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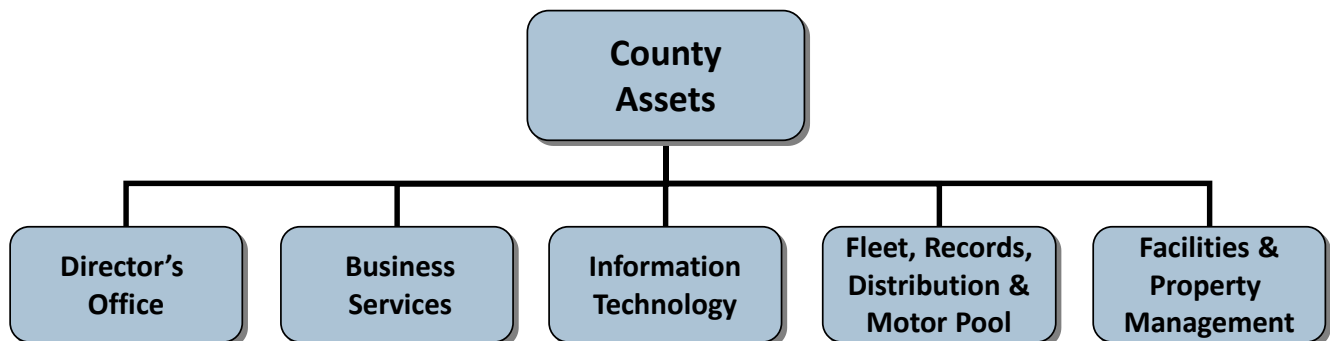
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### Department Overview

The Department of County Assets (DCA) plans for, acquires, maintains and manages County assets. Often described as the backbone of the County, DCA coordinates the use of tools, infrastructure, staff and programs for the efficient and effective delivery of critical community services to ensure that those who serve the community have what they need to provide excellent services.

DCA is comprised of the Director’s Office and four divisions :

- The Director’s Office provides strategic leadership and planning, budget, human resources, diversity and equity and budget support for the overall department.
- Facilities and Property Management Division (FPM) manages or coordinates work at over 3.8 million gross square feet of owned and leased space.
- Information Technology (IT) provides telecommunication, network, and hardware support, and manages devices and applications that deliver comprehensive data to inform decision-making for diverse and complex programs across the county.
- Fleet, Records, Distribution Services and Motor Pool maintain and manage fleet and motor pool vehicles; maintain and archive County records; and provide pickup and delivery of mail and other items across the County’s large building footprint.
- Business Services provides procurement, contracting, finance, capital planning and accounts payable, and other services to DCA. The team also provides countywide strategic sourcing functions and provides procurement, contracting and administrative support to non-departmental offices.



# \$606.5 million

## Total Proposed Budget

Includes cash transfers, contingencies, and unappropriated balances.

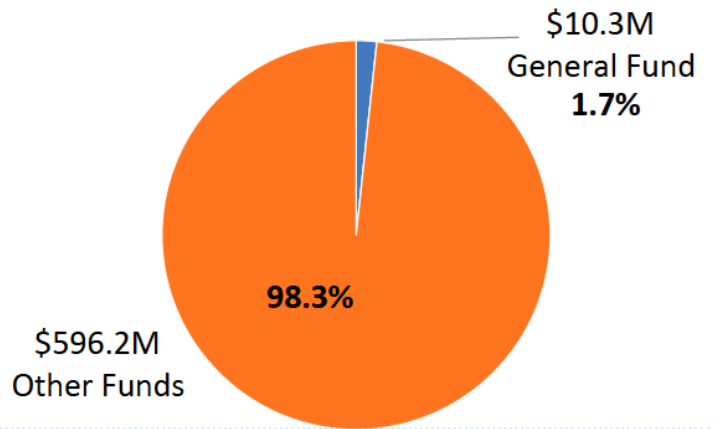
### 406.50 FTE

Total Proposed Staffing



### 4.50 FTE

Increase from  
FY 2024 Adopted



### \$53.7 million

All Funds Decrease from  
FY 2024 Adopted



### (8%) decrease

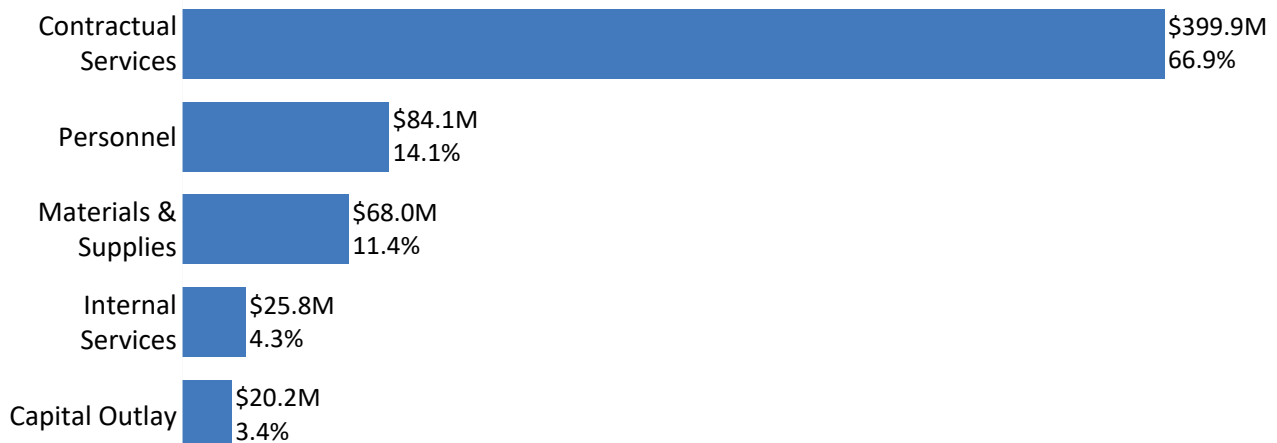
## General Fund

### \$8.9 million

### New One-Time-Only Programs

## Operating Budget by Category

Does not include cash transfers, contingencies, and unappropriated balances



## Mission, Vision, and Values

DCA's mission is to *ensure that those who serve the community have what they need to provide excellent services*. Our mission scaffolds the County's mission by providing excellent customer service to our internal partners, so they are best able to prioritize the needs of, and promote the health and safety of our community. This happens through the development and maintenance of secure and up-to-date facilities that house our community members and County staff. We also provide secure technology and software applications that best serve our County's staff's unique needs and structure. This, in addition to our fleet, distribution, records and business services, provide the foundation for the County to do their best work.

At DCA we *envision a thriving community built on information, spaces, and services for everyone*. DCA continually leverages innovations in technology, transportation and construction to meet the existing and future needs of Multnomah County staff and community. By doing this we hope to achieve our vision as well as support the County's vision by providing the spaces and resources needed to build and maintain a healthy and thriving community.

DCA's values serve as the backbone for our work and ensure we meet the needs of our customers. These values are:

- Stewardship - We are responsible for overseeing and preserving the public's assets. We use good judgment, sound thinking, and our subject matter expertise when making technical and financial decisions.
- Equity - We value all people and perspectives and intentionally create inclusive environments where everyone can grow through culture change and organizational policies.
- Innovation - We embrace change openly and enthusiastically. We are adaptive and constantly assess our actions based on new information and ideas. We encourage ingenuity and resourcefulness.
- Collaboration - We have close, cooperative working relationships with our customers and each other. We see the possibilities from others' perspectives. We know our customers and how they use and rely on services and products.

DCA's priorities for FY 2025 include the following goal areas within our three year strategic plan: excellent service, collaborative partnerships, inclusive workplace, operational effectiveness, and innovation. These priorities include:

- Provide relevant, consistent, and timely services that enable the County's mission and vision.
- Strategically support Countywide expansion, ongoing change and increasing demand for services.
- Provide an inclusive workplace that supports recruiting and retaining a skilled and diverse workforce.
- Enhance the Customer Experience programs across DCA's divisions.

Each division has priorities that support DCA's strategic plan.

# Diversity, Equity, and Inclusion

Equity is a value of DCA: *we intentionally create inclusive environments where everyone can grow through culture change and organizational policies.* This value is demonstrated in our external and internal services.

## External Services

As the County's internal service provider, DCA is responsible for ensuring that departments have the services and spaces it needs to serve the most vulnerable in our communities. We do this in a variety of ways. For example, this means that medicine gets delivered to clinics, buildings are safe for occupants, and our digital data stays secure. The majority of DCA services are internally facing which means that we rarely work directly with the public. We rely on County departments to inform us of the public's needs. We intentionally create inclusive environments through relationships with County departments. We work collaboratively in planning and development conversations to evaluate, identify, and apply equity in County operations, solutions, and sites.

## Internal Services

DCA supports its internal staff and services through initiatives, trainings, and resources that align with our equity value and the County's Workforce Equity Strategic Plan, such as:

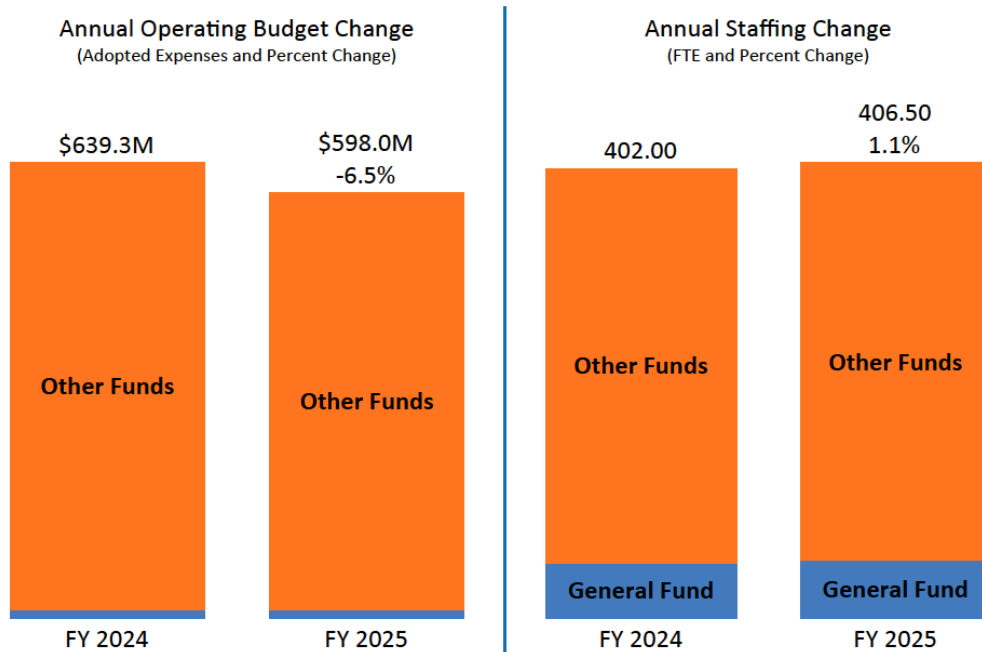
- **Career Pathways Committee** - Eliminate barriers to promotion and guide support of DCA employee's professional development. Hiring managers will be aware of inherent biases that impact the diversification of the DCA workforce.
- **College to County** - Support hiring, onboarding, and curriculum development for college students from underrepresented communities with paid summer internships in DCA.
- **DCA New Employee Orientation** - Provide comprehensive onboarding experience to support retention for all new hires that includes in-person classes and a Peer Partner Program.
- **Learning & Development Plan** - Create equity focused training and learning opportunities at all levels in the department such as the DCA Gender Inclusion Initiative launched in FY 2024.
- **Employee Engagement Survey** - Continuously assess and work to improve employee engagement and sense of belonging through monthly survey management and data analysis.
- **Equity in Budget** - Develop tools and processes to infuse our budget processes with our DCA equity value. For the FY 2025 budget process, the DCA Equity Team:
  - Developed an Equity Matrix utilized in the department's budget prioritization process.
  - Led four trainings for DCA Equity Committee members to evaluate program offers with an equity lens and serve as DCA Equity in Budget Reviewers.
  - DCA Equity in Budget Reviewers reviewed a select amount of DCA program offers using the FY 2025 DCA Equity in Budget Reviewer Toolkit. This tool was also utilized by the DCA Community Budget Advisory Committee (CBAC) to evaluate program offers with an equity lens.
- **Equity Committee** - Staff led to examine policy and lead transformative change efforts to build infrastructure to support equity and empowerment practices, policies and programs in DCA.
- **Interview Panel Committee** - Eliminate barriers and bias during the interview process through development of DCA Hiring Manager Training.

- **Restorative Support** - Advise on interpersonal conflicts and investigations related to protected class in collaboration with DCA Human Resources, Organizational Learning, and the Complaints Investigation Unit.

Equity is practiced in all of our work and through dedicated positions. We hired a new Senior Equity Analyst to support this work in 2024, and we are hiring an Evaluation Analyst in our department to help us make data informed decisions that align with our equity value. As we look to the next fiscal year, we will continue to prioritize equity in all of our work.

### Budget Overview

The FY 2025 County Assets budget is \$598.0 million, a (\$41.4) million decrease from the FY 2024 Adopted budget. It includes: \$10.3 million (2%) in the General Fund, \$188.7 million (32%) in Internal Service funds, and \$399.0 million (67%) in Capital funds. Internal Service funds include facilities, information technology, fleet, records, distribution, motor pool, and are funded by charges to all departments.



Decreases totaling (\$41.4) million include the following: Capital funds decreased as construction proceeds and funds are spent down, including (\$82.1) million for the Library Capital Bond construction (78228A-J) and (\$4.2) million for the Juvenile Detention Building Improvements (78206B). Capital funds for facilities increased \$32.8 million for new and routine Facilities projects, including \$6.3 million for the Justice Center Electrical System Upgrade (78233A/B), \$13.8 million for the Joint Office of Homeless Services Capital program (78243), \$3.0 million for the New Animal Services Facility - Design Phase (78234), \$8.7 million for the Capital Improvement (78205), and Asset Preservation funds (78206A), and \$1.0 million for the Juvenile Justice Complex Security Foyer (78244). New Information Technology projects also increased capital funds by \$5.3 million, including \$1.5 million for Public Website and Digital Service Transformation (78332A/B), \$0.3 million for Network Access Control (78337), \$2.0 million for Joint Office of Homeless Services Datamart Development (78338), \$0.5 million for County Human Services Workflow Software (78339), and \$1.0 million for Enterprise Resource Planning Historical Data Retention (78340).

Additionally, County Asset internal service funds increased \$9.1 million as the Facilities Management (78200-78210A/B) and Vehicle Replacement (78401) funds increase to support demand across all County departments.



The following table shows the new ongoing and one-time-only programs. This table, along with information on the County Assets’ reductions and reallocations, can be found in the Overview of Additions, Reductions, and Reallocations section of the Budget Director’s Message in Volume 1. In addition, the Budget Director’s Message contains a list of one-time-only programs for all departments.

### *New Ongoing and One-Time-Only Programs*

Prog. #	Program Offer Name	General Fund		
		Ongoing	OTO	FTE
<b>County Assets</b>				
78233B*	Justice Center Electrical System Upgrade - Bus Duct Replacement - Phase 2		3,812,900	
78240*	Hansen Complex Deconstruction		750,000	
78244*	Juvenile Justice Complex Security Foyer		1,000,000	
78332B*	Public Website and Digital Services Transformation		1,500,000	
78337*	Network Access Control		310,000	
78339*	DCHS Workflow Software		500,000	
78340*	Enterprise Resource Planning Historical Data Retention		<u>1,000,000</u>	
<b>County Assets Total</b>		<b>\$0</b>	<b>\$8,872,900</b>	<b>0.00</b>

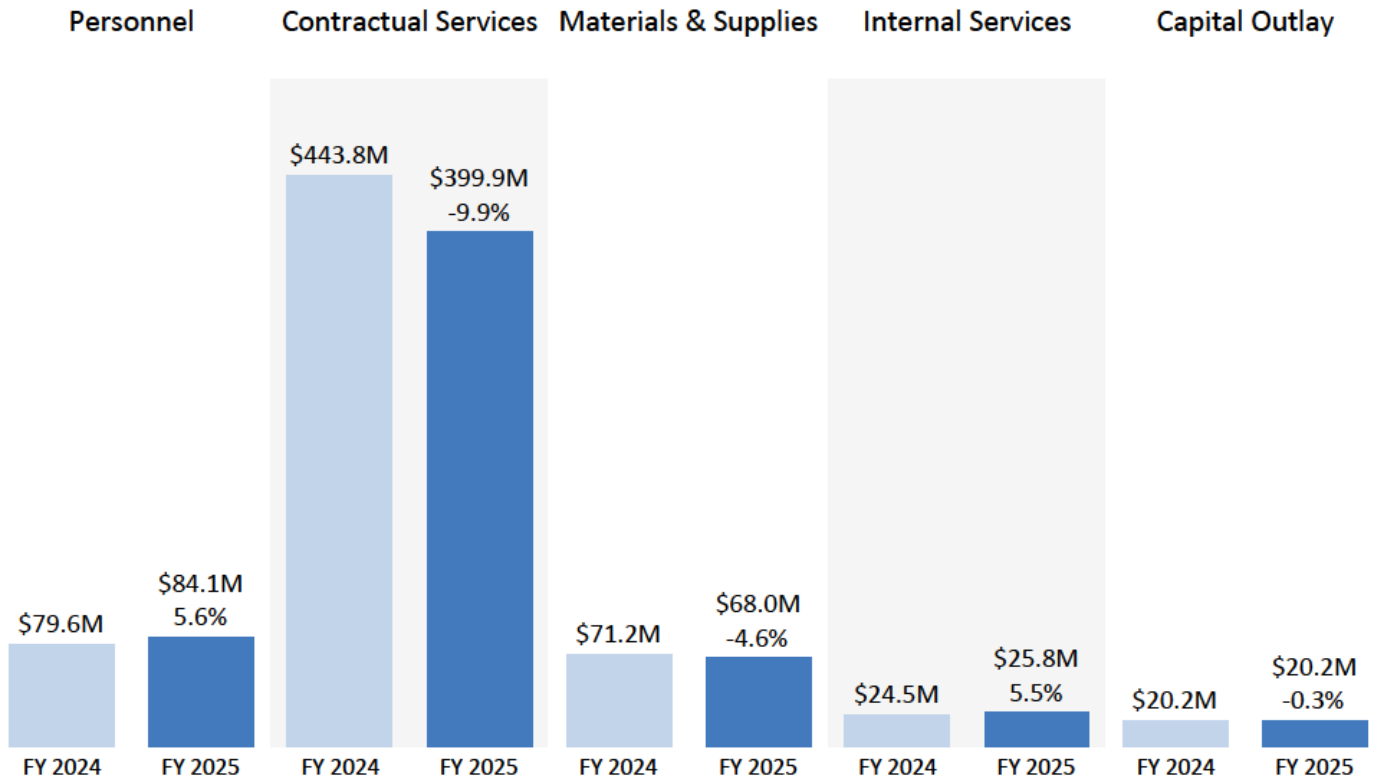
\*Funded by the General Fund and budgeted in other funds.

# County Assets

## FY 2025 Proposed Budget

The chart and table below provides a breakdown of the budget's expense categories by fiscal year. Contractual Services is the largest component of the County Assets budget. The decrease in Contractual Services from the prior year is associated with the spend down of funding for major capital projects, such as the Library Capital Bond projects (78228A-J). The Operating Budget Trends table follows the chart, with additional details.

Spending by Category  
FY 2024 Adopted vs. FY 2025 Proposed



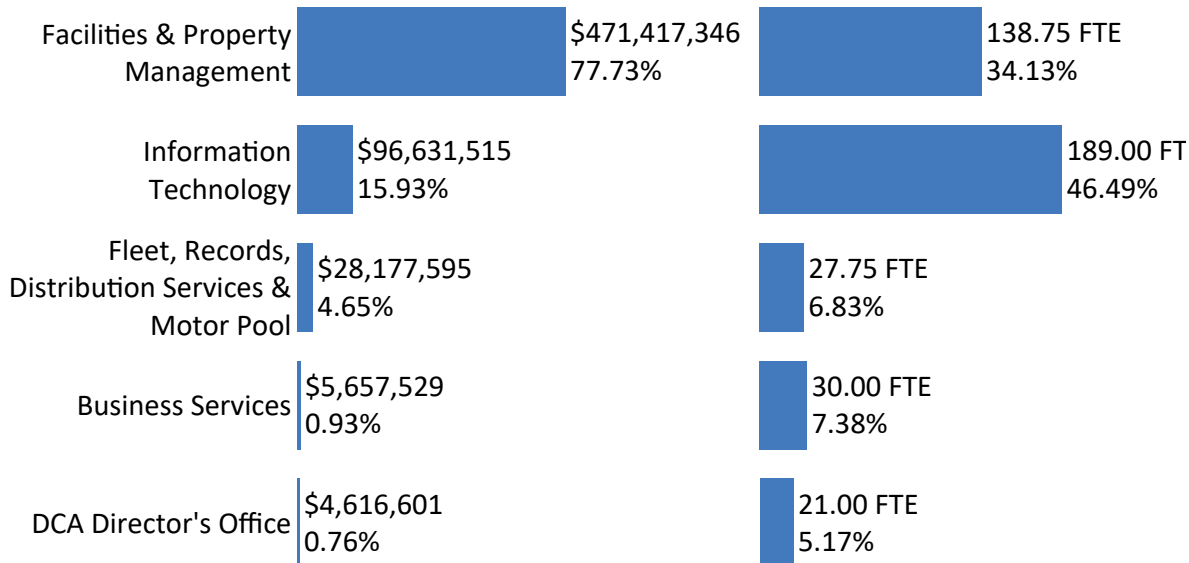
Operating Budget Trends	FY 2023	FY 2024	FY 2024	FY 2025	Difference
	Actual	Current Estimate	Adopted Budget	Proposed Budget	
Staffing FTE	396.00	402.00	402.00	406.50	4.50
Personnel Services	66,179,223	75,644,150	79,636,602	84,092,572	4,455,970
Contractual Services	103,563,724	153,073,247	443,792,693	399,936,880	(43,855,813)
Materials & Supplies	55,293,856	61,493,832	71,230,974	67,968,954	(3,262,020)
Internal Services	32,566,107	26,961,309	24,458,494	25,805,368	1,346,874
Capital Outlay	10,577,981	3,670,631	20,220,379	20,150,826	(69,553)
Debt Service	7,116,623	0	0	0	0
<b>Total Costs</b>	<b>\$275,297,515</b>	<b>\$320,843,169</b>	<b>\$639,339,142</b>	<b>\$597,954,600</b>	<b>(\$41,384,542)</b>

Does not include cash transfers, contingencies or unappropriated balances. Program offers DO contain cash transfers, contingencies, and unappropriated balances.

### Budget by Division

Division Name	General Fund	Other Funds	Total Division Cost	Total FTE
Business Services	5,657,529	0	5,657,529	30.00
Director's Office	4,616,601	0	4,616,601	21.00
Facilities & Property Management	0	471,417,346	471,417,346	138.75
Fleet, Records, Distribution Services & Motor Pool	0	28,177,595	28,177,595	27.75
Information Technology	0	96,631,515	96,631,515	189.00
<b>Total County Assets</b>	<b>\$10,274,130</b>	<b>\$596,226,456</b>	<b>\$606,500,586</b>	<b>406.50</b>

*Includes cash transfers, contingencies and unappropriated balances*



### Table of All Program Offers

The following table shows the programs by division that make up the department’s total budget. The individual programs follow, grouped by division.

Prog. #	Program Name	One-Time-Only	General Fund	Other Funds	Total Cost	FTE
<b>Business Services</b>						
78101	DCA Business Services Procurement & Contracting		3,454,292	0	3,454,292	18.50
78102	DCA Business Services Finance		1,679,870	0	1,679,870	9.00
78104	DCA Business Services Countywide Strategic Sourcing		<u>523,367</u>	<u>0</u>	<u>523,367</u>	<u>2.50</u>
<b>Total Business Services</b>			<b>\$5,657,529</b>	<b>\$0</b>	<b>\$5,657,529</b>	<b>30.00</b>
<b>DCA Director's Office</b>						
78000	DCA Director's Office		1,324,951	0	1,324,951	5.00
78001	DCA Human Resources		1,779,893	0	1,779,893	8.00
78002	DCA Budget & Planning		<u>1,511,757</u>	<u>0</u>	<u>1,511,757</u>	<u>8.00</u>
<b>Total DCA Director's Office</b>			<b>\$4,616,601</b>	<b>\$0</b>	<b>\$4,616,601</b>	<b>21.00</b>
<b>Facilities and Property Management</b>						
78200	Facilities Director's Office		0	4,786,275	4,786,275	12.75
78201	Facilities Debt Service and Capital Fee Pass Through		0	7,808,208	7,808,208	0.00
78202A	Facilities Operations and Maintenance		0	34,967,012	34,967,012	78.50
78202B	Facilities Machine Guards	X	0	200,000	200,000	0.00
78203	Facilities Client Services		0	19,343,980	19,343,980	9.00
78204	Facilities Capital Improvement Plan Operational Costs		0	2,699,277	2,699,277	12.50
78205	Facilities Capital Improvement Fund		0	33,195,332	33,195,332	0.00
78206A	Facilities Asset Preservation Fund		0	37,107,861	37,107,861	0.00
78206B	Facilities Juvenile Detention Building Improvements		0	1,807,836	1,807,836	0.00
78207	Facilities Interiors Group		0	925,612	925,612	4.00
78208	Facilities Utilities		0	7,385,778	7,385,778	0.00
78209	Facilities Lease Management		0	11,394,506	11,394,506	2.00
78210A	Facilities Strategic Planning and Projects		0	1,487,317	1,487,317	6.00
78210B	Facilities Vance Property Master Plan		0	256,000	256,000	0.00
78213	Facilities Library Construction Fund		0	10,118,171	10,118,171	0.00
78219	Behavioral Health Resource Center Capital		0	800,000	800,000	0.00
78228A	Library Capital Bond Construction		0	36,178,551	36,178,551	14.00

# County Assets

## FY 2025 Proposed Budget

Prog. #	Program Name	One-Time-Only	General Fund	Other Funds	Total Cost	FTE
78228B	Library Capital Bond Construction: Operations Center		0	5,656,023	5,656,023	0.00
78228C	Library Capital Bond Construction: Midland Library		0	6,068,263	6,068,263	0.00
78228D	Library Capital Bond Construction: Holgate Library		0	4,883,009	4,883,009	0.00
78228E	Library Capital Bond Construction: North Portland Library		0	5,532,953	5,532,953	0.00
78228F	Library Capital Bond Construction: Albina Library		0	30,018,013	30,018,013	0.00
78228G	Library Capital Bond Construction: East County Library		0	117,297,648	117,297,648	0.00
78228H	Library Capital Bond Construction: Belmont Library		0	25,303,436	25,303,436	0.00
78228I	Library Capital Bond Construction: Northwest Library		0	12,045,393	12,045,393	0.00
78228J	Library Capital Bond Construction: St. Johns Library		0	10,442,691	10,442,691	0.00
78233A	Justice Center Electrical System Upgrade - Bus Duct Replacement Phase 1		0	4,199,169	4,199,169	0.00
78233B	Justice Center Electrical System Upgrade - Bus Duct Replacement - Phase 2	X	0	6,500,000	6,500,000	0.00
78234	New Animal Services Facility - Design Phase	X	0	3,960,421	3,960,421	0.00
78235	Walnut Park Redevelopment Planning		0	65,000	65,000	0.00
78237	Rockwood Community Health Center	X	0	4,200,000	4,200,000	0.00
78240	Hansen Complex Deconstruction	X	0	750,000	750,000	0.00
78243	Joint Office of Homeless Services (JOHS) Capital Program		0	23,033,611	23,033,611	0.00
78244	Juvenile Justice Complex Security Foyer	X	0	1,000,000	1,000,000	0.00
	<b>Total Facilities &amp; Property Management</b>		<b>\$0</b>	<b>\$471,417,346</b>	<b>\$471,417,346</b>	<b>138.75</b>
<b>Fleet, Records, Distribution Services &amp; Motor Pool</b>						
78400	Fleet Services		0	7,826,459	7,826,459	12.00
78401	Fleet Vehicle Replacement		0	13,935,093	13,935,093	0.00
78402	Motor Pool		0	1,091,132	1,091,132	2.25
78403	Distribution Services		0	2,264,258	2,264,258	6.50
78404	Records Management		0	3,060,653	3,060,653	7.00
	<b>Total Fleet, Records, Distribution Services &amp; Motor Pool</b>		<b>\$0</b>	<b>\$28,177,595</b>	<b>\$28,177,595</b>	<b>27.75</b>

# County Assets

## FY 2025 Proposed Budget

Prog. #	Program Name	One-Time-Only	General Fund	Other Funds	Total Cost	FTE
<b>Information Technology</b>						
78301A	IT Innovation & Investment Projects		0	2,327,417	2,327,417	0.00
78302	IT Planning, Projects & Portfolio Management		0	2,604,368	2,604,368	10.00
78303	IT Help Desk Services		0	1,387,805	1,387,805	7.75
78304A	IT Telecommunications Services		0	3,469,864	3,469,864	6.00
78305	IT Mobile Device Expense Management		0	2,813,572	2,813,572	1.00
78306	IT Network Services		0	4,734,028	4,734,028	7.00
78307	IT Desktop Services		0	4,050,138	4,050,138	23.50
78308	IT Asset Replacement		0	8,563,248	8,563,248	0.00
78309	IT Portfolio Services: Health, Sheriff's Office, District Attorney, Enterprise		0	2,542,960	2,542,960	8.00
78310	IT Software Development and Application Integration		0	3,117,983	3,117,983	13.00
78311	IT Portfolio Services: General Government		0	2,225,059	2,225,059	9.00
78312	IT Data & Reporting Services		0	9,308,277	9,308,277	31.00
78313	IT Enterprise Resource Planning Application Services		0	4,232,217	4,232,217	7.00
78314	IT Enterprise and Web Application Services		0	6,898,559	6,898,559	16.00
78315	IT Portfolio Services: Library		0	770,279	770,279	3.00
78315B	Library Audio Visual (AV) Support Services		0	224,000	224,000	0.00
78316	IT Division Administration		0	9,748,639	9,748,639	6.00
78317	IT Data Center & Technical Services		0	7,928,374	7,928,374	24.75
78327	IT Cybersecurity and Data Compliance Services		0	2,657,465	2,657,465	6.00
78329	Financial Data Mart Phase 2	X	0	661,257	661,257	0.00
78330	CEDARS Replacement	X	0	4,185,740	4,185,740	0.00
78331	IT Portfolio Services: DCHS, DCJ, JOHS, LPSCC		0	2,414,418	2,414,418	8.00
78331B	Homeless Management Information System (HMIS) Staffing	X	0	0	0	2.00
78332A	Public Website and Digital Services Transformation Strategy	X	0	300,000	300,000	0.00
78332B	Public Website and Digital Services Transformation	X	0	1,500,000	1,500,000	0.00
78334	Health - Supplemental Datasets for Analytics and Reporting	X	0	800,000	800,000	0.00
78335	Preschool For All - Preschool Early Learning Technology	X	0	457,169	457,169	0.00

# County Assets

FY 2025 Proposed Budget

Prog. #	Program Name	One-Time-Only	General Fund	Other Funds	Total Cost	FTE
78336	Radio System Replacement	X	0	2,898,679	2,898,679	0.00
78337	Network Access Control	X	0	310,000	310,000	0.00
78338	Joint Office of Homeless Services Datamart Development	X	0	2,000,000	2,000,000	0.00
78339	DCHS Workflow Software	X	0	500,000	500,000	0.00
78340	Enterprise Resource Planning Historical Data Retention	X	0	1,000,000	1,000,000	0.00
	<b>Total Information Technology</b>		<b>\$0</b>	<b>96,631,515</b>	<b>96,631,515</b>	<b>189.00</b>
	<b>Total County Assets<sup>1</sup></b>		<b>\$10,274,130</b>	<b>\$596,226,456</b>	<b>\$606,500,586</b>	<b>406.50</b>

<sup>1</sup> Includes cash transfers, contingencies, and unappropriated balances.

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### Director’s Office

The Department of County Assets (DCA) Director’s Office provides leadership, strategic direction, assessment, and accountability in the oversight and management of County assets. This work includes oversight of Information Technology (IT), Facilities and Property Management (FPM), Fleet, Records, Distribution Services and Motor Pool, and oversight of Budget and Planning, Human Resources, Equity and Inclusion, and Business Services Team. The Director’s Office works with the Chief Operating Officer’s Office, County department leadership, and elected officials to establish priorities and guidelines for department-wide engagement in strategic countywide initiatives including, the Workforce Equity Strategic Plan (WESP) and Climate Action Plan. DCA ensures that those who serve the community have what they need to provide excellent services and envisions a thriving community built on information, spaces, and services for everyone. DCA’s goals include delivering timely and valuable services, building and maintaining relationships, building and promoting a high quality and diverse workforce that feel safe bringing their whole self to work, developing practices to streamline processes and deliver value, and promoting a culture of innovation, creative problem solving, and continuous improvement. The DCA Director’s Office provides leadership, strategic direction, operational assessment, and accountability to ensure these goals are met

The Director’s Office is responsible for leading key initiatives for the Department including:

- The effectiveness of the department’s three-year Strategic Plan
- Employee engagement plan and pulse survey
- Annual DCA All Staff event designed to foster relationships and communication
- Equity Strategy including monitoring the WESP recommendations
- County Electric Vehicle Strategy
- Think Yes program evolution

# \$4.6 million

### Director’s Office Total Proposed Budget

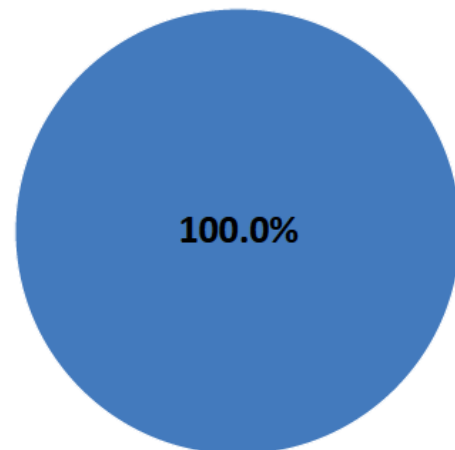
Including cash transfers, contingencies, and unappropriated balances.



## 21.00 FTE

(full time equivalent)

### \$4.6M General Fund



### Significant Division Changes

There are no significant changes in FY 2025.

### Table of Division Programs

The following table shows the programs that make up the division’s budget, including cash transfers, contingencies, and unappropriated balances. The individual programs for this division follow in numerical order.

Prog. #	Program Name	One-Time-Only	General Fund	Other Funds	Total Cost	FTE
<b>DCA Director's Office</b>						
78000	DCA Director's Office		1,324,951	0	1,324,951	5.00
78001	DCA Human Resources		1,779,893	0	1,779,893	8.00
78002	DCA Budget & Planning		<u>1,511,757</u>	<u>0</u>	<u>1,511,757</u>	<u>8.00</u>
<b>Total DCA Director's Office</b>			<b>\$4,616,601</b>	<b>\$0</b>	<b>\$4,616,601</b>	<b>21.00</b>



Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2024	2024	2025	2025
Personnel	\$1,103,195	\$0	\$1,163,884	\$0
Contractual Services	\$4,454	\$0	\$10,581	\$0
Materials & Supplies	\$52,272	\$0	\$40,115	\$0
Internal Services	\$52,258	\$0	\$110,371	\$0
<b>Total GF/non-GF</b>	<b>\$1,212,179</b>	<b>\$0</b>	<b>\$1,324,951</b>	<b>\$0</b>
<b>Program Total:</b>	<b>\$1,212,179</b>		<b>\$1,324,951</b>	
<b>Program FTE</b>	5.00	0.00	5.00	0.00

Program Revenues				
Other / Miscellaneous	\$1,212,179	\$0	\$1,310,285	\$0
<b>Total Revenue</b>	<b>\$1,212,179</b>	<b>\$0</b>	<b>\$1,310,285</b>	<b>\$0</b>

Explanation of Revenues

Cost of the Director's Office are allocated proportionately among the County's internal services. Internal service charges recover the costs associated with supporting Facilities and Property Management, Information Technology, Fleet and Distribution funds.

Significant Program Changes

Last Year this program was: FY 2024: 78000A DCA Director's Office

One FTE (Evaluation Analyst) added from scaled program offer 78000B-24.



## 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 (HIPAA), and other employment-related matters. Multnomah County Home Rule Charter including any Executive Orders, Administrative and Personnel Rules that are adopted. Three labor agreements necessitate contract compliance regarding wages, hours, working conditions and other employment-related matters.

## Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	<b>2024</b>	<b>2024</b>	<b>2025</b>	<b>2025</b>
Personnel	\$1,547,385	\$0	\$1,603,791	\$0
Contractual Services	\$15,000	\$0	\$16,050	\$0
Materials & Supplies	\$9,952	\$0	\$10,649	\$0
Internal Services	\$120,131	\$0	\$149,403	\$0
<b>Total GF/non-GF</b>	<b>\$1,692,468</b>	<b>\$0</b>	<b>\$1,779,893</b>	<b>\$0</b>
<b>Program Total:</b>	<b>\$1,692,468</b>		<b>\$1,779,893</b>	
<b>Program FTE</b>	8.00	0.00	8.00	0.00

<b>Program Revenues</b>				
Other / Miscellaneous	\$1,682,524	\$0	\$1,785,063	\$0
<b>Total Revenue</b>	<b>\$1,682,524</b>	<b>\$0</b>	<b>\$1,785,063</b>	<b>\$0</b>

## Explanation of Revenues

Cost of the HR team is allocated proportionately among users. Internal service charges cover the costs associated with support of the Facilities, Information Technology, Fleet, and Distribution Funds.

## Significant Program Changes

Last Year this program was: FY 2024: 78001 DCA Human Resources



## 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

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2024	2024	2025	2025
Personnel	\$1,364,729	\$182,058	\$1,392,474	\$0
Materials & Supplies	\$37,215	\$0	\$24,341	\$0
Internal Services	\$85,802	\$0	\$94,942	\$0
<b>Total GF/non-GF</b>	<b>\$1,487,746</b>	<b>\$182,058</b>	<b>\$1,511,757</b>	<b>\$0</b>
<b>Program Total:</b>	<b>\$1,669,804</b>		<b>\$1,511,757</b>	
<b>Program FTE</b>	7.00	1.00	8.00	0.00

Program Revenues				
Other / Miscellaneous	\$1,487,746	\$0	\$1,509,623	\$0
<b>Total Revenue</b>	<b>\$1,487,746</b>	<b>\$0</b>	<b>\$1,509,623</b>	<b>\$0</b>

## Explanation of Revenues

Costs are allocated and recovered 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 2024: 78002 DCA Budget & Planning](#)

One position in support of the Library Bond was budgeted in program 78228A in FY 2024. This position's costs are still in that program offer's budget for FY 2025, but the FTE resides in this program offer.



### Business Services

The Business Services Division within the Department of County Assets provides the business and finance expertise to support DCA. Business Services serves as trusted stewards of public dollars and, as such, provides core accounting functions and ensures internal controls and compliance with accounting (GAAP, GASB, and GFOA) and contracting policies, standards, requirements, and best practices.

The Division provides strategic leadership to DCA and the Non-Departmental Offices and Elected Officials in these three functional areas:

1. Procurement and Contracting provides solicitation and contract development, negotiation, risk assessment, risk management, vendor management, and contract administration in the areas of commercial services, construction, repair/maintenance, leases, software acquisition, and architecture and engineering across County operations.
2. Finance supports DCA and Non-Departmental offices with administrative services that include capital project accounting and administration, accounts receivable, accounts payable, grant accounting, travel coordination and reconciliation, procurement card management services, and general accounting support.
3. Strategic Sourcing focuses on the selection and sourcing of goods and services applicable to all departments across the County.

DCA Business Services teams participate in Countywide strategic committees such as the Financial Management Forum, Procurement Committees, and Finance Users Groups.

# \$5.7 million

## Business Services

Total Proposed Budget

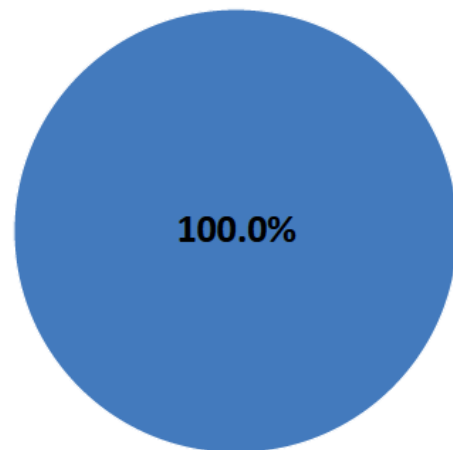
Including cash transfers, contingencies, and unappropriated balances.



## 30.00 FTE

(full time equivalent)

\$5.7M  
General Fund



### Significant Division Changes

There are no significant changes in FY 2025.

### Table of Division Programs

The following table shows the programs that make up the division’s budget, including cash transfers, contingencies, and unappropriated balances. The individual programs for this division follow in numerical order.

Prog. #	Program Name	One-Time-Only	General Fund	Other Funds	Total Cost	FTE
<b>Business Services</b>						
78101	DCA Business Services Procurement & Contracting		3,454,292	0	3,454,292	18.50
78102	DCA Business Services Finance		1,679,870	0	1,679,870	9.00
78104	DCA Business Services Countywide Strategic Sourcing		<u>523,367</u>	<u>0</u>	<u>523,367</u>	<u>2.50</u>
<b>Total Business Services</b>			<b>\$5,657,529</b>	<b>\$0</b>	<b>\$5,657,529</b>	<b>30.00</b>



## 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.

## Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2024	2024	2025	2025
Personnel	\$3,069,383	\$223,089	\$3,165,556	\$0
Contractual Services	\$1,748	\$0	\$0	\$0
Materials & Supplies	\$43,766	\$0	\$11,826	\$0
Internal Services	\$309,699	\$0	\$276,910	\$0
<b>Total GF/non-GF</b>	<b>\$3,424,596</b>	<b>\$223,089</b>	<b>\$3,454,292</b>	<b>\$0</b>
<b>Program Total:</b>	<b>\$3,647,685</b>		<b>\$3,454,292</b>	
<b>Program FTE</b>	17.50	1.00	18.50	0.00

Program Revenues				
Other / Miscellaneous	\$2,989,604	\$0	\$3,008,547	\$0
<b>Total Revenue</b>	<b>\$2,989,604</b>	<b>\$0</b>	<b>\$3,008,547</b>	<b>\$0</b>

## Explanation of Revenues

Costs are allocated proportionately among users: Departments of County Assets, County Management, and Non-Departmental programs. The General Fund supports charges apportioned to DCM. Internal service charges recover the costs associated with support of DCA divisions (Facilities, Information Technology, Fleet, and Distribution Funds), and reimburse the General Fund for these services.

## Significant Program Changes

**Last Year this program was:** FY 2024: 78101 DCA Business Services Procurement & Contracting

One position in support of the Library Bond was budgeted in program 78228A in FY 2024. This position's costs are still in that program offer's budget for FY 2025, but the FTE resides in this program offer.



Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2024	2024	2025	2025
Personnel	\$1,443,350	\$0	\$1,511,271	\$0
Materials & Supplies	\$45,968	\$0	\$13,372	\$0
Internal Services	\$150,810	\$0	\$155,227	\$0
<b>Total GF/non-GF</b>	<b>\$1,640,128</b>	<b>\$0</b>	<b>\$1,679,870</b>	<b>\$0</b>
<b>Program Total:</b>	<b>\$1,640,128</b>		<b>\$1,679,870</b>	
<b>Program FTE</b>	9.00	0.00	9.00	0.00

Program Revenues				
Other / Miscellaneous	\$1,261,524	\$0	\$1,230,732	\$0
<b>Total Revenue</b>	<b>\$1,261,524</b>	<b>\$0</b>	<b>\$1,230,732</b>	<b>\$0</b>

Explanation of Revenues

Costs are allocated proportionately among users: County 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 2024: 78102 DCA Business Services Finance

**Department:** County Assets **Program Contact:** Heidi Leibbrandt  
**Program Offer Type:** Administration **Program Offer Stage:** Proposed

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

**Executive Summary**

The Strategic Sourcing team is one of three service teams in the Department of County Assets' (DCA) Business Services Division. The team facilitates the consolidation of the County's purchasing power to find the best possible values in the marketplace, while adhering to County values. The seven step Strategic Sourcing practice is anchored in the identification of requirements and risks to the County, as well as adherence to County values and compliance with governing laws. The Seven Steps of Strategic Sourcing also includes a robust analysis of equity, economic, and environmental impacts and considerations.

**Program Description**

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

Strategic Sourcing initiatives primarily support the acquisition of goods and services purchased countywide. Support also includes collaboration with departmental partners in the review of administrative procedures and the implementation of best practices, as necessary, in support of strategic sourcing initiatives. The Strategic Sourcing team chairs the County's Strategic Sourcing Council, which identifies and prioritizes initiatives based upon risk, value, and impact across the County.

Based upon experiences with emergency responses to fires; the pandemic; and sheltering requirements; in addition to a greater focus on diversity, equity, and inclusion, the focus of Strategic Sourcing and the associated performance measures are evolving to better align with the County's direction and strategies to respond to events encountered and values held by the County.

This program reports to the departmental Business Services/Deputy Director.

**Performance Measures**

Measure Type	Performance Measure	FY23 Actual	FY24 Budgeted	FY24 Estimate	FY25 Target
Output	Percentage of strategic sourcing contracts reviewed and amended for emergency operations priority.	50%	60%	90%	100%
Outcome	Dollars spent under managed contracts as a percentage of non-personnel dollars in the County.	1.59%	1.65%	1.65%	1.65%

**Performance Measures Descriptions**

PM#1 - Improves the County's ability to obtain goods and services in an emergency  
 PM#2 - The total amount spent under Strategic Sourcing Initiatives/Contracts as a percentage of the total amount of Nonpersonal services (i.e., excluding Health and Human Services) spent across the County. Increasing percentage demonstrates value for the County.

## Legal / Contractual Obligation

Oregon Revised Statutes (ORS) 279A, 279B, and 279C establish requirements affecting the County's procurement and contracting practices.

## Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2024	2024	2025	2025
Personnel	\$466,936	\$0	\$473,355	\$0
Materials & Supplies	\$4,668	\$0	\$2,626	\$0
Internal Services	\$42,064	\$0	\$47,386	\$0
<b>Total GF/non-GF</b>	<b>\$513,668</b>	<b>\$0</b>	<b>\$523,367</b>	<b>\$0</b>
<b>Program Total:</b>	<b>\$513,668</b>		<b>\$523,367</b>	
<b>Program FTE</b>	2.50	0.00	2.50	0.00

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

## Explanation of Revenues

Program is funded with General Fund.

## Significant Program Changes

Last Year this program was: FY 2024: 78104 DCA Business Services Countywide Strategic Sourcing



### Facilities and Property Management

The Facilities and Property Management Division (FPM) manages or coordinates work at over 165 buildings and over three million gross square feet of owned and leased space. FPM’s mission is to proactively plan, operate, manage and renovate County properties in a safe, accessible, effective, and efficient manner. FPM strives to provide innovative, sustainable, and affordable solutions for the delivery of effective County public services.

While buildings are FPM’s business, people are its purpose. In addition to serving clients’ specific needs, FPM has a broader vision of supporting thriving communities and promoting stewardship of taxpayers’ assets. FPM strives to limit the County’s environmental impact through energy efficiency projects, recycling, sustainable procurement processes and Green Building construction practices. FPM supports local businesses, diversity and equity by contracting with historically disadvantaged firms and Oregon Forward vendors for services.

In FY 2025, FPM will continue to support all departments and programs in the County. FPM will adapt to the continued growth and innovation of the Joint Office of Homeless Services and Office of Emergency Management in their efforts to provide solutions for the houseless community across our County. Many staff will focus on the Library Capital Bond Program’s projects ensuring that the construction and renovation work is managed well. Planning, leasing, design and construction work will continue in support of programs right-sizing their space. FPM will continue efforts to support the County’s diversity, equity and inclusion goals by ensuring our buildings are welcoming, safe and accessible for all County staff and residents.

**\$471.4 million**

**Facilities and Property Management**

Total Proposed Budget

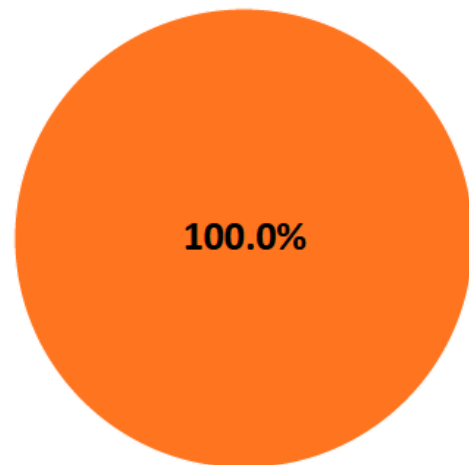
Including cash transfers, contingencies, and unappropriated balances.



**138.75 FTE**

(full time equivalent)

\$471.4M  
Other Funds



### Significant Division Changes

The FY 2025 FPM budget is continuing to build upon strategic investments within the community and DCA’s commitment to ensure that those who serve the community have what they need to provide excellent services.

One-time-only (OTO) funds will be used for significant upgrades and remodeling of the Rockwood Health Center (78237). The Justice Center Electrical System Upgrade - Bus Duct Replacement (78233B) project will receive OTO funds and the City of Portland will reimburse the County for 41% of the project costs. The Hansen Complex Deconstruction (78240) will fund the deconstruction and remediation of six building structures commonly referred to as the Hansen Complex, located on the corner of NE Glisan Street and NE 122nd Avenue. The Juvenile Justice Complex (JJC) Security Foyer (78244) will reconfigure the JJC foyer and install new security features to create a safer, more functional environment.

The Library Capital Bond Construction Program (78228A-J), in partnership with the Library District, continues to deliver on bond funded projects. Bond premium reserve Unappropriated & Contingency funds are fully appropriated in FY 2025 as more projects complete construction and open to the public. \$6.5 million is transferred to projects within the scaled offer with the remaining \$13.9 million held in reserve. The Operations Center (78228B) is fully operational and is transferring \$2.5 million in surplus contingency to The East County Library project (78228G) and \$750,000 to the St. Johns Library project (78228J). The East County Library project will see significant progress in FY 2025. In addition to the surplus contingency funds from the Operations Center, the project will receive \$750,000 in bond interest earnings and roughly \$6.4 million in additional funding from sources outside of the bond.

In alignment with best practice, the County established a dedicated capital fund to manage JOHS capital projects through completion, the Joint Office of Homelessness Services (JOHS) Capital Program (78243) . The new fund provides greater financial reporting transparency, reflects where the projects are being managed, and helps the County manage the asset capitalization process. Arbor Lodge, North Portland Day Center, Cook Plaza, Montavilla, and Willamette Shelter projects are housed in this fund and program offer. In addition, \$18.5 million of General Funds are being transferred to the fund.

### Table of Division Programs

The following table shows the programs that make up the division’s budget, including cash transfers, contingencies, and unappropriated balances. The individual programs for this division follow in numerical order.

Prog. #	Program Name	One-Time-Only	General Fund	Other Funds	Total Cost	FTE
<b>Facilities &amp; Property Management</b>						
78200	Facilities Director's Office		0	4,786,275	4,786,275	12.75
78201	Facilities Debt Service and Capital Fee Pass Through		0	7,808,208	7,808,208	0.00
78202A	Facilities Operations and Maintenance		0	34,967,012	34,967,012	78.50

# County Assets

## FY 2025 Proposed Budget

Prog. #	Program Name	One-Time-Only	General Fund	Other Funds	Total Cost	FTE
78202B	Facilities Machine Guards	X	0	200,000	200,000	0.00
78203	Facilities Client Services		0	19,343,980	19,343,980	9.00
78204	Facilities Capital Improvement Plan Operational Costs		0	2,699,277	2,699,277	12.50
78205	Facilities Capital Improvement Fund		0	33,195,332	33,195,332	0.00
78206A	Facilities Asset Preservation Fund		0	37,107,861	37,107,861	0.00
78206B	Facilities Juvenile Detention Building Improvements		0	1,807,836	1,807,836	0.00
78207	Facilities Interiors Group		0	925,612	925,612	4.00
78208	Facilities Utilities		0	7,385,778	7,385,778	0.00
78209	Facilities Lease Management		0	11,394,506	11,394,506	2.00
78210A	Facilities Strategic Planning and Projects		0	1,487,317	1,487,317	6.00
78210B	Facilities Vance Property Master Plan		0	256,000	256,000	0.00
78213	Facilities Library Construction Fund		0	10,118,171	10,118,171	0.00
78219	Behavioral Health Resource Center Capital		0	800,000	800,000	0.00
78228A	Library Capital Bond Construction		0	36,178,551	36,178,551	14.00
78228B	Library Capital Bond Construction: Operations Center		0	5,656,023	5,656,023	0.00
78228C	Library Capital Bond Construction: Midland Library		0	6,068,263	6,068,263	0.00
78228D	Library Capital Bond Construction: Holgate Library		0	4,883,009	4,883,009	0.00
78228E	Library Capital Bond Construction: North Portland Library		0	5,532,953	5,532,953	0.00
78228F	Library Capital Bond Construction: Albina Library		0	30,018,013	30,018,013	0.00
78228G	Library Capital Bond Construction: East County Library		0	117,297,648	117,297,648	0.00
78228H	Library Capital Bond Construction: Belmont Library		0	25,303,436	25,303,436	0.00
78228I	Library Capital Bond Construction: Northwest Library		0	12,045,393	12,045,393	0.00
78228J	Library Capital Bond Construction: St. Johns Library		0	10,442,691	10,442,691	0.00
78233A	Justice Center Electrical System Upgrade - Bus Duct Replacement Phase 1		0	4,199,169	4,199,169	0.00

# County Assets

## FY 2025 Proposed Budget

Prog. #	Program Name	One-Time-Only	General Fund	Other Funds	Total Cost	FTE
78233B	Justice Center Electrical System Upgrade - Bus Duct Replacement - Phase 2	X	0	6,500,000	6,500,000	0.00
78234	New Animal Services Facility - Design Phase	X	0	3,960,421	3,960,421	0.00
78235	Walnut Park Redevelopment Planning		0	65,000	65,000	0.00
78237	Rockwood Community Health Center	X	0	4,200,000	4,200,000	0.00
78240	Hansen Complex Deconstruction	X	0	750,000	750,000	0.00
78243	Joint Office of Homeless Services (JOHS) Capital Program		0	23,033,611	23,033,611	0.00
78244	Juvenile Justice Complex Security Foyer	X	0	1,000,000	1,000,000	0.00
	<b>Total Facilities &amp; Property Management</b>		<b>\$0</b>	<b>\$471,417,346</b>	<b>\$471,417,346</b>	<b>138.75</b>

**Department:** County Assets

**Program Contact:** Dan Zalkow

**Program Offer Type:** Administration

**Program Offer Stage:** Proposed

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

The Director's Office provides leadership to connect, elevate, and be of service to the Division's work units: client & support services, operations & maintenance, and project management teams. FPM administration ensures that work to design, construct, renovate, operate, maintain, acquire, and lease facilities is done with high quality, excellent service and equitable outcomes at the forefront of all decisions. As stewards of taxpayer's dollars, making good financial decisions is a high priority for the administrative team while prioritizing the environmental and social impact of decisions. Funding decisions for the division are made in collaboration with Department leadership by using the DCA Equity Matrix Budget Tool, responding to customer needs from the bi-annual Think Yes Customer Service Survey, and in alignment with our County values.

**Program Description**

FPM Administration provides oversight and guidance on the acquisition, operation, and maintenance of County-owned and County-leased properties. The team also oversees planning, design and construction projects. They make thoughtful decisions to ensure that buildings are in good condition and are welcoming to all occupants and visitors. They ensure that design and construction projects are implemented and delivered with high quality, effective management and a collaborative approach.

The team leverages the County's Workforce Equity Strategic Plan and DCA's Strategic Plan to guide its efforts to create a work environment where everyone feels that they belong. Teams are supported to work respectfully and professionally with all County departments and programs. They use DCA's core values of stewardship, equity, collaboration, innovation, and integrity when making recommendations on real estate and facilities issues. The division's technology and systems analytics teams centralize and maintain all critical building information, coordinate technology systems, administer division-wide process improvement projects, and provide data and metrics so managers can measure success and see how the work they do matters.

**Performance Measures**

Measure Type	Performance Measure	FY23 Actual	FY24 Budgeted	FY24 Estimate	FY25 Target
Output	Average employee engagement score increase over previous year	22	30	24	30
Outcome	Number of active corrective tasks division-wide	4,983	3,000	3,400	3,000

**Performance Measures Descriptions**

PM #1 - Average employee engagement score compared to the previous year. Increasing score indicates improvement.

PM #2 - Number of active corrective tasks Division-wide. Declining numbers indicate improvement.

Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	<b>2024</b>	<b>2024</b>	<b>2025</b>	<b>2025</b>
Personnel	\$0	\$2,299,763	\$0	\$2,459,522
Contractual Services	\$0	\$12,162	\$0	\$13,013
Materials & Supplies	\$0	\$166,023	\$0	\$170,553
Internal Services	\$0	\$2,204,001	\$0	\$2,143,187
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$4,681,949</b>	<b>\$0</b>	<b>\$4,786,275</b>
<b>Program Total:</b>	<b>\$4,681,949</b>		<b>\$4,786,275</b>	
<b>Program FTE</b>	0.00	12.75	0.00	12.75

<b>Program Revenues</b>				
Other / Miscellaneous	\$0	\$0	\$0	\$4,786,275
<b>Total Revenue</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,786,275</b>

Explanation of Revenues

This program offer is funded by internal service revenues. Building Data Management Center (BDMC) cost center \$890,132 and Administration cost center \$3,896,143.

Significant Program Changes

Last Year this program was: FY 2024: 78200 Facilities Director's Office

Starting in FY 2025, Facilities is balancing revenues and expenses for each program offer to allow for enhanced transparency of internal service cost recovery. Last year the internal service revenue was located in program offer 78202A Facilities Operations and Maintenance.



## 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

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2024	2024	2025	2025
Internal Services	\$0	\$5,974,731	\$0	\$7,580,481
Cash Transfers	\$0	\$310,548	\$0	\$227,727
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$6,285,279</b>	<b>\$0</b>	<b>\$7,808,208</b>
<b>Program Total:</b>	<b>\$6,285,279</b>		<b>\$7,808,208</b>	
<b>Program FTE</b>	0.00	0.00	0.00	0.00

Program Revenues				
Other / Miscellaneous	\$0	\$6,253,200	\$0	\$7,808,208
<b>Total Revenue</b>	<b>\$0</b>	<b>\$6,253,200</b>	<b>\$0</b>	<b>\$7,808,208</b>

## Explanation of Revenues

This programs pass-through revenues are collected via internal services from County departments. The amount is annualized and recovered monthly. Methodology is a calculation of current debt owed on specific buildings by square footage occupied.

## Significant Program Changes

Last Year this program was: FY 2024: 78201 Facilities Debt Service and Capital Fee Pass Through



**Department:** County Assets **Program Contact:** Michael Smith

**Program Offer Type:** Internal Service **Program Offer Stage:** Proposed

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

The Facilities' Operations and Maintenance (O&M) Program encompasses the operation, maintenance, and repair of County properties and buildings, including mechanical, electrical and structural systems. The goal is to provide well maintained, sustainable and safe facilities, ensuring all regulatory codes and mandates are met, in order to meet the needs of all people who reside, work in or visit County facilities. Decisions are made using an equity lens to improve the quality of the County's building portfolio, extend the life of buildings, reduce the environmental footprint, and improve the safety and health of all County facilities.

**Program Description**

The O&M Program consists of multiple trade groups who cover the 24/7 year round activities necessary to effectively maintain the County's diverse facility portfolio. Staff complete two types of maintenance activities: proactive and reactive. Examples of proactive activities include changing filters on HVAC units, generator tests, roof inspections, fire/life system testing, and video and building systems maintenance. These activities reduce the need for capital improvements, reduce the number of unscheduled shutdowns, and extend the life of equipment. Reactive work activities including making small repairs and addressing more significant issues such as a failed boilers, air handlers, power distribution systems, electronic systems, plumbing systems, building security, access, or other building structure or system components. The O&M teams also assist in identifying and prioritizing short term and long term capital projects.

The O&M team is a diverse workforce. They apply the lens of equity and inclusion to build collaborative teams, incorporate continuous review and improvement of policies, procedures, and our department's internal "Think Yes" customer service problem-solving methodology.

The O&M program goals are to properly and safely operate and maintain facilities, conserve energy and resources through the optimization of more efficient equipment and systems, provide welcoming, safe, and functional facilities to effectively serve County stakeholders and all populations that the County serves. Work prioritization is made based on safety, equity, staff availability and operational needs. Impacts to reducing services could result in the reduction of available County services to provide proactive work and could reduce response times for reactive work. The program aligns with County department and stakeholder values to provide facilities that serve all populations served by County departments at all times, including during severe weather and disaster events, while applying a "Think Yes" approach.

**Performance Measures**

Measure Type	Performance Measure	FY23 Actual	FY24 Budgeted	FY24 Estimate	FY25 Target
Output	Percentage of preventive maintenance work order costs out of total maintenance work order costs	35%	45%	42%	45%
Outcome	Percentage of customer satisfaction surveys with a result of "very satisfied"	81%	85%	85%	90%

**Performance Measures Descriptions**

PM #1 - Demonstrates the level of effort on proactive monitoring and maintenance of building systems. Focus on preventive maintenance maximizes life cycle and reduces cost of breakdown repair which demonstrates stewardship.

PM #2 - Demonstrates commitment to our Think Yes customer service principles.

Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	<b>2024</b>	<b>2024</b>	<b>2025</b>	<b>2025</b>
Personnel	\$0	\$12,763,922	\$0	\$13,537,954
Contractual Services	\$0	\$525,410	\$0	\$467,386
Materials & Supplies	\$0	\$13,822,609	\$0	\$15,139,755
Internal Services	\$0	\$2,370,651	\$0	\$2,379,702
Cash Transfers	\$0	\$0	\$0	\$105,382
Unappropriated & Contingency	\$0	\$0	\$0	\$3,336,833
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$29,482,592</b>	<b>\$0</b>	<b>\$34,967,012</b>
<b>Program Total:</b>	<b>\$29,482,592</b>		<b>\$34,967,012</b>	
<b>Program FTE</b>	0.00	78.50	0.00	78.50

<b>Program Revenues</b>				
Other / Miscellaneous	\$0	\$42,623,693	\$0	\$30,541,785
Beginning Working Capital	\$0	\$496,399	\$0	\$3,692,215
Service Charges	\$0	\$391,828	\$0	\$733,012
<b>Total Revenue</b>	<b>\$0</b>	<b>\$43,511,920</b>	<b>\$0</b>	<b>\$34,967,012</b>

Explanation of Revenues

This program offer is funded by internal service revenues from County departments. Revenues are calculated by space type and total occupied square footage.

Significant Program Changes

**Last Year this program was:** FY 2024: 78202A Facilities Operations and Maintenance

Starting in FY 2025, Facilities is balancing revenues and expenses for each program offer to allow for enhanced transparency of internal service cost recovery. As a result, Operations and Maintenance revenue is now forecasted in the corresponding program offer.



## Legal / Contractual Obligation

OHSA Requirement 1910.212(a)(2) General requirements for machine guards.

## Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	<b>2024</b>	<b>2024</b>	<b>2025</b>	<b>2025</b>
Materials & Supplies	\$0	\$445,000	\$0	\$200,000
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$445,000</b>	<b>\$0</b>	<b>\$200,000</b>
<b>Program Total:</b>	<b>\$445,000</b>		<b>\$200,000</b>	
<b>Program FTE</b>	0.00	0.00	0.00	0.00

<b>Program Revenues</b>				
Financing Sources	\$0	\$445,000	\$0	\$0
Beginning Working Capital	\$0	\$0	\$0	\$200,000
<b>Total Revenue</b>	<b>\$0</b>	<b>\$445,000</b>	<b>\$0</b>	<b>\$200,000</b>

## Explanation of Revenues

This funding originated as a one-time-only General Fund cash transfer to fund 3505 Facilities Management Fund.

## Significant Program Changes

Last Year this program was: FY 2024: 78202B Facilities Machine Guards



## Legal / Contractual Obligation

The Facilities Division contracts with Oregon Forward Firms to provide janitorial and landscaping services.

## Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2024	2024	2025	2025
Personnel	\$0	\$1,630,993	\$0	\$1,667,409
Contractual Services	\$0	\$14,388,334	\$0	\$16,601,090
Materials & Supplies	\$0	\$803,178	\$0	\$665,206
Internal Services	\$0	\$415,069	\$0	\$410,275
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$17,237,574</b>	<b>\$0</b>	<b>\$19,343,980</b>
<b>Program Total:</b>	<b>\$17,237,574</b>		<b>\$19,343,980</b>	
<b>Program FTE</b>	0.00	9.00	0.00	9.00

Program Revenues				
Other / Miscellaneous	\$0	\$7,988,055	\$0	\$19,277,832
Service Charges	\$0	\$246,607	\$0	\$66,148
<b>Total Revenue</b>	<b>\$0</b>	<b>\$8,234,662</b>	<b>\$0</b>	<b>\$19,343,980</b>

## Explanation of Revenues

This program offer is funded by internal service revenues from County departments. Revenues are calculated by space type and total occupied square footage.

## Significant Program Changes

**Last Year this program was:** FY 2024: 78203 Facilities Client Services

Starting in FY 2025, Facilities is balancing revenues and expenses for each program offer to allow for enhanced transparency of internal service cost recovery. Last year the internal service revenue was located in program offer 78202A Facilities Operations and Maintenance.



## Legal / Contractual Obligation

There are a number of projects carrying over into FY 2025 that have contractual obligations to vendors and/or service providers.

## Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2024	2024	2025	2025
Personnel	\$0	\$1,145,904	\$0	\$1,294,387
Materials & Supplies	\$0	\$123,541	\$0	\$122,300
Internal Services	\$0	\$1,348,425	\$0	\$1,282,590
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$2,617,870</b>	<b>\$0</b>	<b>\$2,699,277</b>
<b>Program Total:</b>	<b>\$2,617,870</b>		<b>\$2,699,277</b>	
<b>Program FTE</b>	0.00	12.30	0.00	12.50

Program Revenues				
Other / Miscellaneous	\$0	\$1,811,227	\$0	\$1,783,016
<b>Total Revenue</b>	<b>\$0</b>	<b>\$1,811,227</b>	<b>\$0</b>	<b>\$1,783,016</b>

## Explanation of Revenues

This program is funded by internal service revenues from County departments and project overhead charges at 87% burden rate.

## Significant Program Changes

**Last Year this program was:** FY 2024: 78204 Facilities Capital Operation Costs

FTE changes are reflection of reallocation of resources within Facilities and Property Management (FPM).





## Legal / Contractual Obligation

There are a number of projects carrying over into FY 2025 that have contractual obligations to vendors and/or service providers.

## Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2024	2024	2025	2025
Contractual Services	\$0	\$25,496,107	\$0	\$32,638,446
Capital Outlay	\$0	\$535,219	\$0	\$556,886
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$26,031,326</b>	<b>\$0</b>	<b>\$33,195,332</b>
<b>Program Total:</b>	<b>\$26,031,326</b>		<b>\$33,195,332</b>	
<b>Program FTE</b>	0.00	0.00	0.00	0.00

Program Revenues				
Other / Miscellaneous	\$0	\$12,392,895	\$0	\$13,648,825
Financing Sources	\$0	\$161,929	\$0	\$153,965
Interest	\$0	\$150,000	\$0	\$300,000
Beginning Working Capital	\$0	\$13,169,945	\$0	\$18,685,492
Service Charges	\$0	\$156,557	\$0	\$407,050
<b>Total Revenue</b>	<b>\$0</b>	<b>\$26,031,326</b>	<b>\$0</b>	<b>\$33,195,332</b>

## Explanation of Revenues

This revenue is collected for the preservation of County tier 2 and tier 3 buildings.

Internal service revenue carryover \$18.1 million from project carryover; \$0.6 million from asset replacement program offer IGA City of Portland share of Justice Center Projects \$0.4 million

Internal service revenue from County departments, calculated at \$8.02 per square foot and applied to building occupants: \$5.6 million

Cash transfer revenue from external clients \$0.2 million

Other revenue \$8.0 million from client funded projects

Interest income \$0.3 million

## Significant Program Changes

**Last Year this program was:** FY 2024: 78205 Facilities Capital Improvement Program

This program receives cash transfers from clients for new capital projects and any remaining project fund balance will be carried over to FY 2025 to be used for the same projects.



## Legal / Contractual Obligation

There are a number of projects carrying over into FY 2025 that have contractual obligations to vendors and/or service providers.

## Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2024	2024	2025	2025
Personnel	\$0	\$927,175	\$0	\$1,053,174
Contractual Services	\$0	\$34,084,699	\$0	\$36,054,687
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$35,011,874</b>	<b>\$0</b>	<b>\$37,107,861</b>
<b>Program Total:</b>	<b>\$35,011,874</b>		<b>\$37,107,861</b>	
<b>Program FTE</b>	0.00	0.00	0.00	0.00

Program Revenues				
Other / Miscellaneous	\$0	\$7,087,762	\$0	\$9,154,071
Financing Sources	\$0	\$148,619	\$0	\$73,762
Interest	\$0	\$200,000	\$0	\$600,000
Beginning Working Capital	\$0	\$28,382,018	\$0	\$28,196,100
Service Charges	\$0	\$118	\$0	\$189
<b>Total Revenue</b>	<b>\$0</b>	<b>\$35,818,517</b>	<b>\$0</b>	<b>\$38,024,122</b>

## Explanation of Revenues

Carryover of internal service revenue calculated per square foot and applied to building occupants. \$28.2 million

Internal service revenue calculated at \$8.02 per square foot and applied to building occupants. \$9.2 million  
This revenue is collected for the preservation of County Tier 1 Buildings.

Cash transfer revenue from external clients \$0.1 million

Interest income \$0.6 million

## Significant Program Changes

**Last Year this program was:** FY 2024: 78206A Facilities Capital Asset Preservation Program



**Revenue/Expense Detail**

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2024	2024	2025	2025
Contractual Services	\$0	\$6,032,640	\$0	\$1,807,836
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$6,032,640</b>	<b>\$0</b>	<b>\$1,807,836</b>
<b>Program Total:</b>	<b>\$6,032,640</b>		<b>\$1,807,836</b>	
<b>Program FTE</b>	0.00	0.00	0.00	0.00

Program Revenues				
Other / Miscellaneous	\$0	\$1,935,050	\$0	\$1,282,965
Beginning Working Capital	\$0	\$4,097,590	\$0	\$524,871
<b>Total Revenue</b>	<b>\$0</b>	<b>\$6,032,640</b>	<b>\$0</b>	<b>\$1,807,836</b>

**Explanation of Revenues**

This program offer is partially funded with one-time-only General Fund cash transfer \$500,000 to fund 2509 Asset Preservation Fund and Internal service revenues calculated at \$8.02 per square foot and applied to County building occupants of \$1.3 million

**Significant Program Changes**

**Last Year this program was:** FY 2024: 78206B Facilities Juvenile Detention Building Improvements

The project is in final stage of work and will be completed in FY 2025.



## Legal / Contractual Obligation

There are a number of projects carrying over into FY 2024 that have contractual obligations to vendors and/or service providers.

## Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2024	2024	2025	2025
Personnel	\$0	\$748,058	\$0	\$741,274
Contractual Services	\$0	\$11,102	\$0	\$86,277
Materials & Supplies	\$0	\$17,130	\$0	\$18,329
Internal Services	\$0	\$61,035	\$0	\$79,732
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$837,325</b>	<b>\$0</b>	<b>\$925,612</b>
<b>Program Total:</b>	<b>\$837,325</b>		<b>\$925,612</b>	
<b>Program FTE</b>	0.00	4.20	0.00	4.00

Program Revenues				
Other / Miscellaneous	\$0	\$881,032	\$0	\$925,612
<b>Total Revenue</b>	<b>\$0</b>	<b>\$881,032</b>	<b>\$0</b>	<b>\$925,612</b>

## Explanation of Revenues

Facilities Management Fund programs such as this one are funded by labor charge out to other departments through service request.

## Significant Program Changes

**Last Year this program was:** FY 2024: 78207 Facilities Interiors Group

FTE changes are reflection of reallocation of resources within FPM





## Legal / Contractual Obligation

Contractual obligations with Trash/Recycling companies.

## Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	<b>2024</b>	<b>2024</b>	<b>2025</b>	<b>2025</b>
Materials & Supplies	\$0	\$6,568,390	\$0	\$7,385,778
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$6,568,390</b>	<b>\$0</b>	<b>\$7,385,778</b>
<b>Program Total:</b>	<b>\$6,568,390</b>		<b>\$7,385,778</b>	
<b>Program FTE</b>	0.00	0.00	0.00	0.00

<b>Program Revenues</b>				
Other / Miscellaneous	\$0	\$5,770,511	\$0	\$6,885,171
Service Charges	\$0	\$481,611	\$0	\$500,607
<b>Total Revenue</b>	<b>\$0</b>	<b>\$6,252,122</b>	<b>\$0</b>	<b>\$7,385,778</b>

## Explanation of Revenues

This programs pass-through revenues are collected via internal services. Methodology is a calculation of building utilities divided by square footage occupied. County departments are billed monthly on the actual utility cost.

## Significant Program Changes

Last Year this program was: FY 2024: 78208 Facilities Utilities



Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2024	2024	2025	2025
Personnel	\$0	\$324,923	\$0	\$337,436
Contractual Services	\$0	\$60,205	\$0	\$235,955
Materials & Supplies	\$0	\$10,603,302	\$0	\$10,791,548
Internal Services	\$0	\$25,710	\$0	\$29,567
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$11,014,140</b>	<b>\$0</b>	<b>\$11,394,506</b>
<b>Program Total:</b>	<b>\$11,014,140</b>		<b>\$11,394,506</b>	
<b>Program FTE</b>	0.00	2.00	0.00	2.00

Program Revenues				
Other / Miscellaneous	\$0	\$10,954,232	\$0	\$10,598,974
Service Charges	\$0	\$990,752	\$0	\$795,532
<b>Total Revenue</b>	<b>\$0</b>	<b>\$11,944,984</b>	<b>\$0</b>	<b>\$11,394,506</b>

Explanation of Revenues

Facilities Lease Management program offer is funded by internal service revenue from County departments with the exception of \$795,532 for Property and Space Rental Revenue.

Significant Program Changes

Last Year this program was: FY 2024: 78209 Facilities Lease Management



Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2024	2024	2025	2025
Personnel	\$0	\$1,289,367	\$0	\$1,269,852
Contractual Services	\$0	\$135,610	\$0	\$77,298
Materials & Supplies	\$0	\$11,179	\$0	\$11,962
Internal Services	\$0	\$107,959	\$0	\$128,205
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$1,544,115</b>	<b>\$0</b>	<b>\$1,487,317</b>
<b>Program Total:</b>	<b>\$1,544,115</b>		<b>\$1,487,317</b>	
<b>Program FTE</b>	0.00	6.00	0.00	6.00

Program Revenues				
Other / Miscellaneous	\$0	\$573,444	\$0	\$1,487,317
<b>Total Revenue</b>	<b>\$0</b>	<b>\$573,444</b>	<b>\$0</b>	<b>\$1,487,317</b>

Explanation of Revenues

This program offer is funded by internal service revenues from County departments. Revenues are calculated by space type and total occupied square footage.

Significant Program Changes

**Last Year this program was:** FY 2024: 78210A Facilities Strategic Planning and Projects

Starting in FY 2025, Facilities is balancing revenues and expenses for each program offer to allow for enhanced transparency of internal service cost recovery. Last year the internal service revenue was located in program offer 78202A Facilities Operations and Maintenance.

**Department:** County Assets      **Program Contact:** Greg Hockert  
**Program Offer Type:** Internal Service      **Program Offer Stage:** Proposed  
**Related Programs:** 78210A  
**Program Characteristics:**

**Executive Summary**

The purpose of this program is funding ongoing assessment of site opportunities for the Vance Property that will continue in FY 2025. In FY 2022, the Board of County Commissioners approved the Vance Vision which outlined a Vance Property management strategy. The goal of this program is to further steps toward the redevelopment of these properties to align with the Vance Vision. This will be done in collaboration with multiple internal and external stakeholders. This program aligns with our County values of stewardship as it prioritizes evidence-based, fair decision making resulting in cost effective results that best meet the needs of our community.

**Program Description**

This Vance Property Master Plan program offer includes environmental site technical studies to continue work to assess the site for future use. Work will lead to enhanced development options to make better use of the former quarry and the associated park portion on the west side of the property. Technical work completed to date include an American Land Title Association (ALTA) Survey, gas and water monitoring, landfill waste field investigations, and installation of additional ground water monitoring stations, wetland delineation, and the development of the Vance Vision.

The goal of Vance Vision is to develop a structured process with a clear framework for creating a set of options and recommendations for any future development or disposition of the County-owned parcels in this area. The Vision considers the needs of the Department of Community Services (DCS), including infrastructure, service provision, and present and future division land use needs. Key stakeholders have included members from the Governor’s Regional Solutions team, County leadership, Community Leadership Team, City of Gresham, Metro, Port of Portland, DCS, Multnomah County Health Department (HD), and Facilities and Property Management (FPM).

In 2019, a contractor was hired through a formal solicitation to provide master planning services that included programming, community engagement, financial analysis, feasibility analysis, and technical advice on creating development options for this property. This Vance Vision was presented to the Board of County Commissioners in March 2022. Through FY 2025, ongoing communication will occur between DCS, the County, the City of Gresham, Metro, Port of Portland, FPM, and community partners to potentially combine resources for grant opportunities and development options. These efforts will continue in FY 2025 with the goal of furthering steps toward the redevelopment of these properties to align with the Vision.

**Performance Measures**

Measure Type	Performance Measure	FY23 Actual	FY24 Budgeted	FY24 Estimate	FY25 Target
Output	Issue Request for Information (RFI) for interest and development strategies for Vision areas	0	1	0	1
Outcome	Define the stabilization strategy to address the slope feature on the properties.	20%	100%	40%	100%

**Performance Measures Descriptions**

PM #1 Demonstrates commitment to determining the future of the Vance site. PM #2 Demonstrates commitment to maintaining the County's assets. Note: FY 2024 estimate to actuals variance is due to leadership and project team members transitions causing pause in project to ensure alignment on next steps.

Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2024	2024	2025	2025
Contractual Services	\$0	\$159,654	\$0	\$256,000
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$159,654</b>	<b>\$0</b>	<b>\$256,000</b>
<b>Program Total:</b>	<b>\$159,654</b>		<b>\$256,000</b>	
<b>Program FTE</b>	0.00	0.00	0.00	0.00

Program Revenues				
Intergovernmental	\$0	\$50,000	\$0	\$0
Beginning Working Capital	\$0	\$109,654	\$0	\$256,000
<b>Total Revenue</b>	<b>\$0</b>	<b>\$159,654</b>	<b>\$0</b>	<b>\$256,000</b>

Explanation of Revenues

This funding originated as a one-time-only General Fund cash transfer to fund 3505 Facilities Management Fund

Significant Program Changes

Last Year this program was: FY 2024: 78210B Facilities Vance Property Master Plan

FY 2024 budget modification Vance Vision DCA-018-24 \$150K cash transfer from the Department of Community Services (DCS) General Fund carryover included in FY 2025.





## Legal / Contractual Obligation

There are a number of projects carrying over into FY 2025 that have contractual obligations to vendors and/or service providers.

## Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2024	2024	2025	2025
Contractual Services	\$0	\$10,737,239	\$0	\$10,118,171
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$10,737,239</b>	<b>\$0</b>	<b>\$10,118,171</b>
<b>Program Total:</b>	<b>\$10,737,239</b>		<b>\$10,118,171</b>	
<b>Program FTE</b>	0.00	0.00	0.00	0.00

Program Revenues				
Other / Miscellaneous	\$0	\$3,214,918	\$0	\$4,211,105
Interest	\$0	\$100,000	\$0	\$100,000
Beginning Working Capital	\$0	\$7,422,321	\$0	\$5,807,066
<b>Total Revenue</b>	<b>\$0</b>	<b>\$10,737,239</b>	<b>\$0</b>	<b>\$10,118,171</b>

## Explanation of Revenues

This program is funded by the Multnomah County Library District with new and carryover funding via internal service rate at \$8.02 per square foot and applied to building occupants. This revenue is collected for the preservation of Library District buildings.

## Significant Program Changes

Last Year this program was: FY 2024: 78213 Library Construction Fund



## Legal / Contractual Obligation

Contractual obligations to vendors and/or service providers

## Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	<b>2024</b>	<b>2024</b>	<b>2025</b>	<b>2025</b>
Contractual Services	\$0	\$1,200,000	\$0	\$800,000
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$1,200,000</b>	<b>\$0</b>	<b>\$800,000</b>
<b>Program Total:</b>	<b>\$1,200,000</b>		<b>\$800,000</b>	
<b>Program FTE</b>	0.00	0.00	0.00	0.00

<b>Program Revenues</b>				
Beginning Working Capital	\$0	\$1,200,000	\$0	\$800,000
<b>Total Revenue</b>	<b>\$0</b>	<b>\$1,200,000</b>	<b>\$0</b>	<b>\$800,000</b>

## Explanation of Revenues

This funding originated as a one-time-only general fund cash transfer to fund 2516 Behavioral Health Resource Center Capital Fund and State and Federal funding.

## Significant Program Changes

**Last Year this program was:** FY 2024: 78219 Behavioral Health Resource Center Capital

Project will close out in FY 2025.

**Department:** County Assets      **Program Contact:** Tracey Massey  
**Program Offer Type:** Capital      **Program Offer Stage:** Proposed  
**Related Programs:**  
**Program Characteristics:**

**Executive Summary**

In 2020 voters approved the Library Capital Bond Program (LCBP) bond measure 26-211 to expand and modernize library spaces and balance library service more fairly across Multnomah County, increasing access and services to members of our community, addressing the needs of many marginalized and disadvantaged populations. Decisions considerations include Library values and goals as outlined in the strategic plan, equity for staff and community members, environmental sustainability, operational efficiency, and fiscal responsibility.

**Program Description**

As a system, Multnomah County Library offers far less space to its community than in neighboring communities and similarly-sized cities in the United States. The bond program will increase total space in the library portfolio by about 50%. Bond activities started in FY 2021 and are anticipated to continue into FY 2027. The overall program includes:

- Enlarge and update seven (7) branch libraries, including Albina Library, Belmont Library, Holgate Library, Midland Library, North Portland Library, Northwest Library, and St. Johns Library
- Build a flagship library in East Multnomah County
- Broadband support in all public branches
- Establish an Operations Center
- Provide light touch updates and efficiencies to public areas of all remaining library branches

The LCBP formed a Program Management Office (PMO) composed of staff from the Library (MCL) and Department of County Assets (DCA) to provide accountability and oversight to deliver on the bond measure. The PMO reports to Executive Sponsors, an Executive Stakeholder Committee, a Community Oversight Committee, and the Board of County Commissioners (BCC) for direction and accountability. Helping the PMO in this work is a robust set of project principles to provide an overarching structure to consider, review and align across all nine projects. Capital planning project principles include: Accountability, Equity, Accessibility for all, Flexibility today and for the future, Community partnership, Innovative and inspirational design, Sustainability, and Community resilience. Each new library project begins with a robust community and staff engagement and input process to determine the design. All aspects of this work centers on equity, diversity and inclusion, key values of DCA and the Library. Each project has COBID (Certification Office for Business Inclusion and Diversity) certified firm goals, workforce diversity goals, and apprenticeship goals.

**Performance Measures**

Measure Type	Performance Measure	FY23 Actual	FY24 Budgeted	FY24 Estimate	FY25 Target
Outcome	Participant satisfaction rating (1-5) with their experience as community engagement members	4.5	4.0	4.0	4.0
Output	Provide regularly scheduled updates to the Board of County Commissioners (BCC)	4	4	4	4
Output	Percentage of assigned dollars expended on efficiency and light touch projects	17%	50%	65%	85%

**Performance Measures Descriptions**

- PM1 - High satisfaction reflects success in ensuring community engagement  
PM2 - Ensures solid, consistent, and transparent project management reporting methodology for the program  
PM3 - Captures the % of assigned dollars expended of light touch and efficiency (Refresh) projects

## Legal / Contractual Obligation

Bond Measure 26-211

There are contractual obligations to consultants/vendors carrying over into FY 2025.

## Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2024	2024	2025	2025
Personnel	\$0	\$82,304	\$0	\$714,406
Contractual Services	\$0	\$28,143,699	\$0	\$33,230,320
Materials & Supplies	\$0	\$2,782,226	\$0	\$1,650,794
Internal Services	\$0	\$27,865	\$0	\$130,031
Capital Outlay	\$0	\$0	\$0	\$453,000
Unappropriated & Contingency	\$0	\$20,487,753	\$0	\$0
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$51,523,847</b>	<b>\$0</b>	<b>\$36,178,551</b>
<b>Program Total:</b>	<b>\$51,523,847</b>		<b>\$36,178,551</b>	
<b>Program FTE</b>	0.00	16.00	0.00	14.00

Program Revenues				
Intergovernmental	\$0	\$1,020,000	\$0	\$0
Financing Sources	\$0	\$0	\$0	\$0
Interest	\$0	\$2,611,218	\$0	\$3,390,000
Beginning Working Capital	\$0	\$48,297,776	\$0	\$32,788,551
<b>Total Revenue</b>	<b>\$0</b>	<b>\$51,928,994</b>	<b>\$0</b>	<b>\$36,178,551</b>

## Explanation of Revenues

Revenue is from the sale of General Obligation Bonds 2021A (Tax-exempt) and 2021B (Federally Taxable).

Funds for this program are through Fund 2517 - Multnomah County Library Capital Construction Fund.

In FY 2025, this program offer is funded by beginning working capital carryover of remaining bond funds, carryover funds from prior year interest earnings, and additional projected interest earnings in FY 2025.

## Significant Program Changes

**Last Year this program was:** FY 2024: 78228A Library Capital Bond Construction

The program reduces 2.00 FTE (vacant) in FY 2025. Additionally, this program offer funds 1.00 FTE in program offer 78101 -DCA Business Services Procurement & Contracting and 1.00 FTE in program offer 78002-DCA Budget and Planning. Bond premium reserve Unappropriated & Contingency funds are fully appropriated in FY 2025. \$6,523,406 is transferred to projects within the scaled offer. The remaining \$13,964,347 will be held in reserve in this program offer. In FY 2024, the program began implementation of Intelligent Materials Management System (IMMS) software, an integrated software package that will enhance the functionality of Automated Materials Handling across the Library System. IMMS has a total estimated implementation cost of \$1,050,000, which includes funding for limited duration staff.



## Legal / Contractual Obligation

There are contractual obligations to consultants/vendors carrying over into FY 2025.

## Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2024	2024	2025	2025
Personnel	\$0	\$602,399	\$0	\$515,108
Contractual Services	\$0	\$19,986,568	\$0	\$5,050,111
Materials & Supplies	\$0	\$2,505,258	\$0	\$10,571
Internal Services	\$0	\$470,830	\$0	\$80,233
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$23,565,055</b>	<b>\$0</b>	<b>\$5,656,023</b>
<b>Program Total:</b>	<b>\$23,565,055</b>		<b>\$5,656,023</b>	
<b>Program FTE</b>	0.00	0.00	0.00	0.00

Program Revenues				
Other / Miscellaneous	\$0	\$29,664	\$0	\$0
Beginning Working Capital	\$0	\$23,535,391	\$0	\$5,656,023
<b>Total Revenue</b>	<b>\$0</b>	<b>\$23,565,055</b>	<b>\$0</b>	<b>\$5,656,023</b>

## Explanation of Revenues

Revenue is from the sale of General Obligation Bonds 2021A (Tax-exempt) and 2021B (Federally Taxable).

Funds for this program are through Fund 2517 - Multnomah County Library Capital Construction Fund.

This program offer is funded by beginning working capital carryover from FY 2024.

## Significant Program Changes

**Last Year this program was:** FY 2024: 78228B Library Capital Bond Construction: Operations Center

The Operations Center project reached substantial completion of construction in FY 2024. The FY 2025 project budget will fund ongoing administrative expenses and close out activities. Any remaining contingency surplus will be considered as reserve funding for other Library Capital Bond projects. In FY 2025, \$2,500,000 in contingency surplus is transferred to program offer 78228G-East County Library and \$750,000 is transferred to program offer 78228J-St Johns Library.

FY 2025 operating expenses are funded by Library operating funds and are included in Library program offer 80014-Facilities and Logistics.





## Legal / Contractual Obligation

There are contractual obligations to consultants/vendors carrying over into FY 2025.

## Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2024	2024	2025	2025
Personnel	\$0	\$433,399	\$0	\$297,697
Contractual Services	\$0	\$19,662,687	\$0	\$5,027,341
Materials & Supplies	\$0	\$4,002,629	\$0	\$505,284
Internal Services	\$0	\$236,288	\$0	\$65,313
Capital Outlay	\$0	\$0	\$0	\$172,628
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$24,335,003</b>	<b>\$0</b>	<b>\$6,068,263</b>
<b>Program Total:</b>	<b>\$24,335,003</b>		<b>\$6,068,263</b>	
<b>Program FTE</b>	0.00	0.00	0.00	0.00

Program Revenues				
Other / Miscellaneous	\$0	\$0	\$0	\$1,020
Beginning Working Capital	\$0	\$24,335,003	\$0	\$6,067,243
<b>Total Revenue</b>	<b>\$0</b>	<b>\$24,335,003</b>	<b>\$0</b>	<b>\$6,068,263</b>

## Explanation of Revenues

Revenue is from the sale of General Obligation Bonds 2021A (Tax-exempt) and 2021B (Federally Taxable).

Funds for this program are through Fund 2517 - Multnomah County Library Capital Construction Fund.

This program offer is funded by beginning working capital carryover from FY 2024 and anticipates \$1,020 in credits from Energy Trust of Oregon in FY 2025.

## Significant Program Changes

**Last Year this program was:** FY 2024: 78228C Library Capital Bond Construction: Midland Library

The budget is decreased in FY 2025 as construction progresses and funds are spent down.

**Department:** County Assets **Program Contact:** Tracey Massey  
**Program Offer Type:** Capital **Program Offer Stage:** Proposed  
**Related Programs:**  
**Program Characteristics:**

### Executive Summary

The Holgate Library project builds an approximately 21,000 square foot new library on the existing site. Project decisions considerations include Library values and goals as outlined in the strategic plan, equity for staff and community members, environmental sustainability, operational efficiency, and fiscal responsibility.

### Program Description

This multi-year project is scheduled to complete construction in late FY 2024. A new building replaced the previous Holgate Library, more than tripling space for service. The new Holgate Library will be a neighborhood library - a location smaller than 30,000 sf that provides limited amenities and a community-driven collection. The library will be a brand new two-story building, triple the size of the current space for a total of 21,000 square feet. It will be one of the largest libraries in Multnomah County. The project has a minimum goal for COBID (Certification Office for Business Inclusion and Diversity) certified firm participation in construction of 25% over the life of the project and is expected to achieve 28% participation.

Holgate Library has long served an incredibly diverse community including emerging new immigrant populations who will find greater access to services and amenities. The new building will provide ample space for community use, including flexible meeting rooms, enhanced programming, and intentional space planning. Based on input from community members, new features will include: Large play and learning space for children and families; Dedicated teen room with space for technology, homework and creative expression; Multiple flexible programming and meeting rooms; Updated technology and internet; Outdoor plaza for community members to relax and connect; New art that represents the community; Solar panels to help offset energy use. Link to Library building website: <https://multcolib.org/about/building-libraries-together>

Community outreach and engagement utilized diverse approaches through virtual, in-person and additional community meetings with translation and interpretation services. The building design received input from Community Design Advocates (CDAs), paid community members who provided two-way feedback between community organizations and individuals. Key activities include robust community and staff engagement to inform design, onboarding of paid positions for Community Design Advocates and the project delivery team meeting their schedule and goals.

Link to Library building website: <https://multcolib.org/about/building-libraries-together>

### Performance Measures

Measure Type	Performance Measure	FY23 Actual	FY24 Budgeted	FY24 Estimate	FY25 Target
Output	Percent of certified COBID firms contracted for construction	25%	20%	28%	25%
Outcome	Participant satisfaction rating (1-5) with their experience as community engagement members post opening	N/A	N/A	N/A	4.0
Output	Percent of construction successfully completed	27%	N/A	100%	100%
Outcome	Library can provide services from this location	N/A	N/A	N/A	100%

### Performance Measures Descriptions

- PM1 - Addresses the percentage of COBID Certified firms contracts by dollars committed
- PM2 - Reflects community advocates' satisfaction with their reflected experience after the building opens
- PM3 - Percent of project planned for completion during a fiscal year that is completed in that fiscal year
- PM4 - Library is able to provide services from this location

## Legal / Contractual Obligation

There are contractual obligations to consultants/vendors carrying over into FY 2025.

## Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2024	2024	2025	2025
Personnel	\$0	\$402,293	\$0	\$227,116
Contractual Services	\$0	\$15,806,315	\$0	\$4,290,172
Materials & Supplies	\$0	\$1,932,318	\$0	\$204,658
Internal Services	\$0	\$216,050	\$0	\$56,466
Capital Outlay	\$0	\$0	\$0	\$104,597
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$18,356,976</b>	<b>\$0</b>	<b>\$4,883,009</b>
<b>Program Total:</b>	<b>\$18,356,976</b>		<b>\$4,883,009</b>	
<b>Program FTE</b>	0.00	0.00	0.00	0.00

Program Revenues				
Other / Miscellaneous	\$0	\$0	\$0	\$43,720
Beginning Working Capital	\$0	\$18,356,976	\$0	\$4,839,289
<b>Total Revenue</b>	<b>\$0</b>	<b>\$18,356,976</b>	<b>\$0</b>	<b>\$4,883,009</b>

## Explanation of Revenues

Revenue is from the sale of General Obligation Bonds 2021A (Tax-exempt) and 2021B (Federally Taxable).

Funds for this program are through Fund 2517 - Multnomah County Library Capital Construction Fund.

This program offer is funded by beginning working capital carryover from FY 2024 and anticipates \$43,720 in credits from Energy Trust of Oregon in FY 2025.

## Significant Program Changes

**Last Year this program was:** FY 2024: 78228D Library Capital Bond Construction: Holgate Library

The budget is decreased in FY 2025 as construction progresses and funds are spent down.

**Department:** County Assets **Program Contact:** Tracey Massey  
**Program Offer Type:** Capital **Program Offer Stage:** Proposed  
**Related Programs:**  
**Program Characteristics:**

### Executive Summary

The North Portland Library project renovates roughly 8,700 square feet of the existing library, and builds an approximately 1,300 square foot addition. Project decisions considerations include Library values and goals as outlined in the strategic plan, equity for staff and community members, environmental sustainability, operational efficiency, and fiscal responsibility.

### Program Description

This multi-year project started construction in early FY 2024 and is scheduled to complete construction in early FY 2025. The current building was renovated with a new 1,300 square foot addition, joining the historic space with new, modern amenities. The project has a minimum goal for COBID (Certification Office for Business Inclusion and Diversity) certified firm participation in construction of 25% over the life of the project and is expected to achieve 48% participation.

The new North Portland Library will be a neighborhood library - a location smaller than 30,000 sf that provides limited amenities and a community-driven collection. The historic North Portland Library sits on NE Killingsworth Avenue in between Jefferson High School and Portland Community College. This library is home to the Black Resource Center, housing both scholarly and popular materials relating to the African-American experience.

Community outreach and engagement will utilize diverse approaches through virtual, in-person and additional community meetings with translation and interpretation services. The building design will also receive input from the Youth Opportunity Design Approach (YODA), paid teen community members who will join the design team. Key activities include robust community engagement to inform design, onboarding of paid teen positions to participate in the project, and the project delivery team meeting their schedule and goals.

Link to Library building website: <https://multcolib.org/about/building-libraries-together>

### Performance Measures

Measure Type	Performance Measure	FY23 Actual	FY24 Budgeted	FY24 Estimate	FY25 Target
Output	Percent of certified COBID firms contracted for construction	0%	20%	48%	25%
Outcome	Participant satisfaction rating (1-5) with their experience as community engagement members post opening	N/A	N/A	N/A	4.0
Output	Percent of construction successfully completed	N/A	N/A	80%	100%
Outcome	Library can provide services from this location	N/A	N/A	N/A	100%

### Performance Measures Descriptions

- PM1 - Addresses the percentage of COBID Certified firms contracts by dollars committed
- PM2 - Reflects community advocates' satisfaction with their reflected experience after the building opens
- PM3 - Percent of project planned for completion during a fiscal year that is completed in that fiscal year
- PM4 - Library is able to provide services from this location

## Legal / Contractual Obligation

There are contractual obligations to consultants/vendors carrying over into FY 2025.

## Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2024	2024	2025	2025
Personnel	\$0	\$229,996	\$0	\$137,200
Contractual Services	\$0	\$10,184,190	\$0	\$4,238,449
Materials & Supplies	\$0	\$460,976	\$0	\$976,962
Internal Services	\$0	\$95,466	\$0	\$108,036
Capital Outlay	\$0	\$0	\$0	\$72,306
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$10,970,628</b>	<b>\$0</b>	<b>\$5,532,953</b>
<b>Program Total:</b>	<b>\$10,970,628</b>		<b>\$5,532,953</b>	
<b>Program FTE</b>	0.00	0.00	0.00	0.00

Program Revenues				
Other / Miscellaneous	\$0	\$2,500	\$0	\$3,467
Beginning Working Capital	\$0	\$10,968,128	\$0	\$5,529,486
<b>Total Revenue</b>	<b>\$0</b>	<b>\$10,970,628</b>	<b>\$0</b>	<b>\$5,532,953</b>

## Explanation of Revenues

Revenue is from the sale of General Obligation Bonds 2021A (Tax-exempt) and 2021B (Federally Taxable).

Funds for this program are through Fund 2517 - Multnomah County Library Capital Construction Fund.

This program offer is funded by beginning working capital carryover from FY 2024 and anticipates \$3,467 in credits from Energy Trust of Oregon in FY 2025.

## Significant Program Changes

**Last Year this program was:** FY 2024: 78228E Library Capital Bond Construction: North Portland Library

The budget is decreased in FY 2025 as construction progresses and funds are spent down.

**Department:** County Assets      **Program Contact:** Tracey Massey

**Program Offer Type:** Capital      **Program Offer Stage:** Proposed

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

The Albina Library project will result in approximately 46,000 square feet of new and renovated library space and administrative offices on the existing Knott Street/Isom site. Project decisions considerations include Library values and goals as outlined in the strategic plan, equity for staff and community members, environmental sustainability, operational efficiency, and fiscal responsibility.

**Program Description**

This multi-year project continues construction in FY 2024. Construction is expected to be completed in FY 2025. When completed, the site will include ~31,000 square feet allocated to a new library space and ~15,000 square feet allocated to library executive administration space and storage on the existing Isom/Knott Street site. The Knott Street building will be renovated, the Isom building and the garage have been removed. The project has a minimum aspirational goal for COBID (Certification Office for Business Inclusion and Diversity) certified firm participation in construction of 25% over the life of the project.

The new Albina Library will be a destination library - a location 30,000 to 60,000 sf, providing a rich variety of services, resources and spaces to meet diverse community needs. This will be the largest public library in northeast and north Portland, providing ample space for regional activities and is one project, among many in the area, that brings new opportunities to a historically marginalized community.

Community outreach and engagement will utilize diverse approaches through virtual, in-person and additional community meetings with translation and interpretation services. The building design will also receive input from the Youth Opportunity Design Approach, paid teen community members who will join the design team. Key activities include robust community engagement to inform design, onboarding of paid teen positions to participate in the project and the project delivery team meeting their schedule and goals.

Link to Library building website: <https://multcolib.org/about/building-libraries-together>

**Performance Measures**

Measure Type	Performance Measure	FY23 Actual	FY24 Budgeted	FY24 Estimate	FY25 Target
Output	Percent of certified COBID firms contracted for Construction	28%	20%	29%	25%
Outcome	Participant satisfaction rating (1-5) with their experience as community engagement members post opening	N/A	N/A	N/A	4.0
Outcome	Percent of construction successfully completed	N/A	N/A	56%	100%
Outcome	Library can provide services from this location	N/A	N/A	N/A	100%

**Performance Measures Descriptions**

- PM1 - Addresses the percentage of COBID Certified firms contracts by dollars committed
- PM2 - Reflects community advocates' satisfaction with their reflected experience after the building opens
- PM3 - Percent of project planned for completion during a fiscal year that is completed in that fiscal year
- PM4 - Library is able to provide services from this location

## Legal / Contractual Obligation

There are contractual obligations to consultants/vendors carrying over into FY 2025.

## Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2024	2024	2025	2025
Personnel	\$0	\$613,448	\$0	\$601,340
Contractual Services	\$0	\$42,431,970	\$0	\$26,426,988
Materials & Supplies	\$0	\$1,404,050	\$0	\$2,508,136
Internal Services	\$0	\$381,336	\$0	\$174,080
Capital Outlay	\$0	\$0	\$0	\$307,469
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$44,830,804</b>	<b>\$0</b>	<b>\$30,018,013</b>
<b>Program Total:</b>	<b>\$44,830,804</b>		<b>\$30,018,013</b>	
<b>Program FTE</b>	0.00	0.00	0.00	0.00

Program Revenues				
Other / Miscellaneous	\$0	\$0	\$0	\$44,663
Beginning Working Capital	\$0	\$44,830,804	\$0	\$29,973,350
<b>Total Revenue</b>	<b>\$0</b>	<b>\$44,830,804</b>	<b>\$0</b>	<b>\$30,018,013</b>

## Explanation of Revenues

Revenue from the sale of General Obligation Bonds 2021A (Tax-exempt) and 2021B (Federally Taxable).

Funds for this program are through Fund 2517 - Multnomah County Library Capital Construction Fund.

This program offer is funded by beginning working capital carryover from FY 2024 which includes a transfer of \$2,753,406 in bond premium reserve funds in program offer 78228A-Library Capital Bond Construction. The program anticipates \$44,663 in credits from Energy Trust of Oregon in FY 2025.

## Significant Program Changes

**Last Year this program was:** FY 2024: 78228F Library Capital Bond Construction: Albina Library

In FY 2025, \$2,753,406 in bond premium reserve funding is added for escalation of construction costs including mass timber, exterior envelope and builder's risk insurance. The overall project budget is decreased in FY 2025 as construction progresses and funds are spent down.





## Legal / Contractual Obligation

There are contractual obligations to consultants/vendors carrying over into FY 2025.

## Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2024	2024	2025	2025
Personnel	\$0	\$1,294,292	\$0	\$1,360,316
Contractual Services	\$0	\$135,987,825	\$0	\$113,270,697
Materials & Supplies	\$0	\$10,845	\$0	\$2,021,795
Internal Services	\$0	\$1,044,844	\$0	\$544,840
Capital Outlay	\$0	\$0	\$0	\$100,000
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$138,337,806</b>	<b>\$0</b>	<b>\$117,297,648</b>
<b>Program Total:</b>	<b>\$138,337,806</b>		<b>\$117,297,648</b>	
<b>Program FTE</b>	0.00	0.00	0.00	0.00

Program Revenues				
Intergovernmental	\$0	\$70,000	\$0	\$3,830,000
Other / Miscellaneous	\$0	\$0	\$0	\$83,000
Beginning Working Capital	\$0	\$138,267,806	\$0	\$110,770,503
Service Charges	\$0	\$0	\$0	\$2,614,145
<b>Total Revenue</b>	<b>\$0</b>	<b>\$138,337,806</b>	<b>\$0</b>	<b>\$117,297,648</b>

## Explanation of Revenues

Revenue is from the sale of General Obligation Bonds 2021A (Tax-exempt) and 2021B (Federally Taxable). Funds for this program are through Fund 2517 - Multnomah County Library Capital Construction Fund.

This program offer is funded by beginning working capital carryover from FY 2024, which includes a transfer of \$2,500,000 from contingency surplus in program offer 78228B-Operations Center and a transfer of \$750,000 from prior year interest earnings in program offer 78228A-Library Capital Bond Construction. The program anticipates \$83,000 in credits from Energy Trust of Oregon in FY 2025.

In FY 2025, the project will receive \$3.83M in cash transfers from the Library District, which comprises funding from the Library District (\$2,000,000) and pass through donations from The Library Foundation (\$130,000), Friends of the Library (\$200,000), the Oregon Community Foundation (1,500,000). The project will receive an additional estimated \$2.6M in revenue from TriMet and the City of Gresham for the development of the South Civic Hub plaza.

## Significant Program Changes

**Last Year this program was:** FY 2024: 78228G Library Capital Bond Construction: East County Library

Additional funds are added to the East County Library project in FY 2025 to support the project's mission to deliver a flagship level library and amenities while maintaining adequate contingency reserves as the project moves into construction. Funds include \$2.5M in surplus contingency from the Operations Center project, \$750,000 in reserve funding from prior year interest earnings, and \$3.83M in cash transfers. In FY 2024, the Library Capital Bond program signed an Intergovernmental Agreement with TriMet and the City of Gresham to formalize a partnership to develop the South Civic Hub plaza outside of the new East County Library building. Work will be managed by the East County Library project Construction Manager/General Contractor (CM/GC). Costs will be shared between the three entities. \$2.6M in revenue from TriMet and the City of Gresham is added in FY 2025. The project will contribute \$725,000 from existing funds.



## Legal / Contractual Obligation

There are contractual obligations to consultants/vendors carrying over into FY 2025.

## Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2024	2024	2025	2025
Personnel	\$0	\$286,529	\$0	\$384,433
Contractual Services	\$0	\$25,084,284	\$0	\$24,303,750
Materials & Supplies	\$0	\$2,294	\$0	\$484,610
Internal Services	\$0	\$28,720	\$0	\$130,643
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$25,401,827</b>	<b>\$0</b>	<b>\$25,303,436</b>
<b>Program Total:</b>	<b>\$25,401,827</b>		<b>\$25,303,436</b>	
<b>Program FTE</b>	0.00	0.00	0.00	0.00

Program Revenues				
Other / Miscellaneous	\$0	\$0	\$0	\$5,500
Beginning Working Capital	\$0	\$25,401,827	\$0	\$25,297,936
<b>Total Revenue</b>	<b>\$0</b>	<b>\$25,401,827</b>	<b>\$0</b>	<b>\$25,303,436</b>

## Explanation of Revenues

Revenue from the sale of General Obligation Bonds 2021A (Tax-exempt) and 2021B (Federally Taxable).

Funds for this program are through Fund 2517 - Multnomah County Library Capital Construction Fund.

This program offer is funded by beginning working capital carryover from FY 2024, which includes a transfer of \$1,770,000 in bond premium reserve funds from program offer 78228A-Library Capital Bond Construction. The project anticipates \$5,500 in credits from Energy Trust of Oregon in FY 2025.

## Significant Program Changes

**Last Year this program was:** FY 2024: 78228H Library Capital Bond Construction: Belmont Library

In FY 2025, \$1,770,000 in bond premium reserve funding is added to ensure the project can be completed to the recommended scope.

**Department:** County Assets **Program Contact:** Tracey Massey  
**Program Offer Type:** Capital **Program Offer Stage:** Proposed  
**Related Programs:**  
**Program Characteristics:**

### Executive Summary

The Northwest Library project builds out a roughly 10,000 square foot new library at a new building/site, transitioning from leased to owned property. Project decisions considerations include Library values and goals as outlined in the strategic plan, equity for staff and community members, environmental sustainability, operational efficiency, and fiscal responsibility.

### Program Description

This multi-year project started community engagement and design in FY 2024. Construction is expected to start in early FY 2025. The new library will be roughly 10,000 square feet at a new building/site, more than doubling the size of the existing library. The transition from leased to owned property achieves a key property goal of the Framework for Future Library Spaces. The project has a minimum goal for COBID (Certification Office for Business Inclusion and Diversity) certified firm participation in construction of 25% over the life of the project.

The new Northwest Library will be a neighborhood library - a location smaller than 30,000 square feet that provides limited amenities and a community-driven collection.

Since 2000, the Northwest Library has called a historic building at NW 23rd Avenue and NW Thurman Street home. As part of the 2017 Framework for Future Library Spaces lays out, future sustainability for the library organization includes moving from leased to owned facilities. This project will shift Northwest Library from a leased building to a purchased property.

Community outreach and engagement will utilize diverse approaches through in-person community meetings with translation and interpretation services, focus groups with key communities and additional asynchronous avenues for engagement.

Link to Library building website: <https://multcolib.org/about/building-libraries-together>

### Performance Measures

Measure Type	Performance Measure	FY23 Actual	FY24 Budgeted	FY24 Estimate	FY25 Target
Output	Complete design development and construction documents for the Northwest Library project	N/A	75%	100%	100%
Outcome	Use design plans to establish and execute a Guaranteed Maximum Price (GMP) Amendment	N/A	0	0	1
Outcome	Percent of construction successfully completed	N/A	N/A	N/A	90%

### Performance Measures Descriptions

- PM1 - Percent complete of design development and construction documents for the Northwest Library project
- PM2 - Have an executed GMP amendment for the NW Library Project
- PM3 - Percent of project planned for completion during a fiscal year that is completed in that fiscal year

## Legal / Contractual Obligation

There are contractual obligations to consultants/vendors carrying over into FY 2025.

## Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2024	2024	2025	2025
Personnel	\$0	\$163,328	\$0	\$306,363
Contractual Services	\$0	\$10,152,490	\$0	\$9,224,024
Materials & Supplies	\$0	\$1,629	\$0	\$2,165,277
Internal Services	\$0	\$20,407	\$0	\$81,773
Capital Outlay	\$0	\$0	\$0	\$267,956
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$10,337,854</b>	<b>\$0</b>	<b>\$12,045,393</b>
<b>Program Total:</b>	<b>\$10,337,854</b>		<b>\$12,045,393</b>	
<b>Program FTE</b>	0.00	0.00	0.00	0.00

Program Revenues				
Other / Miscellaneous	\$0	\$0	\$0	\$11,000
Beginning Working Capital	\$0	\$10,337,854	\$0	\$12,034,393
<b>Total Revenue</b>	<b>\$0</b>	<b>\$10,337,854</b>	<b>\$0</b>	<b>\$12,045,393</b>

## Explanation of Revenues

Revenue is from the sale of General Obligation Bonds 2021A (Tax-exempt) and 2021B (Federally Taxable).

Funds for this program are through Fund 2517 - Multnomah County Library Capital Construction Fund.

This program offer is funded by beginning working capital carryover from FY 2024, which includes a transfer of \$1,000,000 in bond premium reserve funds from program offer 78228A-Library Capital Bond Construction. The project anticipates \$11,000 in credits from Energy Trust of Oregon in FY 2025.

## Significant Program Changes

**Last Year this program was:** FY 2024: 78228I Library Capital Bond Construction: Northwest Library

During FY 2024, \$1,775,000 in working capital from portfolio reserves and interest earnings was transferred to the project to support a mechanical heat pump system, LEED silver pursuit and a revised building layout to include all user restroom facilities and a reorientation of the building entrance to the north.

In FY 2025, \$1,000,000 in bond premium reserve funding is added to support seismic upgrades.

**Department:** County Assets **Program Contact:** Tracey Massey  
**Program Offer Type:** Capital **Program Offer Stage:** Proposed  
**Related Programs:**  
**Program Characteristics:**

### Executive Summary

The St. Johns Library project renovates the roughly 5,100 square feet of existing library and adds approximately 2,900 square feet on the existing site. Project decisions considerations include Library values and goals as outlined in the strategic plan, equity for staff and community members, environmental sustainability, operational efficiency, and fiscal responsibility.

### Program Description

This multi-year project started community engagement and design in FY 2024. Construction is expected to start in early FY 2025. The project has a minimum goal for COBID (Certification Office for Business Inclusion and Diversity) certified firm participation in construction of 25% over the life of the project. Community outreach and engagement will utilize diverse approaches through virtual, in-person and additional community meetings with translation and interpretation services.

The renovated St. John's Library will be a neighborhood library - a location smaller than 30,000 square feet that provides limited amenities and a community-driven collection.

St. John's Library, an original 1921 Carnegie building, is an iconic symbol of the St. John's community and provides neighbors with limited, but highly valued, public meeting and programming space.

Community outreach and engagement will utilize diverse approaches through in-person community meetings with translation and interpretation services and additional asynchronous avenues for engagement. The building design will receive input from Community Design Advocates (CDAs), paid community members who will provide two-way feedback between their communities and the design team. Key activities include robust community engagement to inform design, onboarding of paid positions for Community Design Advocates and the project delivery team meeting their schedule and goals.

Link to Library building website: <https://multcolib.org/about/building-libraries-together>

### Performance Measures

Measure Type	Performance Measure	FY23 Actual	FY24 Budgeted	FY24 Estimate	FY25 Target
Output	Complete design development and construction documents for the St. Johns Library project	N/A	75%	100%	100%
Outcome	Use design plans to establish and execute a Guaranteed Maximum Price (GMP) Amendment	N/A	0	0	1
Outcome	Percent of construction successfully completed	N/A	N/A	N/A	50%

### Performance Measures Descriptions

- PM1 - Percent complete of design development and construction documents for the St Johns Library project
- PM2 - Have an executed GMP amendment for the St. Johns Library Project
- PM3 - Percent of project planned for completion during a fiscal year that is completed in that fiscal year

## Legal / Contractual Obligation

There are contractual obligations to consultants/vendors carrying over into FY 2025.

## Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2024	2024	2025	2025
Personnel	\$0	\$113,369	\$0	\$172,039
Contractual Services	\$0	\$7,863,809	\$0	\$10,069,058
Materials & Supplies	\$0	\$755	\$0	\$151,517
Internal Services	\$0	\$9,445	\$0	\$50,077
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$7,987,378</b>	<b>\$0</b>	<b>\$10,442,691</b>
<b>Program Total:</b>	<b>\$7,987,378</b>		<b>\$10,442,691</b>	
<b>Program FTE</b>	0.00	0.00	0.00	0.00

Program Revenues				
Other / Miscellaneous	\$0	\$0	\$0	\$9,000
Beginning Working Capital	\$0	\$7,987,378	\$0	\$10,433,691
<b>Total Revenue</b>	<b>\$0</b>	<b>\$7,987,378</b>	<b>\$0</b>	<b>\$10,442,691</b>

## Explanation of Revenues

Revenue is from the sale of General Obligation Bonds 2021A (Tax-exempt) and 2021B (Federally Taxable).

Funds for this program are through Fund 2517 - Multnomah County Library Capital Construction Fund.

This program offer is funded by beginning working capital carryover from FY 2024, which includes a transfer of \$750,000 from contingency surplus in program offer 78228B-Operations Center and a transfer of \$1,000,000 in bond premium reserve funds in program offer 78228A-Library Capital Bond Construction. The project anticipates \$9,000 in credits from Energy Trust of Oregon in FY 2025.

## Significant Program Changes

**Last Year this program was:** FY 2024: 78228J Library Capital Bond Construction: St. Johns Library

During FY 2024, \$1,650,000 in working capital from portfolio interest earnings was transferred to the project to support seismic resilience.

In FY 2025, \$1,000,000 in bond premium reserve funding and \$750,000 from surplus contingency in the Operations Center project are added to ensure the project can be completed to the recommended scope and without reductions in square footage.





## Legal / Contractual Obligation

IGA with the City of Portland

## Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	<b>2024</b>	<b>2024</b>	<b>2025</b>	<b>2025</b>
Contractual Services	\$0	\$4,400,000	\$0	\$4,199,169
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$4,400,000</b>	<b>\$0</b>	<b>\$4,199,169</b>
<b>Program Total:</b>	<b>\$4,400,000</b>		<b>\$4,199,169</b>	
<b>Program FTE</b>	0.00	0.00	0.00	0.00

<b>Program Revenues</b>				
Intergovernmental	\$0	\$1,280,000	\$0	\$0
Financing Sources	\$0	\$1,510,000	\$0	\$0
Beginning Working Capital	\$0	\$1,610,000	\$0	\$2,887,719
Service Charges	\$0	\$0	\$0	\$1,311,450
<b>Total Revenue</b>	<b>\$0</b>	<b>\$4,400,000</b>	<b>\$0</b>	<b>\$4,199,169</b>

## Explanation of Revenues

This program offer is funded with one-time-only General Fund cash transfer of \$2.9M to fund 2518 Justice Center Capital Fund and City of Portland reimbursement \$1.2M.

## Significant Program Changes

**Last Year this program was:** FY 2024: 78233B Justice Center Electrical System Upgrade - Bus Duct Replacement Phase

**Department:** County Assets **Program Contact:** Greg Hockert

**Program Offer Type:** Capital **Program Offer Stage:** Proposed

**Related Programs:**
**Program Characteristics:** New Request, One-Time-Only Request

**Executive Summary**

The Justice Center Critical Electrical System Upgrade Bus Duct Replacement - Phase 2 program offer is to execute a construction contract to replace the electrical Bus Duct System, begin the submittal process, and initiate onsite mobilization. Electrical system failure at the Justice Center is the County's greatest operational risk given the system's poor condition and the impact of a system failure. Failure of this system could result in needing to relocate all occupants. The total estimated cost to replace the system is estimated at \$25.5 million, with the costs split approximately 59% by the County and 41% by the City of Portland.

**Program Description**

The Justice Center building's incoming building electrical service, bus ducts, and electrical distribution equipment are mostly of original construction (1981), are in poor condition, include sections that cannot be maintained, and are in need of replacement. Failure of these systems could result in a complete electrical outage and require the building to be vacated for a year or more. Project costs are intended to be shared with the City of Portland with 59% of the project paid for by the County and 41% by the City, based on the building's occupancy split.

In FY 2025, the County intends to execute a contract with a contractor in order to begin the design submittal process. This work will include contractor mobilization, decommissioning one elevator and installing a wall to separate it from the other elevators. Work platforms will be fabricated and installed on all floors as well as purchasing of the main switchgear and thousands of feet electrical conduit and wire. This will also include elevator hoist way for working platform and conversion to a raceway for the vertical electrical backbone.

**Performance Measures**

Measure Type	Performance Measure	FY23 Actual	FY24 Budgeted	FY24 Estimate	FY25 Target
Output	Execute a contract with a contractor	N/A	N/A	N/A	100%
Outcome	Complete submittal process, obtain permit	N/A	N/A	N/A	100%

**Performance Measures Descriptions**

PM-1: Execute a contract with a contractor in order to begin construction.

PM-2: Complete submittal process, obtain permit in order to move the project forward.

Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	<b>2024</b>	<b>2024</b>	<b>2025</b>	<b>2025</b>
Contractual Services	\$0	\$0	\$0	\$6,500,000
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$6,500,000</b>
<b>Program Total:</b>	<b>\$0</b>		<b>\$6,500,000</b>	
<b>Program FTE</b>	0.00	0.00	0.00	0.00

<b>Program Revenues</b>				
Financing Sources	\$0	\$0	\$0	\$3,812,900
Service Charges	\$0	\$0	\$0	\$2,687,100
<b>Total Revenue</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$6,500,000</b>

Explanation of Revenues

This program offer is funded with one-time-only General Fund cash transfer of \$3.8M to fund 2518 Justice Center Capital Fund and City of Portland reimbursement \$2.7M.

Significant Program Changes

Last Year this program was:



## Legal / Contractual Obligation

Contractual obligation for design and consulting.

## Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2024	2024	2025	2025
Contractual Services	\$0	\$485,000	\$0	\$3,045,000
Cash Transfers	\$0	\$0	\$0	\$425,000
Unappropriated & Contingency	\$0	\$0	\$0	\$490,421
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$485,000</b>	<b>\$0</b>	<b>\$3,960,421</b>
<b>Program Total:</b>	<b>\$485,000</b>		<b>\$3,960,421</b>	
<b>Program FTE</b>	0.00	0.00	0.00	0.00

Program Revenues				
Financing Sources	\$0	\$0	\$0	\$3,535,421
Beginning Working Capital	\$0	\$485,000	\$0	\$425,000
<b>Total Revenue</b>	<b>\$0</b>	<b>\$485,000</b>	<b>\$0</b>	<b>\$3,960,421</b>

## Explanation of Revenues

In 2016, the Board of County Commissioners adopted Resolution 2016-069, directing that the proceeds from the sale of the Edgefield North property, also known as the Pig Farm, be used toward the rehabilitation or replacement of the Multnomah County Animal Services shelter.

In FY 2023, \$500,000 of sale proceeds was transferred out of the Animal Control Fund 01508 that were previously transferred from the General Fund in FY's 2019, 2021 and 2022.

In FY 2025, \$425,000 working capital carryover from FY 2024 and \$3.1M remaining proceeds transferred in from the General Fund.

## Significant Program Changes

**Last Year this program was:** FY 2024: 78234 New Animal Services Facility

\$3.1M remaining proceeds from the sale of the Edgefield North property transferred in from the General Fund.



Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2024	2024	2025	2025
Contractual Services	\$0	\$140,000	\$0	\$65,000
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$140,000</b>	<b>\$0</b>	<b>\$65,000</b>
<b>Program Total:</b>	<b>\$140,000</b>		<b>\$65,000</b>	
<b>Program FTE</b>	0.00	0.00	0.00	0.00

Program Revenues				
Beginning Working Capital	\$0	\$140,000	\$0	\$65,000
<b>Total Revenue</b>	<b>\$0</b>	<b>\$140,000</b>	<b>\$0</b>	<b>\$65,000</b>

Explanation of Revenues

This funding originated as a one-time-only General Fund cash transfer to fund 2507 Capital Improvement Fund.

Significant Program Changes

Last Year this program was: FY 2024: 78235 Walnut Park Redevelopment Planning





## Legal / Contractual Obligation

Contractual obligations to vendors and/or service providers

## Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	<b>2024</b>	<b>2024</b>	<b>2025</b>	<b>2025</b>
Contractual Services	\$0	\$3,572,285	\$0	\$4,200,000
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$3,572,285</b>	<b>\$0</b>	<b>\$4,200,000</b>
<b>Program Total:</b>	<b>\$3,572,285</b>		<b>\$4,200,000</b>	
<b>Program FTE</b>	0.00	0.00	0.00	0.00

<b>Program Revenues</b>				
Financing Sources	\$0	\$3,572,285	\$0	\$0
Beginning Working Capital	\$0	\$0	\$0	\$4,200,000
<b>Total Revenue</b>	<b>\$0</b>	<b>\$3,572,285</b>	<b>\$0</b>	<b>\$4,200,000</b>

## Explanation of Revenues

This funding is carryover of a one-time-only General Fund cash transfer to fund 2507 Capital Improvement Fund.

## Significant Program Changes

**Last Year this program was:** FY 2024: 78237 Rockwood Community Health Center - Priority 1

In addition to the \$3.6M OTO funds in this program in FY 2024, the project has \$0.9M working capital in program offer 78205 Facilities Capital Improvement Fund Program carryover from FY 2023 to FY 2024.



Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	<b>2024</b>	<b>2024</b>	<b>2025</b>	<b>2025</b>
Contractual Services	\$0	\$0	\$0	\$750,000
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$750,000</b>
<b>Program Total:</b>	<b>\$0</b>		<b>\$750,000</b>	
<b>Program FTE</b>	0.00	0.00	0.00	0.00

<b>Program Revenues</b>				
Financing Sources	\$0	\$0	\$0	\$750,000
<b>Total Revenue</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$750,000</b>

Explanation of Revenues

This funding is a one-time-only General Fund cash transfer to fund 2507 Capital Improvement Fund.

Significant Program Changes

Last Year this program was:



## Legal / Contractual Obligation

Projects have contractual obligations to vendors and/or service providers.

## Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2024	2024	2025	2025
Contractual Services	\$0	\$9,061,812	\$0	\$23,033,611
Internal Services	\$0	\$68,188	\$0	\$0
Unappropriated & Contingency	\$0	\$145,000	\$0	\$0
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$9,275,000</b>	<b>\$0</b>	<b>\$23,033,611</b>
<b>Program Total:</b>	<b>\$9,275,000</b>		<b>\$23,033,611</b>	
<b>Program FTE</b>	0.00	0.00	0.00	0.00

Program Revenues				
Financing Sources	\$0	\$975,000	\$0	\$18,500,000
Beginning Working Capital	\$0	\$8,300,000	\$0	\$4,533,611
<b>Total Revenue</b>	<b>\$0</b>	<b>\$9,275,000</b>	<b>\$0</b>	<b>\$23,033,611</b>

## Explanation of Revenues

\$1.0 million working capital carryover from FY 2024 for the Arbor Lodge Shelter Renovation Project  
 \$0.5 million working capital carryover from FY 2024 for the Willamette Shelter Electrical Project  
 \$0.5 million working capital carryover from FY 2024 for the North Portland Day Center Project  
 \$0.2 million working capital carryover from FY 2024 for the Cook Plaza Project  
 \$2.3 million working capital carryover from FY 2024 for the Montavilla Project  
 \$18.5 million from General Fund for all other JOHS projects

## Significant Program Changes

**Last Year this program was:** FY 2024: 78243 Joint Office of Homeless Services (JOHS) Capital Program

Arbor Lodge Shelter Renovation Project will substantially complete in late FY 2024. Willamette Shelter Electrical project and North Portland Day Center project started in FY 2024 and will continue through FY 2025. All three projects have working capital carryover from FY 2024 to FY 2025.



Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2024	2024	2025	2025
Contractual Services	\$0	\$0	\$0	\$1,000,000
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,000,000</b>
<b>Program Total:</b>	<b>\$0</b>		<b>\$1,000,000</b>	
<b>Program FTE</b>	0.00	0.00	0.00	0.00

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

Explanation of Revenues

This funding is a one-time-only General Fund cash transfer to fund 2509 Asset Preservation Fund.

Significant Program Changes

Last Year this program was:



### Information Technology

Information Technology’s (IT’s) mission is to leverage technology to drive innovation, efficiency, and cost savings. IT’s vision is to provide County employees, residents and visitors the technology and information they need, any time, any place. The mission and vision guide the development and implementation of the County’s FY 2025 technology services. Our mission and vision frame our work and empower IT employees to solve challenges by focusing on priority projects and by embracing new technologies to enhance services and reduce costs. Equity and sustainability are key elements of decision-making when evaluating new processes and technology options through the use of the Equity and Empowerment Lens. We keep digital accessibility at the forefront of our minds and projects. Access to services, transformation of data into information, and the replacement of obsolete technology are driving factors in our proposed budget.

The IT Division manages more than 11,100 PCs, laptops, and mobile devices, 6,850 phone numbers, 750 servers, 118 network circuits and approximately 500 business applications. IT supports a wide array of business applications across primary health care, social services, transportation, bridges, facilities, finance, payroll, benefits, animal services, elections, emergency management, assessment and taxation, land use planning, libraries, detention center management and community justice. IT also supports the County’s public facing web presence, and an employee intranet. Employees using these systems are located in more than 140 County sites as well as thousands of remote locations, and the technologies required are as diverse as the lines of business.

# \$96.6 million

## Information Technology

Total Proposed Budget

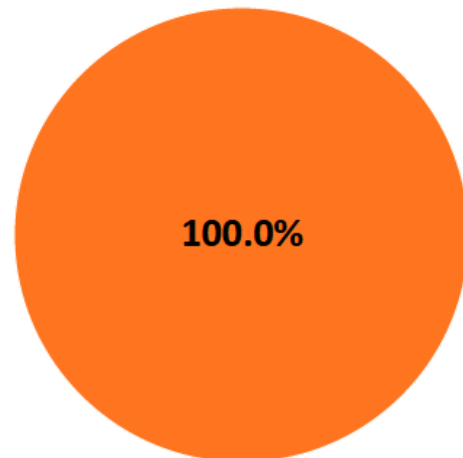
Including cash transfers, contingencies, and unappropriated balances.



# 189.00 FTE

(full time equivalent)

\$96.6M  
Other Funds



### Significant Division Changes

The FY 2025 IT budget is focused on access to services, transformation of data into information, and the replacement of obsolete technology.

One-time-only (OTO) funds will be used to modernize obsolete systems, deliver on large-scale projects and implement new programs to support the County. The County will continue to fund the Radio System Replacement (78336) modernizing equipment and improving coverage and the Financial Data Mart (78329) which will increase the County’s ability to make data driven decisions. The Public Website and Digital Service Transformation Strategy (78332A/B) will lay the groundwork to transform the County’s external websites using human centered design principles. In partnership with the Health Department the Supplemental Datasets for Analytics and Reporting project (78334) will leverage data to improve business decisions. This project is funded with OTO funds and funding from Integrated Clinical Services. Network Access Control (78337) will implement a solution to better protect against potential threats with the goal of keeping the County electronic data safe and secure. DCHS Workflow Software (78339) funds the implementation of a workflow management tool. This will ensure tracking of tasks, improve quality of service delivery and productivity. Historical employee data resides on hardware and software that has reached its end of life. Enterprise Resource Planning Historical Data Retention (78340) project will move the data to a sustainable solution that meets data retention requirements.

Preschool for All (PFA)- Preschool Early Learning Technology (78335) project will move into the second phase of the technology solutions to support parents applying to, County staff administering, and Preschool providers participating in the program. PFA funding will be used to fund this project.

### Table of Division Programs

The following table shows the programs that make up the division’s budget, including cash transfers, contingencies, and unappropriated balances. The individual programs for this division follow in numerical order.

Prog. #	Program Name	One-Time-Only	General Fund	Other Funds	Total Cost	FTE
<b>Information Technology</b>						
78301A	IT Innovation & Investment Projects		0	2,327,417	2,327,417	0.00
78302	IT Planning, Projects & Portfolio Management		0	2,604,368	2,604,368	10.00
78303	IT Help Desk Services		0	1,387,805	1,387,805	7.75
78304A	IT Telecommunications Services		0	3,469,864	3,469,864	6.00
78305	IT Mobile Device Expense Management		0	2,813,572	2,813,572	1.00
78306	IT Network Services		0	4,734,028	4,734,028	7.00
78307	IT Desktop Services		0	4,050,138	4,050,138	23.50
78308	IT Asset Replacement		0	8,563,248	8,563,248	0.00
78309	IT Portfolio Services: Health, Sheriff's Office, District Attorney, Enterprise		0	2,542,960	2,542,960	8.00

# County Assets

## FY 2025 Proposed Budget

Prog. #	Program Name	One-Time-Only	General Fund	Other Funds	Total Cost	FTE
78310	IT Software Development and Application Integration		0	3,117,983	3,117,983	13.00
78311	IT Portfolio Services: General Government		0	2,225,059	2,225,059	9.00
78312	IT Data & Reporting Services		0	9,308,277	9,308,277	31.00
78313	IT Enterprise Resource Planning Application Services		0	4,232,217	4,232,217	7.00
78314	IT Enterprise and Web Application Services		0	6,898,559	6,898,559	16.00
78315	IT Portfolio Services: Library		0	770,279	770,279	3.00
78315B	Library Audio Visual (AV) Support Services		0	224,000	224,000	0.00
78316	IT Division Administration		0	9,748,639	9,748,639	6.00
78317	IT Data Center & Technical Services		0	7,928,374	7,928,374	24.75
78327	IT Cybersecurity and Data Compliance Services		0	2,657,465	2,657,465	6.00
78329	Financial Data Mart Phase 2	X	0	661,257	661,257	0.00
78330	CEDARS Replacement	X	0	4,185,740	4,185,740	0.00
78331	IT Portfolio Services: DCHS, DCJ, JOHS, LPSCC		0	2,414,418	2,414,418	8.00
78331B	Homeless Management Information System (HMIS) Staffing	X	0	0	0	2.00
78332A	Public Website and Digital Services Transformation Strategy	X	0	300,000	300,000	0.00
78332B	Public Website and Digital Services Transformation	X	0	1,500,000	1,500,000	0.00
78334	Health - Supplemental Datasets for Analytics and Reporting	X	0	800,000	800,000	0.00
78335	Preschool For All - Preschool Early Learning Technology	X	0	457,169	457,169	0.00
78336	Radio System Replacement	X	0	2,898,679	2,898,679	0.00
78337	Network Access Control	X	0	310,000	310,000	0.00
78338	Joint Office of Homeless Services Datamart Development	X	0	2,000,000	2,000,000	0.00
78339	DCHS Workflow Software	X	0	500,000	500,000	0.00
78340	Enterprise Resource Planning Historical Data Retention	X	0	<u>1,000,000</u>	<u>1,000,000</u>	<u>0.00</u>
	<b>Total Information Technology</b>		<b>\$0</b>	<b>96,631,515</b>	<b>96,631,515</b>	<b>189.00</b>

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Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2024	2024	2025	2025
Personnel	\$0	\$220,838	\$0	\$229,983
Contractual Services	\$0	\$2,547,215	\$0	\$2,097,434
Materials & Supplies	\$0	\$135,661	\$0	\$0
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$2,903,714</b>	<b>\$0</b>	<b>\$2,327,417</b>
<b>Program Total:</b>	<b>\$2,903,714</b>		<b>\$2,327,417</b>	
<b>Program FTE</b>	0.00	0.00	0.00	0.00

Program Revenues				
Beginning Working Capital	\$0	\$2,903,714	\$0	\$2,327,417
<b>Total Revenue</b>	<b>\$0</b>	<b>\$2,903,714</b>	<b>\$0</b>	<b>\$2,327,417</b>

Explanation of Revenues

This funding is carryover of a one-time-only General Fund cash transfer to fund 2508 Information Technology Capital Fund.

Significant Program Changes

Last Year this program was: FY 2024: 78301A IT Innovation & Investment Projects



Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	<b>2024</b>	<b>2024</b>	<b>2025</b>	<b>2025</b>
Personnel	\$0	\$2,408,387	\$0	\$2,544,001
Contractual Services	\$0	\$107,260	\$0	\$3,715
Materials & Supplies	\$0	\$43,287	\$0	\$56,251
Internal Services	\$0	\$400	\$0	\$401
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$2,559,334</b>	<b>\$0</b>	<b>\$2,604,368</b>
<b>Program Total:</b>	<b>\$2,559,334</b>		<b>\$2,604,368</b>	
<b>Program FTE</b>	0.00	10.00	0.00	10.00

<b>Program Revenues</b>				
Other / Miscellaneous	\$0	\$2,460,934	\$0	\$2,604,368
Beginning Working Capital	\$0	\$98,400	\$0	\$0
<b>Total Revenue</b>	<b>\$0</b>	<b>\$2,559,334</b>	<b>\$0</b>	<b>\$2,604,368</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 2024: 78302 IT Planning, Projects & Portfolio Management





Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	<b>2024</b>	<b>2024</b>	<b>2025</b>	<b>2025</b>
Personnel	\$0	\$1,266,337	\$0	\$1,297,075
Contractual Services	\$0	\$72,000	\$0	\$79,920
Materials & Supplies	\$0	\$9,607	\$0	\$10,810
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$1,347,944</b>	<b>\$0</b>	<b>\$1,387,805</b>
<b>Program Total:</b>	<b>\$1,347,944</b>		<b>\$1,387,805</b>	
<b>Program FTE</b>	0.00	7.75	0.00	7.75

<b>Program Revenues</b>				
Other / Miscellaneous	\$0	\$1,347,944	\$0	\$1,387,805
<b>Total Revenue</b>	<b>\$0</b>	<b>\$1,347,944</b>	<b>\$0</b>	<b>\$1,387,805</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 2024: 78303 IT Help Desk Services



Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	<b>2024</b>	<b>2024</b>	<b>2025</b>	<b>2025</b>
Personnel	\$0	\$1,426,431	\$0	\$1,489,150
Contractual Services	\$0	\$60,725	\$0	\$363,870
Materials & Supplies	\$0	\$1,679,095	\$0	\$1,604,110
Internal Services	\$0	\$6,266	\$0	\$12,734
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$3,172,517</b>	<b>\$0</b>	<b>\$3,469,864</b>
<b>Program Total:</b>	<b>\$3,172,517</b>		<b>\$3,469,864</b>	
<b>Program FTE</b>	0.00	6.00	0.00	6.00

<b>Program Revenues</b>				
Other / Miscellaneous	\$0	\$3,157,615	\$0	\$3,457,094
Service Charges	\$0	\$14,902	\$0	\$12,770
<b>Total Revenue</b>	<b>\$0</b>	<b>\$3,172,517</b>	<b>\$0</b>	<b>\$3,469,864</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 2024: 78304A IT Telecommunications Services



Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2024	2024	2025	2025
Personnel	\$0	\$157,432	\$0	\$168,790
Contractual Services	\$0	\$2,076,896	\$0	\$2,400,287
Materials & Supplies	\$0	\$227,448	\$0	\$3,921
Unappropriated & Contingency	\$0	\$0	\$0	\$240,574
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$2,461,776</b>	<b>\$0</b>	<b>\$2,813,572</b>
<b>Program Total:</b>	<b>\$2,461,776</b>		<b>\$2,813,572</b>	
<b>Program FTE</b>	0.00	1.00	0.00	1.00

Program Revenues				
Other / Miscellaneous	\$0	\$2,237,996	\$0	\$2,502,998
Beginning Working Capital	\$0	\$223,780	\$0	\$310,574
<b>Total Revenue</b>	<b>\$0</b>	<b>\$2,461,776</b>	<b>\$0</b>	<b>\$2,813,572</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 2024: 78305 IT Mobile Device Expense Management



Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	<b>2024</b>	<b>2024</b>	<b>2025</b>	<b>2025</b>
Personnel	\$0	\$1,452,355	\$0	\$1,677,354
Contractual Services	\$0	\$133,000	\$0	\$341,000
Materials & Supplies	\$0	\$3,196,115	\$0	\$2,714,672
Internal Services	\$0	\$1,000	\$0	\$1,002
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$4,782,470</b>	<b>\$0</b>	<b>\$4,734,028</b>
<b>Program Total:</b>	<b>\$4,782,470</b>		<b>\$4,734,028</b>	
<b>Program FTE</b>	0.00	6.00	0.00	7.00

<b>Program Revenues</b>				
Other / Miscellaneous	\$0	\$4,782,470	\$0	\$4,734,028
<b>Total Revenue</b>	<b>\$0</b>	<b>\$4,782,470</b>	<b>\$0</b>	<b>\$4,734,028</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 2024: 78306 IT Network Services

Program FTE increased by 1.00 FTE (Sr Systems Administrator).





Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2024	2024	2025	2025
Personnel	\$0	\$3,840,606	\$0	\$3,933,226
Contractual Services	\$0	\$174,568	\$0	\$89,576
Materials & Supplies	\$0	\$26,518	\$0	\$27,336
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$4,041,692</b>	<b>\$0</b>	<b>\$4,050,138</b>
<b>Program Total:</b>	<b>\$4,041,692</b>		<b>\$4,050,138</b>	
<b>Program FTE</b>	0.00	23.50	0.00	23.50

Program Revenues				
Other / Miscellaneous	\$0	\$4,041,692	\$0	\$4,050,138
<b>Total Revenue</b>	<b>\$0</b>	<b>\$4,041,692</b>	<b>\$0</b>	<b>\$4,050,138</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 2024: 78307 IT Desktop Services



Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	<b>2024</b>	<b>2024</b>	<b>2025</b>	<b>2025</b>
Contractual Services	\$0	\$0	\$0	\$0
Materials & Supplies	\$0	\$5,576,879	\$0	\$4,862,357
Capital Outlay	\$0	\$4,449,242	\$0	\$3,700,891
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$10,026,121</b>	<b>\$0</b>	<b>\$8,563,248</b>
<b>Program Total:</b>	<b>\$10,026,121</b>		<b>\$8,563,248</b>	
<b>Program FTE</b>	0.00	0.00	0.00	0.00

<b>Program Revenues</b>				
Other / Miscellaneous	\$0	\$4,794,116	\$0	\$4,705,323
Beginning Working Capital	\$0	\$5,232,005	\$0	\$3,857,925
<b>Total Revenue</b>	<b>\$0</b>	<b>\$10,026,121</b>	<b>\$0</b>	<b>\$8,563,248</b>

Explanation of Revenues

This program is funded by two methods: a 1/12th collection of an annualized budget via internal service rates, meant to fund the life-cycle replacement of countywide IT assets (i.e. PCs/Laptops, Telephones/Systems, etc.) over a multi-year period; carryover of prior-years' collected funds that support this replacement process.

Significant Program Changes

**Last Year this program was:** FY 2024: 78308 IT Asset Replacement

Our asset refresh program is still recovering from the pandemic's impact. The shift from desktops to laptops during the pandemic has increased the volume of devices that need to be refreshed each year. All laptops deployed in 2020 are due for refresh. We are working on improving the asset replacement program by moving the work out to the larger support team, which allows more people to assist with this work. We are also implementing a system allowing us to reduce build time of each device by leveraging the hardware as we receive it from our vendors.

**Department:** County Assets **Program Contact:** Chris Clancy  
**Program Offer Type:** Internal Service **Program Offer Stage:** Proposed  
**Related Programs:**  
**Program Characteristics:**

### Executive Summary

IT Portfolio Services teams provide reliable, effective software systems to solve departmental technology business problems. This IT Portfolio Services team covers the areas of the Health Department, Sheriff Office, District Attorney's Office, aspects of Enterprise around software used broadly across the County. The wide variety of services focuses 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 Description

Program services include managing requests for IT services and ensuring they are well-defined, prioritized and scheduled in alignment with departmental and County needs. They also include 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:

- Applying IT resources focused on new project requests in accordance with department governance forums including consideration of Workforce Equity Strategic Plan (WESP) and County Core Competencies as guidance.
- Evaluating existing applications and identifying opportunities for consolidation, retirement, and other means of reducing maintenance requests.
- Leveraging County resources by reusing existing systems, evaluating departmental needs across the enterprise to leverage systems and prevent redundancy, and using total cost of ownership to make informed IT investment decisions.
- Following Department of County Assets (DCA) Think Yes customer service principles to ensure creativity and partnerships that provide for clear, sustainable and equitable solutions.

These strategies will result in an increase in IT resources focused on high value projects that meet the needs of the County's cultural and service objectives.

### Performance Measures

Measure Type	Performance Measure	FY23 Actual	FY24 Budgeted	FY24 Estimate	FY25 Target
Output	Governance forums established within each department to ensure appropriate use of IT resources	N/A	100%	95%	100%
Outcome	Percent of projects and tickets vetted via governance forums aligning technical strategy and equity lens.	N/A	60%	50%	60%

### Performance Measures Descriptions

PM #1 - Governance forums help ensure that IT resources meet the Department's needs and priorities, business strategy, and equity goals.

PM #2 - Demonstrates transparency in IT's work and commitment to customer priorities.

Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2024	2024	2025	2025
Personnel	\$0	\$2,147,113	\$0	\$2,308,960
Contractual Services	\$0	\$500,000	\$0	\$202,000
Materials & Supplies	\$0	\$21,413	\$0	\$32,000
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$2,668,526</b>	<b>\$0</b>	<b>\$2,542,960</b>
<b>Program Total:</b>	<b>\$2,668,526</b>		<b>\$2,542,960</b>	
<b>Program FTE</b>	0.00	7.50	0.00	8.00

Program Revenues				
Other / Miscellaneous	\$0	\$2,668,526	\$0	\$2,542,960
<b>Total Revenue</b>	<b>\$0</b>	<b>\$2,668,526</b>	<b>\$0</b>	<b>\$2,542,960</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 2024: 78309 IT Portfolio Services: HD, ENT, MCSO, DA

This program reflects a net increase of 0.50 FTE. This is the result of a -0.50 FTE reduction (position 746048, Sr Business Systems Analyst), and a +1.00 FTE addition (new position, Business Systems Analyst).



Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	<b>2024</b>	<b>2024</b>	<b>2025</b>	<b>2025</b>
Personnel	\$0	\$2,847,410	\$0	\$3,060,077
Materials & Supplies	\$0	\$66,733	\$0	\$57,906
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$2,914,143</b>	<b>\$0</b>	<b>\$3,117,983</b>
<b>Program Total:</b>	<b>\$2,914,143</b>		<b>\$3,117,983</b>	
<b>Program FTE</b>	0.00	13.00	0.00	13.00

<b>Program Revenues</b>				
Other / Miscellaneous	\$0	\$2,914,143	\$0	\$3,117,983
<b>Total Revenue</b>	<b>\$0</b>	<b>\$2,914,143</b>	<b>\$0</b>	<b>\$3,117,983</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 2024: 78310 IT Software Development and Application Integration



**Department:** County Assets      **Program Contact:** Tony Chandler

**Program Offer Type:** Internal Service      **Program Offer Stage:** Proposed

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

IT General Government Application Services provide software systems and services for the Department of County Assets (DCA), Department of County Management (DCM), Department of Community Services (DCS), and Non-Departmental offices. Services include relationship management, business analysis, GIS services and development to implement and maintain in-house and vendor software. The program focuses on delivering high business value technology to departments and constituents, while maintaining existing systems through application life-cycle and project governance. Project governance within IT and in partnership with County departments incorporates business efficiency and continuity with a lens focused on serving the diverse needs of the County with equitable engagement in mind.

**Program Description**

The IT General Government Application Services group supports core systems for DCM, DCA and DCS, and provides support for small applications and data and analytics reporting for Non-Departmental offices. The program supports ERP platforms (Workday, TRIRIGA, Jaggaer, Questica) and includes the following services:

Managing requests for IT services and ensuring requests are well-defined, prioritized and scheduled in alignment with department and County priorities; understanding and defining operational needs and recommending effective, innovative technology solutions; designing, building, testing, and implementing the selected solutions while sustaining existing systems. Strategies include:

- 1) Applying IT resources focused on new project requests in accordance with department governance forums including consideration of the workforce equity strategic plan (WESP) and core competencies as guidance;
- 2) Evaluating existing applications and identifying opportunities for consolidation, retirement, and other means of reducing maintenance requests;
- 3) Leveraging County resources by reusing existing systems, evaluating departmental needs across the enterprise to leverage systems and prevent redundancy, and using total cost of ownership to make informed IT investment decisions; and
- 4) Following Think Yes principles to ensure creativity and partnerships that provide for clear, sustainable and equitable solutions.

These strategies will result in an increase in IT resources focused on high value projects that meet the needs of the County's cultural and service objectives.

**Performance Measures**

Measure Type	Performance Measure	FY23 Actual	FY24 Budgeted	FY24 Estimate	FY25 Target
Output	Governance forums are established to ensure appropriate use of IT resources	N/A	85%	85%	85%
Outcome	Percentage of hours dedicated to requests that are delivering goals defined by customer governance.	N/A	60%	60%	65%

**Performance Measures Descriptions**

PM #1 - Governance forums help ensure that IT resources meet the Department's needs and priorities, business strategy, and equity goals.

PM #2 - Demonstrates transparency in IT's work and commitment to customer priorities.

Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2024	2024	2025	2025
Personnel	\$0	\$2,052,613	\$0	\$2,137,559
Contractual Services	\$0	\$0	\$0	\$19,327
Materials & Supplies	\$0	\$72,523	\$0	\$68,173
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$2,125,136</b>	<b>\$0</b>	<b>\$2,225,059</b>
<b>Program Total:</b>	<b>\$2,125,136</b>		<b>\$2,225,059</b>	
<b>Program FTE</b>	0.00	9.00	0.00	9.00

Program Revenues				
Other / Miscellaneous	\$0	\$2,125,136	\$0	\$2,225,059
<b>Total Revenue</b>	<b>\$0</b>	<b>\$2,125,136</b>	<b>\$0</b>	<b>\$2,225,059</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 2024: 78311 IT Portfolio Services: DCS, NonD/EM, DCA, DCM,ERP



Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2024	2024	2025	2025
Personnel	\$0	\$7,015,937	\$0	\$7,574,774
Contractual Services	\$0	\$163,964	\$0	\$221,941
Materials & Supplies	\$0	\$1,470,501	\$0	\$1,511,562
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$8,650,402</b>	<b>\$0</b>	<b>\$9,308,277</b>
<b>Program Total:</b>	<b>\$8,650,402</b>		<b>\$9,308,277</b>	
<b>Program FTE</b>	0.00	31.00	0.00	31.00

Program Revenues				
Other / Miscellaneous	\$0	\$8,889,731	\$0	\$9,308,277
<b>Total Revenue</b>	<b>\$0</b>	<b>\$8,889,731</b>	<b>\$0</b>	<b>\$9,308,277</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 2024: 78312 IT Data & Reporting Services



Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2024	2024	2025	2025
Personnel	\$0	\$1,545,866	\$0	\$1,609,881
Materials & Supplies	\$0	\$2,502,169	\$0	\$2,622,336
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$4,048,035</b>	<b>\$0</b>	<b>\$4,232,217</b>
<b>Program Total:</b>	<b>\$4,048,035</b>		<b>\$4,232,217</b>	
<b>Program FTE</b>	0.00	7.00	0.00	7.00

Program Revenues				
Other / Miscellaneous	\$0	\$4,048,035	\$0	\$4,232,217
<b>Total Revenue</b>	<b>\$0</b>	<b>\$4,048,035</b>	<b>\$0</b>	<b>\$4,232,217</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 2024: 78313 IT ERP Application Services

**Department:** County Assets      **Program Contact:** `ilima kennedy  
**Program Offer Type:** Internal Service      **Program Offer Stage:** Proposed  
**Related Programs:**  
**Program Characteristics:**

**Executive Summary**

Enterprise Web Services provides reliable, equitable services, used across departmental boundaries, serving all County lines of business. These services include Google Apps for Government, mobile enterprise, digital accessibility, public websites (e.g., multco.us, multcopets.org and multcolib.org) and internal websites like commons.multco.us and ticketing and project planning tools like ServiceNow. In total, this program supports more than 30 applications used internally and by the public.

**Program Description**

Enterprise and Web Application Services include managing customer relationships; capturing and prioritizing IT service requests; understanding and defining business needs; designing, building, implementing, and maintaining innovative software and enterprise productivity and mobile tools; managing vendor systems and relationships; maintaining and enhancing legacy systems.

Enterprise Web Services provide the standard platforms for applications that enable access via the internet/intranet to County program information, community self-serve/direct access to County services, digital accessibility and electronic transaction processing. Enterprise Web Services include web platform support and maintenance, Google Apps for Government administration, ServiceNow, and support for specific web systems including the public website, the Multnomah County Library's public site, and the County's intranet (Multco Commons). A focus has been made on using open source tools (i.e. Drupal) and innovative hosting solutions to save on costs to the County.

Equity is incorporated throughout all objectives of the service from development though support, and is specifically important because of the public nature of this program offer. An example is ensuring public digital forms are usable by individuals with a diverse set of disabilities. Additionally, all services include understanding and defining enterprise business needs, recommending effective and innovative technology solutions, constructing and upgrading platforms as required, and ensuring the integrity and security of the platforms.

Key to effectively providing these services is meeting common, cross department needs and identifying new opportunities, while at the same time standardizing services and platforms in order to provide a low total cost of ownership.

**Performance Measures**

Measure Type	Performance Measure	FY23 Actual	FY24 Budgeted	FY24 Estimate	FY25 Target
Output	Percent of employee hours spent on planned projects and direct customer work.	22.2%	28%	26%	28%
Outcome	Percent of time production systems are available for customer usage (excluding planned outages)	99.9%	99%	99.9%	99.9%

**Performance Measures Descriptions**

PM #1 - Greater percentage of staff time spent on planned projects provides better value to customers.  
 PM #2 - Ensures data/systems are available when staff and the public need them.

Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2024	2024	2025	2025
Personnel	\$0	\$3,298,303	\$0	\$3,580,709
Contractual Services	\$0	\$160,000	\$0	\$160,000
Materials & Supplies	\$0	\$2,774,039	\$0	\$3,157,850
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$6,232,342</b>	<b>\$0</b>	<b>\$6,898,559</b>
<b>Program Total:</b>	<b>\$6,232,342</b>		<b>\$6,898,559</b>	
<b>Program FTE</b>	0.00	14.00	0.00	16.00

Program Revenues				
Other / Miscellaneous	\$0	\$6,232,342	\$0	\$6,898,559
<b>Total Revenue</b>	<b>\$0</b>	<b>\$6,232,342</b>	<b>\$0</b>	<b>\$6,898,559</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 2024: 78314 IT Enterprise and Web Application Services

This program offer increased their staff by 2.00 FTE: 1.00 FTE Sr Development Analyst supporting Google Administration; 1.00 FTE Sr Development Analyst supporting the Web Team.



**Department:** County Assets **Program Contact:** Dave Halbeck

**Program Offer Type:** Internal Service **Program Offer Stage:** Proposed

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

The Library IT Portfolio Services team provides staff dedicated to coordinating the Library's technology environment between County IT, Library Capital Bond, and Library stakeholders. The team provides strategic technology guidance, IT project coordination, facilitates solution development and service delivery, and meets weekly with IT Leads, Project Managers, and Library Leadership to prioritize and coordinate efforts.

**Program Description**

The IT Portfolio Services team works directly with Library Leadership, Library Committees, and a broad range of IT and Library managers to prioritize, plan, coordinate, prototype, and deliver solutions that meet the quickly changing needs of Library patrons and staff. The program coordinates a wide range of IT desktop, network, and telecom operations within IT, including the maintenance and support of existing systems through life-cycle planning, usage reporting, mobile device management, development of library patron accessed systems, onsite installations, and ensuring resource accountability and documentation of solutions. Team tasks include coordinating security and contract reviews, facilitating enterprise IT initiatives with Library stakeholders, reviewing/refining solutions in Library committees, informing Library staff of major changes, and ensuring the Library's accessibility and digital equity goals are met in our service delivery. Our goals are to ensure solutions align with emerging Library needs, the Library's Strategic Plan, and DCA's Strategic Plan, and are continually improved over time.

Operational Strategies include:

- 1) Applying IT resources focused on new project requests in accordance with Department governance forums including consideration of Workforce Equity Strategic Plan (WESP) and DCA Strategic Plan as guidance.
- 2) Evaluating existing solutions and identifying opportunities for refinement, consolidation, retirement, replacement, or other means of improving solutions to meet changing Library needs.
- 3) Following Department of County Assets (DCA) Think Yes customer service principles to ensure creativity and partnerships that provide for clear, sustainable and equitable solutions.

**Performance Measures**

Measure Type	Performance Measure	FY23 Actual	FY24 Budgeted	FY24 Estimate	FY25 Target
Output	Number of work tasks and changes to systems performed annually	152	200	250	250
Output	Number of large technology innovations and/or products launched annually outside of the Library Capital Bond Pr	4	7	12	12

**Performance Measures Descriptions**

PM #1: Demonstrates capacity to meet the Library's ongoing technology support needs

PM #2: Demonstrates capacity to meet the strategic needs of the Library and its patrons through technology innovation

Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	<b>2024</b>	<b>2024</b>	<b>2025</b>	<b>2025</b>
Personnel	\$0	\$705,365	\$0	\$725,429
Materials & Supplies	\$0	\$1,648	\$0	\$44,850
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$707,013</b>	<b>\$0</b>	<b>\$770,279</b>
<b>Program Total:</b>	<b>\$707,013</b>		<b>\$770,279</b>	
<b>Program FTE</b>	0.00	3.00	0.00	3.00

<b>Program Revenues</b>				
Other / Miscellaneous	\$0	\$707,013	\$0	\$770,279
<b>Total Revenue</b>	<b>\$0</b>	<b>\$707,013</b>	<b>\$0</b>	<b>\$770,279</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 2024: 78315 IT Portfolio Services: Library



Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2024	2024	2025	2025
Contractual Services	\$0	\$0	\$0	\$224,000
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$224,000</b>
<b>Program Total:</b>	<b>\$0</b>		<b>\$224,000</b>	
<b>Program FTE</b>	0.00	0.00	0.00	0.00

Program Revenues				
Other / Miscellaneous	\$0	\$0	\$0	\$224,000
<b>Total Revenue</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$224,000</b>

Explanation of Revenues

This program offer is funded by Library internal service revenues.

Significant Program Changes

Last Year this program was:



Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	<b>2024</b>	<b>2024</b>	<b>2025</b>	<b>2025</b>
Personnel	\$0	\$1,296,065	\$0	\$1,680,145
Contractual Services	\$0	\$130,896	\$0	\$332,601
Materials & Supplies	\$0	\$271,190	\$0	\$262,074
Internal Services	\$0	\$4,958,050	\$0	\$5,450,065
Capital Outlay	\$0	\$2,150,904	\$0	\$0
Unappropriated & Contingency	\$0	\$0	\$0	\$2,023,754
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$8,807,105</b>	<b>\$0</b>	<b>\$9,748,639</b>
<b>Program Total:</b>	<b>\$8,807,105</b>		<b>\$9,748,639</b>	
<b>Program FTE</b>	0.00	5.00	0.00	6.00

<b>Program Revenues</b>				
Other / Miscellaneous	\$0	\$6,416,872	\$0	\$7,724,885
Beginning Working Capital	\$0	\$2,150,904	\$0	\$2,023,754
<b>Total Revenue</b>	<b>\$0</b>	<b>\$8,567,776</b>	<b>\$0</b>	<b>\$9,748,639</b>

Explanation of Revenues

County IT service costs are allocated to departments based on usage, services received, and other metrics. This program also acts as the holding account for non-specific division-wide working capital carryover from previous fiscal years.

Significant Program Changes

**Last Year this program was:** FY 2024: 78316 IT Shared Operating Expenses

Adding a new position in FY 2025 (1.00 FTE, Enterprise Architect). Increased contractual services due to the expansion of consulting services with an existing vendor. An increase of 10% in internal services, primarily due to facilities (enhanced security, etc.).



Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2024	2024	2025	2025
Personnel	\$0	\$5,288,950	\$0	\$5,501,402
Contractual Services	\$0	\$143,800	\$0	\$536,900
Materials & Supplies	\$0	\$1,833,796	\$0	\$1,890,072
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$7,266,546</b>	<b>\$0</b>	<b>\$7,928,374</b>
<b>Program Total:</b>	<b>\$7,266,546</b>		<b>\$7,928,374</b>	
<b>Program FTE</b>	0.00	24.75	0.00	24.75

Program Revenues				
Other / Miscellaneous	\$0	\$7,266,546	\$0	\$7,928,374
<b>Total Revenue</b>	<b>\$0</b>	<b>\$7,266,546</b>	<b>\$0</b>	<b>\$7,928,374</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 2024: 78317 IT Data Center & Technical Services





## Legal / Contractual Obligation

Compliance Obligations

HIPAA - Protected Health Information

CJIS - Criminal Justice Information

OCITPA - Oregon Consumer Protection Act

OR SB619 - Oregon Senate Bill 619

<https://olis.oregonlegislature.gov/liz/2023R1/Downloads/MeasureDocument/SB619/Enrolled>

## Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	<b>2024</b>	<b>2024</b>	<b>2025</b>	<b>2025</b>
Personnel	\$0	\$1,372,356	\$0	\$1,434,537
Contractual Services	\$0	\$143,711	\$0	\$120,000
Materials & Supplies	\$0	\$1,429,746	\$0	\$1,102,928
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$2,945,813</b>	<b>\$0</b>	<b>\$2,657,465</b>
<b>Program Total:</b>	<b>\$2,945,813</b>		<b>\$2,657,465</b>	
<b>Program FTE</b>	0.00	6.00	0.00	6.00

<b>Program Revenues</b>				
Other / Miscellaneous	\$0	\$2,945,813	\$0	\$2,657,465
<b>Total Revenue</b>	<b>\$0</b>	<b>\$2,945,813</b>	<b>\$0</b>	<b>\$2,657,465</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 2024: 78327 IT Cybersecurity and Data Compliance Services



Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	<b>2024</b>	<b>2024</b>	<b>2025</b>	<b>2025</b>
Contractual Services	\$0	\$1,200,000	\$0	\$661,257
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$1,200,000</b>	<b>\$0</b>	<b>\$661,257</b>
<b>Program Total:</b>	<b>\$1,200,000</b>		<b>\$661,257</b>	
<b>Program FTE</b>	0.00	0.00	0.00	0.00

<b>Program Revenues</b>				
Financing Sources	\$0	\$1,200,000	\$0	\$0
Beginning Working Capital	\$0	\$0	\$0	\$661,257
<b>Total Revenue</b>	<b>\$0</b>	<b>\$1,200,000</b>	<b>\$0</b>	<b>\$661,257</b>

Explanation of Revenues

This funding is carryover of one-time-only General Fund cash transfer to fund 2508 Information Technology Capital Fund

Significant Program Changes

Last Year this program was: FY 2024: 78329 Financial Data Mart Phase 2

None



Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2024	2024	2025	2025
Contractual Services	\$0	\$4,895,000	\$0	\$4,185,740
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$4,895,000</b>	<b>\$0</b>	<b>\$4,185,740</b>
<b>Program Total:</b>	<b>\$4,895,000</b>		<b>\$4,185,740</b>	
<b>Program FTE</b>	0.00	0.00	0.00	0.00

Program Revenues				
Beginning Working Capital	\$0	\$4,895,000	\$0	\$4,185,740
<b>Total Revenue</b>	<b>\$0</b>	<b>\$4,895,000</b>	<b>\$0</b>	<b>\$4,185,740</b>

Explanation of Revenues

This funding is carryover of one-time-only General Fund cash transfer to fund 2508 Information Technology Capital Fund

Significant Program Changes

Last Year this program was: FY 2024: 78330 CEDARS Replacement



**Legal / Contractual Obligation**

None

**Revenue/Expense Detail**

	<b>Adopted General Fund</b>	<b>Adopted Other Funds</b>	<b>Proposed General Fund</b>	<b>Proposed Other Funds</b>
<b>Program Expenses</b>	<b>2024</b>	<b>2024</b>	<b>2025</b>	<b>2025</b>
Personnel	\$0	\$1,796,530	\$0	\$1,896,903
Contractual Services	\$0	\$456,200	\$0	\$488,134
Materials & Supplies	\$0	\$10,453	\$0	\$29,381
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$2,263,183</b>	<b>\$0</b>	<b>\$2,414,418</b>
<b>Program Total:</b>	<b>\$2,263,183</b>		<b>\$2,414,418</b>	
<b>Program FTE</b>	0.00	8.00	0.00	8.00

<b>Program Revenues</b>				
Other / Miscellaneous	\$0	\$2,263,183	\$0	\$2,414,418
<b>Total Revenue</b>	<b>\$0</b>	<b>\$2,263,183</b>	<b>\$0</b>	<b>\$2,414,418</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 2024: 78331 IT Portfolio Services: DCHS, DCJ, JOHS, LPSCC



**Program #78331B - Homeless Management Information System (HMIS) Staffing** FY 2025 Proposed

**Department:** County Assets **Program Contact:** Daniel Cole  
**Program Offer Type:** Internal Service **Program Offer Stage:** Proposed  
**Related Programs:** 78331A, 30006D  
**Program Characteristics:** New Request, One-Time-Only Request

**Executive Summary**

The Department of County Assets (DCA) IT Division is creating two key positions to support the Homeless Management Information System (HMIS). These positions include a Senior Business System Analyst who will serve as the Primary HMIS System Administrator, and the Senior Development Analyst who will support a large datamart project and the on-going needs of the Joint Office of Homeless Services (JOHS) data and reporting team.

**Program Description**

The Department of County Assets IT Division provides overall support for the HMIS software, infrastructure, and integrated technologies for the Tri-Counties (Multnomah, Clackamas, and Washington). Through contractual agreement between the three counties, Multnomah County IT will staff the Primary System Administrator (Sr. BSA Analyst) position which will ensure overall HMIS system integrity as well as lead projects, changes, system evaluation, security, and governance.

The Senior Development Analyst position will support the long term need to enhance the reporting and analytics infrastructure of the JOHS, which includes extracting data from the HMIS, building supporting databases, and enabling the integration of data with other systems of care such as behavioral and physical health. The JOHS is also implementing a datamart infrastructure for the HMIS that would allow greater analytics and reporting capabilities and this position would support this initiative by providing the technical coding, development, design and support to the cloud infrastructure.

**Performance Measures**

Measure Type	Performance Measure	FY23 Actual	FY24 Budgeted	FY24 Estimate	FY25 Target
Outcome	Number of new reports, dashboards, or analytics features successfully implemented per quarter.	N/A	N/A	N/A	1 to 5
Quality	Develop HMIS change control processes, procedures and standards across the jurisdictions.	N/A	N/A	N/A	100%

**Performance Measures Descriptions**

- PM #1 - This measures progress in expanding reporting capabilities.  
 PM #2 - This measure ensures changes within the system are coordinated and implemented effectively.

## Legal / Contractual Obligation

HMIS Intergovernmental Agreement between Multnomah, Clackamas, and Washington Counties for the Primary System Administrator Position.

## Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	<b>2024</b>	<b>2024</b>	<b>2025</b>	<b>2025</b>
Personnel	\$0	\$0	\$0	\$0
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Program Total:</b>	<b>\$0</b>		<b>\$0</b>	
<b>Program FTE</b>	0.00	0.00	0.00	2.00

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

## Explanation of Revenues

These positions will reside in DCA and the associated costs will be allocated to JOHS via payroll allocations. The budget for these positions reside in JOHS program offer 30006D.

## Significant Program Changes

Last Year this program was:



## Legal / Contractual Obligation

The County's Executive Rule 273 makes a reference that websites and other digital assets should meet County web standards. These standards need to be developed to current industry best practices.

## Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2024	2024	2025	2025
Personnel	\$0	\$0	\$0	\$0
Contractual Services	\$0	\$300,000	\$0	\$300,000
Materials & Supplies	\$0	\$0	\$0	\$0
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$300,000</b>	<b>\$0</b>	<b>\$300,000</b>
<b>Program Total:</b>	<b>\$300,000</b>		<b>\$300,000</b>	
<b>Program FTE</b>	0.00	0.00	0.00	0.00

Program Revenues				
Financing Sources	\$0	\$300,000	\$0	\$0
Beginning Working Capital	\$0	\$0	\$0	\$300,000
<b>Total Revenue</b>	<b>\$0</b>	<b>\$300,000</b>	<b>\$0</b>	<b>\$300,000</b>

## Explanation of Revenues

This funding is carryover of one-time-only General Fund cash transfer to fund 2508 Information Technology Capital Fund.

## Significant Program Changes

Last Year this program was: FY 2024: 78332 Website Digital Service Transformation Strategy



## Legal / Contractual Obligation

The County's Executive Rule 273 makes a reference that websites and other digital assets should meet County web standards. These standards were developed as part of the County's Digital Experience Standard which follows industry best practices and aligns with federal law.

## Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	<b>2024</b>	<b>2024</b>	<b>2025</b>	<b>2025</b>
Contractual Services	\$0	\$0	\$0	\$1,500,000
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,500,000</b>
<b>Program Total:</b>	<b>\$0</b>		<b>\$1,500,000</b>	
<b>Program FTE</b>	0.00	0.00	0.00	0.00

<b>Program Revenues</b>				
Financing Sources	\$0	\$0	\$0	\$1,500,000
<b>Total Revenue</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,500,000</b>

## Explanation of Revenues

This funding is a one-time-only General Fund cash transfer to fund 2508 Information Technology Capital Fund.

## Significant Program Changes

**Last Year this program was:** FY 2024: 78332 Website Digital Service Transformation Strategy

This year's program offer will implement the strategy that was developed as an outcome of the FY 2024 program offer.

**Department:** County Assets **Program Contact:** Chris Clancy

**Program Offer Type:** Internal Service **Program Offer Stage:** Proposed

**Related Programs:**
**Program Characteristics:** New Request, One-Time-Only Request

**Executive Summary**

The Health Department (HD) seeks to better leverage data to improve business decisions. Much of the data needed to improve internal processes and make strategic business decisions is not in a format that is accessible or ready for automation. This program will fund four limited duration IT staff who bring in and improve the key data sets required to strategically improve Health Department's operations and decision making. This is a refined continuation of FY 2023: 40108-23 and FY 2024 78334-24.

**Program Description**

This program offer will add an IT Business Systems Analyst and three Developer positions on a limited duration basis. These positions will address Health Department projects around data, automation of reporting, and metrics. Their work will support the key business goals of the divisions and also maximizes the automation of data sets and data analysis saving IT time. Data analysis in the Health Department serves as a powerful tool for advancing equity and racial justice. By uncovering hidden patterns and disparities in health outcomes across race and ethnicity, this analysis paints a clear picture of how systemic biases and injustice impacts well-being. This knowledge empowers the department to prioritize resources, target interventions, and advocate for policies that dismantle root causes of inequity. There is a backlog of priority data related projects. These projects were scored and ranked using criteria that cover racial equality, public disease response, access to data, staff efficiencies, client/patient outcomes and fiduciary risk. Examples include:

- Public Health requires automated access to new data sets used to create public dashboards. This work involves preparing multiple sources of data from Oregon Health Authority (OHA), Oregon Public Health Epidemiology User System (ORPHEUS), CareWare, and morbidity and mortality data.
- Integrated Clinical Services (ICS) requires automated access to new datasets to be support their Value Based Care and Shared Accountability Model implementation with Coordinate Care Organizations (CCOs) and OHA. These data sets are separate from what will be covered by the CEDARS Project (78330). The resulting analytics are use to inform clinical, operational e.g. Pharmacy, and financial decisions.
- In support of the Health Department, IT needs to complete SQL Server Upgrades and the ORPHEUS Re-Architecture.

The Department of County Assets will work with the Health Department to evaluate ongoing need for staff resources in IT focused on Health Department data needs.

**Performance Measures**

Measure Type	Performance Measure	FY23 Actual	FY24 Budgeted	FY24 Estimate	FY25 Target
Output	Percentage of Health Department prioritized requests completed within 3 months	N/A	90%	75%	75%
Outcome	Percentage of Project Time on these supplemental datasets for these staff members	50%	55%	55%	55%

**Performance Measures Descriptions**

- PM 1 - Measures ability to meet project deadlines
- PM 2 - Measures the project team capacity

Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2024	2024	2025	2025
Personnel	\$0	\$790,062	\$0	\$790,062
Materials & Supplies	\$0	\$9,938	\$0	\$9,938
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$800,000</b>	<b>\$0</b>	<b>\$800,000</b>
<b>Program Total:</b>	<b>\$800,000</b>		<b>\$800,000</b>	
<b>Program FTE</b>	0.00	0.00	0.00	0.00

Program Revenues				
Other / Miscellaneous	\$0	\$400,000	\$0	\$800,000
Financing Sources	\$0	\$400,000	\$0	\$0
<b>Total Revenue</b>	<b>\$0</b>	<b>\$800,000</b>	<b>\$0</b>	<b>\$800,000</b>

Explanation of Revenues

This program is funded via internal service billing to the Health Department.

Significant Program Changes

Last Year this program was: FY 2024: 78334 Health - Supplemental Datasets for Analytics and Reporting





## Legal / Contractual Obligation

Preschool for all measure 26-214

## Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	<b>2024</b>	<b>2024</b>	<b>2025</b>	<b>2025</b>
Personnel	\$0	\$225,013	\$0	\$207,169
Contractual Services	\$0	\$100,000	\$0	\$250,000
Materials & Supplies	\$0	\$86,373	\$0	\$0
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$411,386</b>	<b>\$0</b>	<b>\$457,169</b>
<b>Program Total:</b>	<b>\$411,386</b>		<b>\$457,169</b>	
<b>Program FTE</b>	0.00	0.00	0.00	0.00

<b>Program Revenues</b>				
Other / Miscellaneous	\$0	\$411,386	\$0	\$457,169
<b>Total Revenue</b>	<b>\$0</b>	<b>\$411,386</b>	<b>\$0</b>	<b>\$457,169</b>

## Explanation of Revenues

This program is funded through a voter-approved tax revenue source and costs will be recovered via Internal Service Reimbursements.

## Significant Program Changes

Last Year this program was: FY 2024: 78335 Preschool For All - Preschool Early Learning



Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2024	2024	2025	2025
Contractual Services	\$0	\$1,350,000	\$0	\$2,898,679
Materials & Supplies	\$0	\$1,400,000	\$0	\$0
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$2,750,000</b>	<b>\$0</b>	<b>\$2,898,679</b>
<b>Program Total:</b>	<b>\$2,750,000</b>		<b>\$2,898,679</b>	
<b>Program FTE</b>	0.00	0.00	0.00	0.00

Program Revenues				
Financing Sources	\$0	\$1,400,000	\$0	\$0
Beginning Working Capital	\$0	\$1,350,000	\$0	\$2,898,679
<b>Total Revenue</b>	<b>\$0</b>	<b>\$2,750,000</b>	<b>\$0</b>	<b>\$2,898,679</b>

Explanation of Revenues

This funding is a carryover of a one-time-only General Fund cash transfer to fund 2508 Information Technology Capital Fund.

Significant Program Changes

Last Year this program was: FY 2024: 78304B Radio System Replacement (Phase 1)



Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2024	2024	2025	2025
Contractual Services	\$0	\$0	\$0	\$310,000
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$310,000</b>
<b>Program Total:</b>	<b>\$0</b>		<b>\$310,000</b>	
<b>Program FTE</b>	0.00	0.00	0.00	0.00

Program Revenues				
Financing Sources	\$0	\$0	\$0	\$310,000
<b>Total Revenue</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$310,000</b>

Explanation of Revenues

This funding is a one-time-only general fund cash transfer to fund 2508 Information Technology Capital Fund

Significant Program Changes

Last Year this program was:



Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2024	2024	2025	2025
Contractual Services	\$0	\$0	\$0	\$2,000,000
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,000,000</b>
<b>Program Total:</b>	<b>\$0</b>		<b>\$2,000,000</b>	
<b>Program FTE</b>	0.00	0.00	0.00	0.00

Program Revenues				
Financing Sources	\$0	\$0	\$0	\$2,000,000
<b>Total Revenue</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,000,000</b>

Explanation of Revenues

Funded via cash transfer with one-time-only JOHS - Metro Regional Strategy Implementation Fundi (RSIF) funding.

Significant Program Changes

Last Year this program was:





Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2024	2024	2025	2025
Contractual Services	\$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 funding is a one-time-only general fund cash transfer to fund 2508 Information Technology Capital Fund

Significant Program Changes

Last Year this program was:

**Program #78340 - Enterprise Resource Planning Historical Data Retention FY 2025 Proposed**

**Department:** County Assets **Program Contact:** Tony Chandler  
**Program Offer Type:** Capital **Program Offer Stage:** Proposed  
**Related Programs:**  
**Program Characteristics:** New Request, One-Time-Only Request

**Executive Summary**

Historical employee data resides on hardware and software that has reached its end of life. This project will move the data to a sustainable solution that meets data retention requirements. This program is expected to be completed over two years.

**Program Description**

When Multnomah County replaced its core Enterprise Resource Planning (ERP) system, not all historical data was migrated to the new platform. The historical data (prior to end of year 2018) that was not migrated remains in a static instance of the County's legacy ERP software and hardware platform. To support long term data retention and records availability, this program will transition legacy data to a new database and server platform. The effort to do so will be significant for IT and business partners in the Department of County Management primarily Human Resources (HR) and Finance. The project analysis is underway and full cost estimates will need to be refined as the final technical solution is determined. This project is designed to identify solutions that meet the functional and retention requirements.

This program will perform analysis, develop mitigation options, and execute on a plan to move historical ERP data to a solution that allows for access to the data, meets data retention requirements and provides for a long term strategy to meet both of those expectations. From an equity perspective, this offer supports the ongoing availability of data required for historical pay equity management.

The program will strive to make all the required data available via reporting to support internal operational activity, public records requests and overall data retention requirements. Program resources will include teams from Information Technology, internal HR and Finance teams, as well as potential vendor partners.

This project is expected to be complete within two years. A follow on program offer for FY 2026 will be necessary to complete the project. The estimated total cost of this two year project is \$1.5 million and the yearly maintenance cost estimate is \$150,000.

**Performance Measures**

Measure Type	Performance Measure	FY23 Actual	FY24 Budgeted	FY24 Estimate	FY25 Target
Outcome	Legacy ERP data transitioned from legacy platform to support operational and data retention requirements.	N/A	N/A	0%	50%
Outcome	A sustainable software and hardware platform is set up to host the County's transitioned legacy ERP data.	N/A	N/A	0%	100%

**Performance Measures Descriptions**

- PM #1 - Required data is both protected and available as required for retention and operational needs
- PM #2 - Software and hardware solution meets standards and is affordable

## Legal / Contractual Obligation

Data retention requirements per Executive Rule 301(Retention of Public Records) - in order to meet Department needs based on legal, fiscal, administrative and historical value.

## Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	<b>2024</b>	<b>2024</b>	<b>2025</b>	<b>2025</b>
Contractual Services	\$0	\$0	\$0	\$1,000,000
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,000,000</b>
<b>Program Total:</b>	<b>\$0</b>		<b>\$1,000,000</b>	
<b>Program FTE</b>	0.00	0.00	0.00	0.00

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

## Explanation of Revenues

This funding is a one-time-only general fund cash transfer to fund 2508 Information Technology Capital Fund.

## Significant Program Changes

Last Year this program was:

### Fleet, Records, Distribution and Motor Pool

In the Department of County Assets (DCA), Fleet, Records, Distribution and Motor Pool support all County departments and agencies

Fleet Services provides and manages the vehicles and related equipment used by Multnomah County agencies to provide direct and indirect services to the community. This includes purchasing, maintaining, repairing, and disposing of vehicles and equipment in a manner that is responsible, safe, cost effective, and the best use of available resources. The goal of the program is to ensure that vehicles are safe for drivers and passengers, are available and have the equipment needed to provide critical services in the community, and support a climate resilient community through the reduction of fossil fuel dependency.

Records Management and Archives supports creation, storage, retrieval, accessibility, protection, preservation, research, destruction, and access to public records dating back to 1849; leads and supports Countywide strategic information initiatives; and advises Countywide on records management concerns. The program’s goal is to ensure that all members of the public are able to inspect County public records as mandated by Oregon Public Records Law, and that all County entities creating, managing, protecting, and destroying public records do so in a compliant manner that retains their authenticity, integrity, and reliability, in order to document the County’s decision-making, policies, and community involvement.

Distribution Services provides central coordination of a complex and multifaceted system of distribution logistics across 50 County locations. The goal of this program is to provide support for the diverse logistical needs of the County. The program supports the County’s equity initiative by managing the logistical needs of numerous departments that serve community members and vulnerable populations. Serving as the centralized mailing center, Distribution Services moves a variety of items via fixed routes and special

**\$28.2 million**  
**Fleet, Records, Distribution  
and Motor Pool**  
Total Proposed Budget

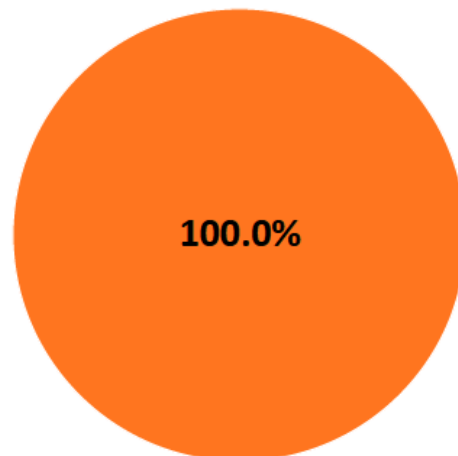
Including cash transfers, contingencies, and unappropriated balances.



**27.75 FTE**

(full time equivalent)

\$28.2M  
Other Funds



deliveries, to include domestic and international mail, County records, interoffice mail, clinical items, vaccines, and recyclables.

The Motor Pool program supplies a shared pool of vehicles and car sharing options, ensuring that employees have accessible, timely, reliable, and safe ways to conduct County business at offsite locations and provide services directly to clients in the community. The program provides important short-term transportation options for staff working at off-site locations, and also supports mechanical breakdowns, billing issues, fleet vendor oversight, and electric vehicle training. The goal of the program is to align resources with department needs, seamlessly supporting County engagement with the community, while continuing to upgrade transportation options to environmentally sustainable vehicles.

### Significant Division Changes

The FY 2025 Fleet, Records, Distribution Services, and Records budget is focused on access to services, transformation of data into information, and transparency.

Beginning in FY 2025, the Records Management and Archives Division (78404) replaced historical revenue recovery methodology to reflect actual consumption of services.

### Table of Division Programs

The following table shows the programs that make up the division’s budget, including cash transfers, contingencies, and unappropriated balances. The individual programs for this division follow in numerical order.

Prog. #	Program Name	One-Time-Only	General Fund	Other Funds	Total Cost	FTE
<b>Fleet, Records, Distribution Services &amp; Motor Pool</b>						
78400	Fleet Services		0	7,826,459	7,826,459	12.00
78401	Fleet Vehicle Replacement		0	13,935,093	13,935,093	0.00
78402	Motor Pool		0	1,091,132	1,091,132	2.25
78403	Distribution Services		0	2,264,258	2,264,258	6.50
78404	Records Management		0	3,060,653	3,060,653	7.00
<b>Total Fleet, Records, Distribution and Motor Pool</b>			<b>\$0</b>	<b>\$28,177,595</b>	<b>\$28,177,595</b>	<b>27.75</b>



## 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

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2024	2024	2025	2025
Personnel	\$0	\$1,689,142	\$0	\$1,774,950
Contractual Services	\$0	\$49,178	\$0	\$106,667
Materials & Supplies	\$0	\$2,344,054	\$0	\$2,416,395
Internal Services	\$0	\$1,745,413	\$0	\$2,015,408
Capital Outlay	\$0	\$967,159	\$0	\$480,000
Cash Transfers	\$0	\$54,870	\$0	\$341,509
Unappropriated & Contingency	\$0	\$0	\$0	\$691,530
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$6,849,816</b>	<b>\$0</b>	<b>\$7,826,459</b>
<b>Program Total:</b>	<b>\$6,849,816</b>		<b>\$7,826,459</b>	
<b>Program FTE</b>	0.00	12.00	0.00	12.00

Program Revenues				
Other / Miscellaneous	\$0	\$6,065,896	\$0	\$6,696,244
Beginning Working Capital	\$0	\$680,252	\$0	\$1,033,039
Service Charges	\$0	\$103,668	\$0	\$97,176
<b>Total Revenue</b>	<b>\$0</b>	<b>\$6,849,816</b>	<b>\$0</b>	<b>\$7,826,459</b>

## Explanation of Revenues

The program is primarily funded by internal service charges.

\$126,000 grant G78 0570 01 E-MOB is funded by the Pacific Power Oregon Mobility Grant. The proceeds of which will be provided to the County once the library purchases and deploys the electric box truck.

## Significant Program Changes

**Last Year this program was:** FY 2024: 78400 Fleet Services

This program offer includes a grant from Pacific Power that will be used to purchase an electric box truck for the Library department. FY 2024 budget modification BudMod-DCA-02-24 Pacific Power E-Mobility Grant has the details. The proceeds will be delayed in FY 2024 due to procurement.





Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2024	2024	2025	2025
Capital Outlay	\$0	\$11,508,887	\$0	\$13,935,093
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$11,508,887</b>	<b>\$0</b>	<b>\$13,935,093</b>
<b>Program Total:</b>	<b>\$11,508,887</b>		<b>\$13,935,093</b>	
<b>Program FTE</b>	0.00	0.00	0.00	0.00

Program Revenues				
Other / Miscellaneous	\$0	\$2,954,347	\$0	\$2,729,425
Financing Sources	\$0	\$54,870	\$0	\$341,509
Beginning Working Capital	\$0	\$8,499,670	\$0	\$10,864,159
<b>Total Revenue</b>	<b>\$0</b>	<b>\$11,508,887</b>	<b>\$0</b>	<b>\$13,935,093</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; thus, the source of these proceeds is Local. 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 2024: 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

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2024	2024	2025	2025
Personnel	\$0	\$269,152	\$0	\$273,141
Contractual Services	\$0	\$631,772	\$0	\$372,736
Materials & Supplies	\$0	\$4,101	\$0	\$4,783
Internal Services	\$0	\$352,602	\$0	\$310,255
Capital Outlay	\$0	\$194,332	\$0	\$0
Unappropriated & Contingency	\$0	\$0	\$0	\$130,217
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$1,451,959</b>	<b>\$0</b>	<b>\$1,091,132</b>
<b>Program Total:</b>	<b>\$1,451,959</b>		<b>\$1,091,132</b>	
<b>Program FTE</b>	0.00	2.25	0.00	2.25

Program Revenues				
Other / Miscellaneous	\$0	\$1,257,627	\$0	\$960,598
Beginning Working Capital	\$0	\$194,332	\$0	\$130,217
Service Charges	\$0	\$0	\$0	\$317
<b>Total Revenue</b>	<b>\$0</b>	<b>\$1,451,959</b>	<b>\$0</b>	<b>\$1,091,132</b>

## Explanation of Revenues

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

## Significant Program Changes

Last Year this program was: FY 2024: 78402 Motor Pool



Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2024	2024	2025	2025
Personnel	\$0	\$722,774	\$0	\$698,422
Contractual Services	\$0	\$698,584	\$0	\$748,038
Materials & Supplies	\$0	\$26,596	\$0	\$27,634
Internal Services	\$0	\$557,226	\$0	\$561,776
Capital Outlay	\$0	\$232,135	\$0	\$0
Unappropriated & Contingency	\$0	\$0	\$0	\$228,388
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$2,237,315</b>	<b>\$0</b>	<b>\$2,264,258</b>
<b>Program Total:</b>	<b>\$2,237,315</b>		<b>\$2,264,258</b>	
<b>Program FTE</b>	0.00	6.50	0.00	6.50

Program Revenues				
Other / Miscellaneous	\$0	\$1,988,696	\$0	\$2,019,420
Beginning Working Capital	\$0	\$232,135	\$0	\$228,388
Service Charges	\$0	\$16,484	\$0	\$16,450
<b>Total Revenue</b>	<b>\$0</b>	<b>\$2,237,315</b>	<b>\$0</b>	<b>\$2,264,258</b>

Explanation of Revenues

Distribution Services is funded via internal service charges.

Significant Program Changes

Last Year this program was: FY 2024: 78403 Distribution Services



## Legal / Contractual Obligation

Oregon Revised Statute 192 and Oregon Administrative Rule Chapter 166 define public records law and policy, Records Officer mandates, and standards and obligations for records creation, access, storage, protection, retention, and disposition. Multnomah County Executive Rule 301 assigns the retention schedule function to the Records Management program, and Multnomah County Code Chapter 8.500 defines additional archival records responsibilities and obligations.

## Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2024	2024	2025	2025
Personnel	\$0	\$1,049,978	\$0	\$1,111,516
Contractual Services	\$0	\$342,620	\$0	\$316,578
Materials & Supplies	\$0	\$153,918	\$0	\$163,651
Internal Services	\$0	\$969,753	\$0	\$1,164,257
Capital Outlay	\$0	\$182,501	\$0	\$0
Unappropriated & Contingency	\$0	\$0	\$0	\$304,651
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$2,698,770</b>	<b>\$0</b>	<b>\$3,060,653</b>
<b>Program Total:</b>	<b>\$2,698,770</b>		<b>\$3,060,653</b>	
<b>Program FTE</b>	0.00	7.00	0.00	7.00

Program Revenues				
Other / Miscellaneous	\$0	\$2,406,944	\$0	\$2,755,400
Beginning Working Capital	\$0	\$291,372	\$0	\$304,651
Service Charges	\$0	\$454	\$0	\$602
<b>Total Revenue</b>	<b>\$0</b>	<b>\$2,698,770</b>	<b>\$0</b>	<b>\$3,060,653</b>

## Explanation of Revenues

Records Management is funded via internal service charges.

## Significant Program Changes

**Last Year this program was:** FY 2024: 78404 Records Management

In FY 2025, our methodology for determining internal service rates changed substantially in order to distribute all program costs more equitably across County customers for all of the services we provide. This corrected an inequitable distribution of costs that resulted when allocation rested primarily on record center usage alone, made metrics used to measure physical and electronic records activity more parallel, and ensured that countywide costs for administrative and archival services were fairly distributed.