

Department Overview

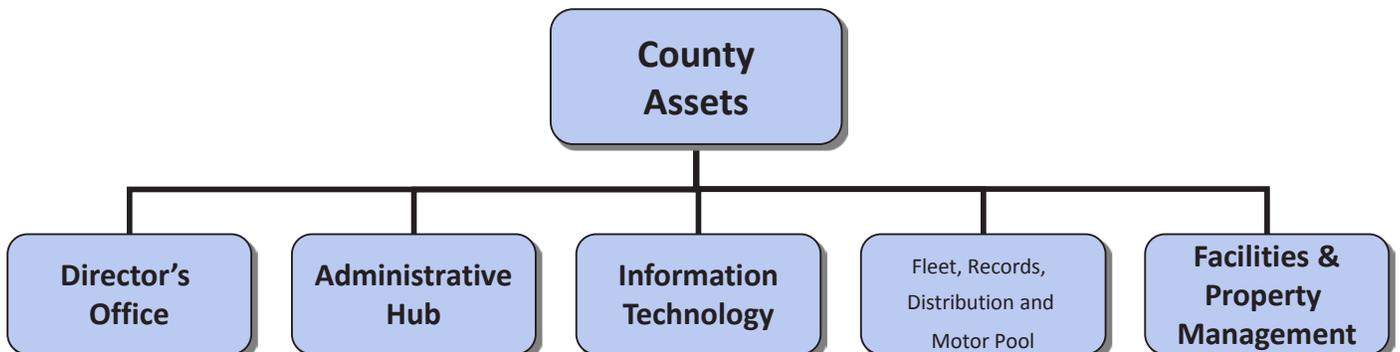
The Department of County Assets (DCA) plans for, acquires, maintains and manages County assets. DCA coordinates the use of the tools and infrastructure that County employees and programs require to provide critical community services efficiently and effectively.

Divisions in the department include:

- Facilities and Property Management (FPM) manages capital improvements to over 3.5 million gross square feet of offices, libraries, courts, detention centers, shops, clinics, and other types of leased and owned space in over 140 locations.
- Information Technology provides telecommunication, network, and hardware support, manages over 8,500 PCs, laptops, and tablets, 8,200 phone numbers, 123 network circuits, 529 virtual servers and approximately 285 business applications.
- Fleet, Motor Pool, Records, Distribution maintains and manages fleet and motor pool vehicles, maintains and archives County records, provides pickup and delivery of mail and other items.
- Administrative Services Hub provides human resources, procurement and contracting, finance, budget, rate-setting, capital planning, accounts payable, initiates and manages the County’s strategic sourcing initiatives, respectively and other administrative services to DCA, and a subset of these services to the Department of County Management (DCM) and the non-departmental agencies and offices.

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

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



Budget Overview

The FY 2019 budget for the Department of County Assets (DCA) is \$428.4 million. It includes: \$7.8 million in the General Fund, \$131 million from Internal Service funds and \$290 million in Capital funds. Internal Service funds are primarily facilities, information technology and fleet related and are funded by charges to all departments.

Overall, the department’s budget decreased by \$107 million from FY 2018. Decreases totaling \$121.5 million include the following: \$47.9 million (19.8%) for construction of the Downtown Courthouse, \$49.9 million (63.4%) for the construction of the new Health Department Headquarters, and \$23.7 million (57.4%) for the ERP replacement. These capital funds include expenditures that are expected to be incurred beyond FY 2019, and are reduced as projects move closer to completion. Increases include \$3.3 million in the Information Technology (IT) Fund and \$11.2 million in the Facilities Fund. The Information Technology Fund and the Facilities Fund are both internal service funds.

Decreases in contractual services primarily relate to the Downtown Courthouse (\$45.8 million), Health Headquarters (\$49.9 million) and the ERP Project (\$20.3 million) funds. Debt service increases by \$3 million for County facilities.

The following programs are appropriated a total of \$16,573,943 in one-time-only General Fund funding:

Facilities Downtown Courthouse (78212)	\$14,000,000
Vance Property Master Plan (78224)	\$150,000
Facilities Specialist for Shelter Transitions(78225)	\$137,215
MCSO River Patrol Boathouses (78227)	\$1,036,728
MCDC Cell Lighting & Window Covers (78228)	\$950,000
Crimes Replacement (78319)	\$300,000

Budget Trends*	FY 2017	FY 2018	FY 2018	FY 2019	Difference
	Actual	Current Estimate	Adopted Budget	Proposed Budget	
Staffing FTE	343.65	346.65	346.65	346.65	0.00
Personnel Services	\$43,995,184	\$47,544,302	\$51,162,535	\$54,329,352	\$3,166,817
Contractual Services	58,445,069	157,165,984	409,403,507	292,762,336	(116,641,171)
Materials & Supplies	34,609,652	35,771,117	41,763,905	38,864,278	(2,899,627)
Internal Services	7,216,087	22,888,350	22,541,375	29,404,066	6,862,691
Debt Service	1,560,872	1,824,440	301,362	3,324,956	3,023,594
Capital Outlay	<u>17,226,271</u>	<u>3,760,576</u>	<u>10,196,857</u>	<u>9,700,391</u>	<u>(496,466)</u>
Total Costs	\$163,053,135	\$268,954,770	\$535,369,541	\$428,385,379	(\$106,984,162)

*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 2018:

- Topping out of Health Department Headquarters facility and completion of concrete pours for all floors.
- Completed the new Downtown Courthouse foundation with structural steel nearing completion and concrete pours initiated.
- Partnered with the City of Gresham Fleet Shop to utilize vacant space.
- Executed long term lease for DCHS in the Lincoln Building.
- Executed two long term leases to support the Joint Office of Homeless Services.
- Implemented new Virtual Private Network (VPN) platform increasing the County's capacity for use in an emergency or disaster situations.
- Implemented tools and continued proactive planning for the cybersecurity program.

Several other important projects are in process:

- Multco Align (ERP replacement) project well underway with the completion of the planning, architect and prototype phases and the kick off of the Testing Phase.
- Continued progress implementing tools to support Health Care Transformation including EDIE and Pre-Manage and the initiation of the Service Coordination Portal Engine (ScoPe).
- Continued roll out of the County's Electronic Records Management system providing enhanced record retrieval and archiving capabilities.

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

Key challenges include:

- Effectively balancing workloads against competing priorities: The demand for internal service provision continues to out pace the available resources. There is a continuous need to have the appropriate governance structures to re-prioritize the work. This is especially true for FPM and IT.
- Recruitment and retention of management and staff: DCA continues to focus on best practices for retaining excellent staff, recruiting new staff, and providing an equitable, inclusive workplace. DCA is focused on responding to feedback from the current countywide Employee Survey, not just to improve scores but to improve the culture of the workplace.

Diversity and Equity

The Department of County Assets continues to make a significant investment in equity, diversity, and inclusion by directing resources to fund a senior management position focused on equity and inclusion, the Equity and Inclusion Manager. This position is a active leader of the Senior Management Team and ensures that there is space on every agenda to expand equity and inclusion learning. Equity and inclusion are also explicitly addressed in the DCA mission, vision, values tagline and FY 2019 goals.

The Senior Management team leads the DCA program for equity and inclusion. DCA's ability to model these efforts is key to staff's participation and an overall culture change. In FY 2016, DCA completed a senior manager equity assessment, added structured learning at senior management meetings, and developed a business case to further inform the program. In FY 2017, our Equity and Sustainability Advisory Team (E-SAT) developed a "Think Yes" program that focuses on customer service and inclusion. And the Senior Management Team participated in the county's Shelter Training classes including the hands-on training for setting up a winter shelter.

The DCA Equity and Inclusion Manager is a resource to the entire management and employee base, as well as, other departments including DCM, DCJ, ODE, LPSCC, the Library, and MCHD. In FY 2018, the Manager worked with IT to launch a "pulse survey" which is a one question survey sent out to all IT employees once a month. This type of survey is used to take the "pulse" of IT in a consistent manner across time and is very useful in identifying areas where attention is needed. This model will be rolled out to other DCA divisions in FY 2019. The Manager is also working with the FPM team to expand their work in building a more inclusive work environment and continues to support our ERGs.

Budget by Division

Division Name	FY 2019 General Fund	Other Funds	Total Division Cost	Total FTE
DCA Director's Office	\$678,005	\$0	\$678,005	2.00
Administrative Hub Services	7,135,512	0	7,135,512	45.00
Facilities & Property Management	0	326,332,023	326,332,023	109.75
Information Technology	0	78,487,983	78,487,983	164.95
Fleet Records Distribution & Strategic Sourcing	0	17,096,160	17,096,160	24.95
Total County Assets	\$7,813,517	\$421,916,166	\$429,729,683	346.65

Includes cash transfers, contingencies, and unappropriated balances.

Director's Office

The Department of County Assets (DCA) Director's Office provides leadership, strategic direction, operational assessment and accountability in oversight and management of County assets, including information technology (IT), facilities and property management (FPM), fleet, records, motor pool, and distribution services. 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 2019. The IT Division will focus on the completion of and transition to ongoing support for major system replacements, including Multco Align, the new Enterprise Resourcing Planning platform, the County's new Assessment and Taxation System and assisting the District Attorney's Office in the replacement of their CRIMES System. FPM will be celebrating the completion and opening of the Health Department Headquarters and will continue with the next phase of construction of the Central Courthouse, as well as, the disposition of low performing or no longer needed assets. Fleet and Motor Pool will continue to partner with CityFleet for fleet maintenance of downtown vehicles, and utilize a commercial rideshare program for the downtown motor pool. Records Administration will continue the County-wide roll out of the new electronic records management system, and Distribution Services will continue to streamline processes using the mail sorting equipment.

Significant Changes

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

Administrative Hub

The DCA Administrative Hub is made up of the following functional areas:

- Human Resources and Administration provides services that include strategic planning, job recruitment and outreach, investigations, performance management, HR transaction processing, supplies ordering and timekeeping.
- Procurement and Contracting provides 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 provides budget, rate setting and capital planning services. Activities include countywide rate analysis and creation, budget development, budget management and oversight, capital planning and on-going analysis.
- Finance provides accounts payable and accounts receivable transaction processing, grant accounting and travel and training arrangements.
- Strategic Sourcing focuses on the holistic approach to the selection and sourcing of goods and services across the County, providing strategy, leadership, expertise and analytical information to County Departments.

These services are provided to DCA while many are also provided to the Department of County Management and Non-Departmental Agencies and Offices.

Significant Changes

In FY 2019, the Countywide Strategic Sourcing program (78104) is moved from Fleet, Records, Distribution and Motor Pool to the Administrative Hub Services division.

Facilities and Property Management

The Facilities and Property Management Division (FPM) manages an inventory of nearly 3.5 million gross square feet of owned and leased space in 140 buildings geographically dispersed throughout the County. The FPM mission is to proactively plan, operate and manage all County properties in a safe, accessible, effective and efficient manner. FPM strives to provide innovative, sustainable, and affordable workplace solutions to enable all County programs to deliver effective service to the public.

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

In FY 2019, FPM will continue to implement priorities established in the Facilities Asset Strategic Plan. Particular effort will be made towards the disposition of soon to be replaced and low performing buildings through the initiation of a Surplus and Disposition Plan. This is a critical next step to aligning near and long-term investment strategies with future County service delivery goals.

Significant Changes

The Health Headquarters will be completed in 2019. FPM will focus on commissioning and training of staff to operate and maintain new systems, relocate the Health Department staff into the new building and decommission and surplus the old McCoy building.

Information Technology

The Information Technology (IT) Division's mission is to leverage technology to drive innovation, efficiency and cost savings. IT's vision is to provide residents and County employees the technology and information they need, any time, any place. IT has worked hard to define a mission and vision that focuses 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 2019 technology initiatives. This solid framework empowers IT employees to solve County business challenges by focusing on priority projects and by embracing new technologies to provide enhanced service and reduce costs.

The IT Division manages more than 8,500 PCs, laptops, and mobile devices, about 7,200 phone numbers, over 529 virtual servers and 30 physical servers, 108 network circuits and approximately 285 business applications. IT staff support a wide array of business applications spanning primary health care, social services, transportation and bridges, facilities, finance, payroll, benefits, animal services, elections, emergency management, assessment and taxation, land use planning, libraries, jail management, and community justice. In addition, IT staff support the County's public facing web presence, as well as, an intranet for staff. County employees using these systems are located in over 140 different sites across the County, and the technologies required are as diverse as the lines of business.

Significant Changes

Completion of and transition to ongoing support of Multco Align to replace SAP and bring Workday, Tririga, Questica and Jaggaer solutions on-line. IT will transition to the use of the 20 year Strategic Capital Planning process to guide investments in technology solutions tied to the County Strategic Goals.

Fleet, Records, Distribution and Motor Pool

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

- Fleet Services maintains and manages over 700 vehicles of various types, including electric and hybrid vehicles, as well as heavy equipment.
- Records Management and Archives develops and maintains record retention schedules to ensure that all legal and administrative requirements are met. The program manages over 120 million documents, some dating back to 1855.
- Distribution Services provides pick up and delivery of mail and supplies, medical lab tests, processing and metering of US mail, US Mail related training, consultation, and contract management.
- Motor Pool provides short term vehicle availability through the County's Motor Pool and third-party CarShare program.

Significant Changes

In FY 2019, Countywide Strategic Sourcing Program (78104) was moved to the Administrative Hub Services division.

Per Internal Audit and CFO recommendation, Fleet Asset Replacement fund reserves will be maintained at 80% funding level. In order to meet this recommendation, beginning in FY 2019 Departments will be assessed a per vehicle charge to replenish the fund to the recommended funding level.

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 2019 General Fund	Other Funds	Total Cost	FTE
DCA Director's Office					
78000	DCA Director's Office	\$678,005	\$0	\$678,005	2.00
Administrative Hub Services					
78100	Administrative Hub Budget & Planning	1,161,911	0	1,161,911	7.00
78101	Administrative Hub Procurement & Contracting	2,795,527	0	2,795,527	17.00
78102	Administrative Hub Finance	1,021,632	0	1,021,632	7.60
78103	Administrative Hub Human Resources	1,655,560	0	1,655,560	10.00
78104	Countywide Strategic Sourcing	500,882	0	500,882	3.40
Facilities & Property Management					
78200	Facilities Director's Office	0	4,638,761	4,638,761	8.75
78201	Facilities Debt Service and Capital Fee Pass Through	0	12,232,099	12,232,099	0.00
78202	Facilities Operations and Maintenance	0	14,218,728	14,218,728	70.50
78203	Facilities Client Services	0	8,464,771	8,464,771	7.65
78204	Facilities Capital Operation Costs	0	1,646,450	1,646,450	9.30
78205	Facilities Capital Improvement Program	0	13,139,692	13,139,692	0.00
78206	Facilities Capital Asset Preservation Program	0	11,816,508	11,816,508	0.00
78207	Facilities Moves, Adds and Changes (MACs)	0	732,697	732,697	4.55
78208	Facilities Utilities Pass Through	0	5,944,965	5,944,965	0.00
78209	Facilities Lease Management	0	8,614,633	8,614,633	2.00
78210	Facilities Strategic Planning and Projects	0	1,482,944	1,482,944	7.00
78212	Facilities Downtown Courthouse	0	193,752,829	193,752,829	0.00
78213	Library Construction Fund	0	3,670,397	3,670,397	0.00
78214	Health Headquarters Construction	0	28,776,489	28,776,489	0.00
78218	MCSO Facilities Relocation and Reconfiguration	0	4,166,405	4,166,405	0.00
78220	DCJ East County Campus	0	7,259,712	7,259,712	0.00
78221	MCDC Detention Electronics	0	3,500,000	3,500,000	0.00
78224	Vance Property Master Plan	0	150,000	150,000	0.00
78225	Facilities Dedicated Facilities Specialist for Shelter Transitions	0	137,215	137,215	0.00

County Assets

fy2019 proposed budget

Prog. #	Program Name	FY 2019 General Fund	Other Funds	Total Cost	FTE
Facilities and Property Management cont'd					
78227	MCSO River Patrol Boathouses Capital Improvements	0	1,036,728	1,036,728	0.00
78228	MCDC Cell Lighting and Window Covers	0	950,000	950,000	0.00
Information Technology					
78301	IT Innovation & Investment Projects	0	1,497,422	1,497,422	0.00
78302	IT Planning, Projects & Portfolio Management	0	1,652,966	1,652,966	10.00
78303	IT Help Desk Services	0	973,897	973,897	7.40
78304	IT Telecommunications Services	0	2,466,327	2,466,327	5.00
78305	IT Mobile Device Expense Management	0	1,149,748	1,149,748	1.00
78306	IT Network Services	0	5,811,573	5,811,573	13.00
78307	IT Desktop Services	0	2,373,291	2,373,291	17.00
78308	IT Asset Replacement	0	5,428,810	5,428,810	0.00
78309	IT Health and Human Services Application Services	0	5,018,003	5,018,003	21.00
78310	IT Public Safety Application Services	0	3,240,705	3,240,705	18.00
78311	IT General Government Application Services	0	1,619,409	1,619,409	6.00
78312	IT Data & Reporting Services	0	3,328,909	3,328,909	14.50
78313	IT ERP Application Services	0	4,016,139	4,016,139	8.00
78314	IT Enterprise and Web Application Services	0	4,045,964	4,045,964	13.50
78315	IT Library Application Services	0	527,391	527,391	2.00
78316	IT Shared Operating Expenses	0	11,500,263	11,500,263	3.80
78317	IT Data Center & Technical Services	0	5,445,022	5,445,022	24.75
78318	IT Cyber Security	0	515,599	515,599	0.00
78319	CRIMES Replacement	0	300,000	300,000	0.00
78320	IT ERP Program	0	17,576,545	17,576,545	0.00
Fleet, Records, Distribution and Strategic Sourcing					
78400	Fleet Services	0	5,161,205	5,161,205	10.90
78401	Fleet Vehicle Replacement	0	7,334,503	7,334,503	0.00
78402	Motor Pool	0	999,177	999,177	2.25
78403	Distribution Services	0	2,089,265	2,089,265	6.60
78404	Records Management	0	1,512,010	1,512,010	5.20
Total County Assets		\$7,813,517	\$421,916,166	\$429,729,683	346.65

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Department: County Assets

Program Contact: Sherry Swackhamer

Program Offer Type: Administration

Program Offer Stage: As Proposed

Related Programs:
Program Characteristics:

Executive Summary

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

Program Summary

DCA aligns the management of specific County assets including Information Technology, Facilities and Property Management, Fleet Services, Motor Pool, 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 (HUB) providing Human Resources and Administration, Procurement and Contracting, and Budget and Finance services. The HUB provides the services to DCA, and a variety of services to the Department of County Management (DCM), the Chair's Office, the Board of County Commissioners, and other Non-Departmental entities and offices. The HUB strives to eliminate duplication of resources and streamline processes through economies of scale across these groups, where appropriate.

Additionally, the department includes the County-wide Strategic Sourcing initiative. Strategic Sourcing provides the County the 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, to align strategic sourcing initiatives with County values.

Performance Measures

Measure Type	Primary Measure	FY17 Actual	FY18 Purchased	FY18 Estimate	FY19 Offer
Output	Number of Equity and Inclusion exercises included in Sr Management bi-weekly meetings	N/A	24	24	20
Outcome	Internal Services Benchmark Report	N/A	N/A	N/A	1

Performance Measures Descriptions

PM #1 Output - Building an inclusive workplace is key to the success of DCA. Providing Sr. Management the opportunity to practice and model an inclusive workplace will build our culture.

PM #2 Outcome - An external consultant will be engaged to benchmark DCA internal pricing against other, similar governmental entities and the market.

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2018	2018	2019	2019
Personnel	\$454,039	\$0	\$476,865	\$0
Contractual Services	\$52,796	\$0	\$96,000	\$0
Materials & Supplies	\$17,888	\$0	\$43,097	\$0
Internal Services	\$69,276	\$0	\$62,043	\$0
Total GF/non-GF	\$593,999	\$0	\$678,005	\$0
Program Total:	\$593,999		\$678,005	
Program FTE	2.00	0.00	2.00	0.00

Program Revenues				
Other / Miscellaneous	\$558,947	\$0	\$601,299	\$0
Total Revenue	\$558,947	\$0	\$601,299	\$0

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 2018: 78000 DCA Director's Office

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	2018	2018	2019	2019
Personnel	\$907,251	\$0	\$1,024,040	\$0
Contractual Services	\$0	\$0	\$5,000	\$0
Materials & Supplies	\$15,500	\$0	\$26,020	\$0
Internal Services	\$115,835	\$0	\$106,851	\$0
Total GF/non-GF	\$1,038,586	\$0	\$1,161,911	\$0
Program Total:	\$1,038,586		\$1,161,911	
Program FTE	7.00	0.00	7.00	0.00

Program Revenues				
Other / Miscellaneous	\$1,031,818	\$0	\$1,161,911	\$0
Total Revenue	\$1,031,818	\$0	\$1,161,911	\$0

Explanation of Revenues

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

Significant Program Changes

Last Year this program was: FY 2018: 78100 Administrative Hub Budget & Planning

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 Procurement, 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	2018	2018	2019	2019
Personnel	\$2,240,093	\$41,146	\$2,376,223	\$0
Contractual Services	\$20,000	\$0	\$34,514	\$0
Materials & Supplies	\$45,350	\$0	\$58,162	\$0
Internal Services	\$311,407	\$0	\$326,628	\$0
Total GF/non-GF	\$2,616,850	\$41,146	\$2,795,527	\$0
Program Total:	\$2,657,996		\$2,795,527	
Program FTE	17.80	0.20	17.00	0.00

Program Revenues				
Other / Miscellaneous	\$2,507,628	\$0	\$2,787,836	\$0
Total Revenue	\$2,507,628	\$0	\$2,787,836	\$0

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 2018: 78101 Administrative Hub Procurement & Contracting

FTE reduced from 18 FTE to 17 FTE due to the removal of a Procurement Analyst Sr. position which was previously funded by Health Department.

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2018	2018	2019	2019
Personnel	\$868,285	\$0	\$864,049	\$0
Materials & Supplies	\$9,066	\$0	\$6,245	\$0
Internal Services	\$144,830	\$0	\$151,338	\$0
Total GF/non-GF	\$1,022,181	\$0	\$1,021,632	\$0
Program Total:	\$1,022,181		\$1,021,632	
Program FTE	8.00	0.00	7.60	0.00

Program Revenues				
Other / Miscellaneous	\$713,677	\$0	\$707,147	\$0
Total Revenue	\$713,677	\$0	\$707,147	\$0

Explanation of Revenues

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

Significant Program Changes

Last Year this program was: FY 2018: 78102 Administrative Hub Finance

Finance Managers is allocated 60 percent to Administrative Hub Finance and 40 percent to Strategic Sourcing.

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	2018	2018	2019	2019
Personnel	\$1,397,122	\$0	\$1,448,912	\$0
Contractual Services	\$0	\$0	\$3,827	\$0
Materials & Supplies	\$17,686	\$0	\$24,436	\$0
Internal Services	\$165,582	\$0	\$178,385	\$0
Total GF/non-GF	\$1,580,390	\$0	\$1,655,560	\$0
Program Total:	\$1,580,390		\$1,655,560	
Program FTE	10.00	0.00	10.00	0.00

Program Revenues				
Other / Miscellaneous	\$534,638	\$0	\$567,980	\$0
Total Revenue	\$534,638	\$0	\$567,980	\$0

Explanation of Revenues

Costs of the Administrative Hub are allocated proportionately among users: the County's internal services, the departments of County Assets and County Management and Non-Departmental. The General Fund supports charges apportioned to DCM and Non-Departmental. 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 2018: 78103 Administrative Hub Human Resources

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	2018	2018	2019	2019
Personnel	\$366,333	\$0	\$462,651	\$0
Materials & Supplies	\$4,750	\$0	\$3,300	\$0
Internal Services	\$34,256	\$0	\$34,931	\$0
Total GF/non-GF	\$405,339	\$0	\$500,882	\$0
Program Total:	\$405,339		\$500,882	
Program FTE	3.00	0.00	3.40	0.00

Program Revenues				
Total Revenue	\$0	\$0	\$0	\$0

Explanation of Revenues

This program is funded in the General Fund.

Significant Program Changes

Last Year this program was: FY 2018: 78405 Countywide Strategic Sourcing

Finance Manager of Administrative Hub Services is overseeing this area and 40 percent of their personnel costs are included in the division's budget.

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2018	2018	2019	2019
Personnel	\$0	\$1,195,801	\$0	\$1,356,205
Contractual Services	\$0	\$116,738	\$0	\$20,900
Materials & Supplies	\$0	\$483,120	\$0	\$1,235,564
Internal Services	\$0	\$1,870,402	\$0	\$2,026,092
Total GF/non-GF	\$0	\$3,666,061	\$0	\$4,638,761
Program Total:	\$3,666,061		\$4,638,761	
Program FTE	0.00	8.75	0.00	8.75

Program Revenues				
Other / Miscellaneous	\$0	\$2,343,241	\$0	\$1,067,034
Beginning Working Capital	\$0	\$0	\$0	\$1,500,000
Service Charges	\$0	\$1,791,721	\$0	\$2,071,727
Total Revenue	\$0	\$4,134,962	\$0	\$4,638,761

Explanation of Revenues

Facilities Operating Fund programs such as this one are supported primarily by internal service revenue from County departments, with less than 5% of revenue from external customers. Estimates reflect the amounts needed to cover actual expenses.

Significant Program Changes

Last Year this program was: FY 2018: 78200 Facilities Director's Office

One FTE providing energy and utility management previously included in the Facilities Strategic Planning and Projects program offer has been moved into the Director's Office for FY 2019.

This program offer no longer includes the Moves/Adds/Changes (MAC) program which is now stand alone program offer #78207.

The increase in Materials and Supplies reflects an increase in set aside funding for unanticipated costs such as larger than usual equipment failures and other critical projects identified mid-year.

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	2018	2018	2019	2019
Internal Services	\$0	\$4,718,000	\$0	\$11,701,231
Cash Transfers	\$0	\$431,276	\$0	\$530,868
Total GF/non-GF	\$0	\$5,149,276	\$0	\$12,232,099
Program Total:	\$5,149,276		\$12,232,099	
Program FTE	0.00	0.00	0.00	0.00

Program Revenues				
Other / Miscellaneous	\$0	\$5,149,276	\$0	\$11,856,049
Financing Sources	\$0	\$0	\$0	\$0
Beginning Working Capital	\$0	\$0	\$0	\$376,050
Total Revenue	\$0	\$5,149,276	\$0	\$12,232,099

Explanation of Revenues

Facilities Operating Fund programs such as this one are supported primarily by internal service revenue from County departments, with less than 5% of revenue from external customers.

Significant Program Changes

Last Year this program was: FY 2018: 78201 Facilities Debt Service and Capital Fee Pass Through

In FY 2019 this program adds debt for the new Courthouse building, the new Health Department Headquarters and the new DCJ East County Campus.

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2018	2018	2019	2019
Personnel	\$0	\$8,456,257	\$0	\$9,082,421
Contractual Services	\$0	\$255,800	\$0	\$309,500
Materials & Supplies	\$0	\$3,011,349	\$0	\$3,129,754
Internal Services	\$0	\$1,479,645	\$0	\$1,697,053
Total GF/non-GF	\$0	\$13,203,051	\$0	\$14,218,728
Program Total:	\$13,203,051		\$14,218,728	
Program FTE	0.00	69.50	0.00	70.50

Program Revenues				
Other / Miscellaneous	\$0	\$13,218,006	\$0	\$14,218,728
Total Revenue	\$0	\$13,218,006	\$0	\$14,218,728

Explanation of Revenues

Facilities Operating Fund programs such as this one are supported primarily by internal service revenue from County departments, with less than 5% of revenue from external customers. Estimates reflect the amounts needed to cover actual expenses.

Significant Program Changes

Last Year this program was: FY 2018: 78202 Facilities Operations and Maintenance

There are currently only 2 Locksmiths to serve the needs of over 6,000 County employees in over 140 sites. This offer adds one Locksmith position to adequately meet the security demands of detention facilities, restricted access areas, and for the protection of personally identifiable information.

Legal / Contractual Obligation

The Facilities Division contracts with Qualified Rehabilitation Firms (QRFs) to provide janitorial, landscaping and security services.

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2018	2018	2019	2019
Personnel	\$0	\$1,092,749	\$0	\$1,226,684
Contractual Services	\$0	\$6,770,515	\$0	\$6,832,724
Materials & Supplies	\$0	\$142,100	\$0	\$110,481
Internal Services	\$0	\$248,785	\$0	\$294,882
Total GF/non-GF	\$0	\$8,254,149	\$0	\$8,464,771
Program Total:	\$8,254,149		\$8,464,771	
Program FTE	0.00	7.30	0.00	7.65

Program Revenues				
Other / Miscellaneous	\$0	\$8,284,073	\$0	\$8,464,771
Total Revenue	\$0	\$8,284,073	\$0	\$8,464,771

Explanation of Revenues

Facilities Operating Fund programs such as this one are supported primarily by internal service revenue from County departments, with less than 5% of revenue from external customers. Estimates reflect the amounts needed to cover actual expenses.

Significant Program Changes

Last Year this program was: FY 2018: 78203 Facilities Client Services

FTE change is the net reallocation of three positions across multiple Facilities program offers to better align management positions across functions.

Legal / Contractual Obligation

There are a number of projects carrying over into FY19 that have contractual obligations to vendors and/or service providers.

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2018	2018	2019	2019
Personnel	\$0	\$1,253,372	\$0	\$1,372,232
Contractual Services	\$0	\$72,086	\$0	\$90,000
Materials & Supplies	\$0	\$43,281	\$0	\$28,900
Internal Services	\$0	\$122,213	\$0	\$155,318
Total GF/non-GF	\$0	\$1,490,952	\$0	\$1,646,450
Program Total:	\$1,490,952		\$1,646,450	
Program FTE	0.00	9.50	0.00	9.30

Program Revenues				
Other / Miscellaneous	\$0	\$1,612,000	\$0	\$1,646,450
Total Revenue	\$0	\$1,612,000	\$0	\$1,646,450

Explanation of Revenues

Revenue in this offer includes a portion of the Capital Improvement Program (CIP) and Asset Preservation (AP) fees.

CIP Fees: \$823,225

AP Fees: \$823,225

Significant Program Changes

Last Year this program was: FY 2018: 78204 Facilities Capital Operation Costs

FTE change is the net reallocation of four positions across multiple Facilities program offers to better align management positions across functions.

Legal / Contractual Obligation

There are a number of projects carrying over into FY 2019 that have contractual obligations to vendors and/or service providers.

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2018	2018	2019	2019
Contractual Services	\$0	\$7,859,814	\$0	\$8,819,858
Materials & Supplies	\$0	\$3,413,000	\$0	\$4,199,695
Capital Outlay	\$0	\$450,086	\$0	\$120,139
Total GF/non-GF	\$0	\$11,722,900	\$0	\$13,139,692
Program Total:	\$11,722,900		\$13,139,692	
Program FTE	0.00	0.00	0.00	0.00

Program Revenues				
Other / Miscellaneous	\$0	\$4,644,037	\$0	\$4,074,456
Financing Sources	\$0	\$234,870	\$0	\$286,364
Interest	\$0	\$35,000	\$0	\$39,037
Beginning Working Capital	\$0	\$5,074,821	\$0	\$7,500,797
Service Charges	\$0	\$1,734,172	\$0	\$1,239,038
Total Revenue	\$0	\$11,722,900	\$0	\$13,139,692

Explanation of Revenues

Fund 2507 Capital Improvement Program:

- 50000 BWC \$7.4 million from Routine Project Carryover
- 50236 IG City of Portland share of Justice Center Projects \$1.2 million
- 50270 Interest on fund 2507 \$30,000
- 50310 Intl Svc Reimbursement CIP Fee from County Occupants \$4 million
- 50320 Cash Transfer revenue from External Clients \$128,318, from Fund 3505 per repayment agreement \$158,046

Fund 2503 Asset Replacement Revolving Fund:

- BWC \$111,102 from carryover
- Loan repayment from Sandy Drainage Improvement Project \$7,837

Significant Program Changes

Last Year this program was: FY 2018: 78205 Facilities Capital Improvement Program

This offer increases BWC due to more projects having beginning working capital carryover.

Legal / Contractual Obligation

There are a number of projects carrying over into FY19 that have contractual obligations to vendors and/or service providers.

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2018	2018	2019	2019
Contractual Services	\$0	\$14,357,499	\$0	\$11,816,508
Materials & Supplies	\$0	\$687,702	\$0	\$0
Total GF/non-GF	\$0	\$15,045,201	\$0	\$11,816,508
Program Total:	\$15,045,201		\$11,816,508	
Program FTE	0.00	0.00	0.00	0.00

Program Revenues				
Other / Miscellaneous	\$0	\$3,896,103	\$0	\$3,792,659
Financing Sources	\$0	\$231,757	\$0	\$244,504
Interest	\$0	\$20,000	\$0	\$30,000
Beginning Working Capital	\$0	\$10,897,341	\$0	\$7,749,329
Service Charges	\$0	\$0	\$0	\$16
Total Revenue	\$0	\$15,045,201	\$0	\$11,816,508

Explanation of Revenues

50000 BWC from Routine Project Carryover \$7,749,329
 50270 Interest Earnings \$30,000
 50310 Intl Svc Reimbursement AP Fee from County Occupants \$3,792,951
 50320 Cash Transfer revenue from External Clients \$202,550
 50320 Cash Transfer revenue from Fund 3505 per repayment agreement for prior years \$41,954

Significant Program Changes

Last Year this program was: FY 2018: 78206 Facilities Capital Asset Preservation Program

This program offer has reduced BWC due to more existing projects expected to be completed this fiscal year. BWC adjustments will be made during the budget amendment period.

Legal / Contractual Obligation

Must comply with building codes and ADA. For construction activities must meet permitting requirements.

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2018	2018	2019	2019
Personnel	\$0	\$683,135	\$0	\$656,426
Contractual Services	\$0	\$5,000	\$0	\$4,000
Materials & Supplies	\$0	\$33,500	\$0	\$23,400
Internal Services	\$0	\$38,235	\$0	\$48,871
Total GF/non-GF	\$0	\$759,870	\$0	\$732,697
Program Total:	\$759,870		\$732,697	
Program FTE	0.00	4.70	0.00	4.55

Program Revenues				
Other / Miscellaneous	\$0	\$0	\$0	\$732,697
Total Revenue	\$0	\$0	\$0	\$732,697

Explanation of Revenues

Facilities Operating Fund programs such as this one are supported primarily by internal service revenue from County departments, with less than 5% of revenue from external customers. Estimates reflect the amounts needed to cover actual expenses.

Significant Program Changes

Last Year this program was:

This program has been detached from the Director's Office, where it resided last year, and put under the manager responsible for delivering other renovation projects. This program is also planning to take on expanded scope for interior remodels, relieving some of the pressure from other teams for project management of service request work.

FTE change is the net reallocation of three positions across multiple Facilities program offers to better align management positions across functions.

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2018	2018	2019	2019
Materials & Supplies	\$0	\$5,875,000	\$0	\$5,944,965
Total GF/non-GF	\$0	\$5,875,000	\$0	\$5,944,965
Program Total:	\$5,875,000		\$5,944,965	
Program FTE	0.00	0.00	0.00	0.00

Program Revenues				
Other / Miscellaneous	\$0	\$5,875,000	\$0	\$5,944,965
Total Revenue	\$0	\$5,875,000	\$0	\$5,944,965

Explanation of Revenues

Facilities Operating Fund programs such as this one are supported primarily by internal service revenue from County departments, with less than 5% of revenue from external customers. Estimates reflect the amounts needed to cover actual expenses.

Significant Program Changes

Last Year this program was: FY 2018: 78208 Facilities Utilities Pass Through

Utility costs are increased by the purchase of renewable energy credits to achieve 100% of electricity purchases from renewable sources.

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2018	2018	2019	2019
Personnel	\$0	\$250,522	\$0	\$267,824
Contractual Services	\$0	\$125,000	\$0	\$55,000
Materials & Supplies	\$0	\$6,099,238	\$0	\$4,941,621
Internal Services	\$0	\$19,444	\$0	\$25,232
Debt Service	\$0	\$301,362	\$0	\$3,324,956
Total GF/non-GF	\$0	\$6,795,566	\$0	\$8,614,633
Program Total:	\$6,795,566		\$8,614,633	
Program FTE	0.00	2.00	0.00	2.00

Program Revenues				
Other / Miscellaneous	\$0	\$6,795,566	\$0	\$8,614,633
Total Revenue	\$0	\$6,795,566	\$0	\$8,614,633

Explanation of Revenues

Facilities Operating Fund programs such as this one are supported primarily by internal service revenue from County departments, with less than 5% of revenue from external customers. Estimates reflect the amounts needed to cover actual expenses.

Significant Program Changes

Last Year this program was: FY 2018: 78209 Facilities Lease Management

The renewal of the Lincoln Building lease is the primary driver of the budget increase for this program offer. This is a capital lease with the bulk of the charges moving through the Debt Service accounts per the General Ledger technical process for posting the costs.

Legal / Contractual Obligation

N/A

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2018	2018	2019	2019
Personnel	\$0	\$976,736	\$0	\$1,084,020
Contractual Services	\$0	\$450,000	\$0	\$260,000
Materials & Supplies	\$0	\$46,940	\$0	\$0
Internal Services	\$0	\$97,207	\$0	\$138,924
Total GF/non-GF	\$0	\$1,570,883	\$0	\$1,482,944
Program Total:	\$1,570,883		\$1,482,944	
Program FTE	0.00	7.00	0.00	7.00

Program Revenues				
Other / Miscellaneous	\$0	\$1,695,925	\$0	\$1,482,944
Total Revenue	\$0	\$1,695,925	\$0	\$1,482,944

Explanation of Revenues

Facilities Operating Fund programs such as this one are supported primarily by internal service revenue from County departments, with less than 5% of revenue from external customers. Estimates reflect the amounts needed to cover actual expenses.

Significant Program Changes

Last Year this program was: FY 2018: 78210 Facilities Strategic Planning and Projects

One FTE providing energy and utility management previously included in the Facilities Strategic Planning and Projects program offer has been moved into the Director's Office for FY2019.

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	2018	2018	2019	2019
Personnel	\$0	\$57,047	\$0	\$69,608
Contractual Services	\$0	\$239,506,227	\$0	\$193,679,591
Materials & Supplies	\$0	\$1,956,934	\$0	\$0
Internal Services	\$0	\$141,201	\$0	\$3,630
Total GF/non-GF	\$0	\$241,661,409	\$0	\$193,752,829
Program Total:	\$241,661,409		\$193,752,829	
Program FTE	0.00	0.00	0.00	0.00

Program Revenues				
Intergovernmental	\$0	\$96,844,355	\$0	\$92,600,000
Other / Miscellaneous	\$0	\$400,000	\$0	\$400,000
Financing Sources	\$0	\$112,193,713	\$0	\$29,324,743
Beginning Working Capital	\$0	\$32,313,675	\$0	\$71,509,462
Total Revenue	\$0	\$241,751,743	\$0	\$193,834,205

Explanation of Revenues

- \$71,509,462 working capital carryover of unrestricted funds from FY 2018.
- \$92,600,000 in State Bonds to match 49% of approved county expenses.
- \$12,497,913 from County Bond sale.
- \$16,826,830 from One-time Only general funding.
- \$400,000 in Energy Tax Credits from Energy Trust of Oregon.

Significant Program Changes

Last Year this program was: FY 2018: 78212 Facilities Downtown Courthouse

Decrease of \$47.8 million from FY 2018 as construction is underway and projected to be completed in FY 2020.

Legal / Contractual Obligation

There are a number of projects carrying over into FY19 that have contractual obligations to vendors and/or service providers.

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2018	2018	2019	2019
Contractual Services	\$0	\$3,629,318	\$0	\$3,670,397
Materials & Supplies	\$0	\$100,000	\$0	\$0
Total GF/non-GF	\$0	\$3,729,318	\$0	\$3,670,397
Program Total:	\$3,729,318		\$3,670,397	
Program FTE	0.00	0.00	0.00	0.00

Program Revenues				
Other / Miscellaneous	\$0	\$1,356,274	\$0	\$1,457,122
Beginning Working Capital	\$0	\$2,373,044	\$0	\$2,213,275
Total Revenue	\$0	\$3,729,318	\$0	\$3,670,397

Explanation of Revenues

\$2,213,275 ~ 50000 BWC Estimated carry forward of ongoing projects

\$1,457,122 ~ 50310 Intl Svc Reimbursement Capital Fee on Owned Library Buildings

Significant Program Changes

Last Year this program was: FY 2018: 78213 Library Construction Fund

Legal / Contractual Obligation

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

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2018	2018	2019	2019
Personnel	\$0	\$57,047	\$0	\$72,167
Contractual Services	\$0	\$78,593,087	\$0	\$28,704,322
Total GF/non-GF	\$0	\$78,650,134	\$0	\$28,776,489
Program Total:	\$78,650,134		\$28,776,489	
Program FTE	0.00	0.00	0.00	0.00

Program Revenues				
Other / Miscellaneous	\$0	\$9,500,000	\$0	\$9,500,000
Financing Sources	\$0	\$51,802,226	\$0	\$0
Beginning Working Capital	\$0	\$17,376,435	\$0	\$19,302,186
Total Revenue	\$0	\$78,678,661	\$0	\$28,802,186

Explanation of Revenues

FY 2019 Revenues are:

- \$19,302,186 carryover from FY 2018
- \$9,500,000 to be received from Prosper Portland, previously known as the Portland Development Commission

Significant Program Changes

Last Year this program was: FY 2018: 78214 Health Headquarters Construction

Decreases \$49.9 million as construction is underway and projected to be completed in FY 2019.

Legal / Contractual Obligation

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

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2018	2018	2019	2019
Contractual Services	\$0	\$3,364,422	\$0	\$4,166,405
Total GF/non-GF	\$0	\$3,364,422	\$0	\$4,166,405
Program Total:	\$3,364,422		\$4,166,405	
Program FTE	0.00	0.00	0.00	0.00

Program Revenues				
Beginning Working Capital	\$0	\$3,364,422	\$0	\$4,166,405
Total Revenue	\$0	\$3,364,422	\$0	\$4,166,405

Explanation of Revenues

This program offer will be funded with \$4,166,405 in carryover from FY 2018.

This project has received the following OTO funding from the General Fund in prior years. FY 2014: Total of \$2,200,000 in OTO from General Fund: \$1,200,000 Hansen Operations Relocation in 78059-16 (Hansen Relo) previous year. (Project CP08.11.08A) \$1,000,000 Hansen Reconfigure (in 78007-16 (CIP) previous year. (Project CP08.14.17) FY 2016: Total of \$500,000 in OTO from General Fund: \$500,000 Hansen Operations Relocation in 78059-16 (Hansen Relo) previous year. (Project CP08.11.08A) FY 2017: Total of \$3,000,000 in OTO from General Fund: \$3,000,000 Hansen Building Replacement 78218-17 previous year. (Project CP12.17.11)

Significant Program Changes

Last Year this program was: FY 2018: 78218 Hansen Building Replacement

Program Offer name changed from Hansen Building Replacement to MCSO Facilities Relocation and Reconfiguration. FY 2019 BWC increased \$800,000 due to project being placed on hold in FY 2018.

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2018	2018	2019	2019
Personnel	\$0	\$77,063	\$0	\$8,883
Contractual Services	\$0	\$7,058,178	\$0	\$7,226,233
Materials & Supplies	\$0	\$0	\$0	\$0
Internal Services	\$0	\$136,192	\$0	\$24,596
Total GF/non-GF	\$0	\$7,271,433	\$0	\$7,259,712
Program Total:	\$7,271,433		\$7,259,712	
Program FTE	0.00	0.00	0.00	0.00

Program Revenues				
Financing Sources	\$0	\$5,250,000	\$0	\$0
Beginning Working Capital	\$0	\$2,021,433	\$0	\$7,259,712
Total Revenue	\$0	\$7,271,433	\$0	\$7,259,712

Explanation of Revenues

This program offer will be funded by beginning working capital carried over from FY 2018.

Significant Program Changes

Last Year this program was: FY 2018: 78220 DCJ Mid County Facility

Program Offer Name Change: From DCJ Mid County Facility to DCJ East County Campus

Adjusted Use:

Originally the entire three building campus was purchased for use by DCJ Programs. DCJ has elected to occupy just the North and West buildings of the Campus. The South building will be available for use by other County Programs.

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2018	2018	2019	2019
Contractual Services	\$0	\$3,819,155	\$0	\$3,500,000
Total GF/non-GF	\$0	\$3,819,155	\$0	\$3,500,000
Program Total:	\$3,819,155		\$3,500,000	
Program FTE	0.00	0.00	0.00	0.00

Program Revenues				
Financing Sources	\$0	\$3,819,155	\$0	\$0
Beginning Working Capital	\$0	\$0	\$0	\$3,500,000
Total Revenue	\$0	\$3,819,155	\$0	\$3,500,000

Explanation of Revenues

BWC \$3,500,000 carryover from FY18 project

Significant Program Changes

Last Year this program was: FY 2018: 78221 MCDC Detention Electronics

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2018	2018	2019	2019
Contractual Services	\$0	\$0	\$0	\$150,000
Total GF/non-GF	\$0	\$0	\$0	\$150,000
Program Total:	\$0		\$150,000	
Program FTE	0.00	0.00	0.00	0.00

Program Revenues				
Financing Sources	\$0	\$0	\$0	\$150,000
Total Revenue	\$0	\$0	\$0	\$150,000

Explanation of Revenues

\$150,000 one-time-only transfer from the General Fund to the Facilities Fund.

Significant Program Changes

Last Year this program was: FY 2018: 78224 Yeon-Vance Site Assessment

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2018	2018	2019	2019
Personnel	\$0	\$0	\$0	\$131,915
Materials & Supplies	\$0	\$0	\$0	\$5,300
Total GF/non-GF	\$0	\$0	\$0	\$137,215
Program Total:	\$0		\$137,215	
Program FTE	0.00	0.00	0.00	0.00

Program Revenues				
Financing Sources	\$0	\$0	\$0	\$137,215
Total Revenue	\$0	\$0	\$0	\$137,215

Explanation of Revenues

\$137,215 transfer from the General Fund.

Significant Program Changes

Last Year this program was:

Legal / Contractual Obligation

An imminent danger correction notice for all Columbia River Patrol boat houses from electrical inspector to prevent Electrical Shock Drowning (ESD).

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2018	2018	2019	2019
Contractual Services	\$0	\$0	\$0	\$1,036,728
Total GF/non-GF	\$0	\$0	\$0	\$1,036,728
Program Total:	\$0		\$1,036,728	
Program FTE	0.00	0.00	0.00	0.00

Program Revenues				
Financing Sources	\$0	\$0	\$0	\$1,036,728
Total Revenue	\$0	\$0	\$0	\$1,036,728

Explanation of Revenues

General Fund one time only funding, \$1,036,728

Significant Program Changes

Last Year this program was:

Department: County Assets **Program Contact:** Alene Davis
Program Offer Type: Innovative/New Program **Program Offer Stage:** As Proposed
Related Programs:
Program Characteristics: One-Time-Only Request

Executive Summary

Inmates in the Multnomah County Detention Center (MCDC) often have diagnosed mental health issues, can be experiencing depression, and are usually at a time of crisis in their lives. The Sheriff's Office has set suicide prevention as a primary goal and is committed to providing a safe and secure housing environment for all inmates in MCDC by structuring the buildings, dormitories, and cells to be free of any hazards, including ones developed by inmates. This program offer improves MCDC by funding the replacement of wall-mounted cell lights and completing the cell window cover project.

Program Summary

At the Multnomah County Detention Center (MCDC), the design of the existing detention light fixtures creates a gap between the wall and the fixture. This gap can't be filled with epoxy because the entire housing must be removed in order to replace the bulb.

The Facilities & Property Management has identified maximum security replacement fixtures which would eliminate the gap, thus, reducing the risk of suicide attempts. These new security fixtures are also equipped with LED lamps, providing up to 50,000 hours of useful life, and a significant energy cost savings over the existing bulbs. This program offer would replace the current wall mounted fixtures in all 448 cells at MCDC.

The Multnomah County Detention Center Jail was originally designed with cell window frames that have exposed edges which are a safety concern for inmates and staff. The frames themselves have edges that sheets can be tied to, and also there can be cracked and exposed grout by the frame which can be broken out and used for weapons. A project was started in 2011 to use a protective metal frame covering the exposed existing frame edges in each cell. To date the 4th and 8th floors have been completed, but floors 5, 6 and 7 still have 75 cells that need to have this suicide risk addressed. This program offer provides the funding to finish the project.

Performance Measures

Measure Type	Primary Measure	FY17 Actual	FY18 Purchased	FY18 Estimate	FY19 Offer
Output	Number of cells with lighting replaced	NA	NA	NA	448
Outcome	Number of cells with window covers installed	NA	NA	NA	75

Performance Measures Descriptions

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2018	2018	2019	2019
Contractual Services	\$0	\$0	\$0	\$950,000
Total GF/non-GF	\$0	\$0	\$0	\$950,000
Program Total:	\$0		\$950,000	
Program FTE	0.00	0.00	0.00	0.00

Program Revenues				
Financing Sources	\$0	\$0	\$0	\$950,000
Total Revenue	\$0	\$0	\$0	\$950,000

Explanation of Revenues

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	2018	2018	2019	2019
Personnel	\$0	\$0	\$0	\$178,128
Contractual Services	\$0	\$1,998,696	\$0	\$1,319,294
Capital Outlay	\$0	\$0	\$0	\$0
Total GF/non-GF	\$0	\$1,998,696	\$0	\$1,497,422
Program Total:	\$1,998,696		\$1,497,422	
Program FTE	0.00	0.00	0.00	0.00

Program Revenues				
Financing Sources	\$0	\$0	\$0	\$0
Beginning Working Capital	\$0	\$1,998,696	\$0	\$1,497,422
Total Revenue	\$0	\$1,998,696	\$0	\$1,497,422

Explanation of Revenues

This program will use unspent one time only revenues that are carried into this fiscal year as beginning working capital through project completion.

\$250,000 in one time only funding for startup Technology Improvement Funding for replacement of obsolete systems.

Significant Program Changes

Last Year this program was: FY 2018: 78301 IT Innovation & Investment Projects

Beginning Working Capital decreased by \$480K due to projects spend down. Capital increased \$250,000 for one time only start up funding for Technology Improvement Projects for replacement of obsolete systems.

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2018	2018	2019	2019
Personnel	\$0	\$1,743,864	\$0	\$1,428,364
Contractual Services	\$0	\$40,000	\$0	\$40,000
Materials & Supplies	\$0	\$210,330	\$0	\$184,202
Internal Services	\$0	\$500	\$0	\$400
Total GF/non-GF	\$0	\$1,994,694	\$0	\$1,652,966
Program Total:	\$1,994,694		\$1,652,966	
Program FTE	0.00	10.00	0.00	10.00

Program Revenues				
Other / Miscellaneous	\$0	\$2,152,087	\$0	\$1,652,966
Total Revenue	\$0	\$2,152,087	\$0	\$1,652,966

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 2018: 78302 IT Planning, Projects & Portfolio Management

Reduction in personnel cost due to movement within IT organization.

Department: County Assets

Program Contact: Dan Gorton

Program Offer Type: Internal Service

Program Offer Stage: As Proposed

Related Programs:
Program Characteristics:

Executive Summary

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

Program Summary

Help Desk Services provides support and proactive diagnosis of computer equipment and software issues for over 6,000 employees and business partners. By focusing on first call resolution of problems, such as inability to access documents, working with Word documents, spreadsheets, and other desktop applications, the Help Desk is able to minimize escalations to other IT teams and resolve customer problems as quickly as possible. The Help Desk provides support of mobile devices in use by County staff. Mobile support includes setup and delivery of mobile phones, support to those 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 64% are resolved at the Help Desk. The other 36%, 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	FY17 Actual	FY18 Purchased	FY18 Estimate	FY19 Offer
Output	Number of customer tickets processed	30,000	30,000	30,000	30,000
Outcome	Percent of total calls to the Help Desk that are abandoned.	5.93%	5%	5%	5%
Outcome	Calls resolved at the Help Desk	63.7%	60%	60%	60%

Performance Measures Descriptions

PM #1 Output - Tracks the number of tickets created on an annual basis.

PM #2 Output – Percent of calls to the Help Desk that are abandoned. This should be between 0-5 percent per industry standards.

PM #3 Outcome - Percent of calls resolved at the Help Desk without requiring escalation. Target is 60%.

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2018	2018	2019	2019
Personnel	\$0	\$920,788	\$0	\$966,497
Contractual Services	\$0	\$40,000	\$0	\$0
Materials & Supplies	\$0	\$10,555	\$0	\$7,400
Total GF/non-GF	\$0	\$971,343	\$0	\$973,897
Program Total:	\$971,343		\$973,897	
Program FTE	0.00	7.40	0.00	7.40

Program Revenues				
Other / Miscellaneous	\$0	\$971,343	\$0	\$973,897
Total Revenue	\$0	\$971,343	\$0	\$973,897

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 2018: 78303 IT Help Desk Services

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2018	2018	2019	2019
Personnel	\$0	\$959,447	\$0	\$928,151
Contractual Services	\$0	\$150,000	\$0	\$120,000
Materials & Supplies	\$0	\$1,311,174	\$0	\$1,401,976
Internal Services	\$0	\$9,500	\$0	\$16,200
Capital Outlay	\$0	\$75,000	\$0	\$0
Total GF/non-GF	\$0	\$2,505,121	\$0	\$2,466,327
Program Total:	\$2,505,121		\$2,466,327	
Program FTE	0.00	5.00	0.00	5.00

Program Revenues				
Other / Miscellaneous	\$0	\$2,238,904	\$0	\$2,298,612
Service Charges	\$0	\$266,217	\$0	\$167,715
Total Revenue	\$0	\$2,505,121	\$0	\$2,466,327

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 2018: 78304 IT Telecommunications Services

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2018	2018	2019	2019
Personnel	\$0	\$105,271	\$0	\$107,284
Contractual Services	\$0	\$48,464	\$0	\$0
Materials & Supplies	\$0	\$1,037,994	\$0	\$1,042,464
Total GF/non-GF	\$0	\$1,191,729	\$0	\$1,149,748
Program Total:	\$1,191,729		\$1,149,748	
Program FTE	0.00	1.00	0.00	1.00

Program Revenues				
Other / Miscellaneous	\$0	\$1,191,729	\$0	\$1,149,748
Total Revenue	\$0	\$1,191,729	\$0	\$1,149,748

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 2018: 78305 IT Mobile Device Expense Management

Number of mobile devices increased by 115 devices which drives voice and data increases.

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2018	2018	2019	2019
Personnel	\$0	\$2,275,272	\$0	\$2,694,447
Contractual Services	\$0	\$212,000	\$0	\$120,000
Materials & Supplies	\$0	\$2,595,974	\$0	\$2,993,326
Internal Services	\$0	\$1,000	\$0	\$1,000
Capital Outlay	\$0	\$0	\$0	\$2,800
Total GF/non-GF	\$0	\$5,084,246	\$0	\$5,811,573
Program Total:	\$5,084,246		\$5,811,573	
Program FTE	0.00	13.00	0.00	13.00

Program Revenues				
Other / Miscellaneous	\$0	\$4,942,649	\$0	\$5,811,573
Total Revenue	\$0	\$4,942,649	\$0	\$5,811,573

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 2018: 78306 IT Network Services

Increase in Material and Supplies due to investments in IT Security. Personnel costs increases due to movement within the IT organization and two additional Senior System Administrators.

Department: County Assets

Program Contact: Dan Gorton

Program Offer Type: Internal Service

Program Offer Stage: As Proposed

Related Programs:
Program Characteristics:

Executive Summary

The Desktop Services program supports end users with desktops, laptops, tablets, smartphone's, printers, multifunction device vendor management, iPads and other personal computing devices. This includes hardware and software procurement, installation, upgrades, maintenance, asset management and proper disposal of all devices. Remote and on-site support are provided to improve user 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	FY17 Actual	FY18 Purchased	FY18 Estimate	FY19 Offer
Output	Desktop device moves are completed 90% on time for requests received 5 days prior to move date	90%	95%	95%	95%
Outcome	New hire devices installed and functional on employee start date on requests received 5 days prior to start day	90%	90%	90%	90%
Outcome	Device refresh occurs within 3 months of warranty end date	50%	70%	70%	70%

Performance Measures Descriptions

PM #1 Output Measure - This measures moves of County staff desktop devices from one County location to another.

PM #2 Outcome Measure - This measures our ability to have desktops ready when employee arrives to work on their first day.

PM #3 Outcome Measure - This measures our ability to replace aging desktop devices.

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2018	2018	2019	2019
Personnel	\$0	\$2,325,159	\$0	\$2,232,141
Contractual Services	\$0	\$70,000	\$0	\$70,000
Materials & Supplies	\$0	\$56,550	\$0	\$48,650
Internal Services	\$0	\$18,400	\$0	\$22,500
Total GF/non-GF	\$0	\$2,470,109	\$0	\$2,373,291
Program Total:	\$2,470,109		\$2,373,291	
Program FTE	0.00	17.00	0.00	17.00

Program Revenues				
Other / Miscellaneous	\$0	\$2,470,109	\$0	\$2,373,291
Total Revenue	\$0	\$2,470,109	\$0	\$2,373,291

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 2018: 78307 IT Desktop Services

Personnel decrease due to reduction of one LDA and One Temporary position.

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2018	2018	2019	2019
Contractual Services	\$0	\$0	\$0	\$360,000
Materials & Supplies	\$0	\$2,964,008	\$0	\$3,665,421
Capital Outlay	\$0	\$1,558,820	\$0	\$1,403,389
Total GF/non-GF	\$0	\$4,522,828	\$0	\$5,428,810
Program Total:	\$4,522,828		\$5,428,810	
Program FTE	0.00	0.00	0.00	0.00

Program Revenues				
Other / Miscellaneous	\$0	\$3,483,013	\$0	\$3,918,943
Beginning Working Capital	\$0	\$1,039,815	\$0	\$1,509,867
Total Revenue	\$0	\$4,522,828	\$0	\$5,428,810

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 2018: 78308 IT Asset Replacement

Contractual Services increase is due to an additional six contractors to assist with the asset replacement roll-out. Year one of the CISCO licensing is included in Material and Services.

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2018	2018	2019	2019
Personnel	\$0	\$3,874,483	\$0	\$3,999,051
Contractual Services	\$0	\$628,795	\$0	\$854,000
Materials & Supplies	\$0	\$163,014	\$0	\$164,952
Total GF/non-GF	\$0	\$4,666,292	\$0	\$5,018,003
Program Total:	\$4,666,292		\$5,018,003	
Program FTE	0.00	20.00	0.00	21.00

Program Revenues				
Other / Miscellaneous	\$0	\$4,822,663	\$0	\$5,018,003
Total Revenue	\$0	\$4,822,663	\$0	\$5,018,003

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 2018: 78309 IT Health and Human Services Application Services

Increase in personnel is due to movement within the IT organization. Contractual services increased due to additional technology projects slated for FY 2019.

Department: County Assets

Program Contact: Bob Leek

Program Offer Type: Internal Service

Program Offer Stage: As Proposed

Related Programs:
Program Characteristics:
Executive Summary

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

Program Summary

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

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

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

Performance Measures

Measure Type	Primary Measure	FY17 Actual	FY18 Purchased	FY18 Estimate	FY19 Offer
Output	Percent of employee hours spent on planned work versus unplanned work	57%	66%	60%	70%
Outcome	Percentage point increase in time spent on planned projects	6%	3%	5%	4%

Performance Measures Descriptions

PM #1 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.

PM #2 Outcome Measure - The % increase in planned work versus unplanned work calculated from the Current Year Estimate.

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2018	2018	2019	2019
Personnel	\$0	\$2,842,319	\$0	\$2,976,679
Contractual Services	\$0	\$127,498	\$0	\$150,000
Materials & Supplies	\$0	\$102,211	\$0	\$113,826
Internal Services	\$0	\$300	\$0	\$200
Total GF/non-GF	\$0	\$3,072,328	\$0	\$3,240,705
Program Total:	\$3,072,328		\$3,240,705	
Program FTE	0.00	18.00	0.00	18.00

Program Revenues				
Other / Miscellaneous	\$0	\$3,072,328	\$0	\$3,240,705
Total Revenue	\$0	\$3,072,328	\$0	\$3,240,705

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 2018: 78310 IT Public Safety Application Services

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2018	2018	2019	2019
Personnel	\$0	\$1,487,629	\$0	\$1,545,023
Materials & Supplies	\$0	\$70,725	\$0	\$74,386
Total GF/non-GF	\$0	\$1,558,354	\$0	\$1,619,409
Program Total:	\$1,558,354		\$1,619,409	
Program FTE	0.00	6.00	0.00	6.00

Program Revenues				
Other / Miscellaneous	\$0	\$1,558,354	\$0	\$1,619,409
Total Revenue	\$0	\$1,558,354	\$0	\$1,619,409

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 2018: 78311 IT General Government Application Services

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2018	2018	2019	2019
Personnel	\$0	\$2,465,276	\$0	\$2,503,011
Materials & Supplies	\$0	\$684,090	\$0	\$825,898
Capital Outlay	\$0	\$100,000	\$0	\$0
Total GF/non-GF	\$0	\$3,249,366	\$0	\$3,328,909
Program Total:	\$3,249,366		\$3,328,909	
Program FTE	0.00	15.60	0.00	14.50

Program Revenues				
Other / Miscellaneous	\$0	\$3,249,366	\$0	\$3,328,909
Total Revenue	\$0	\$3,249,366	\$0	\$3,328,909

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 2018: 78312 IT Data & Reporting Services

Data & Reporting Services increase in Materials and Services is due to increase spending on software needed to meet program goals. Personnel decreased due to movement within IT organization.

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2018	2018	2019	2019
Personnel	\$0	\$1,500,555	\$0	\$1,670,496
Materials & Supplies	\$0	\$355,154	\$0	\$2,345,643
Total GF/non-GF	\$0	\$1,855,709	\$0	\$4,016,139
Program Total:	\$1,855,709		\$4,016,139	
Program FTE	0.00	8.00	0.00	8.00

Program Revenues				
Other / Miscellaneous	\$0	\$1,855,709	\$0	\$4,016,139
Total Revenue	\$0	\$1,855,709	\$0	\$4,016,139

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 2018: 78313 IT SAP Application Services

Increases in material and supplies are due to software costs associated with annual usage licenses for Workday and Tririga which were not reflected in FY 2018.

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2018	2018	2019	2019
Personnel	\$0	\$2,198,911	\$0	\$2,352,639
Contractual Services	\$0	\$100,000	\$0	\$184,000
Materials & Supplies	\$0	\$1,296,200	\$0	\$1,509,325
Total GF/non-GF	\$0	\$3,595,111	\$0	\$4,045,964
Program Total:	\$3,595,111		\$4,045,964	
Program FTE	0.00	13.40	0.00	13.50

Program Revenues				
Other / Miscellaneous	\$0	\$3,595,111	\$0	\$4,045,964
Total Revenue	\$0	\$3,595,111	\$0	\$4,045,964

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 2018: 78314 IT Enterprise and Web Application Services

Materials and Supplies increased due to investments in IT Security and subscription rate increases.

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2018	2018	2019	2019
Personnel	\$0	\$487,771	\$0	\$509,181
Materials & Supplies	\$0	\$18,210	\$0	\$18,210
Total GF/non-GF	\$0	\$505,981	\$0	\$527,391
Program Total:	\$505,981		\$527,391	
Program FTE	0.00	2.00	0.00	2.00

Program Revenues				
Other / Miscellaneous	\$0	\$505,981	\$0	\$527,391
Total Revenue	\$0	\$505,981	\$0	\$527,391

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 2018: 78315 IT Library Application Services

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2018	2018	2019	2019
Personnel	\$0	\$975,539	\$0	\$825,645
Materials & Supplies	\$0	\$712,034	\$0	\$304,442
Internal Services	\$0	\$10,728,211	\$0	\$9,998,562
Capital Outlay	\$0	\$0	\$0	\$21,000
Unappropriated & Contingency	\$0	\$884,510	\$0	\$350,614
Total GF/non-GF	\$0	\$13,300,294	\$0	\$11,500,263
Program Total:	\$13,300,294		\$11,500,263	
Program FTE	0.00	4.00	0.00	3.80

Program Revenues				
Other / Miscellaneous	\$0	\$12,258,391	\$0	\$11,337,462
Beginning Working Capital	\$0	\$884,510	\$0	\$162,801
Total Revenue	\$0	\$13,142,901	\$0	\$11,500,263

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 2018: 78316 IT Shared Operating Expenses

Internal Services decreased due to a reduction in the county-wide ERP debt collection. Materials and Supplies decrease is due to moving Jaggaer and Questica software costs to IT ERP Applications Services Program Offer 78313.

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2018	2018	2019	2019
Personnel	\$0	\$4,117,020	\$0	\$4,211,593
Contractual Services	\$0	\$11,000	\$0	\$13,000
Materials & Supplies	\$0	\$1,133,415	\$0	\$1,220,429
Total GF/non-GF	\$0	\$5,261,435	\$0	\$5,445,022
Program Total:	\$5,261,435		\$5,445,022	
Program FTE	0.00	24.75	0.00	24.75

Program Revenues				
Other / Miscellaneous	\$0	\$5,246,661	\$0	\$5,445,022
Total Revenue	\$0	\$5,246,661	\$0	\$5,445,022

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 2018: 78317 IT Data Center & Technical Services

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2018	2018	2019	2019
Contractual Services	\$0	\$791,669	\$0	\$515,599
Total GF/non-GF	\$0	\$791,669	\$0	\$515,599
Program Total:	\$791,669		\$515,599	
Program FTE	0.00	0.00	0.00	0.00

Program Revenues				
Beginning Working Capital	\$0	\$791,669	\$0	\$515,599
Total Revenue	\$0	\$791,669	\$0	\$515,599

Explanation of Revenues

This program will carryover unspent one time only revenues into FY 2019 as beginning working capital through project completion.

Significant Program Changes

Last Year this program was: FY 2018: 78318 IT Cyber Security

The ongoing nature of changes in the threats to our cyber security capabilities require identifying those threats and establishing mitigation plans related to those vulnerabilities. Continued diligence and planning are expected as an ongoing component of this program offer. Requesting FY 2018 carryover to continue the project completions in FY 2019.

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2018	2018	2019	2019
Contractual Services	\$0	\$1,357,077	\$0	\$300,000
Total GF/non-GF	\$0	\$1,357,077	\$0	\$300,000
Program Total:	\$1,357,077		\$300,000	
Program FTE	0.00	0.00	0.00	0.00

Program Revenues				
Financing Sources	\$0	\$300,000	\$0	\$300,000
Beginning Working Capital	\$0	\$1,057,077	\$0	\$0
Total Revenue	\$0	\$1,357,077	\$0	\$300,000

Explanation of Revenues

This program will use \$300,000 new one time only funding.

Significant Program Changes

Last Year this program was: FY 2018: 78319 CRIMES Replacement

Project will be completed in FY 2019. Year over year variance is project spending to completion.

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2018	2018	2019	2019
Personnel	\$0	\$190,365	\$0	\$592,914
Contractual Services	\$0	\$37,109,635	\$0	\$16,855,357
Materials & Supplies	\$0	\$4,000,000	\$0	\$0
Internal Services	\$0	\$0	\$0	\$128,274
Total GF/non-GF	\$0	\$41,300,000	\$0	\$17,576,545
Program Total:	\$41,300,000		\$17,576,545	
Program FTE	0.00	0.00	0.00	0.00

Program Revenues				
Financing Sources	\$0	\$41,300,000	\$0	\$0
Beginning Working Capital	\$0	\$0	\$0	\$19,849,934
Total Revenue	\$0	\$41,300,000	\$0	\$19,849,934

Explanation of Revenues

This program continues to be funded by \$41,300,000 in County Bond sales and to be paid back over time by internal clients. These internal client charges are budgeted in Program Offer 78316-18 IT Shared Operating Expenses.

Significant Program Changes

Last Year this program was: FY 2018: 78320 IT ERP Program

This project will be completed in FY 2019. Year over year variance is project spend.

Legal / Contractual Obligation

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

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2018	2018	2019	2019
Personnel	\$0	\$1,060,203	\$0	\$1,177,602
Contractual Services	\$0	\$405,188	\$0	\$402,000
Materials & Supplies	\$0	\$1,813,350	\$0	\$1,791,697
Internal Services	\$0	\$1,046,334	\$0	\$1,091,148
Capital Outlay	\$0	\$497,101	\$0	\$235,936
Cash Transfers	\$0	\$0	\$0	\$462,822
Total GF/non-GF	\$0	\$4,822,176	\$0	\$5,161,205
Program Total:	\$4,822,176		\$5,161,205	
Program FTE	0.00	10.80	0.00	10.90

Program Revenues				
Other / Miscellaneous	\$0	\$4,310,785	\$0	\$4,370,927
Interest	\$0	\$0	\$0	\$20,000
Beginning Working Capital	\$0	\$516,964	\$0	\$755,278
Service Charges	\$0	\$15,000	\$0	\$15,000
Total Revenue	\$0	\$4,842,749	\$0	\$5,161,205

Explanation of Revenues

The program is funded by internal service charges through the Fleet Fund. Internal service reimbursements estimates are based on historical data, current service levels, and FY 2019 charge rates.

Significant Program Changes

Last Year this program was: FY 2018: 78400 Fleet Services

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2018	2018	2019	2019
Capital Outlay	\$0	\$6,800,494	\$0	\$7,334,503
Total GF/non-GF	\$0	\$6,800,494	\$0	\$7,334,503
Program Total:	\$6,800,494		\$7,334,503	
Program FTE	0.00	0.00	0.00	0.00

Program Revenues				
Other / Miscellaneous	\$0	\$2,010,944	\$0	\$2,513,636
Financing Sources	\$0	\$4,768,000	\$0	\$462,822
Interest	\$0	\$21,550	\$0	\$25,000
Beginning Working Capital	\$0	\$0	\$0	\$4,333,045
Total Revenue	\$0	\$6,800,494	\$0	\$7,334,503

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 Asset Replacement fund to offset future replacement costs.

Significant Program Changes

Last Year this program was: FY 2018: 78401 Fleet Vehicle Replacement

Legal / Contractual Obligation

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

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2018	2018	2019	2019
Personnel	\$0	\$179,121	\$0	\$191,559
Materials & Supplies	\$0	\$391,558	\$0	\$539,814
Internal Services	\$0	\$147,832	\$0	\$153,600
Capital Outlay	\$0	\$60,458	\$0	\$114,204
Total GF/non-GF	\$0	\$778,969	\$0	\$999,177
Program Total:	\$778,969		\$999,177	
Program FTE	0.00	2.25	0.00	2.25

Program Revenues				
Other / Miscellaneous	\$0	\$757,941	\$0	\$905,477
Interest	\$0	\$0	\$0	\$6,000
Beginning Working Capital	\$0	\$21,028	\$0	\$87,700
Total Revenue	\$0	\$778,969	\$0	\$999,177

Explanation of Revenues

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

Significant Program Changes

Last Year this program was: FY 2018: 78402 Motor Pool

Increase in Material and Supplies due to anticipated increase in rental agreement.

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2018	2018	2019	2019
Personnel	\$0	\$575,704	\$0	\$618,055
Contractual Services	\$0	\$3,000	\$0	\$818
Materials & Supplies	\$0	\$765,550	\$0	\$713,460
Internal Services	\$0	\$273,612	\$0	\$288,512
Capital Outlay	\$0	\$432,725	\$0	\$468,420
Total GF/non-GF	\$0	\$2,050,591	\$0	\$2,089,265
Program Total:	\$2,050,591		\$2,089,265	
Program FTE	0.00	6.50	0.00	6.60

Program Revenues				
Other / Miscellaneous	\$0	\$1,573,932	\$0	\$1,599,765
Interest	\$0	\$0	\$0	\$4,000
Beginning Working Capital	\$0	\$429,377	\$0	\$485,500
Service Charges	\$0	\$67,855	\$0	\$0
Total Revenue	\$0	\$2,071,164	\$0	\$2,089,265

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 2018: 78403 Distribution Services

Legal / Contractual Obligation

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

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2018	2018	2019	2019
Personnel	\$0	\$503,840	\$0	\$639,767
Contractual Services	\$0	\$54,850	\$0	\$26,761
Materials & Supplies	\$0	\$69,405	\$0	\$117,817
Internal Services	\$0	\$603,176	\$0	\$727,665
Capital Outlay	\$0	\$222,173	\$0	\$0
Total GF/non-GF	\$0	\$1,453,444	\$0	\$1,512,010
Program Total:	\$1,453,444		\$1,512,010	
Program FTE	0.00	5.20	0.00	5.20

Program Revenues				
Other / Miscellaneous	\$0	\$1,061,133	\$0	\$1,277,780
Interest	\$0	\$0	\$0	\$3,300
Beginning Working Capital	\$0	\$392,311	\$0	\$230,930
Total Revenue	\$0	\$1,453,444	\$0	\$1,512,010

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 FY2017.

Significant Program Changes

Last Year this program was: FY 2018: 78404 Records Management