

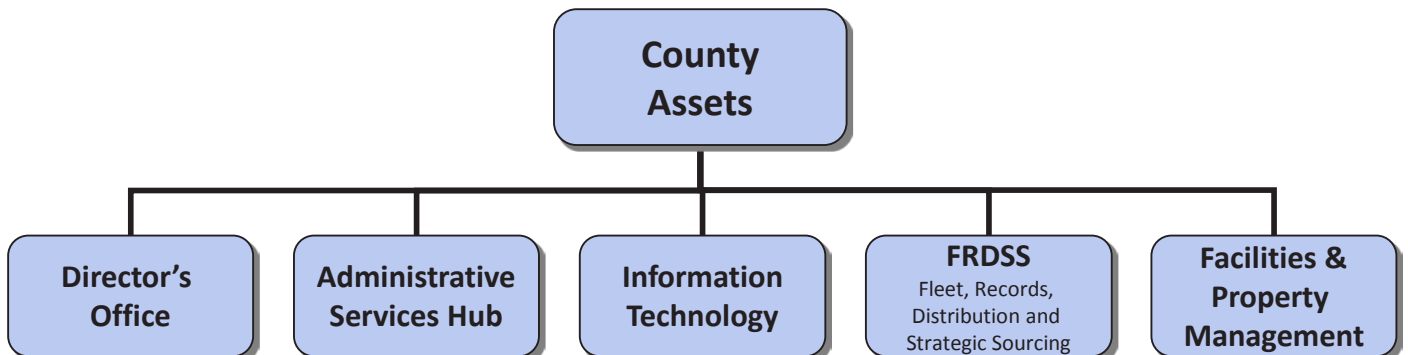
### Department Overview

The Department of County Assets (DCA) plans for, acquires, and manages County assets. DCA coordinates the use of the tools and infrastructure that County employees and programs need to provide critical community services efficiently and effectively. Major programs in the department include:

- Facilities & Property Management is manages and makes capital improvements to over 3 million rentable square feet of offices, libraries, courts, detention centers, shops, clinics, and other types of leased and owned space in over 130 locations.
- Information Technology provides telecommunication, network, and hardware support, manages over 8,000 PCs, laptops, and tablets, 7,500 phone numbers, 125 network circuits, 500 virtual servers and 300 business applications.
- Fleet, Records, Distribution, and Strategic Sourcing maintains and manages vehicles, develops and maintains records, provides pick up and delivery of mail and provides contract management.
- Administrative Services Hub provides Human resources, procurement and contracting, finance, budget, rate-setting, capital planning, accounts payable, and other administrative services to DCA, and a subset of these services to the Department of County Management (DCM) and the non-departmental agencies and offices.

DCA continually evaluates opportunities to implement best practices, integrate service delivery, streamline and improve internal accounting functions, and promote innovative County business tools and processes. The long-range goals for DCA are driven by the County’s efforts to focus scarce financial resources on the delivery of direct services, and include:

- Creating financial accountability for the County’s assets;
- Streamlining business processes and implementing best practices for asset portfolio management; and
- Providing cost-effective, customer-focused infrastructure and business services.



### Budget Overview

The FY 2017 budget for the Department of County Assets (DCA) is \$330.9 million. It consists of: \$6.8 million in the General Fund, \$108 million in Internal Service funds and \$216.1 million in Capital funds. Internal Service Funds are primarily facilities, information technology and fleet related.

The budget increases by \$80.5 million from the FY 2016 Adopted budget. The increases are \$45.6 million in the Downtown Courthouse and \$19.7 million in the Health Headquarters Capital funds. In addition, 2 new funds are added, \$6.9 million in the Information Technology Capital Fund, most of which is transferred from the Information Technology Fund, and \$5.4 million in the Hansen Building Replacement Fund. Changes in contractual services and capital outlay are primarily from changes in the Downtown Courthouse and Health Headquarters funds due to anticipated expenditures in FY 2017.

The following programs are identified as one-time-only programs and/or are receiving one-time-only General Fund support.

	General Fund One-Time-Only	FY 2017 Budget
78215- ESPC-Juvenile Justice Complex Lighting		1,040,000
78216- ESPC-Inverness Jail-Water		1,496,627
78217- Yeon-AG Fuel Tanks Installation		436,661
78218- Hansen Building Replacement	3,000,000	5,390,766
78219- Yeon Annex - Reception and Lobby Redesign		49,500
78220- DCJ Mid County Facility	7,500,000	7,500,000
78221- MCDC Detention Electronics	100,000	100,000
78300- IT Continuity of Operations		114,630
78301A- IT Innovation & Investment Projects		3,740,269
78301B- IT Network Convergence		165,158
78318- IT Cyber Security		1,266,610
78319- CRIMES Replacement	1,479,456	1,574,456
78212- Downtown Courthouse	19,900,000	98,602,542

<b>Budget Trends*</b>					
	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2016</b>	<b>FY 2017</b>	
	<u>Actual</u>	<u>Estimate</u>	<u>Adopted</u>	<u>Proposed</u>	<u>Difference</u>
			<u>Budget</u>	<u>Budget</u>	
Staffing FTE	320.95	326.95	326.95	343.65	16.70
Personnel Services	\$40,006,517	\$42,564,458	\$44,499,090	\$49,082,990	\$4,583,900
Contractual Services	19,696,686	25,964,909	31,718,386	197,056,740	165,338,354
Materials & Supplies	30,161,862	31,673,145	35,886,474	39,188,970	3,302,496
Internal Services	10,862,685	9,747,707	15,650,886	16,288,384	637,498
Capital Outlay	<u>4,897,905</u>	<u>7,765,475</u>	<u>122,588,776</u>	<u>29,250,373</u>	<u>(93,338,403)</u>
<b>Total Costs</b>	<b>\$105,625,654</b>	<b>\$117,715,694</b>	<b>\$250,343,612</b>	<b>\$330,867,457</b>	<b>\$80,523,845</b>

\*Figures on this page do not include cash transfers, contingencies or unappropriated balances. Division and program offer summary tables on subsequent pages DO contain contingencies, transfers, and unappropriated balances.

## Successes and Challenges

A number of strategic projects were initiated and/or completed in FY 2016:

- Board of County Commissioners approval of project plans for the design and construction of the new Central Courthouse and the new Health Headquarters facility, completion of Phase 1 of the Hansen replacement project, and the final sale of the Morrison Bridgehead property.
- Completion of the VoIP implementation project, including the Downtown Courthouse, with the migration of nine State Court call centers and 590 phones across four public safety entities and completion of the Library Digital Collection project. The Gallery provides Library staff with the ability to store, maintain and display materials and allows patrons to search, explore and interact with various digital collections.
- Migration of the downtown motor pool to a third-party CarShare program resulting in reduction in capital costs and improved self-service reservations.
- Development of a senior management program for equity, diversity and inclusion including the completion of a readiness assessment, implementation of structured learning at senior management meetings, and development of a business case for equity, diversity and inclusion.

Several other important projects are in process:

- Planning for a new Mid-County DCJ campus.
- Implementation of Direct Messaging tool, our first cross-departmental system for supporting health care transformation.
- Expansion of County fueling capabilities with installation of above ground tanks at the Yeon location.

In all of its work, DCA considers the County's values and industry best practices, including goals for sustainability and MWSBE participation in our construction projects. DCA's continued partnership with CityFleet brings best practices in fleet maintenance. DCA's strategic sourcing efforts are a best practice in procurement and implements the values of sustainability, buying local and equity.

Key challenges include:

- Effectively balancing workloads against competing priorities: The demand for internal service provision continues to outpace the available resources. There is a continuous need to have the appropriate governance structures in place to re-prioritize the work.
- Recruitment and retention of management and staff: DCA continues to focus on best practices for retaining excellent staff, recruiting new staff, and providing an inclusive workplace.

### Diversity and Equity

In FY 2016, the Department of County Assets made a significant investment in equity, diversity, and inclusion. We re-classified an existing position to fund a new senior management position to focus on equity, diversity, and inclusion. Both the new senior team member and the Department Director are members of the Equity Council and equity and inclusion learning is an agenda item for every senior management meeting. Equity is also explicitly addressed in the DCA mission, vision, values tag line and FY 2016-17 goals.

We have developed a senior management program for equity, diversity, and inclusion. As a part of the program, we developed and completed an equity assessment, added structured learning at senior management meetings, and developed a business case to further inform our program. In FY 2015, we formed an Equity and Sustainability Advisory Team (E-SAT) which evaluated and measured our carbon footprint and developed recommendations for reductions. In FY 2016, we are asking a team of managers and staff to develop an organizational assessment tool to measure where we are, guide our planning, and identify where support is needed. This team will further develop and publish our business case for equity, diversity, and inclusion. The business case will clearly describe the importance of equity, diversity, and inclusion from a business perspective and the valuable results that are possible. This is critical in getting our whole team on board and will inform our recruitment and retention plans. We also continue to consider the environment, equity and economy in our Strategic Sourcing planning. Finally, in partnership with Office of Diversity and Equity (ODE), we conducted a three hour workshop with the entire Central Courthouse team (County staff and contractors) on the importance of building an inclusive, trauma-informed space.

### Budget by Division

Division Name	FY 2017 General Fund	Other Funds	Total Division Cost	Total FTE
DCA Director's Office	\$500,586	\$0	\$500,586	2.00
Administrative Hub Services	5,768,965	0	5,768,965	41.40
Facilities & Property Management	0	256,919,839	256,919,839	107.75
Information Technology	0	55,301,198	55,301,198	165.15
Fleet Records Distribution & Strategic Sourcing	<u>499,997</u>	<u>14,267,383</u>	<u>14,767,380</u>	<u>27.35</u>
<b>Total County Assets</b>	<b>\$6,769,548</b>	<b>\$326,488,420</b>	<b>\$333,257,968</b>	<b>343.65</b>

*Includes cash transfers, contingencies, and unappropriated balances.*

### Director's Office

The DCA Director's Office provides leadership, strategic direction, operational assessment and accountability in oversight and management of County assets, including information technology, facilities and real property, fleet, records, distribution services and strategic sourcing. The office works with all County departments and elected officials to establish priorities and guidelines for asset acquisition, maintenance, monitoring, replacement and disposal.

Large capital projects will again be a focus in FY 2017. The IT Division will focus on implementation planning for a new Enterprise Resourcing Planning (ERP) System, implementing the County's new Assessment and Taxation System and assisting the DA's Office in the replacement of their CRIMES System. Facilities and Property Management will move forward with the design and construction of the new Central Courthouse and the new Health Department Headquarters building, as well as with the replacement of the Hansen Complex and the build out of the new Mid-County DCJ facility. The County partners with the City of Portland's CityFleet for fleet maintenance of downtown vehicles and will utilize a third-party CarShare program for our downtown motor pool. Additionally, the Strategic Sourcing team will create at least eight sourcing plans, Records Administration will initiate the county-wide rollout of the new electronic records management system, and Distribution Services will streamline using their new outgoing mail sorting equipment.

### Significant Changes

There are no significant changes in the Director's Office.

### Facilities and Property Management

The Facilities and Property Management Division (FPM) manages an inventory of more than 3.7 million square feet of owned and leased space in 130 buildings geographically dispersed throughout the County. The FPM mission is to proactively plan, operate and manage all County properties in a safe, accessible, effective and efficient manner. FPM strives to provide innovative, sustainable, and affordable workplace solutions to enable all County programs to deliver effective services to the public.

While buildings are FPM's business, people are the purpose. In addition to serving clients' specific needs, FPM has a broader vision of building thriving communities and promoting stewardship of the taxpayer's' assets. FPM supports environmental sustainability and energy efficiency through ongoing energy conservation projects, leadership in County recycling initiatives, sustainable procurement processes, and Green Building construction practices. FPM commitment to supporting local businesses and promoting diversity and equity is demonstrated by its use of MWESB and QRF firms for contracted services.

In FY 2017, FPM will continue to build on the Facilities Asset Strategic Plan, conducting condition assessments for medium performance buildings and developing near and long-term investment strategies that align with future County service delivery goals.

### Significant Changes

While the total Facilities Fund (3505) budget request only increases 2.0 % over the FY 2016 adopted budget, there are notable changes within the relatively flat bottom line. To provide consistent and reliable services to support County operations, the budget reduces contract repair and maintenance services and adds nine new positions. Additionally, FY 2017 internal service rates reflect the end of a spend-down of Facilities Fund beginning working capital (BWC). In recent years, BWC subsidized a portion of operating costs that Facilities, in-turn, did not need to recover from customers. Therefore, while the total Facilities Fund budget remains flat, basic charges to County departments are expected to increase by 6.5%. About half of these charges are for general operations, which increase 8.8% with the end of the BWC subsidy (other basic charges are lease, debt and utilities). Capital Funds BWC was overestimated by \$6M in prior years. The correction for FY 2017 entailed a re-prioritization of projects in the 5 Year Capital Plan to remain within budget constraints.

In addition, The Hansen Building Replacement project (78218) is now assigned its own fund (2512), which combines and supersedes two preexisting projects -- Hansen Operations Relocation and Hansen Reconfiguration. A new program offer, DCJ Mid County Facility (78220), was established to acquire an asset in a mid-county location to consolidate four separate Department of Community Justice (DCJ) sites into a single County owned facility.

### Information Technology

The Information Technology (IT) Division's mission is to leverage technology to drive innovation, efficiency, and cost savings. IT's vision is to provide residents and County employees the technology and information they need, any time, any place. IT has worked hard to define a mission and vision that focus on providing the services and technologies that County residents and employees deserve, at a cost they can afford. The mission and vision guide the development and implementation of the County's FY 2017 technology initiatives. This solid framework empowers IT employees to solve County business challenges by focusing on priority projects and by embracing new technologies to provide enhanced service and reduce costs.

The IT Division manages more than 8,000 PCs, laptops, and mobile devices, about 7,500 phone numbers, over 500 virtual servers and 30 physical servers, 125 network circuits, and approximately 300 business applications. IT staff support a wide array of business applications spanning primary health care, social services, transportation and bridges, facilities, finance, payroll, benefits, animal services, elections, emergency management, assessment and taxation, land use planning, libraries, jail management, and community justice. In addition, IT staff support the County's public facing web presence as well as an intranet for staff. County employees using these systems are located in over 130 different sites across the County, and the technologies required are as diverse as the lines of business.

### Significant Changes

The IT Fund (3503) budget increased 6.2% over the FY 2016 adopted budget. The increase is driven by overall County head count, which has increased 2.3% over the last year, and specific requests from individual departments.

A new Information Technology Capital Fund 2508 totaling \$6.9 million is established to separately account for the Information Technology capital projects, formerly in fund 3503. This is in response to an audit recommendation and the Chief Operating Officer's County-wide capital project oversight initiative. Programs include IT Continuity of Operations (78300), IT Innovation & Investment Projects (78301A), IT Network Convergence (78301B), IT Cyber Security (78318), and CRIMES Replacement (78319).

An assessment of IT projects and priorities resulted in a reallocation of \$2 million for the Enterprise Resourcing Planning (ERP) Design and Implementation project within IT Innovation & Investment Projects (78301A).

### Fleet, Records, Distribution and Strategic Sourcing

Fleet, Records, Distribution Services, Motor Pool, and Strategic Sourcing provide operational support services to all County departments and agencies.

- Fleet Services maintains and manages over 700 vehicles of various types, including electric and hybrid vehicles.
- Records Management and Archives develops and maintains record retention schedules to ensure that all legal and administrative requirements are met. The program manages over 120 million documents; some dating back to 1855.
- Distribution Services provides pick up and delivery of mail and supplies, medical lab tests, processing and metering of US mail, US Mail related training, consultation and contract management.
- Motor Pool provides short term vehicle availability through the County's Motor Pool and third-party CarShare program.
- The County's Strategic Sourcing program focuses on the holistic approach to the selection and sourcing of goods and services through the development, implementation, oversight and direct delivery of key strategic sourcing practices across the County, providing strategy, leadership, expertise and analytical information to County departments.

### Significant Changes

The Motor Pool program, after a successful pilot, implemented an alternative Motor Pool strategy using a third-party CarShare program. The County's owned Downtown Motor Pool vehicles have been re-purposed to meet other County needs and the CarShare program vehicles are located at a parking lot adjacent to the Lincoln building where the heaviest concentration of Downtown Motor Pool users reside.

Also in FY 2016, the aging Records Management and Archiving system was replaced with an industry-standard and compliant system. The use of the electronic records management system will be expanded in the coming years to extend its capabilities and advance adoption of its self-service archive and retrieval features.



### Administrative Hub

The DCA Administrative Hub provides human resources, procurement, contracting, finance, budget, internal service rate setting, capital planning, accounts payable, travel and training arrangements, and other administrative services. These services are provided to the 350 employees in DCA while many are also provided to approximately 345 employees in the Department of County Management and the non-departmental agencies and offices. Functional areas supported include:

- Human Resources and Administration, providing services that include strategic planning, job recruitment and outreach, investigations, performance management, HR transaction processing, supplies ordering and timekeeping.
- Procurement and Contracting, providing procurement and contracting for commercial services, construction, leases, software, maintenance and repair, and architectural and engineering contracts. Services include contract development, negotiation, risk assessment and management, supplier/vendor management and ongoing contract administration.
- Budget and Planning, providing budget, rate setting and capital planning services. Activities include County-wide rate analysis and creation, budget development, budget management and oversight, capital planning and on-going analysis.
- Finance, providing accounts payable and accounts receivable transaction processing, grant accounting and travel & training arrangements.

### Significant Changes

The Administrative Services Hub continues to develop and implement business process improvements. Budget and Planning continues to implement the Kaizen Blitz LEAN improvements to the Internal Services Rates process. In FY 2016, the FPM rate process was addressed and the IT rate will be evaluated in FY 2017. LEAN process analysis lays a strong foundation with room for further efficiencies in the budgeting process.

Procurement and Contracting is requesting the addition of 1.00 FTE, a management position, to directly oversee the portfolio of IT Procurement and Contracting, which continues to grow in volume and complexity. The position will supervise 7 to 10 represented and non-represented staff members and be responsible for hundreds of technology related transactions per year.

### Department of County Assets

The following table shows the programs that make up the department's total budget. The individual programs follow in numerical order.

Prog. #	Program Name	FY 2017 General Fund	Other Funds	Total Cost	FTE
<b>DCA Director's Office</b>					
78000	DCA Director's Office	\$500,586	\$0	\$500,586	2.00
<b>Administrative Hub Services</b>					
78100	Administrative Hub Budget & Planning	892,807	0	892,807	6.00
78101	Administrative Hub Procurement & Contracting	2,437,758	0	2,437,758	17.40
78102	Administrative Hub Finance	936,861	0	936,861	8.00
78103	Administrative Hub Human Resources	1,501,539	0	1,501,539	10.00
<b>Facilities &amp; Property Management</b>					
78200	Facilities Director's Office	0	4,320,113	4,320,113	10.25
78201	Debt Service & Capital Fee Pass Through	0	5,978,692	5,978,692	0.00
78202	Facilities Operations & Maintenance	0	13,713,337	13,713,337	67.50
78203	Facilities Client Services	0	7,935,492	7,935,492	9.00
78204	Facilities Capital Operation Costs	0	1,445,177	1,445,177	10.00
78205	Facilities Capital Improvement Program	0	12,195,851	12,195,851	0.00
78206	Capital Asset Preservation Program	0	13,761,911	13,761,911	0.00
78208	Facilities Utilities Pass Through	0	6,048,618	6,048,618	0.00
78209	Facilities Lease Management	0	6,989,234	6,989,234	2.00
78210	Facilities Strategic Planning and Projects	0	1,096,235	1,096,235	6.00
78211	Facilities Construction Mgmt & Design	0	579,293	579,293	3.00
78212	Facilities Downtown Courthouse	0	98,602,542	98,602,542	0.00
78213	Library Construction Fund	0	3,439,790	3,439,790	0.00
78214	Health Headquarters Construction	0	64,800,000	64,800,000	0.00
78215	ESPC-Juvenile Justice Complex Lighting	0	1,040,000	1,040,000	0.00
78216	ESPC-Inverness Jail-Water	0	1,496,627	1,496,627	0.00
78217	Yeon-AG Fuel Tanks Installation	0	436,661	436,661	0.00
78218	Hansen Building Replacement	0	5,390,766	5,390,766	0.00
78219	Yeon Annex - Reception & Lobby Redesign	0	49,500	49,500	0.00
78220	DCJ Mid County Facility	0	7,500,000	7,500,000	0.00
78221	MCDC Detention Electronics	0	100,000	100,000	0.00

# County Assets

fy2017 proposed budget

Prog. #	Program Name	FY 2017 General Fund	Other Funds	Total Cost	FTE
<b>Information Technology</b>					
78300	IT Continuity of Operations	0	114,630	114,630	0.00
78301A	IT Innovation & Investment Projects	0	3,740,269	3,740,269	0.00
78301B	IT Network Convergence	0	165,158	165,158	0.00
78302	IT Planning, Projects & Portfolio Management	0	2,024,801	2,024,801	11.00
78303	IT Help Desk Services	0	972,940	972,940	7.30
78304	IT Telecommunications Services	0	2,344,129	2,344,129	5.00
78305	IT Mobile Device Expense Management	0	1,056,948	1,056,948	1.00
78306	IT Network Services	0	4,875,235	4,875,235	12.00
78307	IT Desktop Services	0	2,250,383	2,250,383	17.10
78308	IT Asset Replacement	0	3,620,129	3,620,129	0.00
78309	IT Health & Human Services Application Services	0	4,830,463	4,830,463	23.00
78310	IT Public Safety Application Services	0	4,155,183	4,155,183	18.00
78311	IT General Government Application Services	0	1,645,027	1,645,027	6.00
78312	IT Data & Reporting Services	0	2,634,487	2,634,487	10.60
78313	IT SAP Application Services	0	2,002,833	2,002,833	9.00
78314	IT Enterprise and Web Application Services	0	3,523,511	3,523,511	15.40
78315	IT Library Application Services	0	278,264	278,264	2.00
78316	IT Shared Operating Expenses	0	7,217,937	7,217,937	3.00
78317	IT Data Center & Technical Services	0	5,007,805	5,007,805	24.75
78318	IT Cyber Security	0	1,266,610	1,266,610	0.00
78319	CRIMES Replacement	0	1,574,456	1,574,456	0.00
<b>Fleet, Records, Distribution and Strategic Sourcing</b>					
78400	Fleet Services	0	4,327,443	4,327,443	9.90
78401	Fleet Vehicle Replacement	0	5,965,054	5,965,054	0.00
78402	Motor Pool	0	828,756	828,756	2.25
78403	Distribution Services	0	1,934,731	1,934,731	6.60
78404	Records Management	0	1,211,399	1,211,399	5.20
78405	Countywide Strategic Sourcing	499,997	0	499,997	3.40
<b>Total County Assets</b>		<b>\$6,769,548</b>	<b>\$326,488,420</b>	<b>\$333,257,968</b>	<b>343.65</b>

Includes cash transfers, contingencies, and unappropriated balances.

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**Department:** County Assets

**Program Contact:** Sherry Swackhamer

**Program Offer Type:** Administration

**Program Offer Stage:** As Proposed

**Related Programs:**
**Program Characteristics:**

### Executive Summary

The Department of County Assets (DCA) Director's Office is accountable for leadership in the oversight and management of county assets including information technology, facilities and property management, fleet administration and maintenance, motorpool, records and archive management, distribution services, and the related functions. The Director's Office is also responsible for ensuring department-wide engagement in important county-wide initiatives including Diversity and Equity, the Climate Action Plan, and the Wellness Program.

### Program Summary

The Department of County Assets (DCA) aligns the management of specific County assets including information technology, facilities and property management, fleet operations and maintenance, motorpool, records, and distribution services. The goals of DCA include managing physical assets and the associated costs to ensure that the County's limited resources are invested where they are needed most. DCA management provides leadership, strategic direction, and operational assessment and accountability to ensure these goals are met.

The organization also includes an administrative services hub providing Human Resources and Administration, Procurement and Contracting, and Budget and Finance services. The hub provides the services to DCA, and a variety of services to the Department of County Management (DCM), the Chair's Office, the Board of County Commissioners, and other non-departmental entities. The hub strives to eliminate duplication of resources and streamline processes through economies of scale across these groups, where appropriate.

Additionally, the department includes the county-wide Strategic Sourcing initiative. Strategic Sourcing moves the county to an industry standard practice of commodity planning and sourcing with "just in time" purchasing and direct shipment of office supplies and similar commodities. A county-wide "Strategic Sourcing Council" provides governance and decision-making, and aligns strategic sourcing initiatives with County values.

### Performance Measures

Measure Type	Primary Measure	FY15 Actual	FY16 Purchased	FY16 Estimate	FY17 Offer
Output	Number of Equity Lens project/process evaluations completed	N/A	6	3	6
Outcome	Percent of administrative processes analyzed through the LEAN methodology.	N/A	20	5	10

### Performance Measures Descriptions

Output - Equity and inclusion principles including EPL will be used in the evaluation of at least 6 processes/projects.  
 Outcome - Percent of administrative processes analysed per the LEAN methodology.

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2016	2016	2017	2017
Personnel	\$410,848	\$0	\$429,072	\$0
Contractual Services	\$25,000	\$0	\$22,000	\$0
Materials & Supplies	\$23,375	\$0	\$23,210	\$0
Internal Services	\$27,142	\$0	\$26,304	\$0
<b>Total GF/non-GF</b>	<b>\$486,365</b>	<b>\$0</b>	<b>\$500,586</b>	<b>\$0</b>
<b>Program Total:</b>	<b>\$486,365</b>		<b>\$500,586</b>	
<b>Program FTE</b>	2.00	0.00	2.00	0.00

Program Revenues				
Other / Miscellaneous	\$486,365	\$0	\$500,586	\$0
<b>Total Revenue</b>	<b>\$486,365</b>	<b>\$0</b>	<b>\$500,586</b>	<b>\$0</b>

Explanation of Revenues

Internal Service charges in the Facilities, Information Technology, Fleet, and Distribution funds support the Director's Office.

Significant Program Changes

Last Year this program was: FY 2016: 78000-16 DCA Director's Office

No significant changes.



## Legal / Contractual Obligation

Oregon Budget Law (ORS Chapter 294), federal Office of Management & Budget circulars A-133 and A-87, Government Accounting Standards Board statements and pronouncements, County Administrative Procedures.

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2016	2016	2017	2017
Personnel	\$765,326	\$0	\$793,073	\$0
Contractual Services	\$0	\$0	\$5,000	\$0
Materials & Supplies	\$11,015	\$0	\$15,466	\$0
Internal Services	\$94,999	\$0	\$79,268	\$0
<b>Total GF/non-GF</b>	<b>\$871,340</b>	<b>\$0</b>	<b>\$892,807</b>	<b>\$0</b>
<b>Program Total:</b>	<b>\$871,340</b>		<b>\$892,807</b>	
<b>Program FTE</b>	6.00	0.00	6.00	0.00

Program Revenues				
Other / Miscellaneous	\$772,447	\$0	\$892,807	\$0
<b>Total Revenue</b>	<b>\$772,447</b>	<b>\$0</b>	<b>\$892,807</b>	<b>\$0</b>

## Explanation of Revenues

Costs of the Administrative Hub are allocated proportionately among the County's internal services. Internal service charges recover the costs associated with support of the Facilities, Information Technology, Fleet, and Distribution Funds.

## Significant Program Changes

**Last Year this program was:** FY 2016: 78047-16 Administrative Hub Budget & Planning

No significant program changes.





## Legal / Contractual Obligation

Oregon Revised Statutes (ORS) 279A, 279B, and 279C establish requirements affecting the County's procurement and contracting practices. The County establishes and implements Public Contract Review Board (PCRB) Rules and Administrative Procedures CON-1 and PUR-1 to define its procurement and contracting processes within the constraints of ORS requirements. DCA Contracts must adhere to Commercial Contract laws, Bureau of Labor and Industry laws, Construction and Architectural/Engineering contracting laws, Employment laws, Privacy laws, Domestic Violence and Criminal records laws and others. DCA Procurements using cooperative agreements must adhere to state and federal laws governing the use of the cooperative agreements as described therein.

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2016	2016	2017	2017
Personnel	\$1,908,484	\$0	\$2,155,261	\$0
Contractual Services	\$25,000	\$0	\$12,000	\$0
Materials & Supplies	\$93,733	\$0	\$40,855	\$0
Internal Services	\$181,856	\$0	\$229,642	\$0
<b>Total GF/non-GF</b>	<b>\$2,209,073</b>	<b>\$0</b>	<b>\$2,437,758</b>	<b>\$0</b>
<b>Program Total:</b>	<b>\$2,209,073</b>		<b>\$2,437,758</b>	
<b>Program FTE</b>	16.40	0.00	17.40	0.00

Program Revenues				
Other / Miscellaneous	\$1,780,343	\$0	\$2,161,821	\$0
<b>Total Revenue</b>	<b>\$1,780,343</b>	<b>\$0</b>	<b>\$2,161,821</b>	<b>\$0</b>

## Explanation of Revenues

Costs of the Administrative Hub are allocated proportionately among users: the County's internal services and the departments of County Assets, County Management, and Non-Departmental. The General Fund supports charges apportioned to DCM. Internal service charges recover the costs associated with support of the Facilities, Information Technology, Fleet, and Distribution Funds, and reimburse the General Fund for these services.

## Significant Program Changes

**Last Year this program was:** FY 2016: 78048-16 Administrative Hub Procurement & Contracting

No Significant Changes



Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	<b>2016</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>
Personnel	\$791,800	\$0	\$822,089	\$0
Materials & Supplies	\$7,475	\$0	\$8,644	\$0
Internal Services	\$122,143	\$0	\$106,128	\$0
<b>Total GF/non-GF</b>	<b>\$921,418</b>	<b>\$0</b>	<b>\$936,861</b>	<b>\$0</b>
<b>Program Total:</b>	<b>\$921,418</b>		<b>\$936,861</b>	
<b>Program FTE</b>	8.00	0.00	8.00	0.00

<b>Program Revenues</b>				
Other / Miscellaneous	\$629,624	\$0	\$696,605	\$0
<b>Total Revenue</b>	<b>\$629,624</b>	<b>\$0</b>	<b>\$696,605</b>	<b>\$0</b>

Explanation of Revenues

Costs of the Administrative Hub are allocated proportionately among users: the County's internal services and the Department of County Assets. The General Fund supports charges apportioned to the non-departmental agencies. Internal service charges recover the costs associated with support of the Facilities, Information Technology, Fleet, and Distribution Funds, and reimburse the General Fund for these services.

Significant Program Changes

Last Year this program was: FY 2016: 78049-16 Administrative Hub Finance

No significant program changes.



## Legal / Contractual Obligation

Federal, state, and local laws and regulations covering wage and hour, discrimination, harassment, labor relations, privacy, employment at will, hiring, defamation, Uniformed Service Employment and Re-employment Rights Act, Health Insurance Portability and Accountability Act, and other employment-related issues. Three labor agreements necessitate contract compliance regarding wages, hours, working conditions and other employment-related matters.

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2016	2016	2017	2017
Personnel	\$1,122,731	\$0	\$1,346,087	\$0
Contractual Services	\$7,166	\$0	\$0	\$0
Materials & Supplies	\$12,800	\$0	\$23,507	\$0
Internal Services	\$122,143	\$0	\$131,945	\$0
<b>Total GF/non-GF</b>	<b>\$1,264,840</b>	<b>\$0</b>	<b>\$1,501,539</b>	<b>\$0</b>
<b>Program Total:</b>	<b>\$1,264,840</b>		<b>\$1,501,539</b>	
<b>Program FTE</b>	9.00	0.00	10.00	0.00

Program Revenues				
Other / Miscellaneous	\$789,257	\$0	\$692,677	\$0
<b>Total Revenue</b>	<b>\$789,257</b>	<b>\$0</b>	<b>\$692,677</b>	<b>\$0</b>

## Explanation of Revenues

Costs of the Administrative Hub are allocated proportionately among users: the County's internal services and the departments of County Assets and County Management. The General Fund supports charges apportioned to DCM. Internal service charges recover the costs associated with support of the Facilities, Information Technology, Fleet, and Distribution Funds, and reimburse the General Fund for these services.

## Significant Program Changes

**Last Year this program was:** FY 2016: 78050-16 Administrative Hub Human Resources

No significant program changes.



Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2016	2016	2017	2017
Personnel	\$0	\$1,390,658	\$0	\$1,398,119
Contractual Services	\$0	\$55,000	\$0	\$110,000
Materials & Supplies	\$0	\$482,767	\$0	\$180,386
Internal Services	\$0	\$2,334,636	\$0	\$2,131,608
Unappropriated & Contingency	\$0	\$525,000	\$0	\$500,000
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$4,788,061</b>	<b>\$0</b>	<b>\$4,320,113</b>
<b>Program Total:</b>	<b>\$4,788,061</b>		<b>\$4,320,113</b>	
<b>Program FTE</b>	0.00	10.25	0.00	10.25

Program Revenues				
Other / Miscellaneous	\$0	\$0	\$0	\$2,547,545
Beginning Working Capital	\$0	\$775,000	\$0	\$500,000
Service Charges	\$0	\$0	\$0	\$1,272,568
<b>Total Revenue</b>	<b>\$0</b>	<b>\$775,000</b>	<b>\$0</b>	<b>\$4,320,113</b>

Explanation of Revenues

Revenue in this offer includes reimbursement from internal County departments and external customers served by Facilities as well as beginning working capital from prior years. For FY 2017 revenues are realigned across Facilities to balance program offers.

Other/Misc. Revenue:  
 Dividends & Rebates \$40,000  
 Service Reimbursements \$2,363,706  
 Write off \$144,385

Significant Program Changes

Last Year this program was: FY 2016: 78002-16 Facilities Director's Office

To realign program offer organization structures, this offer now includes the MAC group, previously in Client Services (78203) and the Compliance Unit, previously in this offer, is now in Operations and Maintenance (78202).





## Legal / Contractual Obligation

Principal and interest on the full faith and credit obligations, capital leases and intergovernmental agreements are a binding debt obligation of the County. All debt issues and refundings were approved by various resolutions adopted by the Board of County Commissioners.

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	<b>2016</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>
Internal Services	\$0	\$5,419,771	\$0	\$5,168,000
Cash Transfers	\$0	\$805,310	\$0	\$810,692
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$6,225,081</b>	<b>\$0</b>	<b>\$5,978,692</b>
<b>Program Total:</b>	<b>\$6,225,081</b>		<b>\$5,978,692</b>	
<b>Program FTE</b>	0.00	0.00	0.00	0.00

<b>Program Revenues</b>				
Other / Miscellaneous	\$0	\$6,225,081	\$0	\$5,975,333
Service Charges	\$0	\$0	\$0	\$3,359
<b>Total Revenue</b>	<b>\$0</b>	<b>\$6,225,081</b>	<b>\$0</b>	<b>\$5,978,692</b>

## Explanation of Revenues

Revenue in this offer includes reimbursement from internal County departments and external customers served by Facilities.

## Significant Program Changes

**Last Year this program was:** FY 2016: 78003-16 Facilities Debt Service and Capital Fee Pass Through



Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2016	2016	2017	2017
Personnel	\$0	\$6,960,117	\$0	\$8,011,284
Contractual Services	\$0	\$1,355,453	\$0	\$226,150
Materials & Supplies	\$0	\$4,464,207	\$0	\$4,299,188
Internal Services	\$0	\$1,076,897	\$0	\$1,176,715
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$13,856,674</b>	<b>\$0</b>	<b>\$13,713,337</b>
<b>Program Total:</b>	<b>\$13,856,674</b>		<b>\$13,713,337</b>	
<b>Program FTE</b>	0.00	60.00	0.00	67.50

Program Revenues				
Fees, Permits & Charges	\$0	\$31,500	\$0	\$0
Other / Miscellaneous	\$0	\$18,510,855	\$0	\$13,713,337
Interest	\$0	\$0	\$0	\$0
Service Charges	\$0	\$131,000	\$0	\$0
<b>Total Revenue</b>	<b>\$0</b>	<b>\$18,673,355</b>	<b>\$0</b>	<b>\$13,713,337</b>

Explanation of Revenues

Revenue in this offer includes reimbursement from internal County departments and external customers served by Facilities. For FY 2017 revenues are realigned across Facilities to balance program offers.

Significant Program Changes

Last Year this program was: FY 2016: 78004-16 Facilities Operations & Maintenance

This offer has been combined with Building Materials and Services (PO 78009-16) to align the revenues and expenses for maintaining all County buildings.

Increased staffing by 7.5 FTE and reduced reliance on contracted services to remain budget neutral.



## Legal / Contractual Obligation

The Facilities Division contracts with Qualified Rehabilitation Firms (QRFs) to provide janitorial, landscaping and security services. QRFs hire individuals who would otherwise not have gainful employment. Facilities has over \$6,500,000 in operational contracts, of which \$4.4M are related to QRF contracts.

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2016	2016	2017	2017
Personnel	\$0	\$1,050,371	\$0	\$1,260,130
Contractual Services	\$0	\$5,558,770	\$0	\$6,401,206
Materials & Supplies	\$0	\$197,500	\$0	\$103,319
Internal Services	\$0	\$173,466	\$0	\$170,837
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$6,980,107</b>	<b>\$0</b>	<b>\$7,935,492</b>
<b>Program Total:</b>	<b>\$6,980,107</b>		<b>\$7,935,492</b>	
<b>Program FTE</b>	0.00	8.00	0.00	9.00

Program Revenues				
Other / Miscellaneous	\$0	\$3,198,886	\$0	\$7,933,738
Interest	\$0	\$25,000	\$0	\$0
Service Charges	\$0	\$3,521,487	\$0	\$1,754
<b>Total Revenue</b>	<b>\$0</b>	<b>\$6,745,373</b>	<b>\$0</b>	<b>\$7,935,492</b>

## Explanation of Revenues

Revenue in this offer includes reimbursement from internal County departments and external customers served by Facilities. For FY 2017 revenues are realigned across Facilities to balance program offers.

## Significant Program Changes

**Last Year this program was:** FY 2016: 78005-16 Facilities Client Services

One new position is dedicated to and reimbursed by the Health Department. To realign program offer and organization structures, the Moves Adds and Changes (MAC) work unit, previously in this offer is now in Facilities Director's Office (78200).



**Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	<b>2016</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>
Personnel	\$0	\$1,234,866	\$0	\$1,347,180
Contractual Services	\$0	\$15,000	\$0	\$15,000
Materials & Supplies	\$0	\$37,300	\$0	\$40,281
Internal Services	\$0	\$41,134	\$0	\$42,716
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$1,328,300</b>	<b>\$0</b>	<b>\$1,445,177</b>
<b>Program Total:</b>	<b>\$1,328,300</b>		<b>\$1,445,177</b>	
<b>Program FTE</b>	0.00	9.00	0.00	10.00

<b>Program Revenues</b>				
Other / Miscellaneous	\$0	\$1,475,288	\$0	\$1,445,177
<b>Total Revenue</b>	<b>\$0</b>	<b>\$1,475,288</b>	<b>\$0</b>	<b>\$1,445,177</b>

**Explanation of Revenues**

Revenue in this offer includes reimbursement from internal County departments and external customers served by Facilities. For FY 2017 revenues are realigned across Facilities to balance program offers.

**Significant Program Changes**

**Last Year this program was:** FY 2016: 78006-16 Facilities Capital Operation Costs

This offer adds one FTE in FY 2017 for capital project support.





Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2016	2016	2017	2017
Personnel	\$0	\$0	\$0	\$15,065
Contractual Services	\$0	\$5,771,000	\$0	\$6,007,853
Materials & Supplies	\$0	\$1,285,351	\$0	\$3,660,000
Capital Outlay	\$0	\$11,553,658	\$0	\$2,512,933
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$18,610,009</b>	<b>\$0</b>	<b>\$12,195,851</b>
<b>Program Total:</b>	<b>\$18,610,009</b>		<b>\$12,195,851</b>	
<b>Program FTE</b>	0.00	0.00	0.00	0.00

Program Revenues				
Other / Miscellaneous	\$0	\$3,214,778	\$0	\$3,505,847
Financing Sources	\$0	\$671,731	\$0	\$550,088
Interest	\$0	\$25,000	\$0	\$35,000
Beginning Working Capital	\$0	\$13,161,000	\$0	\$7,514,475
Service Charges	\$0	\$1,537,500	\$0	\$590,441
<b>Total Revenue</b>	<b>\$0</b>	<b>\$18,610,009</b>	<b>\$0</b>	<b>\$12,195,851</b>

Explanation of Revenues

Fund 2507 Capital Improvement Program:

- 50000 BWC \$7,139,289 from Routine Project Carryover
- 50236 IG City of Portland share of Justice Center Projects \$590,441
- 50270 Interest on fund 2507 \$35,000
- 50310 Intl Svc Reimbursement CIP Fee from County Occupants \$3,505,847
- 50320 Cash Transfer revenue from Fund 3505 FPM & Vacant space \$550,088

Fund 2503 Equipment Acquisition:

- 50000 BWC Carryover \$375,186

Significant Program Changes

Last Year this program was: FY 2016: 78007-16 Facilities Capital Improvement Program

FY 2016 Beginning Working Capital was overstated by \$6.4 million, which is corrected in the FY 2017 budget.



**Legal / Contractual Obligation**

N/A

**Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	<b>2016</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>
Contractual Services	\$0	\$2,000,000	\$0	\$2,000,000
Materials & Supplies	\$0	\$350,000	\$0	\$390,000
Capital Outlay	\$0	\$10,007,747	\$0	\$11,371,911
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$12,357,747</b>	<b>\$0</b>	<b>\$13,761,911</b>
<b>Program Total:</b>	<b>\$12,357,747</b>		<b>\$13,761,911</b>	
<b>Program FTE</b>	0.00	0.00	0.00	0.00

<b>Program Revenues</b>				
Other / Miscellaneous	\$0	\$3,508,817	\$0	\$3,837,872
Financing Sources	\$0	\$168,930	\$0	\$260,604
Interest	\$0	\$20,000	\$0	\$20,000
Beginning Working Capital	\$0	\$8,660,000	\$0	\$9,643,435
<b>Total Revenue</b>	<b>\$0</b>	<b>\$12,357,747</b>	<b>\$0</b>	<b>\$13,761,911</b>

**Explanation of Revenues**

50000 BWC from Routine Project Carryover \$9,643,435  
50270 Interest Earnings \$20,000  
50310 Intl Svc Reimbursement AP Fee from County Occupants \$3,837,872  
50320 Cash Transfer revenue from Fund 3505 FPM & Vacant space \$260,604

**Significant Program Changes**

**Last Year this program was:** FY 2016: 78008-16 Facilities Capital Asset Preservation Program



**Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	<b>2016</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>
Materials & Supplies	\$0	\$6,027,237	\$0	\$6,048,618
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$6,027,237</b>	<b>\$0</b>	<b>\$6,048,618</b>
<b>Program Total:</b>	<b>\$6,027,237</b>		<b>\$6,048,618</b>	
<b>Program FTE</b>	0.00	0.00	0.00	0.00

<b>Program Revenues</b>				
Other / Miscellaneous	\$0	\$5,566,916	\$0	\$5,517,517
Service Charges	\$0	\$460,321	\$0	\$531,101
<b>Total Revenue</b>	<b>\$0</b>	<b>\$6,027,237</b>	<b>\$0</b>	<b>\$6,048,618</b>

**Explanation of Revenues**

Revenue in this offer includes reimbursement from internal County departments and external customers served by Facilities.

**Significant Program Changes**

Last Year this program was: FY 2016: 78010-16 Facilities Utilities Pass Through



Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	<b>2016</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>
Personnel	\$0	\$242,595	\$0	\$244,193
Contractual Services	\$0	\$5,000	\$0	\$10,000
Materials & Supplies	\$0	\$6,118,517	\$0	\$6,730,568
Internal Services	\$0	\$4,384	\$0	\$4,473
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$6,370,496</b>	<b>\$0</b>	<b>\$6,989,234</b>
<b>Program Total:</b>	<b>\$6,370,496</b>		<b>\$6,989,234</b>	
<b>Program FTE</b>	0.00	2.00	0.00	2.00

<b>Program Revenues</b>				
Other / Miscellaneous	\$0	\$5,753,008	\$0	\$6,501,654
Service Charges	\$0	\$577,007	\$0	\$487,580
<b>Total Revenue</b>	<b>\$0</b>	<b>\$6,330,015</b>	<b>\$0</b>	<b>\$6,989,234</b>

Explanation of Revenues

Revenue in this offer includes reimbursement from internal County departments and external customers served by Facilities. For FY 2017 revenues are realigned across Facilities to balance program offers.

Significant Program Changes

Last Year this program was: FY 2016: 78011-16 Facilities Lease Management





**Legal / Contractual Obligation**

N/A

**Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	<b>2016</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>
Personnel	\$0	\$838,011	\$0	\$810,835
Contractual Services	\$0	\$0	\$0	\$275,000
Materials & Supplies	\$0	\$2,600	\$0	\$10,400
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$840,611</b>	<b>\$0</b>	<b>\$1,096,235</b>
<b>Program Total:</b>	<b>\$840,611</b>		<b>\$1,096,235</b>	
<b>Program FTE</b>	0.00	6.00	0.00	6.00

<b>Program Revenues</b>				
Other / Miscellaneous	\$0	\$0	\$0	\$1,096,235
<b>Total Revenue</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,096,235</b>

**Explanation of Revenues**

Revenue in this offer includes reimbursement from internal County departments and external customers served by Facilities. For FY 2017 revenues are realigned across Facilities to balance program offers.

**Significant Program Changes**

**Last Year this program was:** FY 2016: 78012-16 Facilities Strategic Planning and Projects

The North Edgefield and Morrison Bridgehead properties closed in 2016. The net proceeds from the Morrison Bridgehead sale is applied to the Multnomah County Courthouse project.



Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2016	2016	2017	2017
Personnel	\$0	\$465,077	\$0	\$504,025
Contractual Services	\$0	\$25,000	\$0	\$25,000
Materials & Supplies	\$0	\$18,200	\$0	\$34,500
Internal Services	\$0	\$15,192	\$0	\$15,768
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$523,469</b>	<b>\$0</b>	<b>\$579,293</b>
<b>Program Total:</b>	<b>\$523,469</b>		<b>\$579,293</b>	
<b>Program FTE</b>	0.00	3.00	0.00	3.00

Program Revenues				
Other / Miscellaneous	\$0	\$688,687	\$0	\$579,293
<b>Total Revenue</b>	<b>\$0</b>	<b>\$688,687</b>	<b>\$0</b>	<b>\$579,293</b>

Explanation of Revenues

Revenue in this offer includes reimbursements from large scale capital project funds. For FY 2017 revenues are realigned across Facilities to balance program offers.

Significant Program Changes

Last Year this program was: FY 2016: 78013-16 Facilities Construction Management and Design



## Legal / Contractual Obligation

• ORS 1.185 County to provide courtrooms, offices and jury rooms. (1) The county in which a circuit court is located or holds court shall:

(a) Provide suitable and sufficient courtrooms, offices and jury rooms for the court, the judges, other officers and employees of the court and juries in attendance upon the court, and provide maintenance and utilities for those courtrooms, offices and jury rooms.

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2016	2016	2017	2017
Personnel	\$0	\$0	\$0	\$67,791
Contractual Services	\$0	\$6,613,000	\$0	\$92,480,282
Materials & Supplies	\$0	\$132,000	\$0	\$974,469
Capital Outlay	\$0	\$46,225,900	\$0	\$5,080,000
Unappropriated & Contingency	\$0	\$1,360,000	\$0	\$0
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$54,330,900</b>	<b>\$0</b>	<b>\$98,602,542</b>
<b>Program Total:</b>	<b>\$54,330,900</b>		<b>\$98,602,542</b>	
<b>Program FTE</b>	0.00	0.00	0.00	0.00

Program Revenues				
Intergovernmental	\$0	\$5,000,000	\$0	\$32,451,607
Other / Miscellaneous	\$0	\$10,430,000	\$0	\$0
Financing Sources	\$0	\$28,120,000	\$0	\$34,250,000
Beginning Working Capital	\$0	\$10,780,900	\$0	\$31,900,935
<b>Total Revenue</b>	<b>\$0</b>	<b>\$54,330,900</b>	<b>\$0</b>	<b>\$98,602,542</b>

## Explanation of Revenues

- \$31,900,935 BWC carryover of unrestricted funds from FY2016.
- \$34,251,607 in State Bonds to match 50% of approved county expenses.
- \$19,900,000 OTO from County General Fund.
- \$12,550,000 from County Bond sale.

## Significant Program Changes

**Last Year this program was:** FY 2016: 78014-16 Facilities Downtown Courthouse

The program was expanded, per BCC approval in FY2016, to include the District Attorney's offices and the Parking/Traffic/Small Claims/Tenant-Landlord high volume courts. This program offer includes the funding necessary to accomplish this addition.



**Legal / Contractual Obligation**

N/A

**Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	<b>2016</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>
Contractual Services	\$0	\$1,230,000	\$0	\$1,300,000
Materials & Supplies	\$0	\$200,000	\$0	\$897,790
Capital Outlay	\$0	\$1,518,700	\$0	\$1,242,000
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$2,948,700</b>	<b>\$0</b>	<b>\$3,439,790</b>
<b>Program Total:</b>	<b>\$2,948,700</b>		<b>\$3,439,790</b>	
<b>Program FTE</b>	0.00	0.00	0.00	0.00

<b>Program Revenues</b>				
Other / Miscellaneous	\$0	\$1,148,700	\$0	\$1,238,162
Beginning Working Capital	\$0	\$1,800,000	\$0	\$2,201,628
<b>Total Revenue</b>	<b>\$0</b>	<b>\$2,948,700</b>	<b>\$0</b>	<b>\$3,439,790</b>

**Explanation of Revenues**

\$2,201,628 ~ 50000 BWC Estimated carry forward of ongoing projects  
 \$1,238,162 ~ 50310 Intl Svc Reimbursement Capital Fee on Owned Libraries

**Significant Program Changes**

Last Year this program was: FY 2016: 78017-16 Library Construction Fund





## Legal / Contractual Obligation

IGA with Portland Development Commission (PDC) granting funds to the County for the subject project construction.  
IGA with Portland Housing Bureau (PHB) granting property to the County for the subject project construction.

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	<b>2016</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>
Personnel	\$0	\$0	\$0	\$67,791
Contractual Services	\$0	\$0	\$0	\$64,498,209
Materials & Supplies	\$0	\$0	\$0	\$234,000
Capital Outlay	\$0	\$45,139,000	\$0	\$0
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$45,139,000</b>	<b>\$0</b>	<b>\$64,800,000</b>
<b>Program Total:</b>	<b>\$45,139,000</b>		<b>\$64,800,000</b>	
<b>Program FTE</b>	0.00	0.00	0.00	0.00

Program Revenues				
Other / Miscellaneous	\$0	\$16,900,000	\$0	\$16,948,460
Financing Sources	\$0	\$13,739,000	\$0	\$36,851,540
Beginning Working Capital	\$0	\$14,500,000	\$0	\$11,000,000
<b>Total Revenue</b>	<b>\$0</b>	<b>\$45,139,000</b>	<b>\$0</b>	<b>\$64,800,000</b>

## Explanation of Revenues

FY2017 Revenues are:

- \$11,000,000 carryover from FY2016.
- \$16,948,460 to be received from Portland Development Commission at issuance of building permit.
- \$36,851,540 from county bond sale.

Future revenues expected are:

- \$ 9,300,000 to be received from Portland Development Commission in FY2018.
- \$ 5,000,000 (est.) from the sale of the McCoy Building

## Significant Program Changes

**Last Year this program was:** FY 2016: 78018-16 Health Headquarters Construction

Addition of 3 floors and 57,500 square feet in order to relocate all functions from the McCoy Building. Funding necessary to accomplish this addition is included.



## Legal / Contractual Obligation

Require the negotiation of the Phase 2 of the Energy Savings Performance Contract.

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	<b>2016</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>
Contractual Services	\$0	\$810,000	\$0	\$1,040,000
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$810,000</b>	<b>\$0</b>	<b>\$1,040,000</b>
<b>Program Total:</b>	<b>\$810,000</b>		<b>\$1,040,000</b>	
<b>Program FTE</b>	0.00	0.00	0.00	0.00

<b>Program Revenues</b>				
Intergovernmental	\$0	\$0	\$0	\$230,000
Financing Sources	\$0	\$810,000	\$0	\$0
Beginning Working Capital	\$0	\$0	\$0	\$810,000
<b>Total Revenue</b>	<b>\$0</b>	<b>\$810,000</b>	<b>\$0</b>	<b>\$1,040,000</b>

## Explanation of Revenues

This program will carryover FY 2016 one-time only General Funds. Anticipate full installation of improvements first half of the 2017 fiscal year.

## Significant Program Changes

**Last Year this program was:** FY 2016: 78055-16 ESPC - Juvenile Justice Complex Lighting

Revenue assumes \$80,000 from ETO Energy Trust Incentive and \$150,000 from ODE Energy Incentive Program



## Legal / Contractual Obligation

Requires negotiation of Phase 2 of the Energy Savings Performance Contract.

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	<b>2016</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>
Contractual Services	\$0	\$1,496,627	\$0	\$1,496,627
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$1,496,627</b>	<b>\$0</b>	<b>\$1,496,627</b>
<b>Program Total:</b>	<b>\$1,496,627</b>		<b>\$1,496,627</b>	
<b>Program FTE</b>	0.00	0.00	0.00	0.00

<b>Program Revenues</b>				
Financing Sources	\$0	\$1,496,627	\$0	\$0
Beginning Working Capital	\$0	\$0	\$0	\$1,496,627
<b>Total Revenue</b>	<b>\$0</b>	<b>\$1,496,627</b>	<b>\$0</b>	<b>\$1,496,627</b>

## Explanation of Revenues

This program will carry over FY 2016 one-time only carryover of General Funds. Completion of installation of improvements will occur in the first half of the 2017 fiscal year.

## Significant Program Changes

Last Year this program was: FY 2016: 78056-16 ESPC-Inverness Jail - Water



Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	<b>2016</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>
Contractual Services	\$0	\$80,000	\$0	\$80,000
Materials & Supplies	\$0	\$260,000	\$0	\$260,000
Capital Outlay	\$0	\$110,000	\$0	\$96,661
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$450,000</b>	<b>\$0</b>	<b>\$436,661</b>
<b>Program Total:</b>	<b>\$450,000</b>		<b>\$436,661</b>	
<b>Program FTE</b>	0.00	0.00	0.00	0.00

<b>Program Revenues</b>				
Financing Sources	\$0	\$450,000	\$0	\$0
Beginning Working Capital	\$0	\$0	\$0	\$436,661
<b>Total Revenue</b>	<b>\$0</b>	<b>\$450,000</b>	<b>\$0</b>	<b>\$436,661</b>

Explanation of Revenues

This program is carrying over FY2016 one-time only General Funds.

Significant Program Changes

Last Year this program was: FY 2016: 78052-16 Yeon - AG Fuel Tanks Installation





## Legal / Contractual Obligation

Contract #44000010000 with Shiels Obletz Johnsen, Inc. for Owner's Representative services.

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	<b>2016</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>
Contractual Services	\$0	\$0	\$0	\$3,973,411
Capital Outlay	\$0	\$500,000	\$0	\$1,417,355
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$500,000</b>	<b>\$0</b>	<b>\$5,390,766</b>
<b>Program Total:</b>	<b>\$500,000</b>		<b>\$5,390,766</b>	
<b>Program FTE</b>	0.00	0.00	0.00	0.00

Program Revenues				
Financing Sources	\$0	\$500,000	\$0	\$5,390,766
Beginning Working Capital	\$0	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$0</b>	<b>\$500,000</b>	<b>\$0</b>	<b>\$5,390,766</b>

## Explanation of Revenues

[A] This program offer will be funded with carryover of FY 2016 one-time-only General Fund, \$2,390,766, consists of:

[1] Total \$2.7M in OTO from General Fund: \$1,200,000 Hansen Operations Relocation (OTO from General Fund in FY14) in 78059-16 (Hansen Relo) previous year. (Project CP08.11.08A) \$1,000,000 Hansen Reconfigure (OTO from General Fund in FY14) in 78007-16 (CIP) previous year. (Project CP08.14.17) \$500,000 Hansen Operations Relocation (OTO from General Fund in FY16) in 78059-16 (Hansen Relo) previous year. (Project CP08.11.08A)

[2] Minus project-to-date expenses consist of: (\$282,645) for Hansen Operations Relocation. (Project CP08.11.08A) and (\$26,589) for Hansen Reconfigure. (Project CP08.14.17).

[B] Additional \$3,000,000 in new OTO from General Fund has also been added.

## Significant Program Changes

**Last Year this program was:** FY 2016: 78059-16 Hansen Building Relocation

Significant program impact was the MCSO entered into a 10 year agreement with the City of Troutdale to 1) provide patrol services and 2) a lease agreement for the use of the Troutdale Public Community Center for County patrol operations.



**Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	<b>2016</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>
Contractual Services	\$0	\$100,000	\$0	\$29,473
Materials & Supplies	\$0	\$15,000	\$0	\$4,622
Capital Outlay	\$0	\$50,000	\$0	\$15,405
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$165,000</b>	<b>\$0</b>	<b>\$49,500</b>
<b>Program Total:</b>	<b>\$165,000</b>		<b>\$49,500</b>	
<b>Program FTE</b>	0.00	0.00	0.00	0.00

<b>Program Revenues</b>				
Financing Sources	\$0	\$165,000	\$0	\$0
Beginning Working Capital	\$0	\$0	\$0	\$49,500
<b>Total Revenue</b>	<b>\$0</b>	<b>\$165,000</b>	<b>\$0</b>	<b>\$49,500</b>

**Explanation of Revenues**

This program offer will be funded through FY 2016 carryover of one-time only General Funds, \$49,500

**Significant Program Changes**

**Last Year this program was:** FY 2016: 78054-16 Yeon Annex - Reception and Lobby Redesign

Request funding to be carried over to complete project in FY2017



Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2016	2016	2017	2017
Contractual Services	\$0	\$0	\$0	\$7,500,000
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$7,500,000</b>
<b>Program Total:</b>	<b>\$0</b>		<b>\$7,500,000</b>	
<b>Program FTE</b>	0.00	0.00	0.00	0.00

Program Revenues				
Financing Sources	\$0	\$0	\$0	\$7,500,000
<b>Total Revenue</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$7,500,000</b>

Explanation of Revenues

\$7,500,000 OTO from County General Fund

Significant Program Changes

Last Year this program was:

N/A



Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2016	2016	2017	2017
Contractual Services	\$0	\$0	\$0	\$100,000
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$100,000</b>
<b>Program Total:</b>	<b>\$0</b>		<b>\$100,000</b>	
<b>Program FTE</b>	0.00	0.00	0.00	0.00

Program Revenues				
Financing Sources	\$0	\$0	\$0	\$100,000
<b>Total Revenue</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$100,000</b>

Explanation of Revenues

\$100,000 one-time-only from General Fund

Significant Program Changes

Last Year this program was:





Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	<b>2016</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>
Contractual Services	\$0	\$350,000	\$0	\$114,630
Capital Outlay	\$0	\$0	\$0	\$0
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$350,000</b>	<b>\$0</b>	<b>\$114,630</b>
<b>Program Total:</b>	<b>\$350,000</b>		<b>\$114,630</b>	
<b>Program FTE</b>	0.00	0.00	0.00	0.00

<b>Program Revenues</b>				
Financing Sources	\$0	\$0	\$0	\$114,630
Beginning Working Capital	\$0	\$350,000	\$0	\$0
<b>Total Revenue</b>	<b>\$0</b>	<b>\$350,000</b>	<b>\$0</b>	<b>\$114,630</b>

Explanation of Revenues

One time only general fund request carryover from FY 2015 OTO.

Significant Program Changes

Last Year this program was: FY 2016: 78019-16 IT Continuity of Operations



**Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	<b>2016</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>
Personnel	\$0	\$192,000	\$0	\$172,967
Contractual Services	\$0	\$3,150,125	\$0	\$3,567,302
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$3,342,125</b>	<b>\$0</b>	<b>\$3,740,269</b>
<b>Program Total:</b>	<b>\$3,342,125</b>		<b>\$3,740,269</b>	
<b>Program FTE</b>	0.00	0.00	0.00	0.00

<b>Program Revenues</b>				
Financing Sources	\$0	\$0	\$0	\$3,740,269
Beginning Working Capital	\$0	\$3,342,125	\$0	\$0
<b>Total Revenue</b>	<b>\$0</b>	<b>\$3,342,125</b>	<b>\$0</b>	<b>\$3,740,269</b>

**Explanation of Revenues**

Unspent one time only revenues are carried into this fiscal year as beginning working capital through project completion.

**Significant Program Changes**

Last Year this program was: FY 2016: 78020A-16 IT Innovation & Investment Projects



**Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	<b>2016</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>
Contractual Services	\$0	\$0	\$0	\$138,789
Materials & Supplies	\$0	\$325,000	\$0	\$26,369
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$325,000</b>	<b>\$0</b>	<b>\$165,158</b>
<b>Program Total:</b>	<b>\$325,000</b>		<b>\$165,158</b>	
<b>Program FTE</b>	0.00	0.00	0.00	0.00

<b>Program Revenues</b>				
Financing Sources	\$0	\$0	\$0	\$165,158
Beginning Working Capital	\$0	\$325,000	\$0	\$0
<b>Total Revenue</b>	<b>\$0</b>	<b>\$325,000</b>	<b>\$0</b>	<b>\$165,158</b>

**Explanation of Revenues**

This program is carrying over one-time resources from the County General Fund.

**Significant Program Changes**

**Last Year this program was:** FY 2016: 78020B-16 IT Network Convergence

Funding being carried over into FY2017 for the completion of SIP implementation and the labor for circuit disconnects and Nortel decommissioning.



Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2016	2016	2017	2017
Personnel	\$0	\$1,604,131	\$0	\$1,789,246
Contractual Services	\$0	\$50,000	\$0	\$40,000
Materials & Supplies	\$0	\$182,875	\$0	\$195,055
Internal Services	\$0	\$100	\$0	\$500
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$1,837,106</b>	<b>\$0</b>	<b>\$2,024,801</b>
<b>Program Total:</b>	<b>\$1,837,106</b>		<b>\$2,024,801</b>	
<b>Program FTE</b>	0.00	11.00	0.00	11.00

Program Revenues				
Other / Miscellaneous	\$0	\$1,837,106	\$0	\$2,024,801
<b>Total Revenue</b>	<b>\$0</b>	<b>\$1,837,106</b>	<b>\$0</b>	<b>\$2,024,801</b>

Explanation of Revenues

County IT service costs are allocated to departments based on usage, services received, and other metrics.

Significant Program Changes

Last Year this program was: FY 2016: 78021-16 IT Planning, Projects & Portfolio Management

No significant changes.



**Department:** County Assets

**Program Contact:** Dan Gorton

**Program Offer Type:** Internal Service

**Program Offer Stage:** As Proposed

**Related Programs:**
**Program Characteristics:**

### Executive Summary

The Help Desk program offer provides a single point of contact for computer system troubleshooting, information, mobile device support and technical assistance. It supports County staff in furthering their goals to serve the citizens of Multnomah County. Friendly and professional staff provide support, track service requests, answer questions, offer informal instruction, resolve problems or escalate them to other IT teams.

### Program Summary

Help Desk Services provides support and proactive diagnosis of computer equipment and software issues for over 5,000 employees and business partners. By focusing on first call resolution of problems, such as inability to access documents, working with Word documents, spreadsheets, and other desktop applications, the Help Desk is able to minimize escalations to other IT teams and resolve customer problems as quickly as possible. The Help Desk provides support of mobile devices in use by county staff. Mobile support includes setup and delivery of mobile phones, support while using county mobile devices and management of mobile phones in the county's mobile management tool. Services are provided 24x7, 365 days a year to ensure that customer needs are addressed in a timely manner to enable county employees to focus on their mission to serve the public. In addition to resolving specific issues with desktop applications and vendor provided applications, the Help Desk also provides ad hoc training for software and hardware use, in order to minimize future problems that hinder employees' ability to work effectively. Help Desk staff provides support and help for internal IT functions such as the Applications, Desktop, Data Center, and Administration groups. The Help Desk averages 2,500 customer tickets per month. Of those tickets, an average of 61% are resolved at the Help Desk. The other 39%, that are not able to be resolved at the Help Desk, are escalated to Level 2 IT support for resolution.

### Performance Measures

Measure Type	Primary Measure	FY15 Actual	FY16 Purchased	FY16 Estimate	FY17 Offer
Output	Number of customer tickets processed	28,799	34,000	30,000	30,000
Outcome	Percent of total calls to the Help Desk that are abandoned	4.3%	5%	5%	5%
Outcome	Calls resolved at the Help Desk	62.14%	60%	60%	60%

### Performance Measures Descriptions

Output Measure - Tracks the number of tickets created on an annual basis.

Outcome Measure – Percent of calls to the Help Desk that are abandoned. This should be between 0-5 percent.

Outcome Measure - Percent of calls resolved at the Help Desk without requiring escalation.

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	<b>2016</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>
Personnel	\$0	\$856,214	\$0	\$868,925
Contractual Services	\$0	\$0	\$0	\$90,000
Materials & Supplies	\$0	\$7,800	\$0	\$14,015
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$864,014</b>	<b>\$0</b>	<b>\$972,940</b>
<b>Program Total:</b>	<b>\$864,014</b>		<b>\$972,940</b>	
<b>Program FTE</b>	0.00	7.30	0.00	7.30

<b>Program Revenues</b>				
Other / Miscellaneous	\$0	\$864,014	\$0	\$972,940
<b>Total Revenue</b>	<b>\$0</b>	<b>\$864,014</b>	<b>\$0</b>	<b>\$972,940</b>

Explanation of Revenues

County IT service costs are allocated to departments based on usage and services received.

Significant Program Changes

Last Year this program was: FY 2016: 78022-16 IT Help Desk Services

No significant changes.



**Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	<b>2016</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>
Personnel	\$0	\$687,557	\$0	\$720,980
Materials & Supplies	\$0	\$1,741,390	\$0	\$1,612,649
Internal Services	\$0	\$10,434	\$0	\$10,500
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$2,439,381</b>	<b>\$0</b>	<b>\$2,344,129</b>
<b>Program Total:</b>	<b>\$2,439,381</b>		<b>\$2,344,129</b>	
<b>Program FTE</b>	0.00	5.00	0.00	5.00

<b>Program Revenues</b>				
Other / Miscellaneous	\$0	\$2,194,533	\$0	\$2,138,834
Service Charges	\$0	\$244,848	\$0	\$205,295
<b>Total Revenue</b>	<b>\$0</b>	<b>\$2,439,381</b>	<b>\$0</b>	<b>\$2,344,129</b>

**Explanation of Revenues**

County IT service costs are allocated to departments based on usage, services received, and other metrics.

**Significant Program Changes**

**Last Year this program was:** FY 2016: 78023-16 IT Telecommunications Services

No significant changes.



**Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	<b>2016</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>
Personnel	\$0	\$109,012	\$0	\$132,566
Materials & Supplies	\$0	\$870,007	\$0	\$924,382
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$979,019</b>	<b>\$0</b>	<b>\$1,056,948</b>
<b>Program Total:</b>	<b>\$979,019</b>		<b>\$1,056,948</b>	
<b>Program FTE</b>	0.00	1.00	0.00	1.00

<b>Program Revenues</b>				
Other / Miscellaneous	\$0	\$979,019	\$0	\$1,056,948
<b>Total Revenue</b>	<b>\$0</b>	<b>\$979,019</b>	<b>\$0</b>	<b>\$1,056,948</b>

**Explanation of Revenues**

This program offer is funded via the collection of a monthly service fee charged to each wireless device holder of record. The service fee is collected through the IT Internal Service Rate collection process.

**Significant Program Changes**

**Last Year this program was:** FY 2016: 78024-16 IT Mobile Device Expense Management

No significant changes.



Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2016	2016	2017	2017
Personnel	\$0	\$1,916,001	\$0	\$2,117,635
Contractual Services	\$0	\$70,000	\$0	\$70,000
Materials & Supplies	\$0	\$2,394,705	\$0	\$2,586,600
Internal Services	\$0	\$600	\$0	\$1,000
Capital Outlay	\$0	\$70,000	\$0	\$100,000
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$4,451,306</b>	<b>\$0</b>	<b>\$4,875,235</b>
<b>Program Total:</b>	<b>\$4,451,306</b>		<b>\$4,875,235</b>	
<b>Program FTE</b>	0.00	12.00	0.00	12.00

Program Revenues				
Other / Miscellaneous	\$0	\$4,434,006	\$0	\$4,853,235
Service Charges	\$0	\$17,300	\$0	\$22,000
<b>Total Revenue</b>	<b>\$0</b>	<b>\$4,451,306</b>	<b>\$0</b>	<b>\$4,875,235</b>

Explanation of Revenues

County IT service costs are allocated to departments based on usage, services received, and other metrics. Service charge revenue of \$22,000 from external clients.

Significant Program Changes

Last Year this program was: FY 2016: 78025-16 IT Network Services

No significant changes.



**Department:** County Assets

**Program Contact:** Dan Gorton

**Program Offer Type:** Internal Service

**Program Offer Stage:** As Proposed

**Related Programs:**
**Program Characteristics:**

### Executive Summary

The Desktop Services program offer supports desktops, laptops, tablets, smartphone's, printers, multifunction device vendor management, iPads and other personal computing devices. This includes hardware and software procurement, installation, upgrades, maintenance, asset management and proper disposal of all devices. Remote and on-site support are provided to improve user (customer) productivity.

### Program Summary

Desktop Services manages over 6,000 county devices (desktops, laptops, tablets, printers, multifunction devices, iPhones, iPads and other personal computing devices). PCs for public use in the libraries, assessment & taxation and land use planning are also support to provide citizens with access to view public records on-line. The desktop team is responsible for life cycle management (renewal and replacement), software upgrades and inventory management for all desktop devices. Desktop support staff follow best practices for standardization resulting in faster performance, reliability, better stability and greater security. They are also an escalation point for Help Desk ticket resolution. The Desktop Services team actively researches new technology to improve services and reduce the County's carbon footprint. This team also performs support for the County's computer training rooms.

### Performance Measures

Measure Type	Primary Measure	FY15 Actual	FY16 Purchased	FY16 Estimate	FY17 Offer
Output	Desktop device moves are completed 90% on time for requests received 5 days prior to move date	90%	90%	90%	90%
Outcome	New hire devices installed and functional on emp start date on requests rcvd 5 days prior to start day.	90%	90%	90%	90%

### Performance Measures Descriptions

Output Measure - This measures moves of county staff desktop devices during moves from one county location to another  
 Outcome Measure - This measures our ability to have new hire desktops ready when they arrive to work on their first day

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2016	2016	2017	2017
Personnel	\$0	\$1,825,379	\$0	\$1,992,373
Contractual Services	\$0	\$70,000	\$0	\$70,000
Materials & Supplies	\$0	\$166,790	\$0	\$171,510
Internal Services	\$0	\$8,404	\$0	\$16,500
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$2,070,573</b>	<b>\$0</b>	<b>\$2,250,383</b>
<b>Program Total:</b>	<b>\$2,070,573</b>		<b>\$2,250,383</b>	
<b>Program FTE</b>	0.00	16.10	0.00	17.10

Program Revenues				
Other / Miscellaneous	\$0	\$2,070,573	\$0	\$2,250,383
<b>Total Revenue</b>	<b>\$0</b>	<b>\$2,070,573</b>	<b>\$0</b>	<b>\$2,250,383</b>

Explanation of Revenues

County IT service costs are allocated to departments based on usage, services received, and other metrics.

Significant Program Changes

Last Year this program was: FY 2016: 78026-16 IT Desktop Services

No significant changes.

**Department:** County Assets

**Program Contact:** Gary Wohlers

**Program Offer Type:** Internal Service

**Program Offer Stage:** As Proposed

**Related Programs:**
**Program Characteristics:**

### Executive Summary

Multnomah County has made a significant financial investment in our technology infrastructure. This program provides for the lifecycle management and replacement of outdated, unsupported, broken or damaged IT assets allowing the county to spread the cost of the equipment replacements over multiple years. It also enables IT to better keep pace with rapidly changing technology in the technology industry.

### Program Summary

This program supports the IT asset management lifecycle replacements for desktop and laptop computers, smartphones, iPads/Tablets, monitors, desktop software, network router and switching equipment, telephones, data center servers and storage, printers, copiers and other output devices. It also supports the acquisition and disposition of decommissioned hardware in a safe and environmentally friendly manner. Currently, the refresh schedule for laptops is three years and desktops is four years. The County looks for opportunities to assist the local community via donating operational retired equipment via Free Geek and local public schools, e.g. Portland Public Schools.

### Performance Measures

Measure Type	Primary Measure	FY15 Actual	FY16 Purchased	FY16 Estimate	FY17 Offer
Output	Percentage of personal computer devices replaced according to replacement schedule (IT.Hardware)	40%	100%	74%	95%
Outcome	Asset database quality: Accuracy and completeness	85%	99%	98%	98%

### Performance Measures Descriptions

Output Measure - This measure tracks how many desktop and laptop devices are replaced according to the replacement schedule.

Outcome Measure - Measures the effectiveness of the asset database(s) for quality for accuracy and completeness.

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	<b>2016</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>
Personnel	\$0	\$0	\$0	\$148,438
Materials & Supplies	\$0	\$2,458,066	\$0	\$2,532,222
Capital Outlay	\$0	\$531,107	\$0	\$939,469
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$2,989,173</b>	<b>\$0</b>	<b>\$3,620,129</b>
<b>Program Total:</b>	<b>\$2,989,173</b>		<b>\$3,620,129</b>	
<b>Program FTE</b>	0.00	0.00	0.00	0.00

<b>Program Revenues</b>				
Other / Miscellaneous	\$0	\$2,617,741	\$0	\$2,471,503
Beginning Working Capital	\$0	\$371,432	\$0	\$1,148,626
<b>Total Revenue</b>	<b>\$0</b>	<b>\$2,989,173</b>	<b>\$0</b>	<b>\$3,620,129</b>

Explanation of Revenues

County IT service costs are allocated to departments based on usage, services received, and other metrics.

Significant Program Changes

Last Year this program was: FY 2016: 78027-16 IT Asset Replacement

No significant changes.



**Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	<b>2016</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>
Personnel	\$0	\$3,446,610	\$0	\$4,113,100
Contractual Services	\$0	\$980,354	\$0	\$574,383
Materials & Supplies	\$0	\$159,763	\$0	\$142,980
Internal Services	\$0	\$600	\$0	\$0
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$4,587,327</b>	<b>\$0</b>	<b>\$4,830,463</b>
<b>Program Total:</b>	<b>\$4,587,327</b>		<b>\$4,830,463</b>	
<b>Program FTE</b>	0.00	20.80	0.00	23.00

<b>Program Revenues</b>				
Other / Miscellaneous	\$0	\$4,587,327	\$0	\$4,830,463
<b>Total Revenue</b>	<b>\$0</b>	<b>\$4,587,327</b>	<b>\$0</b>	<b>\$4,830,463</b>

**Explanation of Revenues**

County IT service costs are allocated to departments based on usage, services received, and other metrics.

**Significant Program Changes**

**Last Year this program was:** FY 2016: 78028-16 IT Health & Human Services Application Services

No significant changes.

**Department:** County Assets

**Program Contact:** Mark Lyen

**Program Offer Type:** Internal Service

**Program Offer Stage:** As Proposed

**Related Programs:**
**Program Characteristics:**

### Executive Summary

IT Public Safety Application Services provides reliable, effective software systems for Community Justice, Decision Support System for Justice (DSSJ) (3 systems) and the Sheriff's Office. The wide variety of services provided require focus on increasing and improving delivery of technology to provide higher value to departments and constituents while adequately performing activities as required to keep current systems available through improving application life-cycle planning, project governance and prioritization, and resource accountability.

### Program Summary

This Program Offer improves the delivery of County services through automating business operations and integrating information between public safety partners.

Services include managing customer relationships; capturing, prioritizing and scheduling IT service requests; understanding and defining business needs; designing, building, implementing, and maintaining innovative software and reporting systems; managing third-party vendor systems and relationships; maintaining and enhancing legacy systems.

This program ensures that requests are well-defined, prioritized and scheduled in alignment with department and County priorities. Strategies include: 1) freeing up IT resource hours to focus on new project requests by tracking hours and analyzing data, evaluating existing applications and identifying opportunities for consolidation, retirement, and other means of reducing maintenance requests, 2) leveraging County resources by reusing existing systems, evaluating departmental needs across the enterprise to leverage systems and prevent redundancy, and 3) using Total Cost of Ownership to make informed IT investment decisions. These strategies will result in increase in IT resources available for higher value projects that will move County business strategies forward.

### Performance Measures

Measure Type	Primary Measure	FY15 Actual	FY16 Purchased	FY16 Estimate	FY17 Offer
Output	Percent of employee hours spent on planned work versus unplanned work	58%	65%	60%	65%
Outcome	Percentage point increase in time spent on planned projects	3%	5%	2%	5%

### Performance Measures Descriptions

Output Measure - Employee hours spent on planned versus unplanned work: 65% planned/35% unplanned. This includes available work time (excludes time for training, holidays, vacation). Planned work provides better customer value, as work can be targeted toward high priority activities.

Outcome Measure - The % increase in planned work versus unplanned work calculated from the Current Year Estimate.

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2016	2016	2017	2017
Personnel	\$0	\$2,697,745	\$0	\$2,860,553
Contractual Services	\$0	\$84,000	\$0	\$1,208,000
Materials & Supplies	\$0	\$134,059	\$0	\$86,264
Internal Services	\$0	\$332	\$0	\$366
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$2,916,136</b>	<b>\$0</b>	<b>\$4,155,183</b>
<b>Program Total:</b>	<b>\$2,916,136</b>		<b>\$4,155,183</b>	
<b>Program FTE</b>	0.00	17.00	0.00	18.00

Program Revenues				
Other / Miscellaneous	\$0	\$2,916,136	\$0	\$4,155,183
<b>Total Revenue</b>	<b>\$0</b>	<b>\$2,916,136</b>	<b>\$0</b>	<b>\$4,155,183</b>

Explanation of Revenues

County IT service costs are allocated to departments based on usage, services received, and other metrics.

Significant Program Changes

Last Year this program was: FY 2016: 78029-16 IT Public Safety Application Services

No significant changes.





Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	<b>2016</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>
Personnel	\$0	\$1,254,555	\$0	\$1,581,660
Contractual Services	\$0	\$86,849	\$0	\$0
Materials & Supplies	\$0	\$79,874	\$0	\$63,367
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$1,421,278</b>	<b>\$0</b>	<b>\$1,645,027</b>
<b>Program Total:</b>	<b>\$1,421,278</b>		<b>\$1,645,027</b>	
<b>Program FTE</b>	0.00	5.00	0.00	6.00

<b>Program Revenues</b>				
Other / Miscellaneous	\$0	\$1,421,278	\$0	\$1,645,027
<b>Total Revenue</b>	<b>\$0</b>	<b>\$1,421,278</b>	<b>\$0</b>	<b>\$1,645,027</b>

Explanation of Revenues

County IT service costs are allocated to departments based on usage, services received, and other metrics.

Significant Program Changes

Last Year this program was: FY 2016: 78030-16 IT General Government Application Services

No significant changes.



Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2016	2016	2017	2017
Personnel	\$0	\$1,871,845	\$0	\$1,779,078
Contractual Services	\$0	\$0	\$0	\$160,000
Materials & Supplies	\$0	\$335,891	\$0	\$625,409
Internal Services	\$0	\$249	\$0	\$0
Capital Outlay	\$0	\$70,000	\$0	\$70,000
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$2,277,985</b>	<b>\$0</b>	<b>\$2,634,487</b>
<b>Program Total:</b>	<b>\$2,277,985</b>		<b>\$2,634,487</b>	
<b>Program FTE</b>	0.00	11.60	0.00	10.60

Program Revenues				
Other / Miscellaneous	\$0	\$2,277,985	\$0	\$2,634,487
<b>Total Revenue</b>	<b>\$0</b>	<b>\$2,277,985</b>	<b>\$0</b>	<b>\$2,634,487</b>

Explanation of Revenues

County IT service costs are allocated to departments based on usage, services received, and other metrics.

Significant Program Changes

Last Year this program was: FY 2016: 78031-16 IT Data & Reporting Services

No significant changes.



Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	<b>2016</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>
Personnel	\$0	\$1,524,487	\$0	\$1,535,779
Materials & Supplies	\$0	\$742,803	\$0	\$467,054
Internal Services	\$0	\$100	\$0	\$0
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$2,267,390</b>	<b>\$0</b>	<b>\$2,002,833</b>
<b>Program Total:</b>	<b>\$2,267,390</b>		<b>\$2,002,833</b>	
<b>Program FTE</b>	0.00	10.00	0.00	9.00

<b>Program Revenues</b>				
Other / Miscellaneous	\$0	\$2,267,390	\$0	\$2,002,833
<b>Total Revenue</b>	<b>\$0</b>	<b>\$2,267,390</b>	<b>\$0</b>	<b>\$2,002,833</b>

Explanation of Revenues

County IT service costs are allocated to departments based on usage, services received, and other metrics.

Significant Program Changes

Last Year this program was: FY 2016: 78032-16 IT SAP Application Services

No significant changes.



Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2016	2016	2017	2017
Personnel	\$0	\$1,983,347	\$0	\$2,336,711
Contractual Services	\$0	\$50,000	\$0	\$100,000
Materials & Supplies	\$0	\$956,695	\$0	\$1,086,800
Internal Services	\$0	\$300	\$0	\$0
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$2,990,342</b>	<b>\$0</b>	<b>\$3,523,511</b>
<b>Program Total:</b>	<b>\$2,990,342</b>		<b>\$3,523,511</b>	
<b>Program FTE</b>	0.00	13.40	0.00	15.40

Program Revenues				
Other / Miscellaneous	\$0	\$2,990,342	\$0	\$3,523,511
<b>Total Revenue</b>	<b>\$0</b>	<b>\$2,990,342</b>	<b>\$0</b>	<b>\$3,523,511</b>

Explanation of Revenues

County IT service costs are allocated to departments based on usage, services received, and other metrics.

Significant Program Changes

Last Year this program was: FY 2016: 78033-16 IT Enterprise and Web Application Services



**Department:** County Assets

**Program Contact:** Bob Leek

**Program Offer Type:** Internal Service

**Program Offer Stage:** As Proposed

**Related Programs:**
**Program Characteristics:**
**Executive Summary**

This program offer provides staff dedicated to coordinating the Library's growing and complex technology environment. Library Application Services provides strategic technology guidance and project coordination to the Library. The team works closely with County IT professionals to ensure that resources are applied to the highest priority work.

**Program Summary**

Library Application Services includes understanding and defining business needs, recommending effective and innovative technology solutions, coordinating and implementing projects. This team provides direction to County IT staff for Library web application support and customer consulting. The key to effectively providing these services is meeting common cross department needs and identifying new opportunities, while concurrently standardizing services and platforms in order to provide a low total cost of ownership for the Library.

The Application Service team is working closely with the Library to complete the first-ever MakerSpace at the Rockwood Library Branch in the east county area. The new space, geared towards teens, girls, and others in the area near the branch, will provide the public with tools, equipment, and expertise in a number of technology areas, including 3D Printing, software design, and mobile device applications. In addition, innovations in programming for library services will be tried in the new flexible space to set the stage for wider adoption in other libraries. The Application Service team is also expanding its work in developing web-based and mobile device-based applications for patrons of the library.

**Performance Measures**

Measure Type	Primary Measure	FY15 Actual	FY16 Purchased	FY16 Estimate	FY17 Offer
Output	Percent of employee hours spent on planned work versus unplanned work	NA	55%	50%	55%
Outcome	Percentage point increase in employee hours spent on planned versus unplanned work	NA	5%	5%	5%

**Performance Measures Descriptions**

Output Measure - Employee hours spent on planned versus unplanned work: 55% planned/45% unplanned. This includes available work time. Planned work provides better customer value, as work can be targeted toward high priority activities.

Outcome Measure - Increase the the amount of hours spent on planned work vs unplanned work.

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	<b>2016</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>
Personnel	\$0	\$154,566	\$0	\$258,854
Materials & Supplies	\$0	\$9,081	\$0	\$19,410
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$163,647</b>	<b>\$0</b>	<b>\$278,264</b>
<b>Program Total:</b>	<b>\$163,647</b>		<b>\$278,264</b>	
<b>Program FTE</b>	0.00	1.00	0.00	2.00

<b>Program Revenues</b>				
Other / Miscellaneous	\$0	\$163,647	\$0	\$278,264
<b>Total Revenue</b>	<b>\$0</b>	<b>\$163,647</b>	<b>\$0</b>	<b>\$278,264</b>

Explanation of Revenues

County IT service costs are allocated to departments based on usage, services received, and other metrics.

Significant Program Changes

Last Year this program was: FY 2016: 78034-16 IT Library Application Services



Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2016	2016	2017	2017
Personnel	\$0	\$497,363	\$0	\$683,225
Materials & Supplies	\$0	\$525,401	\$0	\$578,351
Internal Services	\$0	\$4,393,320	\$0	\$5,071,851
Unappropriated & Contingency	\$0	\$869,510	\$0	\$884,510
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$6,285,594</b>	<b>\$0</b>	<b>\$7,217,937</b>
<b>Program Total:</b>	<b>\$6,285,594</b>		<b>\$7,217,937</b>	
<b>Program FTE</b>	0.00	3.00	0.00	3.00

Program Revenues				
Other / Miscellaneous	\$0	\$5,401,084	\$0	\$6,333,427
Beginning Working Capital	\$0	\$884,510	\$0	\$884,510
<b>Total Revenue</b>	<b>\$0</b>	<b>\$6,285,594</b>	<b>\$0</b>	<b>\$7,217,937</b>

Explanation of Revenues

County IT service costs are allocated to departments based on usage, services received, and other metrics.

Significant Program Changes

Last Year this program was: FY 2016: 78035-16 IT Shared Operating Expenses

No significant changes.



Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	<b>2016</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>
Personnel	\$0	\$3,945,060	\$0	\$3,978,375
Contractual Services	\$0	\$6,700	\$0	\$7,200
Materials & Supplies	\$0	\$922,879	\$0	\$1,022,230
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$4,874,639</b>	<b>\$0</b>	<b>\$5,007,805</b>
<b>Program Total:</b>	<b>\$4,874,639</b>		<b>\$5,007,805</b>	
<b>Program FTE</b>	0.00	25.75	0.00	24.75

<b>Program Revenues</b>				
Other / Miscellaneous	\$0	\$4,874,639	\$0	\$5,007,805
<b>Total Revenue</b>	<b>\$0</b>	<b>\$4,874,639</b>	<b>\$0</b>	<b>\$5,007,805</b>

Explanation of Revenues

County IT service costs are allocated to departments based on usage and services received.

Significant Program Changes

Last Year this program was: FY 2016: 78036-16 IT Data Center & Technical Services

No significant changes.



Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	<b>2016</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>
Contractual Services	\$0	\$0	\$0	\$1,091,197
Materials & Supplies	\$0	\$1,155,000	\$0	\$175,413
Capital Outlay	\$0	\$570,000	\$0	\$0
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$1,725,000</b>	<b>\$0</b>	<b>\$1,266,610</b>
<b>Program Total:</b>	<b>\$1,725,000</b>		<b>\$1,266,610</b>	
<b>Program FTE</b>	0.00	0.00	0.00	0.00

<b>Program Revenues</b>				
Financing Sources	\$0	\$1,725,000	\$0	\$1,266,610
<b>Total Revenue</b>	<b>\$0</b>	<b>\$1,725,000</b>	<b>\$0</b>	<b>\$1,266,610</b>

Explanation of Revenues

This program will use FY 2016 one-time only General Funds.

Significant Program Changes

**Last Year this program was:** FY 2016: 78037-16 Cyber Security

The ongoing nature of changes in the threats to our cybersecurity capabilities require identifying those threats and establishing mitigation plans related to those vulnerabilities. The initial work identified for FY2016 is under way, and new items have been identified and will be addressed with in FY2017. Continued vigilance and planning are expected as an ongoing component of this program offer. Requesting FY2016 carryover to continue the project completions in FY2016.





Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2016	2016	2017	2017
Contractual Services	\$0	\$100,000	\$0	\$1,574,456
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$1,574,456</b>
<b>Program Total:</b>	<b>\$100,000</b>		<b>\$1,574,456</b>	
<b>Program FTE</b>	0.00	0.00	0.00	0.00

Program Revenues				
Financing Sources	\$0	\$100,000	\$0	\$1,574,456
<b>Total Revenue</b>	<b>\$0</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$1,574,456</b>

Explanation of Revenues

This program offer will use one-time only General Funds

Significant Program Changes

**Last Year this program was:** FY 2016: 78058-16 CRIMES Replacement Assessment

Partial FY2016 funding will be carried over and the program has expanded to include the purchase and implementation of the technology solution.



## Legal / Contractual Obligation

Current IGA with City of Portland for maintenance and repair services for County Fleet assets in the Portland downtown corridor.

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2016	2016	2017	2017
Personnel	\$0	\$965,560	\$0	\$1,024,536
Contractual Services	\$0	\$602,546	\$0	\$526,590
Materials & Supplies	\$0	\$1,904,380	\$0	\$1,713,330
Internal Services	\$0	\$809,254	\$0	\$970,207
Capital Outlay	\$0	\$0	\$0	\$70,000
Unappropriated & Contingency	\$0	\$423,418	\$0	\$22,780
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$4,705,158</b>	<b>\$0</b>	<b>\$4,327,443</b>
<b>Program Total:</b>	<b>\$4,705,158</b>		<b>\$4,327,443</b>	
<b>Program FTE</b>	0.00	9.90	0.00	9.90

Program Revenues				
Other / Miscellaneous	\$0	\$3,899,111	\$0	\$3,962,443
Interest	\$0	\$0	\$0	\$0
Beginning Working Capital	\$0	\$0	\$0	\$350,000
Service Charges	\$0	\$28,000	\$0	\$15,000
<b>Total Revenue</b>	<b>\$0</b>	<b>\$3,927,111</b>	<b>\$0</b>	<b>\$4,327,443</b>

## Explanation of Revenues

The program is funded by service charges through the Fleet Fund. Internal service reimbursements estimates are based on historical data, current service levels, and FY 2017 charge rates. The FY 2017 budget has been developed based on FY 2015 cumulative charges.

## Significant Program Changes

Last Year this program was: FY 2016: 78039-16 Fleet Services



**Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	<b>2016</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>
Personnel	\$0	\$134,129	\$0	\$0
Capital Outlay	\$0	\$4,763,999	\$0	\$5,965,054
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$4,898,128</b>	<b>\$0</b>	<b>\$5,965,054</b>
<b>Program Total:</b>	<b>\$4,898,128</b>		<b>\$5,965,054</b>	
<b>Program FTE</b>	0.00	0.00	0.00	0.00

<b>Program Revenues</b>				
Other / Miscellaneous	\$0	\$1,677,160	\$0	\$1,832,300
Interest	\$0	\$19,000	\$0	\$20,000
Beginning Working Capital	\$0	\$3,728,902	\$0	\$4,112,754
<b>Total Revenue</b>	<b>\$0</b>	<b>\$5,425,062</b>	<b>\$0</b>	<b>\$5,965,054</b>

**Explanation of Revenues**

Vehicles and equipment are placed on an established life-cycle replacement schedule. Replacement funds are collected on a monthly basis from programs with assigned vehicles and equipment and aggregated until specified useful life has been met. Proceeds from vehicle sales are returned to the Fleet fund to offset future replacement costs. One-time only revenue was received in FY14, Program Offer #78031, to bridge a replacement funding gap for aging vehicles in the Fleet. This money, \$1.2M, was to be spent over a 3 year period, FY 2014-FY 2016, and is on track to be spent by end of FY16.

**Significant Program Changes**

**Last Year this program was:** FY 2016: 78040-16 Fleet Vehicle Replacement



## Legal / Contractual Obligation

With the implementation of the third party CarShare program, the County will have ongoing contractual liabilities for the CarShare (alternative motor pool) services that are consumed. These liabilities only exist as long as the services are being consumed.

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2016	2016	2017	2017
Personnel	\$0	\$153,059	\$0	\$176,925
Contractual Services	\$0	\$2,239	\$0	\$82,457
Materials & Supplies	\$0	\$39,931	\$0	\$452,101
Internal Services	\$0	\$56,253	\$0	\$111,914
Capital Outlay	\$0	(\$7,835)	\$0	\$0
Unappropriated & Contingency	\$0	\$24,185	\$0	\$5,359
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$267,832</b>	<b>\$0</b>	<b>\$828,756</b>
<b>Program Total:</b>	<b>\$267,832</b>		<b>\$828,756</b>	
<b>Program FTE</b>	0.00	2.00	0.00	2.25

Program Revenues				
Other / Miscellaneous	\$0	\$483,820	\$0	\$828,256
Service Charges	\$0	\$35,125	\$0	\$500
<b>Total Revenue</b>	<b>\$0</b>	<b>\$518,945</b>	<b>\$0</b>	<b>\$828,756</b>

## Explanation of Revenues

The program is funded by hourly service charges collected through the Fleet Fund with an overhead charge based on the percentage of usage. Internal service reimbursement estimates are based on historical data and current service levels.

## Significant Program Changes

**Last Year this program was:** FY 2016: 78041-16 Motor Pool

With the sale of our primary Motor Pool site at 530 SW 2nd Avenue, a pilot program was tested to simulate a transition to a new model of using a vendor to support the County's downtown transportation needs rather than replacing the motor pool location with an expensive external parking lot solution. The pilot was successful and all of the downtown based transportation needs have been shifted to the vendor as of December, 2015. We are currently in the process of clarifying how our program will change and using FY 2017 as a transition year.





Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2016	2016	2017	2017
Personnel	\$0	\$578,710	\$0	\$579,476
Contractual Services	\$0	\$10,000	\$0	\$3,025
Materials & Supplies	\$0	\$956,099	\$0	\$671,186
Internal Services	\$0	\$262,407	\$0	\$280,755
Capital Outlay	\$0	\$61,500	\$0	\$293,689
Unappropriated & Contingency	\$0	\$181,504	\$0	\$106,600
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$2,050,220</b>	<b>\$0</b>	<b>\$1,934,731</b>
<b>Program Total:</b>	<b>\$2,050,220</b>		<b>\$1,934,731</b>	
<b>Program FTE</b>	0.00	6.85	0.00	6.60

Program Revenues				
Other / Miscellaneous	\$0	\$1,433,633	\$0	\$1,513,554
Interest	\$0	\$5,000	\$0	\$0
Beginning Working Capital	\$0	\$592,353	\$0	\$331,000
Service Charges	\$0	\$95,724	\$0	\$90,177
<b>Total Revenue</b>	<b>\$0</b>	<b>\$2,126,710</b>	<b>\$0</b>	<b>\$1,934,731</b>

Explanation of Revenues

Distribution Services is funded by a charge system through the Distribution Fund. Service reimbursements are based on delivery stops, mail processed, and special services requested.

Significant Program Changes

Last Year this program was: FY 2016: 78042-16 Distribution Services

No significant program changes.



## Legal / Contractual Obligation

ORS 192 and OAR 166 outline public records mandates for the Records Officer, microfilm, imaging, storage, retention, access and disposition. Executive Rule 301 assigns the retention schedule function to the Records Management program. Chapter 8.500 of the County Code defines additional responsibilities and obligations of the Records Management program.

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2016	2016	2017	2017
Personnel	\$0	\$483,721	\$0	\$509,516
Contractual Services	\$0	\$128,000	\$0	\$31,500
Materials & Supplies	\$0	\$65,618	\$0	\$37,450
Internal Services	\$0	\$448,627	\$0	\$496,467
Capital Outlay	\$0	\$0	\$0	\$75,896
Unappropriated & Contingency	\$0	\$101,390	\$0	\$60,570
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$1,227,356</b>	<b>\$0</b>	<b>\$1,211,399</b>
<b>Program Total:</b>	<b>\$1,227,356</b>		<b>\$1,211,399</b>	
<b>Program FTE</b>	0.00	5.20	0.00	5.20

Program Revenues				
Other / Miscellaneous	\$0	\$972,503	\$0	\$1,073,399
Beginning Working Capital	\$0	\$178,363	\$0	\$138,000
<b>Total Revenue</b>	<b>\$0</b>	<b>\$1,150,866</b>	<b>\$0</b>	<b>\$1,211,399</b>

## Explanation of Revenues

Records Management is funded by an allocation system through the Distribution Fund. Total program costs are allocated based on each Department's share of the number of boxes stored, boxes brought into the Records Center (accessioned), and record actions performed in FY2015.

## Significant Program Changes

**Last Year this program was:** FY 2016: 78043-16 Records Management

No significant program changes.

**Department:** County Assets

**Program Contact:** Tony Dornbusch

**Program Offer Type:** Administration

**Program Offer Stage:** As Proposed

**Related Programs:**
**Program Characteristics:**

### Executive Summary

Countywide Strategic Sourcing is part of the Department of County Assets (DCA) Administrative Services Hub and focuses services on holistic (County-wide) data driven strategic planning to define and drive improved Strategic Sourcing, Procurement and Contract Administration outcomes. This unit works collectively with the other DCA Administrative Service Hub units to deliver services to both departments and divisions supported by DCA and across the entire County.

### Program Summary

This offer focuses on the development, implementation, oversight and direct delivery of the strategic sourcing practices across the County. This organizations reports to the Manager of Strategic Sourcing, Procurement and Contract Administration, who reports to the Director of DCA.

The program includes Strategic Sourcing Analysts and Strategic Sourcing Data Analyst in order to provide strategy, leadership, practice development, oversight and monitoring, detailed spend analysis, strategic sourcing plans and compliance analysis/oversight for hundreds of contracts and millions of dollars each year.

This program is responsible for addressing the strategic sourcing needs of all County Departments across all commodities and types of transactions, which includes commercial, personal services, construction, lease, software, technology goods and services, maintenance and repair, and architectural services. Support also includes collaboration with departmental partners in the review of Administrative Procedures, policies and the implementation of best practices as necessary, in support of strategic sourcing initiatives.

Strategic Sourcing is the practice of taking a holistic approach to the selection and sourcing of goods and services necessary to an organization's operations. This effort includes several key tenets or procurement best practices: (1) Consolidating spend across all buyers with a small number of supplier partners so that the best prices can be achieved, (2) Considering the total lifecycle cost of a product and service (not just the purchase price) when making a procurement decision, (3) Building mutually beneficial strategic partnership relationships with key suppliers, (4) Leveraging the capabilities and services of supplier partners to reduce internal operating costs, and (5) Leveraging technology to reduce operating costs, better manage spend and achieve better prices.

### Performance Measures

Measure Type	Primary Measure	FY15 Actual	FY16 Purchased	FY16 Estimate	FY17 Offer
Output	Strategic Sourcing Initiatives undertaken and completed	0	8	8	8
Outcome	Percent of goods available from and purchased via Multco MarketPlace	37%	41%	42%	45%

### Performance Measures Descriptions

Output - Strategic Sourcing Initiatives undertaken and completed reflects the implementation rate of the County's Strategic Sourcing practices, which improve strategic purchases.

Outcome - Percentage of annual goods purchased via the County's Multco MarketPlace indicates the volume of spending that has been driven to the eMarketplace where contracts and controls are in place for all available purchases.

## Legal / Contractual Obligation

Oregon Revised Statutes (ORS) 279A, 279B, and 279C establish requirements affecting the County's procurement and contracting practices. State Qualified Rehabilitation Facilities laws are enforced via purchasing through the Multco MarketPlace.

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	<b>2016</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>
Personnel	\$437,155	\$0	\$450,077	\$0
Materials & Supplies	\$13,290	\$0	\$5,000	\$0
Internal Services	\$46,143	\$0	\$44,920	\$0
<b>Total GF/non-GF</b>	<b>\$496,588</b>	<b>\$0</b>	<b>\$499,997</b>	<b>\$0</b>
<b>Program Total:</b>	<b>\$496,588</b>		<b>\$499,997</b>	
<b>Program FTE</b>	3.40	0.00	3.40	0.00

Program Revenues				
<b>Total Revenue</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## Explanation of Revenues

This program is funded in the General Fund. A portion of the costs are recovered through the county's indirect cost allocation plan.

## Significant Program Changes

Last Year this program was: FY 2016: 78044-16 Countywide Strategic Sourcing

No significant changes.