

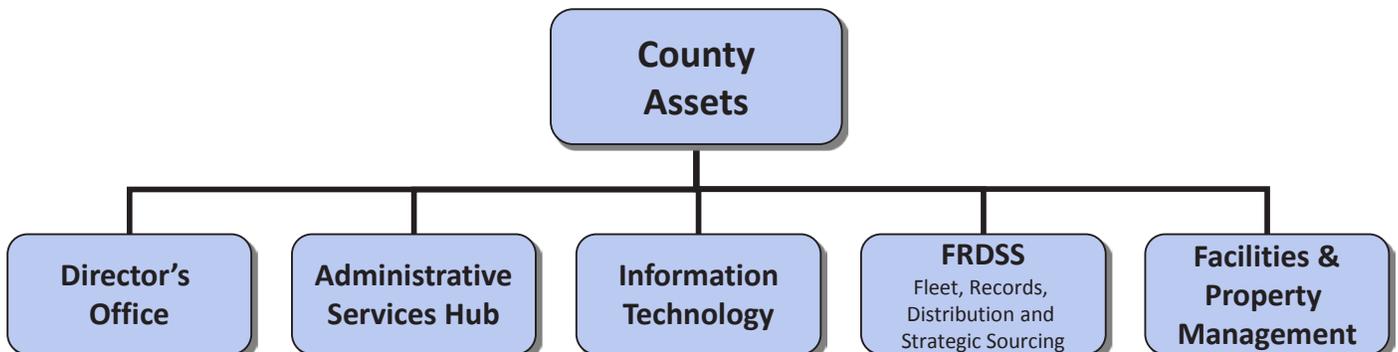
### Department Overview

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, responsible for managing over 3 million rentable square feet of general office, library, court, jail, probation, shop, clinic, and other types of specialized space owned or leased by the County in over 129 locations, as well as the Facilities Capital programs.
- Information Technology, providing telecommunication, network, and hardware infrastructure support, as well as managing over 5,500 PCs, laptops, and tablets, 125 network circuits, and over 300 business applications used by County employees and their business partners.
- Countywide Fleet, Records, Distribution, and Strategic Sourcing.
- Administrative Services Hub, providing human resources, procurement and contracting, finance, budget, rate-setting, capital planning, accounts payable, and other administrative services to DCA and partnering with Department of County Management to provide support to Nondepartmental agencies and offices.

The Department of County Assets continually evaluates opportunities to implement best practices, integrate service delivery, streamline and improve internal accounting functions, and promote innovative 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 Department of County Assets (DCA) has an FY 2016 budget of \$250.3 million\* and consists of: \$6.2 million in the General Fund, \$107.6 million in Internal Service funds and \$136.5 million in Capital funds. Internal Service Funds are primarily for ongoing operations with a small portion (primarily in the IT fund) dedicated to capital projects such as Cyber Security initiatives, whereas Capital Funds are dedicated to two large construction projects (Downtown Courthouse replacement and Health Department Headquarters construction) and small-to-mid-size capital building projects.

The FY 2016 budget increases \$20.1 million from the FY 2015 Adopted budget. In addition to inflationary increases, \$10.5 million of the increase is in the Courthouse Fund and \$3.9 million is from increases in one-time-only General Fund for IT, fleet and building projects in Other Funds. The Courthouse Fund has \$28.1 million of one-time-only General Fund offset by reductions to reflect an updated FY 2016 project time-line, for the net increase of \$10.5 million.

The following one-time-only General Fund amounts are included in DCA's FY 2016 budget program offers as cash transfers into Other Funds:

Facilities Downtown Courthouse (74014)	\$ 28,120,000
Network Convergence (78020C,D&E)	1,425,000
Cyber Security (78037)	1,725,000
Yeon - AG Fuel Tanks Installation (78052)	450,000
Yeon - Fleet Fuel Management (78053)	250,000
Yeon Annex - Reception and Lobby Redesign (78054)	165,000
ESPC - Juvenile Justice Complex Lighting (78055)	810,000
ESPC-Inverness Jail – Water (78056)	1,496,627
MCSO Suicide Prevention Projects - Vent Covers (78057)	555,557
CRIMES Replacement Assessment (78058)	100,000
Hansen Building Relocation (78059)	500,000

Budget Trends*	FY 2014	FY 2015	FY 2015	FY 2016	Difference
	<u>Actual</u>	<u>Current Estimate</u>	<u>Adopted Budget</u>	<u>Adopted Budget</u>	
Staffing FTE	311.15	320.95	320.95	326.95	6.00
Personnel Services	\$38,871,722	41,096,949	\$43,007,822	\$44,499,090	\$1,491,268
Contractual Services	18,224,282	16,011,765	18,138,403	31,718,386	13,579,983
Materials & Supplies	30,044,065	31,365,656	31,394,170	35,886,474	4,492,304
Internal Services	10,722,685	13,137,692	15,574,659	15,650,886	76,227
Capital Outlay	<u>1,886,640</u>	<u>5,780,761</u>	<u>122,037,936</u>	<u>122,588,776</u>	<u>550,840</u>
<b>Total Costs</b>	<b>\$99,749,394</b>	<b>\$107,392,822</b>	<b>\$230,152,990</b>	<b>\$250,343,612</b>	<b>\$20,190,622</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 2015 in support of DCA's long-term goals, including:

- Completion of Phase II of the Facilities Asset Strategic Plan assessing the value (and condition) of county properties from both the customer and facilities operations perspective, Health Headquarters 90% design completion, and site selection recommendations and delivery model finalization for the new Central Courthouse.
- Successful continuation of the Network Convergence project with early completion of the FY 2015 planned sites.
- Implementation of a Countywide telecom expense management system.
- Strategic sourcing analysis and planning for shredding, translation services, promotional items, and waste management.

Several other important projects are in process:

- Implementation of a Countywide records archiving and document management system.
- Planning and analysis for the replacement of the Hansen Complex.
- Implementation of a system to support the Division of Assessment, Recording and Taxation

In all of its work, DCA considers the County's values and industry best practices. In both the Health Headquarters and Central Courthouse construction projects, there are goals for sustainability and Minority, Women Owned and Small Business Enterprises (MWSBE) participation. Our continued partnership with CityFleet brings best practices in fleet maintenance to the County. Strategic Sourcing is a procurement best practice that helps to implement the values of sustainability and supporting the local economy.

Key challenges include:

- Effectively managing change. New technologies and streamlined business processes are less effective when employees are not prepared to use them. Ongoing leadership, training, and communication is necessary for successful transitions to new ways of conducting County business.
- Project priority and governance. Understanding customer priorities and saying "yes" to the most important projects as well as ensuring appropriate oversight and project management ensures project success. DCA is developing consistent governance and project management practices across all DCA projects.
- Recruitment and retention of management and staff. Continuing to focus on best practices to retain excellent existing staff and recruit new staff is key to our success.

### Diversity and Equity

The Department of County Assets promotes equity in a variety of ways. The Department Director is a current member of the Equity Council and equity is explicitly addressed in our mission, vision, values and tagline, and our FY 2016 goals. Our senior management team utilizes the equity and empowerment lens to evaluate IT, Facilities, and other types of processes and projects. We are currently using the equity and empowerment lens to evaluate our proposed departmental dress code.

We target a diverse workforce in sourcing, recruiting and hiring practices and recently hired a recruiter who specializes in this area and is an equity champion. We provide significant internship opportunities through participation in the College to County Internship Program, the Summer Youth Connect program, the PSU/PDX Cooperative Education Program and the PCC Occupational Skills Training program. To encourage diversity in our technology division, we also support the iUrban Teen Tech program, a local, nationally-recognized STEM+Arts educational program for male youth of color that is quickly becoming a national model. More globally, we host a voluntary group of employees, our “think tank”, who focus on systemic sustainability, the triple bottom line: economy, equity, and environment, to determine how best DCA can make an difference in minimizing the impact on our most vulnerable populations. The group is targeting the reduction of carbon emissions produced by the DCA managed assets. And finally, we are developing a workshop proposal for the upcoming Governing for Racial Equity (GRE) Conference on the topic of Digital Equity.

### Budget by Division

Division Name	FY 2016 General Fund	Other Funds	Total Division Cost	Total FTE
Director's Office	\$486,365	\$0	\$486,365	2.00
Facilities and Property Management	0	184,303,576	184,303,576	98.25
Information Technology	0	50,682,035	50,682,035	159.95
Fleet, Records Distribution, and Strategic Sourcing	496,588	13,398,694	13,895,282	27.35
Administrative Services Hub	<u>5,266,671</u>	<u>0</u>	<u>5,266,671</u>	<u>39.40</u>
<b>Total County Assets</b>	<b>\$6,249,624</b>	<b>\$248,384,305</b>	<b>\$254,633,929</b>	<b>326.95</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 2016. The IT Division will focus on completing the Network Convergence (VoIP) project for the remaining three locations and the implementation of the County's new system supporting the Division of Assessment, Recording and Taxation. Facilities and Property Management will move forward with construction of the new Central Courthouse and the new Health Department Headquarters building, as well as the evaluation of replacing the Hansen Complex and the build out of the new Mid-County DCJ facility. The County will continue to work with the City of Portland's CityFleet organization for fleet maintenance and repair services for our downtown vehicles. Records Administration will implement a new records archiving system, and Distribution Services will install 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 more than 3 million rentable square feet of owned and leased space in 129 buildings across the county. The FPM mission is to proactively plan, operate and manage all County properties in a safe, accessible, effective and efficient manner.

While buildings are our business, people are our purpose. We strive to provide innovative, sustainable, and affordable solutions to help County programs deliver effective public services. FPM also has a broader vision of building thriving communities and promoting stewardship of the taxpayers' assets. FPM supports environmental sustainability and energy efficiency through ongoing conservation projects, leadership in County recycling initiatives, sustainable procurement process, and Green Building construction practices. Our use of MWESB and QRF firms for contract services demonstrates our commitment to support local businesses and promote diversity and equity.

In FY 2015, FPM completed Phase II of the Facilities Asset Strategic Plan (5-25 years). This plan addresses the value of our owned and leased facility portfolio from the perspective of our clients current and future business needs and facilities operational requirements. Many of the recommendations will be operationalized in FY 2016.

## Significant Changes

In FY 2016, Facilities will eliminate the FY 2015 one-time Columbia River Boathouse and Portage Building program offer and refocus the funds to Facilities Strategic Planning and Projects (78012). In addition, one time only funding (78059) Hansen Building Relocation has been added to support the continued work on the Hansen Replacement Project. The FY 2015 Animal Services Renovation program offer is now incorporated into Facilities Capital Improvement (78007). Facilities Property Management is Facilities Client Services (78005) to clearly align the work with our enhanced customer service focus. Two new facilities program offers previously under Capital Improvement and Asset Preservation programs are now stand alone offers:

- Library Construction Fund (78017) - This capital program creates a self-sustaining fund that provides for the continuing reinvestment and capital work required to keep the Library District's buildings safe, reliable, functional and efficient.
- Health Headquarters Construction (78018) - This capital program funds the construction of the new headquarters and clinic facility for the Multnomah County Health Department in the Old Town/Chinatown Neighborhood of Portland on the easterly side of block U.

### 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 information they need, any time and 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 2016 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 5,500 PCs and laptops, almost 500 virtual servers, over 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, emergency management, assessment and taxation, land use planning, library, 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 almost 100 different sites across the County, and the technologies required are as diverse as the lines of business.

### Significant Changes

The FY 2016 budget adds major projects in the following programs:

**Network Convergence (78020B-E):** With the completion of the original Voice Over IP (VoIP) project scope for almost all facilities in FY 2015, the IT budget for FY 2016 one time only General Fund totaling \$1.75 million to complete three remaining facilities excluded from the original scope - the Hansen building, the downtown Courthouse, and the Justice Center - and FY 2015 carry over funding to implement Session Initiation Protocol (SIP) for a multiple site configuration to eliminate the high risk, single point routing of calls through the obsolete Nortel system at the Courthouse.

**CyberSecurity (78037):** The County must increase its focus to protect the networks, assets, and data that support its business operations. The IT budget includes a one time only request of \$1.73 million to complete three projects: addressing critical system vulnerabilities, modernizing the e-mail security and archiving services, and upgrading the network firewalls.

### Fleet, Records, Distribution and Strategic Sourcing

Fleet, Records, Electronics, and Distribution Services provide operational support services to all County departments and agencies.

- Fleet Services maintains and manages over 700 vehicles of various types, including four all-electric vehicles added to the fleet in FY 2012.
- Records and Archive Management develops and maintains record retention schedules to ensure that all legal and administrative requirements are met. The program manages over 121 million documents 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 training and consultation, mail services contract management. This program also provides short term vehicle availability through the County's Motor Pool, consisting of 68 vehicles at four sites.
- Strategic Sourcing focuses on the holistic selection and sourcing of goods and services. This is 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

In FY 2015, the Department of County Assets completed an extensive review and negotiation in consideration of expanding the County's use of the City of Portland's CityFleet Maintenance program. It was determined to be in the County's best interest to continue the use of CityFleet as the Downtown area maintenance service provider on a long term basis, but not to expand the services to the Yeon maintenance site.

As a result of the upcoming sale of the County's Morrison Bridgehead property, the Department of County Assets is pursuing alternative, long term solutions for the County's downtown motor pool which is currently located on the Bridgehead property. The long term solution(s) will be implemented by the Bridgehead property sale date.

### 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 to approximately 645 County employees in DCA and partnering with Department of County Management to provide support to Non-departmental agencies and offices. The functional areas supported include:

- Human Resources and Administration, providing HR services that include strategic planning, job recruitment and outreach, investigations, performance management, and HR transaction processing. Administrative services include front desk reception, 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 and capital planning services, including countywide rate creation and analysis, budget development, management and oversight, capital planning, and ongoing analysis.
- Finance, providing accounts payable and accounts receivable transaction processing, grant accounting, and travel and training arrangements.

### Significant Changes

The Administrative Services Hub continues to develop and implement business process improvements that include:

- In conjunction with Central Accounts Payable, the Finance Team works with the County's utility providers to streamline and automate the payment process for County utility bills and with Fleet and Facilities vendors from standard invoice processing to a County procurement card.
- Human Resources develops and implements improvements to recruitment and selection, promoting DCA through You Tube Channel videos that spotlight the County's IT organization and the tech initiatives. The channel can be found at <http://www.youtube.com/user/MultcoDCA>. The HR team continues to broaden our social media outreach campaign via LinkedIn and Twitter (@MultcoltJobs) aimed at marketing our clients' job opportunities.
- The Procurement and Contracting Team standardizes contract development across DCA divisions, and implements and continues to refine advanced contract development and negotiation techniques.
- The Hub continually evaluates activities and tasks to be shared among teams to maximize economies of scale and align processes across functions.

### 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 2016 General Fund	Other Funds	Total Cost	FTE
<b>Director's Office</b>					
78000	DCA Director's Office	\$486,365	\$0	\$486,365	2.00
<b>Facilities &amp; Property Management</b>					
78002	Facilities Director's Office	0	5,393,788	5,393,788	10.25
78003	Facilities Debt Service and Capital Fee Pass Through	0	6,225,081	6,225,081	0.00
78004	Facilities Operations & Maintenance	0	10,772,089	10,772,089	55.00
78005	Facilities Client Services	0	7,401,154	7,401,154	11.00
78006	Facilities Capital Operation Costs	0	1,328,300	1,328,300	9.00
78007	Facilities Capital Improvement Program	0	18,610,009	18,610,009	0.00
78008	Facilities Capital Asset Preservation Program	0	12,357,747	12,357,747	0.00
78009	Facilities Building Materials and Services	0	1,827,498	1,827,498	0.00
78010	Facilities Utilities Pass Through	0	6,027,237	6,027,237	0.00
78011	Facilities Lease Management	0	6,370,496	6,370,496	2.00
78012	Facilities Strategic Planning and Projects	0	943,429	943,429	7.00
78013	Facilities Construction Management and Design	0	650,964	650,964	4.00
78014	Facilities Downtown Courthouse	0	54,330,900	54,330,900	0.00
78017	Library Construction Fund	0	2,948,700	2,948,700	0.00
78018	Health Headquarters Construction	0	45,139,000	45,139,000	0.00
78052	Yeon - AG Fuel Tanks Installation	0	450,000	450,000	0.00
78054	Yeon Annex - Reception and Lobby Redesign	0	165,000	165,000	0.00
78055	ESPC - Juvenile Justice Complex Lighting	0	810,000	810,000	0.00
78056	ESPC-Inverness Jail - Water	0	1,496,627	1,496,627	0.00
78057	MCSO Suicide Prevention Projects - Vent Covers	0	555,557	555,557	0.00
78059	Hansen Building Relocation	0	500,000	500,000	0.00

# County Assets

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Prog. #	Program Name	FY 2016 General Fund	Other Funds	Total Cost	FTE
<b>Information Technology</b>					
78019	IT Continuity of Operations	0	350,000	350,000	0.00
78020A	IT Innovation & Investment Projects	0	3,342,125	3,342,125	0.00
78020B	IT Network Convergence	0	325,000	325,000	0.00
78020C	Network Convergence - Courthouse	0	706,000	706,000	0.00
78020D	Network Convergence - Justice Center	0	375,000	375,000	0.00
78020E	Network Convergence - Hansen	0	344,000	344,000	0.00
78021	IT Planning, Projects & Portfolio Management	0	1,837,106	1,837,106	11.00
78022	IT Help Desk Services	0	864,014	864,014	7.30
78023	IT Telecommunications Services	0	2,439,381	2,439,381	5.00
78024	IT Mobile Device Expense Management	0	979,019	979,019	1.00
78025	IT Network Services	0	4,451,306	4,451,306	12.00
78026	IT Desktop Services	0	2,070,573	2,070,573	16.10
78027	IT Asset Replacement	0	2,989,173	2,989,173	0.00
78028	IT Health & Human Services Application Services	0	4,587,327	4,587,327	20.80
78029	IT Public Safety Application Services	0	2,916,136	2,916,136	17.00
78030	IT General Government Application Services	0	1,421,278	1,421,278	5.00
78031	IT Data & Reporting Services	0	2,277,985	2,277,985	11.60
78032	IT SAP Application Services	0	2,267,390	2,267,390	10.00
78033	IT Enterprise and Web Application Services	0	2,990,342	2,990,342	13.40
78034	IT Library Application Services	0	163,647	163,647	1.00
78035	IT Shared Operating Expenses	0	6,285,594	6,285,594	3.00
78036	IT Data Center & Technical Services	0	4,874,639	4,874,639	25.75
78037	Cyber Security	0	1,725,000	1,725,000	0.00
78058	CRIMES Replacement Assessment	0	100,000	100,000	0.00

# County Assets

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Prog. #	Program Name	FY 2016 General Fund	Other Funds	Total Cost	FTE
<b>Fleet, Records, Distribution and Strategic Sourcing</b>					
78039	Fleet Services	0	4,705,158	4,705,158	9.90
78040	Fleet Vehicle Replacement	0	4,898,128	4,898,128	0.00
78041	Motor Pool	0	267,832	267,832	2.00
78042	Distribution Services	0	2,050,220	2,050,220	6.85
78043	Records Management	0	1,227,356	1,227,356	5.20
78044	Countywide Strategic Sourcing	496,588	0	496,588	3.40
78053	Yeon - Fleet Fuel Management	0	250,000	250,000	0.00
<b>Administrative Services Hub</b>					
78047	Administrative Hub Budget & Planning	871,340	0	871,340	6.00
78048	Administrative Hub Procurement & Contracting	2,209,073	0	2,209,073	16.40
78049	Administrative Hub Finance	921,418	0	921,418	8.00
78050	Administrative Hub Human Resources	<u>1,264,840</u>	0	<u>1,264,840</u>	<u>9.00</u>
<b>Total County Assets</b>		<b>\$6,249,624</b>	<b>\$247,884,305</b>	<b>\$254,133,929</b>	<b>326.95</b>

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

**Department:** County Assets

**Program Contact:** Sherry Swackhamer

**Program Offer Type:** Administration

**Program Offer Stage:** As Adopted

**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, 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 these services to DCA, the Department of County Management (DCM), the Chair's Office, the Board of County Commissioners, and other non-departmental entities. The hub is designed to eliminate duplication of resources and streamline processes through economies of scale across these groups.

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.

### Performance Measures

Measure Type	Primary Measure	FY14 Actual	FY15 Purchased	FY15 Estimate	FY16 Offer
Output	Number of Equity Lens project/process equaluations completed	N/A	3	2	6
Outcome	Percent of administrative processes analyzed through the LEAN methodology.	N/A	N/A	N/A	20

### Performance Measures Descriptions

Output - Equity Lens will be used in the evaluation of at least 6 processes/projects.

Outcome - Percent of administrative processes analysed per the LEAN methodology (new).

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2015	2015	2016	2016
Personnel	\$391,235	\$0	\$410,848	\$0
Contractual Services	\$50,000	\$0	\$25,000	\$0
Materials & Supplies	\$25,646	\$0	\$23,375	\$0
Internal Services	\$182,496	\$0	\$27,142	\$0
<b>Total GF/non-GF</b>	<b>\$649,377</b>	<b>\$0</b>	<b>\$486,365</b>	<b>\$0</b>
<b>Program Total:</b>	<b>\$649,377</b>		<b>\$486,365</b>	
<b>Program FTE</b>	2.00	0.00	2.00	0.00

Program Revenues				
Other / Miscellaneous	\$646,932	\$0	\$486,365	\$0
<b>Total Revenue</b>	<b>\$646,932</b>	<b>\$0</b>	<b>\$486,365</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 2015: 78000 DCA Director's Office

No significant changes.



**Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	<b>2015</b>	<b>2015</b>	<b>2016</b>	<b>2016</b>
Personnel	\$0	\$859,839	\$0	\$1,457,980
Contractual Services	\$0	\$120,000	\$0	\$238,820
Materials & Supplies	\$0	\$273,350	\$0	\$1,343,673
Internal Services	\$0	\$2,093,917	\$0	\$2,353,315
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$3,347,106</b>	<b>\$0</b>	<b>\$5,393,788</b>
<b>Program Total:</b>	<b>\$3,347,106</b>		<b>\$5,393,788</b>	
<b>Program FTE</b>	0.00	6.25	0.00	10.25

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

**Explanation of Revenues**

This program receives internal service reimbursements from the County departments.

**Significant Program Changes**

**Last Year this program was:** FY 2015: 78001 Facilities Director's Office

Move 3 FTE in Building Data Management Center section from Strategic Planning and Projects work unit to Director's Office.

Increase expenses by \$2M to realign funding with Program activity within same Fund 3505.



## 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
Program Expenses	2015	2015	2016	2016
Internal Services	\$0	\$5,419,771	\$0	\$5,419,771
Cash Transfers	\$0	\$656,850	\$0	\$805,310
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$6,076,621</b>	<b>\$0</b>	<b>\$6,225,081</b>
<b>Program Total:</b>	<b>\$6,076,621</b>		<b>\$6,225,081</b>	
<b>Program FTE</b>	0.00	0.00	0.00	0.00

Program Revenues				
Other / Miscellaneous	\$0	\$5,419,771	\$0	\$6,225,081
<b>Total Revenue</b>	<b>\$0</b>	<b>\$5,419,771</b>	<b>\$0</b>	<b>\$6,225,081</b>

## Explanation of Revenues

This program receives internal service reimbursements from the County departments that occupy space that has been purchased or improved with County-issued debt.

Debt collected from Clients \$4,969,771  
Debt paid from Capital Fee (Fund 2507) \$450,000

Facilities Fund 3505 pays the Capital Program Fee on owned, primary space which is occupied by F&PM or is Vacant  
Pass Through from Fund 3505 to Fund 2507 \$636,380  
Pass Through from Fund 3505 to Fund 2509 \$168,930

## Significant Program Changes

**Last Year this program was:** FY 2015: 78002 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	2015	2015	2016	2016
Personnel	\$0	\$6,052,104	\$0	\$6,248,035
Contractual Services	\$0	\$12,000	\$0	\$376,672
Materials & Supplies	\$0	\$195,050	\$0	\$3,596,701
Internal Services	\$0	\$529,446	\$0	\$550,681
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$6,788,600</b>	<b>\$0</b>	<b>\$10,772,089</b>
<b>Program Total:</b>	<b>\$6,788,600</b>		<b>\$10,772,089</b>	
<b>Program FTE</b>	0.00	54.00	0.00	55.00

Program Revenues				
Fees, Permits & Charges	\$0	\$11,500	\$0	\$11,500
Other / Miscellaneous	\$0	\$848,712	\$0	\$701,696
Service Charges	\$0	\$177,972	\$0	\$131,000
<b>Total Revenue</b>	<b>\$0</b>	<b>\$1,038,184</b>	<b>\$0</b>	<b>\$844,196</b>

Explanation of Revenues

This program received internal service reimbursements from County departments and revenues from external leases or Intergovernmental Agreements.

Significant Program Changes

Last Year this program was: FY 2015: 78003 Facilities Operations and Maintenance

Increase expenses by \$4M to realign funding with Program activity within same Fund 3505.



## 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	2015	2015	2016	2016
Personnel	\$0	\$1,381,548	\$0	\$1,464,818
Contractual Services	\$0	\$4,885,790	\$0	\$5,558,770
Materials & Supplies	\$0	\$241,900	\$0	\$204,100
Internal Services	\$0	\$168,413	\$0	\$173,466
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$6,677,651</b>	<b>\$0</b>	<b>\$7,401,154</b>
<b>Program Total:</b>	<b>\$6,677,651</b>		<b>\$7,401,154</b>	
<b>Program FTE</b>	0.00	11.00	0.00	11.00

Program Revenues				
Other / Miscellaneous	\$0	\$1,613,701	\$0	\$3,198,886
Interest	\$0	\$0	\$0	\$25,000
Service Charges	\$0	\$0	\$0	\$3,521,487
<b>Total Revenue</b>	<b>\$0</b>	<b>\$1,613,701</b>	<b>\$0</b>	<b>\$6,745,373</b>

## Explanation of Revenues

This program received internal service reimbursements from County departments and revenues from external leases or Intergovernmental Agreements.

## Significant Program Changes

**Last Year this program was:** FY 2015: 78004 Facilities Property Management

Increase revenues by \$5M to realign funding with Program activity within same Fund 3505.



Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2015	2015	2016	2016
Personnel	\$0	\$1,246,530	\$0	\$1,234,866
Contractual Services	\$0	\$5,000	\$0	\$15,000
Materials & Supplies	\$0	\$35,300	\$0	\$37,300
Internal Services	\$0	\$39,935	\$0	\$41,134
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$1,326,766</b>	<b>\$0</b>	<b>\$1,328,300</b>
<b>Program Total:</b>	<b>\$1,326,766</b>		<b>\$1,328,300</b>	
<b>Program FTE</b>	0.00	9.00	0.00	9.00

Program Revenues				
Other / Miscellaneous	\$0	\$1,604,641	\$0	\$1,475,288
<b>Total Revenue</b>	<b>\$0</b>	<b>\$1,604,641</b>	<b>\$0</b>	<b>\$1,475,288</b>

Explanation of Revenues

This program is funded through internal service reimbursements from departments and from the Capital Improvement and Asset Preservation Funds.

Significant Program Changes

Last Year this program was: FY 2015: 78005 Facilities Capital Operation Costs



Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2015	2015	2016	2016
Contractual Services	\$0	\$0	\$0	\$5,771,000
Materials & Supplies	\$0	\$301,479	\$0	\$1,285,351
Capital Outlay	\$0	\$18,133,300	\$0	\$11,553,658
Cash Transfers	\$0	\$174,521	\$0	\$0
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$18,609,300</b>	<b>\$0</b>	<b>\$18,610,009</b>
<b>Program Total:</b>	<b>\$18,609,300</b>		<b>\$18,610,009</b>	
<b>Program FTE</b>	0.00	0.00	0.00	0.00

Program Revenues				
Other / Miscellaneous	\$0	\$3,935,800	\$0	\$3,214,778
Financing Sources	\$0	\$1,317,500	\$0	\$671,731
Interest	\$0	\$110,000	\$0	\$25,000
Beginning Working Capital	\$0	\$28,384,600	\$0	\$13,161,000
Service Charges	\$0	\$1,220,000	\$0	\$1,537,500
<b>Total Revenue</b>	<b>\$0</b>	<b>\$34,967,900</b>	<b>\$0</b>	<b>\$18,610,009</b>

Explanation of Revenues

Fund 2507 Capital Improvement Program  
 50000 BWC from Routine Project Carryover \$12,790,000; includes \$900,000 Animal Services 2015 BWC  
 50236 IGA Jail Bed Rental \$37,500  
 50236 IG City of Portland share of Justice Center Projects \$1,500,000  
 50270 Interest on fund 2507 \$25,000  
 50320 Cash Transfer revenue from Fund 3505 FPM & Vacant space \$636,380  
 50310 Intl Svs Reimbursement CIP Fee from County Occupants \$3,214,778  
 Fund 2503 Equipment Acquisition  
 50000 BWC Carryover \$371,000

Significant Program Changes

Last Year this program was: FY 2015: 78006 Facilities Capital Improvement Program

Capital Improvement Fee collected on Library District Owned/Primary Tier 2 & 3 square feet is now collected to Fund 2506. Program Offer 78017-16  
 FY16 Capital Program Fund 2507 Revenue appears reduced due to segregation of new Downtown Courthouse to Fund 2500, Program Offer 78014-16 and Health Headquarters to Fund 2510, Program Offer 78018-16.



**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>2015</b>	<b>2015</b>	<b>2016</b>	<b>2016</b>
Contractual Services	\$0	\$2,500,000	\$0	\$2,000,000
Materials & Supplies	\$0	\$435,000	\$0	\$350,000
Capital Outlay	\$0	\$7,649,000	\$0	\$10,007,747
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$10,584,000</b>	<b>\$0</b>	<b>\$12,357,747</b>
<b>Program Total:</b>	<b>\$10,584,000</b>		<b>\$12,357,747</b>	
<b>Program FTE</b>	0.00	0.00	0.00	0.00

<b>Program Revenues</b>				
Other / Miscellaneous	\$0	\$3,164,000	\$0	\$3,508,817
Financing Sources	\$0	\$289,350	\$0	\$168,930
Interest	\$0	\$30,000	\$0	\$20,000
Beginning Working Capital	\$0	\$7,100,650	\$0	\$8,660,000
<b>Total Revenue</b>	<b>\$0</b>	<b>\$10,584,000</b>	<b>\$0</b>	<b>\$12,357,747</b>

**Explanation of Revenues**

50000 BWC from Routine Project Carryover \$8,660,000  
50270 Interest Earnings \$20,000  
50310 Intl Svc Reimbursement AP Fee from County Occupants \$3,508,817  
50320 Cash Transfer revenue from Fund 3505 FPM & Vacant space \$168,930

**Significant Program Changes**

**Last Year this program was:** FY 2015: 78007 Facilities Capital Asset Preservation Program

Asset Preservation Fee collected on Library District Owned/Primary Tier 1 square feet is now collected to Fund 2506.  
Program Offer 78017-16



Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2015	2015	2016	2016
Contractual Services	\$0	\$1,170,268	\$0	\$794,961
Materials & Supplies	\$0	\$3,723,716	\$0	\$0
Internal Services	\$0	\$510,179	\$0	\$507,537
Unappropriated & Contingency	\$0	\$525,000	\$0	\$525,000
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$5,929,163</b>	<b>\$0</b>	<b>\$1,827,498</b>
<b>Program Total:</b>	<b>\$5,929,163</b>		<b>\$1,827,498</b>	
<b>Program FTE</b>	0.00	0.00	0.00	0.00

Program Revenues				
Fees, Permits & Charges	\$0	\$20,000	\$0	\$20,000
Other / Miscellaneous	\$0	\$18,331,044	\$0	\$17,809,159
Interest	\$0	\$25,000	\$0	\$0
Beginning Working Capital	\$0	\$774,150	\$0	\$775,000
Service Charges	\$0	\$2,932,955	\$0	\$0
<b>Total Revenue</b>	<b>\$0</b>	<b>\$22,083,149</b>	<b>\$0</b>	<b>\$18,604,159</b>

Explanation of Revenues

This program received internal service reimbursements from County departments and revenues from external leases or Intergovernmental Agreements.

Significant Program Changes

Last Year this program was: FY 2015: 78008 Facilities Building Materials and Services

Decrease revenues by \$4M and expenses by \$5M to realign funding with Program activity within same Fund 3505.



Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2015	2015	2016	2016
Materials & Supplies	\$0	\$5,900,000	\$0	\$6,027,237
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$5,900,000</b>	<b>\$0</b>	<b>\$6,027,237</b>
<b>Program Total:</b>	<b>\$5,900,000</b>		<b>\$6,027,237</b>	
<b>Program FTE</b>	0.00	0.00	0.00	0.00

Program Revenues				
Other / Miscellaneous	\$0	\$5,365,328	\$0	\$5,566,916
Service Charges	\$0	\$534,672	\$0	\$460,321
<b>Total Revenue</b>	<b>\$0</b>	<b>\$5,900,000</b>	<b>\$0</b>	<b>\$6,027,237</b>

Explanation of Revenues

This program receives internal service reimbursements from County departments and revenues from external leases or Intergovernmental Agreements.

Significant Program Changes

Last Year this program was: FY 2015: 78009 Facilities Utilities Pass Through

Utility rates are projected to increase significantly over the next five years for electricity, natural gas and water at 19%, 18% and 45% respectively.



Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2015	2015	2016	2016
Personnel	\$0	\$236,564	\$0	\$242,595
Contractual Services	\$0	\$7,000	\$0	\$5,000
Materials & Supplies	\$0	\$5,742,872	\$0	\$6,118,517
Internal Services	\$0	\$4,256	\$0	\$4,384
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$5,990,692</b>	<b>\$0</b>	<b>\$6,370,496</b>
<b>Program Total:</b>	<b>\$5,990,692</b>		<b>\$6,370,496</b>	
<b>Program FTE</b>	0.00	2.00	0.00	2.00

Program Revenues				
Other / Miscellaneous	\$0	\$5,950,368	\$0	\$5,753,008
Service Charges	\$0	\$0	\$0	\$577,007
<b>Total Revenue</b>	<b>\$0</b>	<b>\$5,950,368</b>	<b>\$0</b>	<b>\$6,330,015</b>

Explanation of Revenues

The existing revenue leases represent approximately 70,000 square feet and \$2 million in FY 2016. The revenue is applied against operating expenses to reduce Facility rates to County Departments.

Significant Program Changes

Last Year this program was: FY 2015: 78010 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>2015</b>	<b>2015</b>	<b>2016</b>	<b>2016</b>
Personnel	\$0	\$1,146,111	\$0	\$940,829
Contractual Services	\$0	\$290,000	\$0	\$0
Materials & Supplies	\$0	\$55,700	\$0	\$2,600
Internal Services	\$0	\$30,108	\$0	\$0
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$1,521,919</b>	<b>\$0</b>	<b>\$943,429</b>
<b>Program Total:</b>	<b>\$1,521,919</b>		<b>\$943,429</b>	
<b>Program FTE</b>	0.00	8.00	0.00	7.00

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

**Explanation of Revenues**

This program received internal service reimbursements from County departments and revenues from external leases and Intergovernmental Agreements.

**Significant Program Changes**

**Last Year this program was:** FY 2015: 78011 Facilities Strategic Planning and Projects

The section disposed of the Wikman Building and the Women's Transition Center houses.

Decrease expenses by \$0.6M to realign funding with Program activity within same Fund 3505.

Net decrease of 1 FTE as a result of: [a] -3 FTE's (BDMC team) moved from 78011-15 to 78002-16 [b] +2 FTE's (Engineer 3) added



Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2015	2015	2016	2016
Personnel	\$0	\$625,669	\$0	\$592,572
Contractual Services	\$0	\$65,000	\$0	\$25,000
Materials & Supplies	\$0	\$9,000	\$0	\$18,200
Internal Services	\$0	\$14,750	\$0	\$15,192
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$714,419</b>	<b>\$0</b>	<b>\$650,964</b>
<b>Program Total:</b>	<b>\$714,419</b>		<b>\$650,964</b>	
<b>Program FTE</b>	0.00	4.00	0.00	4.00

Program Revenues				
Other / Miscellaneous	\$0	\$667,122	\$0	\$688,687
<b>Total Revenue</b>	<b>\$0</b>	<b>\$667,122</b>	<b>\$0</b>	<b>\$688,687</b>

Explanation of Revenues

This program received internal service reimbursements from County departments and revenues from external leases or Intergovernmental Agreements.

Significant Program Changes

Last Year this program was: FY 2015: 78012 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	2015	2015	2016	2016
Personnel	\$0	\$150,000	\$0	\$0
Contractual Services	\$0	\$2,150,000	\$0	\$6,613,000
Materials & Supplies	\$0	\$0	\$0	\$132,000
Capital Outlay	\$0	\$40,194,600	\$0	\$46,225,900
Unappropriated & Contingency	\$0	\$0	\$0	\$1,360,000
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$42,494,600</b>	<b>\$0</b>	<b>\$54,330,900</b>
<b>Program Total:</b>	<b>\$42,494,600</b>		<b>\$54,330,900</b>	
<b>Program FTE</b>	0.00	0.00	0.00	0.00

Program Revenues				
Intergovernmental	\$0	\$15,000,000	\$0	\$5,000,000
Other / Miscellaneous	\$0	\$0	\$0	\$10,430,000
Financing Sources	\$0	\$27,494,600	\$0	\$28,120,000
Beginning Working Capital	\$0	\$0	\$0	\$10,780,900
<b>Total Revenue</b>	<b>\$0</b>	<b>\$42,494,600</b>	<b>\$0</b>	<b>\$54,330,900</b>

## Explanation of Revenues

- \$9,280,900 BWC carryover of PDC funds for Hawthorne Bridge Ramp Move Project (restricted)
- \$1,500,000 BWC carryover of unrestricted funds from FY15.
- \$5,000,000 in State Bonds to match 50% of approved county expenses.
- \$28,120,000 in One Time Only funds from the county's General Fund.
- \$10,430,000 from the anticipated sale of the Morrison Bridgehead.

## Significant Program Changes

Last Year this program was: FY 2015: 78013 Facilities Downtown Courthouse



**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>2015</b>	<b>2015</b>	<b>2016</b>	<b>2016</b>
Contractual Services	\$0	\$0	\$0	\$1,230,000
Materials & Supplies	\$0	\$0	\$0	\$200,000
Capital Outlay	\$0	\$2,358,680	\$0	\$1,518,700
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$2,358,680</b>	<b>\$0</b>	<b>\$2,948,700</b>
<b>Program Total:</b>	<b>\$2,358,680</b>		<b>\$2,948,700</b>	
<b>Program FTE</b>	0.00	0.00	0.00	0.00

<b>Program Revenues</b>				
Other / Miscellaneous	\$0	\$1,063,680	\$0	\$1,148,700
Financing Sources	\$0	\$1,295,000	\$0	\$0
Beginning Working Capital	\$0	\$0	\$0	\$1,800,000
<b>Total Revenue</b>	<b>\$0</b>	<b>\$2,358,680</b>	<b>\$0</b>	<b>\$2,948,700</b>

**Explanation of Revenues**

\$1,800,000 ~ 50000 BWC Estimated carry forward of ongoing projects

\$1,148,700 ~ 50310 Intl Svc Reimbursement Capital Fee on Owned Libraries

**Significant Program Changes**

Last Year this program was: FY 2015: 78007 Facilities Capital Asset Preservation Program



## 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>2015</b>	<b>2015</b>	<b>2016</b>	<b>2016</b>
Capital Outlay	\$0	\$45,400,000	\$0	\$45,139,000
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$45,400,000</b>	<b>\$0</b>	<b>\$45,139,000</b>
<b>Program Total:</b>	<b>\$45,400,000</b>		<b>\$45,139,000</b>	
<b>Program FTE</b>	0.00	0.00	0.00	0.00

<b>Program Revenues</b>				
Other / Miscellaneous	\$0	\$26,900,000	\$0	\$16,900,000
Financing Sources	\$0	\$18,500,000	\$0	\$13,739,000
Beginning Working Capital	\$0	\$0	\$0	\$14,500,000
<b>Total Revenue</b>	<b>\$0</b>	<b>\$45,400,000</b>	<b>\$0</b>	<b>\$45,139,000</b>

## Explanation of Revenues

- \$14,500,000 carryover from FY 2015.
- \$16,900,000 to be received from Portland Development Commission.
- \$13,739,000 from county bond sale.

## Significant Program Changes

**Last Year this program was:** FY 2015: 78006 Facilities Capital Improvement Program

Program moved from Facilities Capital Improvement Program fund to a stand alone fund.



Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	<b>2015</b>	<b>2015</b>	<b>2016</b>	<b>2016</b>
Contractual Services	\$0	\$600,000	\$0	\$350,000
Capital Outlay	\$0	\$0	\$0	\$0
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$600,000</b>	<b>\$0</b>	<b>\$350,000</b>
<b>Program Total:</b>	<b>\$600,000</b>		<b>\$350,000</b>	
<b>Program FTE</b>	0.00	0.00	0.00	0.00

<b>Program Revenues</b>				
Financing Sources	\$0	\$600,000	\$0	\$0
Beginning Working Capital	\$0	\$0	\$0	\$350,000
<b>Total Revenue</b>	<b>\$0</b>	<b>\$600,000</b>	<b>\$0</b>	<b>\$350,000</b>

Explanation of Revenues

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

Significant Program Changes

Last Year this program was:

New Program



Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2015	2015	2016	2016
Personnel	\$0	\$817,330	\$0	\$192,000
Contractual Services	\$0	\$4,347,761	\$0	\$3,150,125
Materials & Supplies	\$0	\$70,000	\$0	\$0
Capital Outlay	\$0	\$227,184	\$0	\$0
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$5,462,275</b>	<b>\$0</b>	<b>\$3,342,125</b>
<b>Program Total:</b>	<b>\$5,462,275</b>		<b>\$3,342,125</b>	
<b>Program FTE</b>	0.00	0.00	0.00	0.00

Program Revenues				
Beginning Working Capital	\$0	\$5,462,275	\$0	\$3,342,125
<b>Total Revenue</b>	<b>\$0</b>	<b>\$5,462,275</b>	<b>\$0</b>	<b>\$3,342,125</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 2015: 78018A IT Innovation & Investment Projects

No significant changes.



Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	<b>2015</b>	<b>2015</b>	<b>2016</b>	<b>2016</b>
Contractual Services	\$0	\$422,800	\$0	\$0
Materials & Supplies	\$0	\$0	\$0	\$325,000
Capital Outlay	\$0	\$716,200	\$0	\$0
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$1,139,000</b>	<b>\$0</b>	<b>\$325,000</b>
<b>Program Total:</b>	<b>\$1,139,000</b>		<b>\$325,000</b>	
<b>Program FTE</b>	0.00	0.00	0.00	0.00

<b>Program Revenues</b>				
Financing Sources	\$0	\$1,139,000	\$0	\$0
Beginning Working Capital	\$0	\$0	\$0	\$325,000
<b>Total Revenue</b>	<b>\$0</b>	<b>\$1,139,000</b>	<b>\$0</b>	<b>\$325,000</b>

Explanation of Revenues

This program will receive one-time resources from the County General Fund.

Significant Program Changes

Last Year this program was: FY 2015: 78018B IT Network Convergence

New program for additional funding for the finalization of the voice over internet protocol Convergence project.



Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2015	2015	2016	2016
Capital Outlay	\$0	\$0	\$0	\$706,000
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$706,000</b>
<b>Program Total:</b>	<b>\$0</b>		<b>\$706,000</b>	
<b>Program FTE</b>	0.00	0.00	0.00	0.00

Program Revenues				
Financing Sources	\$0	\$0	\$0	\$706,000
<b>Total Revenue</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$706,000</b>

Explanation of Revenues

This program offer will be funded by one-time only General Funds.

Significant Program Changes

Last Year this program was:



Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2015	2015	2016	2016
Capital Outlay	\$0	\$0	\$0	\$375,000
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$375,000</b>
<b>Program Total:</b>	<b>\$0</b>		<b>\$375,000</b>	
<b>Program FTE</b>	0.00	0.00	0.00	0.00

Program Revenues				
Financing Sources	\$0	\$0	\$0	\$375,000
<b>Total Revenue</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$375,000</b>

Explanation of Revenues

This program offer will be funded through one-time only General Funds.

Significant Program Changes

Last Year this program was:



Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2015	2015	2016	2016
Capital Outlay	\$0	\$0	\$0	\$344,000
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$344,000</b>
<b>Program Total:</b>	<b>\$0</b>		<b>\$344,000</b>	
<b>Program FTE</b>	0.00	0.00	0.00	0.00

Program Revenues				
Financing Sources	\$0	\$0	\$0	\$344,000
<b>Total Revenue</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$344,000</b>

Explanation of Revenues

This program offer will be funded by one-time only General Funds.

Significant Program Changes

Last Year this program was:



Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2015	2015	2016	2016
Personnel	\$0	\$1,532,795	\$0	\$1,604,131
Contractual Services	\$0	\$60,000	\$0	\$50,000
Materials & Supplies	\$0	\$176,766	\$0	\$182,875
Internal Services	\$0	\$100	\$0	\$100
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$1,769,661</b>	<b>\$0</b>	<b>\$1,837,106</b>
<b>Program Total:</b>	<b>\$1,769,661</b>		<b>\$1,837,106</b>	
<b>Program FTE</b>	0.00	11.00	0.00	11.00

Program Revenues				
Other / Miscellaneous	\$0	\$1,929,878	\$0	\$1,837,106
<b>Total Revenue</b>	<b>\$0</b>	<b>\$1,929,878</b>	<b>\$0</b>	<b>\$1,837,106</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 2015: 78019 IT Planning, Projects & Portfolio Management

No significant changes.

**Department:** County Assets

**Program Contact:** Dan Gorton

**Program Offer Type:** Internal Service

**Program Offer Stage:** As Adopted

**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 4,500 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	FY14 Actual	FY15 Purchased	FY15 Estimate	FY16 Offer
Output	Number of customer tickets	28,290	38,000	33,600	34,000
Outcome	Percent of total calls to the Help Desk that are abandoned	5%	5%	5%	5%
Outcome	Calls resolved at the Help Desk	61%	65%	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

Outcome Measure - 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>2015</b>	<b>2015</b>	<b>2016</b>	<b>2016</b>
Personnel	\$0	\$854,199	\$0	\$856,214
Materials & Supplies	\$0	\$9,845	\$0	\$7,800
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$864,044</b>	<b>\$0</b>	<b>\$864,014</b>
<b>Program Total:</b>	<b>\$864,044</b>		<b>\$864,014</b>	
<b>Program FTE</b>	0.00	7.30	0.00	7.30

<b>Program Revenues</b>				
Other / Miscellaneous	\$0	\$864,044	\$0	\$864,014
<b>Total Revenue</b>	<b>\$0</b>	<b>\$864,044</b>	<b>\$0</b>	<b>\$864,014</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 2015: 78021 IT Help Desk Services

No significant changes.



Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2015	2015	2016	2016
Personnel	\$0	\$686,465	\$0	\$687,557
Materials & Supplies	\$0	\$1,911,386	\$0	\$1,741,390
Internal Services	\$0	\$121,156	\$0	\$10,434
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$2,719,007</b>	<b>\$0</b>	<b>\$2,439,381</b>
<b>Program Total:</b>	<b>\$2,719,007</b>		<b>\$2,439,381</b>	
<b>Program FTE</b>	0.00	5.00	0.00	5.00

Program Revenues				
Other / Miscellaneous	\$0	\$2,518,047	\$0	\$2,194,533
Service Charges	\$0	\$299,184	\$0	\$244,848
<b>Total Revenue</b>	<b>\$0</b>	<b>\$2,817,231</b>	<b>\$0</b>	<b>\$2,439,381</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 2015: 78022 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>2015</b>	<b>2015</b>	<b>2016</b>	<b>2016</b>
Personnel	\$0	\$122,862	\$0	\$109,012
Contractual Services	\$0	\$60,000	\$0	\$0
Materials & Supplies	\$0	\$877,467	\$0	\$870,007
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$1,060,329</b>	<b>\$0</b>	<b>\$979,019</b>
<b>Program Total:</b>	<b>\$1,060,329</b>		<b>\$979,019</b>	
<b>Program FTE</b>	0.00	1.00	0.00	1.00

<b>Program Revenues</b>				
Other / Miscellaneous	\$0	\$1,060,329	\$0	\$979,019
<b>Total Revenue</b>	<b>\$0</b>	<b>\$1,060,329</b>	<b>\$0</b>	<b>\$979,019</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 2015: 78023 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	2015	2015	2016	2016
Personnel	\$0	\$1,893,130	\$0	\$1,916,001
Contractual Services	\$0	\$70,000	\$0	\$70,000
Materials & Supplies	\$0	\$2,290,229	\$0	\$2,394,705
Internal Services	\$0	\$726	\$0	\$600
Capital Outlay	\$0	\$111,000	\$0	\$70,000
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$4,365,085</b>	<b>\$0</b>	<b>\$4,451,306</b>
<b>Program Total:</b>	<b>\$4,365,085</b>		<b>\$4,451,306</b>	
<b>Program FTE</b>	0.00	12.00	0.00	12.00

Program Revenues				
Other / Miscellaneous	\$0	\$4,266,860	\$0	\$4,434,006
Service Charges	\$0	\$0	\$0	\$17,300
<b>Total Revenue</b>	<b>\$0</b>	<b>\$4,266,860</b>	<b>\$0</b>	<b>\$4,451,306</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 2015: 78024 IT Network Services

No significant changes.

**Department:** County Assets

**Program Contact:** Dan Gorton

**Program Offer Type:** Internal Service

**Program Offer Stage:** As Adopted

**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 repair and 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 supported 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	FY14 Actual	FY15 Purchased	FY15 Estimate	FY16 Offer
Output	Total Incident and Work Request Tickets closed by each Technician per Month	50	50	53	55
Outcome	Percent of high priority problem tickets resolved within two days	95%	95%	95%	95%

**Performance Measures Descriptions**

Output Measure - This output measures the number of Problem and Work Request tickets closed by each service technician per month.

Outcome Measure - This measures the length of time from notification of an issue until it is resolved. This measure is directly impacted by the number of available desktop staff to support the environment.

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2015	2015	2016	2016
Personnel	\$0	\$1,686,561	\$0	\$1,825,379
Contractual Services	\$0	\$70,000	\$0	\$70,000
Materials & Supplies	\$0	\$153,379	\$0	\$166,790
Internal Services	\$0	\$8,404	\$0	\$8,404
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$1,918,344</b>	<b>\$0</b>	<b>\$2,070,573</b>
<b>Program Total:</b>	<b>\$1,918,344</b>		<b>\$2,070,573</b>	
<b>Program FTE</b>	0.00	15.60	0.00	16.10

Program Revenues				
Other / Miscellaneous	\$0	\$2,974,349	\$0	\$2,070,573
<b>Total Revenue</b>	<b>\$0</b>	<b>\$2,974,349</b>	<b>\$0</b>	<b>\$2,070,573</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 2015: 78025 IT Desktop Services

No significant changes.



**Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	<b>2015</b>	<b>2015</b>	<b>2016</b>	<b>2016</b>
Materials & Supplies	\$0	\$2,436,184	\$0	\$2,458,066
Capital Outlay	\$0	\$429,388	\$0	\$531,107
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$2,865,572</b>	<b>\$0</b>	<b>\$2,989,173</b>
<b>Program Total:</b>	<b>\$2,865,572</b>		<b>\$2,989,173</b>	
<b>Program FTE</b>	0.00	0.00	0.00	0.00

<b>Program Revenues</b>				
Other / Miscellaneous	\$0	\$2,521,668	\$0	\$2,617,741
Beginning Working Capital	\$0	\$343,904	\$0	\$371,432
<b>Total Revenue</b>	<b>\$0</b>	<b>\$2,865,572</b>	<b>\$0</b>	<b>\$2,989,173</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 2015: 78026 IT Asset Replacement

No significant changes.

**Department:** County Assets

**Program Contact:** Becca Beck

**Program Offer Type:** Internal Service

**Program Offer Stage:** As Adopted

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

### Executive Summary

IT Health and Human Services Application Services provides reliable, effective software systems for the Health Department (72 systems) and Department of County Human Services (79 systems). The wide variety of services focus on increasing and improving delivery of technology to provide higher value to departments and constituents. This program improves the delivery of County services through automating business operations, providing easy access to information, and supporting health care transformation in Multnomah County.

### Program Summary

Services include managing requests for IT services and ensuring they are well-defined, prioritized and scheduled in alignment with departmental and county needs. Also, understanding and defining operational needs, recommending effective innovative solutions and designing, building, testing, and implementing the selected solutions. The program continues maintaining, supporting and sustaining existing systems through improved life-cycle planning, project governance and resource accountability.

Strategies include: 1) freeing up IT resource hours by tracking hours, analyzing data and identifying opportunities for consolidation, retirement, and other means of reducing maintenance requests; 2) leveraging County resources by maintaining, supporting and/or reusing existing systems; 3) evaluating Countywide departmental needs to leverage systems and prevent redundancy, and using Total Cost of Ownership to make informed IT investment decisions. Strategies will result in increased IT resources available for higher value projects.

### Performance Measures

Measure Type	Primary Measure	FY14 Actual	FY15 Purchased	FY15 Estimate	FY16 Offer
Output	Percent of employee hours spent on planned work versus unplanned work	80%	65%	80%	70%
Outcome	Percentage point increase in employee hours spent on planned work	15%	15%	0%	10%

### 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 percentage increase in planned work versus unplanned work calculated from the Current Year Purchased

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2015	2015	2016	2016
Personnel	\$0	\$2,881,448	\$0	\$3,446,610
Contractual Services	\$0	\$500,000	\$0	\$980,354
Materials & Supplies	\$0	\$102,255	\$0	\$159,763
Internal Services	\$0	\$183	\$0	\$600
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$3,483,886</b>	<b>\$0</b>	<b>\$4,587,327</b>
<b>Program Total:</b>	<b>\$3,483,886</b>		<b>\$4,587,327</b>	
<b>Program FTE</b>	0.00	19.80	0.00	20.80

Program Revenues				
Other / Miscellaneous	\$0	\$3,483,886	\$0	\$4,587,327
<b>Total Revenue</b>	<b>\$0</b>	<b>\$3,483,886</b>	<b>\$0</b>	<b>\$4,587,327</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 2015: 78027 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 Adopted

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

### Executive Summary

IT Public Safety Application Services provides reliable, effective software systems for Community Justice (25 systems), Decision Support System for Justice (DSSJ) (3 systems) and the Sheriff's Office (10 systems). The wide variety of services provided 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 application 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	FY14 Actual	FY15 Purchased	FY15 Estimate	FY16 Offer
Output	Percent of employee hours spent on planned work versus unplanned work	58%	70%	60%	65%
Outcome	Percentage point increase in time spent on planned projects	3%	12%	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
<b>Program Expenses</b>	<b>2015</b>	<b>2015</b>	<b>2016</b>	<b>2016</b>
Personnel	\$0	\$2,535,396	\$0	\$2,697,745
Contractual Services	\$0	\$250,400	\$0	\$84,000
Materials & Supplies	\$0	\$71,933	\$0	\$134,059
Internal Services	\$0	\$332	\$0	\$332
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$2,858,061</b>	<b>\$0</b>	<b>\$2,916,136</b>
<b>Program Total:</b>	<b>\$2,858,061</b>		<b>\$2,916,136</b>	
<b>Program FTE</b>	0.00	17.00	0.00	17.00

<b>Program Revenues</b>				
Other / Miscellaneous	\$0	\$2,858,061	\$0	\$2,916,136
<b>Total Revenue</b>	<b>\$0</b>	<b>\$2,858,061</b>	<b>\$0</b>	<b>\$2,916,136</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 2015: 78028 IT Public Safety Application Services

No significant changes.



Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2015	2015	2016	2016
Personnel	\$0	\$1,083,036	\$0	\$1,254,555
Contractual Services	\$0	\$0	\$0	\$86,849
Materials & Supplies	\$0	\$24,611	\$0	\$79,874
Internal Services	\$0	\$166	\$0	\$0
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$1,107,812</b>	<b>\$0</b>	<b>\$1,421,278</b>
<b>Program Total:</b>	<b>\$1,107,812</b>		<b>\$1,421,278</b>	
<b>Program FTE</b>	0.00	6.00	0.00	5.00

Program Revenues				
Other / Miscellaneous	\$0	\$1,107,812	\$0	\$1,421,278
<b>Total Revenue</b>	<b>\$0</b>	<b>\$1,107,812</b>	<b>\$0</b>	<b>\$1,421,278</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 2015: 78029 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	2015	2015	2016	2016
Personnel	\$0	\$1,622,387	\$0	\$1,871,845
Materials & Supplies	\$0	\$486,568	\$0	\$335,891
Internal Services	\$0	\$249	\$0	\$249
Capital Outlay	\$0	\$0	\$0	\$70,000
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$2,109,204</b>	<b>\$0</b>	<b>\$2,277,985</b>
<b>Program Total:</b>	<b>\$2,109,204</b>		<b>\$2,277,985</b>	
<b>Program FTE</b>	0.00	9.75	0.00	11.60

Program Revenues				
Other / Miscellaneous	\$0	\$2,538,046	\$0	\$2,277,985
<b>Total Revenue</b>	<b>\$0</b>	<b>\$2,538,046</b>	<b>\$0</b>	<b>\$2,277,985</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 2015: 78030 IT Data & Reporting Services

No significant changes.



Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2015	2015	2016	2016
Personnel	\$0	\$1,592,192	\$0	\$1,524,487
Materials & Supplies	\$0	\$703,335	\$0	\$742,803
Internal Services	\$0	\$100	\$0	\$100
Capital Outlay	\$0	\$11,600	\$0	\$0
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$2,307,227</b>	<b>\$0</b>	<b>\$2,267,390</b>
<b>Program Total:</b>	<b>\$2,307,227</b>		<b>\$2,267,390</b>	
<b>Program FTE</b>	0.00	10.00	0.00	10.00

Program Revenues				
Other / Miscellaneous	\$0	\$2,307,227	\$0	\$2,267,390
<b>Total Revenue</b>	<b>\$0</b>	<b>\$2,307,227</b>	<b>\$0</b>	<b>\$2,267,390</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 2015: 78031 IT SAP Application Services

No significant changes.



Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2015	2015	2016	2016
Personnel	\$0	\$2,079,165	\$0	\$1,983,347
Contractual Services	\$0	\$50,000	\$0	\$50,000
Materials & Supplies	\$0	\$860,918	\$0	\$956,695
Internal Services	\$0	\$415	\$0	\$300
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$2,990,498</b>	<b>\$0</b>	<b>\$2,990,342</b>
<b>Program Total:</b>	<b>\$2,990,498</b>		<b>\$2,990,342</b>	
<b>Program FTE</b>	0.00	14.25	0.00	13.40

Program Revenues				
Other / Miscellaneous	\$0	\$2,430,164	\$0	\$2,990,342
<b>Total Revenue</b>	<b>\$0</b>	<b>\$2,430,164</b>	<b>\$0</b>	<b>\$2,990,342</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 2015: 78032 IT Enterprise and Web Application Services

**Department:** County Assets

**Program Contact:** Bob Leek

**Program Offer Type:** Internal Service

**Program Offer Stage:** As Adopted

**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 include 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.

### Performance Measures

Measure Type	Primary Measure	FY14 Actual	FY15 Purchased	FY15 Estimate	FY16 Offer
Output	Percent of employee hours spent on planned work versus unplanned work	NA	50	50	55
Outcome	Percentage point increase in employee hours spent on planned versus unplanned work	NA	NA	NA	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
Program Expenses	2015	2015	2016	2016
Personnel	\$0	\$144,651	\$0	\$154,566
Materials & Supplies	\$0	\$5,000	\$0	\$9,081
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$149,651</b>	<b>\$0</b>	<b>\$163,647</b>
<b>Program Total:</b>	<b>\$149,651</b>		<b>\$163,647</b>	
<b>Program FTE</b>	0.00	1.00	0.00	1.00

Program Revenues				
Other / Miscellaneous	\$0	\$214,479	\$0	\$163,647
<b>Total Revenue</b>	<b>\$0</b>	<b>\$214,479</b>	<b>\$0</b>	<b>\$163,647</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 2015: 78033 IT Library Application Services

**Department:** County Assets

**Program Contact:** Bob Leek

**Program Offer Type:** Internal Service

**Program Offer Stage:** As Adopted

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

This program offer accounts for shared expenses of the IT Division. It includes repayment of bonds issued for the Network Convergence project and the Data Center Relocation project, facilities and Administrative Hub costs, software licensing and maintenance costs for four enterprise systems, and the budget for IT trainers that work in the County's Talent Development group in the Department of County Management.

**Program Summary**

This program provides a central accounting location for costs that accrue to the IT Division as a whole. Facility charges for the division's two locations (in the Multnomah and Lincoln Buildings), debt service charges for funds borrowed for the Network Convergence and Data Center Relocation projects, the cost of IT trainers supported by the IT organization to provide IT training and consultation countywide are also budgeted in this program offer, and software licensing and maintenance costs for four systems used throughout the County (Team Budget, Multco Marketplace, NeoGov, and Telecom Expense Management).

**Performance Measures**

Measure Type	Primary Measure	FY14 Actual	FY15 Purchased	FY15 Estimate	FY16 Offer
Output	Timely repayment of borrowed funds.	100%	100%	100%	100%
Outcome	Revenue collection is accurate and timely.	100%	95%	95%	95%

**Performance Measures Descriptions**

Output Measure - the accounting process to track repayment of borrowed funds passes through this program offer. Timely reconciliation of the amounts is required to accurately reflect ongoing expenses and remaining balances.

Outcome Measure - the accounting process to track the incoming revenue tied to this program offer requires accurate and timely processing to support periodic reporting of remaining balances.

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2015	2015	2016	2016
Personnel	\$0	\$535,328	\$0	\$497,363
Materials & Supplies	\$0	\$380,881	\$0	\$525,401
Internal Services	\$0	\$4,341,322	\$0	\$4,393,320
Unappropriated & Contingency	\$0	\$869,510	\$0	\$869,510
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$6,127,041</b>	<b>\$0</b>	<b>\$6,285,594</b>
<b>Program Total:</b>	<b>\$6,127,041</b>		<b>\$6,285,594</b>	
<b>Program FTE</b>	0.00	3.50	0.00	3.00

Program Revenues				
Other / Miscellaneous	\$0	\$5,019,289	\$0	\$5,401,084
Beginning Working Capital	\$0	\$869,510	\$0	\$884,510
<b>Total Revenue</b>	<b>\$0</b>	<b>\$5,888,799</b>	<b>\$0</b>	<b>\$6,285,594</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 2015: 78034 IT Shared Operating Expenses

No significant changes.



Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2015	2015	2016	2016
Personnel	\$0	\$3,903,667	\$0	\$3,945,060
Contractual Services	\$0	\$65,000	\$0	\$6,700
Materials & Supplies	\$0	\$943,631	\$0	\$922,879
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$4,912,298</b>	<b>\$0</b>	<b>\$4,874,639</b>
<b>Program Total:</b>	<b>\$4,912,298</b>		<b>\$4,874,639</b>	
<b>Program FTE</b>	0.00	26.25	0.00	25.75

Program Revenues				
Other / Miscellaneous	\$0	\$4,000,983	\$0	\$4,874,639
<b>Total Revenue</b>	<b>\$0</b>	<b>\$4,000,983</b>	<b>\$0</b>	<b>\$4,874,639</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 2015: 78035 IT Data Center & Technical Services

No significant changes.



Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2015	2015	2016	2016
Materials & Supplies	\$0	\$0	\$0	\$1,155,000
Capital Outlay	\$0	\$0	\$0	\$570,000
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,725,000</b>
<b>Program Total:</b>	<b>\$0</b>		<b>\$1,725,000</b>	
<b>Program FTE</b>	0.00	0.00	0.00	0.00

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

Explanation of Revenues

This program offer will use one-time only General Funds.

Significant Program Changes

Last Year this program was:



Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2015	2015	2016	2016
Personnel	\$0	\$951,337	\$0	\$965,560
Contractual Services	\$0	\$262,000	\$0	\$602,546
Materials & Supplies	\$0	\$1,695,372	\$0	\$1,904,380
Internal Services	\$0	\$910,264	\$0	\$809,254
Unappropriated & Contingency	\$0	\$154,903	\$0	\$423,418
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$3,973,876</b>	<b>\$0</b>	<b>\$4,705,158</b>
<b>Program Total:</b>	<b>\$3,973,876</b>		<b>\$4,705,158</b>	
<b>Program FTE</b>	0.00	9.90	0.00	9.90

Program Revenues				
Other / Miscellaneous	\$0	\$3,566,118	\$0	\$3,899,111
Interest	\$0	\$0	\$0	\$0
Beginning Working Capital	\$0	\$298,000	\$0	\$0
Service Charges	\$0	\$0	\$0	\$28,000
<b>Total Revenue</b>	<b>\$0</b>	<b>\$3,864,118</b>	<b>\$0</b>	<b>\$3,927,111</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 2016 charge rates. The FY 2016 budget has been developed based on FY 2014 cumulative charges.

Significant Program Changes

Last Year this program was: FY 2015: 78037 Fleet Services



**Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	<b>2015</b>	<b>2015</b>	<b>2016</b>	<b>2016</b>
Personnel	\$0	\$134,129	\$0	\$134,129
Capital Outlay	\$0	\$6,656,984	\$0	\$4,763,999
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$6,791,113</b>	<b>\$0</b>	<b>\$4,898,128</b>
<b>Program Total:</b>	<b>\$6,791,113</b>		<b>\$4,898,128</b>	
<b>Program FTE</b>	0.00	0.00	0.00	0.00

<b>Program Revenues</b>				
Other / Miscellaneous	\$0	\$1,509,846	\$0	\$1,677,160
Interest	\$0	\$0	\$0	\$19,000
Beginning Working Capital	\$0	\$5,281,267	\$0	\$3,728,902
<b>Total Revenue</b>	<b>\$0</b>	<b>\$6,791,113</b>	<b>\$0</b>	<b>\$5,425,062</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, will be spent over a 3 year period, FY 2014-FY 2016, with the majority of those dollars spent under the County's Strategic Sourcing initiative to ensure best value and reflection of the County's overall mission. Procurement of these vehicles are being tracked as a discreet performance measure.

**Significant Program Changes**

**Last Year this program was:** FY 2015: 78038 Fleet Vehicle Replacement



Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2015	2015	2016	2016
Personnel	\$0	\$147,970	\$0	\$153,059
Contractual Services	\$0	\$2,184	\$0	\$2,239
Materials & Supplies	\$0	\$189,272	\$0	\$39,931
Internal Services	\$0	\$63,366	\$0	\$56,253
Capital Outlay	\$0	\$0	\$0	(\$7,835)
Unappropriated & Contingency	\$0	\$0	\$0	\$24,185
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$402,792</b>	<b>\$0</b>	<b>\$267,832</b>
<b>Program Total:</b>	<b>\$402,792</b>		<b>\$267,832</b>	
<b>Program FTE</b>	0.00	2.00	0.00	2.00

Program Revenues				
Other / Miscellaneous	\$0	\$477,425	\$0	\$483,820
Service Charges	\$0	\$35,125	\$0	\$35,125
<b>Total Revenue</b>	<b>\$0</b>	<b>\$512,550</b>	<b>\$0</b>	<b>\$518,945</b>

Explanation of Revenues

The program is funded by hourly service charges collected through the Fleet Fund. Internal service reimbursement estimates are based on historical data, current service levels, and proposed FY2015 charge rates. Outside agency revenue is based on providing current service levels at proposed FY2015 charge rates.

Significant Program Changes

Last Year this program was: FY 2015: 78039 Motor Pool



Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2015	2015	2016	2016
Personnel	\$0	\$567,121	\$0	\$578,710
Contractual Services	\$0	\$10,000	\$0	\$10,000
Materials & Supplies	\$0	\$908,314	\$0	\$956,099
Internal Services	\$0	\$209,801	\$0	\$262,407
Capital Outlay	\$0	\$50,000	\$0	\$61,500
Unappropriated & Contingency	\$0	\$255,000	\$0	\$181,504
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$2,000,236</b>	<b>\$0</b>	<b>\$2,050,220</b>
<b>Program Total:</b>	<b>\$2,000,236</b>		<b>\$2,050,220</b>	
<b>Program FTE</b>	0.00	6.85	0.00	6.85

Program Revenues				
Other / Miscellaneous	\$0	\$1,352,236	\$0	\$1,433,633
Interest	\$0	\$0	\$0	\$5,000
Beginning Working Capital	\$0	\$583,000	\$0	\$592,353
Service Charges	\$0	\$65,000	\$0	\$95,724
<b>Total Revenue</b>	<b>\$0</b>	<b>\$2,000,236</b>	<b>\$0</b>	<b>\$2,126,710</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 2015: 78040 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 and access. 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	2015	2015	2016	2016
Personnel	\$0	\$409,642	\$0	\$483,721
Contractual Services	\$0	\$25,000	\$0	\$128,000
Materials & Supplies	\$0	\$36,392	\$0	\$65,618
Internal Services	\$0	\$432,532	\$0	\$448,627
Unappropriated & Contingency	\$0	\$0	\$0	\$101,390
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$903,566</b>	<b>\$0</b>	<b>\$1,227,356</b>
<b>Program Total:</b>	<b>\$903,566</b>		<b>\$1,227,356</b>	
<b>Program FTE</b>	0.00	4.20	0.00	5.20

Program Revenues				
Other / Miscellaneous	\$0	\$903,566	\$0	\$972,503
Beginning Working Capital	\$0	\$0	\$0	\$178,363
<b>Total Revenue</b>	<b>\$0</b>	<b>\$903,566</b>	<b>\$0</b>	<b>\$1,150,866</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 FY2014.

## Significant Program Changes

**Last Year this program was:** FY 2015: 78041 Records Management

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. 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
Program Expenses	2015	2015	2016	2016
Personnel	\$409,647	\$0	\$437,155	\$0
Contractual Services	\$10,000	\$0	\$0	\$0
Materials & Supplies	\$12,890	\$0	\$13,290	\$0
Internal Services	\$41,611	\$0	\$46,143	\$0
<b>Total GF/non-GF</b>	<b>\$474,148</b>	<b>\$0</b>	<b>\$496,588</b>	<b>\$0</b>
<b>Program Total:</b>	<b>\$474,148</b>		<b>\$496,588</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 2015: 78042 Countywide Strategic Sourcing

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	2015	2015	2016	2016
Personnel	\$825,862	\$0	\$765,326	\$0
Materials & Supplies	\$11,396	\$0	\$11,015	\$0
Internal Services	\$85,665	\$0	\$94,999	\$0
<b>Total GF/non-GF</b>	<b>\$922,923</b>	<b>\$0</b>	<b>\$871,340</b>	<b>\$0</b>
<b>Program Total:</b>	<b>\$922,923</b>		<b>\$871,340</b>	
<b>Program FTE</b>	7.00	0.00	6.00	0.00

Program Revenues				
Other / Miscellaneous	\$729,123	\$0	\$772,447	\$0
<b>Total Revenue</b>	<b>\$729,123</b>	<b>\$0</b>	<b>\$772,447</b>	<b>\$0</b>

## Explanation of Revenues

Costs of the Administrative Hub are allocated proportionately among users: the County's internal services, DCA and DCM. 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 2015: 78044 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	2015	2015	2016	2016
Personnel	\$1,586,149	\$0	\$1,908,484	\$0
Contractual Services	\$60,000	\$0	\$25,000	\$0
Materials & Supplies	\$63,334	\$0	\$93,733	\$0
Internal Services	\$151,750	\$0	\$181,856	\$0
<b>Total GF/non-GF</b>	<b>\$1,861,233</b>	<b>\$0</b>	<b>\$2,209,073</b>	<b>\$0</b>
<b>Program Total:</b>	<b>\$1,861,233</b>		<b>\$2,209,073</b>	
<b>Program FTE</b>	14.40	0.00	16.40	0.00

Program Revenues				
Other / Miscellaneous	\$1,485,156	\$0	\$1,780,343	\$0
<b>Total Revenue</b>	<b>\$1,485,156</b>	<b>\$0</b>	<b>\$1,780,343</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 2015: 78045 Administrative Hub Procurement & Contracting

The addition of two senior level contract negotiation staff is reflected in this year's program budget. The first position is specifically focused on procurement and contracting in support of major capital construction projects such as the Multnomah County Courthouse and Health Department Headquarters, and the position is being funded out of the Facilities Capital Project budgets. The second position is focused on addressing the continually growing need and complexity of Information Technology related contracting and is being funded by direct charge allocation from the Information Technology division of DCA.



Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2015	2015	2016	2016
Personnel	\$759,319	\$0	\$791,800	\$0
Contractual Services	\$8,200	\$0	\$0	\$0
Materials & Supplies	\$3,900	\$0	\$7,475	\$0
Internal Services	\$96,985	\$0	\$122,143	\$0
<b>Total GF/non-GF</b>	<b>\$868,404</b>	<b>\$0</b>	<b>\$921,418</b>	<b>\$0</b>
<b>Program Total:</b>	<b>\$868,404</b>		<b>\$921,418</b>	
<b>Program FTE</b>	8.00	0.00	8.00	0.00

Program Revenues				
Other / Miscellaneous	\$521,538	\$0	\$629,624	\$0
<b>Total Revenue</b>	<b>\$521,538</b>	<b>\$0</b>	<b>\$629,624</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 2015: 78046 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	2015	2015	2016	2016
Personnel	\$1,156,433	\$0	\$1,122,731	\$0
Contractual Services	\$10,000	\$0	\$7,166	\$0
Materials & Supplies	\$25,900	\$0	\$12,800	\$0
Internal Services	\$116,260	\$0	\$122,143	\$0
<b>Total GF/non-GF</b>	<b>\$1,308,593</b>	<b>\$0</b>	<b>\$1,264,840</b>	<b>\$0</b>
<b>Program Total:</b>	<b>\$1,308,593</b>		<b>\$1,264,840</b>	
<b>Program FTE</b>	9.50	0.00	9.00	0.00

Program Revenues				
Other / Miscellaneous	\$777,451	\$0	\$789,257	\$0
<b>Total Revenue</b>	<b>\$777,451</b>	<b>\$0</b>	<b>\$789,257</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 2015: 78047 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	2015	2015	2016	2016
Contractual Services	\$0	\$0	\$0	\$80,000
Materials & Supplies	\$0	\$0	\$0	\$260,000
Capital Outlay	\$0	\$0	\$0	\$110,000
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$450,000</b>
<b>Program Total:</b>	<b>\$0</b>		<b>\$450,000</b>	
<b>Program FTE</b>	0.00	0.00	0.00	0.00

Program Revenues				
Financing Sources	\$0	\$0	\$0	\$450,000
<b>Total Revenue</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$450,000</b>

Explanation of Revenues

This program will receive one-time resources from the County General Funds.

Significant Program Changes

Last Year this program was:

New OTO program offer



Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2015	2015	2016	2016
Contractual Services	\$0	\$0	\$0	\$250,000
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$250,000</b>
<b>Program Total:</b>	<b>\$0</b>		<b>\$250,000</b>	
<b>Program FTE</b>	0.00	0.00	0.00	0.00

Program Revenues				
Financing Sources	\$0	\$0	\$0	\$250,000
<b>Total Revenue</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$250,000</b>

Explanation of Revenues

This program will receive one-time resources from the County General Funds.

Significant Program Changes

Last Year this program was:

New OTO program offer



Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2015	2015	2016	2016
Contractual Services	\$0	\$0	\$0	\$100,000
Materials & Supplies	\$0	\$0	\$0	\$15,000
Capital Outlay	\$0	\$0	\$0	\$50,000
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$165,000</b>
<b>Program Total:</b>	<b>\$0</b>		<b>\$165,000</b>	
<b>Program FTE</b>	0.00	0.00	0.00	0.00

Program Revenues				
Financing Sources	\$0	\$0	\$0	\$165,000
<b>Total Revenue</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$165,000</b>

Explanation of Revenues

This program offer will be funded through one-time only General Funds.

Significant Program Changes

Last Year this program was:

New OTO program offer



## Legal / Contractual Obligation

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

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2015	2015	2016	2016
Contractual Services	\$0	\$0	\$0	\$810,000
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$810,000</b>
<b>Program Total:</b>	<b>\$0</b>		<b>\$810,000</b>	
<b>Program FTE</b>	0.00	0.00	0.00	0.00

Program Revenues				
Financing Sources	\$0	\$0	\$0	\$810,000
<b>Total Revenue</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$810,000</b>

## Explanation of Revenues

General Funds

## Significant Program Changes

Last Year this program was:



## 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
Program Expenses	2015	2015	2016	2016
Contractual Services	\$0	\$0	\$0	\$1,496,627
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,496,627</b>
<b>Program Total:</b>	<b>\$0</b>		<b>\$1,496,627</b>	
<b>Program FTE</b>	0.00	0.00	0.00	0.00

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

## Explanation of Revenues

General Funds

## Significant Program Changes

Last Year this program was:



**Legal / Contractual Obligation**

NA

**Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	<b>2015</b>	<b>2015</b>	<b>2016</b>	<b>2016</b>
Contractual Services	\$0	\$0	\$0	\$555,557
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$555,557</b>
<b>Program Total:</b>	<b>\$0</b>		<b>\$555,557</b>	
<b>Program FTE</b>	0.00	0.00	0.00	0.00

<b>Program Revenues</b>				
Financing Sources	\$0	\$0	\$0	\$555,557
<b>Total Revenue</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$555,557</b>

**Explanation of Revenues**

General Funds

**Significant Program Changes**

Last Year this program was:



Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2015	2015	2016	2016
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

General Funds

Significant Program Changes

Last Year this program was:



## 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
Program Expenses	2015	2015	2016	2016
Capital Outlay	\$0	\$0	\$0	\$500,000
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$500,000</b>
<b>Program Total:</b>	<b>\$0</b>		<b>\$500,000</b>	
<b>Program FTE</b>	0.00	0.00	0.00	0.00

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

## Explanation of Revenues

This program offer will be funded with one-time-only General Funds.

## Significant Program Changes

Last Year this program was: