8300 OTHER IMPROVEMENTS	0	0	0
0	0	0	0	8400 EQUIPMENT	0	0	0
0	0	0	0	TOTAL CAPITAL OUTLAY	0	0	0
148,753	26,582	0	0	DIRECT BUDGET	0	0	0
163,843	30,768	0	0	TOTAL BUDGET	0	0	0

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## PERSONNEL DETAIL

15D MODA07 JUN FEB 87 REV JUN DEC 89