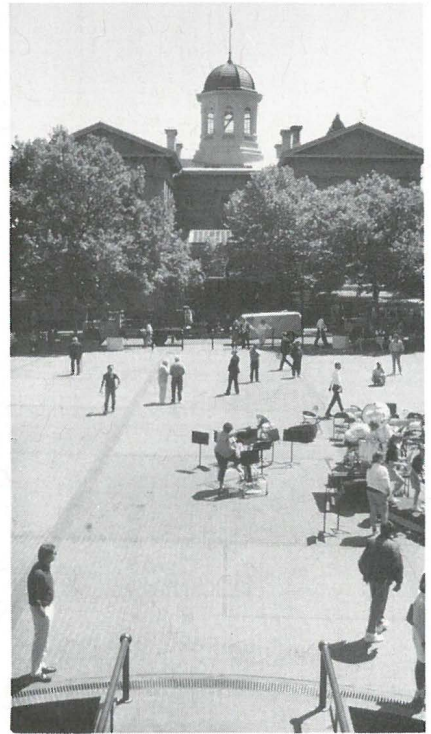
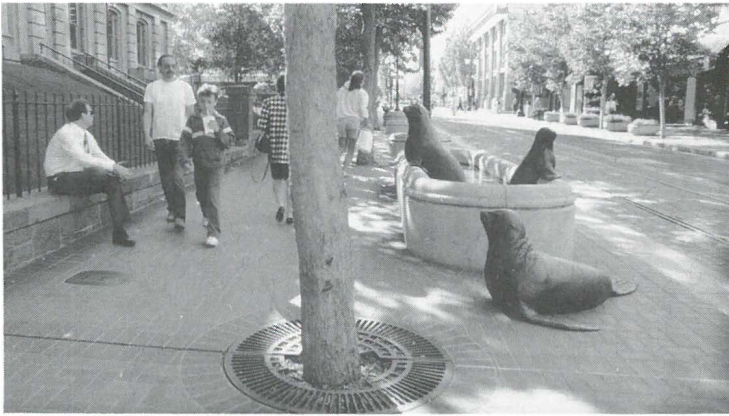


# City of Portland, Oregon FY 1991-92 Adopted Budget Volume 1



Volume I of the Adopted Budget document contains the budget information that is typically of most interest to the public. It includes:

- The Mayor's Budget Message;
- An introductory **User's Guide** to the budget;
- An **Overview** of the contents and major policy decisions in the 1991-92 budget;
- **Financial Summaries** that present in table form some condensed budget figures for the overall City; and
- **Operating Budget Detail** that presents and discusses the budget for individual bureaus in the **General Fund** and for **Other Operating Funds** and **Internal Service Funds**.

Volume II of the Adopted Budget document continues the **Operating Budget Detail** with budget information on:

- **Agency and Trust Funds;**
- **Construction Funds;**
- **Debt Service Funds;**
- **Federal Funds;**
- **Retirement Funds; and**
- **Revenue and Reserve Funds.**

Volume II also contains the 1991-92 budget of the **Portland Development Commission**, a quasi-independent City agency that operates subject to City charter but has a separate budget. The remainder of Volume II is devoted to the **Capital Budget**, which outlines the City's five-year plan for major capital investment both in summary and project-by-project format, and the **Appendices** that contain supplemental information for the reader's reference.

The subjects printed in bold type above are marked in the document with separate tabs.

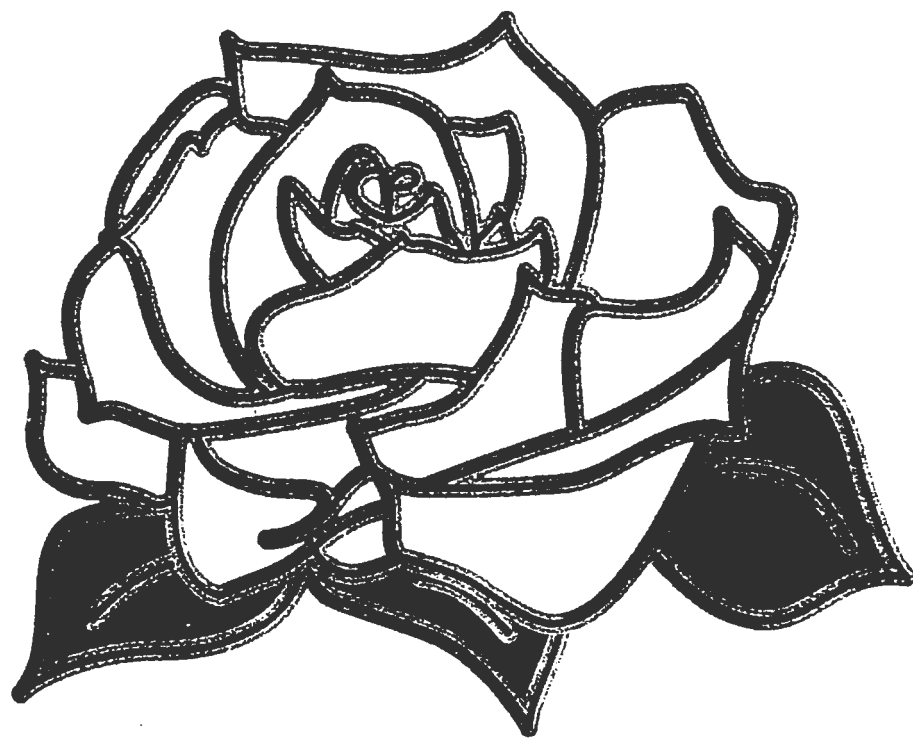
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**CITY OF  
PORTLAND, OREGON  
1991-92 ADOPTED BUDGET**

---

**BUDGET COMMITTEE:**

*Mayor J.E. Bud Clark  
Commissioner Earl Blumenauer  
Commissioner Dick Bogle  
Commissioner Gretchen Kafoury  
Commissioner Mike Lindberg  
Auditor Barbara Clark*



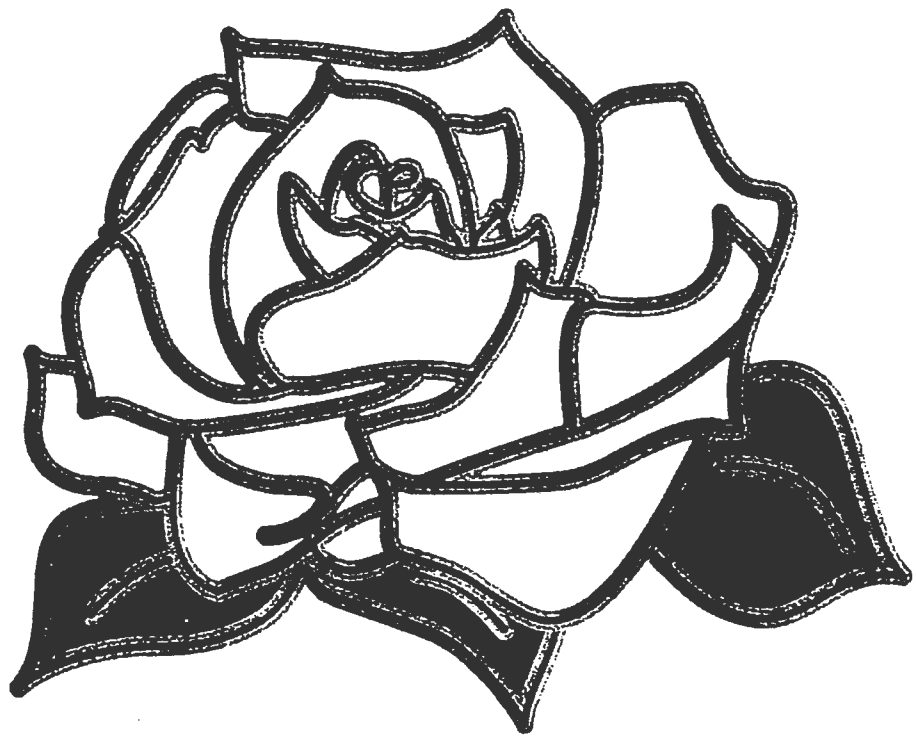
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# Office of Finance and Administration

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Stephen C. Bauer, Director  
Janis Tune, Administrative Services Officer  
Sheila Black  
Richard Hofland  
Bryant Enge

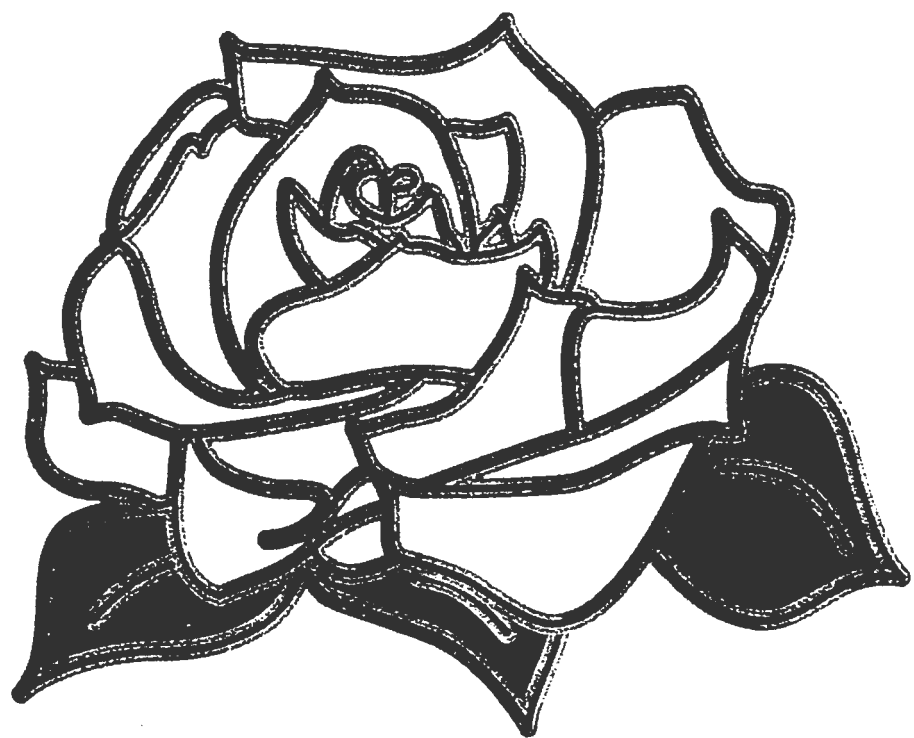
**Bureau of Financial Planning**  
Timothy Grewe, Bureau Director  
Drew Barden, Urban Economist  
Chrystella Byers  
Babette Means  
Larry Nelson  
Duane Peterson  
Ruth Roth  
Linda Mary Scott  
Julie Vanoudenhaegen  
Gordon Wilson



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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

**PRESENTED TO  
City of Portland,  
Oregon  
For the Fiscal Year Beginning  
July 1, 1990**

*Gary R. Norstrom*

President

*Jeffrey L. Esser*

Executive Director

## **Distinguished Budget Presentation Award**

The Government Finance Officers Association of the United States and Canada (GFOA) presented an award for Distinguished Budget Presentation to (unit name) for its annual budget for the fiscal year beginning (date).

In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan and as a communications medium.

The award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

## ***HOW TO USE THE BUDGET***

This Budget document is organized as follows:

- \* **Mayor's Budget Message** -- The Mayor's Budget Message highlights the major changes in city services, policies and requirements contained in the FY 1991-92 Budget.
- \* **Users' Guide** -- This section provides a brief overview of Portland's characteristics, organizational structure, strategic planning process, financial structure and the budget process.
- \* **Budget Overview** -- The reader is provided a concise overview of the FY 1991-92 Budget, highlighting:
  - \* Service changes
  - \* Financial Forecast and Economic Outlook
  - \* Budget Notes, which list issues or policy questions the Council wants to study further
  - \* A summary of the financial and operating policies under which the City operates and which serve as guidelines on developing the annual budget.
  - \* Ballot Measure 5
- \* **Financial Summaries** -- A series of financial summaries provides the reader with information on revenues, expenses and city positions currently funded for FY 1991-92 and prior years.
- \* **Budget Detail** -- These sections contain information required by Local Budget Law for each of the City's agencies and funds.

Appropriation Summary -- This summary provides FY 1991-92 as well as historical revenue and expenditure information for personal services, materials and services, and capital outlay expenditures. With each is a brief description of the services provided, changes in service level, and each Bureau's performance objectives.

Program Summary -- Provides a brief description of the bureau's programs, workload indicators and the dollars and positions allocated to the program.

Line Item Detail -- Provides a detail of expenditures by line item.

Personnel -- Provides a history and current information on personal services expenditures and number of positions. The historical data on number of positions is the listed by job classification, as they were included in the approved budget for that year. The actual salary paid by classification agrees with the audited expenditures but may not agree with the budgeted positions because of reclassification of positions which occur during the fiscal year.

**Fund Pages** -- Provides history and current information on the revenues and expenditures at the fund level, and a brief narrative about the fund.

The budget detail pages are organized according to the type of fund. A brief description of each type of fund is found behind the tab, as well as in the User's Guide.

\* **Appendices** -- the text of Council Resolutions, Guidelines and Policies guiding Budget decisions. The Appendix also includes the text of Ballot Measure 5.

### ***QUESTIONS AND ANSWERS ABOUT USE OF THE BUDGET DOCUMENT***

Q. Where should the reader go to find out about the overall budget?

A. In the section labeled Financial Summaries.

Q. How should the reader find the budget for a particular bureau?

A. Under the particular Bureau in the Budget Detail section.

Q. What if the reader wants to review the City's capital budget?

A. Look in the Budget Overview section under Budget Summary, Capital Budget Highlights.



CITY OF  
**PORTLAND, OREGON**

OFFICE OF THE MAYOR

Office of  
J.E. Bud Clark, Mayor  
1220 S.W. 5th  
Portland, Oregon 97204  
(503) 248-4120

July 15, 1991

TO THE CITIZENS OF PORTLAND, OREGON:

At no time in my administration has this City Council spent as many hours at community meetings and in formal public hearings listening to citizen concerns and ideas about city services. The extensive level of public involvement in this budget process included an unprecedented commitment from Portland's business community to help the City to re-examine its priorities and find new ways of doing business. Our partnership with the Association for Portland Progress and the Portland Chamber of Commerce holds great promise for a commonsense approach to public services in the future.

This budget reflect the consensus reached by the City Council in June, 1991. The FY 1991-92 budget responds to a fundamental change in the City's financial and operating environment caused by the passage of Ballot Measure 5 in November 1990.

To deal with the loss of property tax revenue that Measure 5 would bring about, Council directed General Fund bureaus to examine their programs in detail and to build their budgets from the bottom-up. This approach produced clear service priorities and allowed Council and the public to understand the impacts of budget decisions. Council spent three weeks in work sessions reviewing bureau budgets in light of public testimony and citizen input.

This budget is balanced to projected available revenue from existing sources, including property taxes reduced to comply with the local government limit of \$10 per thousand dollars of assessed valuation under Measure 5. **No new taxes are proposed**; however fee increases are approved in several programs to recover cost of service and avoid service cuts.

#### GENERAL COMMENTS

Three points are noteworthy about this budget:

1) Because of Measure 5, there is an air of uncertainty about the FY 1991-92 Budget. As additional information becomes available on Measure 5, as new state statutes are enacted, and as possible court actions are resolved, the City may need to reconsider its budget. Specific uncertainties will continue to confront the City over the next several years. These uncertainties include the status of service charges and fees, assessed value growth, and intergovernmental coordination of property tax levies.

2) In response to citizen testimony called for budget priorities, community policing and programs related to neighborhood stability are given the highest funding priority. Other service areas took significant cuts.

3) The City Council and bureau managers are making changes to improve the efficiency and effectiveness of city services. These changes are included in many bureau budgets. However, some ideas suggested during public testimony for cost savings, government reorganization, and alternatives to city-provided services could not be examined satisfactorily in the short time available to balance the budget. Much work remains to give these ideas the thoughtful attention and consideration they deserve.

For these reasons, the FY 1991-92 budget should be viewed as one of transition. The Council will continue its intensive review of the budget through the year as new information becomes available on the tax measure, and as opportunities for improving the effectiveness and efficiency of city services present themselves.

## **SERVICE PRIORITIES AND REDUCTIONS**

Although progress will be made in the City's highest priority service areas, it is still necessary to cut \$7.7 million from General Fund services as a result of Measure 5. Ninety-four (94) positions are eliminated. Service priorities and reductions are highlighted below.

**\*POLICE:** Community policing will move forward into its second year, reflecting Council's strong commitment to this program. While the total staffing level is essentially unchanged due to the addition of 23 positions to deal with annexation service requirements, the Police Bureau was forced to eliminate 20 other positions, all vacant. An estimated 130 additional positions are still required for full implementation of community policing. The City will not meet this objective now or within the foreseeable future without new revenues or further substantial reductions in other service areas.

**\*FIRE:** Fifty seven (57) positions are eliminated resulting in the closure of two fire stations and their associated fire companies. Response times could increase for fire and emergency medical calls.

**\*PARKS AND RECREATION:** Every attempt was made to preserve the free and open space available to our citizens, and to maintain affordable recreational opportunities for Portland's children. Fifteen positions (15) are eliminated in the Parks Bureau which will reduce mowing, litter pickup and cleaning in some park areas; close the Firehouse Theatre and Mt. Tabor Annex; and reduce arts programming. Fees for adult athletic and outdoor recreation programs are increased.

**\*NEIGHBORHOOD SERVICES:** Citizen crime prevention programs remain intact. Cuts are made to district office operations, citizen advocacy commissions, and neighborhood mediation services. Some of the new garbage franchise fee will be used to offset reductions in General Fund support to the neighborhood nuisance and abandoned auto programs to avoid loss of service.

**\*HUMAN AND COMMUNITY SERVICES:** General Fund support is continued to complete the Albina Community Plan in NE Portland, and federal block grant funds are budgeted to conduct a Housing Affordability Study. Funding is reduced for coordination, tracking and evaluation services for youth-at-risk programs.

\*PLANNING, DEVELOPMENT AND URBAN SERVICES: Cost recovery increases in planning and zoning permit fees will allow continued General Fund support of critical comprehensive planning and regional growth management initiatives, as well as neighborhood level planning activities. The City's ability to assist businesses interested in expanding or relocating with the City will be reduced. Portland Future Focus, the City's strategic planning process is scheduled for completion in August 1991, and funding is provided to ensure adequate support for implementation.

\*METROPOLITAN ARTS: The major programs of the Arts commission remain whole, although reductions will be made in grants to local artists. The Arts 2000 cultural planning process will continue.

\*TRANSPORTATION: General Fund support for the regional and West Side Light Rail programs continues, as well as for neighborhood traffic management. Special events support and downtown sidewalk cleaning is funded at a reduced level. Construction of the Central City Trolley system is delayed.

\*WATER AND ENVIRONMENTAL SERVICES: These services are not directly affected by Measure 5. The budget for Environmental Services includes major new programs to comply with Federal and State regulatory requirements and new initiatives in environmental protection. The City's garbage franchise and recycling program will be implemented in FY 91-92. Water rates will increase by 7.45%. Residential sewer rates will increase by 24%.

\*CAPITAL IMPROVEMENTS: Relocation of the 911 emergency communications facility now at Kelly Butte, and acquisition of a new radio system connecting all city bureaus in a single network are Council highest capital priorities in the General Fund. The new 800 MHZ trunked radio system will replace an overloaded and outmoded radio system and provide superior technology for all City users. The new emergency communications facility will replace an aging facility and allow for the consolidation of Fire Alarm Dispatch with Emergency Medical Dispatch. The center will be equipped with a new Computer Aided Dispatch system, funded by the Public Safety serial levy.

## TECHNICAL ADJUSTMENTS TO THE BUDGET

State budget law requires the following changes in accounting and budgeting practices to be noted here:

\* State Tax Street and Parking Meter Funds are consolidated into the Transportation Operating Fund. Similarly, four Appropriation Units have been combined into one within the Transportation Operating Fund. These actions will substantially simplify budget control and reduce the number of accounting transactions.

\* A Computer Services working capital fund is established to improve cost accounting and ensure adequate equipment maintenance and replacement reserves.

\* State Revenue Sharing Fund is consolidated with the General Fund to eliminate cash transfers between funds.

\* The full cost of equipment acquired through the Master Lease is budgeted. In prior years, only the annual debt service payment was budgeted.

## CONCERNS AND CONCLUSIONS

This budget is a temporary response to the impact of the most fundamental change to Oregon's tax system since the property tax relief measure of 1929, which created the Oregon income tax. Much is unknown at this writing about the full effects of Measure 5, but two major areas warrant our attention in the coming year.

**\*Legislative Action:** The Oregon legislature has completed its work interpreting the intent and application of Measure 5. The City of Portland, like other jurisdictions, will over the next several months begin to apply that legislation. In the course of doing this, court challenges may be initiated testing the legislative interpretation of Measure 5. As a result, the City will continue to face uncertainties throughout the year that may threaten to unbalance the budget.

**\*Government Services and Structure:** Public sentiment following Measure 5 makes the streamlining of local governments a necessity. Elected officials must hear the plea from voters for a leaner, more efficient government. The duplication of city and county services or administrative operations is no longer justified. Real change must occur before the 1992-93 budget cycle begins. Resolution of this issue is a top priority for the Portland City Council.

Meetings will continue throughout the summer months with Multnomah County officials to identify joint opportunities for efficiencies through improved coordination and possible consolidation of services. Additionally, the City will be an active participant in the study of regional governmental service models to be conducted by the Institute of Portland Metropolitan Studies at Portland State University.

In conclusion, as a result of a continued strong local economy fueling revenue growth, increasing assessed values, combined with over \$7 million in program reductions, the City of Portland has managed to balance its first post-Ballot Measure 5 budget. Much work remains for the Council to eliminate uncertainties surrounding Measure 5 and to once again create a financially stable environment for City services. In the months ahead, the Council is pledged to continue its aggressive review of the budget to find new and less costly options for providing services to Portland citizens. New taxes will continue to be a last resort option for preserving quality services.

The challenge we face is to serve Portland citizens equitably and efficiently to assure the safety, health and productivity of our wonderful city. The future of our children and the quality of life we cherish depends upon our collective ability to steer the proper course and shape a consensus for action. The task is not easy, and I ask the help of every Portland citizen as we grapple with the problems and explore the opportunities that lie ahead.

Sincerely



J.E. Bud Clark  
Mayor





## User's Guide to the City of Portland and its Budget

This section is an introduction for those unfamiliar with the City budget process. It provides a brief overview of Portland's characteristics, organizational structure, financial structure, budget process, and how the budget document is organized.

## USER'S GUIDE TO PORTLAND AND ITS BUDGET

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## **B. PORTLAND: THE CITY & ITS BUDGET**

Portland's annual budget document is a reflection of City policies. Seeing how revenues are collected and spent, readers of the budget are actually watching policy at work. Likewise, the budget is the City's financial plan and an operations guide for the government and its activities. It is also a communications tool. The budget document reflects the goal of citizens and leaders alike: to maintain and enhance the high quality of life enjoyed by Portland residents.

Future budgets will gradually incorporate the action plans of "Portland Future Focus," described in this section under Strategic Planning. Those plans will become policy, then reality, as the City works to accomplish the vision for Portland in the year 2000.

### **1. City of Portland Characteristics**

The City of Portland, with a July 1, 1991 population of 445,666, comprises an area of approximately 136.7 square miles in northwestern Oregon. Located astride the Willamette River at the confluence with the Columbia River, Portland is the center of commerce, industry, transportation, finance, and services for an immediate metropolitan area with a population of 1.36 million. Portland is the county seat of Multnomah County, the largest city in Oregon, and the second largest city in the Pacific Northwest.

Portland is situated in the heart of a vast and diverse recreational area which encompasses desert, marine, forest, and mountain environments. The City is a convenient point of departure for Pacific Ocean beaches, located within 100 miles to the west, and the forested Cascade Mountains to the east. Among those snow-capped peaks is 11,235-foot Mt. Hood, one of the world's most climbed mountains, and home of the world

famous Timberline Lodge, only 60 miles from Portland.

Portland is the leading warehousing and distribution center for the Pacific Northwest, serving a market area of about seven million people. Portland's deep water location on the Columbia River gives it substantial geographic and, therefore, economic advantages for the shipment of freight. The Columbia River ship channel is maintained at a depth of 40 feet from the Portland Harbor to the Pacific Ocean, 110 miles downstream. Portland is a regular port-of-call for more than 50 major steamship lines serving major world trade routes. The Port of Portland offers outstanding opportunities for expanded export industries, investments, business and travel.

Portland's economy has slowly diversified over the past decades. Steady growth in non-traditional sectors, such as the manufacture of electrical equipment, instruments and related products has placed Portland in an economic structure that shows continued strength, in spite of a national recession.

Tektronix, Inc., Nike, Boeing, Kaiser Permanente and Fred Meyer, Inc. are just a few of the major employers in the Portland Metropolitan area.

Portland State University, one of the three large universities in the Oregon State System of Higher education, is located on a campus encompassing an area of 26 blocks adjacent to the downtown business and commercial district. Additionally, there are four independent colleges, three community colleges, and three church affiliated schools in Portland.

The City's financial commitment to its downtown has resulted in one of America's most attractive urban cores. Development activity has balanced well with strong gains in housing, retail and office space.

Portland International Airport (PDX) is the fastest growing major airport on the West Coast. To ensure that PDX keeps pace with growth into the next century, more than \$100 million will be invested in improving and expanding airport facilities. Recently added were, a 10,000 square-foot international facility with improved Customs services, a Conference and Business Center, regional hub terminal and expanded cargo facilities.

The Tri-County Metropolitan Transportation District (Tri-Met) provides bus service throughout the Metropolitan area. MAX, Tri-Met's light rail system, began operating a 15-mile line between downtown Portland and the City of Gresham (to the East) in the Fall of 1986. Plans are currently underway to expand the light rail system further yet, to serve the suburbs to the west of the City.

Because Portland is Oregon's largest city and the center of business and transportation routes in the state, it also attracts many tourist and business visitors. A major symphony, the Rose

Festival, art and historical museums, the Oregon Museum of Science and Industry, Western Forestry Center, Japanese Garden, International Rose Garden and the Washington Park Zoo are only a few of Portland's cultural and recreational attractions. The city also hosts the Portland Trail Blazers of the National Basketball Association, as well as professional baseball and hockey teams.

Further attributes that make Portland a popular, livable city are its clean water and air, cultural diversity, architectural beauty and the relative ease of getting around.

## 2. Form of City Government

The City of Portland, incorporated in 1851, is a home rule charter city. The City Charter is the basic law under which the City operates and can be amended only by a vote of the people. In 1913, a modified commission form of government was created, rare in cities as large as Portland.



The Charter provides for five non-partisan Council members, called Commissioners, including the Mayor, they are elected at-large to four year terms. The positions are full-time and salaried. The City Auditor is also elected and required by Charter to be a Certified Public Accountant. The Auditor is not part of the Council and has no formal voting authority.

The Mayor and Commissioners act as legislators and administrators. Thus, Council members are responsible for enacting City laws, allowing laws to be enforced, and administering bureaus under their supervision. The current organization of City operations is shown below.

The Mayor is the formal representative of the City, responsible for assigning each of the four commissioners to one of five departments: Finance and Administration, Public Affairs, Public Safety, Public Utilities and Public Works. The Mayor also decides which agencies the commissioners will manage. Traditionally, the Mayor has been the Commissioner of Finance and Administration. Assignments may be changed at the discretion of the Mayor at any time.

The Auditor receives and maintains all documents relating to the accounts and contracts of the City, including its debts, revenues and other financial affairs. That person also conducts financial and performance audits of City bureaus and their functions.

The City operates under the provisions of the City Charter and City Code, which are consistent with the State Constitution and state law (the Oregon Revised Statutes). Ordinances are passed by a simple majority vote, three of the five Council members.

### **3. Strategic Planning:**

#### **Focusing on Portland's Future**

Until 1988, planning in Portland was largely land use planning... or deciding what type of building, what type of activity could be conducted in any sector of the city. There is also a comprehensive plan which, by law, must comply with State requirements.

While land use planning is necessary and extremely useful, City Council members, also feel a commitment to a longer term planning process. Portland is only one of many governmental entities in the region. It is important for partnerships to continue to develop between the City and its neighbors, the City and its resident businesses and citizens. Because of that commitment, the Council embarked on a citizen-based planning process that anticipates and responds to these evolving trends and issues. Portland Future Focus began in the Spring of 1988 and community involvement began in April, 1990. Five objectives were chosen for Future Focus:

- (1) Describe what Portland's future holds.
- (2) Create a community vision of what is desired for Portland's next decade.
- (3) Identify major changes needed to achieve the vision.
- (4) Forge partnerships between government, business and community organizations to solve complex problems.
- (5) Build a three-to five-year action to be implemented by community organizations.

## "Megatrends" and Values

An "environmental scan," conducted at the start of the process, provided a detailed picture of Portland's recent past, its present and, most importantly, the trends which will affect its future. The scan resulted in the identification of Portland's 10 "driving forces," or "megatrends:" Among them were social and economic, educational and quality-of-life issues.

The next step was to develop a group of "community values" from the list of megatrends. A survey of more than 400 residents was the basis for the value statements, those things Portlanders cherish about their City. A sense of community, cultural vitality, personal well-being, balanced development, good government and a quality environment were among those listed.

## From Values to Action

As the Strategic Plan is completed, the City's budget will increasingly reflect the commitment to make Portland's Future Focus a reality. That is, City activities necessary to implement the plan will be explicitly identified in and monitored through the budget.

Because the community does not have resources to immediately handle all of the goals in Future Focus, the Policy Committee last October narrowed its focus to a handful of strategic goals that must be addressed to begin the process. These include building leadership, celebrating diversity, creating community wealth and jobs, graduating all students, managing regional growth and reducing crime and violence.

Several goals were not selected because they are the subject of other community efforts. Arts, higher education and transportation are among these.

## C. THE CITY'S FINANCIAL STRUCTURE

### 1. Portland's Fund Structure

Revenues to the City are designated and set aside in "Funds." The fund structure used by the City is detailed below. For revenue and spending detail for each fund, look under the "Operating Budget Detail," section of this document, or in Volume II. An explanation of each type of fund is provided in the section dedicated to that specific fund.

#### Types of Funds

- \* **General Fund** -- The General Fund includes all activities of the City supported by property taxes and other "non-dedicated" revenues. These include license and permit fees and state-shared cigarette and liquor tax. Bureaus supported by the General Fund include the Bureaus of Fire, Police, Parks, Community Development, and others.
- \* **Other Operating Funds** -- These funds support agencies such as Emergency Communications, Refuse and Street Lighting. Some, like "Enterprise" funds are self-supporting while others, such as Building and Transportation receive ongoing General Fund subsidies.
- \* **Revenue and Reserve Funds** -- Revenue funds receive money from specific sources which can be used only for specific purposes. The money must be transferred to an operating fund in order to be spent. Revenue funds are dedicated for countering recessionary trends and mitigating mid-year economic downturns.

The City Council adopted a General Reserve Fund Use Policy on May 3, 1990 that formally recognizes the need for a 10% General Reserve level. The Policy also established clear guidelines for withdrawal of funds.

- \* **Bonded Debt Funds** -- These funds account for the payment of debt service on general obligation, revenue, assessment improvement, and urban renewal tax increment bonds.
- \* **Construction Funds** -- These funds account for major construction projects such as streets, water and sewer improvements, etc. Revenues are received when the City issues bonds and notes for capital projects.
- \* **Federal Funds** -- These funds account for grant revenues received from the federal government, such as Housing and Community Development Block Grant funds.
- \* **Retirement Funds** -- These are funds for retirement of police and fire personnel. Revenues are received from a property tax levy authorized by Portland voters in 1940.
- \* **Internal Service Funds** -- Internal service funds account for the sale of central services such as fleet and printing to other City and/or County agencies. They operate solely on revenues received from the agencies using their services.
- \* **City Agency and Trust Funds** -- The City occasionally creates accounts for specific purposes that receive revenues such as gifts or bequests to the City. A variety of these small accounts currently exists.
- \* **Portland Development Commission** -- The Portland Development Commission (PDC) is the City of Portland's urban renewal, economic development and housing rehabilitation agency. It is an autonomous organization that interacts with various City programs. Revenue for PDC is generated through tax increment financing. Details on PDC's budget are located in the Appendix.

## How Funds Interact

City funds interact in a variety of ways. One fund may pay another fund for either goods or services, or to cover operating and capital expenses. For example, the Police Bureau's budget includes a \$108,000 cash transfer to Fleet Management to cover the cost of five new vehicles. The Police Bureau's budget also includes \$3.1 million as a service reimbursement to Fleet, to cover the cost of operations and maintenance of Police vehicles. Cash transfers also result from the exchange of resources between funds to cover operating and capital expenses. For example, the Adopted Budget includes the transfer of \$1.75 million from the General Fund to the Transportation Operation Fund to support light rail planning and development. Transfers between funds result in the budgeting of the dollars in both participating funds.

## 2. Basis of Accounting and Accounting Structure

Governmental accounting, governed by state statute and Generally Accepted Accounting Principles (GAAP), differs substantially from private sector accounting. Private sector financial reports measure economic profits, whereas governmental accounting focuses on disclosing how public money is spent, thus controlling the amount spent for any given purpose.

### Types of Accounting

Enterprise funds, internal service funds and selected other funds are maintained on an "accrual basis" -- recording revenues at the time they are earned.

The General Fund, Transportation Funds, Special Revenue Funds, Debt Service Funds, Capital Projects Fund, and agency and expendable trust funds are maintained on a "modified" accrual basis. That means recording revenues when



measurable and available and recording expenditures when the liability is incurred, with the following exceptions:

- \* Interfund transactions for services are recorded on a cash basis
- \* Revenues for grants are recorded as earned
- \* Interest on general long-term debt and special assessment bonds are recorded when due.
- \* Earned, but unpaid, vacations are recorded as expenditures when taken by employees.

### **Financial Reporting**

The annual financial report of the City presents a picture of the City's finances, including the results of City operations and the changes in the financial position of City funds. The report, required by state statute, is prepared in accordance with Generally Accepted Accounting Principals (GAAP). It reconciles differences between the "budgeting basis" - as presented in the annual Adopted Budget - and the modified accrual method used in the preparation of the Financial Report.

The City has received the Government Finance Officers Certificate of Achievement for Excellence in Financial Reporting for the past nine years.

### **Independent Audit Requirements**

The annual Financial Report of the City is prepared in accordance with Oregon state law. It requires that an annual audit of the fiscal affairs of the City be performed by an independent auditor. Audits are performed in accordance with generally accepted auditing standards and the Minimum Standards for Audits of Oregon Municipal Corporations.

### **Budgetary Controls**

The Council maintains oversight of the City's financial condition through a formal quarterly review of the budget. At the beginning of the fiscal year, bureaus identify their expected pattern of expenses and revenues, where applicable. The review also includes "performance level" projections for each City program. Comparisons between the projected and actual expenditures, as well as performances, are done quarterly by the Office of Finance and Administration, then reported to Council.

Adjustments to bureau budgets must occur during one of the quarterly processes, or if legally necessary, according to State Budget Law, through a Supplemental Budget process, which typically occurs twice a year in the spring and fall. This requirement allows the Council to closely review the impact of budget adjustments on a quarterly basis. It also ensures that the Council's directives are being followed.

### **3. City Debt Management**

The City of Portland issues a variety of debt to raise capital for construction projects, and acquisition of equipment and facilities.

**General Obligation Debt**, backed by the full faith and taxing power of the City consists of:

- \$23 million in voter-approved bonds for the Performing Arts Center and remodeling of Civic Stadium.
- \$26 million in Bancroft local improvement district bonds and \$92 million in water facility bonds are repaid by individual property assessments and water user charges, but are secondarily backed by the City's general obligation pledge.

### Revenue bonds:

- \$82 million in sewer system revenue bonds
- \$3 million in golf and tennis facility revenue bonds
- \$45 million in hydropower revenue bonds
- \$14 million in parking garage revenue bonds. These bonds are paid entirely by user charges.

### Other bonds:

- \$105 million in urban renewal bonds, which are paid with tax increment property taxes
- \$42 million in certificates of participation for buildings and equipment (paid by various City organizations)
- \$5 million in shorter term notes for cash management purposes.

City general obligation debt can legally reach three percent of the City's assessed value, or \$480 million. The City's low debt level of only \$23 million in non-self supporting general obligation debt translates into about \$110 per capita, or a ratio to assessed value of about 0.34%. This very low debt level has remained basically constant for at least the last 10 years.

City debt is rated in national financial markets by Moody's Investors Service and (in the case of sewer revenue bonds) by Standard & Poors Corporation. Since 19 the City's general obligation debt has been rated "Aaa" by Moody's. City sewer revenue bonds are rated "A1" by Moody's, with an equivalent rating of "A+" by Standard & Poors. The City's general obligation rating was confirmed at "Aaa" by Moody's in June, 1991, despite the uncertainties surrounding City finances in the face of Ballot Measure 5.

Bond ratings, based on independent analysis by financial market professionals, indicate the confidence that an investor can have in the security of their investment in City notes and bonds. "Aaa" is the highest possible rating, and is based on a thorough analysis of four basic factors: the City's economy, debt load, financial condition and overall management capabilities.

Moody's currently rates over 36,000 separate debt issues, of which 47% are rated "Aaa," but only 127 issuers, including Portland, have obtained that rating based on their own credit capabilities and without the use of bond insurance. In the 13 western states (including Alaska and Hawaii) there are only 14 "Aaa" credits obtained on their own merit, and Portland is one of only eight cities in the United States with a population over 250,000 to hold that rating.

## D. THE BUDGET PROCESS

### 1. Local Budget Law

Budgeting in Oregon is governed by Local Budget Law, Chapter 294 of the Oregon Revised Statutes. The law has two major objectives:

1. To provide standard procedures for preparing, presenting, and administering local budgets; and
2. To ensure citizen involvement in the preparation of the budget.

Budgeting in Oregon is an effort shared by citizens - who receive services funded through the budget - and elected or appointed officials responsible for providing those services. Citizens involved in the budget process see that the services they require and want are adequately funded. City officials ensure that the annual budget reflects public interest and is structurally correct.

The Tax Supervising and Conservation Commission (TSCC), a five member citizen board appointed by the Governor reviews budgets of all municipalities in the County. Those people, together with the State Department of Revenue ensure compliance of the budget with local budget law.

## **2. Citizen Involvement Process**

More about public participation is discussed in the Overview section.

The TSCC, mentioned above, is only one group that monitors budget processes. The City has the following system for citizen involvement:

a) Neighborhood Needs Requests. This is a process that is initiated in the Fall of each year, a process through which neighborhoods can submit requests for capital and service improvements to City bureaus. The requests are reviewed by bureaus for inclusion in budgets. The Office of Neighborhood Associations coordinates this system and is responsible for ensuring that bureaus respond to all submitted requests.

b) Budget Advisory Committees (BACs): made up of citizens appointed by the Commissioner-In-Charge. These people monitor bureau budgets and operations. They are the primary vehicle for active citizen participation. Initiated in 1974 with five BACs, today Portland is served by 21 BACs and a Budget Advisory Coordinating Committee. The BACC reviews and advises the Council on policy and budget matters and serves as the steering committee for the BAC process.

c) Direct Public Testimony. Citizens have several opportunities to personally testify on bureau budget requests.

- Annual Budget Hearings. Normally, the Council holds several days of hearings where the public can testify

on any topic. This year, hearings were expanded to allow testimony before development of, and upon approval of the Proposed Budget.

- During the Tax Supervising and Conservation Commission Hearings.
- Upon final approval (adoption) of the budget.

Citizens are also free to contact any Commissioner's office directly to provide input in the budget.

## **3. The Budget Process Timeline**

Typically, the budget process begins in October, looking towards the following June when the Proposed Budget becomes the Adopted Budget. (see Figure 2)

October through December - While bureaus begin reviewing their needs for the coming year, the Council begins to hear what the public desires. The impact of Ballot Measure 5 was a hot topic during community forums last Fall.

December and January - The Office of Finance and Administration reviews bureau budget requests. Meanwhile, citizen groups study the same bureau requests and issue reports for the Council.

February through April - The Council reviews bureau budget requests, hears testimony from the public and citizen groups and makes decisions necessary to balance the budget. The Proposed Budget document is published.

May and June - Another citizen group (the Tax Supervising and Conservation Commission) reviews the Proposed Budget and holds public hearings. The Council makes final decisions and adopts the budget.

Major Phases of the Annual Budget Process

MAJOR PHASES OF THE ANNUAL BUDGET PROCESS - FY 1991 - 92

Planning and Guidelines	Bureau Budget Requests	Council Review and Approval	Final Review and Adoption
<p>October-December</p> <ul style="list-style-type: none"> <li>-Budget Manual Distributed to Bureaus.</li> <li>-Council reviews General Fund forecast and approves as the Financial Plan.</li> <li>-Council develops budget guidelines.</li> <li>-OF&amp;A calculates target allocation for General Fund bureau.</li> </ul>	<p>December-January</p> <ul style="list-style-type: none"> <li>-Bureaus prepare budget requests.</li> <li>-OF&amp;A reviews bureau budget requests and prepares overviews for Council.</li> </ul>	<p>February-April</p> <ul style="list-style-type: none"> <li>-Council reviews bureau budget requests.</li> <li>-Council hears testimony from the public, bureau budget advisory committees, and Budget Advisory Committee.</li> <li>-Council makes the allocation and policy decisions necessary to balance the budget.</li> <li>-OF&amp;A produces the Proposed Budget document.</li> <li>-Council gives preliminary approval to budget</li> </ul>	<p>May-June</p> <ul style="list-style-type: none"> <li>-Tax Supervising and Conservation Commission reviews the budget and holds public hearing.</li> <li>-Council considers updated estimates and makes final decisions for the budget.</li> <li>-Council adopts the budget.</li> </ul>

### Overview of 1991-92 Budget

This overview section provides a discussion of the City's overall 1991-92 budget and the City Council decisions leading up to it. Particular emphasis is paid to the City's General Fund budget and how it has been affected by the passage of the property tax limitation initiative, Measure 5, in November 1990.



## BUDGET\*1 OVERVIEW

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Note: Definitions that appear in the Glossary (Appendix) also appear at the bottom of the page on which they first appear, beginning with this section.

\*1 Budget: A plan for the coordination of resources and expenditures. The budget is the financial plan for the City's allocation of resources to provide services, accomplish the City's objectives and perform activities.

\*2 Ballot Measure 5: 1.5 percent Property Tax Measure passed by Oregon voters on November 6, 1990, limiting the consolidated tax rate for non-educational local governments to \$10 per \$1000 assessed value, effective July 1, 1991.

\*3 Financial Forecast: An estimate of resources available to the Council to be budgeted in the next fiscal year and forecasts the financial condition of the General Fund for a five-year period.

\*4 Capital Budget: Expenditures scheduled for the first year of the Capital Improvement Plan and included in the budget.

\*5 Budget Notes: A listing of policy issues that the council has determined require further study or analysis.



## B. CHANGES IN THE BUDGET PROCESS

### 1. Background

Passage of Ballot Measure 5 in November 1990 by the voters resulted in a fundamental change to the property tax system in the State. As a result, the City of Portland is faced with a substantial reduction in revenues for FY 1991-92 and beyond. Consequently, the process by which the budget was finalized also changed, to respond to the special requirements of Measure 5.

The budget was developed based upon a number of assumptions pending further legislative interpretation and guidelines stemming from the Measure. Most of these assumptions appear to have been correct, based upon known legislative actions. This was especially true in such areas as the inter-relationship of governmental jurisdictions, treatment of fees and charges, and the future of tax increment financing.

Nevertheless, considerable uncertainties will continue to exist pertaining to implementation of Measure 5. The changes may occur from court challenges to the interpretations of the measure. Questions also exist on the Measure's future impact on assessed value of property, on how governments will coordinate their property tax actions, and the Measure's impact on future state operations. As a result, the City Council will continue to deliberate on the budget as questions pertaining to Measure 5 are answered.

### 2. Council Changes to the Budget Process

In the past, the Mayor developed a Proposed Budget for presentation to the Council, which serves as the Budget Committee. The Proposed Budget was developed using budget requests submitted by individual bureaus as well as reviews done by the Office of Finance and Administration. While the Proposed Budget reflected the priorities of the Mayor, it was developed through a consensus-building process, with the full participation of Council members. The Proposed Budget usually served as the focal point of the annual budget hearings. It was used by the Council in developing the City's Approved Budget. The Proposed Budget also was the primary document reviewed by the public, one on which they based their testimony to the City Council during the budget hearings.

This year, in response to the significant changes and uncertainties resulting from Ballot Measure 5, the Mayor and the Council departed from the normal process described above. Specific changes included the following:

**-Earlier Budget Process.** The Council decided to begin deliberations on the budget earlier in the year, in order to ensure a thorough review of all options and to reach final decisions while the State Legislature was still in session. This would also provide the City with flexibility in responding to refined interpretations of Measure 5.

**-Transition Budget.** Because of the likelihood that full adjustment to Measure 5 would span a number of

years, the Council viewed the FY 1991-92 budget as a "transition budget." This acknowledged that a multi-year approach would be required in adjusting city service levels to the new revenue constraints posed by the Measure.

**-Bottom Up Review.** Bureaus were asked to make in-depth presentations directly to the Council on their budget requests, at public hearings. Presentations included the bureaus' approach to prioritizing services. They also reviewed what options were available for reducing budgets in response to the lower revenue level dictated by Measure 5. This "bottom up" approach significantly increased the level of information available to the Council, upon which it based critical decisions.

**-Consensus.** The Mayor and Council agreed that the Proposed Budget would reflect a Council consensus. This differed from previous years where the Mayor, with the participation of individual Commissioners, presented a Proposed Budget to the full Council, sitting as the Budget Committee. Also unlike prior years, budget hearings were scheduled prior to development of the budget. This allowed for public comment on the budget before the Council considered actions necessary to balance it.

**-Improved Intergovernmental Coordination.** Increased interaction was required between the City and other local governments as they all dealt with their budgets in response to revenue reductions under Measure 5.

Discussions were also initiated on the consolidation of services. All of these changes stemmed from uncertainties created by Ballot Measure 5 and the possibility for

severe service reductions in order to balance future budgets. While much work will be required in the years ahead, the FY 1991-92 budget represents a significant step toward adjusting to life after passage of Ballot Measure 5.

### **3. Public Participation**

In addition to modifying the budget process, the Council also decided that expanded opportunity must be given to the public, to involve them in the Council's budget deliberations. Shortly after passage of Ballot Measure 5, the Council directed the City's Office of Finance and Administration to prepare public information on Measure 5 and to hire a part time public information person. The objective was to guarantee that citizens had early access to the decision making process and to budget information. It ensured that the citizens of Portland would be well informed on the impact of the Ballot Measure and provided with sufficient opportunity to express their opinions. In addition to increased public information, Portland citizens were also provided with expanded opportunity to participate in the City budget process. This occurred in the following forms:

**-Community Forums.** Shortly after passage of the Measure and prior to the initiation of formal budget hearings, the Council, along with elected officials from other governmental jurisdictions, attended an extended series of community forums. These forums provided an opportunity for citizens to advise elected officials on approaches for adjusting to Ballot Measure 5.

**-Expanded Budget Hearing Testimony.** Citizens were also provided with more chances to testify before the City Council. First, citizens were invited to testify during hearings in advance of council deliberations on the Proposed Budget. A second opportunity was provided upon formal Council approval of the budget. A third and final opportunity for public testimony occurred upon adoption of the budget in late June.

**-Budget Advisory Committees (BACs).** The Citizen Budget Advisory Committee participation was also enhanced during the budget process. Each of the City's 25 committees were provided several opportunities to address the Council, relative to their assigned bureaus. Similarly, the Budget Advisory Coordinating Committee (BACC), made frequent presentations to the Council on city-wide recommendations for balancing the budget. A copy of their report is included in the appendix to the budget.

**-Business Community Involvement.** The FY 1991-92 process included new and unprecedented levels of participation from the business community. At the invitation of the Council, the Association for Portland Progress, representing the downtown business community, along with the Portland Chamber of Commerce and other district business associations made presentations on approaches to balancing the budget. The Association of Portland Progress will provide continued consultation to the Council through the review of City services during FY 1991-92.

In addition to these opportunities, citizens also had the opportunity to testify before the Tax Supervising and Conservation Commission, discussed earlier in the User's

Guide. Citizens are provided with an opportunity to testify during the Commission's review of each governmental jurisdiction's budget.

## **C. BUDGET AND FINANCIAL POLICIES**

While Measure 5 was the primary focus of the FY 1991-92 budget, especially for the General Fund, it is important to highlight other policies traditionally used in developing the annual budget for the City. These policies demonstrate the Council's continued commitment to long-range planning and maintaining financial stability. In many ways, the passage of Ballot Measure 5 heightened the need for such policies. To develop and manage the budget, the City employs the following policies:

1. Financial Plan
2. Council Directives and Guidelines

### **Finance Policies:**

3. Debt Management
4. General Reserve
5. Compensation
6. Bureau Revenue
7. Investment
8. Interagency Service Rates
9. Local Improvement District Financing Policy

### **Service Policies**

10. Community Policing
11. Light Rail
12. Water Plan
13. Environmental

Together, these policies form the foundation for the City's annual budget. What follows is a brief description of these policies and how they apply to the budget. Copies of the policies are included in the appendix.

## **1. Financial Plan**

The Financial Plan provides the Council with a long-range glimpse of the City's expected financial condition for the general fund. The plan also includes Council directives, aimed at ensuring sound financial management and service priority achievements.

The Financial Forecast defines the financial limits for the budget. It also:

- identifies the shortfall or excess money expected for the forthcoming fiscal year.
- identifies the necessary "set-asides" to cover fund-level\*1 needs for service, capital, and compensation increases.
- establishes funding targets for City bureaus.

It was the FY 1991-92 forecast which estimated that the General Fund would fall \$28 million short of the amount necessary to continue existing levels of service.

## **2. Budget Guidelines and Council Directives**

Shortly after issuance of the Financial Forecast each year, the Council adopts the Budget Guidelines Resolution. This document provides three different types of directives: process and format directives; guidelines for use in developing budgets; and Council service priorities. The combined intent of these three areas is to outline the rules for budget development to be followed by the bureaus. The

following is a brief description of each of these categories:

### **a) Process and Format Directives**

- provide guidance on developing budget requests by bureaus.
- outline the process for developing a balanced budget.

Examples of directives under this category include:

- establish funding targets to be used by bureaus in developing budget requests.
- prepare reduction and add packages to provide the Council a basis for decisions or plans on service levels.
- establish service priorities to be followed in balancing the budget.
- define the roles of various groups in the budget process including management, citizen budget advisor committees, and the Council.

### **b) Budget Request Guidelines**

- establish the rules to be followed by organizations in the preparation of budget requests, the "do's and don'ts" of budget preparation.

Examples:

- a requirement for bureaus to clearly identify the criteria, priorities, and guidelines used in developing budget requests.

\*1 Fund: A designated sum of money or other resources set aside to provide needed services. This instrument is used to achieve objective in accordance with state and local laws, regulations and/or limitations. Each fund constitutes an independent budgetary, fiscal and accounting entity. All appropriation units are within only one fund, although a bureau may be responsible for more than one fund. Other types of funds are: operating, debt service, revenue, construction, retirement, working capital, federal, and City agency and trust. The definition of purposes, services and other restriction of City funds are specified in the City Charter or City Code.

- the requirement that all proposed new fees and charges be of an on-going rather than a one-time nature.

### c) Council Budget Policies

- the guidelines and principles by which the City Council will balance the budget. They also provide City management with priorities established in balancing the budget.

Examples:

- that "preservation of the City's infrastructure" and "proposals for service efficiencies" will be given priority in budget deliberations.
- that programs which generate revenues in support of other City programs\*1 will be given priority in the budget.

The above is a brief description of the directives approved by the Council to guide the preparation of budget requests and decisions relative to balancing the budget. A copy of the Resolution approved by the Council is included in the appendix.

## FINANCE POLICIES

**3. Debt Management Policy** - The Council first adopted a Debt Management Policy in 1984. The policy is directed toward maintaining the City's Aaa (triple A) bond rating, ensuring prudent debt decisions, and lowering the cost of overall debt management. The policy also places limits on the City's debt, centralizes the management function, and requires the completion of various reports

critical to maintaining the City's financial health. These guidelines, which are included in the appendix, are used both in constructing the debt portions of the annual budget and in gauging debt-related decisions during the fiscal year.

**4. General Reserve Policy** - On May 3, 1990 the Council adopted Resolution 34722 which formally recognized City general reserve requirements and provided specific guidelines governing the withdrawal of funds. The policy requires the maintenance of a reserve, equivalent to 10% of General Fund resources. Each year, the Council will reaffirm this policy through the adoption of the General Funds Financial Forecast and the annual budget.

During the last four budget years, the Council has successfully developed a General Fund cash reserve which is estimated to total between \$19 and \$21 million by the end of FY 1991-92...equal to the 10% required.

One half of this reserve is for major unanticipated emergencies or significant revenue fluctuations during the fiscal year. The second half is a countercyclical reserve, which can only be accessed when key economic indicators point to an upcoming recession, likely to effect City resources. The countercyclical reserve is intended to provide the City with a two year period to adjust to slow-downs resulting from economic recession.

**5. Compensation Policy** - In the past three years, the Council has followed a practice of limiting total annual compensation (wages, salaries, and benefits) to the growth in the Portland Consumer

\*1 Program: A cluster of activities and projects that seek to accomplish a common specific objective. Within the budget, programs are typically considered to be a subdivision of an AU budget.

Price Index (CPI). This practice has been used to better anticipate compensation increases and necessary set-asides.

This policy also serves as the focus of negotiations with the City's labor organizations. For the first time, all of the City's major labor contracts\*1 include a cap on health benefit increases.

**6. Revenue Policy** - Also in the past three years, the City has developed policies that outline responsibilities for collecting and monitoring revenues. "Discretionary resources\*2" was redefined. Guidelines were set up that make bureaus responsible for revenue collection. Before the beginning of the next budget process, a comprehensive policy will be developed. The policy, which is being developed with the full participation of City managers, establishes guidelines for the completion of cost-of-service studies, monitoring revenues and related expenses, and enhancing revenues where appropriate and consistent with Council service priorities.

**7. Investment Policy** - For ten years, the City has had a policy governing how cash from its various funds is invested. All estimates of fund-level interest earnings have been developed in compliance with that policy.

**8. Interagency Policy** - Two years ago the Council adopted a policy that

established guidelines for setting service rates between City agencies, establishing billing procedures and the resolution of disputes. Interagency services include printing, transportation, communications, insurance, computer, and facility services. The policy has been applied in developing the FY 1991-92 budget.

**9. Local Improvement District Financing Policy** - Approved by the Council in May of 1991, this policy set up criteria and guidelines for starting and administering local improvement districts. These districts provide low interest financing to property owners for capital improvements. The City sells bonded debt to cover the cost of capital improvements. Property owners are annually assessed an amount to retire the debt. The policy is intended to help foster such financing while protecting the City's long-term financial health, by ensuring adequate security for bondholders.

The above policies represent the continued efforts of the City Council to establish guidelines and systems directed at sustaining the City's financial health while providing quality services. The policies also demonstrate the Council's efforts to exercise more control over the City's budget and financial conditions. During the next year, these and other policies will be consolidated into a Comprehensive Financial Policy document.

\*1 Contract: an agreement whereby the City and an individual, legal or political entity, contract for specific functions. If the City is to provide a service for reimbursement, the bureau providing the service must indicate the appropriation necessary and identify the source and amount of funds to be received in its budget request. If the City is agreeing to purchase services or a capital asset, the bureau requesting their purchase must request appropriation for the contract and identify the source of funds (i.e., the operating fund, grant, etc.)

\*2 Discretionary Resources: Those resources (such as property tax revenues) which may be allocated to various City services at the discretion of Council, as opposed to dedicated resources which legally may only support one service or activity (such as a categorical grant or contract).

## SERVICE POLICIES:

The Council has also adopted numerous policies governing the provision of specific services by the City. Examples of such policies include the following:

**10. Community Policing** - Resolution 34670, approved by Council on January 26, 1990, adopted a five-year plan for the Police Bureau transition to a "Community Policing" philosophy. Included are the goals and objectives\*1 of community policing. Initially, the plan called for the addition of 200 positions in order to implement community policing. During FY 1990-91 Council made significant progress in moving toward that goal. Passage of Measure 5, however, has significantly reduced resources in support of reaching that end. But, because the Council's commitment to the Community Policing Plan remains strong, the FY 1991-92 Police Bureau budget received priority treatment.

**11. Regional Light Rail** - Resolution 34690, approved by Council on March 14, 1990, formalized the Council's commitment to development of a regional light rail plan. Specifically, the policy calls for the completion of plans for a "Westside" light rail corridor and a downtown vintage trolley system. These will have major effects on future transportation in the Portland Metropolitan Area. The FY 1991-92 budget includes \$282,000 for pursuit of this plan. The estimated cost for the Westside Corridor Light Rail project is \$944 million. Of the total, 75% of the funding will be provided by the federal government. The remaining 25% will be split equally between the State of Oregon and regional governments. The

regional share of the cost includes \$110 million in General Obligation bonds approved by voters on November 6, 1991.

In addition, Ordinance No. 164357, approved by the Council on June 26, 1991, authorized an intergovernmental agreement to provide the City's local match requirement of \$6.0 million to match federal funds for financing the project. Under the terms of the agreement, the City will pay Tri-Met the \$6.0 million in yearly increments of \$1.0 million between FY 1992-93 and FY 1997-98.

**12. Regional Water Plan** - This new policy directs the Portland Water Bureau to lead regional planning efforts relative to future water supply requirements of the City. This policy was a driving force behind development of the Water Bureau FY 1991-92 Budget.

**13. Environmental Services Policy** - The FY 1991-92 Budget for the Bureau of Environmental Services reflects a number of policies:

a) Clean Water. The budget ensures compliance with the 1987 amendments of the Clean Water Act, associated federal and state regulations, and the City's Clean River Program. Like other cities, Portland is facing regulatory requirements that call for increasing water quality protection through the control of pollution at its source. Substantial investments are needed in sewer carrying and treatment systems. Investment of this nature will include programs to monitor and manage stormwater, combined sewer overflows, and industrial waste. It is estimated that compliance will

\*1 Objective: The result of a plan of activity resulting in achievement of part or all of a bureau's goal.

cost between \$500 to \$800 million over the next 15 to 20 years.

- b) Solid Waste. The Council adopted Ordinance 162497 on September 26, 1990 which directed the same bureau to establish garbage collection districts, expand neighborhood based recycling programs, and to assess a garbage collection franchise fee.

## D. MEASURE 5. WHAT IT IS AND HOW IT WORKS

### 1. Summary of Ballot Measure 5

Prior to passage of Measure 5, the State Constitution required local governments to operate under what is typically referred to as a "levy based" property taxation system. Under this system, each city or town with a voter-approved property tax base is allowed to increase the total levy base by no more than six percent (6%) per year, plus an adjustment for annexations. Increases above that amount could only be authorized by a majority vote of the residents of that taxing jurisdiction. The constitution also allowed increases beyond six percent for voter-approved general obligation debt and voter-approved special levies, ranging from three to ten years duration.

Measure 5 changed parts of that system, by adding a new section to the State Constitution. It created a maximum rate which can be assessed against property, generally referred to as a "rate based" property taxation system. When the consolidated tax rate exceeds the maximum rate allowed under the Measure, county assessors reduce the amounts levied until the tax rate is brought down to the Measure 5 specified tax rate. Because many

communities' rates did exceed that allowed, passage of Measure 5 has resulted in substantial loss of revenues in many places, including the City of Portland.

Ballot Measure 5 and a summary of its contents is included in the budget appendix. **Figure 1** identifies its key components. Briefly, the Measure separates property taxes into two distinct categories: Education and Other Governments.

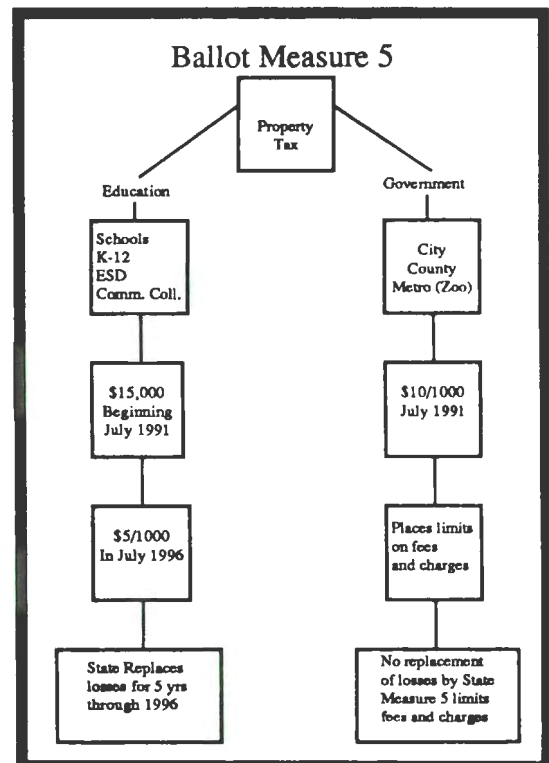


Figure 1

**Education:** Measure 5 imposes an initial consolidated tax rate limit on assessed property value of \$15 per \$1,000, effective July 1, 1991. Every year thereafter, the rate limit decreases in increments of \$2.50 until it reaches \$5.00 per \$1,000, in July of '96. Thereafter, the rate remains at that amount. Measure 5 requires the state of Oregon to replace revenue losses



experienced by educational districts between 1991 and 1996. After that time, the State is not required to replace losses. The State estimates that this requirement will cost an estimated \$2.9 billion in the third biennium alone (1995-97).

**Local Governments:** Measure 5 also imposed a maximum consolidated rate of \$10 per \$1,000 for funding local government. The rate stays at that level from now on. Unlike the education category, there is no requirement for the State to cover losses to communities in this category. Property taxes associated with voter approved debt are excluded from those limitations.

Assuming no bonded debt, the consolidated tax rate for education and government combined would be \$25 per \$1000 of assessed property value in FY 91-92. (It was about \$33.50/\$1000 in the past year). Thus, if your property was assessed at \$100,000, the maximum property tax this year would be \$2500, reducing to \$1500 by 1997. The consolidated tax rate does not include general obligation bond debt or tax increment debt, which is outside the limit and will continue to be collected.

## **2. "Compressing the Tax Rate" - Fitting Measure 5 into the Budget**

Before Measure 5, communities were allowed to increase their tax levy bases up to six percent (6%) a year and adjust their levy for annexation. Measure 5 added a new limit by capping the rate for property taxes. Using Portland as an example, the City now:

- calculates levies using the old six percent growth formula

- sends those levy figures to the County Assessors' office where
- the County Assessor calculates the consolidated tax rate.

If the consolidated rate for education and local governments exceeds the rate allowable under Measure 5, then the tax rates are proportionately reduced (compressed) until compliance with Measure 5 is achieved. If the consolidated rate comes in below the limit, then the local government is still permitted to increase its levy by the old six percent. This new process is now referred to as "compressing the tax rate."

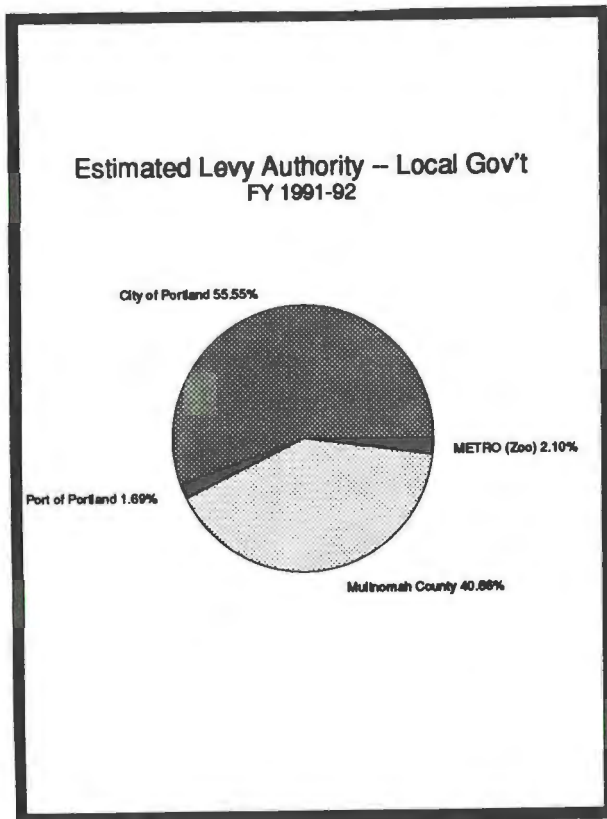
### **An Example of Tax Compression at Work.**

In the "local government" category, Portland's FY 1991-92 budget assumes that the consolidated local government tax rate will be \$12.34 per \$1000, \$2.34 more than the maximum allowable rate of \$10 per \$1,000. Portland is responsible for 55.5% of that tax amount, with other local governments receiving the other 44.5% (as shown in Figure 2). Since the consolidated rate must be reduced by \$2.34 per \$1000, Portland must shoulder 55.5% of the cuts.

### **Other Changes Brought On By Measure 5.**

In addition to limiting the rates that can be applied by governments, Measure 5 also made other changes to the property tax system.

One change is that Measure 5 redefines "assessed value" of property and requires the rate to be applicable to the year in which the tax is assessed.



**Figure 2**

Another change involves fees for service. If property-based fees and charges do not meet Measure 5's criteria, they risk being treated as a tax and thereby subject to the rate limitation.

These and other components of Measure 5 are discussed further in the appendix.

### **3. Impact of Tax Revenue Loss to the Budget... The \$28 Million Gap**

Measure 5's impact on the City budget was initially estimated to result in a levy loss of \$44.3 million. Of that levy loss, \$26.9 million would be in the General Fund. The remaining \$17.4 million would be spread among the Street Lighting Fund, the Parks and 911 Special Levies, the Fire and Police Disability and Retirement Fund

(FPD&R), and the Portland Development Commission\*1. (See Figure 3)

It was also initially assumed that the General Fund would be required to cover the property tax revenue shortfall to the FPD&R Fund, in the amount of \$9.2 million. After applying delinquencies and discounts, it was estimated that the actual General Fund property tax revenue loss attributable to Measure 5 (including the subsidy to the FPD&R Fund) would be about \$34 million (See Figure 4). Fortunately, as a result of continued strong performance in other revenue categories and lower City requirements, the actual gap was estimated at \$28 million, in the Financial Forecast for the General Fund. It is this \$28 million that became the focus of the Council during the budget process. Further discussion of impacts can be found in the Financial Forecast section of the Overview.

### **Property Taxation and Alternate Levy Strategies**

As a result of Measure 5, the City reviewed all available options for collecting property taxes. The main objective in doing so was to maximize resources to the General Fund. The result was a Proposed Budget that was constructed with three alternate scenarios for levying property taxes.

Figure 5, summarizes the City of Portland's constitutional levy authority for FY1991-92, estimated at about \$143 million, spread over five levies. Levy authority for all local governments in Multnomah County for that period is about \$257.8 million.

**BALLOT MEASURE 5: PROPERTY TAX LEVY LOSS IMPACT  
CITY OF PORTLAND  
FINANCIAL FORECAST 1991-92**

Estimated Citywide Property Tax Levy Loss	\$44.3 million
General Fund . . . . .	\$26.9
FPD&R . . . . .	\$9.9
Street Lighting . . . . .	\$2.4
Public Safety . . . . .	\$0.7
Parks Levy . . . . .	\$0.7
PDC . . . . .	\$3.7
<b>Total</b>	<u>\$44.3 million</u>

Figure 3

**BALLOT MEASURE 5: PROPERTY TAX REVENUE LOSS IMPACT  
CITY OF PORTLAND  
FINANCIAL FORECAST 1991-92**

Est. General Fund Property Tax Revenue Loss (Includes adjustment for discount/delinquencies)	\$24.8 million
FPD&R Transfer	<u>\$9.2</u>
Total G.F. Revenue Loss Due to Measure 5	34.0
Revenue Increases/Set Aside Reductions	-6.0
Forecasted General Fund Shortfall	28.0 million

Figure 4

While the City cannot levy more than the Constitutional limit, it does have some flexibility within the limit. For example, in one of the City's five levies - Fire & Police, Disability & Retirement (FPD&R) Fund - the City has authority to levy up to \$2.80 per \$1,000 of assessed property value. The legal size of this levy is set by the "maximum

allowable rate" and assessed property values in the City, subject to the provision that the fund can levy up to \$2.80 per \$1,000 or what it needs to meet fund requirements, whichever is less. Similarly, the Street Lighting Levy is limited by assessed value and a voter-approved \$0.49 per thousand dollar tax rate. All other City levies are fixed amounts.

**Local Government Estimated  
Legal Levy Authority FY 91-92**

Agency	Certified Levy
City of Portland	
General Fund Tax Base	\$95,606,560
Debt Service	NA
Fire & Police, Dis. & Ret.	\$34,201,845
Special Levies (911 & Parks)	\$4,933,000
Street Lighting	\$8,446,294
PDC (Urban Renewal) Phantom Levy (*)	<u>\$0</u>
Subtotal-Portland	\$143,187,698
Multnomah County	
Taxbase	\$81,002,931
Serial	\$10,300,000
Serial	<u>\$13,500,000</u>
Subtotal-Multnomah County	\$104,802,931
Port of Portland	\$4,362,393
Metro Service District	\$5,406,000
Grand Total	\$257,759,022

**Figure 5**

Alternative levy combinations, all of which total the same \$143 million, have different effects on net resources available to the General Fund. For example, the combination shown in the Figure 5 above would, given estimated Measure 5 levy compression, result in a shortfall in the City's FPD&R Fund.

Initial estimates said that this mix of levies would require a large subsidy from the General Fund to the FPD&R Fund amounting to about \$9.2 million.

Alternatively, the City could pursue a levy strategy that set the FPD&R

levy high enough so that, after estimated Measure 5 levy compression and excluding delinquencies and discounts, the levy yields enough property tax revenues which, together with other resources, meets F&PD&R fund requirements. This means that some other levy must be lowered (i.e., Parks Improvements, Street Lighting, or the Public Safety-911 levy) so that the City stays within the \$143 million limit. Again, any levy combination totaling \$143 million results in the same Measure 5 levy compression and does not change property tax revenues received. The Adopted Budget simply changes the "mix" of levies, given

the same total dollars raised. (See Figure 6)

**A) Property Tax Strategy Used in the Adopted Budget**

The City's overall levy strategy is to levy the full \$143 million in property tax for FY1991-92. The City will levy the full General Fund tax rate, a high FPD&R tax rate that offsets estimated Measure 5 levy compression, full Parks Improvements and Public Safety (911) levies, and a partial Street Light levy. This levy combination will have no negative impact other local governments who are part of the Portland consolidated tax rate. The City will realize the same pro-rata

share of local government property tax receipts, net of estimated delinquency and discounts.

From the estimated property tax revenues shown in the Adopted Budget, the City assumes that it will certify the levies shown in Table 6. Between the Proposed and Adopted Budget, two significant changes occurred that allowed the City to settle on this levy combination:

\* First, continued monitoring of the financial condition of the FPD&R shows that the fund will end FY1990-91 with an ending fund balance that is just about \$2 million above what was assumed in the Proposed Budget. In the

CITY OF PORTLAND FINAL FY 1991-92 PROPERTY TAX LEVY COMBINATION			
Levy and Fund	Certified Tax Levy	Estimated Levy After Compression	Budgeted FY 1991-92 Revenues(*)
General Fund (Taxbase)	\$95,606,560	\$77,250,457	\$71,143,314
FPD&R	\$39,546,200	\$32,047,615	\$29,514,046
Special Levies			
Parks Improvements	\$2,433,000	\$1,971,665	\$1,815,792
Public Safety-911	\$2,500,000	\$2,025,960	\$1,865,795
Street Light	\$3,101,940	\$2,513,762	\$2,315,033
City of Portland - Total	\$143,187,700	\$115,809,459	\$106,653,980

(\*) After Delinquency and discounts

Figure 6

Adopted Budget, The FPD&R levy has been lowered to reflect a higher beginning fund FY1991-92 balance.

growth in the City showed a sharp increase over the figure used in the Proposed Budget.

\* Second, the County Assessor's revaluation of property value

The basic effect of these two changes is a large reduction in

estimated Measure 5 levy compression. Less levy compression results in increased property tax revenue estimates. In addition, the reduction in the FPD&R property tax levy allowed new room in the City's total \$143 million dollar property tax levy limit. This allowed the Council to increase the Public Safety levy to the full \$2.5 million and increase the Street Light levy to about \$3.1 million.

## **E. FINANCIAL FORECAST**

### **1. Economic Outlook.**

Both the national and Oregon economies are much weaker than they were last summer and fall. The most recent data for the national economy shows that unemployment has risen sharply over the past months and now stands at about 6.8 percent. Oregon's unemployment rate is at about six percent, and doesn't look like it will improve appreciably in the near future.

**Regional.** The Portland Metro Service Area (Clackamas, Yamhill, Multnomah, and Washington Counties) continues to out-perform the State and national economies. Over the last 12 months, the unemployment rate has remained solidly in the four to five percent range and currently stands at about 4.9 percent. Employment growth is slower but still positive. The Portland real estate market was recently cited as one of the top five markets in the country. Both commercial and residential building remains strong.

Economic growth continues to be fueled by in-migration. Oregon and the metro area is again one of the top "magnet" states in the U.S. according to Allied Van Lines' 23rd annual survey of 150,000 households shipping goods in 1990. Oregon ranked third nationwide with 66.7

percent of household relocations coming into the state.

The economic outlook in the December 1990 Financial Forecast incorporated a national and regional economic forecast provided by The WEFA Group. The economic outlook is important because several sources of General Fund revenue depend on national and regional economic conditions. For example, utility licensing and franchise fees, business license fees and transient lodging taxes amount to about 30 percent of General Fund revenues. In addition, most of the City's labor contracts are tied to the Portland consumer price index (CPI).

WEFA's national economic forecast called for a mild national economic recession stretching from the Fall of 1990 to the spring of 1991, with recovery starting this summer. WEFA's regional forecast called for continued growth in the Portland metropolitan area, but at a much slower pace. The forecast said unemployment would average about five percent during FY 1990-91 but rise during the next year. So far, the regional economy has done much better than was forecast, at least for the first six months of FY 1990-91. It appears that the forecast for slower national and regional economic activity still seems applicable for FY 1991-92. This should translate into normal revenue growth in business license fees and transient lodging tax receipts. And except for Measure 5's impact on property tax, the flow of revenue to the General Fund remains strong, with no signs of faltering.

### **2. The Financial Forecast vs Adopted Budget Resources.**

The Financial Forecast in December 1990 projected total General Fund

"discretionary resources" at \$142.1 million. General Fund discretionary resources do not include short-term borrowing, internal service reimbursements, contract revenues, grants and donations. General Fund overhead receipts and bureau specific revenues are also excluded. The \$142.1 million projected in the Financial Forecast is down 10 percent from a comparable figure for FY 1990-91 of about \$158.4 million. This decline is the net effect of Measure 5 on property tax receipts, offset somewhat by growth in other General Fund discretionary resource categories.

The initial forecast was based on two assumptions: that assessed value growth for the City would be about 5.5% (and 7.5% county-wide); and that the Portland Development Commission (PDC) would share in the local government tax limit of \$10/1000.

On the cost, or expenditure side of the budget, the initial Forecast projected that \$170.1 million would be required to meet compensation increases, fund level transfers, and other fixed set-asides. Part of that \$170.1 million would also be used to meet "current service level" (CSL) requirements of each bureau. The CSL requirement is the cost of providing last year's level of service in the current fiscal year (FY 1991-92). The forecasted CSL estimate assumed wage and benefit increases at 5.4 percent and inflationary rates ranging from three to six percent, depending on the type of expense. With estimated resources of \$142.1 million and estimated expenses of \$170.1 million, the City was looking at a forecasted shortfall, or gap, of \$28

million in the General Fund for FY 1991-92. That translates into \$28 million shortfall in the amount necessary to continue all existing service levels. That gap became the focus of Council deliberations.

### **3. How The Budget was Balanced.**

During the budget hearings, the Council eliminated the forecasted gap. It was accomplished through a combination of revenue adjustments and program cuts.

#### **a) Adjustments to the Forecast.**

Throughout the budget process, the Office of Finance and Administration updated the Forecast as new information became available on revenue collection, expenditure rates and implementation of Ballot Measure 5. Adjustments to the initial Forecast totalled \$20.7 million (see Figure 7) and enabled the Council to eliminate the budget shortfall:

- \* **Revised Property Tax Assessed Values.** Estimated property tax revenues increased by about \$8.4 million. This adjustment occurred in three distinct steps. First, the revenue estimate was increased by about \$2 million to reflect revised assessed value growth data received from the County Assessor after completion of the Forecast. The Financial Forecast had assumed a 5.5 percent growth in City assessed

**ELIMINATION OF GENERAL FUND SHORTFALL**  
(in millions)

Forecast CSL Costs		170.1
Forecast Disc. Revenue		<u>142.1</u>
Forecasted Shortfall		28.0
New or Expanded Reuirements		9.6
-800 Mhz Radio/Dispatch Center	5.3	
-Adjusted CSL Requirements	1.4	
-Contingency Increase	0.8	
-New Program Requirements	1.3	
-Police Urban Services	0.8	
Forecast Adjustments		-29.9
-Revised Property Tax AV	-8.4	
-Reserve Interest	-1.3	
-Business License Revenue	-1.0	
-Other Revenue Adjustments	0.3	
-Increased Beginning Balance	-7.1	
-Increased Service Fees	-3.2	
-Eliminate FPD&R Transfer	-9.2	
Bureau Reductions		<u>-7.7</u>
Adopted Budget Shortfall		0.0

**Figure 7**

values between FY1990-91 and FY1991-92. That was revised to just over 7.5 percent, after the County revised estimates of assessed value growth to about 11%. This generated about a \$2 million increase in the FY1991-92 property tax revenue estimates. Second, another adjustment totaled about \$3.7 million. It recognized the judgement that urban renewal will not share in the \$10/\$1000 local government limit. The third, and final adjustment occurred during the first week of June. The County again revised the assessed value growth rate for Multnomah County. This time the County revised the estimate

from about 11% to 14.5%. The City then revised its estimated City assessed value growth to 11%, generating another \$2.7 million in revenues.

**\* Transfer of Reserve Fund Interest.** Cash transfers into the General Fund increased by about \$1.27 million. During budget deliberations, the Council decided to transfer estimated interest income, earned on balances in the General Reserve Fund, to the General Fund. This is possible because the General Reserve Fund is fully funded at 10% of General Fund net revenues. The estimated



FY 1991-92 transfer totals about \$1.1 million. The rest of the increase in transfers results from increases in Grants Administration, estimated Housing and Community Development and Grants administration charges, and other miscellaneous transfers that, as budgeted, exceed Financial Forecast estimates by about \$170,000.

- \* **Increased Business License Revenues.** Business license fee income was increased by \$1 million as a result of proposed adjustments to the fee structure, primarily an increase in the minimum annual charge for a license.
- \* **Forecast Revenue Adjustments.** The Transient Lodging Tax forecast was revised upward by about \$238,000, based on strong current year performance. It appears that the Convention Center, which came "on-line" during FY 1990-91, is boosting revenue. Similarly, utility license fee revenue was increased by about \$488,000. This increase is a result of two changes. First, utility license fees expected from Northwest Natural Gas are increased by about \$185,000. This reflects continued growth in revenues this year due to strong customer growth. Second, the Bureau of Environmental Services will increase revenues from sewer rates by more than assumed in the fall Forecast. This higher than anticipated increase amounts to an just over \$300,000 in discretionary resources.

These increases were offset by a decrease in estimated miscellaneous revenues. The original Financial Forecast estimated FY 1991-92

miscellaneous revenues at \$1,146,944. Actual miscellaneous revenue submitted by bureaus, totaled \$927,291. This represents a difference of \$219,023. Also, of the forecasted \$927,921 in miscellaneous revenue, \$736,363 represents "bureau specific" revenues (primarily Police seizure/forfeit revenues), leaving only about \$191, 500 as discretionary. Thus, miscellaneous discretionary revenues were about \$996,900 below the original Forecast.

- \* **Increased Beginning Fund Balance.** Immediately following passage of Ballot Measure 5, City Bureaus began to cut expenses. This, and a strong economy, resulted in a higher Ending Fund Balance than originally estimated for the General Fund. Because the ending Fund Balance of one fiscal year becomes the Beginning Fund Balance for the next, any increase in the former means more money for the following fiscal year. Adjustments to the estimated Ending Fund Balance result from updated projections completed at the conclusion of each of the City's accounting periods. As a result of this updated information, the estimated FY 1990-91 year-end General Fund ending balance, budgeted FY 1991-92 beginning balance increased by just over \$7.1 million during the budget process.
- \* **Increased Service Fees.** In response to Measure 5, General Fund bureaus identified new opportunities for supporting services through new or increased fees and charges. Included in the budget are new fees and charges totalling \$3.2 million. These fees will support services

in the Bureaus of Parks and Recreation, Planning, Fire and other General Fund Bureaus. Similarly, increases in interagency revenues also offset prospective reductions in General Fund programs. For example, the Bureau of Buildings will receive nearly \$250,000 from newly initiated garbage franchise revenues to support Neighborhood Environment services that otherwise would have been eliminated. Interagency revenues from the Bureau of Environmental Services also increased, in support of street cleaning services. This replaced the need for \$743,000 in General Fund support to Transportation which was rededicated to the preservation of Police Traffic Patrol services.

- \* **Elimination of the Fire and Police Disability and Retirement Transfer.** At the outset of the budget process (and as represented in the initial Financial Forecast) the City assumed that the General Fund would need to provide \$9.2 million to the Fire and Police Disability and Retirement Fund (FPD&R) in order to meet requirements. The City pursued a "levy strategy" that maximized resources to the General Fund. Part of that strategy was to increase the FPD&R levy rate sufficiently to meet FPD&R requirements. As a result, the need for the General Fund transfer was eliminated. This, in turn freed up nearly \$9.2 million in revenues to meet other program requirements.
- \* **Reduced Bureau Budgets.** Even after significant adjustments in revenues, it was still necessary for the Council to eliminate

nearly \$7.7 million in services. This occurred in two different ways. First, Bureaus budget requests were nearly \$2.4 million less than estimated at the time the Financial Forecast was issued. This resulted from Bureaus, at their own initiative, improving efficiencies and eliminating lower priority services. Second, following an extensive review the Council found it necessary to eliminate an additional \$5.3 in services. A detailed description of these service reductions is provided in a later section of this overview.

b) **Expanded Service Levels.** It is important to point out that the Council found it necessary to provide for some new or expanded levels of service during the budget process. These actions increased the amount of the "gap" which needed to be closed in order to balance the budget. The following requirements were included, unforeseen in the original Financial Forecast:

- \* **Radio System Replacement and Emergency Communications Relocation.** Based upon information provided during the budget process, Council placed a high priority on two critical public safety projects: replacement of the existing radio system with a modern 800 megahertz (Mhz) system; and the relocation of the Emergency Communications Facility. To this end, the Council allocated \$5.3 million in General Fund appropriation for this purpose.
- \* **Higher Current Service Level Requirements.** After issuance of the initial Financial Forecast, additional CSL requirements totalling \$1.4 million were

identified. These included a combination of higher than anticipated costs and carryover costs for certain projects.

- \* **Contingency Increase.** Because of the significant questions surrounding implementation of Measure 5, the Council decided to increase the General Fund operating contingency by \$800,000. This appropriation may be eliminated next fiscal year, depending on the outcome of those questions. Or, it may be available for transfer to meet future program costs.
- \* **New Program Requirements.** During the budget process the Council identified new priority requirements for FY 1991-92 which were not foreseen in the original Forecast. These items, which totalled nearly \$1.3 million, included support for a "service assessment" of the Fire Bureau, rental space for relocating the Police Bureau's North Precinct, implementing the classification and compensation study, and increasing support for downtown security and cleaning services.
- \* **Police Urban Service Adjustment.** In order to insure adequate levels of patrol services in recently annexed areas of East Portland the Council allocated \$753,000 to the Police Bureau to support 19 patrol positions and four support positions.

These increases total \$9.6 million. They were added to the budget at various stages of the Council's budget process.

**Summary:** a combination of a larger beginning fund balance, increased revenue estimates, increased

property value and reduced program budgets enabled the Council to eliminate the budget shortfall. Nevertheless, while service

reductions were less than initially estimated, they were still significant. As indicated in Figure 8, the City lost a total of about \$26.4 million in property tax revenue, of which \$16.8 million was in the General Fund. These revenues would have been available to meet new service requirements such as implementation of Community Policing. They would also have been available to fully fund capital requirements in such areas as public safety and park capital projects. Finally, these resources would have allowed for the continued operation of the City's street lighting system through FY 1992-93. When combined with the service reductions necessary to balance the budget, these revenue losses illustrate the significant impact of Ballot Measure 5 upon the City.

#### 4. Future Uncertainties

Because of Measure 5, there was an air of uncertainty in preparing the FY 1991-92 Budget. Uncertainty, combined with the need to curtail City services, resulted in the Council labelling the FY 1991-92 budget as one of "transition." As additional information becomes available on Measure 5, as new state statutes are enacted, and as possible court actions are resolved, the City may need to reconsider its budget. Specific uncertainties will continue to confront the City during the next years. They include:

**-Assessed Value Growth.** Ballot Measure 5 has changed the time orientation for determining assessed values. Under the new system, values must be determined for the year in which the tax is to be

will have two levies ending at the conclusion of FY 1991-92: the jail and library levies. The City of Portland will have three levies ending: Street Lighting, Public Safety and Park Improvement. It will be imperative for the City and the County to closely coordinate if action is taken to renew the levies.

**-Street Lighting Levy.** The City's Street Lighting levy will end in June of 1992. A sufficient balance is anticipated to exist for the continued operation of the system through FY 1992-93. The City must find an alternative for financing the system, since renewal of the levy could mean reduced property tax revenues for the General Fund. The Bureau of Traffic Management is presently studying alternative financing mechanisms and will report back to the Council in the Fall of 1991.

**-Service Fees and Charges.** Ballot Measure 5 provides that fees and charges assessed against property will be considered a tax unless they meet certain tests. The City does not believe that it currently assesses any fees that could be interpreted under the Measure to be a tax. Nevertheless, as future information becomes available, the City will need to continue its review to ensure that fees comply with the exclusion provisions of the Measure.

**-Fire and Police Disability and Retirement System.** The Adopted Budget anticipates that the FPD&R fund will assess a tax rate of \$2.13 per \$1,000 of assessed value. The legal limit for this rate levy is \$2.80 per \$1,000. Under the recently approved revisions to the retirement plan, the General Fund will be responsible for subsidizing the fund when, and if, it exceeds

that rate limit. The state legislature recently approved increased benefits for employees covered under the State Public Employee Retirement System. That legislation also requires extension of the benefit increases to the Fire and Police Disability and Retirement System (FPD&R). The impact on the fund for FY 1991-92 is estimated at \$1.48 million. While this does not appear to be a problem for FY 1991-92, the legislation will hasten to increase the rate assessed by the fund in future years, thus increasing the potential need for a General Fund subsidy.

**-Beginning Balance.** The Adopted Budget includes a General Fund beginning balance of \$14.2 million. A large portion of this balance, possibly as much as \$5.0 million has been used to support ongoing services. Balances fluctuate from year to year, based upon expenses and revenue collection rates. It is likely that the balance could be smaller in future years, thereby reducing support for city services. The Adopted Budget also uses over \$1 million in interest income from the General Reserve Fund as a resource within the General Fund. This income may or may not be available in future fiscal years depending on the balance maintained in the reserve fund. Should these resources decrease in future fiscal years it will effect the City's ability to support services.

These and other uncertainties will need to be closely monitored during the City's transition to a post-Ballot Measure 5 budget.

**City of Portland  
Estimated Measure 5 Revenue Loss  
Current Year Levy Only**

Fund/Levy(*)	Property Tax Revenues		Measure 5
	No Measure 5	Measure 5 Revenue Loss	
General Fund	\$87,958,035	\$71,143,314	(\$16,814,721)
F&P, D&R	\$29,514,046	\$29,514,046	\$0
Parks	\$2,238,360	\$1,815,792	(\$422,568)
Police-911	\$2,300,000	\$1,865,795	(\$434,205)
Street Light	\$8,030,170	\$2,315,033	(\$5,715,137)
Bonded Debt	\$3,288,600	\$3,288,600	\$0
 City Total	 \$133,329,211	 \$109,942,580	 (\$23,386,631)
Revenue Loss Due Higher F&PD&R Levy (**)			(\$2,996,996)
<b>MEASURE 5 REVENUE LOSS</b>			<b>***(\$26,383,627)</b>

(\*) Adopted Budget, no PDC Phantom Levy and County levies Library levy

(\*\*) Estimated loss to all funds due to higher F&PD&R Levy

(\*\*\*) Excludes collection of prior year delinquent taxes

**Figure 8**

assessed. If anything changes during that year, which reduces the property value, the property owner is entitled - upon appeal - to have the property tax reassessed relative to the decrease in value. It is unclear how this change will effect refunds and future property tax revenues. Similarly, but unrelated to Ballot Measure 5, a trend toward higher property values appears to be developing in the Portland housing market. Higher assessed values means that local governments will collect more property taxes within the rate limitations of Measure 5. Conversely, a downturn in the economy could result in reduced values and therefore reduced

property tax collections. The City will need to closely monitor certified assessed value and growth rates for future financial planning.

**-Intergovernmental Coordination.** Local governments must now share property tax revenues generated within the \$10 limitation, proportional to their share of overall legal levies. Therefore, if one such government changes its overall levy amount through voter approval of a new levy, it will change its proportional share of available property tax revenues. The share for that government will increase at the expense of other local governments. Multnomah County

## F. BUDGET SUMMARY

### 1. Total and Net Budgets

#### Total Budget

As indicated in **Figure 9**, the City of Portland's total budget can be reviewed in several different ways:

•**Total Legal Budget** - State budget law requires the reporting of the "total budget", which includes total operating costs and internal transactions between funds. The Adopted Budget for FY 1991-92 totals \$1,141,121,308, representing a 1.3% increase over the FY 1990-91 budget.

FY 1991-92 Adopted Budget Prior Year Comparison	1990-91 Revised	1991-92 Adopted	Dollar Change	Percent Change
<u>ALL FUNDS</u>				
Total Budget	\$1,126,805,827	\$1,141,121,308	\$14,315,481	1.3%
Less: Tax Anticipation Notes and Interfund Transfers	372,523,644	346,891,779	(25,631,865)	-6.9%
Net Budget	754,282,183	794,229,529	39,947,346	5.3%
<u>GENERAL FUND</u>				
Total Budget	\$224,712,707	\$214,373,310	(\$10,339,397)	-4.6%
Less: Tax Anticipation Notes	28,500,000	10,000,000	(18,500,000)	-64.9%
Net Budget	196,212,707	204,373,310	8,160,603	4.2%

**Figure 9**

This overall increase is somewhat misleading because of significant changes in the City's budgetary format. For example three revenue funds, State Tax Street, Parking Meter, and State Revenue Sharing are eliminated within the budget. This action in itself reduced the amount of internal transfers and therefore the size of the budget by nearly \$28 million. Additionally, short-term debt requirements were reduced by

\$18.5 million. These decreases were offset by increases in other areas, most significant of which was a \$17.3 million increase in budgeted debt service supported by tax increment revenues. This was included within the budget in order to ensure that there would be no competition between tax increment and other City property tax levies under Ballot Measure 5. A second area of significant increase was in

the City's enterprise operations. For example the City sewer operations increase by nearly \$36 million and City water operations increase by \$13.1 million.

The City's total budget amount overstates actual program expenditures due to double counting of internal transactions. Internal transactions between funds are typically the result of one City bureau providing a service to another City bureau. In addition to transfers, the Budget also includes \$10 million in tax anticipation notes (TANS). This short-term debt provides for cash flow between July 1 and the receipt of property taxes in November. Because TANS double count property taxes, they are like transfers between funds, in that they overstate the true size of the City's expenditures and revenues.

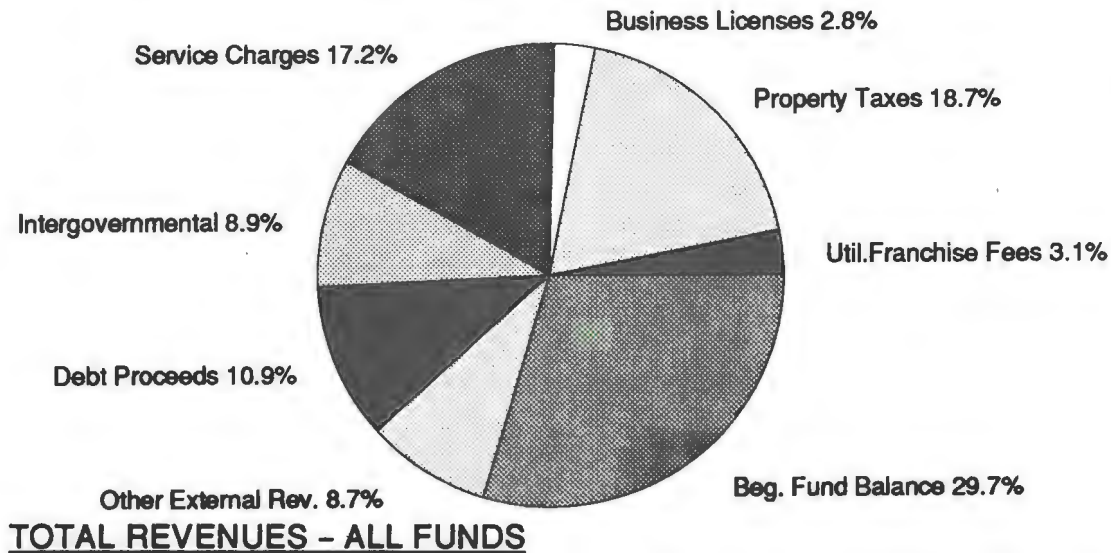
•**Total Net Budget** - Subtracting short term debt, and the internal transfers, the City's net operating requirements total \$794,229,529. The FY 1991-92 "Net Budget," which is \$39.9 million or 5.3% more than in FY 1990-91, more accurately reflects the real expenditure level anticipated for the City. Similar to the "Total Legal Budget," the reasons for these increases are largely the result of growth in the City's budgeted debt supported by tax increment revenues and growth in the City's enterprise operations, the Bureaus of Water and Environmental Services.

**Figure 10, Total Budget Resources**, displays the major funding sources supporting the City's budget. The pie chart is based upon the "Total Net Budget". As can be seen, the largest current year revenue supporting the City's Budget is pro-

perty taxes at 18.7%. Not surprisingly, this is down from the prior fiscal year because of the impact of Ballot Measure 5. Property taxes is followed by service charges and fees at 17.2%. This is primarily composed of fees for sewer and water services. Next largest is Debt Proceeds at 10.9% which reflects increased capital improvement activities in the City's sewer and water enterprise operations. Utility license fees generate 3.1%, while Business License revenue is the next largest resource supporting the budget at 2.8%. Beginning fund balances support 29.7% of the budget. Of the \$235.9 million balance total, \$76.4 million is legally required as security for existing debt. Another \$23.1 million is carryover in construction funds for capital improvement projects. An additional \$22.7 is contained in Revenue Funds including the General Fund reserve.

**Figure 11, Total Budget Operating Requirements**, displays the percentage of the budget allocated to the various service areas. These percentages are developed using the City's Total Net Budget which excludes short term debt and interfund transactions. As can be seen, the City's utility operations, Water and Environmental Services, are by far the primary consumer of City resources at 28.3%. The next largest category is Planning and Community Development at 23.4% which includes all of the city's tax increment debt. Of the \$186 million in this category, \$82.6 million is for tax increment supported debt; \$65.7 million is for debt service and construction in local improvement districts, and \$18.4 million for the federally supported Housing and Community Development program. Also included is \$11.4 million for

## Total Revenues -- All Funds FY 1991-92



	FY 1990-91 Revised	% of Total	FY 1991-92 Adopted	% of Total
Property Taxes	\$156,065,607	20.7%	\$148,124,796	18.7%
Service Charges	107,849,289	14.3%	136,921,771	17.2%
Business Licenses	20,038,949	2.7%	22,020,983	2.8%
Utility Franchise Fees-External	22,698,319	3.0%	24,842,871	3.1%
Intergovernmental	75,863,916	10.1%	70,666,784	8.9%
Debt Proceeds	52,093,240	6.9%	86,899,283	10.9%
Other External Revenues	73,370,000	9.7%	68,892,349	8.7%
Beginning Fund Balance	246,663,001	32.7%	235,860,692	29.7%
<b>TOTAL</b>	<b>\$754,642,321</b>	<b>100.0%</b>	<b>\$794,229,529</b>	<b>100.0%</b>

**Notes:**

The above figures exclude short-term debt principal and internal transfers. "Other" includes permits, fines, interest earnings, lodging taxes and other miscellaneous revenues.

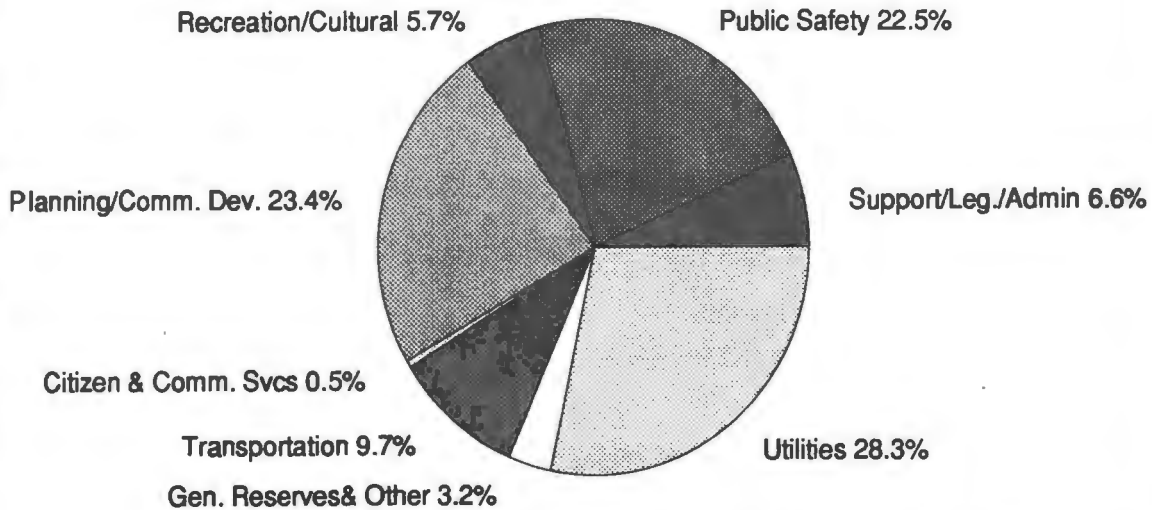
**Figure 10**

the Buildings Operating fund. The third largest service area is Public Safety at 22.5%, which includes Police, Fire, and Emergency Communications. Overall, the Public Safety category increased by \$8.85 million or 5.2% over the FY 1990-91 revised

budget. Of this increase, \$5.3 million is related to the acquisition of a new 800 Mhz radio system and the construction of a new emergency dispatch facility. The number of authorized full-time positions in Other Funds is budgeted to



## Total Expenses -- All Funds FY 1991-92



	FY 1990-91 <u>Revised</u>	% of <u>Total</u>	FY 1991-92 <u>Adopted</u>	% of <u>Total</u>
Public Safety	\$169,951,278	22.5%	\$178,802,036	22.5%
Support Services/Leg./Admin.	51,960,735	6.9%	52,041,433	6.6%
Recreational/Cultural	44,508,692	5.9%	45,601,209	5.7%
Planning/Community Devel.	162,286,115	21.5%	186,058,681	23.4%
Citizen & Community Services	4,614,974	0.6%	3,930,103	0.5%
Transportation	82,260,652	10.9%	77,318,479	9.7%
Gen. Reserves & Other	17,572,558	2.3%	25,340,513	3.2%
Utilities	221,127,179	29.3%	225,137,075	28.3%
<b>TOTAL</b>	<b>\$754,282,183</b>	<b>100.0%</b>	<b>\$794,229,529</b>	<b>100.0%</b>

**Notes:**

The above figures exclude short-term debt principal and internal transfers. General Fund Special Appropriation for compensation adjustment is allocated to the service areas in proportion to their salary expenses.

**Figure 11**

increase by nearly 4% or 77 positions. However because of decreases of 120 positions in the general Fund, the overall City position total will decline by 43. Specific increases include the

following: Environmental Service positions increased by 46 positions, Buildings by five positions, Refuse Disposal by six positions, Transportation by fourteen

positions, and Water by four positions.

## 2. General Fund

The City's General Fund houses the City's discretionary resources which support such basic services as Police, Fire, and Parks and Recreation. Discretionary resources are those which are not dedicated by City Charter, Code, State Statute, or Council Policy. They are resources which the Council can opt to dedicate in support of any City service. The primary discretionary resources received by the General Fund are property taxes, business license revenues, lodging taxes, and utility license fees. Like the City's total budget, the City's General Fund budget can also be viewed in two different ways:

•**Legal General Fund Budget** - As indicated in **Figure 9**, the "Legal Budget" for the General Fund totals \$214,373,310 for FY 1991-92. The General Fund actually decreased by just over \$10.3 million or 4.6% when compared to the FY 1991-92 Revised Budget. However this reduction is misleading because it is attributable to a reduced need for tax anticipation notes (TANS), short-term debt requirements. In FY 1990-91, \$28.5 million was budgeted for TANS compared to an anticipated requirement of \$10 million in FY 1991-92, a reduction of \$18.5 million.

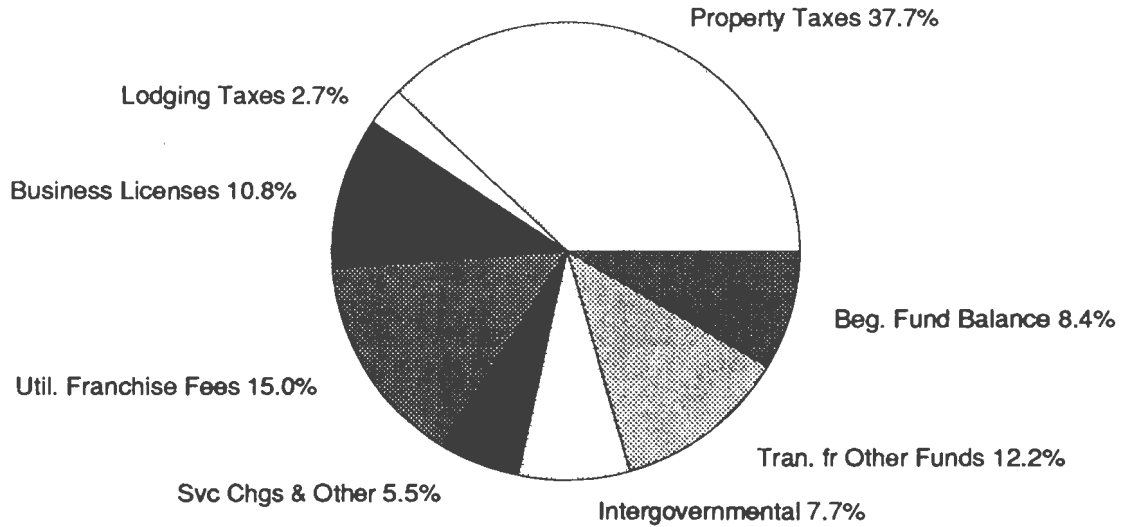
•**Net General Fund Budget** - As indicated in **Figure 9**, removing the \$10 million in TANS results in a "net" General Fund budget of \$204,373,310. In comparison to the prior year, the net budget total represents a increase of \$8,160,603 or 4.2%. The Net Budget more accurately reflects the actual expenditure level of the General Fund for FY 1991-92. This increase results from a 10.8% increase in business license revenues

and 15% in Utility License Fees as well as 12.2% in growth in revenues received from other funds. Finally, the General Fund Beginning Balance is expected to increase by nearly \$4 million from the audited FY 90-91 beginning balance of \$13.2 million, primarily due to strong revenue growth during FY 1990-91. These and other more minor increases in revenues were partially offset by reductions in property tax revenues due to Measure 5. Overall, property tax revenues to the General Fund are expected to be 10.9% less than anticipated within the revised budget for FY 1990-91.

Overall, General Fund positions for FY 1991-92 were reduced by 120 positions or nearly 4.5%. Of this, the loss of 94 positions is directly attributable to reductions required by Measure 5. The remaining 26 position reductions result primarily from the elimination of the fire service contract with Clackamas County Rural Fire Protection District. The majority of the Measure 5 reductions, 57 positions, occurred in the Bureau of Fire. These reductions in Fire result in the closure of two fire stations and reduced on-duty staffing. This means that it will take longer for a full contingent of fire personnel to arrive at the scene of a major fire requiring multi-company response. The Bureau of Parks and Recreation budget eliminated 15 positions. Consistent with Council's established priorities, total Police Bureau positions remained unchanged from FY 1990-91. However, the Police Bureau did internally shift positions to patrol functions in order to respond to an increase in service area size resulting from annexations.

**Figure 12**, shows the major revenues supporting General Fund services. It is notable that in FY 1990-91 property tax revenue represented 44.1%

## Total Revenues -- General Fund FY 1991-92



	FY 1990-91 <u>Revised</u>	% of <u>Total</u>	FY 1991-92 <u>Adopted</u>	% of <u>Total</u>
Property Taxes	\$86,536,639	44.1%	\$77,024,116	37.7%
Lodging Taxes	5,079,772	2.6%	5,498,191	2.7%
Business Licenses	20,038,949	10.2%	22,020,983	10.8%
Utility Franchise Fees	28,191,876	14.4%	30,675,376	15.0%
Svc Charges & Other	9,011,574	4.6%	11,311,601	5.5%
Intergovernmental	19,685,865	10.0%	15,717,047	7.7%
Transfers from Other Funds/Agencies	19,472,356	9.9%	24,897,150	12.2%
Beginning Fund Balance	8,195,676	4.2%	17,228,846	8.4%
<b>TOTAL</b>	<b>\$196,212,707</b>	<b>100.0%</b>	<b>\$204,373,310</b>	<b>100.0%</b>

**Notes:**

The above figures exclude tax anticipation notes. 'Other' includes permit fees, service charges, and miscellaneous revenues. The General Fund Beginning Balance was budgeted at \$8,195,676 as of the end of Accounting Period 6, the date of the Revised 1990-91 Budget; however, the actual audited beginning fund balance for 1990-91 was \$13,193,966.

**Figure 12**

of the budget, whereas they total 37.7% of the budget in FY 1991-92. This reflects the impact of the property tax limitation. The other major direct revenues supporting

General Fund operations are Utility Franchise Fees at 15%, Business License revenues at 10.8%; and Intergovernmental Sources at 7.7%. Transfers from Other Funds total

12.2%, which includes payment for administrative and other support services for all City programs.

As indicated in **Figure 13**, General Fund Total Expenses, which is based upon the "Net Budget," the primary consumer of General Fund resources is Public Safety, which represents 63.6% of the total. In spite of Ballot Measure 5, the budget allocation for public safety grew over the prior year by 8.6%. This growth represents the Council's continued commitment to placing a high priority on public safety services, especially in the area of police. The increase also results from the inclusion of \$5.3 million to support acquisition of a new 800 Mhz Radio System and the relocation of the Emergency Communications Center. The next largest service categories in the General Fund are Support Services, which includes central administrative, legal, and legislative services, and Recreational and Cultural services. Together these two service areas occupy just over 28% of the total budget.

### **3. City Service Reductions and Highlights**

a) **Reductions** - As indicated in the Financial Forecast section it was necessary for the Council to reduce Bureau budgets by \$7.7 million in order to eliminate the projected shortfall of \$28 million. This \$7.7 million represents a combination of reductions enacted by Bureaus in their original requests and those imposed by the Council during the budget hearings. Detailed descriptions of these reductions are included within the operating budget detail pages contained within the Approved Budget. Major service reductions, which are attributable to the property tax measure include

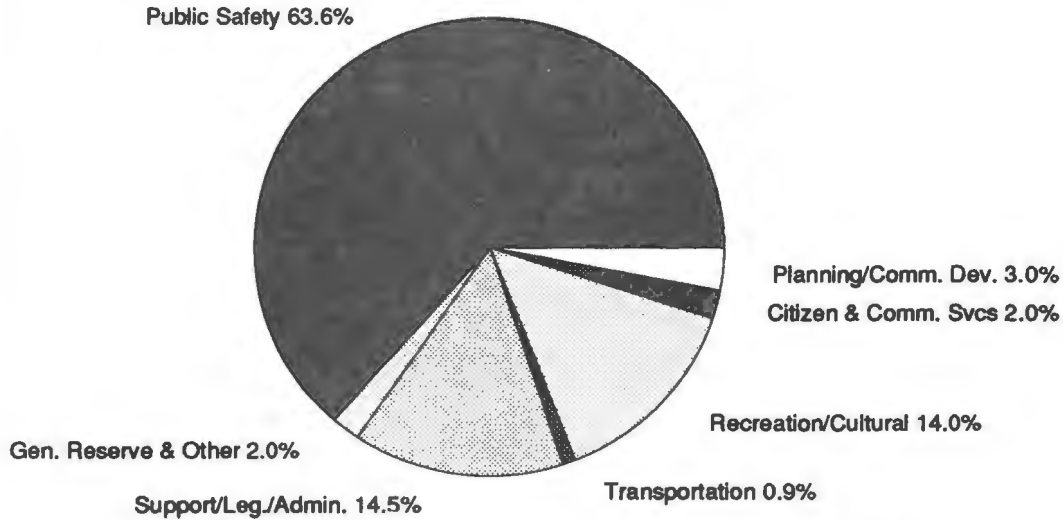
the following:

•**Police Services** - While the total staffing level of the Police Bureau is essentially unchanged due to the addition of 19 sworn and 4 non sworn annexation related patrol positions, the bureau was forced to eliminate 20 other positions. The elimination of these 20 positions ( 12 sworn and 8 non-sworn) will reduce resources dedicated to arson investigation, the Asian Gang Detail, and homicide investigations as well as support and clerical to a variety of units with the bureau.

It is notable that while the City continues to place a priority on Community Policing, implementation has been impaired by Ballot Measure 5 because of insufficient resources to increase positions. Both the Community Policing Plan and the Crime Commission reports completed during FY 1990-91 identified the need for nearly 200 additional police officers. As a result, 73 positions were added to the Police Bureau during that fiscal year. Due to Measure 5, no additional Police positions were added in the FY 1991-92 budget beyond those associated with annexation service requirements. The Police Bureau intends to identify ways to reduce the calls for service workload in order that officers will have freed up blocks of time to accomplish Community Policing activities. The Bureau also intends to hire 60 officers to fill vacant positions, and to continue hiring and recruitment practices in support of affirmative actions goals.

•**Fire Services** - The elimination of 57 positions resulting in the closure of two fire stations and their associated fire companies. Overall, on-duty staffing assigned to Portland stations will be reduced by 12 sworn positions on each of the Bureau's three shifts. This will

## Total Expenses -- General Fund FY 1991-92



	FY 1990-91 Revised	% of Total	FY 1991-92 Adopted	% of Total
Public Safety	\$119,756,234	61.0%	\$130,079,491	63.6%
Support Services/Leg./Admin.	31,055,534	15.8%	29,630,322	14.5%
Recreational/Cultural	27,007,509	13.8%	28,560,146	14.0%
Planning/Community Devel.	5,934,528	3.0%	6,079,945	3.0%
Citizen & Community Services	4,648,001	2.4%	4,020,988	2.0%
Transportation	3,593,332	1.8%	1,893,267	0.9%
Gen. Reserves & Other	4,217,569	2.1%	4,109,151	2.0%
<b>TOTAL</b>	<b>\$196,212,707</b>	<b>100.0%</b>	<b>\$204,373,310</b>	<b>100.0%</b>

**Notes:**

The above figures exclude tax anticipation notes. General Fund Special Appropriation for compensation adjustment is allocated to the service areas in proportion to their salary expense.

**Figure 13**

increase the amount of time necessary for a full complement of fire fighters to arrive on the scene of a fire.

•**Parks and Recreation** - The loss of 15 positions will result in reduced park maintenance and support for recreational programs. Major reductions include:

- Decreased park mowing, litter pickup, and cleaning of walks, plazas and sports courts.
- Transfer of the Firehouse Theatre and the Mt. Tabor Annex to a private non-profit organization. If this does not prove feasible, then these facilities will be closed.

- Reduced community art programs  
 In addition, in order to offset additional program reductions resulting from Measure 5, the Bureau substantially increased athletic, park permit, and outdoor recreation program fees. These fee increases will provide \$783,000 and will support bureau programs which might otherwise might have been reduced or eliminated in light of the passage of Ballot Measure 5. Similarly, the bureau will be seeking sponsorships from the private sector and other organizations to support the provision of future recreational services.

•**Neighborhood and Advocacy Services** - The budget reduces support for Neighborhood District offices and neighborhood mediation services. Additionally, support is reduced for senior citizen advocacy services and for the Metropolitan Human Relations Commission.

•**Art Programs and Cable Access** - A reduction in support to promote and support the arts within the community which contributes to the liveability of Portland. Resources are reduced for public art projects and for grants to local artists and major art organizations. Funding is reduced as well for Portland Cable Access.

•**Annexation Services** - A reduction in City services directed toward annexation until such time as the

full effects of Ballot Measure 5 are known.

•**Transportation Services** - Reduced support for the Central City Trolley system and downtown sidewalk cleaning as well as technical and engineering support for expansion of the Light Rail system.

•**Administrative Services** - Reduced accounting, purchasing, Council and other central services necessary to support the delivery of bureau services. A total of 12 positions was eliminated from the Mayor and Council offices.

Further reductions were offset by some Bureaus through increasing fees and charges. The Bureaus of Parks and Recreation, Planning, Administrative Services, Fire, Buildings, and others increased fees where appropriate to continue services. Increased service fees provided \$3.2 million in the Adopted Budget. Additional details on these increases and service reductions can be found within the individual bureau budget descriptions contained in this budget document.

### Service Highlights

It is important to remember that, even with the reduction in property taxes resulting from Ballot Measure 5, the City continues to provide a diverse portfolio of services. As previously indicated property taxes represent only 18.7% of the City's total net budget. The City will continue to provide a broad range of services to the public, ranging from such traditional services as Fire, Police, Water, Sewers, Parks, and Transportation to specialized programs such as citizen participation and cable franchise management.

Highlights of the services supported within the Budget, albeit in some cases at reduced levels, include the following:

- The continuation of \$1.1 million to meet critical human service requirements for youth, senior citizens, and other at risk groups residing within Portland.
- Operation of 29 Fire Stations which will respond to over 50,000 emergency calls during the fiscal year.
- Police responses to an estimated 255,000 calls for service and continued implementation of community policing.
- The maintenance of 200 developed parks, community gardens, open spaces and 196 landscaped areas along streets and transportation corridors, as well as the operation of 4 in-door and 11 out-door swimming pools, 11 community schools, 2 indoor tennis facilities, 115 outdoor tennis courts, 4 golf courses, and the Portland International Raceway.
- Continued support for 88 Neighborhood Associations and seven district coalition offices as well as the coordination of 21 bureau advisory committees through the Office of Neighborhood Associations.
- Processing of one million 911 calls requesting police, fire and emergency medical services by the Bureau of Emergency Communications.
- Performance of 6,000 fire inspections and 130,000 building inspections, as well as the investigation of 22,000 nuisances and 30,000 abandoned automobiles.

Additionally, an estimated 40,000 permits of varying types will be issued during the year.

- The provision of sewer services to 112,500 residential, 13,000 commercial, and 6 wholesale customers. Provision of water service to 135,000 residential, 17,500 commercial, and 23 contractual accounts. Of the \$43.67 million in revenues generated by water sales during FY 1991-92, 82% will be from customers inside the City. The Water Bureau provides service to nearly one-third of the state's population. Both the Water and the Environmental Service budgets address increasing demands stemming from expanding service areas, escalating capital maintenance requirements, and new or anticipated Federal regulation. In order to meet these challenges now and in the future revenue increases of 7.45% and 24% respectively have been included within the budget.
- Street preservation activity for FY 1991-92 will reduce the paving backlog by 13 miles, from 418 miles or \$29.7 million in value to 405 miles or \$29 million in value. This work includes 53 miles of overlay and 50 miles of resealing. An additional 3 miles of major reconstruction is also supported within the Budget.
- Maintenance of the Street Lighting system including the replacement of 780 lights, including 230 with the City park system, and the installation of approximately 450 new lights, including 100 in the Oregon Convention Center District. It should be noted that FY 1991-92 will be the final year of the three serial levy for Street Lighting. A Task Force is presently

reviewing alternatives for supporting street lighting in future years.

Operation of six publicly owned parking garages which provide a total of 3,154 parking spaces for the downtown area. These garages are self-supporting through the generation of \$4.3 million in parking fee revenue.

#### **4. Performance Objectives**

In addition to providing the wide array of services described above, City bureaus, as part of the Budget Process bureaus submit for Council review major changes or accomplishments they expect to achieve during the fiscal year. A description of these "performance objectives" is included within the description of each bureau budget. For FY 1991-92 significant objectives include the following:

##### **a) Public Safety**

- Completion of a fire and emergency services plan resulting in a re-evaluation of the mission, goals, organizational structure, and performance standard for the Bureau of Fire, Rescue and Emergency Services.
- Reviewing the feasibility of establishing service charges for emergency medical and first responder services.
- Continued implementation of the revised Pension and Disability Plan for fire and police personnel authorized by the voters in November of 1990.
- Continued implementation of the Community Policing Plan, authorized by the City Council in FY 1989-90. Included will be the

continued hiring and training to maintain the Bureau of Police at its authorized strength; increased emphasis on minority and female recruitment and hiring; expanded information systems; and the expansion of community training programs. Also included is the continued implementation and evaluation of Community Policing Demonstration Projects, including the Neighborhood Response Team in North Precinct, the Iris Court Project, the Old Town Storefront, and the lower Eastside project. The recently adopted Attributes and Success Factors will be used by the Police Bureau to monitor the implementation of Community Policing, and will be reported to Council on a quarterly basis.

- In coordination with citizens, businesses, and other community groups, the Police Bureau will undertake a review of response priorities, with the objective of identifying ways to reduce total calls for service. This will be accomplished by diverting calls for service from emergency dispatch to telephone, mail, or other call handling alternatives. Such actions are intended to free police officer time for community policing activities.
- Complete acquisition and begin construction of a new 800 Mhz Trunked Radio System for the City and other participating jurisdictions. The trunked system will replace an overloaded and outmoded radio system, and provide superior technology for all City users, as well as greatly enhanced channel capacity.
- Complete site selection and begin construction of a new Emergency Communications Center to replace the aging Kelly Butte Emergency



Dispatch Center. The new facility will allow the consolidation of Fire Alarm Dispatch with Emergency Medical Dispatch, and will be equipped with a new Computer Aided Dispatch system.

### **Community Development and Housing Services**

- Completion by October 31, 1991 of a Housing Affordability Strategy designed to create a comprehensive blueprint for the City's housing programs as required by the Federal Government.
- Completion of the Albina Community Plan which will provide a detailed set of neighborhood district plans to guide housing, community, and economic development activities for inner northeast Portland area.
- Full implementation of the new one and two family dwellings inspection program using inspectors cross-trained for structural, electrical, mechanical, and plumbing inspections.

### **Management Improvements**

- Complete the new geographic information system to streamline services provided within the central Permit Center of the City. Implementation will also enhance the interchange of information amongst the City's planning and engineering programs.
- Complete ten audits including major performance audits, financial control studies, and franchise audits.
- Implement the City's Strategic Plan. This plan, titled Portland Future Focus, completes two years of intensive work involving participation from throughout the

community, including representatives of other governments, neighborhoods, and businesses. The plan will be completed in August 1991. During FY 1991-92 attention will be refocused toward implementation of the resulting action plans and integration of the plan with the City's budget and other decision-making processes.

- Complete franchise negotiations with the City's Westside cable operator.
- Complete an evaluation of the City's Budget Advisory Committee process for purposes of improving the effectiveness of the program.
- Identification and implementation of an alternatives to support the City's Street Lighting system.
- Participation and support of the Institute of Portland Metropolitan Studies to be administered by Portland State University, which will conduct studies, sponsor policy seminars and regularly disseminate information to all local governments in the region.

### **Public Works**

- Complete final design and funding agreement for the Westside Light Rail Project.
- Actively pursue development of a long-range regional water supply plan.
- Implement solid waste franchise agreements between the City and approximately 60 residential solid waste haulers. Increase curbside recycling participation from 28% to 65% of all households.

## **Community, Cultural, and Human Services**

- Completion of a plan for the development of an emergency shelter and service center for homeless families.
- Development of a full employment strategy for neighborhoods with the highest and most persistent unemployment rates, with special emphasis on minority employment.
- Complete the "Arts 2000 Plan." Work on this plan was initiated in July 1990 and will be completed in October 1991.
- Secure sponsorships, such as partnerships with corporations, neighborhood associations, and individuals to support the continuation of priority park and recreation programs eliminated within the FY 1991-92 budget.

## **5. Capital Budget Highlights**

Today's fiscal constraints make it imperative for the City to assess its capital needs carefully, to ensure that high priority projects are funded and that existing capital assets are preserved. Ballot Measure 5, coupled with increasing federal and state regulations, have served to heighten the need for long-range and comprehensive capital planning, being ever mindful of the financial challenges facing the City in the future. This is especially true for those service areas within the General Fund that will face added challenge, adjusting to Measure 5 in the years ahead. The impact of capital budget plans on fees for service and city debt must be carefully considered, particularly in light of federal regulations, such as the amendments to the Clean River Act. Over the next five years,

City capital requirements will likely total over \$447 million including Master Lease, a significant investment in the future.

For these reasons, City bureaus are required to annually submit five-year capital plans. Requests are generally submitted for review by the Bureau of Financial Planning in December. Recommendations are issued in January, prior to the submission of bureau budget requests. This insures that information is available to the Council well in advance of its budget hearings. As in prior years, the Capital Review Committee (CRC) is tasked with developing recommendations for the Council on projects which are included within the FY 1991-92 adopted budget. This committee is composed of the managers from each of the City's major capital bureaus; the Director of the Office of Finance and Administration; the City's independent financial advisor, Public Finance Management; and members from the citizen Budget Advisory Coordinating Committee. Detailed descriptions of the approved capital projects are contained in the Capital Budget, which is included within Volume II of the budget document. Summary descriptions are also provided in the sections for each bureau and fund.

The Adopted Budget, excluding provision for the year-end carryover of unexpended project budgets, includes \$114.9 million in capital projects for FY 1991-92, of which \$7 million is in support of General Fund service areas. An additional \$2.6 million will be spent for debt payments on the City's Master Lease Program. This program allows the City to borrow funds in order to purchase high priority capital equipment or to construct facilities that otherwise might be postponed because of insuf-

ficient funding. Repayment of the lease debt is then repaid over three to ten years depending, on the terms of the Master Lease agreement. The General Fund capital budget is significantly higher than prior years (which generally has totalled around \$2 million) due to the inclusion of two "one-time" capital investments: the installation of a new 800 mhz radio system, and the relocation of the Emergency Communication operation to a new facility. The Council allocated \$5.3 million in the Adopted Budget for these projects. For the period ending June of 1996, Bureau capital requirements are expected to total nearly \$418 million, of which \$21.3 million will be in the General Fund. An overwhelming majority of capital expenditures will occur in other funds, primarily in sewer and water services.

The Portland Development Commission, the semi-autonomous organization, charged by City Charter with urban renewal, also serves as the City's primary economic development agency. While the budget for the Commission is independent from the rest of the City, it is reviewed by the City Council and incorporated into the Adopted Budget document. The Commission, primarily using tax increment financing, makes major capital investments. For FY 1991-92, the Commission is expected to make nearly \$17.7 million in capital expenditures. Over the next five years the Commission has budgeted just over \$66 million in capital projects.

Highlights of projects supported by the FY 1991-92 General Fund capital budget include the following:

•**Communications Systems.** As stated earlier, \$5.3 million has been included in the General Fund to support installation of a new 800

mhz radio system and relocation of the emergency communications center. A total of \$8.6 million is being added to support the project. additional support includes \$4.3 million in reserved equipment replacement funds, and \$2.7 million from other bureaus using the system. Another \$1.3 million will need to be found for the project over the next fiscal year. This represents a significant capital investment directed toward improved public safety services within the City. In addition to this significant allocation, the Adopted Budget also includes \$5.7 million within the Public Safety Levy Fund. This levy which is entering its third and final year supports replacement of the computer aided dispatch system, installation of mobile digital terminals in police and fire vehicles, installation of automatic vehicle locators, and development of public safety management information systems.

•**Fire Service.** The budget includes \$184,529 to complete the new Fire Training Center, a project initiated during FY 1990-91. Matching this General Fund support will be \$135,000 dedicated to the project by the Portland Development Commission, from tax increment funds. This recognizes that the Fire Station, co-located at the center, will be serving the Columbia South Shore/Airport Way renewal area. In addition to the completion of this project, an additional \$223,008 has been budgeted for fire service capital improvements, including \$162,999 for the purchase of three new apparatus through the City's master lease program.

•**Police Services.** In the area of Police services, nearly \$500,000 in support has been included in the budget for facility improvements. Specific projects include: im-

provements to East Police Precinct, upgrading of the property warehouse, repairs to the Justice Center, and repairs to North Precinct.

**•Parks and Recreation Services.**

Nearly \$1 million in support has been included for improvements to parks and recreational facilities. Specific projects include installation of irrigation systems, facility asbestos removal, rehabilitation of the Peninsula Park Rose Garden, replacement of playground equipment, and replacement of the Multnomah Arts Center heating and ventilation system. In addition to direct General Fund support, nearly \$1.54 million has been included in the budget for the third year of the voter approved Park System Levy. Projects include the rehabilitation of parks, community centers, and irrigation systems.

Other General Fund projects are directed toward completion of a Geographic Information System in the City as well as the replacement and upgrade of computer equipment serving all city bureaus.

As stated earlier, of the \$417.8 million in capital requirements anticipated over the next five fiscal years nearly 95%, or \$396.5 million, will be in non-General Fund operations, primarily sewer and water services. Highlights of projects included in the FY 1991-92 Adopted Budget for these other funds include the following:

**•Environmental Services:** Projects total \$51.6 million for FY 1991-92. Key projects include \$4.2 million for mid-county sewer installation, \$16 million for upgrading system maintenance and reliability, and \$13.3 million for improvements to sewage treatment systems. The balance of the capital budget will

support storm water, combined sewer overflow, and system development projects.

**•Water:** Projects totalling \$13.7 million are included within the adopted budget, of which \$2 million is for compliance with the Safe Water Drinking Act; \$1.785 million for lab improvements, \$.52 million for completion of the water control center; and \$1 million for completion of a water supply and transmission study. An additional \$1.4 million is included for improvements to the water system in the Sylvan area.

**•Transportation:** Projects totalling \$16.4 million including \$6.75 for street improvements, \$281,671 for further development of the west side light rail, \$475,399 for the upgrade of parking meters; \$718,805 for signal maintenance; \$1.07 million for traffic management projects; and \$3.55 for street lighting improvements.

**•Golf.** The budget of just over \$1 million includes improvements to the dikes at Heron Lakes golf course; improvements to golf tees and the facilities at Rose City Golf course; and remodelling of the Progress Downs course.

**•Portland International Raceway.** The \$90,000 budget includes support for completion of the master plan begun in FY 1991-92 and for paving the east end of the raceway.

In addition to the above, the Portland Development Commission also makes significant capital investments each year. For FY 1991-92 the Commission anticipates spending nearly \$17.7 for improvements in the South Waterfront, Union Station, North Transit Mall, and Airport Way urban renewal areas. The Commission is also budgeted to invest nearly

\$2.2 million in improvements in the vicinity of the Convention Center.

## 6. Technical Adjustments

Each year the City's Budget includes changes in its budgetary and accounting systems which under State Budget Statutes must be fully disclosed within the budget. Typically, such action are directed toward simplifying and streamlining budgets or in improving the efficiency of the accounting system.

The FY 1991-92 Budget includes several notable technical adjustments:

- **Transportation Funds:** The budget reflects changes initiated to reduce operating costs, improve operating efficiencies and to provide for better reporting and budgeting information. These changes include the consolidation of two separate revenue funds, the State Tax Street Fund and the Parking Meter Fund, into the Transportation Operating Fund. Additionally, the four Transportation appropriation units, Engineering, Traffic Management, Maintenance, and the Office of the Director, have been combined into one appropriation unit. This action is anticipated to significantly reduce such accounting and budget transactions as cash transfers, appropriation adjustments, and intra-fund service reimbursements.
- **Computer Services Working Capital Fund:** A new working capital fund is established within the budget for budgeting and financially managing the city's computer service programs. The fund is designed to facilitate multi-year funding of major capital purchases of computer equipment. The fund will include a reserve fund for capital replacement. Because

the computer operation is currently housed in the General Fund, any balance resulting from underexpending or greater than anticipated revenues reverted to the ending balance for the General Fund. As a separate fund, any balance can be dedicated to the equipment replacement reserve or for stabilizing future year rate growth.

- **Elimination of Revenue Sharing Fund:** In prior fiscal years, a separate fund has been included within the budget for the receipt and expenditure of revenues received from the State under its revenue sharing program. These revenues are transferred from the fund to the General Fund to support public safety services. Based upon a recommendation from the City's independent financial auditor that every attempt be made to eliminate unnecessary funds, the State Revenue Sharing fund is eliminated within the FY 1991-92 budget. Receipts from the State will be received directly within the General Fund. In accordance with State statutes, the City will continue to publish and hold public hearing on the use of revenue sharing funds in conjunction with its annual budget process.
- **Master Lease Program:** In prior years, the City only included within its budget the annual debt service payments for equipment purchased through master leases. After consultation with the City's independent auditor, it was determined that in addition to debt payments the full cost of the equipment being purchased should also be included within the budget. Necessary adjustments to comply with this recommendation can be found in the involved funds.

## CONCLUSION

The FY 1991-92 Budget has been prepared in an environment of significant uncertainty and financial stress stemming from Ballot Measure 5. The Adopted Budget reflects the extensive efforts of city managers, citizen budget advisory committee members, and most importantly, the City Council, whose members spent extensive hours making very complex budgetary decisions. The budget also reflects the accumulation of information provided by the many individual citizens and representatives from the business community, who took the time to testify before the City Council during its many public hearings on the budget.

The Adopted Budget represents the first step in a transition to the aftermath of Measure 5. Through an in depth, bottom up re-examination of all services by City Council, the resulting budget reductions - combined with increased revenues resulting from the higher assessed value growth and a continuing strong local economy - enabled the City council to eliminate the \$28 million shortfall. Although less severe than originally anticipated, service reductions were nevertheless significant in the budget. A total of 94 positions were eliminated due to Measure 5. Fire services will be significantly curtailed as will parks and recreation programs. It was also necessary for city organizations to significantly increase fees in order to maintain services that might otherwise have been eliminated. Finally, although the Council maintained Police service as a priority within the budget, the loss of revenues made it impossible to add any of the estimated 130 additional positions necessary to fully implement Community Policing.

In spite of significant reductions, the City will continue to provide the quality services that citizens have become accustomed to over the years. The Fire Bureau will respond to an estimated 50,000 emergencies while the Police Bureau will handle in excess of 255,000 calls for service. The Park Bureau will continue to maintain parks, swimming pools, and community centers while providing excellent recreational opportunities, especially for the City's youth. Water and sewer services will be provided to an expanding base of customers while over 100 miles of street will be repaved. It is evident that the City will continue to provide a wide ranging array of services.

The budget also marks some new initiatives and expansion of high priority services. Security and cleaning services will be expanded in the downtown area. The police will dedicate 23 positions to the provision of service in recently annexed areas of the City. The City will also see movement toward the long-overdue installation of an 800 Mhz radio system and construction of a new emergency communication center. Finally, a major review of the City's fire service system will be conducted directed toward improved and more efficient delivery of those services.

The uncertainties surrounding Ballot Measure 5 will continue throughout next fiscal year and possibly into the future, threatening to unbalance the budget. For this reason the Council will continue its intensive review of the budget adjusting to new information as it becomes available and seeking new ways of providing improved and more efficient services. The Council will also continue to review consolidating service amongst local governmental jurisdictions and regional approaches to the provision of services.

Through its continued diligent effort, the Council will successfully oversee the budget metamorphosis into the post-Ballot Measure 5 era, while taking every opportunity to maintain both the levels and quality of services.

## G. BUDGET NOTES

During the development of the FY 1991-92 budget, issues were identified which require additional information in order for the Council to reach a decision or to guide future actions of the City. Often this information cannot be generated within the time frame of the Budget decision-making process. In order to ensure that such issues continue to be addressed and brought to resolution, the Council establishes budget notes. These notes identify the issue and assign responsibility for action on the item. Such action may include presentation of a report to the Council identifying findings, alternatives actions and recommendations for resolving the issues. These reports are generally submitted either during the fiscal year or in conjunction with the next budget process.

In addition to assigning responsibility for special projects, the Council also uses budget notes to formally express service priorities or intended future budgetary actions. The status of required actions resulting from budget notes is monitored through the City's Quarterly Reporting System.

The following Budget Notes were established by the Council for FY 1991-92:

## BUREAU OF COMMUNITY DEVELOPMENT

### *Private Industry Council Programs*

The Bureau of Community Development in coordination with the Commissioner of Public Utilities will continue to investigate alternatives to the Private Industry Council for the administration of community service programs. Specifically, an analysis will be conducted to determine if some programs can be self-administered at a lower overall cost. Any savings resulting from the implementation of such action during FY 1991-92 will be dedicated to such community service programs as the NE Workforce Center and CHIERS.

## BUREAU OF EMERGENCY COMMUNICATIONS

### *Equipment Reserve*

The Bureau of Emergency Communications in coordination with its Intergovernmental User Board shall take the necessary actions to transfer \$921,000 equipment replacement fund to the Public Safety Capital Levy Fund in support of relocating the bureau to a new facility. This allocation will be matched by \$5.3 million in General Fund support dedicated by the Council for this project and the installation of an 800 Mhz radio system.

### *Emergency Medical Dispatch Fee*

In coordination with the Commissioner of Public Safety, Multnomah County, the Bureau of Fire and the Emergency Communication Users Board, the Bureau will explore options for establishing a fee for the dispatching of private ambulance companies to the scene of medical emergencies.

## **BUREAU OF FIRE, RESCUE, AND EMERGENCY SERVICES**

### *First Responder Fee*

In coordination with Multnomah County, the Bureau will continue to explore options for establishing fees to recover costs associated with the provision of first responder emergency medical services. A report shall be prepared and presented to the Council prior to the initiation of the FY 1992-93 Budget process.

### *Fire Safety Plans Examination*

The Bureau of Fire in coordination with the Bureau of Buildings will review the civilianizing the fire code plans examination and review function and report findings and recommendations to the Council prior to the end of second quarter of FY 1991-92.

## **OFFICE OF FINANCE AND ADMINISTRATION**

### **Bureau of Financial Planning**

#### *Capital Budgeting Policy*

Based upon the recommendation of the Capital Review Committee, the Bureau of Financial Planning will complete a Capital Planning and Budgeting Policy to serve as a guideline for all departments and funds of the City. In addition to requiring long-range capital financial impact information, the policy will also address the methodology for determining the annual amount of General Fund allocation for capital expenditures; the use of master lease financing in support of capital projects; the identification and budgeting of operational budget requirements resulting from capital improvements; and the use of long-term capital facility plans.

## *Environmental Services and Water Budget Process*

The Bureau of Financial Planning will present to the Council in September, 1991 recommended changes to the budget process for the City's water and sewer enterprise operations. The new process should achieve the following objectives:

- The review and adoption by the Council of annual long-range financial forecasts which clearly state the fiscal, capital, and operating assumptions used in completing the projections.
- Connecting the budget and rate approval process so that Council is fully aware of inter-relationships at the time such action is taken.
- Providing ample time for public notification and review of budget and rate proposals, and sufficient time for Council to carefully consider budgets and rates in response to public testimony.
- Improved information and ample time for Council review of issues related to the issuance of debt in future fiscal years.

### *EID Funding*

The Bureau of Financial Planning will ensure that funding for the City's financial participation in the Downtown Economic Development District is included within the FY 1992-93 budget.

## **BUREAU OF PURCHASES AND STORES**

### *Fees for Intergovernmental Bidding*

The City Code currently provides authority to apportion or exchange



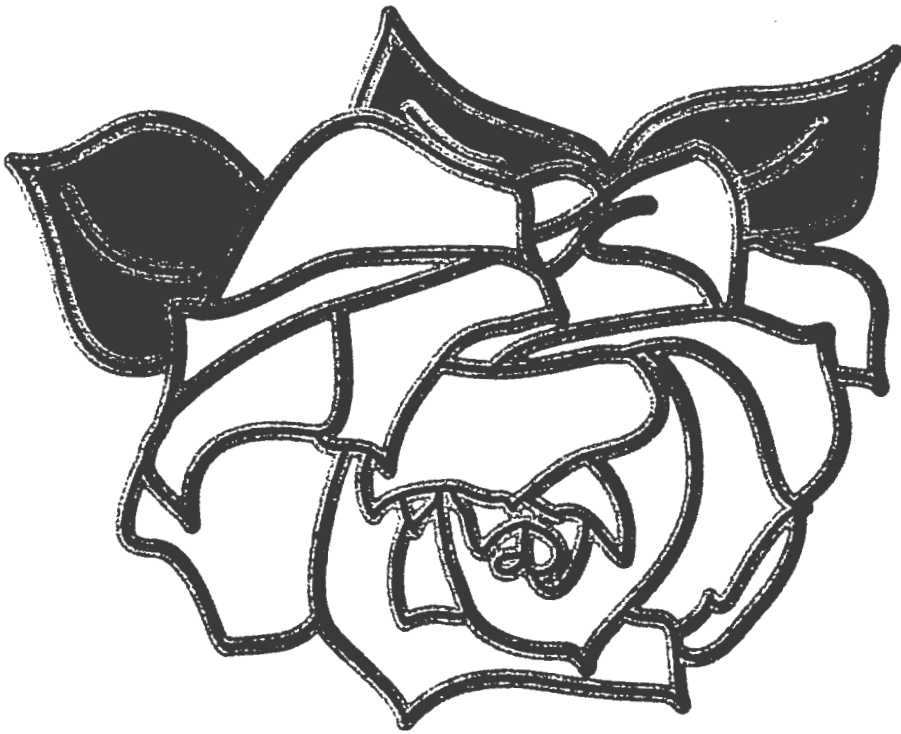
governmental units (Chapter 5.32.120). Other jurisdictions benefit from participating in City of Portland purchasing bids through lower unit and overall costs. Purchasing will conduct a study of the costs for joint bidding and establish a fee schedule to charge participating agencies. The new schedule will be included in the revised Purchasing Manual which is scheduled for Council action during the first quarter of FY 1991-92.

Findings and recommendations from the analysis, after consultation with a citizen advisory committee, will be presented to the Council in the Fall of 1991. Implementation is anticipated during the following year.

## **OFFICE OF TRANSPORTATION BUREAU OF TRAFFIC MANAGEMENT**

### *Street Lighting Revenue Options*

The Office of Transportation Bureau of Traffic Management as the manager of the Street Lighting Fund, will submit to the Council a proposal for funding street lighting activities in future years. The Office of Finance and Administration will fully participate in the study and review the resulting report prior to its submission to the Council. The existing Street Lighting Levy expires June 30, 1992. Therefore it is important and time critical to investigate alternatives for supporting future Street Lighting requirements. The Street Light Levy Replacement Strategic Plan, prepared by the Office of Transportation includes the following potential funding alternatives: a new user fee; use of other existing revenues; formation of a City Public Utility District; a County gas tax surcharge; trading of electricity from the Bull Run Hydroelectric facility to PGE for free street lighting electricity; and selling or leasing the system to a private company. The Office is currently conducting an in depth analysis of each of these alternatives to identify legal, administrative, financial, and operational issues.



### Financial Summaries

The following section contains summary tables that describe the budget as a whole. In condensed form, it shows the City's expenses, revenues, and full-time positions, arranged both by bureau and by fund.

### Operating Budget Detail

The following sections--the remainder of Volume I and continuing into Volume II--present detailed budget information for individual funds and, within the General Fund, for specific bureaus. This information begins with a summary of the entire fund, showing:

- Revenues (the fund summary uses the more formally correct term "Resources," which includes both current-year revenues and beginning fund balance);
- Direct service expenses ("Bureau Requirements"), such as personnel costs, materials and services, or capital outlay; and
- Financial needs such as contingencies and interfund transfers ("fund-level requirements").

For most funds with direct service operations, the fund summary is followed by a series of pages detailing and discussing those direct service expenses. These pages include:

- A summary for the bureau as a whole;
- Individual programs within the bureau;
- Line item expense estimates; and
- Detailed information on the number and salary cost of all authorized full-time positions.

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## GUIDE TO THE FINANCIAL SUMMARIES

The "Financial Summaries" section contains a variety of tables intended to help the reader view the 1991-92 Budget as a whole, consolidating the budget figures across all the City's funds or bureaus.

With the exception of Table 2, Summary of Authorized Full-Time Positions, the tables in this section do not include figures for the Portland Development Commission (PDC). PDC is a semi-autonomous agency that operates under City charter but is budgeted separately. The PDC budget is printed in Volume 2 of this budget document.

### Total City Budget - Revenues and Expenses

The first summary (Table 1) offers the broadest picture: the entire City budget condensed onto one page, comparing 1991-92 with 1990-91. This summary illustrates that for the City as a whole as well as for any individual fund, *resources* must always equal *requirements*. That is, the amount of money planned to be spent from a fund, plus the dollars reserved for contingencies or reserves ("requirements") must be equal to the total amount of money flowing into the fund plus its beginning balance ("resources"). For the sake of simplicity and ease of understanding, the Financial Summaries use the terms "Revenues" and "Expenses," even though those terms have more specialized meanings in the world of accounting. The detailed budget pages for individual funds, however, do use the more formally correct terms "Resources" and "Requirements" to signify what a fund *has* (or expects to get) vs. what it *needs*.

### Major Types of Expenditures

Table 1 also shows the budget broken down into its major revenue classes and expense classes. On the requirements side of the budget, there are two types of major expense classes. The *bureau expenses* (or "bureau requirements" in the individual fund pages) refer to those types of expenditures--either operating or capital--that result from the programs or services provided by the City's bureaus. These categories are personal services, internal or external materials and services, capital outlay, and an infrequently used category called "equipment cash transfers." The other

type of major expense class, *fund expenses* (or "fund requirements") refers to financial requirements needed in order to keep a fund healthy and meet its obligations--such as contingencies, debt retirement, and most interfund transfers--but may not be associated with the operations of any particular bureau. This distinction is important because the bureau requirements--the "service" part of the budget--is used in some of the financial summaries instead of the total requirements at the fund level.

### Summary of Authorized Full-Time Positions

Table 2 is a straightforward summary of the regular full-time positions authorized in the budget, along with a comparison between fiscal years. These positions are broken out by bureau (including PDC). They do not include limited-term or part-time positions.

### General Fund Revenues and Expenses

Tables 3 and 4 both summarize the budget for the General Fund, the City's largest, most visible, and most flexible fund. They show the different sources of revenue, the expense budgets for individual bureaus, and the fund-level expenses. Table 3 compares the 1991-92 Adopted Budget to what was in the Revised 1990-91 Budget. (Budget amendments are constantly being made through the fiscal year, usually by Council ordinance. In this document, the "Revised" budget refers to the 1990-91 budget as it stood at the end of Accounting Period 6, or about the midpoint of the fiscal year.)

### Discretionary vs. Non-Discretionary

Tables 3 and 4 also show how much of a bureau's budget comes from "discretionary" General Fund resources. Some of the General Fund revenues ("non-discretionary" resources) are restricted by contract or agreement to be spent only for certain purposes, or the Council has decided to dedicate them to a particular bureau because the revenues are generated by that bureau's operations. For instance, the Fire Bureau receives funds from Fire District 10 that, by contract, must be used to provide fire protection to District 10 residents and businesses. Or the Parks Bureau generates some fee income from its recreation

programs that the Council has decided, by policy, to dedicate to Parks Bureau functions.

The major types of non-discretionary resources are contracts; grants and donations; "interagency" service agreements with another City bureau; "bureau revenues" such as service charges to the public from a bureau's programs; and overhead charges, which recover from other funds the cost of services provided by central administrative bureaus based in the General Fund. A bureau's "discretionary" budget subtracts these restricted activities and therefore represents the bureau's allocation of those dollars over which the City Council exercises discretion, such as property taxes, business licenses, or utility license fees. The total General Fund budget (excluding tax anticipation notes) for 1991-92 is \$204.4 million, but after subtracting the cost of those activities that are tied to non-discretionary funding sources, the flexible part of the General Fund is actually \$164.7 million. The City Council can opt to dedicate discretionary resources to any service area. In 1991-92, 69% of the discretionary General Fund budget was allocated to two bureaus, Police and Fire.

#### Four Summaries by Fund

Tables 5 through 8 are some lengthier tables that show different aspects of the City's budget by individual fund. Table 5, the "Total Revenues and Expenses By Fund By Fiscal Year," shows the total expenses (or the total revenues, since they are equal) in any fund, not only for the 1991-92 Budget but also in past years.

Table 6, the "Summary of Revenues by Fund," breaks out the 1991-92 estimated revenues by some broad categories: beginning fund balances, interfund revenue, and three types of external revenues. Property taxes are broken out separately; service charges, licenses, and permits are lumped together; and other external revenues (such as debt proceeds, interest on investments, or the sale of property) are the final column in Table 6.

Tables 7 and 8 give two looks at the expenses in a fund. Table 7 lumps together the bureau expenses and breaks out the different types of fund-level expenses, such

as contingency, ending balance, or interfund transfers. Table 8, on the other hand, gives more detail on the bureau expenses, showing how much is budgeted in 1991-92 for personnel costs, capital purchases, or the other major expense categories. Because Table 8 focuses on bureau expenses as opposed to fund-level needs, it details the budgets for the individual bureaus within the General Fund.

#### Summary by Managing Agency

The "Summary of Bureau Expenses By Managing Agency" (Table 9) shows the total bureau expenses for 1990-91 and 1991-92, grouped by the agency that manages that particular fund or appropriation. So, for instance, it shows together all of the dollars for which the Bureau of General Services is responsible, even though those appropriations are in many different funds.

#### Summaries of Tax Levies and Debt

Finally, as sure as debt and taxes, Tables 10 and 11 conclude the financial summaries section by outlining the City's indebtedness and the calculation of its property tax levies. The format for these summaries is prescribed by State law. The debt summary, Table 11, also discusses the City's current bond ratings and the type of debt instruments used by the City.

The tax calculation on Table 10 is designed to only allow a levy amount that is justified by a fund's budgeted requirements. After stating the total requirements for each tax-supported fund, non-tax revenues are subtracted, leaving the amount that the fund needs to raise in current-year tax revenue. This amount is factored up by expected delinquencies and losses due to Measure 5 compression, and the result is the certified levy for the fund. Fiscal Year 1991-92 shows for the first time a levy calculation for the tax increment debt service funds, to conform with the legal requirements expected to arise from the implementation of Measure 5. Some of the levies shown on this table will be revised downward in August, when the City Council adopts the final levy certification that reflects actions taken by the State legislature to implement Measure 5.

**TOTAL CITY BUDGET – REVENUES AND EXPENSES**

*Table 1*

*This table summarizes the City budget as a whole, according to the major categories of expenses and revenues. The figures on this page combine all the City's funds except those of the Portland Development Commission, a semi-autonomous agency that operates under City charter but is budgeted separately. The same is true for the other tables in this summary section except the Summary of Authorized Full-Time Positions. The PDC budget is printed in Volume 2 of this budget document.*

	<i>Revised FY 1990-91</i>	<i>Adopted FY 1991-92</i>
<b><u>TOTAL REVENUES – All Funds</u></b>		
<i>External Revenues</i>		
Property Taxes	\$156,065,607	\$148,124,796
Other Taxes	6,093,727	6,550,243
Licenses and Permits	50,527,561	56,781,759
Service Charges	109,649,289	136,921,771
Intergovernmental	75,863,916	70,666,784
Miscellaneous	57,685,980	52,424,201
Debt Proceeds	80,593,240	96,899,283
<i>Total External Revenues</i>	<u>\$536,479,320</u>	<u>\$568,368,837</u>
<i>Transfers from Other Funds</i>		
Service Reimbursements	85,045,865	151,678,569
Cash Transfers	258,617,641	185,213,210
<i>Total Transfers from Other Funds</i>	<u>\$343,663,506</u>	<u>\$336,891,779</u>
<i>Beginning Fund Balances</i>	<u>246,663,001</u>	<u>235,860,692</u>
<b>TOTAL BUDGET</b>	<b>\$1,126,805,827</b>	<b>\$1,141,121,308</b>
<i>Less Interfund Transfers &amp; Tax Anticipation Notes</i>	<u>(372,523,644)</u>	<u>(346,891,779)</u>
<b>NET BUDGET</b>	<b>\$754,282,183</b>	<b>\$794,229,529</b>
<b><u>TOTAL EXPENSES – All Funds</u></b>		
<i>Bureau Expenses</i>		
Personal Services	\$224,739,229	\$237,334,883
External Materials & Services	223,307,511	218,329,166
Internal Materials & Services	85,631,938	151,678,569
Capital Outlay	94,296,904	94,292,853
Equipment Cash Transfers	662,720	637,360
<i>Total Bureau Expenses</i>	<u>\$628,638,302</u>	<u>\$702,272,831</u>
<i>Fund-Level Expenses</i>		
Debt Retirement	81,086,539	104,647,901
Fund-Level Cash Transfers	257,728,986	184,575,850
Operating Contingency	73,356,639	84,168,539
Unappropriated Ending Fund Balance	85,809,111	65,204,937
Inventory Increases	186,250	251,250
<i>Total Fund-Level Expenses</i>	<u>\$498,167,525</u>	<u>\$438,848,477</u>
<b>TOTAL BUDGET</b>	<b>\$1,126,805,827</b>	<b>\$1,141,121,308</b>
<i>Less Interfund Transfers &amp; Tax Anticipation Notes</i>	<u>(372,523,644)</u>	<u>(346,891,779)</u>
<b>NET BUDGET</b>	<b>\$754,282,183</b>	<b>\$794,229,529</b>



## SUMMARY OF AUTHORIZED FULL-TIME POSITIONS

Table 2

This table summarizes the number of regular full-time positions authorized in each bureau or fund, including PDC, for both 1991-92 and 1990-91. Limited-term or part-time employees are not included.

ALL FUNDS	Revised Budget 1990-91	Adopted 1991-92
<b>GENERAL FUND</b>		
City Attorney	39	39
City Auditor	48	46
Cable Communication & Franchise Management	4	4
Commissioner #1, Public Affairs	10	7
Commissioner #2, Public Works	9	7
Commissioner #3, Public Utilities	9	7
Commissioner #4, Public Safety	9	7
Community Development	11	11
Energy Office	5	4
Finance & Administration	164	162
Fire, Rescue & Emergency Services	840	757
General Services	18	18
Intergovernmental Affairs	4	4
Licenses	31	29
Mayor	14	11
Metro Arts Commission	6	6
Neighborhood Associations	18	17
Parks	286	271
Planning	61	62
Police	1,038	1,037
Purchases and Stores	18	16
<b>TOTAL GENERAL FUND</b>	<b>2,642</b>	<b>2,522</b>
<b>OTHER FUNDS</b>		
Buildings	141	146
Emergency Communications	129	129
Facilities Services	22	22
Golf	23	24
Hydro Power	3	3
PIR	4	4
Environmental Services	328	374
Refuse Disposal Fund	5	11
Office of Transportation	691	705
Water	490	494
Communications Services	15	17
Fleet Services	76	76
Printing & Distribution	33	32
<b>TOTAL OTHER FUNDS</b>	<b>1,960</b>	<b>2,037</b>
<b>TOTAL CITY excluding PDC</b>	<b>4,602</b>	<b>4,559</b>
Portland Development Commission	135	136
<b>TOTAL CITY Including PDC</b>	<b>4,737</b>	<b>4,695</b>

# GENERAL FUND REVENUES AND EXPENSES

Table 3

This table summarizes the types of revenues into the General Fund, as well as the bureau expense budgets, with a comparison between fiscal years.

	Revised Budget FY 1990-91	Adopted FY 1991-92	Revised Budget FY 1990-91	Adopted FY 1991-92
<b>REVENUES</b>				
Property Taxes	\$86,536,639	\$77,024,116	\$86,536,639	\$77,024,116
Lodging Taxes	5,079,772	5,498,191	5,079,772	5,498,191
Business Licenses	20,038,949	22,020,983	20,038,949	22,020,983
Utility Franchise Fees	28,191,876	30,675,376	28,191,876	30,675,376
Service Charges and Other	3,057,517	4,099,969	9,011,574	11,311,601
Intergovernmental	7,048,029	6,783,999	19,685,865	15,717,047
Transfers from Other Funds/Agencies	348,135	1,327,739	19,472,356	24,897,150
Beginning Fund Balance	8,195,676	17,228,846	8,195,676	17,228,846
<b>GENERAL FUND REVENUES</b>	<b>\$158,496,593</b>	<b>\$164,659,219</b>	<b>\$196,212,707</b>	<b>\$204,373,310</b>
<b>EXPENSES</b>				
City Attorney	\$1,106,023	\$990,691	\$2,469,458	\$2,807,635
City Auditor	1,517,614	971,891	3,377,692	3,141,960
Cable & Franchise Mgt	794,494	869,475	794,494	869,475
Commissioner #1	358,272	189,020	714,571	542,543
Commissioner #2	329,745	187,955	632,044	533,009
Commissioner #3	323,771	210,444	607,176	538,343
Commissioner #4	361,930	195,388	688,790	543,265
Community Development	1,369,480	1,274,107	2,366,062	2,051,580
Energy	102,474	114,270	448,095	304,564
Finance & Administration	4,516,304	3,471,909	13,161,301	13,162,415
Fire	44,696,060	46,793,319	53,340,048	54,189,677
General Services	9,529	19,870	1,080,192	1,119,241
Intergovernmental Affairs	188,678	152,679	456,364	466,365
Licenses	1,551,908	1,301,425	1,571,499	1,619,616
Mayor	553,785	301,832	1,617,617	1,193,242
Metropolitan Arts	572,290	605,170	1,438,694	1,038,087
Neighborhood Associations	2,230,564	2,201,797	2,467,105	2,363,651
Parks & Recreation	19,255,279	18,828,524	24,692,018	26,335,250
Planning	2,569,471	2,146,974	3,795,154	3,937,105
Police	61,581,119	66,259,990	64,028,681	69,028,153
Purchases & Stores	387,990	297,032	1,032,977	985,860
Special Appropriations	5,011,388	4,617,215	5,149,097	4,760,022
<b>Total Bureau Expenses</b>	<b>\$149,388,168</b>	<b>\$152,000,977</b>	<b>\$185,929,129</b>	<b>\$191,531,058</b>
Transfers to Other Funds	\$8,112,072	\$3,367,087	\$8,419,821	\$3,551,097
Contingency-Operating & Unforeseen	936,353	3,878,626	1,803,757	3,878,626
Contingency-Public Safety Capital	0	5,352,529	0	5,352,529
Inventory Increases	60,000	60,000	60,000	60,000
<b>GENERAL FUND EXPENSES</b>	<b>\$158,496,593</b>	<b>\$164,659,219</b>	<b>\$196,212,707</b>	<b>\$204,373,310</b>

Note: Tax Anticipation Notes (TAN's) are excluded. TAN's are budgeted at \$28,500,000 in 1990-91 and \$10,000,000 in 1991-92.

Utility Franchise Fees and Intergovernmental Revenue amounts include dollars transferred from other funds for those purposes.

**GENERAL FUND BUDGET BY FUNDING SOURCE – FY 1991–92**

*Table 4*

*This table displays the 1991-92 General Fund budget in categories that show the restrictiveness of its funding sources. These categories correspond to those used on the summary pages for each General Fund bureau. Discretionary funding sources are subject only to the City Council's priorities. Within the non-discretionary category, grants and donations, contracts, and interagency agreements are restricted by specific agreement with either outside parties or other City bureaus, while bureau program revenues and overhead recovery charges are restricted by Council policy to the bureau whose operations generate the revenue.*

	Total Funding Sources	Discretionary Funding Sources	Non-Discretionary Funding Sources				
			Grants & Donations	Contracts	Interagency Agreements	Bureau Revenues	Overhead Recovery
<b>REVENUES</b>							
Property Taxes	77,024,116	77,024,116	0	0	0	0	0
Lodging Taxes	5,498,191	5,498,191	0	0	0	0	0
Business Licenses	22,020,983	22,020,983	0	0	0	0	0
Util Franchise Fees	30,675,376	30,675,376	0	0	0	0	0
Svc Charges/Other	11,311,601	4,099,969	5,000	0	0	7,206,632	0
Intergovernmental	15,717,047	6,783,999	913,610	7,577,606	0	0	441,832
Interfund Transfers	24,897,150	1,327,739	0	0	15,100,203	0	8,469,208
Beginning Balance	17,228,846	17,228,846	0	0	0	0	0
<b>TOTAL REVENUES</b>	<b>204,373,310</b>	<b>164,659,219</b>	<b>918,610</b>	<b>7,577,606</b>	<b>15,100,203</b>	<b>7,206,632</b>	<b>8,911,040</b>
<b>EXPENSES</b>							
City Attorney	2,807,635	990,691	0	0	1,071,938	0	745,006
City Auditor	3,141,960	971,891	0	5,395	1,130,981	20,000	1,013,693
Cable & Franchise	869,475	869,475	0	0	0	0	0
Commissioner #1	542,543	189,020	0	0	0	0	353,523
Commissioner #2	533,009	187,955	0	0	0	0	345,054
Commissioner #3	538,343	210,444	0	0	0	0	327,899
Commissioner #4	543,265	195,388	0	0	0	0	347,877
Community Develop	2,051,580	1,274,107	0	20,560	756,913	0	0
Energy	304,564	114,270	99,409	0	90,885	0	0
Finance & Admin	13,162,415	3,471,909	0	64,906	5,349,997	59,328	4,216,275
Fire	54,189,677	46,793,319	276,196	5,262,482	605,000	1,252,680	0
General Services	1,119,241	19,870	0	0	1,099,371	0	0
Intergovt Affairs	466,365	152,679	0	7,500	108,144	0	198,042
Licenses	1,619,616	1,301,425	0	0	22,991	295,200	0
Mayor	1,193,242	301,832	286,038	0	0	6,250	599,122
Metropolitan Arts	1,038,087	605,170	88,200	302,605	42,112	0	0
Neighborhood Assoc	2,363,651	2,201,797	0	161,854	0	0	0
Parks & Recreation	26,335,250	18,828,524	0	433,417	4,017,454	3,055,855	0
Planning	3,937,105	2,146,974	5,000	191,500	391,431	1,202,200	0
Police	69,028,153	66,259,990	163,767	1,127,387	219,683	1,257,326	0
Purchases & Stores	985,860	297,032	0	0	50,496	57,793	580,539
Special Approp	4,760,022	4,617,215	0	0	142,807	0	0
<b>Total Bureau Expenses</b>	<b>191,531,058</b>	<b>152,000,977</b>	<b>918,610</b>	<b>7,577,606</b>	<b>15,100,203</b>	<b>7,206,632</b>	<b>8,727,030</b>
Interfund Transfers	3,551,097	3,367,087	0	0	0	0	184,010
Contingency-Total	9,231,155	9,231,155	0	0	0	0	0
Inventory Increases	60,000	60,000	0	0	0	0	0
<b>TOTAL EXPENSES</b>	<b>204,373,310</b>	<b>164,659,219</b>	<b>918,610</b>	<b>7,577,606</b>	<b>15,100,203</b>	<b>7,206,632</b>	<b>8,911,040</b>

# TOTAL REVENUES AND EXPENSES BY FUND BY FISCAL YEAR

Table 5

In each fund, total revenues including beginning balance must equal total expenses including ending balance. This table states the total revenues and expenses for each City fund for the 1991-92 budget and for prior fiscal years.

Fund Type Fund	Actual FY 88-89	Actual FY 89-90	Revised Budget FY 90-91	Proposed FY 91-92	Adopted FY 91-92
<b><u>OPERATING FUNDS</u></b>					
General Fund	211,641,360	217,348,122	224,712,707	209,739,120	214,373,310
Assess. Collection	538,491	495,700	529,700	508,000	508,000
Auto Port	1,231,709	928,250	1,129,277	1,548,814	1,698,814
Buildings	9,545,313	12,036,688	11,421,129	12,974,148	13,292,084
Econ Improve Dist	1,340,596	1,637,181	2,217,000	525,000	525,000
Emerg. Commun.	6,830,327	7,882,506	8,940,163	10,155,477	10,148,484
E/R Mem. Coliseum	10,403,848	10,093,750	2,622,000	0	0
Golf	4,746,252	4,346,057	7,037,986	9,424,065	9,522,630
Hydropower	753,967	437,165	504,000	574,052	574,052
NWI-405 Rec	769,008	960,429	1,073,738	1,203,050	1,203,050
Parking Facilities	4,642,490	5,610,270	5,887,722	6,679,117	6,679,327
Parks System Imprmt	0	2,357,633	3,220,024	3,629,922	3,992,914
PIR	503,014	632,990	542,785	787,774	821,780
Pub. Safety Capital	0	2,423,473	4,877,000	6,222,706	6,230,164
Refuse Disposal	2,797,241	3,082,871	3,436,143	5,934,430	6,005,589
Sewer Operating	46,602,138	53,835,219	100,281,951	127,295,297	119,025,576
Street Lighting	15,436,146	16,451,218	16,251,456	11,645,142	14,960,782
Transportation	61,386,906	63,752,567	84,602,226	101,572,741	102,271,326
Water	52,563,814	56,499,866	67,473,072	79,378,709	76,683,829
<b>Total Operating Funds</b>	<b>431,732,620</b>	<b>460,811,955</b>	<b>546,760,079</b>	<b>589,797,564</b>	<b>588,516,711</b>
<b><u>INTERNAL SERVICE FUNDS</u></b>					
City Facilities Acq	490,170	490,620	333,255	0	0
Communications	7,607,016	7,953,902	9,033,729	10,155,815	9,936,188
Computer Services	0	0	0	3,440,725	3,440,725
Facilities Svcs	5,466,275	4,915,024	12,630,722	11,625,620	11,077,985
Fleet Services	12,620,584	13,056,397	15,741,607	16,627,984	16,671,066
Health Insurance	9,237,111	11,732,356	13,781,769	14,817,496	14,817,496
Insurance & Claims	5,707,762	6,596,402	6,742,166	7,058,746	7,058,746
Justice Center	2,541,640	2,286,640	2,554,844	2,900,067	2,900,067
Master Lease Fund	1,483,028	1,569,020	1,474,033	3,464,648	3,464,648
Printing & Distrib	4,877,292	5,454,409	5,898,331	5,905,498	5,905,498
Workers' Comp	5,694,072	7,583,458	8,144,683	10,078,035	10,078,035
<b>Total Internal Svc Funds</b>	<b>55,724,950</b>	<b>61,638,228</b>	<b>76,335,139</b>	<b>86,074,634</b>	<b>85,350,454</b>
<b><u>AGENCY AND TRUST FUNDS</u></b>					
Hydro Renew/Repl.	5,827,860	6,155,984	6,772,425	6,867,900	6,867,900
Model Cities Dev	189,089	206,428	191,000	168,428	168,428
Portld Parks Trsts	552,488	725,234	500,995	728,446	728,446
Public Art Trust	0	264,266	666,673	360,895	360,895
Sewer Rate Stabiliz	5,951,361	11,113,902	5,784,042	6,315,730	6,315,730
Sewer Safety Net	152,807	131,313	451,360	884,000	884,000
St John Landfill	574,623	922,298	1,090,013	0	0
Sundry Trusts	52,533	57,695	57,688	62,479	62,479
Water Growth Impct	653,241	825,502	878,837	980,359	980,359
<b>Total Agency &amp; Trust</b>	<b>13,954,002</b>	<b>20,402,622</b>	<b>16,393,033</b>	<b>16,368,237</b>	<b>16,368,237</b>

**TOTAL REVENUES AND EXPENSES BY FUND BY FISCAL YEAR**

*Table 5*

<i>Fund Type Fund</i>	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>CONSTRUCTION FUNDS</u></b>					
<i>LID</i>	18,523,899	15,201,385	53,669,149	50,978,227	50,978,227
<i>Performing Arts</i>	548,710	228,932	100,000	0	0
<i>Sewer System</i>	23,187,326	24,727,044	46,841,676	55,462,368	55,462,368
<i>Transportation</i>	13,243,685	13,311,628	20,021,684	19,564,764	21,499,320
<i>Water</i>	10,348,959	12,920,561	24,151,921	32,320,684	32,320,684
<i>Total Construction Funds</i>	65,852,579	66,389,550	144,784,430	158,326,043	160,260,599
<b><u>DEBT SERVICE FUNDS</u></b>					
<i>Airport Way</i>	483,707	1,647,827	3,688,279	5,247,000	5,247,166
<i>Bancroft</i>	1,696,898	2,813,080	2,424,070	3,681,000	3,681,000
<i>Bonded Debt</i>	3,996,258	4,080,528	3,890,998	4,116,380	4,116,380
<i>Central Eastside</i>	337,165	488,204	1,355,398	3,673,000	3,673,179
<i>Convention Ctr</i>	0	0	2,015,359	1,139,000	1,155,304
<i>Downtown Parking</i>	127,769	127,983	126,653	105,507	108,000
<i>Golf Revenue</i>	266,416	279,873	1,145,700	1,501,195	413,121
<i>Hydropower</i>	17,206,703	17,195,124	17,916,593	10,975,200	10,975,200
<i>Improve Bond</i>	11,433,114	11,486,228	9,826,937	11,720,900	11,720,900
<i>Morrison Park E.</i>	1,043,763	1,054,616	1,022,797	1,022,800	1,022,800
<i>Morrison Park W.</i>	787,619	790,899	776,191	778,266	778,266
<i>NW Front</i>	10,956,974	12,969,840	14,636,841	16,132,000	16,132,000
<i>Old Town Parking</i>	855,243	978,994	586,525	708,096	708,096
<i>PIR Bond</i>	294,767	337,871	359,947	316,344	316,344
<i>Sewer System Debt</i>	3,221,976	7,149,963	30,744,882	8,119,660	9,903,279
<i>St Johns Riverfront</i>	32,549	54,971	59,052	96,000	104,400
<i>Short Term Debt</i>	38,259,826	23,453,680	29,968,090	10,569,863	10,569,863
<i>South Park Renewal</i>	5,991,264	8,617,349	11,292,100	14,662,000	14,662,000
<i>Tennis Facilities</i>	85,042	92,087	72,413	68,163	79,346
<i>Wash. Cnty Supply</i>	4,087,794	4,010,849	3,901,613	3,901,101	3,901,101
<i>Water Bond Sinking</i>	14,144,534	12,377,856	12,372,644	12,954,533	12,954,533
<i>Waterfront Renewal</i>	27,899,284	36,154,244	32,185,499	41,658,000	41,658,000
<i>Total Debt Svc Funds</i>	143,208,665	146,162,066	180,368,581	153,146,008	153,880,278
<b><u>FEDERAL FUNDS</u></b>					
<i>Federal Grants</i>	12,534,612	12,034,760	9,065,912	5,588,111	6,299,265
<i>Hsng &amp; Comm Dev</i>	11,999,884	8,488,575	11,653,747	12,860,000	18,423,827
<i>Total Federal Funds</i>	24,534,496	20,523,335	20,719,659	18,448,111	24,723,092
<b><u>RETIREMENT FUNDS</u></b>					
<i>F &amp; P Disab/Retire</i>	31,582,328	30,112,374	40,916,953	38,564,375	38,564,375
<i>FPDR Reserve</i>	750,000	750,000	750,000	750,000	750,000
<i>Supp Retire Prog Trst</i>	354,629	375,931	388,401	403,819	403,819
<i>Total Retirement Funds</i>	32,686,957	31,238,305	42,055,354	39,718,194	39,718,194

**TOTAL REVENUES AND EXPENSES BY FUND BY FISCAL YEAR**

*Table 5*

<i>Fund Type Fund</i>	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>REVENUE AND RESERVE FUNDS</u></b>					
<i>Conventn. &amp; Tourism</i>	906,285	1,012,890	1,014,955	1,054,052	1,054,939
<i>General Reserve</i>	2,434,967	13,152,284	14,705,530	22,159,763	22,159,763
<i>Parking Meter</i>	6,654,186	6,908,935	7,685,186	0	0
<i>Sewer Debt Proceeds</i>	8,255,132	58,706,748	50,155,147	49,089,041	49,089,041
<i>State Rev. Sharing</i>	2,086,378	2,112,633	2,119,234	0	0
<i>State Tax Street</i>	17,296,373	19,249,850	23,022,446	0	0
<i>Street Light Replace</i>	0	343,430	687,054	0	0
<b><i>Total Revenue/Reserve</i></b>	<b>37,633,321</b>	<b>101,486,770</b>	<b>99,389,552</b>	<b>72,302,856</b>	<b>72,303,743</b>
<b><u>HISTORICAL FUNDS</u></b>					
<i>CETA</i>	805,778	(198,366)	0	0	0
<i>E/R Civic Stadium</i>	856,141	1,804,899	0	0	0
<i>E/R Convention Center</i>	105,951	0	0	0	0
<i>E/R Performing Arts Center Opg</i>	3,403,534	3,319,034	0	0	0
<i>Federal Revenue Sharing</i>	81,174	12,168	0	0	0
<i>Fire &amp; Police Supp Retirement</i>	350,546	379,815	0	0	0
<b><i>Total Historical Funds</i></b>	<b>5,603,124</b>	<b>5,317,550</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>TOTAL ALL FUNDS</u></b>	<b>810,930,714</b>	<b>913,970,381</b>	<b>1,126,805,827</b>	<b>1,134,181,647</b>	<b>1,141,121,308</b>

**SUMMARY OF REVENUES BY FUND – FY 1991–92**

*Table 6*

*This table shows the revenue estimated to be received by each fund in FY 1991–92, grouped by major revenue types.*

<i>Fund Type Fund</i>	<i>Property Taxes</i>	<i>Svc Charges &amp; License/Permits</i>	<i>Other External Revenue</i>	<i>Interfund Revenue</i>	<i>Beginning Balance</i>	<i>Total Revenue</i>
<b><u>OPERATING FUNDS</u></b>						
<i>General Fund</i>	77,024,116	53,210,690	35,024,172	31,885,486	17,228,846	214,373,310
<i>Assess Collection</i>	0	0	39,000	0	469,000	508,000
<i>Auto Port</i>	0	946,669	25,440	506,639	220,066	1,698,814
<i>Buildings</i>	0	6,430,269	336,000	1,868,477	4,657,338	13,292,084
<i>Econ Improvement Dist</i>	0	0	505,000	0	20,000	525,000
<i>Emerg Communications</i>	0	22,000	3,293,560	5,809,812	1,023,112	10,148,484
<i>E/R Mem Coliseum</i>	0	0	0	0	0	0
<i>Golf Operating</i>	0	3,360,000	150,000	0	6,012,630	9,522,630
<i>Hydropower</i>	0	0	462,555	111,497	0	574,052
<i>NW I-405 Recreation</i>	0	174,100	68,000	0	960,950	1,203,050
<i>Parking Facilities</i>	0	4,119,703	344,235	15,000	2,200,389	6,679,327
<i>Parks System Imprmt</i>	1,925,792	0	65,000	0	2,002,122	3,992,914
<i>PIR</i>	0	500,000	20,000	0	301,780	821,780
<i>Pub Safety Capital</i>	2,045,795	0	225,000	921,000	3,038,369	6,230,164
<i>Refuse Disposal</i>	0	3,335,767	120,000	1,478,663	1,071,159	6,005,589
<i>Sewer Operating</i>	0	50,995,994	968,319	59,416,078	7,645,185	119,025,576
<i>Street Lighting</i>	2,715,033	0	520,000	0	11,725,749	14,960,782
<i>Transportation</i>	0	7,757,605	34,848,157	52,092,043	7,573,521	102,271,326
<i>Water</i>	0	47,523,587	805,122	23,183,618	5,171,502	76,683,829
<b><i>Total Operating Funds</i></b>	<b>83,710,736</b>	<b>178,376,384</b>	<b>77,819,560</b>	<b>177,288,313</b>	<b>71,321,718</b>	<b>588,516,711</b>
<b><u>INTERNAL SERVICE FUNDS</u></b>						
<i>City Facilities Acq</i>	0	0	0	0	0	0
<i>Communications Svcs</i>	0	140,000	350,500	4,972,720	4,472,968	9,936,188
<i>Computer Services</i>	0	0	41,048	3,399,677	0	3,440,725
<i>Facilities Svcs</i>	0	259,944	1,046,791	8,011,099	1,760,151	11,077,985
<i>Fleet Services</i>	0	5,000	372,000	13,047,561	3,246,505	16,671,066
<i>Health Insurance</i>	0	11,937,074	800,415	0	2,080,007	14,817,496
<i>Insurance &amp; Claims</i>	0	0	307,534	2,850,127	3,901,085	7,058,746
<i>Justice Center</i>	0	0	72,280	2,718,869	108,918	2,900,067
<i>Master Lease</i>	0	0	871,700	2,592,948	0	3,464,648
<i>Printing &amp; Distribution</i>	0	128,628	1,723,568	3,323,649	729,653	5,905,498
<i>Workers' Comp</i>	0	0	813,737	4,270,138	4,994,160	10,078,035
<b><i>Total Internal Svc Funds</i></b>	<b>0</b>	<b>12,470,646</b>	<b>6,399,573</b>	<b>45,186,788</b>	<b>21,293,447</b>	<b>85,350,454</b>
<b><u>AGENCY AND TRUST FUNDS</u></b>						
<i>Hydro Renew/Repl.</i>	0	0	472,400	0	6,395,500	6,867,900
<i>MC Econ Dev</i>	0	0	29,000	0	139,428	168,428
<i>Portld Parks Trusts</i>	0	188,962	40,018	0	499,466	728,446
<i>Public Art Trust</i>	0	0	236,000	34,895	90,000	360,895
<i>Sewer Rate Stabiliz</i>	0	0	413,179	0	5,902,551	6,315,730
<i>Sewer Safety Net</i>	0	0	884,000	0	0	884,000
<i>St. John's Landfill</i>	0	0	0	0	0	0
<i>Sundry Trusts</i>	0	0	3,963	0	58,516	62,479
<i>Water Growth Impact</i>	0	0	72,619	0	907,740	980,359
<b><i>Total Agency/Trust Fund</i></b>	<b>0</b>	<b>188,962</b>	<b>2,151,179</b>	<b>34,895</b>	<b>13,993,201</b>	<b>16,368,237</b>

**SUMMARY OF REVENUES BY FUND - FY 1991-92**

*Table 6*

<i>Fund Type Fund</i>	<i>Property Taxes</i>	<i>Svc Charges &amp; License/Permits</i>	<i>Other External Revenue</i>	<i>Interfund Revenue</i>	<i>Beginning Balance</i>	<i>Total Revenues</i>
<b><u>CONSTRUCTION FUNDS</u></b>						
<i>LID Construction</i>	0	469,992	48,786,338	669,897	1,052,000	50,978,227
<i>Perf Arts Construction</i>	0	0	0	0	0	0
<i>Sewer Construction</i>	0	140,000	71,556	54,800,714	450,098	55,462,368
<i>Transp Construction</i>	0	0	1,150,000	18,030,148	2,319,172	21,499,320
<i>Water Construction</i>	0	600,000	1,597,506	10,807,088	19,316,090	32,320,684
<i>Total Construction Funds</i>	0	1,209,992	51,605,400	84,307,847	23,137,360	160,260,599
<b><u>BONDED DEBT FUNDS</u></b>						
<i>Airport Way</i>	2,802,000	0	236,166		2,209,000	5,247,166
<i>Bancroft</i>	0	0	3,255,000	0	426,000	3,681,000
<i>Bonded Debt</i>	3,532,707	0	38,184	0	545,489	4,116,380
<i>Central Eastside</i>	1,783,000	0	194,179	0	1,696,000	3,673,179
<i>Convention Center</i>	1,098,000	0	57,304	0	0	1,155,304
<i>Downtown Parking</i>	0	0	6,918	26,000	75,082	108,000
<i>Golf Revenue</i>	0	0	27,027	386,094	0	413,121
<i>Hydropower</i>	0	0	4,078,700	360,000	6,536,500	10,975,200
<i>Improve Bond</i>	0	0	1,750,300	0	9,970,600	11,720,900
<i>Morrison Park E.</i>	0	0	38,200	363,000	621,600	1,022,800
<i>Morrison Park W.</i>	0	0	31,600	308,000	438,666	778,266
<i>NW Front</i>	2,213,000	0	178,000	0	13,741,000	16,132,000
<i>Old Town Parking</i>	0	0	8,000	683,200	16,896	708,096
<i>PIR Bond</i>	0	110,000	16,771	0	189,573	316,344
<i>Sewer System Debt</i>	0	0	30	9,902,879	370	9,903,279
<i>St Johns Riverfront</i>	37,000	0	13,400	0	54,000	104,400
<i>Short Term Debt</i>	0	0	225,696	10,170,525	173,642	10,569,863
<i>South Park Renewal</i>	5,852,000	0	777,000	0	8,033,000	14,662,000
<i>Tennis Facilities</i>	0	0	3,013	33,288	43,045	79,346
<i>Wash. County Supply</i>	0	1,347,546	179,376	131,977	2,242,202	3,901,101
<i>Water Bond Sinking</i>	0	0	388,560	7,708,973	4,857,000	12,954,533
<i>Waterfront Renewal</i>	15,055,000	0	2,119,000	0	24,484,000	41,658,000
<i>Total Debt Svc Funds</i>	32,372,707	1,457,546	13,622,424	30,073,936	76,353,665	153,880,278
<b><u>FEDERAL FUNDS</u></b>						
<i>Federal Grants</i>	0	0	6,299,265	0	0	6,299,265
<i>Housing/Comm Dev</i>	0	0	18,423,827	0	0	18,423,827
<i>Total Federal Funds</i>	0	0	24,723,092	0	0	24,723,092
<b><u>RETIREMENT FUNDS</u></b>						
<i>F &amp; P Disab/Retirement</i>	32,041,353	0	563,200	0	5,959,822	38,564,375
<i>FPDR Reserve</i>	0	0	0	0	750,000	750,000
<i>Supp Retire Prog Trust</i>	0	0	26,418	0	377,401	403,819
<i>Total Retirement Funds</i>	32,041,353	0	589,618	0	7,087,223	39,718,194



SUMMARY OF REVENUES BY FUND - FY 1991-92

Table 6

<i>Fund Type Fund</i>	<i>Property Taxes</i>	<i>Svc Charges &amp; License/Permits</i>	<i>Other External Revenue</i>	<i>Interfund Revenue</i>	<i>Beginning Balance</i>	<i>Total Revenues</i>
<b><u>REVENUE AND RESERVE FUNDS</u></b>						
<i>Convention/Tourism</i>	0	0	1,054,939	0	0	1,054,939
<i>General Reserve</i>	0	0	1,485,685	0	20,674,078	22,159,763
<i>Parking Meter</i>	0	0	0	0	0	0
<i>Sewer Debt Proceeds</i>	0	0	47,089,041	0	2,000,000	49,089,041
<i>State Rev. Sharing</i>	0	0	0	0	0	0
<i>State Tax Street</i>	0	0	0	0	0	0
<i>Street Light Replace</i>	0	0	0	0	0	0
<i>Total Revenue/Reserve</i>	0	0	49,629,665	0	22,674,078	72,303,743
<b><u>ALL FUNDS:</u></b>						
<b>TOTAL BUDGET</b>	148,124,796	193,703,530	226,540,511	336,891,779	235,860,692	1,141,121,308
<i>Less Interfund Transfers and Tax Anticip Notes</i>	0	0	10,000,000	336,891,779	0	346,891,779
<b>NET BUDGET</b>	148,124,796	193,703,530	216,540,511	0	235,860,692	794,229,529

**SUMMARY OF FUND EXPENSES – FY 1991–92**

*Table 7*

*This table summarizes the total expenses budgeted in each fund for FY 1991–92, showing not only direct bureau expenses but also fund-level requirements such as contingencies, interfund transfers, and ending balances. "Other Expenses" within the operating funds refers to increases in the inventory accounts; in other funds, "Other Expenses" refers to debt retirement.*

<b>Fund Type Fund</b>	<b>Bureau Expenses</b>	<b>Cash Transfers To Other Funds</b>	<b>Gen. Operating Contingency</b>	<b>Unapprop. Ending Bal.</b>	<b>Other Expenses</b>	<b>Total Fund Expenses</b>
<b><u>OPERATING FUNDS</u></b>						
<i>General Fund</i>	191,531,058	13,551,097	9,231,155	0	60,000	214,373,310
<i>Assess. Collection</i>	53,224	8,991	445,785	0	0	508,000
<i>Auto Port</i>	1,262,235	328,291	108,288	0	0	1,698,814
<i>Buildings</i>	10,130,239	426,249	2,735,596	0	0	13,292,084
<i>Econ Improve Dist</i>	525,000	0	0	0	0	525,000
<i>Emerg. Commun.</i>	8,903,903	1,121,339	123,242	0	0	10,148,484
<i>E/R Mem. Coliseum</i>	0	0	0	0	0	0
<i>Golf</i>	5,494,044	551,094	3,477,492	0	0	9,522,630
<i>Hydropower</i>	452,301	110,725	11,026	0	0	574,052
<i>NW I-405 Rec</i>	591,332	10,985	600,733	0	0	1,203,050
<i>Parking Facilities</i>	2,899,561	1,586,259	2,193,507	0	0	6,679,327
<i>Parks System Imprmt</i>	3,761,525	48,877	182,512	0	0	3,992,914
<i>PIR</i>	626,359	56,954	138,467	0	0	821,780
<i>Pub. Safety Capital</i>	6,183,129	39,880	7,155	0	0	6,230,164
<i>Refuse Disposal</i>	4,422,829	863,088	719,672	0	0	6,005,589
<i>Sewer Operating</i>	96,501,246	18,465,387	4,058,943	0	0	119,025,576
<i>Street Lighting</i>	10,179,391	122,313	1,000,000	3,632,828	26,250	14,960,782
<i>Transportation</i>	75,094,495	20,596,940	1,979,891	4,500,000	100,000	102,271,326
<i>Water</i>	51,357,932	22,226,774	3,034,123	0	65,000	76,683,829
<b>Total Operating Funds</b>	<b>469,969,803</b>	<b>80,115,243</b>	<b>30,047,587</b>	<b>8,132,828</b>	<b>251,250</b>	<b>588,516,711</b>
<b><u>INTERNAL SERVICE FUNDS</u></b>						
<i>City Facilities Acq</i>	0	0	0	0	0	0
<i>Communications</i>	9,112,605	165,382	408,201	250,000	0	9,936,188
<i>Computer Services</i>	3,367,969	31,582	41,174	0	0	3,440,725
<i>Facilities Svcs</i>	9,588,335	164,903	1,324,747	0	0	11,077,985
<i>Fleet Services</i>	15,595,690	413,921	96,455	565,000	0	16,671,066
<i>Health Insurance</i>	12,253,234	112,871	2,451,391	0	0	14,817,496
<i>Insurance &amp; Claims</i>	3,197,303	91,642	3,769,801	0	0	7,058,746
<i>Justice Center</i>	2,772,848	27,377	99,842	0	0	2,900,067
<i>Master Lease Fund</i>	1,321,977	0	0	0	2,142,671	3,464,648
<i>Printing &amp; Distrib</i>	5,072,478	181,018	552,002	100,000	0	5,905,498
<i>Workers' Comp</i>	4,549,784	100,239	5,428,012	0	0	10,078,035
<b>Total Internal Svc Funds</b>	<b>66,832,223</b>	<b>1,288,935</b>	<b>14,171,625</b>	<b>915,000</b>	<b>2,142,671</b>	<b>85,350,454</b>
<b><u>AGENCY AND TRUST FUNDS</u></b>						
<i>Hydro Renew/Repl.</i>	0	410,000	6,457,900	0	0	6,867,900
<i>Model Cities Dev</i>	168,428	0	0	0	0	168,428
<i>Portld Parks Trsts</i>	244,605	0	461,707	22,134	0	728,446
<i>Public Art Trust</i>	270,895	0	90,000	0	0	360,895
<i>Sewer Rate Stabiliz</i>	0	3,631,545	2,684,185	0	0	6,315,730
<i>Sewer Safety Net</i>	884,000	0	0	0	0	884,000
<i>St John Landfill</i>	0	0	0	0	0	0
<i>Sundry Trusts</i>	0	0	52,093	10,386	0	62,479
<i>Water Growth Impct</i>	0	0	0	980,359	0	980,359
<b>Total Agency &amp; Trust</b>	<b>1,567,928</b>	<b>4,041,545</b>	<b>9,745,885</b>	<b>1,012,879</b>	<b>0</b>	<b>16,368,237</b>

**SUMMARY OF FUND EXPENSES – FY 1991–92**

*Table 7*

<i>Fund Type Fund</i>	<i>Bureau Expenses</i>	<i>Cash Transfers To Other Funds</i>	<i>Gen. Operating Contingency</i>	<i>Unapprop. Ending Bal.</i>	<i>Other Expenses</i>	<i>Total Fund Expenses</i>
<b><u>CONSTRUCTION FUNDS</u></b>						
<i>LID</i>	21,297,297	0	1,355,930	0	28,325,000	50,978,227
<i>Performing Arts</i>	0	0	0	0	0	0
<i>Sewer System</i>	52,087,076	2,459,302	915,990	0	0	55,462,368
<i>Transportation</i>	0	18,999,320	2,500,000	0	0	21,499,320
<i>Water</i>	0	21,496,791	3,224,519	7,599,374	0	32,320,684
<b><i>Total Construction Funds</i></b>	<b>73,384,373</b>	<b>42,955,413</b>	<b>7,996,439</b>	<b>7,599,374</b>	<b>28,325,000</b>	<b>160,260,599</b>
<b><u>DEBT SERVICE FUNDS</u></b>						
<i>Airport Way</i>	1,553,515	0	0	3,273,651	420,000	5,247,166
<i>Bancroft</i>	1,653,079	0	0	587,921	1,440,000	3,681,000
<i>Bonded Debt</i>	1,035,891	0	0	545,489	2,535,000	4,116,380
<i>Central Eastside</i>	93,634	0	0	1,206,148	2,373,397	3,673,179
<i>Convention Ctr</i>	57,632	0	0	0	1,097,672	1,155,304
<i>Downtown Parking</i>	5,625	0	0	52,375	50,000	108,000
<i>Golf Revenue</i>	156,594	0	0	256,527	0	413,121
<i>Hydropower</i>	4,143,643	0	0	6,016,557	815,000	10,975,200
<i>Improve Bond</i>	1,077,693	0	0	9,663,207	980,000	11,720,900
<i>Morrison Park E.</i>	280,640	0	0	552,160	190,000	1,022,800
<i>Morrison Park W.</i>	188,633	0	0	424,633	165,000	778,266
<i>NW Front</i>	600,000	0	0	0	15,532,000	16,132,000
<i>Old Town Parking</i>	566,161	0	0	16,935	125,000	708,096
<i>PIR Bond</i>	38,547	0	0	177,797	100,000	316,344
<i>Sewer System Debt</i>	7,732,879	0	400	0	2,170,000	9,903,279
<i>St Johns Riverfront</i>	2,384	0	0	1,611	100,405	104,400
<i>Short Term Debt</i>	569,863	0	0	0	10,000,000	10,569,863
<i>South Park Renewal</i>	1,093,029	0	0	4,510,000	9,058,971	14,662,000
<i>Tennis Facilities</i>	8,288	0	0	46,058	25,000	79,346
<i>Wash. Cnty Supply</i>	1,558,556	0	0	1,787,545	555,000	3,901,101
<i>Water Bond Sinking</i>	5,687,323	0	0	3,244,313	4,022,897	12,954,533
<i>Waterfront Renewal</i>	5,183,002	0	0	14,050,110	22,424,888	41,658,000
<b><i>Total Debt Svc Funds</i></b>	<b>33,286,611</b>	<b>0</b>	<b>400</b>	<b>46,413,037</b>	<b>74,180,230</b>	<b>153,880,278</b>
<b><u>FEDERAL FUNDS</u></b>						
<i>Federal Grants</i>	681,000	5,618,265	0	0	0	6,299,265
<i>Hsng &amp; Comm Dev</i>	18,002,368	262,108	159,351	0	0	18,423,827
<b><i>Total Federal Funds</i></b>	<b>18,683,368</b>	<b>5,880,373</b>	<b>159,351</b>	<b>0</b>	<b>0</b>	<b>24,723,092</b>
<b><u>RETIREMENT FUNDS</u></b>						
<i>F &amp; P Disab/Retire</i>	37,484,757	92,129	987,489	0	0	38,564,375
<i>FPDR Reserve</i>	0	0	0	750,000	0	750,000
<i>Supp Retire Prog Trst</i>	22,000	0	0	381,819	0	403,819
<b><i>Total Retirement Funds</i></b>	<b>37,506,757</b>	<b>92,129</b>	<b>987,489</b>	<b>1,131,819</b>	<b>0</b>	<b>39,718,194</b>

**SUMMARY OF FUND EXPENSES – FY 1991–92**

*Table 7*

<i>Fund Type Fund</i>	<i>Bureau Expenses</i>	<i>Cash Transfers To Other Funds</i>	<i>Gen. Operating Contingency</i>	<i>Unapprop. Ending Bal.</i>	<i>Other Expenses</i>	<i>Total Fund Expenses</i>
<b><i>REVENUE AND RESERVE FUNDS</i></b>						
<i>Conventn. &amp; Tourism</i>	1,041,768	13,171	0	0	0	1,054,939
<i>General Reserve</i>	0	1,100,000	21,059,763	0	0	22,159,763
<i>Parking Meter</i>	0	0	0	0	0	0
<i>Sewer Debt Proceeds</i>	0	49,089,041	0	0	0	49,089,041
<i>State Rev. Sharing</i>	0	0	0	0	0	0
<i>State Tax Street</i>	0	0	0	0	0	0
<i>Street Light Replace</i>	0	0	0	0	0	0
<b><i>Total Revenue/Reserve</i></b>	<b>1,041,768</b>	<b>50,202,212</b>	<b>21,059,763</b>	<b>0</b>	<b>0</b>	<b>72,303,743</b>
<b><i>ALL FUNDS:</i></b>						
<b><i>TOTAL BUDGET</i></b>	<b>702,272,831</b>	<b>184,575,850</b>	<b>84,168,539</b>	<b>65,204,937</b>	<b>104,899,151</b>	<b>1,141,121,308</b>
<i>Less Interfund Transfers and Tax Anticip Notes</i>	152,315,929	184,575,850	0	0	10,000,000	346,891,779
<b><i>NET BUDGET</i></b>	<b>549,956,902</b>	<b>0</b>	<b>84,168,539</b>	<b>65,204,937</b>	<b>94,899,151</b>	<b>794,229,529</b>

**SUMMARY OF BUREAU EXPENSES BY FUND – FY 1991–92**

*Table 8*

*This table summarizes the major types of expenses included in bureau budgets for FY 1991–92, by fund and by bureau. It does not include fund-level expenses such as contingencies or interfund transfers.*

	<i>Personal Services</i>	<i>External Mtrls &amp; Svcs</i>	<i>Internal Mtrls &amp; Svcs</i>	<i>Capital Outlay</i>	<i>Equip. Cash Transfers</i>	<i>Total Bureau Expenses</i>
<b><u>GENERAL FUND</u></b>						
<i>City Attorney</i>	2,391,576	190,960	202,801	22,298	0	2,807,635
<i>City Auditor</i>	2,323,021	243,660	548,053	27,226	0	3,141,960
<i>Cable</i>	247,781	587,117	33,577	1,000	0	869,475
<i>Comm #1, Public Affairs</i>	435,839	20,100	83,604	3,000	0	542,543
<i>Comm #2, Public Works</i>	430,278	20,820	81,911	0	0	533,009
<i>Comm #3, Public Util</i>	446,434	16,900	75,009	0	0	538,343
<i>Comm #4, Public Safety</i>	434,605	17,100	91,560	0	0	543,265
<i>Community Develop</i>	652,409	1,343,710	55,461	0	0	2,051,580
<i>Energy</i>	180,238	81,254	43,072	0	0	304,564
<i>Finance &amp; Administration</i>	8,176,805	2,485,164	2,311,659	188,787	0	13,162,415
<i>Fire</i>	45,444,355	3,603,965	3,778,481	1,310,756	52,120	54,189,677
<i>General Services</i>	824,499	38,476	206,086	50,180	0	1,119,241
<i>Intergovernmental Affairs</i>	248,652	182,848	34,865	0	0	466,365
<i>Licenses</i>	1,251,839	56,415	302,662	8,700	0	1,619,616
<i>Mayor</i>	672,671	331,013	189,558	0	0	1,193,242
<i>Metro Arts</i>	331,505	641,335	63,747	1,500	0	1,038,087
<i>Neighborhood Assns</i>	849,087	1,384,105	127,816	2,643	0	2,363,651
<i>Parks</i>	14,978,290	6,020,526	2,257,649	3,078,785	0	26,335,250
<i>Planning</i>	3,035,589	198,423	666,996	36,097	0	3,937,105
<i>Police</i>	50,208,193	3,554,722	14,649,500	490,438	125,300	69,028,153
<i>Purchasing</i>	765,952	40,155	179,753	0	0	985,860
<i>Special Appropriations</i>	0	4,446,480	313,542	0	0	4,760,022
<b><i>Total General Fund</i></b>	<b>134,329,618</b>	<b>25,505,248</b>	<b>26,297,362</b>	<b>5,221,410</b>	<b>177,420</b>	<b>191,531,058</b>
<b><u>OTHER OPERATING FUNDS</u></b>						
<i>Assess. Collection</i>	0	3,000	50,224	0	0	53,224
<i>Auto Port</i>	0	347,256	564,979	350,000	0	1,262,235
<i>Buildings</i>	7,681,359	1,011,424	1,295,580	141,876	0	10,130,239
<i>Econ Improve Dist</i>	0	525,000	0	0	0	525,000
<i>Emerg. Commun.</i>	6,496,293	319,179	2,063,803	24,628	0	8,903,903
<i>E/R Mem. Coliseum</i>	0	0	0	0	0	0
<i>Golf</i>	1,424,713	910,653	633,673	2,525,005	0	5,494,044
<i>Hydropower</i>	168,562	130,300	148,439	5,000	0	452,301
<i>NW I-405 Rec</i>	0	476,290	115,042	0	0	591,332
<i>Parking Facilities</i>	0	1,761,378	709,860	428,323	0	2,899,561
<i>Parks System Imprmt</i>	0	340,031	257,640	3,163,854	0	3,761,525
<i>PIR</i>	245,412	200,595	64,849	115,503	0	626,359
<i>Pub. Safety Capital</i>	63,179	28,000	644	6,091,306	0	6,183,129
<i>Refuse Disposal</i>	570,802	2,727,410	423,117	701,500	0	4,422,829
<i>Sewer Operating</i>	20,152,693	26,457,071	18,593,238	31,154,044	144,200	96,501,246
<i>Street Lighting</i>	0	60,790	10,118,601	0	0	10,179,391
<i>Transportation</i>	34,757,312	21,897,455	12,660,218	5,774,910	4,600	75,094,495
<i>Water</i>	24,009,350	11,290,175	6,384,032	9,363,235	311,140	51,357,932
<b><i>Total Operating Funds</i></b>	<b>95,569,675</b>	<b>68,486,007</b>	<b>54,083,939</b>	<b>59,839,184</b>	<b>459,940</b>	<b>278,438,745</b>

**SUMMARY OF BUREAU EXPENSES BY FUND - FY 1991-92**

*Table 8*

	<i>Personal Services</i>	<i>External Mtrls &amp; Svcs</i>	<i>Internal Mtrls &amp; Svcs</i>	<i>Capital Outlay</i>	<i>Equip. Cash Transfers</i>	<i>Total Bureau Expenses</i>
<b><u>INTERNAL SERVICE FUNDS</u></b>						
<i>City Facilities Acq</i>	0	0	0	0	0	0
<b><u>Communications</u></b>						
<i>Communications Svcs</i>	868,003	3,177,050	567,558	128,463	0	4,741,074
<i>Special Appropriation</i>	<u>73,080</u>	<u>73,805</u>	<u>48,646</u>	<u>4,176,000</u>	<u>0</u>	<u>4,371,531</u>
<i>Total Communications</i>	941,083	3,250,855	616,204	4,304,463	0	9,112,605
<i>Computer Services</i>	0	0	3,337,969	30,000	0	3,367,969
<i>Facilities Svcs</i>	1,226,349	6,265,497	469,987	1,626,502	0	9,588,335
<i>Fleet Services</i>	3,762,310	2,767,590	1,123,836	7,941,954	0	15,595,690
<i>Health Insurance</i>	0	11,910,184	343,050	0	0	12,253,234
<i>Insurance &amp; Claims</i>	0	1,928,740	1,268,563	0	0	3,197,303
<i>Justice Center</i>	0	1,520,408	1,252,440	0	0	2,772,848
<i>Master Lease Fund</i>	0	450,277	871,700	0	0	1,321,977
<i>Printing &amp; Distrib</i>	1,505,848	2,774,198	420,332	372,100	0	5,072,478
<i>Workers' Comp</i>	0	3,523,154	1,016,630	10,000	0	4,549,784
<b><i>Total Internal Svc Funds</i></b>	<b>7,435,590</b>	<b>34,390,903</b>	<b>10,720,711</b>	<b>14,285,019</b>	<b>0</b>	<b>66,832,223</b>
<b><u>AGENCY AND TRUST FUNDS</u></b>						
<i>Hydro Renew/Repl.</i>	0	0	0	0	0	0
<i>Model Cities Dev</i>	0	168,428	0	0	0	168,428
<i>Portland Parks Trsts</i>	0	160,889	58,716	25,000	0	244,605
<i>Public Art Trust</i>	0	228,783	42,112	0	0	270,895
<i>Sewer Rate Stabiliz</i>	0	0	0	0	0	0
<i>Sewer Safety Net</i>	0	884,000	0	0	0	884,000
<i>St John Landfill</i>	0	0	0	0	0	0
<i>Sundry Trusts</i>	0	0	0	0	0	0
<i>Water Growth Impct</i>	0	0	0	0	0	0
<b><i>Total Agency &amp; Trust</i></b>	<b>0</b>	<b>1,442,100</b>	<b>100,828</b>	<b>25,000</b>	<b>0</b>	<b>1,567,928</b>
<b><u>CONSTRUCTION FUNDS</u></b>						
<i>LID</i>	0	157,000	6,219,802	14,920,495	0	21,297,297
<i>Performing Arts</i>	0	0	0	0	0	0
<i>Sewer System</i>	0	0	52,087,076	0	0	52,087,076
<i>Transportation</i>	0	0	0	0	0	0
<i>Water</i>	0	0	0	0	0	0
<b><i>Total Construction Funds</i></b>	<b>0</b>	<b>157,000</b>	<b>58,306,878</b>	<b>14,920,495</b>	<b>0</b>	<b>73,384,373</b>
<b><u>DEBT SERVICE FUNDS</u></b>						
<i>Airport Way</i>	0	1,553,515	0	0	0	1,553,515
<i>Bancroft</i>	0	1,653,079	0	0	0	1,653,079
<i>Bonded Debt</i>	0	1,035,891	0	0	0	1,035,891
<i>Central Eastside</i>	0	93,634	0	0	0	93,634
<i>Convention Ctr</i>	0	57,632	0	0	0	57,632
<i>Downtown Parking</i>	0	5,625	0	0	0	5,625
<i>Golf Revenue</i>	0	156,594	0	0	0	156,594
<i>Hydropower</i>	0	4,143,643	0	0	0	4,143,643

SUMMARY OF BUREAU EXPENSES BY FUND - FY 1991-92

Table 8

	<i>Personal Services</i>	<i>External Mtrls &amp; Svcs</i>	<i>Internal Mtrls &amp; Svcs</i>	<i>Capital Outlay</i>	<i>Equip. Cash Transfers</i>	<i>Total Bureau Expenses</i>
<b><u>(DEBT SERVICE FUNDS CON'T)</u></b>						
<i>Improve Bond</i>	0	1,077,693	0	0	0	1,077,693
<i>Morrison Park E.</i>	0	280,640	0	0	0	280,640
<i>Morrison Park W.</i>	0	188,633	0	0	0	188,633
<i>NW Front</i>	0	600,000	0	0	0	600,000
<i>Old Town Parking</i>	0	566,161	0	0	0	566,161
<i>PIR Bond</i>	0	38,547	0	0	0	38,547
<i>Sewer System Debt</i>	0	7,732,879	0	0	0	7,732,879
<i>St Johns Riverfront</i>	0	2,384	0	0	0	2,384
<i>Short Term Debt</i>	0	569,863	0	0	0	569,863
<i>South Park Renewal</i>	0	1,093,029	0	0	0	1,093,029
<i>Tennis Facilities</i>	0	8,288	0	0	0	8,288
<i>Wash. Cnty Supply</i>	0	1,558,556	0	0	0	1,558,556
<i>Water Bond Sinking</i>	0	5,687,323	0	0	0	5,687,323
<i>Waterfront Renewal</i>	0	5,183,002	0	0	0	5,183,002
<b>Total Debt Svc Funds</b>	0	33,286,611	0	0	0	33,286,611
<b><u>FEDERAL FUNDS</u></b>						
<i>Federal Grants</i>	0	681,000	0	0	0	681,000
<i>Hsng &amp; Comm Dev</i>	0	16,272,353	1,730,015	0	0	18,002,368
<b>Total Federal Funds</b>	0	16,953,353	1,730,015	0	0	18,683,368
<b><u>RETIREMENT FUNDS</u></b>						
<i>F &amp; P Disab/Retire</i>	0	37,067,167	415,845	1,745	0	37,484,757
<i>FPDR Reserve</i>	0	0	0	0	0	0
<i>Supp Retire Prog Trst</i>	0	22,000	0	0	0	22,000
<b>Total Retirement Funds</b>	0	37,089,167	415,845	1,745	0	37,506,757
<b><u>REVENUE AND RESERVE FUNDS</u></b>						
<i>Conventn. &amp; Tourism</i>	0	1,018,777	22,991	0	0	1,041,768
<i>General Reserve</i>	0	0	0	0	0	0
<i>Parking Meter</i>	0	0	0	0	0	0
<i>Sewer Debt Proceeds</i>	0	0	0	0	0	0
<i>State Rev. Sharing</i>	0	0	0	0	0	0
<i>State Tax Street</i>	0	0	0	0	0	0
<i>Street Light Replace</i>	0	0	0	0	0	0
<b>Total Revenue/Reserve</b>	0	1,018,777	22,991	0	0	1,041,768
<b>ALL FUNDS:</b>						
<b>TOTAL BUDGET</b>	237,334,883	218,329,166	151,678,569	94,292,853	637,360	702,272,831
<i>Less Interfund Transfers and Tax Anticip Notes</i>	0	0	151,678,569	0	637,360	152,315,929
<b>NET BUREAU EXPENSES</b>	237,334,883	218,329,166	0	94,292,853	0	549,956,902

## SUMMARY OF BUREAU EXPENSES BY MANAGING AGENCY

Table 9

This table summarizes the budget according to which bureau is responsible for managing the various funds or appropriations. The name of the bureau is given first, then any subsidiary funds or special appropriations are listed.

Bureau/Fund	Revised Budget 1990-91	Adopted Budget 1991-92
<i>Bureau of Buildings</i>	9,400,570	10,130,239
<i>Office of Cable Communications and Franchise Mgt.</i>	794,494	869,475
<i>Office of City Attorney</i>	2,469,458	2,807,635
<i>Office of City Auditor</i>	3,377,692	3,141,960
<i>Bancroft Bond Interest &amp; Sinking</i>	1,135,967	1,653,079
<i>Economic Improvement District</i>	2,217,000	525,000
<i>Improve Bond Interest &amp; Sinking</i>	1,163,427	1,077,693
<i>LID Construction</i>	27,985,265	21,297,297
<i>S/A Vintage Trolley Assessments</i>	5,917	5,917
<i>S/A EID Assessments</i>	29,430	29,430
<i>Total</i>	35,914,698	27,730,376
<i>Bureau of Community Development</i>	2,366,062	2,051,580
<i>Housing &amp; Community Development</i>	11,278,928	18,002,368
<i>Total</i>	13,644,990	20,053,948
<i>Office of Commissioner #1, Public Affairs</i>	714,571	542,543
<i>Office of Commissioner #2, Public Works</i>	632,044	533,009
<i>Office of Commissioner #3, Public Utilities</i>	607,176	538,343
<i>Office of Commissioner #4, Public Safety</i>	688,790	543,265
<i>Model Cities Econ Development Trust</i>	191,000	168,428
<i>Public Safety Capital</i>	3,931,533	6,183,129
<i>S/A Fire Study</i>	0	200,000
<i>Total</i>	4,811,323	7,094,822
<i>Bureau of Emergency Communications</i>	8,076,749	8,903,903
<i>Energy Office</i>	448,095	304,564
<i>S/A Block by Block Weatherization</i>	230,418	164,367
<i>Total</i>	678,513	468,931
<i>Bureau of Environmental Services</i>	76,855,068	96,501,246
<i>Refuse Disposal</i>	1,869,707	4,422,829
<i>Sewer Debt Proceeds</i>	460,400	0
<i>Sewer Rate Stabilization</i>	0	0
<i>Sewer Safety Net</i>	451,360	884,000
<i>Sewer System Construction</i>	0	52,087,076
<i>Sewer System Debt Service</i>	29,892,909	7,732,879
<i>St Johns Landfill End Use</i>	160,000	0
<i>Total</i>	109,689,444	161,628,030



**SUMMARY OF BUREAU EXPENSES BY MANAGING AGENCY**

*Table 9*

Bureau/Fund	Revised Budget 1990-91	Adopted Budget 1991-92
<i>Office of Finance &amp; Administration</i>	13,161,301	13,162,415
<i>Computer Services</i>	0	3,367,969
<i>Health Insurance</i>	11,508,856	12,253,234
<i>Insurance &amp; Claims</i>	2,583,121	3,197,303
<i>Workers' Compensation</i>	4,143,480	4,549,784
<i>S/A Affirmative Action</i>	100,000	94,000
<i>S/A IBIS Equipment</i>	110,000	0
<i>S/A IBIS Implementation</i>	559,282	262,889
<i>S/A Public Facilities Study</i>	100,000	0
<b>Total</b>	<b>32,266,040</b>	<b>36,887,594</b>
 <i>Misc. Financial – Managed by OF&amp;A:</i>		
<i>Airport Way Debt Service</i>	678,750	1,553,515
<i>Assessment Collection</i>	49,700	53,224
<i>Bonded Debt Interest &amp; Sinking</i>	1,150,998	1,035,891
<i>Central Eastside Debt Service</i>	0	93,634
<i>City Facilities Acquisition</i>	333,255	0
<i>Convention Center Debt Service</i>	410,000	57,632
<i>Federal Grants</i>	2,250,890	681,000
<i>General Reserve</i>	0	0
<i>Master Lease</i>	1,474,033	1,321,977
<i>NW Front Debt Service</i>	1,120,000	600,000
<i>St Johns Debt Service</i>	0	2,384
<i>Short Term Debt Interest &amp; Sinking</i>	1,468,090	569,863
<i>South Park Renewal Debt Service</i>	860,600	1,093,029
<i>State Revenue Sharing</i>	0	0
<i>Sundry Trusts</i>	0	0
<i>Supplemental Retirement Program Trust</i>	11,000	22,000
<i>Waterfront Renewal Debt Service</i>	4,009,011	5,183,002
<i>S/A Compensation Adjustments</i>	2,373,889	1,478,505
<i>S/A Compensation Study</i>	0	302,624
<i>S/A Emergency Funds of Council</i>	7,000	7,000
<i>S/A Management Council</i>	5,000	5,000
<i>S/A Tri-Met Payroll Tax</i>	132,527	0
<i>S/A Unemployment Insurance</i>	200,000	200,000
<b>Total</b>	<b>16,534,743</b>	<b>14,260,280</b>
 <i>Bureau of Fire, Rescue and Emerg. Services</i>	 53,340,048	 54,189,677
<i>Fire &amp; Police Disability and Retirement</i>	34,916,578	37,484,757
<i>FPDR Reserve</i>	0	0
<b>Total</b>	<b>34,916,578</b>	<b>37,484,757</b>

**SUMMARY OF BUREAU EXPENSES BY MANAGING AGENCY**

*Table 9*

Bureau/Fund	<i>Revised Budget 1990-91</i>	<i>Adopted Budget 1991-92</i>
<i>Bureau of General Services</i>	1,080,192	1,119,241
<i>Communications Services</i>	4,203,787	4,741,074
<i>Communications Services Spec. Approp.</i>	4,252,305	4,371,531
<i>Auto Port</i>	767,837	1,262,235
<i>Downtown Parking Debt Service</i>	6,750	5,625
<i>Facilities Services</i>	11,105,850	9,588,335
<i>Fleet Services</i>	14,724,362	15,595,690
<i>Justice Center</i>	2,428,057	2,772,848
<i>Morrison Park E. Debt Service</i>	221,246	280,640
<i>Morrison Park W. Debt Service</i>	183,028	188,633
<i>NW I-405 Recreation</i>	128,971	591,332
<i>Old Town Parking Debt Service</i>	570,349	566,161
<i>Parking Facilities</i>	3,123,254	2,899,561
<i>Printing &amp; Distribution Services</i>	5,377,970	5,072,478
<i>Total</i>	48,173,958	49,055,384
<i>Office of Intergovernmental Affairs</i>		
	456,364	466,365
<i>Bureau of Licenses</i>		
<i>Bureau of Licenses</i>	1,571,499	1,619,616
<i>Convention &amp; Tourism</i>	1,008,076	1,041,768
<i>S/A Business License Refunds</i>	900,000	1,156,154
<i>Total</i>	3,479,575	3,817,538
<i>Office of the Mayor</i>		
<i>Office of the Mayor</i>	1,617,617	1,193,242
<i>S/A Downtown Services</i>	0	425,000
<i>S/A League of Oregon Cities</i>	65,000	65,500
<i>S/A Metropolitan Boundary Commission</i>	43,218	44,000
<i>S/A Metropolitan Service District Dues</i>	219,000	185,836
<i>S/A National League of Cities</i>	10,738	10,738
<i>S/A PTI Membership</i>	20,000	15,000
<i>S/A Regional Drug Initiative</i>	30,000	0
<i>S/A US Conference of Mayors</i>	7,678	8,062
<i>S/A PSU Institute for Metro Studies</i>	0	100,000
<i>Total</i>	2,013,251	2,047,378
<i>Metropolitan Arts Commission</i>		
<i>Metropolitan Arts Commission</i>	1,438,694	1,038,087
<i>Public Art Trust</i>	476,385	270,895
<i>Total</i>	1,915,079	1,308,982
<i>Office of Neighborhood Associations</i>		
	2,467,105	2,363,651

**SUMMARY OF BUREAU EXPENSES BY MANAGING AGENCY**

*Table 9*

Bureau/Fund	Revised Budget 1990-91	Adopted Budget 1991-92
<i>Bureau of Parks and Recreation</i>	24,692,018	26,335,250
<i>Golf</i>	5,579,383	5,494,044
<i>Golf Revenue Debt Service</i>	323,100	156,594
<i>Parks System Improvements</i>	3,162,828	3,761,525
<i>Ptld International Raceway (PIR)</i>	478,031	626,359
<i>PIR Bonded Debt Service</i>	39,823	38,547
<i>Portland Parks Trusts</i>	202,920	244,605
<i>Tennis Facilities Debt Service</i>	9,913	8,288
<i>Total</i>	34,488,016	36,665,212
<i>Bureau of Planning</i>	3,795,154	3,937,105
<i>Bureau of Police</i>	64,028,681	69,028,153
<i>Bureau of Purchasing</i>	1,032,977	985,860
<i>Office of Transportation</i>	75,913,135	75,094,495
<i>Parking Meter</i>	0	0
<i>State Tax Street</i>	0	0
<i>Street Light Replacement</i>	0	0
<i>Street Lighting</i>	7,906,763	10,179,391
<i>Transportation Construction</i>	0	0
<i>Total</i>	83,819,898	85,273,886
<i>Bureau of Water</i>	46,023,256	51,357,932
<i>Washington County Supply Debt Svc</i>	1,129,410	1,558,556
<i>Water Bond Sinking</i>	4,215,141	5,687,323
<i>Water Construction</i>	0	0
<i>Water Growth Impact Trust</i>	0	0
<i>Hydropower Operating</i>	456,739	452,301
<i>Hydropower Renewal &amp; Replacement</i>	0	0
<i>Hydropower Debt Service</i>	3,930,259	4,143,643
<i>Total</i>	55,754,805	63,199,755
<i>Other</i>		
<i>E/R Memorial Coliseum</i>	2,622,000	0
<i>Performing Arts Construction</i>	100,000	0
<i>Total</i>	2,722,000	0
<b>ALL FUNDS - TOTAL BUREAU EXPENSES</b>	<b>628,161,917</b>	<b>702,001,936</b>

*Note: "Bureau expenses" include operating and capital expenditures but exclude fund-level requirements such as contingencies, Interfund cash transfers, and principal debt service. Even if a fund has no bureau expenses (for example, if all of its appropriations consist of transfers to another fund), it is still included on the list in order to show which bureau is responsible for managing it.*

# TAX LEVY COMPUTATION

Table 10

This table shows the calculation of the City's property tax levies in a format prescribed by State Law. For the first time, this table includes levies for the tax increment debt service funds, to conform with the legal requirements expected to arise from the implementation of Measure 5 in FY1991-92. The levy amounts given here are expected to be revised downward in August, when the City Council adopts the final levy certification that reflects actions taken by the State Legislature in the final days of its session, after the final Adopted Budget was prepared. The final levy amounts cannot be greater--and will be less in some funds--than the amounts shown on this table.

## Fiscal Year 1991-92:

	Total	General	Parks System Improvements Levy	Public Safety Capital Levy	Bonded Debt	Street Lighting	Fire & Police, Disability & Retirement
Total Budget Requirements	\$364,869,974	\$214,373,310	\$3,992,914	\$6,230,164	\$4,116,380	\$14,960,782	\$38,564,375
Less: Budgeted Resources, Except Taxes To Be Levied	(\$228,968,021)	(\$143,229,996)	(\$2,177,122)	(\$4,364,369)	(\$824,407)	(\$12,645,749)	(\$9,050,329)
Equals: Taxes Necessary To Balance Budget	\$135,901,953	\$71,143,314	\$1,815,792	\$1,865,795	\$3,291,973	\$2,315,033	\$29,514,046
Add: Taxes Estimated Not To Be Received During Ensuing Year Due To:							
Delinquency & Discount	(\$11,666,208)	(\$6,107,143)	(\$155,873)	(\$160,165)	(\$282,592)	(\$198,729)	(\$2,533,569)
Measure 5 Compression	(\$31,202,362)	(\$18,355,103)	(\$461,335)	(\$474,040)	\$0	(\$588,178)	(\$11,323,706)
Total Taxes To Be Levied	\$178,770,523	\$95,605,560	\$2,433,000	\$2,500,000	\$3,574,565	\$3,101,940	\$43,371,321
Percentage Change From Prior Year	5.5%	4.3%	0.0%	0.0%	-2.7%	-58.2%	24.1%
Legal Basis of Taxes To Be Levied							
Within 6%	\$95,605,560	\$95,605,560					
Outside 6%	\$51,406,261		\$2,433,000	\$2,500,000		\$3,101,940	\$43,371,321
Not Subject to 6% Limitation	\$31,758,702				\$3,574,565		
Total Taxes To Be Levied	\$178,770,523	\$95,605,560	\$2,433,000	\$2,500,000	\$3,574,565	\$3,101,940	\$43,371,321

## Fiscal Year 1990-91:

	Total	General	Parks System Improvements Levy	Public Safety Capital Levy	Bonded Debt	Street Lighting	Fire & Police, Disability & Retirement
Total Budget Requirements	\$287,922,031	\$223,191,498	\$3,220,024	\$4,877,000	\$3,890,998	\$16,251,456	\$36,491,055
Less: Budgeted Resources, Except Taxes To Be Levied	(\$160,203,221)	(\$141,482,334)	(\$1,024,242)	(\$2,620,750)	(\$574,620)	(\$9,551,456)	(\$4,949,819)
Equals: Taxes Necessary To Balance Budget	\$127,718,810	\$81,709,164	\$2,195,782	\$2,256,250	\$3,316,378	\$6,700,000	\$31,541,236
Add: Taxes Estimated Not To Be Received During Ensuing Year Due To:							
Delinquency & Discount	(\$14,949,648)	(\$9,979,076)	(\$237,218)	(\$243,750)	(\$358,279)	(\$723,823)	(\$3,407,502)
Measure 5 Compression	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Taxes To Be Levied	\$142,668,458	\$91,688,240	\$2,433,000	\$2,500,000	\$3,674,657	\$7,423,823	\$34,948,738
Analysis of Taxes To Be Levied							
Within 6%	\$91,688,240	\$91,688,240					
Outside 6%	\$47,305,561		\$2,433,000	\$2,500,000		\$7,423,823	\$34,948,738
Not Subject to 6% Limitation	\$3,674,657				\$3,674,657		
Total Taxes To Be Levied	\$142,668,458	\$91,688,240	\$2,433,000	\$2,500,000	\$3,674,657	\$7,423,823	\$34,948,738

# TAX LEVY COMPUTATION

Table 10

## Fiscal Year 1991-92:

	Tax Increment Debt Service Funds						
	Waterfront Renewal Bond Sinking	South Park Renewal Debt Service	St. Johns Riverfront Bond Redemption	Northwest Front Avenue Indus- trial Renewal	Central East- side Industrial District Debt	Convention Center Area Debt Service	Airport Way Debt Service
Total Budget Requirements	\$41,658,000	\$14,662,000	\$104,400	\$16,132,000	\$3,673,179	\$1,155,304	\$5,247,166
Less: Budgeted Resources, Except Taxes To Be Levied	(\$28,108,500)	(\$9,395,200)	(\$71,100)	(\$14,140,300)	(\$2,068,479)	(\$167,104)	(\$2,725,366)
Equals: Taxes Necessary To Balance Budget	\$13,549,500	\$5,266,800	\$33,300	\$1,991,700	\$1,604,700	\$988,200	\$2,521,800
Add: Taxes Estimated Not To Be Received During Ensuing Year Due To:							
Delinquency & Discount	(\$1,163,127)	(\$452,117)	(\$2,859)	(\$170,973)	(\$137,752)	(\$84,830)	(\$216,478)
Measure 5 Compression	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Taxes To Be Levied	\$14,712,627	\$5,718,917	\$36,159	\$2,162,673	\$1,742,452	\$1,073,030	\$2,738,278
Percentage Change From Prior Year	NA	NA	NA	NA	NA	NA	NA
Legal Basis of Taxes To Be Levied							
Within 6%							
Outside 6%							
Not Subject to 6% Limitation	\$14,712,627	\$5,718,917	\$36,159	\$2,162,673	\$1,742,452	\$1,073,030	\$2,738,278
Total Taxes To Be Levied	\$14,712,627	\$5,718,917	\$36,159	\$2,162,673	\$1,742,452	\$1,073,030	\$2,738,278

## Fiscal Year 1990-91:

	Waterfront Renewal Bond Sinking	South Park Renewal Debt Service	St. Johns Riverfront Bond Redemption	Northwest Front Avenue Indus- trial Renewal	Central East- side Industrial District Debt	Convention Center Area Debt Service	Airport Way Debt Service
	Total Budget Requirements	\$0	\$0	\$0	\$0	\$0	\$0
Less: Budgeted Resources, Except Taxes To Be Levied	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equals: Taxes Necessary To Balance Budget	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Add: Taxes Estimated Not To Be Received During Ensuing Year Due To:							
Delinquency & Discount	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Measure 5 Compression	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Taxes To Be Levied	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Analysis of Taxes To Be Levied							
Within 6%							
Outside 6%							
Not Subject to 6% Limitation	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Taxes To Be Levied	\$0	\$0	\$0	\$0	\$0	\$0	\$0

# STATEMENT OF INDEBTEDNESS

Table 11

This table summarizes the City's outstanding debt, as required by State law, and discusses the types of debt used by the City and its current bond ratings. More information on this subject is contained in the "Debt Service Funds" section.

Type of Debt	Debt Outstanding		Debt Authorized, Not Incurred	
	July 1, 1990	July 1, 1991	July 1, 1990	July 1, 1991
<b>LONG-TERM DEBT</b>				
General Obligation Bonds	\$121,028,749	\$140,716,985	\$0	\$0
Revenue Bonds	150,420,000	141,185,000	0	0
Tax Increment Bonds	86,553,704	104,303,704	0	0
Interest Bearing Warrants	46,097,996	54,301,544	0	0
Certificates of Participation	45,692,403	45,097,670	0	0
<b>TOTAL INDEBTEDNESS</b>	<b>\$449,792,852</b>	<b>\$485,604,903</b>	<b>\$0</b>	<b>\$0</b>

## SHORT-TERM BORROWING - FY 1991-92

	Est. Amount to be Borrowed	Estimated Interest Rate	Estimated Interest Cost
General Fund	\$10,000,000	6.500%	\$569,863

The City of Portland issues a variety of debt in order to raise capital for construction projects and acquisition of equipment and facilities. General obligation debt (backed by the full faith and taxing power of the City) is very low, consisting of voter approved bonds for the Performing Arts Center and remodeling of Civic Stadium, Bancroft Local Improvement District Bonds and Water Facility Bonds (additionally backed by assessments against benefitted properties and water user charges, respectively), and short-term Tax Anticipation Notes.

The City currently enjoys the highest possible rating ("Aaa") on its General Obligation debt from Moody's Investors Service. City Sewer Revenue Bonds are rated "A1" by Moody's, with the equivalent rating of "A+" from Standard & Poors. These ratings have been obtained on the basis of the City's own credit capabilities and without the use of bond insurance.

Moody's recently published a detailed summary of their municipal ratings indicating they have outstanding ratings on more than 36,000 separate debt issues. Of those 47% were rated "Aaa" but only 127 issuers, including Portland, had obtained that rating on their own credit and without the use of bond insurance. In the 13 western states (including Alaska and Hawaii) there are only 14 "Aaa" credits obtained on their own merit. In addition, Portland is one of only 60 cities in the United States to hold that rating, and one of only eight cities with a population over 250,000 to do so.

The City does not currently have any voter approved long-term debt that has not been incurred. Estimated outstanding long-term debt as of July 1, 1991, reflects bond sales during the 1990-91 fiscal year, and redemption of principal on issues sold in previous years. Sales during the 1990-91 fiscal year have included and are projected to include:

Debt Outstanding July 1, 1990	\$449,792,852	
Bancroft	3,830,000	July 3, 1990
Tax Anticipation Notes	10,000,000	September 12, 1990
DEQ	2,910,000	September 14, 1990
Airport Way Tax Increment Bonds	21,975,000	October 15, 1990
Water Revenue Bonds	18,000,000	October 1, 1990
Bancroft	3,000,000	October 15, 1990
Master Lease #6	3,046,056	June 30, 1991
Bond Anticipation Notes	30,203,548	June 29, 1991
New Debt Issued FY 1990-91	92,964,604	
Debt Redeemed during FY 1990-91	(57,152,553)	
Estimated Debt Outstanding July 1, 1991	<u>\$485,604,903</u>	

Short-term borrowing for the General Fund is required to cover cash-flow requirements between the beginning of the fiscal year and property tax receipts which begin arriving in November. Short-term Notes are repaid before the end of the fiscal year. The cash flow deficit the City would otherwise have incurred exceeds 90% of the amount of borrowing.

## General Fund

The General Fund is the City's largest, most visible, and most flexible fund. It is also the only fund with more than one bureau spending from it. Most of its revenue comes from unrestricted, "discretionary" sources such as property taxes and business license fees. Each year the City Council sets priorities and allocates the discretionary revenue among the various services that depend on General Fund dollars, such as Police, Fire, Parks, Planning, or Community Development services. General Fund bureaus also receive some revenue that is restricted by specific agreement or Council policy--such as grants, recreation program fees, or contract revenue from other government agencies. This "non-discretionary" revenue is appropriated in the budget of the bureau that generates the revenue.

The General Fund section begins with a summary of the entire fund, showing:

- Revenues (the fund summary uses the more formally correct term "Resources," which includes both current-year revenues and beginning fund balance);
- Direct service expenses ("Bureau Requirements"), such as personnel costs, materials and services, or capital outlay; and
- Financial needs such as contingencies and interfund transfers ("fund-level requirements").

The fund summary is followed by budget pages for the direct service expenses in each bureau. For each General Fund bureau, these pages include:

- A summary for the bureau as a whole;
- Individual programs within the bureau;
- Line item expense estimates; and
- Detailed information on the number and salary cost of all authorized full-time positions.

## GENERAL FUND (101)

## FUND SUMMARY

	Actual FY 1988-89	Actual FY 1989-90	Revised Budget FY 1990-91	Proposed FY 1991-92	Adopted FY 1991-92
<b>RESOURCES</b>					
<i>Revenue</i>					
<i>Current Year Property Taxes</i>					
Forecasted Revenue	72,149,561	78,070,968	81,709,164	64,786,908	71,143,314
Levy Option Revenue	0	0	0	6,194,601	0
<b>Total Current Year</b>	<b>72,149,561</b>	<b>78,070,968</b>	<b>81,709,164</b>	<b>70,981,509</b>	<b>71,143,314</b>
Prior Years Taxes	5,088,056	4,479,624	4,534,023	5,526,586	5,526,586
Payment in Lieu of Taxes	283,620	449,316	293,452	354,216	354,216
<b>Total Property Taxes</b>	<b>77,521,237</b>	<b>82,999,908</b>	<b>86,536,639</b>	<b>76,862,311</b>	<b>77,024,116</b>
<i>Other Taxes</i>					
Lodging Tax	4,549,353	5,050,711	5,079,772	5,498,191	5,498,191
<i>Licenses &amp; Permits</i>					
Business Licenses	18,042,828	19,804,689	20,038,949	22,020,983	22,020,983
Public Util License-External	22,431,629	23,683,700	22,698,319	24,812,871	24,842,871
Other Permits	357,836	821,777	796,937	1,303,660	1,585,684
	40,832,293	44,310,166	43,534,205	48,137,514	48,449,538
<i>Service Charges &amp; Fees</i>					
Parking Fees	0	9,652	10,000	0	0
Park & Recreation Fees	2,049,562	2,143,298	2,097,031	2,876,936	2,894,460
Concessions	147,108	2,515	3,883	4,000	4,000
Rents & Reimbursements	237,232	294,230	241,233	175,230	190,085
Miscellaneous	1,079,631	1,162,169	1,143,590	1,913,967	1,672,607
	3,513,533	3,611,864	3,495,737	4,970,133	4,761,152
<i>State Sources</i>					
State Shared Revenue	4,229,806	4,097,354	4,184,273	5,971,486	5,971,486
State Cost Sharing	30,900	32,260	30,900	0	0
	4,260,706	4,129,614	4,215,173	5,971,486	5,971,486
<i>Local Government Sources</i>					
Local Shared Revenue	718,201	588,061	600,000	570,292	570,292
Locally Admin Fed Funds	0	0	0	161,549	161,549
Overhead Charge-PDC	0	5,873	170,746	441,832	441,832
Multnomah Co Cost Sharing	935,421	799,304	1,117,254	804,209	796,709
Local Cost Sharing	8,813,516	9,062,552	8,859,736	6,572,141	6,619,348
	10,467,138	10,455,790	10,747,736	8,550,023	8,589,730
<i>Miscellaneous Revenues</i>					
Sales of Real Property	7,934	22,775	0	0	0
Sales of Equipment	6,403	23,207	10,000	17,338	0
Sales-Miscellaneous	77,835	104,018	74,344	79,727	77,958
Refunds	38,502	57,606	66,826	90,587	73,876
Interest on Investments	1,868,868	2,149,329	2,153,733	1,899,968	1,645,772
Interest Income-Other	286,905	477,017	0	0	254,196
Private Grants & Donations	14,650	153,845	60,762	5,000	5,000
Bond Sales-Short Term Notes	36,147,600	22,055,440	28,500,000	10,000,000	10,000,000
Other Misc Revenues	5,484,644	930,350	2,353,235	2,927,921	2,907,963
	43,933,341	25,973,587	33,218,900	15,020,541	14,964,765
<b>Total External Revenue</b>	<b>185,077,601</b>	<b>176,531,640</b>	<b>186,828,162</b>	<b>165,010,199</b>	<b>165,258,978</b>



**GENERAL FUND (101)**

**FUND SUMMARY**

	<i>Actual FY 1988-89</i>	<i>Actual FY 1989-90</i>	<i>Revised Budget FY 1990-91</i>	<i>Proposed FY 1991-92</i>	<i>Adopted FY 1991-92</i>
<b>RESOURCES</b>					
<i>Transfers from Other Funds-Cash</i>					
<i>Overhead</i>					
<i>Assessment Collection</i>	3,192	3,447	6,010	8,991	8,991
<i>Buildings</i>	920,575	543,776	489,398	422,582	422,582
<i>Auto Port Operating</i>	9,431	4,452	12,600	14,479	14,479
<i>E/R-Convention Center</i>	13,000	0	0	0	0
<i>Emergency Communications</i>	168,352	151,703	142,409	200,063	200,063
<i>E/R-Civic Stadium</i>	16,382	17,693	0	0	0
<i>E/R-Memorial Coliseum</i>	82,026	91,547	0	0	0
<i>Fire/Police Disab/Retire</i>	22,798	14,477	24,477	92,129	92,129
<i>Golf</i>	111,008	104,977	101,369	164,767	164,767
<i>Hydropower Operating</i>	77,788	37,243	47,243	110,598	110,598
<i>LID Construction</i>	34,952	29,434	32,009	0	0
<i>NW I-405 Recreation</i>	1,999	1,336	11,336	10,985	10,985
<i>Parking Facilities</i>	43,111	13,075	23,075	83,533	83,533
<i>Parks System Improvements</i>	0	0	10,000	33,982	33,982
<i>Performing Arts Operating</i>	121,818	86,068	0	0	0
<i>Public Safety Capital</i>	0	0	7,205	39,880	39,880
<i>Ptld Intl Raceway</i>	25,777	13,847	23,847	56,954	56,954
<i>Refuse Disposal</i>	15,417	4,570	13,403	58,118	58,118
<i>Sewer Operating</i>	1,142,350	1,233,738	1,357,112	1,782,841	1,782,841
<i>Street Lighting</i>	80,817	34,720	44,720	122,313	122,313
<i>St Johns Landfill End Use</i>	0	0	5,265	0	0
<i>Transportation Operating</i>	1,823,023	2,232,185	2,381,332	2,414,264	2,414,264
<i>Water Operating</i>	1,433,728	1,550,423	1,395,381	1,583,731	1,583,731
<i>Convention &amp; Tourism</i>	17,484	1,223	6,879	13,171	13,171
<i>Sewer Construction</i>	258,959	88,809	85,922	0	0
<i>Street Lighting Capital Repl.</i>	0	0	4,886	0	0
<i>Transportation Const</i>	243,815	0	0	0	0
<i>Printing/Distribution</i>	128,889	131,639	120,935	180,170	180,170
<i>Communications Svcs</i>	153,813	132,054	145,259	165,022	165,022
<i>Fleet Services</i>	377,967	292,528	321,781	413,921	413,921
<i>Health Insurance</i>	70,000	31,650	41,650	112,871	112,871
<i>Insurance &amp; Claims</i>	137,622	138,915	141,931	91,642	91,642
<i>Justice Center</i>	19,648	17,254	20,802	27,377	27,377
<i>Facilities Services</i>	35,148	37,826	70,000	164,585	164,585
<i>Workers' Compensation</i>	82,349	60,560	55,209	100,239	100,239
<i>Water Construction</i>	1,849	0	0	0	0
	7,675,087	7,101,169	7,143,445	8,469,208	8,469,208
<i>Revenue Funds</i>					
<i>State Revenue Sharing</i>	2,003,420	1,925,635	1,980,780	0	0
<i>Federal Revenue Sharing</i>	70,000	0	0	0	0
<i>General Reserve</i>	0	0	0	1,100,000	1,100,000
	2,073,420	1,925,635	1,980,780	1,100,000	1,100,000

**GENERAL FUND (101)**

**FUND SUMMARY**

	<i>Actual FY 1988-89</i>	<i>Actual FY 1989-90</i>	<i>Revised Budget FY 1990-91</i>	<i>Proposed FY 1991-92</i>	<i>Adopted FY 1991-92</i>
<b>RESOURCES</b>					
<i>Transfers from Other Funds-Cash</i>					
<i>Utility License Fees-Internal</i>					
<i>Water Operating</i>	2,006,210	2,342,946	2,588,268	2,699,720	2,699,720
<i>Sewer Operating</i>	2,089,109	2,286,933	2,905,289	3,132,785	3,132,785
	4,095,319	4,629,879	5,493,557	5,832,505	5,832,505
<i>Miscellaneous</i>					
<i>Parking Facil-Tax Offset</i>	87,684	92,972	206,073	122,526	122,526
<i>Auto Port-Tax Offset</i>	80,141	31,562	37,062	28,213	28,213
<i>Refuse Disp-Bus Lic Offset</i>	0	0	0	77,000	77,000
<i>HCD-Indirect</i>	132,873	199,428	227,605	187,903	187,903
<i>Federal Grants-Indirect</i>	0	0	55,371	54,318	54,318
<i>Federal Grants-Direct</i>	1,575,860	1,093,396	2,459,200	913,610	913,610
<i>Fleet Operating</i>	369,035	0	105,000	0	0
<i>Sewer Operating</i>	540	0	0	0	0
<i>NW I-405 Recreation</i>	5,060	0	0	0	0
<i>Health Insurance</i>	0	14,794	0	0	0
<i>Facilities Services</i>	968	0	0	0	0
	2,252,161	1,432,152	3,090,311	1,383,570	1,383,570
<i>Transfers from Other Funds - Svc Reimbursement</i>					
<i>Assessment Collection</i>	65,365	41,748	44,009	46,165	48,159
<i>Buildings</i>	172,400	105,785	67,177	123,910	128,416
<i>Auto Port</i>	93,590	120,424	36,000	31,907	31,907
<i>Emergency Communications</i>	129,050	116,551	41,231	0	0
<i>Convention &amp; Tourism</i>	0	0	19,591	22,104	22,991
<i>E/R-Memorial Coliseum</i>	0	2,875	0	0	0
<i>E/R-Civic Stadium</i>	0	420	0	0	0
<i>Golf</i>	194,601	218,034	166,023	472,687	473,640
<i>Housing &amp; Community Develop</i>	773,377	1,182,486	1,069,404	1,094,828	1,124,606
<i>Hydropower Operating</i>	19,249	3,880	5,805	5,500	5,500
<i>NW I-405 Recreation</i>	49,129	44,899	2,000	7,136	7,136
<i>Parking Facilities</i>	336,973	820,027	81,818	79,389	79,389
<i>Parks System Improvements</i>	0	88,054	333,858	0	257,640
<i>Performing Arts Operating</i>	92,000	111,293	0	0	0
<i>Ptld Intl Raceway</i>	25,671	18,721	26,886	28,472	28,472
<i>Public Arts Trust</i>	0	14,653	40,000	0	42,112
<i>Refuse Disposal</i>	0	21,659	22,000	25,000	25,000
<i>Sewer Operating</i>	201,958	510,453	525,809	607,295	635,196
<i>Transportation Operating</i>	570,585	966,130	2,004,510	2,139,139	3,104,601
<i>Water Operating</i>	830,606	999,200	1,049,035	235,737	262,197
<i>LID Construction</i>	426,744	574,714	660,548	641,796	659,168
<i>Portland Parks Trust</i>	0	270,587	59,530	58,716	58,716
<i>Fire/Police Disab/Retire</i>	202,837	233,815	313,478	353,683	366,194
<i>Computer Services</i>	0	0	0	2,945,657	3,019,699

**GENERAL FUND (101)**

**FUND SUMMARY**

	<i>Actual FY 1988-89</i>	<i>Actual FY 1989-90</i>	<i>Revised Budget FY 1990-91</i>	<i>Proposed FY 1991-92</i>	<i>Adopted FY 1991-92</i>
<b><u>RESOURCES</u></b>					
<i>Transfers from Other Funds – Svc Reimbursement, continued</i>					
<i>Printing/Distribution</i>	280,660	293,630	296,739	246,713	246,713
<i>Communications Svcs</i>	256,960	243,932	240,108	249,163	249,163
<i>Facilities Services</i>	1,205,717	1,284,913	247,856	322,220	325,106
<i>Fleet Services</i>	398,546	467,480	304,212	241,875	241,875
<i>Health Insurance</i>	250,521	340,103	340,786	335,944	343,050
<i>Insurance &amp; Claims</i>	395,579	506,454	1,121,161	1,211,402	1,268,563
<i>Justice Center</i>	703,957	696,069	39,985	16,028	16,028
<i>Master Lease</i>	0	0	0	605,000	605,000
<i>Workers' Compensation</i>	121,034	173,148	908,093	969,796	1,016,630
	7,797,109	10,472,137	10,067,652	13,117,262	14,692,867
<i>Intrafund Agency Reimbursable</i>	1,983,901	2,103,350	1,913,124	291,922	407,336
<i>Transfer-Residual Fund Equity</i>	(2,361)	11,745	0	0	0
<i>Beginning Fund Balance</i>					
<i>Unencumbered</i>	689,123	13,140,415	6,188,478	12,034,454	14,204,301
<i>Encumbered</i>	0	0	2,007,198	2,500,000	3,024,545
	689,123	13,140,415	8,195,676	14,534,454	17,228,846
<b>TOTAL RESOURCES</b>	<b>211,641,360</b>	<b>217,348,122</b>	<b>224,712,707</b>	<b>209,739,120</b>	<b>214,373,310</b>

**REQUIREMENTS**

*Bureau Requirements*

<i>Personal Services</i>	112,765,243	119,646,106	130,638,963	125,414,510	134,329,618
<i>External Materials &amp; Services</i>	18,602,757	21,693,508	26,205,912	27,399,849	25,505,248
<i>Internal Materials &amp; Services</i>					
<i>Auto Port</i>	0	22,677	25,575	215,820	215,820
<i>Buildings</i>	0	1,000	1,000	1,000	1,000
<i>Emergency Communications</i>	3,435,552	4,047,345	4,961,983	5,809,812	5,809,812
<i>Sewer Operating</i>	0	3,740	0	0	0
<i>Transportation Operating</i>	0	119,025	61,043	54,354	54,354
<i>Water Operating</i>	0	49,424	35,250	21,575	21,575
<i>Computer Services</i>	0	0	0	2,003,998	2,003,998
<i>Printing/Distribution</i>	1,346,915	1,482,228	1,794,950	1,614,361	1,614,361
<i>Master Lease</i>	1,134,389	1,185,465	1,249,252	1,457,595	1,457,595
<i>Facilities Acquisition</i>	490,170	490,620	333,255	0	0
<i>Communications Svcs</i>	1,877,447	1,884,883	2,022,291	1,877,735	1,880,735
<i>Fleet Services</i>	3,364,004	3,682,794	4,191,041	4,288,262	4,320,762
<i>Insurance &amp; Claims</i>	1,524,661	1,777,201	1,736,430	1,694,226	1,694,226
<i>Justice Center</i>	2,285,184	2,082,509	2,360,875	2,718,869	2,718,869
<i>Facilities Services</i>	1,112,691	1,051,910	2,631,317	2,569,804	2,569,804
<i>Workers' Compensation</i>	986,776	1,451,487	1,636,040	1,527,115	1,527,115
<i>Same Fund</i>	1,983,901	2,103,350	2,219,757	291,922	407,336
	19,541,690	21,435,658	25,260,059	26,146,448	26,297,362

**GENERAL FUND (101)**

**FUND SUMMARY**

	<i>Actual FY 1988-89</i>	<i>Actual FY 1989-90</i>	<i>Revised Budget FY 1990-91</i>	<i>Proposed FY 1991-92</i>	<i>Adopted FY 1991-92</i>
<b>REQUIREMENTS</b>					
<i>Bureau Requirements, continued</i>					
<i>Capital Outlay</i>	2,438,842	2,224,363	3,581,611	4,642,803	5,221,410
<i>Cash Transfer-Bureau Approps.</i>					
<i>Printing/Distribution</i>	3,900	9,300	29,900	0	0
<i>Commun Services</i>	70,123	125,355	29,957	5,950	18,550
<i>Fleet Services</i>	94,248	413,946	182,727	9,870	117,870
<i>Water Constr-Asset Sale</i>	0	0	0	41,000	41,000
	168,271	548,601	242,584	56,820	177,420
<b>Total Bureau Requirements</b>	<b>153,516,803</b>	<b>165,548,236</b>	<b>185,929,129</b>	<b>183,660,430</b>	<b>191,531,058</b>
<b>Fund-Level Requirements</b>					
<i>Contingency</i>					
<i>Gen. Operating Contingency</i>	0	0	1,803,757	3,824,177	3,878,626
<i>Conting-Pub Safety Capital</i>	0	0	0	0	5,352,529
<i>Levy Option Contingency</i>	0	0	0	6,194,601	0
<i>Encumbrance Carryover</i>	0	0	0	2,500,000	0
	0	0	1,803,757	12,518,778	9,231,155
<i>Transfers to Other Funds - Cash</i>					
<i>NW I-405 Recreation</i>	51,000	50,075	0	0	0
<i>Tennis Debt Redemption</i>	30,271	36,875	17,303	33,288	33,288
<i>Transportation</i>	5,052,052	2,410,805	3,460,805	1,751,600	1,751,600
<i>Short-term Debt</i>	36,010,881	22,055,440	28,853,812	10,170,525	10,170,525
<i>Fire &amp; Police Supp Retire</i>	269,221	296,604	0	0	0
<i>Housing &amp; Comm Develop</i>	0	25,084	0	0	0
<i>Printing/Distribution</i>	0	0	50,000	10,000	10,000
<i>Public Arts Trust</i>	0	12,878	0	0	0
<i>Health Insurance</i>	0	641,214	0	0	0
<i>Insurance &amp; Claims</i>	0	50,000	0	0	0
<i>CETA</i>	0	587,790	0	0	0
<i>Buildings</i>	2,187,623	1,622,194	1,240,348	1,065,817	1,117,002
<i>Autoport</i>	0	0	75,000	0	0
<i>Facilities Services</i>	0	0	1,033,768	318,654	318,654
<i>Fleet Services</i>	0	0	0	93,531	93,531
<i>Water Construction</i>	0	208,500	123,785	0	0
<i>Hydro</i>	0	110,000	50,000	41,497	41,497
<i>Parking Facilities</i>	0	0	15,000	15,000	15,000
<i>General Reserve</i>	1,340,283	10,370,513	2,000,000	0	0
	44,941,331	38,477,972	36,919,821	13,499,912	13,551,097
<i>Other Requirements</i>					
<i>Increase in Stores Stock</i>	42,811	116,163	60,000	60,000	60,000
<i>Unapprop. Ending Balance</i>	13,140,415	13,205,751	0	0	0
<b>Total Fund-Level Requirements</b>	<b>58,124,557</b>	<b>51,799,886</b>	<b>38,783,578</b>	<b>26,078,690</b>	<b>22,842,252</b>
<b>TOTAL REQUIREMENTS</b>	<b>211,641,360</b>	<b>217,348,122</b>	<b>224,712,707</b>	<b>209,739,120</b>	<b>214,373,310</b>

**OFFICE OF THE CITY ATTORNEY (312)**

General Fund (101)

Finance and Administration

**APPROPRIATION SUMMARY**

	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>EXPENDITURES</u></b>					
<i>Personal Services</i>	\$1,696,443	\$1,982,716	\$2,062,072	\$2,241,620	\$2,391,576
<i>External Materials and Services</i>	136,725	161,998	177,292	190,960	190,960
<i>Internal Materials and Services</i>	136,722	120,178	194,888	202,801	202,801
<i>Capital Outlay</i>	2,151	16,253	35,206	22,298	22,298
<i>Cash Transfers-Equipment</i>	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$1,972,041</b>	<b>\$2,281,145</b>	<b>\$2,469,458</b>	<b>\$2,657,679</b>	<b>\$2,807,635</b>
<b><u>Authorized Full-Time Positions</u></b>					
<i>Total</i>	34.0	37.0	39.0	39.0	39.0
<i>General Fund Discretionary</i>	21	21.46	16.80	9.34	9.34
<b><u>FUNDING SOURCES</u></b>					
<i>General Fund Discretionary</i>		\$1,575,247	\$1,106,023	\$896,689	\$990,691
<b><u>Non-Discretionary Resources</u></b>					
<i>Grants and Donations</i>		0	0	0	0
<i>Contract Revenue</i>		0	0	0	0
<i>Interagency Services</i>		705,898	848,529	1,015,984	1,071,938
<i>Bureau Revenue</i>		0	0	0	0
<i>Overhead Recovery</i>		0	514,906	745,006	745,006
<i>Total Non-Discretionary Resources</i>		\$705,898	\$1,363,435	\$1,760,990	\$1,816,944
<b>TOTAL FUNDING</b>		<b>\$2,281,145</b>	<b>\$2,469,458</b>	<b>\$2,657,679</b>	<b>\$2,807,635</b>
<b><u>PROGRAMS</u></b>					
<i>General Legal Services</i>		\$0	\$1,166,627	\$1,290,204	\$1,365,975
<i>Special Legal Services</i>		0	855,208	1,015,984	1,083,552
<i>Administration</i>		2,025,593	447,623	351,491	358,108
<i>Hearings Officers</i>		255,552	0	0	0
<b>TOTAL PROGRAMS</b>		<b>\$2,281,145</b>	<b>\$2,469,458</b>	<b>\$2,657,679</b>	<b>\$2,807,635</b>

**GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR**

The Office of the City Attorney provides legal services required by the City in representing and defending the City in litigation and providing consultative legal work as required by the City Council, City bureaus, agencies, boards, and commissions. The City's legal work covers a wide range of matters including labor law, City Bureau issues, revenue and fee issues, and specialized issues related to Risk Management, Water, Environmental Services, Fire, Police Disability and Retirement and Transportation.

The Office of the City Attorney is comprised of three programs: General Legal Services, Special Legal Services and Administration. The budget reflects a \$188,221 increase over the current year's revised budget. Increases to this budget allow for the City Attorney to continue the same level of service as in the current year. Moreover, additional appropriations were approved in the amount of \$55,081 for the purpose of providing increased transitional legal service requirements necessary due to the passing of Ballot Measure 5. The additional funds include one half-time attorney and one half-time secretarial position to assist in litigation defense and consultative legal work on labor, personnel and employment cases.

**OFFICE OF THE CITY ATTORNEY (312)**

General Fund (101)

Finance and Administration

*APPROPRIATION SUMMARY*

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PERFORMANCE OBJECTIVES

The Office's agenda for FY 1991-92 is as follows:

- \* To do top quality, professional law work.
- \* In addition to identifying risks and repairing problems, finding legally sound ways to achieve City goals.
- \* To coordinate all legal services for the City so as to avoid conflicts, ensure consistent quality, and control costs.
- \* To practice preventative law, helping the City to avoid legal problems and resolve disputes efficiently fairly and humanely.
- \* To install and utilize an effective computer data base system for City Attorney legal opinions, case files, research and office records.

**OFFICE OF THE CITY ATTORNEY (312)**

General Fund (101)

Finance and Administration

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>GENERAL LEGAL SERVICES</u></b>				
<i>Total Expenditures</i>	\$0	\$1,166,627	\$1,290,204	\$1,365,975
<i>General Fund Discretionary Expenditures</i>	0	\$800,704	\$717,725	\$793,496
<i>Authorized Full-Time Positions</i>	0.00	21.00	19.67	19.67
<i>Performance/Workload Measures:</i>				
Litigation Court Cases Handled	857	905	975	975
Legal Documents Produced	17,888	18,400	19,000	19,000

The General Legal Services program includes legal and secretarial staff who provide legal services to City Council, City bureaus and agencies, including both General Fund and non- General Fund bureaus. These services comprise all of the legal services performed by the City Attorney's Office which are discretionary General Fund supported.

Legal Services contained within this program include labor law, taxation, revenue and fee issues, facilities and lands, City Council matters and meetings, City bureau issues, contract matters and approvals, property foreclosures, preventive law efforts and legislative affairs.

The General Legal Services program increased by \$199,348 over the 1990-91 Revised Budget. This increase enables the Office to continue operations at the same level as the current year. Additionally, part of the increase (\$55,081) provides funding for transitional legal services that will be required in order to legislate Ballot Measure 5. These appropriations will be used for two half time positions (one Deputy City Attorney, and one Legal Secretary) to assist in litigation defense and consultative legal work on labor, personnel and employment cases.

<b><u>SPECIAL LEGAL SERVICES</u></b>				
<i>Total Expenditures</i>	\$0	\$855,208	\$1,015,984	\$1,083,552
<i>General Fund Discretionary Expenditures</i>	0	\$0	\$0	\$11,614
<i>Authorized Full-Time Positions</i>	0.00	14.00	16.43	16.43
<i>Performance/Workload Measures:</i>				
Litigation Handled	N/A	400	400	400
Est. Legal Svcs Handled/Attorney	N/A	210	210	210

The Special Legal Services program consists of the legal and support staff who are paid through interagency agreement with particular client bureaus to perform special or specialized services and projects separately identified from those legal services regularly provided by the office to all bureaus. The program provides services in the following areas: 1) Tort litigation; 2) Workers Compensation claim defense; 3) Water Bureau and Sewage System; 4) Fire and Police Disability Fund; and 5) Bureau of Transportation.

This program is supported primarily through interagency revenues with non-General Fund Bureaus. The program increased by \$228,344 over the FY 1990-91 Revised budget. The increase in interagency revenues enables the Office to continue all current services.

**OFFICE OF THE CITY ATTORNEY (312)**

General Fund (101)

Finance and Administration

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b>ADMINISTRATION</b>				
<i>Total Expenditures</i>	\$2,025,593	\$447,623	\$351,491	\$358,108
<i>General Fund Discretionary Expenditures</i>	1,335,128	305,319	178,964	185,581
<i>Authorized Full-Time Positions</i>	33.00	4.00	2.90	2.90
<i>Performance/Workload Measures:</i>				
Hours of LAN Computer Support	N/A	2,080	2,080	2,080
Customer/Client Calls Processed per Day	N/A	210	210	210

The Administration program provides administrative support to the General Legal Services program and the Special Legal Services program. This program represents the office administration and overhead operation of the Bureau and includes most of the materials and services and capital outlay support for all legal services.

The program reflects a \$89,515 decrease from the 1990-91 Revised budget. The Office reduced budget requirements in this area in order to continue attorney services at the same level as the prior year. To accomplish this objective, more staffing is now funded through interagency agreements and materials and services requirements were decreased.

**HEARINGS OFFICERS**

Total Expenditures	\$255,552	\$0	\$0	\$0
General Fund Discretionary Expenditures	240,119	0	0	0
Authorized Full-Time Positions	4.00	0.00	0.00	0.00
<i>Performance/Workload Measures:</i>				
Code Proceedings Filed	750	0	0	0
Tow Hearings	400	0	0	0
Land Use Cases	165	0	0	0

The Hearings Officer program was transferred to the Auditor's Office in FY 1990-91.



OFFICE OF THE CITY ATTORNEY (312)

General Fund (101)

Finance and Administration

LINE ITEM APPROPRIATIONS

<i>Expenditure Classification</i>	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
511000 Full-Time Employees	\$1,259,275	\$1,451,157	\$1,471,613	\$1,597,798	\$1,716,469
512000 Part-Time Employees	6,301	21,308	26,073	39,549	41,803
514000 Overtime	26	117	0	0	0
515000 Premium Pay	209	15,288	9,187	4,800	0
517000 Benefits	430,632	494,846	555,199	599,473	633,304
<b>Total Personal Services</b>	<b>\$1,696,443</b>	<b>\$1,982,716</b>	<b>\$2,062,072</b>	<b>\$2,241,620</b>	<b>\$2,391,576</b>
521000 Professional Services	\$46,768	\$34,839	\$36,429	\$15,000	\$15,000
522000 Utilities	0	0	0	0	0
523000 Equipment Rental	0	0	2,000	2,000	2,000
524000 Repair & Maintenance	7,764	6,875	8,939	18,500	18,500
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	38,340	35,163	47,853	62,000	62,000
531000 Office Supplies	8,278	22,459	22,480	24,100	24,100
532000 Operating Supplies	27,709	40,838	37,000	42,160	42,160
533000 Repair & Maintenance Supplies	0	0	0	0	0
534000 Minor Equipment	0	0	0	0	0
535000 Clothing	0	0	0	0	0
539000 Other Commodities	0	0	0	0	0
541000 Education	6,187	14,462	12,000	16,400	16,400
542000 Local Travel	422	1,331	900	1,000	1,000
543000 Out-of-Town Travel	1,257	5,531	9,691	9,800	9,800
544000 External Rent	0	0	0	0	0
545000 Interest	0	0	0	0	0
546000 Refunds	0	0	0	0	0
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	0	500	0	0	0
<b>Subtotal External Materials &amp; Services</b>	<b>\$136,725</b>	<b>\$161,998</b>	<b>\$177,292</b>	<b>\$190,960</b>	<b>\$190,960</b>
551000 Fleet Services	\$3,117	\$3,587	\$4,122	\$5,059	\$5,059
552000 Printing/Distribution	35,570	34,403	36,963	35,419	35,419
553000 Facilities Services	16,828	16,802	64,502	67,718	67,718
554000 Communications	41,051	40,263	38,947	37,206	37,206
555000 Data Processing	352	1,041	1,292	1,793	1,793
556000 Insurance	10,959	7,404	49,062	55,606	55,606
557000 Equipment Lease	28,845	16,546	0	0	0
558000 Same Fund Services	0	132	0	0	0
559000 Other Fund Services	0	0	0	0	0
<b>Subtotal Internal Materials &amp; Services</b>	<b>\$136,722</b>	<b>\$120,178</b>	<b>\$194,888</b>	<b>\$202,801</b>	<b>\$202,801</b>
<b>Total Materials &amp; Services</b>	<b>\$273,447</b>	<b>\$282,176</b>	<b>\$372,180</b>	<b>\$393,761</b>	<b>\$393,761</b>
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	0	0	0	0	0
563000 Improvements	1,628	0	0	0	0
564000 Equipment	523	16,253	35,206	22,298	22,298
565000 Equipment Lease Purchase	0	0	0	0	0
<b>Total Capital Outlay</b>	<b>\$2,151</b>	<b>\$16,253</b>	<b>\$35,206</b>	<b>\$22,298</b>	<b>\$22,298</b>
573000 Cash Transfers - Equipment	\$0	\$0	\$0	\$0	\$0
<b>Total Appropriation</b>	<b>\$1,972,041</b>	<b>\$2,281,145</b>	<b>\$2,469,458</b>	<b>\$2,657,679</b>	<b>\$2,807,635</b>

**OFFICE OF THE CITY ATTORNEY (312)**

General Fund (101)

Finance and Administration

*FULL-TIME POSITIONS*

Class	Title	Actual FY 88-89		Actual FY 89-90		Revised Budget FY 90-91		Proposed FY 91-92		Adopted FY 91-92	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
715	City Attorney	1	65,149	1	67,163	1	70,017	1	70,551	1	74,572
714	Chief Deputy City Attorney	1	57,198	1	59,051	1	61,581	1	62,042	1	65,578
713	Senior Deputy City Attorney	4	192,195	4	207,748	4	218,141	4	219,828	4	232,358
712	Deputy City Attorney III	9	414,193	10	519,320	13	582,443	13	658,821	13	696,386
711	Deputy City Attorney II	1	40,128	2	42,869	2	82,248	2	85,119	2	89,970
710	Deputy City Attorney I	1	33,743	1	36,026	3	99,794	2	71,060	3	110,267
819	Administrative Assistant I	1	29,506	1	30,264	1	27,603	1	29,601	1	31,288
709	Paralegal Assistant	0		0		1	11,627	1	27,923	2	61,801
708	Law Clerk	3	71,068	3	85,991	1	29,057	2	61,123	0	0
554	Administrative Services Officer	0	0	0	0	1	36,055	1	38,661	1	40,865
379	Assistant MIS Analyst	0	0	0	0	1	27,498	1	29,459	1	31,138
240	Legal Secretary (Assistant)	6	138,749	7	177,120	9	201,933	9	219,799	9	257,078
114	Clerical Specialist	2	45,640	2	45,344	1	23,636	1	23,811	1	25,168
220	Secretarial Clerk I	1	19,732	1	20,342	0	0	0	0	0	0
720	Hearings Officer	2	98,835	2	101,878	0	0	0	0	0	0
245	Hearings Clerk	1	53,141	2	58,041	0	0	0	0	0	0
245	Council Reporter	1	0	0	0	0	0	0	0	0	0
<b>TOTAL FULL-TIME POSITIONS</b>		<b>34</b>	<b>1,259,275</b>	<b>37</b>	<b>1,451,157</b>	<b>39.0</b>	<b>1,471,613</b>	<b>39.0</b>	<b>1,597,798</b>	<b>39.0</b>	<b>1,716,469</b>

**OFFICE OF THE CITY AUDITOR (336)**

General Fund (101)

Non-Departmental

**APPROPRIATION SUMMARY**

	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>EXPENDITURES</u></b>					
<i>Personal Services</i>	\$1,654,517	\$1,781,111	\$2,290,667	\$2,205,426	\$2,323,021
<i>External Materials and Services</i>	294,365	151,194	221,443	233,841	243,660
<i>Internal Materials and Services</i>	401,396	411,748	773,437	548,053	548,053
<i>Capital Outlay</i>	25,107	31,937	92,145	27,226	27,226
<i>Cash Transfers-Equipment</i>	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$2,375,385</b>	<b>\$2,375,990</b>	<b>\$3,377,692</b>	<b>\$3,014,546</b>	<b>\$3,141,960</b>
<b><u>Authorized Full-Time Positions</u></b>					
<i>Total</i>	41	43	48	46	46
<i>General Fund Discretionary</i>	28	30	20.30	14.30	14.30
<b><u>FUNDING SOURCES</u></b>					
<i>General Fund Discretionary</i>		\$1,616,820	\$1,517,614	\$879,631	\$971,891
<b><u>Non-Discretionary Resources</u></b>					
<i>Grants and Donations</i>		0	0	0	0
<i>Contract Revenue</i>		5,815	5,122	5,122	5,395
<i>Interagency Services</i>		720,605	921,315	1,096,100	1,130,981
<i>Bureau Revenue</i>		32,750	20,000	20,000	20,000
<i>Overhead Recovery</i>		0	913,641	1,013,693	1,013,693
<i>Total Non-Discretionary Resources</i>		\$759,170	\$1,860,078	\$2,134,915	\$2,170,069
<b>TOTAL FUNDING</b>		<b>\$2,375,990</b>	<b>\$3,377,692</b>	<b>\$3,014,546</b>	<b>\$3,141,960</b>
<b><u>PROGRAMS</u></b>					
<i>Assessments and Liens</i>		676,875	\$713,399	\$714,645	\$736,454
<i>Administration</i>		N/A	\$379,375	\$339,760	\$350,286
<i>Audit Services</i>		733,611	\$726,808	\$723,134	\$754,115
<i>City Recorder</i>		711,439	\$898,329	\$718,242	\$757,543
<i>FPD &amp; R Administration</i>		205,430	\$279,760	\$218,182	\$230,019
<i>PIIAC</i>		48,635	\$81,169	\$0	\$0
<i>Hearings Officers</i>		0	\$298,852	\$300,583	\$313,543
<b>TOTAL PROGRAM</b>		<b>\$2,375,990</b>	<b>\$3,377,692</b>	<b>\$3,014,546</b>	<b>\$3,141,960</b>

**GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR**

The mission of the City Auditor's office is to promote the efficient and accountable use of municipal resources by providing independent and impartial review, information, and services for City government and the public. To that end, the Auditor's Office performs audits, record-keeping, and financial services.

The Auditor's Office budget is comprised of six operational program areas: Administration, City Recorder, Assessments and Liens, Audit Services, Fire and Police Disability and Retirement Administration, and the Hearing Officers. The Police Internal Investigations Auditing Committee (PIIAC) has been incorporated into the City Recorder Program.

In response to Ballot Measure 5, the City Auditor's Office budget net of CIP projects and one time costs associated with the implementation of the Lien Accounting system is \$74,749 lower than the current year's Revised budget and approximately \$120,000 short of current service level requirements. This

## OFFICE OF THE CITY AUDITOR (336)

General Fund (101)

Non-Departmental

APPROPRIATION SUMMARY

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required the elimination of two full-time positions (one Staff Assistant and one Management Analyst) and reducing space requirements in City Hall. The abolishment of the Staff Assistant position will result in delays in response to requests by the public. The elimination of the Management Analyst in the Fire, Police and Disability Retirement Program will reduce the Fund Administrator's ability to work as closely with disabled Plan members.

A major feature in the Auditor's Office budget is the identification of significant new revenues in the Hearings Officer Program. The Auditor's Office will be receiving \$259,533 from the Bureaus of Planning and Buildings in support of the City's Land Use and Building code and Neighborhood Improvement functions for which the Hearings Officers provide direct services. The Planning and Buildings Bureaus will pay for the costs of hearings services through an increase in their fees.

The identification of new revenues has allowed the Auditor's Office to remove a significant portion of the Hearings Officer program from discretionary support thereby accounting for a major portion of the reductions that the Auditor's Office would have otherwise been required to make in discretionary General Fund support.

### PERFORMANCE OBJECTIVES

The Auditor's Office's top priority projects and intended accomplishments during fiscal year 1991-92 are as follows:

#### Audit Services Program

- \* Conduct 10 audits of City programs, including major performance audits, financial control studies, and franchise audits.

#### Fire, Police Disability and Retirement Administration

- \* Continue accurate, timely processing of FPD&R Board actions and benefit claims.
- \* Complete implementation of revised Pension and Disability Plan.

#### Assessment & Liens Program

- \* Accurately apportion costs and obtain long-term financing for local Improvement Districts, including two major Mid-County Sewer Projects.
- \* Collect and process City lien payments.

**OFFICE OF THE CITY AUDITOR (336)**

General Fund (101)

Non-Departmental

*APPROPRIATION SUMMARY*

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*City Recorder*

- \* Provide impartial information to the public and to City bureaus.
- \* Process Council agenda, summary minutes, and Code updates.
- \* Manage City records.
- \* Monitor and issue disbursements.

*Administration Program*

- \* Support operational programs and participate in City-wide coordination efforts.

**OFFICE OF THE CITY AUDITOR (336)**

General Fund (101)

Non-Departmental

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>ASSESSMENTS AND LIENS</u></b>				
<i>Total Expenditures</i>	\$676,875	\$713,399	\$714,645	\$736,454
<i>General Fund Discretionary Expenditures</i>	172,084	75,140	93,197	96,468
<i>Authorized Full-Time Positions</i>	10.08	9.00	9.00	9.00
<i>Performance/Workload Measures:</i>				
New assessment accounts (liens)	1,463	6,291	6,850	6,850
Payments processed	N/A	N/A	80,000	80,000
Percent of Liens that are open liens	N/A	N/A	>.10%	>.10%
% of accounts are over 30 days delinquent	N/A	N/A	>.10%	>.10%

The Assessment and Liens program assists with the construction of local infrastructure improvements by administering the Local Improvement District (LID) process. An LID is a method of financing public works established by State Statute which distributes a project's costs among the property owners within a benefitted district. The program is responsible for forming improvement districts, maintaining a legal record of improvement costs, apportioning costs to benefitted properties, notifying property owners throughout the improvement and assessment process, providing financing options for paying assessments and enforcing property liens to collect delinquent assessments.

The program is supported primarily from non-discretionary sources, including special assessments, service charges administrative fees and other program income. Program fees, other than special assessments, are adjusted through an annual cost of service study that averages the costs of administering all special assessment functions against the amount of work performed by the Assessments and Liens program.

**OFFICE OF THE CITY AUDITOR (336)**

General Fund (101)

Non-Departmental

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>ADMINISTRATION</u></b>				
<i>Total Expenditures</i>	N/A	\$379,375	\$339,760	\$350,286
<i>General Fund Discretionary Expenditures</i>	N/A	247,703	179,760	190,286
<i>Authorized Full-Time Positions</i>	N/A	5.50	5.00	5.00
<i>Performance/Workload Measures:</i>				
Employee perf. evals. completed	N/A	N/A	100%	100%
Expenditures w/in budgeted amounts	N/A	N/A	100%	100%
Performance meas. achieved by progrs	N/A	N/A	100%	100%

The Administration program provides policy direction to the operating programs through the City Auditor; central business management (budget, accounting, purchasing, and payroll); personnel management functions (recruitment, selection, evaluation); and coordination of all automation and management of the Office's Local Area Network (LAN).

The major change in the Administration program costs from FY 1990-91 to FY 1991-92 is the elimination of one staff assistant position shared with the City Recorder Program. This position provided office reception services, processed mail and ordered office supplies. Those duties will now be absorbed by other staff. This reduction was necessary to meet the Auditor's Office FY 1991-92 target. The abolishment of the staff assistant position will result in delays in response to requests by the public.

**AUDIT SERVICES**

<i>Total Expenditures</i>	\$733,611	\$726,808	\$723,134	\$754,115
<i>General Fund Discretionary Expenditures</i>	733,611	417,987	347,944	378,925
<i>Authorized Full-Time Positions</i>	11.88	10.00	10.00	10.00
<i>Performance/Workload Measures:</i>				
Perf. Audits Completed	7	6	6	6
Financial/Franchise Audits Completed	1	4	4	4
%Staff time spent on dir. audit actv.	70%	70%	70%	70%

The objectives of the Audit Services program are to improve the efficiency and effectiveness of City operations and to promote accountability to the public. The program conducts independent financial and performance audits in accordance with generally accepted government auditing standards. Audit reports recommend improvements in government operations, identify savings and revenue enhancements, and help strengthen administrative and accounting controls. The program also monitors and coordinates the annual financial audit of the City's financial statements and the Single Audit of federal grant programs. The FY 1991-92 budget maintains prior years' level of service.

**OFFICE OF THE CITY AUDITOR (336)**

General Fund (101)

Non-Departmental

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>CITY RECORDER</u></b>				
<i>Total Expenditures</i>	\$711,439	\$898,329	\$718,242	\$757,543
<i>General Fund Discretionary Expenditures</i>	662,490	527,824	228,617	267,645
<i>Authorized Full-Time Positions</i>	14.04	11.50	12.00	12.00
<i>Performance/Workload Measures:</i>				
# of Agenda Items	N/A	N/A	2,000	2,000
# of warrants processed	185,626	190,000	190,000	190,000
%of warrants dist. accurately/timely	N/A	N/A	100%	100%
Contracts monitored	1,500	1,600	1,600	1,600
% Contracts proc. accurately/timely	N/A	N/A	100%	100%
Records retrieval requests	14,400	20,000	20,000	20,000
%Documents retrieved w/in 24 hours	N/A	N/A	100%	100%
Records destroyed (tons)	31	24	25	25
# of ret.schedules prepared/implemented	N/A	N/A	6	6
# of PIIAC review requests	N/A	30	32	32
%of PIIAC reqests resolved/closed	N/A	N/A	88%	88%

The City Recorder program encompasses a variety of services and activities in support of the business of the City. This program includes the activities of the Council/Contracts Division, the Records Management Division and the Police Internal Investigation Auditing Committee (PIIAC) of the Auditor's Office.

The Council/Contracts Division is responsible for providing support to the City Council through the production of the weekly council agenda and the preparation of summary minutes of all Council meetings. The Records Management Division is responsible for documenting, organizing, protecting, and setting standards for City record keeping. In FY 1991-92, PIIAC was placed in the Council/Contracts Division to allow more efficient use of staff resources in heavy workload periods. The PIIAC Committee reviews how complaints against police officers are handled by the Internal Investigations Divisions of the Bureau of Police.

The FY 1991-92 budget reflects the elimination of one position shared between the Council/Contracts Division and the Administration Division which provides office reception, mail handling, ordinance filing and retrieval, and Code distribution services. Further the budget reflects the closure of the City Hall Records and Archives (CHRA) and the consolidation of CHRA with the Portland Archives and Records Center (PARC) at Chimney Park.



**OFFICE OF THE CITY AUDITOR (336)**

General Fund (101)

Non-Departmental

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>FPD &amp; R ADMINISTRATION</u></b>				
<i>Total Expenditures</i>	\$205,430	\$279,760	\$218,182	\$218,182
<i>General Fund Discretionary Expenditures</i>	0	0	0	0
<i>Authorized Full-Time Positions</i>	6.00	7.00	6.00	6.00
<i>Performance/Workload Measures:</i>				
Indicators reported in the Fire Police Disability and Retirement Fund budget				

The Fire and Police Disability and Retirement (FPDR) Administration program manages the City's Fire and Police Disability and Retirement program which was authorized by the voters in 1948 and revised by the voters in 1989. The program is supported by non-discretionary dollars through an interagency agreement with the FPDR Fund. Reduction in the program's budget from 1990-91 is due to the elimination of one Management Analyst position. This will reduce the Fund Administrator's ability to work as closely with disabled Plan members as intended by the Revised Disability and Pension Plan.

<b><u>PIIAC</u></b>				
<i>Total Expenditures</i>	\$48,635	\$81,169	\$0	\$0
<i>General Fund Discretionary Expenditures</i>	48,635	48,079	0	0
<i>Authorized Full-Time Positions</i>	1.00	1.00	0.00	0.00
<i>Performance/Workload Measures:</i>				
Number of referrals	97	110	N/A	N/A
Number of new requests for review	N/A	30	N/A	N/A

The Police Internal Investigations Auditing Committee (PIIAC) program has been incorporated into the City Recorder Program effective FY 1991-92.

<b><u>HEARINGS OFFICERS</u></b>				
<i>Total Expenditures</i>	\$0	\$298,852	\$300,583	\$313,543
<i>General Fund Discretionary Expenditures</i>	0	200,881	30,113	38,567
<i>Authorized Full-Time Positions</i>	0.00	4.00	4.00	4.00
<i>Performance/Workload Measures:</i>				
Code proceedings filed	N/A	950	850	850
Appeal Hearings	N/A	N/A	50	50
Tow Hearings	N/A	300	300	300
Land use hearings	N/A	175	175	175
%of Land decisions in 15 days	N/A	N/A	100%	100%

The Hearing Officer program encompasses two hearings functions: Codes and Land Use. The Land Use Hearings Officer is responsible for holding public hearings and making decisions to allow or deny land use permits. The Codes Hearings Officer provides enforcement for City codes in proceedings initiated by the Bureau of Buildings, Police, Licenses and the Fire, Rescue, and Emergency Services. The FY 1991-92 budget for this program maintains the FY 1990-91 service level. This is possible due to the willingness of the Bureaus of Planning and Buildings to support this program through interagency agreements.

**OFFICE OF THE CITY AUDITOR (336)**

**General Fund (101)**

**Non-Departmental**

**LINE ITEM APPROPRIATIONS**

<i>Expenditure Classification</i>	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
511000 Full-Time Employees	\$1,184,176	\$1,264,677	\$1,622,899	\$1,569,591	\$1,657,952
512000 Part-Time Employees	24,919	40,866	40,610	40,629	42,945
514000 Overtime	0	1,705	4,358	144	152
515000 Premium Pay	5,479	5,754	7,276	8,006	8,450
517000 Benefits	439,943	468,109	615,524	587,056	613,522
<b>Total Personal Services</b>	<b>\$1,654,517</b>	<b>\$1,781,111</b>	<b>\$2,290,667</b>	<b>\$2,205,426</b>	<b>\$2,323,021</b>
521000 Professional Services	\$91,126	\$84,783	\$109,446	\$114,571	\$114,571
522000 Utilities	0	0	0	0	0
523000 Equipment Rental	0	0	0	0	0
524000 Repair & Maintenance	13,731	13,767	21,632	22,930	29,849
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	151,421	6,579	25,433	26,270	29,170
531000 Office Supplies	16,500	16,477	26,911	30,356	30,356
532000 Operating Supplies	2,337	7,420	7,181	7,449	7,449
533000 Repair & Maintenance Supplies	0	0	0	0	0
534000 Minor Equipment	0	0	0	0	0
535000 Clothing	0	0	0	0	0
539000 Other Commodities	0	0	0	0	0
541000 Education	6,062	7,106	11,635	11,905	11,905
542000 Local Travel	3,487	3,281	5,687	6,028	6,028
543000 Out-of-Town Travel	5,549	6,877	9,877	9,942	9,942
544000 External Rent	0	0	0	0	0
545000 Interest	0	0	0	0	0
546000 Refunds	0	0	0	0	0
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	4,152	4,904	3,641	4,390	4,390
<b>Subtotal External Materials &amp; Services</b>	<b>\$294,365</b>	<b>\$151,194</b>	<b>\$221,443</b>	<b>\$233,841</b>	<b>\$243,660</b>
551000 Fleet Services	\$346	\$190	\$2,039	\$1,239	\$1,239
552000 Printing/Distribution	84,494	98,100	113,848	111,232	111,232
553000 Facilities Services	0	50	340,586	132,899	132,899
554000 Communications	36,274	33,440	40,692	34,430	34,430
555000 Data Processing	243,730	224,647	214,061	206,617	206,617
556000 Insurance	18,399	36,631	62,211	61,636	61,636
557000 Equipment Lease	0	0	0	0	0
558000 Same Fund Services	18,153	18,055	0	0	0
559000 Other Fund Services	0	635	0	0	0
<b>Subtotal Internal Materials &amp; Services</b>	<b>\$401,396</b>	<b>\$411,748</b>	<b>\$773,437</b>	<b>\$548,053</b>	<b>\$548,053</b>
<b>Total Materials &amp; Services</b>	<b>\$695,761</b>	<b>\$562,942</b>	<b>\$994,880</b>	<b>\$781,894</b>	<b>\$791,713</b>
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	0	0	0	0
564000 Equipment	25,107	31,937	92,145	27,226	27,226
565000 Equipment Lease Purchase	0	0	0	0	0
<b>Total Capital Outlay</b>	<b>\$25,107</b>	<b>\$31,937</b>	<b>\$92,145</b>	<b>\$27,226</b>	<b>\$27,226</b>
573000 Cash Transfers - Equipment	\$0	\$0	\$0	\$0	\$0
<b>Total Appropriation</b>	<b>\$2,375,385</b>	<b>\$2,375,990</b>	<b>\$3,377,692</b>	<b>\$3,014,546</b>	<b>\$3,141,960</b>

**OFFICE OF THE CITY AUDITOR (336)**

General Fund (101)

Non-Departmental

*FULL-TIME POSITIONS*

Class	Title	Actual FY 88-89		Actual FY 89-90		Revised Budget FY 90-91		Proposed FY 91-92		Adopted FY 91-92	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
0003	City Auditor	1	53,432	1	55,099	1	55,099	1	57,892	1	57,892
0114	Clerical Specialist	3	56,093	3	47,909	2	42,058	2	47,822	2	50,338
0120	Credit Relations Representative	2	39,894	2	44,769	1	46,083	1	24,439	1	25,832
0140	Data Entry Clerk	1	19,734	0	8,874	0	0	0	0	0	0
0220	Secretarial Clerk I	2	33,242	2	38,473	2	39,012	2	42,620	2	45,050
0221	Secretarial Clerk II	5	99,379	5	102,327	3	66,456	3	69,798	3	73,776
0230	Administrative Secretary	1	23,503	0	14,945	1	20,690	1	21,563	1	22,792
0245	Hearings Clerk	0	0	0	0	2	58,046	2	61,140	2	64,625
0346	Word Processing Operator II	1	20,519	0	0	0	0	0	0	0	0
0378	Word Processing Supervisor	1	19,322	0	0	0	0	0	0	0	0
0510	Accounting Assistant	1	21,987	1	12,470	0	0	0	0	0	0
0514	Associate Accountant	0	0	0	0	1	0	1	22,670	1	23,962
0515	Senior Accountant	0	0	0	5,377	1	26,907	1	31,251	1	35,226
0520	Chief Deputy City Auditor	1	45,131	1	48,340	1	48,256	1	50,702	1	53,592
0522	Principal Deputy Auditor	3	135,350	3	121,976	3	123,240	3	129,471	3	136,851
0524	Senior Deputy Auditor	1	35,030	4	81,130	4	118,800	4	128,633	4	135,965
0525	Assistant Deputy Auditor	3	66,395	5	132,829	4	179,569	4	101,112	4	106,877
0536	Management Auditor	0	0	1	16,514	2	71,718	2	73,695	2	77,896
0537	Senior Management Auditor	7	269,857	6	247,184	6	239,244	6	251,268	6	265,590
0538	Director of Audits	1	54,734	1	56,389	1	56,389	1	59,233	1	62,609
0558	EDP Auditor	1	36,693	1	21,477	0	0	0	0	0	0
0720	Hearing Officer	0	0	0	0	2	101,878	2	101,237	2	107,007
0816	Administrative Analyst Technician	0	0	0	0	1	24,128	1	26,577	1	28,092
0819	Administrative Assistant I	1	26,474	1	29,449	0	0	0	0	0	0
0827	Management Analyst	0	0	0	0	2	67,600	1	36,666	1	38,756
0829	Financial Analyst	1	28,072	1	34,647	1	35,686	1	37,665	1	39,812
0900	Staff Assistant	1	18,893	1	31,665	1	23,046	0	0	0	0
0919	Records Management Analyst	1	25,816	2	39,955	2	56,368	2	63,546	2	67,168
0923	Records Management Technician	0	0	0	0	2	49,068	2	53,658	2	56,716
0925	Records Management Officer	1	25,979	1	31,818	1	41,080	1	43,157	1	45,617
3212	Assessment Analyst	1	28,647	1	41,061	1	32,468	1	33,976	1	35,913
<b>TOTAL FULL-TIME POSITIONS</b>		<b>41</b>	<b>1,184,176</b>	<b>43</b>	<b>1,264,677</b>	<b>48</b>	<b>1,622,889</b>	<b>48</b>	<b>1,569,591</b>	<b>46</b>	<b>1,657,952</b>

**OFFICE OF CABLE COMMUNICATIONS AND FRANCHISE MANAGEMENT (300)**

General Fund (101)

Public Affairs

**APPROPRIATION SUMMARY**

	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>EXPENDITURES</u></b>					
<i>Personal Services</i>	\$183,743	\$159,545	\$227,573	\$235,276	\$247,781
<i>External Materials and Services</i>	587,383	551,388	534,849	420,656	587,117
<i>Internal Materials and Services</i>	33,125	32,302	32,072	33,577	33,577
<i>Capital Outlay</i>	2,035	795	0	1,000	1,000
<i>Cash Transfers-Equipment</i>	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$806,286</b>	<b>\$744,030</b>	<b>\$794,494</b>	<b>\$690,509</b>	<b>\$869,475</b>
<b><u>Authorized Full-Time Positions</u></b>					
<i>Total</i>	4	3	4	4	4
<i>General Fund Discretionary</i>	4	3	2	2	2
<b><u>FUNDING SOURCES</u></b>					
<i>General Fund Discretionary</i>		\$744,030	\$794,494	\$690,509	\$869,475
<b><u>Non-Discretionary Resources</u></b>					
<i>Grants and Donations</i>		0	0	0	0
<i>Contract Revenue</i>		0	0	0	0
<i>Interagency Services</i>		0	0	0	0
<i>Bureau Revenue</i>		0	0	0	0
<i>Overhead Recovery</i>		0	0	0	0
<b>Total Non-Discretionary Resources</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL FUNDING</b>		<b>\$744,030</b>	<b>\$794,494</b>	<b>\$690,509</b>	<b>\$869,475</b>
<b><u>PROGRAMS</u></b>					
<i>Cable Communications</i>		\$664,303	\$652,976	\$537,462	\$709,984
<i>Franchise Management</i>		79,727	141,518	153,047	159,491
<b>TOTAL PROGRAM</b>		<b>\$744,030</b>	<b>\$794,494</b>	<b>\$690,509</b>	<b>\$869,475</b>

**GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR**

The Office of Cable Communications and Franchise Management is responsible for monitoring the City's Cable TV and Utility franchise programs and providing staff support to the Cable Regulatory Commission. The purpose of the Utility Franchise Management program is to oversee the collection of revenue and to identify new sources of revenue that could arise from the City's franchising authority. The purpose of the Cable Regulatory Commission is to exercise the continuing regulatory powers of the City over cable franchise grantees, and to advise the City Council on cable matters. The Office also oversees the City's contracts for public cable access services. Portland Cable Access facilitates access to cable communications systems by providing cable television channels, training, video production and program development services on an accessible and non-discriminatory basis to individuals and communities of interest. Funding for Portland Cable Access is primarily received from Cable franchise fees which are fees paid by cable subscribers as part of their fee for service. The City's contract with Portland Cable Access for public cable access services is budgeted at \$351,456. Public access funding was reduced by a total of \$137,164 in FY 1991-92 as a result of curtailed resources due to Ballot Measure 5. Council decided to maintain the current staffing level of four full-time employees for The Office of Cable Communication and Franchise Management because it has a significant role in generating discretionary resources. The change between the adopted and proposed budget reflects cost of living adjustments and the carryover of unspent appropriation totalling \$178,966.

**OFFICE OF CABLE COMMUNICATIONS AND FRANCHISE MANAGEMENT (300)**

General Fund (101)

Public Affairs

*APPROPRIATION SUMMARY*

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**BUREAU PERFORMANCE OBJECTIVES**

Complete a major franchise renewal negotiation with the westside cable operator. December 1991

Develop a city-wide telecommunications plan. June 1992

Negotiate two new telecommunications franchises. June 1992

Enforce customer service standards, including a city-wide subscriber notification process that will increase the Office complaint handling. December 1991 (ongoing)

Participate in and monitor national cable legislation and FCC actions affecting the city. June 1992

**OFFICE OF CABLE COMMUNICATIONS AND FRANCHISE MANAGEMENT (300)**

General Fund (101)

Public Affairs

*PROGRAM SUMMARY*

<i>Program</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>CABLE COMMUNICATIONS</u></b>				
<i>Total Expenditures</i>	\$664,303	\$652,976	\$537,462	\$709,984
<i>General Fund Discretionary Expenditures</i>	664,303	652,976	537,462	709,984
<i>Authorized Full-Time Positions</i>	1.50	2.00	2.00	2.00
<i>Performance/Workload Measures:</i>				
Franchises/contract administered	10	10	10	10
Complaints Handled	270	270	378	378
CRC Meetings Staffed	9	15	15	9
Users Trained (PCA)	1,589	1,600	1,100	1,100
Cable Franchise Renewal	0	1	1	1

The purpose of this program is to regulate and monitor the activities of local cable operators and Portland Cable Access (PCA), to act as the City's point of contact on cable matters for other City agencies, other jurisdictions, the State Legislature, and the general public, and to ensure that the city meets its complex federal responsibilities in cable television regulation.

This program consists of four major activities. First, the Office administers franchises with Paragon Cable, TCI and Columbia Cable (serving approximately 95,000 households). Second, oversees the City's contract with Portland Cable Access. Third, the Office staffs the Cable Communications Regulatory Commission (CRC). Fourth, provides information on cable issues to the Council, other City agencies, other jurisdictions, and the general public; documents and responds to cable subscriber complaints; administers other cable-related agreements and monitors state and national cable policy development through its participation on the board of the National Cable Officers' Association (NATOA) affiliated with the National League of Cities (NLC).

Cable Communications is one of the few General Fund programs in the City that generates discretionary revenues to support other General Fund programs. The program returns almost 50% of cable revenues of almost \$1.3 million in FY 92 to the General Fund for non-cable related purposes. Major changes in service in FY 92 include: 1) a major franchise renewal proceeding with the westside cable operator; 2) the Bureau will lead other city agencies in the development of a city-wide telecommunications plan and increased utilization of cable to promote cost avoidance, per instructions from the Mayor; 3) enforcement of customer service standards, including a citywide subscriber notification process that will create an increase in Office complaint-handling; and 4) continuing heavy involvement in the development of model cable legislation before the U.S. Congress through NATOA and the NLC.

As a result of Ballot Measure 5 Portland Cable Access funding was reduced by \$137,164 in FY 1991-92. Services that may be reduced because of this action included a reduction in the availability of facilities because of decreased operating hours as well as the curtailment of volunteer training, production time, and overall cable programming.

**OFFICE OF CABLE COMMUNICATIONS AND FRANCHISE MANAGEMENT (300)**

General Fund (101)

Public Affairs

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 88-89</i>	<i>Revised Budget FY 89-90</i>	<i>Proposed FY 90-91</i>	<i>Adopted FY 90-91</i>
<b><u>FRANCHISE MANAGEMENT</u></b>				
<i>Total Expenditures</i>	\$79,727	\$141,518	\$153,047	\$159,491
<i>General Fund Discretionary Expenditures</i>	79,727	141,518	153,047	159,491
<i>Authorized Full-Time Positions</i>	1.50	2.00	2.00	2.00
<i>Performance/Workload Measures:</i>				
Franchise negotiations	2	2	2	2
Franchises Administered	11	11	11	11

The purpose of this program is to oversee the collection of the City's second largest source of revenue and to identify new sources of revenue that could arise from the City's franchising authority.

The utility franchise management program has four main activities. First, the program serves as the focal point for contact with existing and future franchisees and includes coordination with other bureaus to develop, negotiate and administer franchises with utility and other companies requesting use of the City's right of way. Second, the Office is responsible for aggressively negotiating, collecting and monitoring franchise fee payments. Third, program staff determine the scope of and oversee audits of the utility franchises to verify revenues. Fourth, the Office monitors the City's fiscal and legal interests in the utility and franchise-related activities of the State Legislature and the Public Utilities Commission.

The utility franchise management program generates discretionary revenues for the General Fund. The Office will administer approximately \$25 million in utility revenues in FY 1991-92. Less than 1/2% of those revenues are used to fund this program. Additions to the utilities program next year include: 1) Negotiating two new franchises. 2) development of a city-wide telecommunications plan promoting the use of cable.

**OFFICE OF CABLE COMMUNICATIONS AND FRANCHISE MANAGEMENT (300)**

General Fund (101)

Public Affairs

*LINE ITEM APPROPRIATIONS*

<i>Expenditure Classification</i>	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
511000 Full-Time Employees	\$135,081	\$115,526	\$160,501	\$167,793	\$177,357
512000 Part-Time Employees	0	0	0	0	0
514000 Overtime	0	0	500	500	500
515000 Premium Pay	272	895	800	0	0
517000 Benefits	48,390	43,124	65,772	66,983	69,924
<b>Total Personal Services</b>	<b>\$183,743</b>	<b>\$159,545</b>	<b>\$227,573</b>	<b>\$235,276</b>	<b>\$247,781</b>
521000 Professional Services	\$465,810	\$469,204	\$443,850	\$367,505	\$505,910
522000 Utilities	(2,060)	0	0	0	0
523000 Equipment Rental	0	0	0	0	0
524000 Repair & Maintenance	489	827	2,500	1,200	1,200
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	110,200	68,665	73,000	43,251	71,307
531000 Office Supplies	1,654	642	1,800	1,000	1,000
532000 Operating Supplies	0	0	0	0	0
533000 Repair & Maintenance Supplies	0	0	0	0	0
534000 Minor Equipment	0	800	0	400	400
535000 Clothing	0	0	0	0	0
539000 Other Commodities	0	0	0	0	0
541000 Education	2,538	1,350	2,900	1,300	1,300
542000 Local Travel	0	0	0	0	0
543000 Out-of-Town Travel	5,220	5,429	4,400	3,000	3,000
544000 External Rent	3,532	0	6,399	0	0
545000 Interest	0	0	0	0	0
546000 Refunds	0	0	0	0	0
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	0	4,471	0	3,000	3,000
<b>Subtotal External Materials &amp; Services</b>	<b>\$587,383</b>	<b>\$551,388</b>	<b>\$534,849</b>	<b>\$420,656</b>	<b>\$587,117</b>
551000 Fleet Services	\$804	\$753	\$1,104	\$1,032	\$1,032
552000 Printing/Distribution	9,805	8,352	7,878	8,968	8,968
553000 Facilities Services	12,818	9,884	12,689	13,530	13,530
554000 Communications	5,598	3,226	3,335	2,951	2,951
555000 Data Processing	0	87	221	414	414
556000 Insurance	0	0	6,845	6,682	6,682
557000 Equipment Lease	0	0	0	0	0
558000 Same Fund Services	4,000	10,000	0	0	0
559000 Other Fund Services	100	0	0	0	0
<b>Subtotal Internal Materials &amp; Services</b>	<b>\$33,125</b>	<b>\$32,302</b>	<b>\$32,072</b>	<b>\$33,577</b>	<b>\$33,577</b>
<b>Total Materials &amp; Services</b>	<b>\$620,508</b>	<b>\$583,690</b>	<b>\$566,921</b>	<b>\$454,233</b>	<b>\$620,694</b>
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	0	0	0	0
564000 Equipment	2,035	795	0	1,000	1,000
565000 Equipment Lease Purchase	0	0	0	0	0
<b>Total Capital Outlay</b>	<b>\$2,035</b>	<b>\$795</b>	<b>\$0</b>	<b>\$1,000</b>	<b>\$1,000</b>
573000 Cash Transfers - Equipment	\$0	\$0	\$0	\$0	\$0
<b>Total Appropriation</b>	<b>\$806,286</b>	<b>\$744,030</b>	<b>\$794,494</b>	<b>\$690,509</b>	<b>\$869,475</b>



**OFFICE OF CABLE COMMUNICATIONS AND FRANCHISE MANAGEMENT (300)**

General Fund (101)

Public Affairs

*FULL-TIME POSITIONS*

Class	Title	Actual FY 88-89		Actual FY 89-90		Revised Budget FY 90-91		Proposed FY 91-92		Adopted FY 91-92	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
3258	Cable Communications Director	1	46,848	1	50,746	1	54,182	1	54,182	1	57,270
0545	Admin. Services Officer II	1	0	0	1,252	1	43,934	1	48,816	1	51,599
0828	Senior Management Analyst	1	38,179	1	40,440	0	0	0	0	0	0
0827	Management Analyst	0	0	0	937	1	36,296	1	37,665	1	39,812
0819	Administrative Assistant I	0	28,570	0	0	0	0	0	0	0	0
0245	Hearings Clerk	0	0	0	0	1	26,089	1	27,130	1	28,676
0221	Secretarial Clerk II	1	21,486	1	22,151	0	0	0	0	0	0
<b>TOTAL FULL-TIME POSITIONS</b>		<b>4</b>	<b>135,081</b>	<b>3</b>	<b>115,526</b>	<b>4</b>	<b>160,501</b>	<b>4</b>	<b>167,793</b>	<b>4</b>	<b>177,357</b>

**OFFICE OF COMMISSIONER #1, PUBLIC AFFAIRS (193)**

General Fund (101)

Public Affairs

**APPROPRIATION SUMMARY**

	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>EXPENDITURES</u></b>					
<i>Personal Services</i>	\$716,039	\$746,024	\$536,326	\$418,296	\$435,839
<i>External Materials and Services</i>	96,817	73,925	95,601	20,100	20,100
<i>Internal Materials and Services</i>	68,725	60,301	82,644	83,604	83,604
<i>Capital Outlay</i>	3,885	2,000	0	3,000	3,000
<i>Cash Transfers-Equipment</i>	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$885,466</b>	<b>\$882,250</b>	<b>\$714,571</b>	<b>\$525,000</b>	<b>\$542,543</b>
<b><u>Authorized Full-Time Positions</u></b>					
<i>Total</i>	16	15	10	7	7
<i>General Fund Discretionary</i>	7	7	5	3	3
<b><u>FUNDING SOURCES</u></b>					
<i>General Fund Discretionary</i>		\$659,138	\$353,272	\$171,477	\$189,020
<b><u>Non-Discretionary Resources</u></b>					
<i>Grants and Donations</i>		195,715	59,000	0	0
<i>Contract Revenue</i>		0	0	0	0
<i>Interagency Services</i>		21,980	0	0	0
<i>Bureau Revenue</i>		0	0	0	0
<i>Overhead Recovery</i>		0	302,299	353,523	353,523
<b>Total Non-Discretionary Resources</b>		<b>\$223,112</b>	<b>\$361,299</b>	<b>\$353,523</b>	<b>\$353,523</b>
<b>TOTAL FUNDING</b>		<b>\$882,250</b>	<b>\$714,571</b>	<b>\$525,000</b>	<b>\$542,543</b>
<b><u>PROGRAMS</u></b>					
<i>Policy and Management Support</i>		\$597,561	\$714,571	\$525,000	\$542,543
<i>Energy Office</i>		\$284,689	\$0	\$0	\$0
<b>TOTAL PROGRAMS</b>		<b>\$882,250</b>	<b>\$714,571</b>	<b>\$525,000</b>	<b>\$542,543</b>

**GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR**

The Office of the Commissioner of Public Affairs is comprised of one program: Policy and Management Support. The Office is organized to fulfill the mandates of the Charter. The Commissioner of Public Affairs is responsible for the administration of the Bureau of Parks and Recreation, Bureau of Water Works, the Portland Energy Office, Metropolitan Arts Commission, Hydroelectric Power, and the Willamette River Development Project.

The Commissioner submitted a budget 34% below what would have been required to support the continuation of current services. During the budget hearings Council decided to further lower their budgets to \$525,000 and to exclude their own positions from any cost of living increases. In the Adopted Budget, the cost of living adjustments for the Commissioner's staff brings the total budget up to \$542,543.

Overall, the budget for the Commissioner of Public Affairs reflects a \$172,028 reduction from the 1990-91 Revised Budget. Of that, \$59,000 can be attributed to the ending of a grant. The balance of the decrease, \$113,028 is as a result of Ballot Measure 5. A total of two full-time and one limited term position are eliminated as a result of these reductions. This will result in the redistribution of workload over a smaller staff thus reducing the amount of time available for prompt response to constituents and more time allocated to administrative and policy development sessions.

**PERFORMANCE OBJECTIVES**

In FY 1991-92, the Commissioner of Public Affairs top priorities and projects are:

***Bureau of Parks and Recreation***

- Work with private sector and other governmental bodies to make our Parks programs and facilities this community's most important and effective youth crime prevention pool.

***Bureau of Water Works***

- Investigate creative initiatives to undertake activities which may currently be performed by other bureaus while staying within mandated Charter limitations.
- Plan for the cost-effective and environmentally sound expansion of our water system to meet future growth.

***Metropolitan Arts Commission***

- Explore ways to expand promotion of the arts through partnerships with other organizations, particularly the schools and private businesses.
- Develop a closer link between arts programs and the City's neighborhoods.

***Metropolitan Exposition and Recreation Commission***

- Represent the City in discussions about the need for a new sports facility.

**OFFICE OF COMMISSIONER #1, PUBLIC AFFAIRS (193)**

General Fund (101)

Public Affairs

*PROGRAM SUMMARY*

<i>Program</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>POLICY AND MANAGEMENT SUPPORT</u></b>				
<i>Total Expenditures</i>	\$597,561	\$714,571	\$525,000	\$542,543
<i>General Fund Discretionary Expenditures</i>	555,618	353,272	171,477	189,020
<i>Authorized Full-Time Positions</i>	10.00	10.00	7.00	7.00
<i>Performance/Workload Measures:</i>				
Avg. Max. Hrs. Response to Phone Calls	90%	90%	80%	80%
Avg Max. Hrs. Resp. to Written Comm.	90%	90%	80%	80%
Avg. Wkly. Min. Hrs. to Research etc.	N/A		80%	80%

This program provides research and support to the Commissioner in the following areas: legislative functions; management of bureaus assigned to the Office; outreach to citizens; business and community groups; and project and policy development. This program directly supports the Commissioner of Public Affairs and includes all costs associated with the operation of the Office. As a result of Ballot Measure 5, two positions were eliminated in support of this program.

**ENERGY OFFICE**

<i>Total Expenditures</i>	\$284,689	\$0	\$0	\$0
<i>General Fund Discretionary Expenditures</i>	103,520	0	0	0
<i>Authorized Full-Time Positions</i>	5.00	0.00	0.00	0.00
<i>Performance/Workload Measures:</i>				
Fleet Vehicles Converted	0	0	0	0
Training Sessions	1,623	779	0	0
Advisory Committee Meetings	*	*	0	0
Implementation Strategies Developed	37	11	0	0
Apartment Recycling Stations Set-Up	*	*	0	0
Energy Commission Meetings	11	8	0	0
Program Development	*	3	0	0
Information and Referral	*	*	0	0

The Energy Office is a separate Appropriation Unit in FY 1990-91. Refer to the separate budget for information on the activities of the program.

**OFFICE OF COMMISSIONER #1, PUBLIC AFFAIRS (193)**

General Fund (101)

Public Affairs

**LINE ITEM APPROPRIATIONS**

<i>Expenditure Classification</i>	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
511000 Full-Time Employees	\$444,330	\$525,740	\$393,568	\$294,466	\$307,768
512000 Part-Time Employees	38,169	35,622	7,800	0	0
514000 Overtime	0	0	0	0	0
515000 Premium Pay	1,740	0	0	0	0
517000 Benefits	231,800	184,662	134,958	123,830	128,071
<b>Total Personal Services</b>	<b>\$716,039</b>	<b>\$746,024</b>	<b>\$536,326</b>	<b>\$418,296</b>	<b>\$435,839</b>
521000 Professional Services	\$6,681	\$4,000	\$63,000	\$3,500	\$3,500
522000 Utilities	0	0	0	0	0
523000 Equipment Rental	0	500	100	100	100
524000 Repair & Maintenance	4,045	4,371	4,475	2,500	2,500
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	63,320	18,555	4,737	3,000	3,000
531000 Office Supplies	2,393	4,400	3,500	3,000	3,000
532000 Operating Supplies	0	0	0	0	0
533000 Repair & Maintenance Supplies	0	0	0	0	0
534000 Minor Equipment	0	0	0	0	0
535000 Clothing	0	0	0	0	0
539000 Other Commodities	1,050	1,500	1,500	1,000	1,000
541000 Education	1,517	2,329	4,929	1,500	1,500
542000 Local Travel	521	1,100	0	0	0
543000 Out-of-Town Travel	12,342	25,065	8,360	4,500	4,500
544000 External Rent	0	0	0	0	0
545000 Interest	0	0	0	0	0
546000 Refunds	0	0	0	0	0
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	4,948	12,105	5,000	1,000	1,000
<b>Subtotal External Materials &amp; Services</b>	<b>\$96,817</b>	<b>\$73,925</b>	<b>\$95,601</b>	<b>\$20,100</b>	<b>\$20,100</b>
551000 Fleet Services	\$8,405	\$8,717	\$6,739	\$9,518	\$9,518
552000 Printing/Distribution	12,587	12,845	9,516	9,323	9,323
553000 Facilities Services	22,195	16,597	32,397	33,996	33,996
554000 Communications	20,138	17,714	14,522	14,421	14,421
555000 Data Processing	2,228	296	515	767	767
556000 Insurance	2,025	4,132	18,955	15,579	15,579
557000 Equipment Lease	0	0	0	0	0
558000 Same Fund Services	1,147	0	0	0	0
559000 Other Fund Services	0	0	0	0	0
<b>Subtotal Internal Materials and Services</b>	<b>\$68,725</b>	<b>\$60,301</b>	<b>\$82,644</b>	<b>\$83,604</b>	<b>\$83,604</b>
<b>Total Materials &amp; Services</b>	<b>\$165,542</b>	<b>\$134,226</b>	<b>\$178,245</b>	<b>\$103,704</b>	<b>\$103,704</b>
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	0	0	0	0
564000 Equipment	3,885	2,000	0	3,000	3,000
565000 Equipment Lease Purchase	0	0	0	0	0
<b>Total Capital Outlay</b>	<b>\$3,885</b>	<b>\$2,000</b>	<b>\$0</b>	<b>\$3,000</b>	<b>\$3,000</b>
573000 Cash Transfers - Equipment	\$0	\$0	\$0	\$0	\$0
<b>Total Appropriation</b>	<b>\$885,466</b>	<b>\$882,250</b>	<b>\$714,571</b>	<b>\$525,000</b>	<b>\$542,543</b>

**OFFICE OF COMMISSIONER #1, PUBLIC AFFAIRS (193)**

General Fund (101)

Public Affairs

*FULL-TIME POSITIONS*

Class	Title	Actual FY 88-89		Actual FY 89-90		Revised Budget FY 90-91		Proposed FY 91-92		Adopted FY 91-92	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
0002	City Commissioner	1	56,877	1	58,635	1	61,601	1	61,601	1	61,601
0900	Staff Assistant	0	0	0	0	0	0	0	0	0	0
0824	Executive Assistant	2	32,241	2	70,048	2	62,530	1	50,702	1	53,592
0823	Commissioner's Assistant III	1	60,317	1	37,478	1	29,054	0	0	0	0
0822	Commissioner's Assistant II	4	97,432	4	121,616	4	159,428	3	125,571	3	132,757
0821	Commissioner's Assistant I	2	51,278	2	78,090	2	80,955	2	56,582	2	59,818
0760	Human Resources Coordinator I	1	31,693	0	0	0	0	0	0	0	0
0813	City-County Community Liaison	0	0	1	35,258	0	0	0	0	0	0
3140	Engineering Technician	1	30,069	1	28,745	0	0	0	0	0	0
0891	Energy Advisor	1	45,706	1	43,456	0	0	0	0	0	0
0819	Administrative Assistant I	0	0	1	30,264	0	0	0	0	0	0
0820	Administrative Assistant II	2	17,249	0	0	0	0	0	0	0	0
0221	Secretarial Clerk II	1	21,468	1	22,152	0	0	0	0	0	0
<b>TOTAL FULL-TIME POSITIONS</b>		<b>16</b>	<b>444,330</b>	<b>15</b>	<b>525,740</b>	<b>10</b>	<b>393,568</b>	<b>7</b>	<b>294,466</b>	<b>7</b>	<b>307,768</b>

**OFFICE OF COMMISSIONER #2, PUBLIC WORKS (190)**

General Fund (101)

Public Works

**APPROPRIATION SUMMARY**

	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>EXPENDITURES</u></b>					
<i>Personal Services</i>	\$466,109	\$469,579	\$519,656	\$412,269	\$430,278
<i>External Materials and Services</i>	19,645	32,938	21,814	20,820	20,820
<i>Internal Materials and Services</i>	38,227	35,384	90,574	81,911	81,911
<i>Capital Outlay</i>	870	4,413	0	0	0
<i>Cash Transfers-Equipment</i>	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$524,851</b>	<b>\$542,314</b>	<b>\$632,044</b>	<b>\$515,000</b>	<b>\$533,009</b>
<b><u>Authorized Full-Time Positions</u></b>					
<i>Total</i>	9	9	9	7	7
<i>General Fund Discretionary</i>	5	5	3	2	2
<b><u>FUNDING SOURCES</u></b>					
<i>General Fund Discretionary</i>		\$542,314	\$329,745	\$169,946	\$187,955
<b><u>Non-Discretionary Resources</u></b>					
<i>Grants and Donations</i>		0	0	0	0
<i>Contract Revenue</i>		0	0	0	0
<i>Interagency Services</i>		0	0	0	0
<i>Bureau Revenue</i>		0	0	0	0
<i>Overhead Recovery</i>		0	302,299	345,054	345,054
<b>Total Non-Discretionary Resources</b>		<b>\$0</b>	<b>\$302,299</b>	<b>\$345,054</b>	<b>\$345,054</b>
<b>TOTAL FUNDING</b>		<b>\$542,314</b>	<b>\$632,044</b>	<b>\$515,000</b>	<b>\$533,009</b>
<b><u>PROGRAMS</u></b>					
<i>Administration</i>		\$484,581	\$632,044	\$515,000	\$533,009
<i>Police Internal Investigations Auditing Comm.</i>		57,733	0	0	0
<b>TOTAL PROGRAMS</b>		<b>\$542,314</b>	<b>\$632,044</b>	<b>\$515,000</b>	<b>\$533,009</b>

**GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR**

The Office of the Commissioner of Public Works consists of one program area, Administration. This component is organized to assist the Commissioner in fulfilling the mandates of the Charter of the City of Portland. The Commissioner of Public Works is responsible for the Bureaus of Environmental Services and the Office of Transportation.

The Commissioner submitted a budget 34% below what would have been required to support the continuation of current services. During the budget hearings Council decided to further lower their budgets to \$525,000 and to exclude their own positions from any cost of living increases. The Commissioner of Public Works then submitted a budget below this directive in order to provide the City's General Fund with additional money to fund other programs or to be placed in contingency. In the adopted budget, the cost of living adjustments for the Commissioner's staff bring the total budget up to \$533,009.

Overall, the budget for the Commissioner of Public Works reflects a \$99,035 reduction from the 1990-91 Revised Budget, which results in the elimination of two positions. The reductions of these positions will reduce the Office's ability to respond quickly to constituent problems and do research and staff initiatives of the Commissioner. It may also affect the management and administration of bureaus assigned to the Commissioner.

**OFFICE OF COMMISSIONER #2, PUBLIC WORKS (190)**

General Fund (101)

Public Works

*APPROPRIATION SUMMARY*

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**PERFORMANCE OBJECTIVES**

The Office of the Commissioner of Public Works' top priority projects and intended accomplishments during fiscal year 1991-92 are as follows:

The Office of the Commissioner of Public Works will be participating in all aspects of legislative, quasi-judicial and administrative responsibilities. The Office will be participating as team members in the deliberation of city issues and foster a team approach among colleagues on the City Council.

The Office will administer the Office of Transportation and the Bureau of Environmental Services to achieve City objectives in an efficient and responsive, fiscally prudent way that serves the citizens of Portland. Specific initiatives assigned by Mayor Clark will be tackled including pursuing the Westside Lightrail, investigating cost effectiveness of continuing the Vintage Trolley planning program and continuing implementation of recycling and franchise programs to accomplish the City's portion of the regional goal of solid waste management.

In addition, special emphasis will be directed to public safety activities (Community Policing, DUII, Photo Radar), regional growth and transportation issues (Metro Urban Growth Management Process, the Joint Policy Alternative Committee on Transportation (JPACT), Regional Rail, traffic management), and environmental issues (Clean Rivers Act, solid waste and recycling improvements).

The Office will work on the continued implementation of the property tax limitation. The Commissioner and staff will also be involved in legislative issues at the regional, state and federal level. Light rail and Ballot Measure #5 will require increased activity on the state and federal level to reduce costs and other impacts on Portland taxpayers.

Finally, in all these activities, a high priority will be placed on outreach to citizens and their active involvement in the Commissioner's projects and bureau's work program.



**OFFICE OF COMMISSIONER #2, PUBLIC WORKS (190)**

General Fund (101)

Public Works

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>ADMINISTRATION</u></b>				
<i>Total Expenditures</i>	\$484,581	\$632,044	\$515,000	\$533,009
<i>General Fund Discretionary Expenditures</i>	484,581	329,745	169,946	187,955
<i>Authorized Full-Time Positions</i>	8.00	9.00	7.00	7.00
<i>Performance/Workload Measures:</i>				
Resp. Time to Calls (24 hrs. Max)	N/A	N/A	90%	90%
Response to Comm. (5 Work Days Max)	N/A	N/A	90%	90%
Resp.to Bureau Requests(24 hrs. Max)	N/A	N/A	90%	90%
Legislative Functions	N/A	N/A	98%	98%
Community Outreach (65 per Week)	N/A	N/A	90%	90%
Reg.,State,Fed.Comm/Coord.(5/Week)	N/A	N/A	90%	90%

The objective of the Administration program is to carry out the legislative, executive and administrative functions fulfilling the mandates of the City Charter. The Office has direct responsibility for City bureaus as assigned by the Mayor and administers them in accordance with Council policies. Bureau management, policy and program development, budget review and oversight, consultation with other jurisdictions, state and federal agencies, community outreach and communication and problem solving with citizens are responsibilities of the Office. As a result of Ballot Measure 5, two positions were eliminated in support of this program.

**POLICE INTERNAL INVESTIGATIONS AUDITING COMM.**

<i>Total Expenditures</i>	\$57,733	\$0	\$0	\$0
<i>General Fund Discretionary Expenditures</i>	57,733	0	0	0
<i>Authorized Full-Time Positions</i>	1.00	0.00	0.00	0.00
<i>Performance/Workload Measures:</i>				
Number of Citizen Referrals		0	0	0
Number of Appeals		0	0	0

The Police Internal Investigations Auditing Committee was transferred to the Office of the City Auditor in FY 1989-90. It is here only for historical reference.

**OFFICE OF COMMISSIONER #2, PUBLIC WORKS (190)**

General Fund (101)

Public Works

*LINE ITEM APPROPRIATIONS*

<i>Expenditure Classification</i>	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
511000 Full-Time Employees	\$249,393	\$273,667	\$330,373	\$283,797	\$296,462
512000 Part-Time Employees	110,758	67,253	53,109	17,398	18,390
514000 Overtime	0	0	0	0	0
515000 Premium Pay	299	0	0	0	0
517000 Benefits	105,659	128,659	136,174	111,074	115,426
<b>Total Personal Services</b>	<b>\$466,109</b>	<b>\$469,579</b>	<b>\$519,656</b>	<b>\$412,269</b>	<b>\$430,278</b>
521000 Professional Services	\$5,511	\$15,078	\$8,115	\$7,000	\$7,000
522000 Utilities	0	0	0	0	0
523000 Equipment Rental	0	0	0	0	0
524000 Repair & Maintenance	500	2,000	1,000	2,500	2,500
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	0	0	0	1,000	1,000
531000 Office Supplies	2,384	3,000	1,500	1,000	1,000
532000 Operating Supplies	1,240	1,800	600	600	600
533000 Repair & Maintenance Supplies	0	0	0	0	0
534000 Minor Equipment	0	0	0	0	0
535000 Clothing	0	0	0	0	0
539000 Other Commodities	0	4,000	3,500	3,500	3,500
541000 Education	5,134	1,500	799	1,620	1,620
542000 Local Travel	751	0	300	600	600
543000 Out-of-Town Travel	3,926	5,560	6,000	3,000	3,000
544000 External Rent	0	0	0	0	0
545000 Interest	0	0	0	0	0
546000 Refunds	0	0	0	0	0
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	199	0	0	0	0
<b>Subtotal External Materials &amp; Services</b>	<b>\$19,645</b>	<b>\$32,938</b>	<b>\$21,814</b>	<b>\$20,820</b>	<b>\$20,820</b>
551000 Fleet Services	\$5,703	\$7,527	\$7,680	\$8,219	\$8,219
552000 Printing/Distribution	10,509	8,434	10,537	10,369	10,369
553000 Facilities Services	0	0	32,397	33,996	33,996
554000 Communications	17,270	14,009	19,368	11,243	11,243
555000 Data Processing	33	250	534	562	562
556000 Insurance	8	491	20,058	17,522	17,522
557000 Equipment Lease	4,704	4,673	0	0	0
558000 Same Fund Services	0	0	0	0	0
559000 Other Fund Services	0	0	0	0	0
<b>Subtotal Internal Materials &amp; Services</b>	<b>\$38,227</b>	<b>\$35,384</b>	<b>\$90,574</b>	<b>\$81,911</b>	<b>\$81,911</b>
<b>Total Materials &amp; Services</b>	<b>\$57,872</b>	<b>\$68,322</b>	<b>\$112,388</b>	<b>\$102,731</b>	<b>\$102,731</b>
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	0	0	0	0
564000 Equipment	870	4,413	0	0	0
565000 Equipment Lease Purchase	0	0	0	0	0
<b>Total Capital Outlay</b>	<b>\$870</b>	<b>\$4,413</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
573000 Cash Transfers - Equipment	\$0	\$0	\$0	\$0	\$0
<b>Total Appropriation</b>	<b>\$524,851</b>	<b>\$542,314</b>	<b>\$632,044</b>	<b>\$515,000</b>	<b>\$533,009</b>

**OFFICE OF COMMISSIONER #2, PUBLIC WORKS (190)**

General Fund (101)

Public Works

*FULL-TIME POSITIONS*

Class	Title	Actual FY 88-89		Actual FY 89-90		Revised Budget FY 90-91		Proposed FY 91-92		Adopted FY 91-92	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
0002	City Commissioner	1	55,809	1	58,635	1	58,635	1	61,601	1	61,601
0824	Executive Assistant	1	46,970	1	45,718	1	48,256	1	46,657	1	49,316
0823	Commissioner's Assistant III	1	49,344	1	41,226	1	44,408	1	50,702	1	53,592
0822	Commissioner's Assistant II	1	32,505	1	29,952	0	0	1	39,635	1	41,894
0821	Commissioner's Assistant I	3	52,681	3	65,936	5	154,808	2	62,251	2	65,799
0900	Administrative Secretary	1	6,026	1	19,720	1	24,266	1	22,951	1	24,260
7450	Community Service Aide I	1	6,058	1	12,480	0	0	0	0	0	0
<b>TOTAL FULL-TIME POSITIONS</b>		<b>9</b>	<b>249,393</b>	<b>9</b>	<b>273,667</b>	<b>9</b>	<b>330,373</b>	<b>7</b>	<b>283,797</b>	<b>7</b>	<b>296,462</b>

**OFFICE OF COMMISSIONER #3, PUBLIC UTILITIES (192)**

General Fund (101)

Public Utilities

**APPROPRIATION SUMMARY**

	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>EXPENDITURES</u></b>					
<i>Personal Services</i>	\$536,525	\$458,999	\$488,633	\$427,536	\$446,434
<i>External Materials and Services</i>	7,703	5,170	12,385	16,900	16,900
<i>Internal Materials and Services</i>	29,709	34,156	106,158	75,009	75,009
<i>Capital Outlay</i>	0	0	0	0	0
<i>Cash Transfers-Equipment</i>	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$573,937</b>	<b>\$498,325</b>	<b>\$607,176</b>	<b>\$519,445</b>	<b>\$538,343</b>
<b><u>Authorized Full-Time Positions</u></b>					
<i>Total</i>	11	9	9	7	7
<i>General Fund Discretionary</i>	5	4	4	3	3
<b><u>FUNDING SOURCES</u></b>					
<i>General Fund Discretionary</i>		\$498,325	\$323,771	\$191,546	\$210,444
<b><u>Non-Discretionary Resources</u></b>					
<i>Grants and Donations</i>		0	0	0	0
<i>Contract Revenue</i>		0	0	0	0
<i>Interagency Services</i>		0	0	0	0
<i>Bureau Revenue</i>		0	0	0	0
<i>Overhead Recovery</i>		0	283,405	327,899	327,899
<b>Total Non-Discretionary Resources</b>		<b>\$0</b>	<b>\$283,405</b>	<b>\$327,899</b>	<b>\$327,899</b>
<b>TOTAL FUNDING</b>		<b>\$498,325</b>	<b>\$607,176</b>	<b>\$519,445</b>	<b>\$538,343</b>
<b><u>PROGRAMS</u></b>					
<i>Policy Development and Administration</i>		\$498,325	\$607,176	\$519,445	\$538,343
<b>TOTAL PROGRAMS</b>		<b>\$498,325</b>	<b>\$607,176</b>	<b>\$519,445</b>	<b>\$538,343</b>

**GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR**

The Office of the Commissioner of Public Utilities' FY 1991-92 budget reflects reorganization of budget format under newly elected Commissioner Kafoury, Commissioner of Public Utilities. The Office's reorganization continues to ensure the fulfillment of mandates of the Charter of the City of Portland, Chapter II.

The Commissioner of Public Utilities is responsible for administration of the Bureaus of Buildings, Planning, Community Development and the Office of Neighborhood Associations. Liaison responsibilities include the Planning Commission, the Housing Authority of Portland, the Private Industry Council, the Metropolitan Human Relations Commission, and Portland Development Commission Housing Programs. The Commissioner also chairs the Police Internal Investigations Auditing Committee and participates in legislative decisions affecting all city bureaus and policies.

Recognizing the impact of Ballot Measure 5, the property tax limitation measure which was approved by the electorate in November of 1990, the Commissioner reduced the operational budget for FY 1990-91. Furthermore, the Commissioner submitted a budget 31% below what would have been required to support the continuation of current services. During the budget hearings Council decided to further lower their budgets to \$525,000 and to exclude their own positions from any cost of living increases. The

## OFFICE OF COMMISSIONER #3, PUBLIC UTILITIES (192)

General Fund (101)

Public Utilities

*APPROPRIATION SUMMARY*

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Commissioner of Public Utilities submitted a budget below this directive in order to provide the City's General Fund with additional money to fund other programs or to be placed in contingency. In the Adopted Budget, the cost of living adjustments for the Commissioner's staff bring the total budget up to \$538,343.

Overall, the budget for the Commissioner of Public Utilities reflects a \$68,833 reduction from the FY 1990-91 Revised Budget, which results in the elimination of two positions. The loss of these positions will reduce the Office's ability to respond quickly to constituent problems and do research and staff initiative of the Commissioner. It may also affect management and administration of bureaus assigned to the Commissioner.

### PERFORMANCE OBJECTIVES

- \* Develop Comprehensive Housing Affordability Strategy.
- \* Establish a home ownership clearinghouse and counseling center.
- \* Develop a plan for emergency shelter and service center for homeless families.
- \* Develop a closure policy to preserve low-income housing threatened with code violations.

**OFFICE OF COMMISSIONER #3, PUBLIC UTILITIES (192)**

General Fund (101)

Public Utilities

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>POLICY DEVELOPMENT AND ADMINISTRATION</u></b>				
<i>Total Expenditures</i>	\$498,325	\$607,176	\$519,445	\$538,343
<i>General Fund Discretionary Expenditures</i>	498,325	\$323,771	\$191,546	\$210,444
<i>Authorized Full-Time Positions</i>	9.00	9.00	7.00	7.00
<i>Performance/Workload Measures:</i>				
Council Items Introduced	N/A	N/A	350	350
# Of Resp. to Citizens Req. For Svc	N/A	N/A	1100	1100
Community Meeting Attended	N/A	N/A	120	120

The Policy Development and Administration program provides legislative research and management support to the Commissioner of Public Utilities. Included in this program is oversight and coordination of the development and implementation of a city housing policy. Also included is outreach to citizens, business and community organizations and other public agencies. Other activities include receiving and responding to constituent inquiries and requests for service. The program includes an internship program to provide young citizens the opportunity to learn about and participate in local government. Service objectives in FY 1991-92 include supporting policies which balance growth and development with the protection of the environment and natural areas, provide leadership and support for regional growth management issues and to support the implementation of community policing and other public safety measures. As a result of Ballot Measure 5, two positions were eliminated in support of this program.

**OFFICE OF COMMISSIONER #3, PUBLIC UTILITIES (192)**

General Fund (101)

Public Utilities

*LINE ITEM APPROPRIATIONS*

<i>Expenditure Classification</i>	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
511000 Full-Time Employees	\$399,692	\$335,500	\$353,789	\$268,719	\$280,638
512000 Part-Time Employees	0	0	0	42,417	44,835
514000 Overtime	0	0	0	0	0
515000 Premium Pay	0	0	0	0	0
517000 Benefits	136,833	123,499	134,844	116,400	120,961
<b>Total Personal Services</b>	<b>\$536,525</b>	<b>\$458,999</b>	<b>\$488,633</b>	<b>\$427,536</b>	<b>\$446,434</b>
521000 Professional Services	\$3,781	\$0	\$500	\$4,000	\$4,000
522000 Utilities	0	0	0	0	0
523000 Equipment Rental	0	0	0	0	0
524000 Repair & Maintenance	1,205	1,511	1,375	500	500
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	19	0	1,000	2,000	2,000
531000 Office Supplies	778	588	3,000	2,500	2,500
532000 Operating Supplies	23	0	0	0	0
533000 Repair & Maintenance Supplies	0	0	0	0	0
534000 Minor Equipment	0	184	500	500	500
535000 Clothing	0	0	0	0	0
539000 Other Commodities	789	446	1,000	1,000	1,000
541000 Education	413	95	800	2,000	2,000
542000 Local Travel	82	44	750	400	400
543000 Out-of-Town Travel	22	1,738	2,210	2,000	2,000
544000 External Rent	0	0	0	0	0
545000 Interest	0	0	0	0	0
546000 Refunds	0	0	0	0	0
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	591	564	1,250	2,000	2,000
<b>Subtotal External Materials &amp; Services</b>	<b>\$7,703</b>	<b>\$5,170</b>	<b>\$12,385</b>	<b>\$16,900</b>	<b>\$16,900</b>
551000 Fleet Services	\$5,741	\$6,881	\$7,436	\$3,634	\$3,634
552000 Printing/Distribution	5,960	5,123	8,711	8,539	8,539
553000 Facilities Services	0	0	32,397	33,996	33,996
554000 Communications	13,037	9,478	11,535	9,767	9,767
555000 Data Processing	38	156	419	580	580
556000 Insurance	0	12,518	45,660	18,493	18,493
557000 Equipment Lease	0	0	0	0	0
558000 Same Fund Services	0	0	0	0	0
559000 Other Fund Services	4,933	0	0	0	0
<b>Subtotal Internal Materials &amp; Services</b>	<b>\$29,709</b>	<b>\$34,156</b>	<b>\$106,158</b>	<b>\$75,009</b>	<b>\$75,009</b>
<b>Total Materials &amp; Services</b>	<b>\$37,412</b>	<b>\$39,326</b>	<b>\$118,543</b>	<b>\$91,909</b>	<b>\$91,909</b>
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	0	0	0	0
564000 Equipment	0	0	0	0	0
565000 Equipment Lease Purchase	0	0	0	0	0
<b>Total Capital Outlay</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
573000 Cash Transfers - Equipment	\$0	\$0	\$0	\$0	\$0
<b>Total Appropriation</b>	<b>\$573,937</b>	<b>\$498,325</b>	<b>\$607,176</b>	<b>\$519,445</b>	<b>\$538,343</b>

**OFFICE OF COMMISSIONER #3, PUBLIC UTILITIES (192)**

General Fund (101)

Public Utilities

*FULL-TIME POSITIONS*

Class	Title	Actual FY 88-89		Actual FY 89-90		Revised Budget FY 90-91		Proposed FY 91-92		Adopted FY 91-92	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
0002	City Commissioner	1	57,098	1	58,835	1	61,127	1	61,601	1	61,601
0824	Executive Assistant	1	46,260	0	0	0	0	1	50,702	1	53,592
0823	Commissioner's Assistant III	1	39,293	2	81,578	1	42,523	1	42,536	1	45,306
0822	Commissioner's Assistant II	6	210,800	4	143,605	5	196,261	1	40,000	1	42,872
0821	Commissioner's Assistant I	1	30,664	1	31,845	1	33,198	2	52,880	2	56,717
0230	Administrative Secretary	1	15,577	0	0	0	0	1	21,000	1	22,531
0221	Secretary Clerk II	0	0	1	19,837	1	20,680	0	0	0	0
<b>TOTAL FULL-TIME POSITIONS</b>		<b>11</b>	<b>399,692</b>	<b>9</b>	<b>335,500</b>	<b>9</b>	<b>353,789</b>	<b>7</b>	<b>268,719</b>	<b>7</b>	<b>282,619</b>



**OFFICE OF COMMISSIONER #4, PUBLIC SAFETY (191)**

General Fund (101)

Public Safety

**APPROPRIATION SUMMARY**

	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>EXPENDITURES</u></b>					
<i>Personal Services</i>	\$538,144	\$551,274	\$542,543	\$416,243	\$434,605
<i>External Materials and Services</i>	32,396	26,543	27,761	17,100	17,100
<i>Internal Materials and Services</i>	63,149	64,190	108,224	91,560	91,560
<i>Capital Outlay</i>	0	4,000	10,262	0	0
<i>Cash Transfers-Equipment</i>	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$633,689</b>	<b>\$646,007</b>	<b>\$688,790</b>	<b>\$524,903</b>	<b>\$543,265</b>
<b><u>Authorized Full-Time Positions</u></b>					
<i>Total</i>	10	10	10	7	7
<i>General Fund Discretionary</i>	5	5	5	3	3
<b><u>FUNDING SOURCES</u></b>					
<i>General Fund Discretionary</i>		\$646,007	\$356,168	\$177,026	\$195,388
<b><u>Non-Discretionary Resources</u></b>					
<i>Grants and Donations</i>		0	5,762	0	0
<i>Contract Revenue</i>		0	0	0	0
<i>Interagency Services</i>		0	0	0	0
<i>Bureau Revenue</i>		0	0	0	0
<i>Overhead Recovery</i>		0	326,860	347,877	347,877
<i>Total Non-Discretionary Resources</i>		\$0	\$332,622	\$347,877	\$347,877
<b>TOTAL FUNDING</b>		<b>\$646,007</b>	<b>\$688,790</b>	<b>\$524,903</b>	<b>\$543,265</b>
<b><u>PROGRAMS</u></b>					
<i>Administration</i>		\$583,716	\$631,073	\$524,903	\$543,265
<i>Interstate Firehouse Cultural Center (IFCC)</i>		62,291	57,717	0	0
<b>TOTAL PROGRAMS</b>		<b>\$646,007</b>	<b>\$688,790</b>	<b>\$524,903</b>	<b>\$543,265</b>

**GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR**

The Office of the Commissioner of Public Safety includes administrative support necessary to the Commissioner's meeting the mandates of the Charter of the city of Portland. The Commissioner is responsible for the administration of the Bureaus of Fire, Rescue and Emergency Services, Emergency Communications, Licenses, Purchases and Stores and Cable Communications.

In past years the Office has consisted of two programs: Administration and the Interstate Firehouse Cultural Center. Per Council's directive in the FY 1990-91 Adopted Budget the IFCC program has been moved to the Bureau of Parks.

The Commissioner submitted a budget 36% below what would have been required to support the continuation of current services. During the budget hearings Council decided to further lower their budgets to \$525,000 and to exclude their own positions from any cost of living increases. The Commissioner of Public Safety submitted a budget below this directive in order to provide the City's General Fund with additional money to fund other programs or to be placed in contingency. In the Adopted Budget, the cost of living adjustments for the Commissioner's staff bring the total budget up to \$543,265.

## OFFICE OF COMMISSIONER #4, PUBLIC SAFETY (191)

General Fund (101)

Public Safety

*APPROPRIATION SUMMARY*

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Overall, the budget for the Commissioner of Public Safety reflects a \$145,525 reduction from the FY 1990-91 Revised Budget, which results in the elimination of two positions. The reductions in staff will cause a corresponding decrease in ability to handle all citizen requests, special projects, oversight functions, and problem resolutions for citizens.

### PERFORMANCE OBJECTIVES

The Office of the Commissioner of Public Safety intends to complete the following top priority projects in FY 1991-92:

Outreach to citizens, businesses and community groups through community forums and other outreach efforts.

Respond to public inquiries and complaints and work to resolve problems for citizens.

Affirmative action: Continue efforts to provide employment and other opportunities and other under utilized classes in all aspects of City Business.

Human relations: Continue to educate the public about hate crimes and work with the Northwest Coalition Against Malicious Harassment.

Revitalization: Continue work supporting the revitalization of Northeast Portland by helping to target City resources in public safety, educational, and recreational programs to this area.

**OFFICE OF COMMISSIONER #4, PUBLIC SAFETY (191)**

General Fund (101)

Public Safety

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>ADMINISTRATION</u></b>				
<i>Total Expenditures</i>	\$583,716	\$631,073	\$524,903	\$543,265
<i>General Fund Discretionary Expenditures</i>	583,716	298,451	177,026	195,388
<i>Authorized Full-Time Positions</i>	9.00	9.00	7.00	7.00
<i>Performance/Workload Measures:</i>				
Citizen Contacts	4,240	4,000	3,500	3,500
Citizen Problems Resolved	943	900	800	800

The Administration program is responsible for carrying out the legislative, policy setting, management, citizen relations and civic leadership responsibilities of the Commissioner as contained in Chapter 2 of the City Charter. As a result of Measure 5, two positions were eliminated in support of this program.

**INTERSTATE FIREHOUSE CULTURAL CENTER (IFCC)**

<i>Total Expenditures</i>	\$62,291	\$57,717	\$0	\$0
<i>General Fund Discretionary Expenditures</i>	62,291	57,717	0	0
<i>Authorized Full-Time Positions</i>	1.00	1.00	0.00	0.00
<i>Performance/Workload Measures:</i>				
Plays Produced	8	8	N/A	N/A
Art Exhibits Sponsored	12	12	N/A	N/A
Classes Conducted	30	30	N/A	N/A
Summer Youth Camps	2	2	N/A	N/A

The IFCC program has been transferred to the Parks Bureau in FY 1991-92 per Council's FY 1990-91 directive.

**OFFICE OF COMMISSIONER #4, PUBLIC SAFETY (191)**

General Fund (101)

Public Safety

*LINE ITEM APPROPRIATIONS*

<i>Expenditure Classification</i>	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
511000 Full-Time Employees	\$391,215	\$406,272	\$381,470	\$305,973	\$319,930
512000 Part-Time Employees	6,117	0	0	0	0
514000 Overtime	0	0	0	0	0
515000 Premium Pay	0	0	0	0	0
517000 Benefits	140,812	145,002	161,073	110,270	114,675
<b>Total Personal Services</b>	<b>\$538,144</b>	<b>\$551,274</b>	<b>\$542,543</b>	<b>\$416,243</b>	<b>\$434,605</b>
521000 Professional Services	\$500	\$1,500	\$2,300	\$2,100	\$2,100
522000 Utilities	6,517	4,567	4,600	0	0
523000 Equipment Rental	0	250	0	0	0
524000 Repair & Maintenance	708	0	0	0	0
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	16,008	3,046	3,300	2,900	2,900
531000 Office Supplies	1,582	5,500	5,500	3,600	3,600
532000 Operating Supplies	634	750	0	0	0
533000 Repair & Maintenance Supplies	0	0	0	0	0
534000 Minor Equipment	0	0	0	0	0
535000 Clothing	0	0	0	0	0
539000 Other Commodities	3,526	1,850	1,850	1,500	1,500
541000 Education	1,052	1,000	1,000	1,000	1,000
542000 Local Travel	0	0	0	0	0
543000 Out-of-Town Travel	1,659	5,960	7,211	4,000	4,000
544000 External Rent	0	0	0	0	0
545000 Interest	0	0	0	0	0
546000 Refunds	0	0	0	0	0
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	210	2,120	2,000	2,000	2,000
<b>Subtotal External Materials &amp; Services</b>	<b>\$32,396</b>	<b>\$26,543</b>	<b>\$27,761</b>	<b>\$17,100</b>	<b>\$17,100</b>
551000 Fleet Services	\$9,665	\$11,427	\$10,063	\$9,043	\$9,043
552000 Printing/Distribution	21,164	21,144	23,902	14,570	14,570
553000 Facilities Services	0	0	34,824	36,892	36,892
554000 Communications	19,594	15,944	16,683	10,726	10,726
555000 Data Processing	203	600	604	683	683
556000 Insurance	10,451	13,449	22,148	19,646	19,646
557000 Equipment Lease	0	0	0	0	0
558000 Same Fund Services	2,072	1,626	0	0	0
559000 Other Fund Services	0	0	0	0	0
<b>Subtotal Internal Materials &amp; Services</b>	<b>\$63,149</b>	<b>\$64,190</b>	<b>\$108,224</b>	<b>\$91,560</b>	<b>\$91,560</b>
<b>Total Materials &amp; Services</b>	<b>\$95,545</b>	<b>\$90,733</b>	<b>\$135,985</b>	<b>\$108,660</b>	<b>\$108,660</b>
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	0	0	0	0
564000 Equipment	0	4,000	10,262	0	0
565000 Equipment Lease Purchase	0	0	0	0	0
<b>Total Capital Outlay</b>	<b>\$0</b>	<b>\$4,000</b>	<b>\$10,262</b>	<b>\$0</b>	<b>\$0</b>
573000 Cash Transfers - Equipment	\$0	\$0	\$0	\$0	\$0
<b>Total Appropriation</b>	<b>\$633,689</b>	<b>\$646,007</b>	<b>\$688,790</b>	<b>\$524,903</b>	<b>\$543,265</b>

**OFFICE OF COMMISSIONER #4, PUBLIC SAFETY (191)**

General Fund (101)

Public Safety

*FULL-TIME POSITIONS*

Class	Title	Actual FY 88-89		Actual FY 89-90		Revised Budget FY 90-91		Proposed FY 91-92		Adopted FY 91-92	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
0002	City Commissioner	1	56,877	1	58,635	1	58,635	1	61,601	1	61,601
0824	Executive Assistant	1	46,637	1	47,837	1	48,256	1	50,702	1	53,592
0823	Commissioner's Assistant III	3	88,643	3	90,525	2	88,816	2	93,314	2	98,633
0822	Commissioner's Assistant II	2	115,158	2	121,718	2	99,110	0	0	0	0
0821	Commissioner's Assistant I	1	30,794	1	32,446	2	31,845	2	74,848	2	79,114
0230	Administrative Secretary	1	23,499	1	25,554	1	24,274	1	25,508	1	26,990
4327	Recreation Instructor III	1	29,607	1	29,557	1	30,534	0	0	0	0
<b>TOTAL FULL-TIME POSITION</b>		<b>10</b>	<b>391,215</b>	<b>10</b>	<b>406,272</b>	<b>10</b>	<b>381,470</b>	<b>7</b>	<b>305,973</b>	<b>7</b>	<b>319,830</b>

**BUREAU OF COMMUNITY DEVELOPMENT (540)**

General Fund (101)

Public Utilities

**APPROPRIATION SUMMARY**

	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>EXPENDITURES</u></b>					
<i>Personal Services</i>	\$476,372	\$489,168	\$605,620	\$619,087	\$652,409
<i>External Materials and Services</i>	1,800,251	1,708,220	1,697,261	1,068,456	1,343,710
<i>Internal Materials and Services</i>	54,676	31,651	58,079	55,461	55,461
<i>Capital Outlay</i>	3,869	11,389	5,102	0	0
<i>Cash Transfers—Equipment</i>	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$2,335,168</b>	<b>\$2,240,428</b>	<b>\$2,366,062</b>	<b>\$1,743,004</b>	<b>\$2,051,580</b>
<b><u>Authorized Full-Time Positions</u></b>					
<i>Total</i>	11	11	11	11	11
<i>General Fund Discretionary</i>	0	3	1	1	1
<b><u>FUNDING SOURCES</u></b>					
<i>General Fund Discretionary</i>		\$1,483,987	\$1,369,480	\$995,309	\$1,274,107
<b><u>Non-Discretionary Resources</u></b>					
<i>Grants and Donations</i>		113,934	169,372	0	0
<i>Contract Revenue</i>		105,151	105,926	20,560	20,560
<i>Interagency Services</i>		537,356	721,284	727,135	756,913
<i>Bureau Revenue</i>		0	0	0	0
<i>Overhead Recovery</i>		0	0	0	0
<b>Total Non-Discretionary Resources</b>		<b>\$756,441</b>	<b>\$996,582</b>	<b>\$747,695</b>	<b>\$777,473</b>
<b>TOTAL FUNDING</b>		<b>\$2,240,428</b>	<b>\$2,366,062</b>	<b>\$1,743,004</b>	<b>\$2,051,580</b>
<b><u>PROGRAMS</u></b>					
<i>HCD Administration</i>		\$471,704	\$520,734	\$555,239	\$578,165
<i>Neighborhood Revitalization</i>		43,556	140,424	87,499	90,925
<i>Resource Development</i>		53,960	77,521	84,397	87,823
<i>City-School Liaison</i>		75,840	85,485	75,859	79,403
<i>Youth Service Centers</i>		500,000	300,000	100,000	100,000
<i>CHIERS</i>		35,000	35,000	36,750	36,750
<i>NE Workforce Center</i>		45,000	45,000	45,000	115,000
<i>Private Industry Council</i>		207,232	441,295	369,260	468,260
<i>Youth Programs</i>		0	116,000	91,000	91,000
<i>Prostitution Alternatives</i>		166,183	179,000	93,000	93,000
<i>Emergency Services</i>		100,656	131,231	93,000	181,000
<i>Business Retention</i>		0	125,000	112,000	112,000
<i>Historical Programs</i>		541,297	169,372	0	18,254
<b>TOTAL PROGRAM</b>		<b>\$2,240,428</b>	<b>\$2,366,062</b>	<b>\$1,743,004</b>	<b>\$2,051,580</b>

**GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR**

The Bureau of Community Development (BCD) is a General Fund agency providing services to low-income residents and neighborhoods in the City of Portland. It provides direction and staff support to the City's Housing and Community Development (HCD) Block Grant program and manages the HCD Fund, which allocates about the \$10 million of federal dollars each year to needy individuals and neighborhoods. It is also responsible for several General Fund programs that have the same objectives as the HCD program.

## BUREAU OF COMMUNITY DEVELOPMENT (540)

General Fund (101)

Public Utilities

APPROPRIATION SUMMARY

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The 1991–92 Budget for the Bureau of Community Development totals \$2,051,580, compared to \$2,366,062 in 1990–91. The portion of the BCD budget that draws on discretionary General Fund resources is planned to be \$1,274,107 next year, compared to \$1,369,480 this year. In 1991–92, the Bureau will continue to carry out most of its business through contracts or interagency agreements, and the number of staff members is planned to stay constant at 11. One Administrative Assistant position is planned to shift from the Neighborhood Revitalization program to the HCD Administration program (both programs funded by the HCD Fund) in order to more accurately reflect the nature of its duties.

The drop in the Bureau's budget from 1990–91 to 1991–92 stems primarily from two factors. First, the federally funded Emergency Shelter Grant (listed under "Historical Programs") has \$169,372 in 1990–91 but no current-year funds budgeted for 1991–92. (The \$18,254 shown is a carryover of encumbered 1990–91 contracts that are expected to be unspent at year end.) The reduced Emergency Shelter grant budget has more to do with the timing of the federal grant approval than any expected changes in the program. The City of Portland recognizes grant funds after they are received or their amount is known with reasonable certainty, and this frequently occurs during the middle of the fiscal year. The BCD staff expects the Emergency Shelter Grant to be approved for 1991–92 as well, but the amount is unknown.

Second, the discretionary funding support for Multnomah County's Youth Service Centers has been dropping by \$200,000 per year for the past several years, in accordance with an agreement with Multnomah County. The 1991–92 commitment is \$100,000 (compared to \$300,000 in 1990–91), and this will be final year of City funding support for that program.

The loss of property taxes due to Measure 5 has seriously restricted the discretionary funds available from the General Fund in 1991–92, and in the Proposed Budget, the Bureau of Community Development faced reductions because of that. However, more favorable General Fund balance and assessed value estimates late in the budget process allowed \$169,000 to be restored to the BCD budget. This restored the Bureau to what is, in the aggregate, a "current service level" of funding.

Even though the Adopted Budget ended up at comparable levels to the 1990–91 budget, the process of scrutinizing its budget to accommodate expected Measure 5 cuts led the Bureau to carefully focus its priorities, and the resulting budget contains cuts in some programs and increases in others. In allocating the available dollars, the Bureau concentrated on protecting direct services to the neediest populations, while reducing the administrative components of several programs. Within the Emergency Services program, the direct services to low income residents are held constant, while the administrative component (which pays for County administrative staff) is reduced by \$25,000. Within the Youth Programs, the tracking and evaluation component is reduced by \$15,000. Within the Private Industry Council group of programs, the Self-Enhancement and Neighborhood Connection efforts are trimmed somewhat--by \$13,342 and \$3,000, respectively--while the City dollars spent on summer wages for at-risk youth are increasing by nearly \$50,000, partly in response to cuts in federal Job Partnership Training Act (JPTA) funds. The Business Retention program is cut by \$13,000, and the City-School Liaison program (which coordinates the Leaders Roundtable's efforts to promote the graduation and employability of youth) is reduced by \$6,082. Three programs not planned to be reduced are the CHIERS downtown inebriate response and detoxification program, the prostitution alternatives program, and the Northeast Workforce Center, all of which provide direct services to needy populations. The Northeast Workforce Center, in fact, will be receiving greater support from the City, to allow it to meet increasing demands for its services.

## **BUREAU OF COMMUNITY DEVELOPMENT (540)**

General Fund (101)

Public Utilities

*APPROPRIATION SUMMARY*

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### **BUREAU PERFORMANCE OBJECTIVES**

#### **Bureau Administration**

Monitor and assist all HCD and General Fund contractors to ensure that their performance complies with the contract scope of work and at least 90% of all provisions in the contract.

Complete a comprehensive community development agenda by December 31, 1991, with a discrete Housing Affordability Strategy to be complete by October 31, 1991.

Increase the total resources available for the City's housing and community development agenda by \$1,000,000, either by developing new resources or leveraging existing resources.

#### **Housing**

Increase home ownership opportunities for first-time home buyers and increase the capacity of non-profit community development corporations to provide low-income housing opportunities, with the following specific performance targets for contractors:

Portland Development Commission: 351 housing units rehabilitated and 60 houses.

acquired and rehabilitated for homeownership.

Franciscan Enterprises: 4 vacant units rehabilitated.

Northeast Community Development Corporation: 100 homes completed.

REACH Community Development Corporation: 15 housing units rehabilitated.

#### **Neighborhood Improvements**

Complete the Albina Community Plan and the Cully and Brentwood-Darlington neighborhood plans.

Complete all existing commitments for capital improvement projects in low-income neighborhoods before the end of the fiscal year, including three street projects and the West Clinton Park.

#### **Economic Development**

Concentrate economic development programs on increasing employment opportunities, particularly for low-income North and Northeast Portland minority residents. PDC should issue 3 business loans with 30 positions created, and place 250 City residents in employment through JobNet.

#### **Community Services**

Maintain services needed by low-income persons while remaining in compliance with federal limitations, with the following specific performance targets for contractors:

Community Energy Project: 40 self-help weatherization workshops.

Shared Housing: 170 homesharing matches.

American Red Cross: 500 voucher households served.

Bureau of Buildings: 200 nuisances abated.

#### **General Fund Programs**

The Youth Service Centers will serve 4,000 unduplicated clients, the Youth Programs will provide summer activities for 1,150 youth, and the Private Industry Council programs will assist 322 youth, all oriented at strengthening employability, preventing dropouts, and discouraging criminal behavior.

The Bureau will cooperate with Multnomah County in developing a Request for Proposals for the Prostitution Alternatives program.

The Emergency Services program will provide food and other basic service to 1,000 total individuals, 4,000 total households, including the provision of 9,000 shelter-bed nights.

The Business Retention program will provide information to 360 companies and directly help 60 companies relocate or expand within the City of Portland.

The Northeast Workforce Center will provide in-depth job counseling and advocacy for 800 job seekers.



## BUREAU OF COMMUNITY DEVELOPMENT (540)

General Fund (101)

Public Utilities

PROGRAM SUMMARY

<i>Program</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>HCD ADMINISTRATION</u></b>				
<i>Total Expenditures</i>	\$471,704	\$520,734	\$555,239	\$578,165
<i>General Fund Discretionary Expenditures</i>	31,863	17,395	0	0
<i>Authorized Full-Time Positions</i>	7.00	7.00	8.00	8.00
<i>Performance/Workload Measures:</i>				
% Required Reports Completed on Time		100%	100%	100%
Number of Audit Exceptions	0	0	0	0
Number of Fair Housing Calls Handled	800	525	550	550
Number of Fair Housing Workshops	4	6	8	8
Number of On-site Monitorings	5	10	15	15
Compliance Rate	*	*	90%	90%

This program administers the \$10 million Housing and Community Development (HCD) Block Grant. The Administration staff prepares the City's annual HCD federal grant application, monitors the performance of all agencies receiving HCD funding, provides policy analysis and staff support to the HCD Citizens Advisory Committee and City Council on matters dealing with low-income residents or neighborhoods, and ensures that all federal regulations are met, including fiscal, record-keeping, and reporting requirements. In addition, the Administration staff oversees the various human services programs that are part of the Bureau's discretionary General Fund budget. This program is reimbursed by the HCD Fund, and all existing services are fully funded in 1991-92. In addition, an Administrative Assistant position is shown as part of this program in 1991-92 instead of the Neighborhood Revitalization program in order to more accurately reflect the actual duties of the position.

### **NEIGHBORHOOD REVITALIZATION**

<i>Total Expenditures</i>	\$43,556	\$140,424	\$87,499	\$90,925
<i>General Fund Discretionary Expenditures</i>	0	0	0	0
<i>Authorized Full-Time Positions</i>	2.00	2.00	1.00	1.00
<i>Performance/Workload Measures:</i>				
No. Agreements Monitored Related to Program	*	6	10	10
No. Meetings with Community Interest Groups	*	24	36	36

The Neighborhood Revitalization program is an interjurisdictional effort to coordinate and concentrate program delivery in response to neighborhood livability issues. The Portland Metropolitan Chamber of Commerce, Housing Authority of Portland, United Way of the Columbia-Willamette, Portland Public Schools, and Multnomah County are participants in the revitalization program. Two focus areas have been selected to date--Northeast and West Clinton--and proposals are expected requesting support for two other area, Outer Southeast and Peninsula Neighbors. BCD provides the coordinating staff support for the program, reimbursed by the HCD Fund. The 1991-92 Budget shows a decrease because one staff position is transferred to the HCD Administration program, reflecting the fact that the position provides general bureau support rather than an exclusive focus on this program area.

## BUREAU OF COMMUNITY DEVELOPMENT (540)

General Fund (101)

Public Utilities

PROGRAM SUMMARY

<i>Program</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>RESOURCE DEVELOPMENT</u></b>				
<i>Total Expenditures</i>	\$53,960	\$77,521	\$84,397	\$87,823
<i>General Fund Discretionary Expenditures</i>	0	0	0	0
<i>Authorized Full-Time Positions</i>	1.00	1.00	1.00	1.00
<i>Performance/Workload Measures:</i>				
No. Portland Rehab Network Meetings Staffed	*	8	8	8
Non-Profit Groups Given Tech. Support	8	12	12	12
Non-City Resources Secured for Comm. Development Programs	\$900,000	\$1,000,000	\$1,000,000	\$1,000,000

The Resource Development program seeks to create new sources of funding with non-City dollars to supplement the City's HCD dollars. This is in response to the declining federal dollars available through the block grants. A primary emphasis of the program is the creation of public-private partnerships to leverage HCD grants with dollars from financial institutions, foundations, and corporations in support of non-profit community development corporations (CDCs). This program also provides technical assistance to the CDCs. The 1991-92 proposed budget provides for the same level of staffing for this program as in 1990-91. The program is reimbursed by the HCD Fund.

### CITY-SCHOOL LIAISON

<i>Total Expenditures</i>	\$75,840	\$85,485	\$75,859	\$79,403
<i>General Fund Discretionary Expenditures</i>	56,790	65,559	55,299	58,843
<i>Authorized Full-Time Positions</i>	1.00	1.00	1.00	1.00
<i>Performance/Workload Measures:</i>				
No. Leaders Roundtable/Other Meetings Staffe	81	52	36	36
No. Pilot Projects Coordinated	2	2	1	1
Pct. of Portland Investment Program Participants Completed High School	90%	90%	80%	80%
Pct. of Portland Investment Programs Targeted to Designated Neighborhoods	87.5%	80%	80%	80%
No. Constituent & School Contacts	108	100	90	90

The City-School Liaison is a position that, with some part-time clerical assistance, coordinates the Leaders Roundtable and the Portland Investment Plan. The Leaders Roundtable is a cooperative effort of the City, Multnomah County, Portland School District #1, the Private Industry Council, and the Chamber of Commerce to reduce school dropouts and increase youth training and employment. The School District and Private Industry Council jointly pay for half of the City-School Liaison's salary, totalling \$20,560 in revenue for 1991-92, while the remaining cost of the program is funded from discretionary General Fund resources. In the 1991-92 budget, the City-School Liaison position will be dropping from 40 hours per week to 36 hours per week as a result of Measure 5's reduction in discretionary General Fund resources.

**BUREAU OF COMMUNITY DEVELOPMENT (540)**

General Fund (101)

Public Utilities

*PROGRAM SUMMARY*

<i>Program</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>YOUTH SERVICE CENTERS</u></b>				
<i>Total Expenditures</i>	\$500,000	\$300,000	\$100,000	\$100,000
<i>General Fund Discretionary Expenditures</i>	500,000	300,000	100,000	100,000
<i>Authorized Full-Time Positions</i>	0.00	0.00	0.00	0.00
<i>Performance/Workload Measures:</i>				
No. Juvenile Offenders Diverted from Juvenile Justice System	1,293	1,300	1,300	1,300
Total Volunteer Hours	30,655	30,000	30,000	30,000
Total Counseling Clients	1,698	1,700	1,700	1,700
Total Big Brother/Big Sister Clients	261	260	260	260
No. of Service Hours Provided	75,076	75,000	75,000	75,000
Total Employment Clients	559	560	560	560
Total Unduplicated Clients	4,065	4,000	4,000	4,000

The Youth Service Centers program provides funding to the County to help support five Youth Service Centers, which provide a range of services including court diversion, counseling, employment assistance, Big Brother/Big Sister, educational assistance, recreation, and substance abuse prevention to youth ages 10 to 18 and their families. Under an existing agreement with the County, City funding for this program will phase out by FY 1992-93. The \$100,000 amount budgeted for 1991-92 is consistent with that agreement. Funding for this program comes from discretionary General Fund dollars.

**CHIERS**

<i>Total Expenditures</i>	\$35,000	\$35,000	\$36,750	\$36,750
<i>General Fund Discretionary Expenditures</i>	35,000	35,000	36,750	36,750
<i>Authorized Full-Time Positions</i>	0.00	0.00	0.00	0.00
<i>Performance/Workload Measures:</i>				
No. of Emergency Calls	304	300	325	325
No. of Non-Emergency Calls	1,764	2,000	2,000	2,000
Pct. of Time Unit is Available	95%	95%	95%	95%
No. of Individuals Evaluated	4,868	5,000	5,000	5,000

CHIERS, the Central City-Hooper Inebriate Emergency Response Service, provides funding for a contract with Multnomah County and, indirectly, with Hooper Detoxification Center for inebriate pickup services in the Downtown area. By providing this service, they help reduce the demand on the Police and Fire bureaus for response to "man down" calls. The City's budgeted amount for 1991-92 is \$36,750 from discretionary General Fund resources, the same level as in the current year plus an inflationary increase. The continued availability of this program depends on the County funding its share of the program cost, approximately \$150,000.

**BUREAU OF COMMUNITY DEVELOPMENT (540)**

General Fund (101)

Public Utilities

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>NE WORKFORCE CENTER</u></b>				
<i>Total Expenditures</i>	\$45,000	\$45,000	\$45,000	\$115,000
<i>General Fund Discretionary Expenditures</i>	45,000	45,000	45,000	115,000
<i>Authorized Full-Time Positions</i>	0.00	0.00	0.00	0.00
<i>Performance/Workload Measures:</i>				
No. Clients Referred to Service Agencies	*	2,000	3,200	3,200
No. of Clients Receiving In-Depth Counseling and Advocacy	*	400	800	800

The purpose of the Northeast Workforce Center is to provide information and referral services to connect job seekers in Northeast Portland to job training, placement and social service programs, with particular emphasis on helping clients overcome barriers to employment such as lack of child care, transportation, or health care. Demand for this program has exceeded original expectations since it began in 1989-90, and the 1991-92 budget increases the City's contribution by \$70,000 to fund expanded efforts.

**PRIVATE INDUSTRY COUNCIL**

<i>Total Expenditures</i>	\$207,232	\$441,295	\$369,260	\$468,260
<i>General Fund Discretionary Expenditures</i>	207,232	441,295	369,260	468,260
<i>Authorized Full-Time Positions</i>	0.00	0.00	0.00	0.00
<i>Performance/Workload Measures:</i>				
No. of Youth Participating In:				
Outside In	27	25	25	25
Graffiti Project	15	15	15	15
Neighborhood Connections	*	28	25	25
Self Enhancement	160	160	160	160
Work Experience/Continuum	60	75	49	49

This is a group of programs, all funded and administered through the Private Industry Council. They include the Graffiti Project (neighborhood cleanup employing at-risk youth), Outside/In (employment skills for homeless youth), Self Enhancement (positive activities for gang-affected youth in Northeast Portland), Work Experience/Continuum (summer youth employment), and Neighborhood Connection (linking at-risk youth with small minority-owned businesses in Northeast Portland. The federal JPTA funds used by PIC for its summer youth employment program have been cut in recent years, and the City has included additional funds--\$50,000 in 1990-91 and \$99,000 in 1991-92--that partly offset the loss of federal dollars. The allocations to individual programs are:

	<u>FY 90-91</u>	<u>FY 91-92</u>
Outside/In	68,000	71,400
Graffiti Project	57,000	57,000
Neighborhood Connection	23,000	20,000
Self-Enhancement	95,342	82,000
Work Experience/Continuum	126,703	176,000
PIC Overhead	71,250	61,860

In addition to discretionary General Fund support, the 1991-92 HCD Fund budget contains \$105,000 for Self-Enhancement (equal to 1990-91) and \$47,727 for the Graffiti Project (\$45,454 in 1990-91).

**BUREAU OF COMMUNITY DEVELOPMENT (540)**

General Fund (101)

Public Utilities

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>YOUTH PROGRAMS</u></b>				
<i>Total Expenditures</i>	\$0	\$116,000	\$91,000	\$91,000
<i>General Fund Discretionary Expenditures</i>	0	116,000	91,000	91,000
<i>Authorized Full-Time Positions</i>	0.00	0.00	0.00	0.00
<i>Performance/Workload Measures:</i>				
SE Asian Outreach, # Youth/Families	40	50	55	55
TLC-TNT, # Youth	*	700	700	700
Youth Resource Desk, # Youth	*	200	200	200
Youth Outreach, # Youth	*	280	200	200
Anti-Racism, # Workshops	*	20	20	20

The Youth Programs are a collection of smaller programs aimed at helping youth who are at risk of joining gangs, dropping out of school, being unemployable, or engaging in criminal behavior. They include the Southeast Asian Outreach (aimed at youth at risk of joining Southeast Asian gangs), the Youth Resource Desk at the King Center in Northeast Portland, the NE Coalition's summertime Youth Outreach program, the Anti-Racism Action Plan aimed at dissuading youth from joining white supremacist gangs, TLC-TNT (activities to build self-esteem in at-risk youth), and the coordination, tracking, and evaluation of the community's disparate youth programs. Because of the shortage of discretionary General Fund dollars, the coordination function will be scaled back during 1991-92. The funding allocation is:

	<u>FY 90-91</u>	<u>FY 91-92</u>
Youth Outreach	19,566	21,000
SE Asian Outreach	16,000	16,000
Youth Resource Desk	8,460	9,000
TLC/TNT	9,400	10,000
Anti-Racism Action Plan	28,140	28,140
Coordination	20,000	6,860
Undesignated	14,434	0

The Youth Outreach program also receives HCD funding, \$51,776 in 1991-92 and \$49,644 in 1990-91.

**PROSTITUTION ALTERNATIVES**

<i>Total Expenditures</i>	\$166,183	\$179,000	\$93,000	\$93,000
<i>General Fund Discretionary Expenditures</i>	80,083	93,000	93,000	93,000
<i>Authorized Full-Time Positions</i>	0.00	0.00	0.00	0.00
<i>Performance/Workload Measures:</i>				

*Performance measures for this program have in the past been specific to one agency, the Council for Prostitution Alternatives. A Request for Proposals (RFP) will be developed this Spring and new performance indicators designed for the RFP.*

The Prostitution Alternatives program is aimed at helping prostitutes and their children achieve legal and viable lifestyles. The 1991-92 budget includes the same level of discretionary City funding as in 1990-91, \$93,000. Beginning in 1991-92, Multnomah County will take over the management of this contract, so instead of the City receiving the County's share and budgeting the entire amount of the contract, the County will receive the City's share and then contract directly with the provider of the service. This service in the past has been provided by the Council for Prostitution Alternatives; as a result of the contract management shifting to the County, a Request For Proposals will be developed in 1991-92, and the provider selected may or may not be CPA.

**BUREAU OF COMMUNITY DEVELOPMENT (540)**

General Fund (101)

Public Utilities

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>EMERGENCY SERVICES</u></b>				
<i>Total Expenditures</i>	\$100,656	\$131,231	\$93,000	\$181,000
<i>General Fund Discretionary Expenditures</i>	100,656	131,231	93,000	181,000
<i>Authorized Full-Time Positions</i>	0.00	0.00	0.00	0.00
<i>Performance/Workload Measures:</i>				
Total # Individuals Served	1,299	1,000	1,000	1,000
# Households Served	1,804	4,000	4,000	4,000
# Shelter-Bed Nights	*	9,000	9,000	9,000
# Prescription Medications Provided	441	*	560	560
# Households-Emerg. Utility Assistance	84	*	80	80
# Hrs. Child Care for Homeless Parents	4,558	*	9,650	9,650
# Homeless Families Helped with Transp.	778	*	1,110	1,110
# Homeless Youth Helped with Transp.	468	*	550	550

The Emergency Services program consists of discretionary funding for non-profit agencies who provide emergency basic needs, such as shelter, energy assistance, prescription medicines, and child care and transportation for homeless families. Because this program includes encumbered contracts that are carried over from one year to the next, the figures above obscure what is actually a decrease in the current-year allocation for this program, from \$118,000 to \$93,000. This is due to a \$25,000 reduction in the contract with Multnomah County for the coordination and planning of human services.

**BUSINESS RETENTION**

<i>Total Expenditures</i>	\$0	\$125,000	\$112,000	\$112,000
<i>General Fund Discretionary Expenditures</i>	0	125,000	112,000	112,000
<i>Authorized Full-Time Positions</i>	0.00	0.00	0.00	0.00
<i>Performance/Workload Measures:</i>				
# Companies Contacted	*	3,000	3,000	3,000
# Companies Assisted with Information	*	200	360	360
# Companies Achieving Solutions to Regulatory Problems or Relocation/Expansion Within City	*	*	60	60

This program provides assistance and troubleshooting to individual businesses and helps them meet their expansion or relocation needs within the City of Portland. This means following up on the results of an annual survey of Portland businesses, identifying the companies who indicate a need for more space or plans to move, then providing those businesses with information, research, and advocacy with other City bureaus. In addition to the annual survey, the Business Retention staff receives referrals from the Mayor's and Commissioners' offices, as well as direct contacts from businesses themselves. Their work program for 1991-92 includes maintaining contact with over 3,000 Portland employers through the survey, providing information to 360 Portland companies, and directly assisting 60 companies in resolving expansion or relocation problems. Because of the constraints on discretionary General Fund resources created by Measure 5, support for this program is reduced from \$125,000 to \$112,000. That will fund 1.8 full-time- equivalent positions instead of the current 2 positions, plus related expenses. An additional \$45,700 from the HCD Fund covers some contract costs in producing the survey and issuing two publications: Portland Business Resource Directory and How To Do Business in Portland.

**BUREAU OF COMMUNITY DEVELOPMENT (540)**

General Fund (101)

Public Utilities

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>HISTORICAL PROGRAMS</u></b>				
<i>Total Expenditures</i>	\$541,297	\$169,372	\$0	\$18,254
<i>General Fund Discretionary Expenditures</i>	427,363	0	0	18,254
<i>Authorized Full-Time Positions</i>	0.00	0.00	0.00	0.00

This is a collection of programs formerly funded in the Bureau of Community Development but for which no current-year dollars are included in the 1991-92 budget. The \$18,254 shown above is the carryover of encumbered contracts from 1990-91. Most of the money in this program comes from the Emergency Shelter Grant, which was \$169,372 in 1990-91 and \$113,934 the previous year. This is an annual grant that will probably be received in 1991-92 as well, but because it has not been awarded and the amount is unknown, no current-year funding is included for 1991-92. In addition, the Aging Services program was budgeted in BCD in 1989-90 before being transferred to Parks in 1990-91, and the 1989-90 budget also included a one-time challenge grant to the House of Umoja to establish a youth shelter.

# BUREAU OF COMMUNITY DEVELOPMENT (540)

General Fund (101)

Public Utilities

## LINE ITEM APPROPRIATIONS

<i>Expenditure Classification</i>	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
511000 Full-Time Employees	\$346,978	\$349,268	\$415,613	\$436,218	\$461,082
512000 Part-Time Employees	0	7,420	23,702	9,895	10,459
514000 Overtime	0	0	0	0	0
515000 Premium Pay	218	76	0	1,000	1,057
517000 Benefits	129,176	132,404	166,305	171,974	179,811
<b>Total Personal Services</b>	<b>\$476,372</b>	<b>\$489,168</b>	<b>\$605,620</b>	<b>\$619,087</b>	<b>\$652,409</b>
521000 Professional Services	\$12,056	\$15,160	\$73,250	\$37,000	\$37,000
522000 Utilities	157	2,231	0	0	0
523000 Equipment Rental	0	159	0	0	0
524000 Repair & Maintenance	3,080	601	3,570	2,800	2,800
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	1,608,148	1,630,501	1,548,914	960,610	1,235,864
531000 Office Supplies	2,462	6,723	5,944	5,050	5,050
532000 Operating Supplies	378	0	0	0	0
533000 Repair & Maintenance Supplies	0	0	0	0	0
534000 Minor Equipment	0	354	0	0	0
535000 Clothing	329	0	0	0	0
539000 Other Commodities	1,508	2,000	2,600	3,150	3,150
541000 Education	3,233	5,537	6,500	5,296	5,296
542000 Local Travel	887	1,425	3,600	2,650	2,650
543000 Out-of-Town Travel	8,566	6,727	9,000	9,500	9,500
544000 External Rent	37,053	30,476	32,400	32,400	32,400
545000 Interest	0	0	0	0	0
546000 Refunds	0	0	0	0	0
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	122,394	6,326	11,483	10,000	10,000
<b>Subtotal External Materials &amp; Services</b>	<b>\$1,800,251</b>	<b>\$1,708,220</b>	<b>\$1,697,261</b>	<b>\$1,068,456</b>	<b>\$1,343,710</b>
551000 Fleet Services	\$5,117	\$1,589	\$2,034	\$2,581	\$2,581
552000 Printing/Distribution	14,936	14,655	24,010	23,898	23,898
553000 Facilities Services	0	0	0	0	0
554000 Communications	14,233	12,583	13,140	10,493	10,493
555000 Data Processing	0	733	669	976	976
556000 Insurance	1,808	2,091	18,226	17,513	17,513
557000 Equipment Lease	0	0	0	0	0
558000 Same Fund Services	18,582	0	0	0	0
559000 Other Fund Services	0	0	0	0	0
<b>Subtotal Internal Materials &amp; Services</b>	<b>\$54,676</b>	<b>\$31,651</b>	<b>\$58,079</b>	<b>\$55,461</b>	<b>\$55,461</b>
<b>Total Materials &amp; Services</b>	<b>\$1,854,927</b>	<b>\$1,739,871</b>	<b>\$1,755,340</b>	<b>\$1,123,917</b>	<b>\$1,399,171</b>
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	0	0	0	0
564000 Equipment	3,869	11,389	5,102	0	0
565000 Equipment Lease Purchase	0	0	0	0	0
<b>Total Capital Outlay</b>	<b>\$3,869</b>	<b>\$11,389</b>	<b>\$5,102</b>	<b>\$0</b>	<b>\$0</b>
573000 Cash Transfers - Equipment	\$0	\$0	\$0	\$0	\$0
<b>Total Appropriation</b>	<b>\$2,335,168</b>	<b>\$2,240,428</b>	<b>\$2,366,062</b>	<b>\$1,743,004</b>	<b>\$2,051,580</b>



**BUREAU OF COMMUNITY DEVELOPMENT (540)**

General Fund (101)

Public Utilities

*FULL-TIME POSITIONS*

Class	Title	Actual FY 88-89		Actual FY 89-90		Revised Budget FY 90-91		Proposed FY 91-92		Adopted FY 91-92	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
3248	Director of Community Develop.	1	47,178	1	49,615	1	50,606	1	50,996	1	53,903
7481	Community Specialist II	1	23,644	0	0	0	0	0	0	0	0
7462	Human Services Coordinator	1	25,877	0	0	0	0	0	0	0	0
3245	Program Manager	0	0	0	0	3	124,482	3	137,919	3	145,780
3244	HCD Coordinator	3	105,408	5	152,091	2	80,630	2	82,372	2	87,067
3243	HCD Representative	1	30,360	1	31,304	1	32,635	1	32,886	1	34,761
0863	Grants Analyst	1	33,763	1	35,850	1	37,378	1	37,665	1	39,812
0819	Administrative Assietant	0	0	0	0	1	29,536	1	31,796	1	33,608
0813	City School Liaison	1	39,067	1	40,384	1	40,128	1	37,663	1	39,810
0222	Secretarial Assieistant	1	22,488	2	40,015	1	20,218	1	24,921	1	26,341
0221	Secretarial Clerk II	1	19,393	0	0	0	0	0	0	0	0
<b>TOTAL FULL-TIME POSITIONS</b>		<b>11</b>	<b>348,978</b>	<b>11</b>	<b>349,268</b>	<b>11</b>	<b>415,613</b>	<b>11</b>	<b>436,218</b>	<b>11</b>	<b>461,082</b>

**ENERGY OFFICE (302)**

General Fund (101)

Public Affairs

**APPROPRIATION SUMMARY**

	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>EXPENDITURES</u></b>					
<i>Personal Services</i>	\$0	\$0	\$326,537	\$171,405	\$180,238
<i>External Materials and Services</i>	\$0	\$0	\$67,722	\$81,254	\$81,254
<i>Internal Materials and Services</i>	\$0	\$0	\$53,836	\$43,072	\$43,072
<i>Capital Outlay</i>	\$0	\$0	\$0	\$0	\$0
<i>Cash Transfers-Equipment</i>	\$0	\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$448,095</b>	<b>\$295,731</b>	<b>\$304,564</b>
<b><u>Authorized Full-Time Positions</u></b>					
<i>Total</i>	0	0	5	4	4
<i>General Fund Discretionary</i>	0	0	1.6	0.75	0.75
<b><u>FUNDING SOURCES</u></b>					
<i>General Fund Discretionary</i>		\$0	\$102,474	\$105,437	\$114,270
<b><u>Non-Discretionary Resources</u></b>					
<i>Grants and Donations</i>		0	306,722	99,409	99,409
<i>Contract Revenue</i>		0	0	0	0
<i>Interagency Services</i>		0	33,027	90,885	90,885
<i>Bureau Revenue</i>		0	5,872	0	0
<i>Overhead Recovery</i>		0	0	0	0
<b>Total Non-Discretionary Resources</b>		<b>\$0</b>	<b>\$345,621</b>	<b>\$190,294</b>	<b>\$190,294</b>
<b>TOTAL FUNDING</b>		<b>\$0</b>	<b>\$448,095</b>	<b>\$295,731</b>	<b>\$304,564</b>
<b><u>PROGRAMS</u></b>					
<i>Administration</i>		\$0	\$100,396	\$105,437	\$99,513
<i>Energy Efficiency</i>		0	336,672	177,823	192,580
<i>Block-By-Block Administration</i>		0	11,027	12,471	12,471
<b>TOTAL PROGRAMS</b>		<b>\$0</b>	<b>\$448,095</b>	<b>\$295,731</b>	<b>\$304,564</b>

**GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR**

The Portland Energy Office helps local residents and businesses save money and use energy efficiently. A new City Energy Policy, adopted in April 1990, makes a renewed commitment to sustainable energy resources, a clean environment and a strong economy. The Energy Office offers research, education and on-site technical and financial services to help achieve these goals.

The Energy Office provides staff support to the Portland Energy Commission, and provides essential local government insight into energy policies and programs developed by the Oregon Department of Energy and Public Utilities Commission, Bonneville Power Administration, Northwest Power Planning Council, electric and natural gas utilities, and many energy and environmental organizations throughout the nation. The Energy Office has three programs: Administration, Energy Efficiency and Block-By-Block Administration.

The Energy Office's budget for FY 1991-92 reflects a \$143,531 reduction from the FY 1990-91 budget. This budget reflects the elimination of one position and the decrease in General Fund

## ENERGY OFFICE (302)

General Fund (101)

Public Affairs

APPROPRIATION SUMMARY

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discretionary support for the remaining administrative staff which consists of the Director and Secretary positions. Decrease in General Fund support for these positions will result in the Director doing more project work and less fund raising. This also means less time will be available to represent the City's interests with utilities, the State, Northwest Power Planning Council, Bonneville Power Administration, and other energy and environmental agencies. The change between the adopted and proposed budget reflect cost of living adjustments.

The budget reflects a new Energy Savings program which will decrease energy costs in City owned buildings, fleet and facilities. The program total is \$68,171 of which \$14,757 will come from the General Fund to decrease energy costs in the bureaus of Parks, Fire and Police. The balance, \$53,414 will be funded through interagencies with non-General Funds (i.e., Parking facilities, Environmental Services, Transportation, Facilities Services, and Fleet). General Fund support outside of this add package reflects the standard 18.8% current service level reduction resulting from the passage of Ballot Measure 5.

The Office anticipates generating at least \$100,000 in additional non-discretionary revenue through new grant or contracts during FY 1991-92 to assist in the maintenance of current services.

### PERFORMANCE OBJECTIVES

In FY 1991-92, the Energy Office intends to:

- Implement the 1990 Energy Policy
- Facilitate the weatherization of 1,500 low-to-moderate income apartment units and provide on-site energy-saving training to at least ten property owners.
- Implement a City Energy Saving program and get projects underway in at least twenty facilities, resulting in at least \$200,000 in annual energy savings.
- Weatherize 200 low-income homes through the Block-By-Block Program.
- Develop an alternative fuels plan for City Fleet vehicles.
- Acquire funding for two new energy efficiency programs:
  - a. Help small businesses stay in business by accessing utility and State Funding and assistance to reduce energy operating costs.
  - b. Set up a telecommunicating project and other programs to reduce auto use in downtown Portland.

**ENERGY OFFICE (302)**

General Fund (101)

Public Affairs

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>ADMINISTRATION</u></b>				
<i>Total Expenditures</i>	\$0	\$100,396	\$105,437	\$99,513
<i>General Fund Discretionary Expenditures</i>	0	102,474	105,437	99,513
<i>Authorized Full-Time Positions</i>	0.00	1.30	0.75	0.75
<i>Performance/Workload Measures:</i>				
Information and Referral	0	400	400	400
Energy Commission Meetings	0	9	9	9
Grant Proposals Developed	0	4	3	3

The Administration program provides basic planning, coordination, direction, reporting, budgeting, and program development services for the Energy Office and the Energy Commission. In addition, the Administration program develops funding proposals to implement the Energy Policy.

This program is funded by General Fund discretionary resources. Included in the appropriation is General Fund support of \$14,757 for the new Energy Savings program aimed at saving energy bills for the Police, Fire, and Parks Bureaus.

<b><u>ENERGY EFFICIENCY</u></b>				
<i>Total Expenditures</i>	\$0	\$336,672	\$177,823	\$192,580
<i>General Fund Discretionary Expenditures</i>	0	0	0	14,757
<i>Authorized Full-Time Positions</i>	0.00	3.70	3.00	3.00
<i>Performance/Workload Measures:</i>				
Apartments Weatherized	*	*	1,500	1,500
Apartment Recycling Stations Set-Up	*	*	200	200
Training Sessions	*	*	2	2
Energy Audits	*	*	2	2
Estimated Annual Energy Savings	*	*	2	2
Fleet Vehicles Converted	*	*	5	5

The Energy Efficiency program provides weatherization and conservation services for City bureaus and the community at large consistent with the direction of the Energy Policy. This program is entirely supported by non-discretionary resources of which grants are the major portion.

<b><u>BLOCK-BY-BLOCK ADMINISTRATION</u></b>				
<i>Total Expenditures</i>	\$0	\$11,027	\$12,471	\$12,471
<i>General Fund Discretionary Expenditures</i>	0	0	0	0
<i>Authorized Full-Time Positions</i>	0.00	0.25	0.25	0.25
<i>Performance/Workload Measures:</i>				
Houses Weatherized	*	240	200	200

The Block-by-Block program provides basic weatherization at no cost to eligible low-income households in targeted neighborhoods. The average family income for 1990 participants was \$9000/month for three persons. The Energy Office works with neighborhood associations which help with marketing the program door-to-door and at community energy fairs.

The funding for this program is maintained in a Special Appropriation totalling \$164,367 composed of franchise fees charged to Portland General Electric, Pacific Power and Light, and Northwest Natural gas. The Energy Office maintains an interagency agreement with the Special Appropriation to provide 25% staff support for the Block-by-Block Manager. The balance of the Special Appropriation is used to contract weatherization services throughout Multnomah County.

**ENERGY OFFICE (302)**

General Fund (101)

Public Affairs

*LINE ITEM APPROPRIATIONS*

<i>Expenditure Classification</i>	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
511000 Full-Time Employees	\$0	\$0	\$213,971	\$122,846	\$128,018
512000 Part-Time Employees	0	0	32,987	0	0
514000 Overtime	0	0	0	0	0
515000 Premium Pay	0	0	370	0	0
517000 Benefits	0	0	79,209	48,559	52,220
<b>Total Personal Services</b>	<b>\$0</b>	<b>\$0</b>	<b>\$326,537</b>	<b>\$171,405</b>	<b>\$180,238</b>
521000 Professional Services	\$0	\$0	\$27,355	\$69,200	\$69,200
522000 Utilities	0	0	0	0	0
523000 Equipment Rental	0	0	0	0	0
524000 Repair & Maintenance	0	0	500	0	0
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	0	0	21,232	792	792
531000 Office Supplies	0	0	917	800	800
532000 Operating Supplies	0	0	0	0	0
533000 Repair & Maintenance Supplies	0	0	0	500	500
534000 Minor Equipment	0	0	0	0	0
535000 Clothing	0	0	0	0	0
539000 Other Commodities	0	0	0	0	0
541000 Education	0	0	1,441	2,171	2,171
542000 Local Travel	0	0	2,913	1,375	1,375
543000 Out-of-Town Travel	0	0	9,896	5,900	5,900
544000 External Rent	0	0	0	0	0
545000 Interest	0	0	0	0	0
546000 Refunds	0	0	0	0	0
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	0	0	3,468	516	516
<b>Subtotal External Materials &amp; Services</b>	<b>\$0</b>	<b>\$0</b>	<b>\$67,722</b>	<b>\$81,254</b>	<b>\$81,254</b>
551000 Fleet Services	\$0	\$0	\$14,621	\$500	\$500
552000 Printing/Distribution	0	0	3,888	3,268	3,268
553000 Facilities Services	0	0	21,046	22,650	22,650
554000 Communications	0	0	4,420	3,640	3,640
555000 Data Processing	0	0	269	571	571
556000 Insurance	0	0	9,592	12,443	12,443
557000 Equipment Lease	0	0	0	0	0
558000 Same Fund Services	0	0	0	0	0
559000 Other Fund Services	0	0	0	0	0
<b>Subtotal Internal Materials &amp; Services</b>	<b>\$0</b>	<b>\$0</b>	<b>\$53,836</b>	<b>\$43,072</b>	<b>\$43,072</b>
<b>Total Materials &amp; Services</b>	<b>\$0</b>	<b>\$0</b>	<b>\$121,558</b>	<b>\$124,326</b>	<b>\$124,326</b>
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	0	0	0	0
564000 Equipment	0	0	0	0	0
565000 Equipment Lease Purchase	0	0	0	0	0
<b>Total Capital Outlay</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
573000 Cash Transfers - Equipment	\$0	\$0	\$0	\$0	\$0
<b>Total Appropriation</b>	<b>\$0</b>	<b>\$0</b>	<b>\$448,095</b>	<b>\$295,731</b>	<b>\$304,564</b>

**ENERGY OFFICE (302)**

General Fund (101)

Public Affairs

*FULL-TIME POSITIONS*

Class	Title	Actual FY 88-89		Actual FY 89-90		Revised Budget FY 90-91		Proposed FY 91-92		Adopted FY 91-92	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
0891	Energy Advisor	0	0	0	0	1	44,762	1	46,988	1	49,665
7460	Human Resources Coordinator I	0	0	0	0	0	0	0	0	0	0
0813	City-Community Liaison	0	0	0	0	1	37,045	1	22,214	1	23,480
3140	Engineering Technician	0	0	0	0	0	34,424	1	32,100	1	32,100
3108	Technician II	0	0	0	0	0	0	0	0	0	0
0819	Administrative Assistant I	0	0	0	0	1	31,554	0	0	0	0
0221	Secretarial Clerk II	0	0	0	0	1	23,088	1	21,544	1	22,773
0809	Urban Services Coordinator	0	0	0	0	1	43,098	0	0	0	0
<b>TOTAL FULL-TIME POSITIONS</b>		0	0	0	0	5	213,971	4	122,846	4	128,018

**OFFICE OF FINANCE & ADMINISTRATION (307)**

General Fund (101)

Finance and Administration

**APPROPRIATION SUMMARY**

	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>EXPENDITURES</u></b>					
<i>Personal Services</i>	\$0	\$5,730,619	\$7,838,331	\$7,642,788	\$8,176,805
<i>External Materials and Services</i>	0	1,942,611	2,818,021	2,232,891	2,485,164
<i>Internal Materials and Services</i>	0	1,775,800	2,399,367	2,309,347	2,311,659
<i>Capital Outlay</i>	0	93,309	102,750	15,413	188,787
<i>Cash Transfers-Equipment</i>	0	0	2,832	0	0
<b><u>TOTAL EXPENDITURES</u></b>	<b>\$0</b>	<b>\$9,542,339</b>	<b>\$13,161,301</b>	<b>\$12,200,439</b>	<b>\$13,162,415</b>
<b><u>Authorized Full-Time Positions</u></b>					
<i>Total</i>	0	129	164	159	159
<i>General Fund Discretionary</i>	0	0	41.65	35.79	35.79
<b><u>FUNDING SOURCES</u></b>					
<i>General Fund Discretionary</i>		\$5,956,879	\$4,516,304	\$2,763,563	\$3,471,909
<b><u>Non-Discretionary Resources</u></b>					
<i>Grants and Donations</i>		0	25,000	0	0
<i>Contract Revenue</i>		167,835	169,904	64,281	64,906
<i>Interagency Services</i>		3,417,625	5,253,313	5,096,992	5,349,997
<i>Bureau Revenue</i>		0	0	59,328	59,328
<i>Overhead Recovery</i>		0	3,196,780	4,216,275	4,216,275
<i>Total Non-Discretionary Resources</i>		\$3,585,460	\$8,644,997	\$9,436,876	\$9,690,506
<b><u>TOTAL FUNDING</u></b>		<b>\$9,542,339</b>	<b>\$13,161,301</b>	<b>\$12,200,439</b>	<b>\$13,162,415</b>
<b><u>PROGRAMS</u></b>					
<i>Administrative Services</i>		\$6,105,699	\$8,537,656	\$8,381,153	\$8,857,050
<i>Financial Planning</i>		650,322	822,352	925,431	977,481
<i>Urban Services</i>		428,248	514,721	120,989	235,885
<i>Affirmative Action</i>		194,918	429,270	339,129	342,110
<i>Personnel</i>		1,505,021	2,129,530	2,021,359	2,166,808
<i>Debt Management</i>		232,788	380,881	342,378	454,851
<i>Strategic Planning</i>		0	346,891	70,000	128,230
<i>Administration</i>		425,343	0	0	0
<b><u>TOTAL PROGRAM</u></b>		<b>\$9,542,339</b>	<b>\$13,161,301</b>	<b>\$12,200,439</b>	<b>\$13,162,415</b>

**GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR**

The Office of Finance and Administration (OF&A) is charged with responsibility for monitoring and managing the City's financial activities to insure fiscal soundness and integrity; management of the City's personnel system to insure a competent and well-trained workforce; management of the Affirmative Action Program to ensure representation in the City's workforce of women and minorities; management of the City's Urban Services, Debt and Strategic Planning Programs; and management of the City's computer and insurance related services.

The Office of Finance and Administration is composed of the Bureau of Administrative Services, which includes the Accounting, Treasury, Computers, Grant Compliance, and Risk Management services of the City, as well as IBIS project management; the Bureau of Financial Planning, which includes budget,

## OFFICE OF FINANCE & ADMINISTRATION (307)

General Fund (101)

Finance and Administration

*APPROPRIATION SUMMARY*

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forecasting, and revenue analysis; and the Bureau of Personnel, which includes Affirmative Action, Recruitment and Selection, Employee Relations, Classification/Compensation, and Training. In addition to the three bureau's, the Debt Management Program and Strategic Planning Program report directly to the Director of OF&A.

The Office of Finance and Administration is responsible for designing and implementing Council adopted policies which guide OF&A in meeting the City's objectives of managing the City's financial activities and the City's personnel system. These policies include: the annual Financial Plan, the annual Budget Guidelines and Council Budget Directives, the General Reserve Policy, the Investment Policy and the Debt Management Policy, as well as the Affirmative Action Plan, Personnel Rules, the Compensation Policy, and seven Collective Bargaining Agreements.

Changes to the Office's budget from FY 1990-91 to 1991-92 include the creation of a new working capital fund for Computer Services. The new fund is being designed to facilitate multi-year funding of major capital purchases of computer equipment by establishing a reserve fund for capital replacement.

The Strategic Planning Program is nearing completion in 1990-91, and will be funded at a reduced level in 1991-92 for completion of a Strategic Plan and implementation. The Council provided an additional \$40,000 of unspent FY 1990-91 appropriation between the proposed and adopted budgets which will provide for a level of staffing and support critical to the successful implementation of the plan during FY 1991-92.

The Urban Service Program conducts annexation within the Multnomah County segment of the Urban Service boundary. The Urban Services Program is being scaled back significantly in 1991-92. Three of the six positions are eliminated. The program will be re-evaluated to determine if the City can cost effectively continue to annex and provide services to unincorporated properties under Ballot Measure 5. The Multnomah County financial support, contract revenue of \$65,000 is discontinued in 1991-92. In the Adopted budget the Urban Services Program received \$60,000 in interagency revenue and a \$50,000 carryover of unspent of FY 1990-91 appropriation. This allows for a level of annexations estimated to increase population by 2000 - 3000 in order to continue to rationalize service boundaries.

Other position changes include the elimination of a Senior Accountant position in Computer Services due to a substantially reduced workload resulting from the automation of the Interagency billing process; an Accounting Assistant position which was funded by the Health Insurance fund is eliminated due to a decision to contract out this function; a Personnel Analyst position which was assigned to the Non-Represented Classification/Compensation study is funded via Interagency Agreement with the special appropriation. The goals of the study are to develop and implement a classification and compensation system that is internally equitable, administratively efficient, externally competitive and affordable. The study was originally scheduled to be completed in 1990-91, but was delayed and will be completed during 1991-92. Offsetting position cuts is the creation of two positions, which will be Interagency funded: A Programmer Analyst is being added in Computer Services to support increased workload, and a Secretarial Clerk II position is added in Risk to provide clerical support for the new and enhanced services in Risk Management as a result of the Wyatt Performance Audit and subsequent reorganization. There are also seven reclassifications occurring in order to meet reduction requirements



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and efficiency measures. The net effect of position changes is a reduction of 5 full-time positions from 164 in 1990-91 to 159 in 1991-92.

Two new bureau-specific revenues are proposed for 1991-92: a voluntary deduction transaction charge and a trustee account charge.

A fee of 25 cents per transaction will be assessed for all voluntary deductions, except savings bonds and union dues. An Accounting Assistant in the Payroll Section of Accounting dedicated to the maintenance of payroll deductions will be funded through charges to organizations who benefit from direct payroll deduction by City employees. It is estimated that this will generate \$28,663 for FY 1991-92.

The second new revenue source, which is estimated to generate \$30,665, is a custodial charge of \$76 per account for trustee accounts that the City Treasurer maintains. There are currently about 400 trustee accounts that contain nearly \$1.8 million in funds that belong to others. These trustee accounts are typically used as a convenience to citizens, such as Contractors who deposit money with the treasurer to be applied to construction permits as needed. The Treasury section tracks and administers these accounts. This revenue source will support a part-time Clerical Specialist position, as well as administrative supervision costs and related materials and services costs.

### PERFORMANCE OBJECTIVES

- Implementation of the IBIS Accounts Receivable, Fixed Assets and Project Tracking modules by June 30, 1992.
- Continue to cooperatively seek solutions to rising benefit costs through the Labor/Management Committees.
- Continue to improve Workers' Compensation claims handling and implementation of the new Workers' Compensation reform law.
- Continued implementation and refinement of the comprehensive Loss Control program for the City.
- Continue to provide management for implementation of the Portland Future Focus project.
- Continued refinement and implementation of the IBIS budgeting module.
- Completion of Capital Facilities Plans for all capital bureaus and inclusion in annual capital budget requests. Completion of a Capital Policy by September, 1991.
- Review and refinement of the Quarterly Budget Report system with the objective of producing more timely reports and decreasing the staff commitment throughout the City necessary to produce the reports. Complete review by September, 1991.
- To support the City's continuing ability to respond to a culturally diverse job market and to enhance affirmative action efforts by attracting and retaining qualified women and minorities in City employment through targeted outreach recruitment efforts. To provide City bureaus in a timely manner with qualified candidates for employment who are representative of the diversity of the public they serve by the City; to continue streamlining and revision of selection procedures in accordance with governing federal and state laws, and to ensure affirmative action monitoring of examinations; to provide assistance and support to bureaus in making appropriate employment decisions.

**OFFICE OF FINANCE & ADMINISTRATION (307)**

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**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>ADMINISTRATIVE SERVICES</u></b>				
<i>Total Expenditures</i>	\$6,105,699	\$8,537,656	\$8,381,153	\$8,857,050
<i>General Fund Discretionary Expenditures</i>	2,808,577	1,364,507	1,043,766	1,377,305
<i>Authorized Full-Time Positions</i>	73.55	107.03	107.55	107.55
<i>Performance/Workload Measures:</i>				
CPU Seconds Used (millions)	N/A	30	33	33
Number of PC's Supported	N/A	750	900	900
Grants with Fiscal Activity	79	81	70	70
New Claims Filed-Liability	1,290	1,021	1,408	1,408
New Claims Filed-Workers' Comp.	485	497	542	542
Treasury Transactions	940,000	931,000	900,000	900,000
Investments Managed	\$335 million	\$450 million	\$375 million	\$375 million
No. of Invoices Processed	137,721	120,000	84,348	84,348
No. of Fund Transactions	2,390,000	2,370,000	2,370,000	2,370,000

The Administrative Services Program includes the Bureau of Administrative Services which consists of the Accounting, Treasury, Computers, Grant Compliance, and Risk Management services of the City, as well as IBIS project management. IBIS (Integrated Business Information System), is the City's new financial software system, which the City began in FY 1987-88.

The Accounting Division develops, implements, enhances, and maintains accounting and financial management systems; provides data entry services for record input; analysis and interpretation of accounting information and prepares the Annual Financial Report in conformance with generally accepted accounting principles.

The Treasury Division is responsible for the management of the City's cash and investment services, and to represent the City's interests in matters concerning the Fire and Police Disability and Retirement Board. The City Treasurer is a charter-designated member of the Board.

The Computers Division is responsible for maintaining systems and programming services, providing IBM and VAX host computing resources to City data center customers, providing direct technical and consultative support services to computer end users Citywide. It also provides computer needs assessment including comprehensive assistance to bureaus for automation planning, as well as a long-range automation planning for the City.

Grants Compliance provides a centralized grants management system for the City by assisting City bureaus and the Portland Development Commission in proper grant administration, and identification and acquisition of grant resources.

The Risk Management Division has three major sections: Workers' Compensation, Insurance and Claims, and Health Insurance. Insurance & Claims is responsible for providing all bureaus with loss control services and risk management support, for reviewing all fleet and general liability claims and negotiating settlements, as well as managing the commercial insurance portfolio and the liability self-insurance fund. Workers' Compensation is responsible for administration of the City's self-insured Workers' Compensation Program and for facilitating loss control efforts to minimize employee injury and illness. Health Insurance is responsible for administration of the employee benefit program, including management of the Health Insurance Fund. The employee benefit programs include medical, dental, vision, life, supplemental (voluntary) life, long term disability, and deferred compensation.

**OFFICE OF FINANCE & ADMINISTRATION (307)**

General Fund (101)

Finance and Administration

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>FINANCIAL PLANNING</u></b>				
<i>Total Expenditures</i>	\$650,322	\$822,352	\$925,431	\$977,481
<i>General Fund Discretionary Expenditures</i>	650,322	499,175	355,395	407,445
<i>Authorized Full-Time Positions</i>	12.00	12.60	12.80	12.80
<i>Performance/Workload Measures:</i>				
Number of Budget Documents	9	3	3	3
Quarterly Reports	4	4	4	4
Financial Forecasts/Outlooks	14	14	14	14
Council Documents Reviewed	1,352	1,000	1,000	1,000
Revenue Studies	13	5	0	0
Hours Spent on Bureau Advisory Committee Process	N/A	250	250	250

The Financial Planning Program includes the Bureau of Financial Planning, which consists of the functions of budget preparation and monitoring, long-range forecasting, revenue analysis, legislative analysis, council support and special projects. The primary responsibility of the program is to monitor and manage revenue and expenditures in a manner consistent with established policy and directed toward insuring the long-term financial stability for the City.

**URBAN SERVICES**

<i>Total Expenditures</i>	\$428,248	\$514,721	\$120,989	\$235,885
<i>General Fund Discretionary Expenditures</i>	368,248	240,551	109,656	164,552
<i>Authorized Full-Time Positions</i>	7.60	6.48	2.30	2.30
<i>Performance/Workload Measures:</i>				
Annexation Cases	41	40	14	14
Population Added	5,985	6,000	N/A	N/A
Property Value Added	\$149 million	\$95 million	N/A	N/A
Informational Pieces Produced	66	75	N/A	N/A

The Urban Services Program is being scaled back during 1991-92 in order to assess whether the City can cost effectively continue to annex and provide services under Ballot Measure 5. Once the long-term impact of ballot measure 5 is known, the City needs to reassess its plans for completing mid-county annexations.

The Urban Service Program received additional resources in the Adopted budget, \$60,000 in interagency revenue equally shared by the Office of Transportation and the Bureaus of Environmental Services and Water and a \$50,000 carryover of unspent FY 1990-91 appropriation. This allows for a level of annexations estimated to increase population by 2000 - 3000 in order to continue to rationalize service boundaries.

**OFFICE OF FINANCE & ADMINISTRATION (307)**

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**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>PERSONNEL</u></b>				
<i>Total Expenditures</i>	\$1,505,021	\$2,129,530	\$2,021,359	\$2,166,808
<i>General Fund Discretionary Expenditures</i>	1,481,116	1,632,445	996,713	1,099,295
<i>Authorized Full-Time Positions</i>	26.00	30.05	28.60	28.60
<i>Performance/Workload Measures:</i>				
Total Training Participant Hours	11,303	12,000	9,475	9,475
Non-Represented Class/Comp Study	0	1	1	1
Hours Spent on Class./Comp. Reviews	8,300	3,202	1,397	1,397
Hours Spent on Collective Bargaining	N/A	3,300	3,300	3,300
Hours Spent Developing Personnel Policy	2,100	2,300	--	--
Hours Spent on Contract Administration	6,200	3,800	3,800	3,800
Number of Exams Conducted	N/A	100	84	84
Applications Rec'd/Processed	N/A	12,000	7,200	7,200

The Personnel Program includes the Personnel Bureau which is responsible for the timely recruitment and selection of qualified applicants for City employment; for monitoring the return to work program for injured workers; for labor negotiations and contract administration of the City's seven labor agreements; for resolution of labor/management disputes; for centralized personnel policy development and implementation; for maintenance of the City's classification and compensation policies and systems; for coordination of City-wide training and education programs, and tuition reimbursement programs; for monitoring and coordinating the Work-Study program; and for maintenance of centralized personnel records and files. An interagency with the class compensation special appropriation has been established to provide a Personnel Analyst I to assist in the non-represented classification study which began in FY 1990-91.

**DEBT MANAGEMENT**

<i>Total Expenditures</i>	\$232,788	\$380,881	\$342,378	\$454,851
<i>General Fund Discretionary Expenditures</i>	28,355	119,634	27,244	131,312
<i>Authorized Full-Time Positions</i>	1.85	2.67	2.66	2.66
<i>Performance/Workload Measures:</i>				
New Debt Issues (in millions)	\$114.6	\$65.0	\$81.8	\$81.8
Debt Compliance Reviews	N/A	28	0	0
No. Rebate Calculations	0	10	19	19
Coverage Calculations	N/A	N/A	5	5
Master Lease Draws	N/A	N/A	12	12
Debt Compliance Meetings	5	4	4	4
Billable Hours	N/A	1,700	3,400	3,400

The Debt Management Program is responsible for managing the City's issuance of new debt and administering existing debt in compliance with all applicable federal, state and City rules and regulations, and to maintaining the highest possible credit rating for all debt issues. The program also tracks federal and state legislation affecting debt issuance and management and completes special studies relating to City debt as necessary.

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PROGRAM SUMMARY

Program	Actual FY 89-90	Revised Budget FY 90-91	Proposed FY 91-92	Adopted FY 91-92
<b><u>AFFIRMATIVE ACTION</u></b>				
Total Expenditures	\$194,918	\$429,270	\$339,129	\$339,129
General Fund Discretionary Expenditures	194,918	342,056	160,789	160,789
Authorized Full-Time Positions	5.00	4.70	5.09	5.09
<i>Performance/Workload Measures:</i>				
Annual AA Plan Update	N/A	1	1	1
Increase in Minority/Women Representation	N/A	15%	15%	15%

The Affirmative Action Program is responsible for staffing the Affirmative Action Advisory Committee, preparation of the City's Affirmative Action Plan; assisting bureaus in implementing the Plan; counseling with employees and managers; maintaining and reporting affirmative action data to appropriate oversight agencies; and monitoring and reporting internally on affirmative action progress.

Multnomah County and the City have agreed to consolidate Affirmative Action programs effective July 1, 1991. This significant development occurred too late to include in the Adopted budget. Adjustments for this consolidation of services will be included within the budget through amendment early in the fiscal year. The total appropriation committed by the City will remain at the same level. The City County Affirmative Action Officer will report to the Mayor on City operational and programmatic matters.

## **STRATEGIC PLANNING**

Total Expenditures	\$0	\$346,891	\$70,000	\$128,230
General Fund Discretionary Expenditures	0	317,936	70,000	128,230
Authorized Full-Time Positions	0.00	0.47	0.00	0.00

This program is responsible for the Portland Future Focus project, a unique planning process designed to help maintain and enhance the high quality of life in Portland. The project began in the spring of 1989.

It was originally anticipated that the project would be completed during 1990-91, however the last two phases of the project will continue into 1991-92. The Portland Future Focus project will have completed five of the seven major phases during FY 1990-91: 1) an environmental scan; 2) definition of community values; 3) creation of a community vision; 4) prioritization of issue areas; and 5) analyses of community capacities.

Twenty-five strategic goals have been developed for the vision of Portland in the year 2000. Completion of and implementation of three to five-year action plans for six of the strategic goals, which will form the base for the strategic plan, will occur in FY 1991-92.

Implementation will be a multi-year process, with action plans for the remaining strategic goals being developed and implemented, as well as making adjustments to the strategic plan where changes in conditions dictate.

The Council provided an additional \$40,000 of unspent FY 1990-91 appropriation between the proposed and adopted budgets which will provide for a level of staffing and support critical to the successful implementation of the plan during FY 1991-92.

## **ADMINISTRATION**

Total Expenditures	\$425,343	\$0	\$0	\$0
General Fund Discretionary Expenditures	425,343	0	0	0
Authorized Full-Time Positions	3.00	0.00	0.00	0.00

The Administration Program is no longer a separate budgeting program. Bureau-wide administrative costs are spread among the remaining programs to reflect true costs within these programs.

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**LINE ITEM APPROPRIATIONS**

<i>Expenditure Classification</i>	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
511000 Full-Time Employees	\$0	\$4,054,568	\$5,478,170	\$5,382,463	\$5,775,340
512000 Part-Time Employees	0	66,684	122,930	77,242	81,644
514000 Overtime	0	81,487	73,460	62,422	65,980
515000 Premium Pay	0	8,293	3,650	4,700	4,968
517000 Benefits	0	1,519,587	2,160,121	2,115,961	2,248,873
<b>Total Personal Services</b>	<b>\$0</b>	<b>\$5,730,619</b>	<b>\$7,838,331</b>	<b>\$7,642,788</b>	<b>\$8,176,805</b>
521000 Professional Services	\$0	\$433,214	\$761,739	\$505,770	\$657,342
522000 Utilities	0	0	0	0	0
523000 Equipment Rental	0	318,672	409,339	362,527	362,527
524000 Repair & Maintenance	0	245,553	308,287	325,571	337,979
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	0	715,505	857,850	635,390	644,398
531000 Office Supplies	0	50,084	60,131	57,984	60,732
532000 Operating Supplies	0	69,301	71,275	63,088	64,378
533000 Repair & Maintenance Supplies	0	0	107	113	113
534000 Minor Equipment	0	701	642	680	9,307
535000 Clothing	0	0	0	0	0
539000 Other Commodities	0	50	0	0	0
541000 Education	0	35,432	53,042	73,160	63,160
542000 Local Travel	0	5,872	17,318	14,222	14,222
543000 Out-of-Town Travel	0	26,622	41,462	42,429	42,429
544000 External Rent	0	0	0	0	0
545000 Interest	0	0	0	0	0
546000 Refunds	0	0	0	0	0
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	0	41,605	236,829	151,957	228,577
<b>Subtotal External Materials &amp; Services</b>	<b>\$0</b>	<b>\$1,942,611</b>	<b>\$2,818,021</b>	<b>\$2,232,891</b>	<b>\$2,485,164</b>
551000 Fleet Services	\$0	\$5,275	\$12,440	\$12,086	\$12,086
552000 Printing/Distribution	0	220,139	359,435	256,449	256,449
553000 Facilities Services	0	386,919	575,154	602,164	602,164
554000 Communications	0	137,304	154,956	124,861	124,861
555000 Data Processing	0	746,663	980,883	1,090,258	1,090,258
556000 Insurance	0	73,454	180,699	201,289	201,289
557000 Equipment Lease	0	200,934	125,800	0	0
558000 Same Fund Services	0	4,780	10,000	19,000	21,312
559000 Other Fund Services	0	332	0	3,240	3,240
<b>Subtotal Internal Materials &amp; Services</b>	<b>\$0</b>	<b>\$1,775,800</b>	<b>\$2,399,367</b>	<b>\$2,309,347</b>	<b>\$2,311,659</b>
<b>Total Materials &amp; Services</b>	<b>\$0</b>	<b>\$3,718,411</b>	<b>\$5,217,388</b>	<b>\$4,542,238</b>	<b>\$4,796,823</b>
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	0	0	0	0
564000 Equipment	0	93,309	102,750	15,413	188,787
565000 Equipment Lease Purchase	0	0	0	0	0
<b>Total Capital Outlay</b>	<b>\$0</b>	<b>\$93,309</b>	<b>\$102,750</b>	<b>\$15,413</b>	<b>\$188,787</b>
573000 Cash Transfers - Equipment	\$0	\$0	\$2,832	\$0	\$0
<b>Total Appropriation</b>	<b>\$0</b>	<b>\$9,542,339</b>	<b>\$13,161,301</b>	<b>\$12,200,439</b>	<b>\$13,162,415</b>

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**FULL-TIME POSITIONS**

Class	Title	Actual FY 88-89		Actual FY 89-90		Revised Budget FY 90-91		Proposed FY 91-92		Adopted FY 91-92	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
0831	Director of Fiscal Administration	0	0	1	67,795	1	68,326	1	68,854	1	72,779
7460	Human Resources Coord. I	0	0	0	0	1	33,268	1	36,303	1	38,372
3271	Graphics Illustrator	0	0	0	0	0	16,524	0	0	0	0
3233	Assistant Annexation Coordinator	0	0	2	39,110	0	0	0	0	1	44,288
3231	Planner B	0	0	0	39,576	2	84,179	0	0	0	0
3229	Planner A	0	0	0	0	0	0	1	29,952	0	0
0945	Revenue and Policy Analysis Mana	0	0	0	0	0	0	0	0	0	0
0944	Urban Economist	0	0	1	48,874	1	48,941	1	49,319	1	52,130
0900	Staff Assistant	0	0	3	95,705	3	96,101	2	48,418	4	92,437
→ 0871	Risk Operations Sup.	0	0	0	0	1	48,117	1	48,480	1	51,243
0870	Senior Risk Analyst	0	0	0	0	1	35,551	1	37,372	1	39,502
0864	Senior Grants Analyst	0	0	1	41,558	1	43,324	1	43,660	1	46,149
0863	Grants Analyst	0	0	2	44,726	2	72,620	2	73,979	2	78,196
0862	Deputy Treasurer	0	0	1	39,915	1	41,611	1	41,941	1	44,332
0860	City Treasurer	0	0	1	54,309	1	56,616	1	57,053	1	60,305
→ 0859	Asst. Claims Tech	0	0	0	0	2	46,590	2	48,752	2	51,531
0858	Claims Tech.	0	0	0	0	3	83,527	3	80,894	3	85,505
0857	Claims Adjuster	0	0	0	0	4	129,959	4	138,349	4	146,235
0856	Workers' Comp. Sup.	0	0	0	0	1	46,019	1	48,480	1	51,243
0854	Liability Claims Sup.	0	0	0	0	1	45,112	1	48,246	1	50,996
0853	Risk Manager	0	0	0	0	1	54,947	1	55,376	1	58,532
0850	Loss Control Supervisor	0	0	0	0	1	41,217	1	41,768	1	44,149
0849	Loss Control Rep	0	0	0	0	1	29,621	1	30,695	1	32,445
0839	Director Admin. Services	0	0	1	32,159	1	59,458	1	62,901	1	66,486
0830	Financial Planning Director	0	0	1	57,183	1	62,428	1	62,901	1	66,486
0829	Financial Analyst	0	0	0	2,600	1	35,235	1	36,666	1	38,756
0828	Senior Management Analyst	0	0	4	115,010	7	311,203	7	288,054	7	308,106
0827	Management Analyst	0	0	3	132,603	0	0	0	0	0	0
0826	Assistant Management Analyst	0	0	2	62,003	2	48,726	2	66,361	2	70,144
0820	Administrative Assistant II	0	0	1	39,208	0	0	0	0	0	0
0819	Administrative Assistant I	0	0	0	0	2	63,100	2	63,592	2	67,217
0815	Urban Services Manager	0	0	1	46,240	1	48,225	0	0	0	0
0809	Urban Services Public Inv. Coord.	0	0	1	41,862	1	45,753	0	0	0	0
0640	Personnel Director	0	0	1	55,085	1	59,685	1	62,901	1	66,486
0630	Employee Relations Officer	0	0	1	48,029	1	51,987	1	51,340	1	54,266
0625	Recruitment/Selection Officer	0	0	0	0	1	45,320	1	42,731	1	45,167
0624	Affirmative Action Officer	0	0	1	45,804	1	48,117	0	0	0	0
0621	Affirmative Action Analyst	0	0	1	30,597	1	31,897	1	36,449	1	38,527
0614	Personnel Analyst III	0	0	7	141,652	5	196,111	6	258,642	6	273,385
0612	Personnel Analyst II	0	0	9	349,201	10	372,242	9	303,819	9	321,137
0610	Personnel Analyst I	0	0	1	39,677	3	58,099	4	153,113	5	190,397
0609	Personnel Tech.	0	0	1	31,481	3	74,115	2	50,682	2	53,571
0601	Civil Service Secretary	0	0	1	30,264	1	31,550	1	31,796	1	33,608
0561	Bank & Inv. Analyst	0	0	2	62,740	2	68,080	2	69,042	2	72,977
0544	Admin. Services Officer I	0	0	1	38,618	1	41,806	1	42,130	1	44,531
<b>TOTAL THIS PAGE</b>		<b>0</b>	<b>0</b>	<b>52</b>	<b>1,873,584</b>	<b>75</b>	<b>2,875,307</b>	<b>70</b>	<b>2,711,011</b>	<b>73</b>	<b>2,951,616</b>

**OFFICE OF FINANCE & ADMINISTRATION (307)**

General Fund (101)

Finance and Administration

*FULL-TIME POSITIONS*

Class	Title	Actual FY 88-89		Actual FY 89-90		Revised Budget FY 90-91		Proposed FY 91-92		Adopted FY 91-92	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
<i>TOTALS FROM PREVIOUS PAGE</i>		0	0	52	1,873,584	75	2,875,307	70	2,711,011	73	2,951,616
0533	Accounting Mgr.	0	0	1	49,521	1	51,174	1	51,562	1	54,501
0519	General Ledger Supervisor	0	0	1	45,977	1	45,889	1	46,049	1	48,674
0516	Principal Accountant	0	0	3	119,339	3	124,834	2	83,882	2	88,663
0515	Senior Accountant	0	0	5	148,720	6	171,383	5	163,527	5	172,848
0514	Associate Accountant	0	0	5	108,438	4	115,617	4	113,099	4	119,546
0511	Accounts Payable Audit Clerk	0	0	1	23,254	1	24,242	1	24,439	1	25,832
0510	Accounting Assistant	0	0	15	329,934	17	377,949	17	380,475	17	402,162
0390	Computer Operations Supervisor	0	0	1	43,607	1	45,450	1	45,798	1	48,408
0384	Technical Systems Manager	0	0	1	51,338	1	53,516	1	53,930	1	57,004
0383	Principal Programmer Analyst	0	0	0	0	1	44,994	1	46,080	1	48,707
0382	Senior Systems Programmer	0	0	2	90,001	2	93,154	2	93,858	2	99,208
0381	Systems Programmer	0	0	0	0	1	36,624	1	43,702	1	46,193
0380	MIS Analyst	0	0	1	41,600	1	43,368	1	43,702	1	46,193
0379	Asst. MIS Analyst	0	0	2	54,724	4	97,794	4	118,893	4	125,670
0377	Micro Computer Analyst	0	0	1	22,199	0	0	0	0	0	0
0376	Deputy Dir. Systems & Prog.	0	0	1	54,703	1	56,400	1	56,844	1	60,084
0375	Computer Services Director	0	0	1	60,226	1	61,257	1	61,727	1	65,245
0374	Systems Programming Manager	0	0	2	82,056	2	97,053	2	99,798	2	105,486
0373	Senior Programming Analyst	0	0	5	209,136	5	216,840	5	214,514	5	226,741
0372	Programming Analyst	0	0	2	68,797	4	107,309	5	168,285	5	177,877
0371	Data Processing Analyst	0	0	2	67,318	2	69,389	2	69,922	2	73,908
0368	Data Entry Coordinator	0	0	1	28,542	1	30,032	1	30,266	1	31,991
0365	Data Processing Tech.	0	0	3	55,205	3	82,453	3	84,133	3	88,929
0346	Word Processing Operator II	0	0	1	15,211	0	0	0	0	0	0
0345	Word Processing Operator I	0	0	2	40,211	2	46,837	1	23,601	1	24,946
0222	Secretarial Assistant	0	0	2	47,466	2	49,483	3	71,054	3	75,104
0221	Secretarial Clerk II	0	0	3	48,778	5	99,433	5	101,048	5	106,808
0220	Secretarial Clerk I	0	0	2	34,191	3	60,386	4	77,155	4	81,553
0210	Typist Clerk	0	0	1	22,057	1	19,472	1	19,619	1	20,737
0140	Data Entry Clerk	0	0	4	80,396	4	83,073	4	82,435	4	87,134
0114	Clerical Specialist	0	0	6	138,039	8	188,934	8	185,491	8	196,064
0110	Clerk I	0	0	0	0	1	8,724	1	16,584	1	17,508
<b>TOTAL FULL-TIME POSITIONS</b>		<b>0</b>	<b>0</b>	<b>129</b>	<b>4,054,568</b>	<b>164</b>	<b>5,478,170</b>	<b>159</b>	<b>5,382,483</b>	<b>162</b>	<b>5,775,340</b>



# BUREAU OF FIRE, RESCUE AND EMERGENCY SERVICES (124)

General Fund (101)

Public Safety

## APPROPRIATION SUMMARY

	Actual FY 88-89	Actual FY 89-90	Revised Budget FY 90-91	Proposed FY 91-92	Adopted FY 91-92
<b>EXPENDITURES</b>					
<i>Personal Services</i>	\$41,106,205	\$43,548,388	\$45,205,235	\$41,167,658	\$45,444,355
<i>External Materials and Services</i>	2,139,679	2,378,830	3,603,535	3,296,771	3,603,965
<i>Internal Materials and Services</i>	2,452,338	2,665,037	3,855,986	3,778,481	3,778,481
<i>Capital Outlay</i>	189,423	278,199	624,792	1,040,151	1,310,756
<i>Cash Transfers-Equipment</i>	0	56,200	50,500	52,120	52,120
<b>TOTAL EXPENDITURES</b>	<b>\$45,887,645</b>	<b>\$48,926,654</b>	<b>\$53,340,048</b>	<b>\$49,335,181</b>	<b>\$54,189,677</b>
<b>Authorized Full-Time Positions</b>					
<i>Total</i>	875	845	840	701	757
<i>General Fund Discretionary</i>	743.6	722.3	737.8	620.9	676.9
<b>FUNDING SOURCES</b>					
<i>General Fund Discretionary</i>		\$39,455,149	\$44,696,060	\$41,989,851	\$46,793,319
<b>Non-Discretionary Resources</b>					
<i>Grants and Donations</i>		167,143	680,728	271,308	276,196
<i>Contract Revenue</i>		8,325,793	7,368,639	5,216,342	5,262,482
<i>Interagency Services</i>		6,600	0	605,000	605,000
<i>Bureau Revenue</i>		971,969	594,621	1,252,680	1,252,680
<i>Overhead Recovery</i>		0	0	0	0
<b>Total Non-Discretionary Resources</b>		<b>\$9,471,505</b>	<b>\$8,643,988</b>	<b>\$7,345,330</b>	<b>\$7,396,358</b>
<b>TOTAL FUNDING</b>		<b>\$48,926,654</b>	<b>\$53,340,048</b>	<b>\$49,335,181</b>	<b>\$54,189,677</b>
<b>PROGRAMS</b>					
<i>Fire Prevention</i>		\$3,406,761	\$3,715,634	\$3,911,587	\$4,064,993
<i>Management Services</i>		1,195,300	1,188,215	1,284,825	1,575,315
<i>Emergency Operations</i>		38,649,662	41,552,278	36,907,492	40,693,840
<i>Logistical Support</i>		4,491,248	5,301,055	5,557,318	5,934,950
<i>Training &amp; Emergency Management</i>		1,183,683	1,582,866	1,673,959	1,920,579
<b>TOTAL PROGRAM</b>		<b>\$48,926,654</b>	<b>\$53,340,048</b>	<b>\$49,335,181</b>	<b>\$54,189,677</b>

### GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR

The mission of the Bureau of Fire, Rescue and Emergency Services is to provide a fire-safe environment for the citizens it protects, minimize losses to life and property from non-fire related emergencies, and to provide certain community services. The primary services provided by the Bureau are 1) rapid response to fires and medical emergencies with sufficient people and equipment to control the emergency; 2) support activities that make emergency response possible: fire dispatch maintenance of fire buildings and equipment, training, and management support; 3) fire prevention activities, including public education, fire code inspection and plans review, and arson investigation; and 4) preparation for the management of large-scale public emergencies.

In addition to serving residents and business within the City of Portland, the Portland Fire Bureau has provided, under contract, fire protection to Multnomah Fire District 10 to the east of Portland and Clackamas Fire District 1 just to the south of Portland. As of June 30, 1991, the contract with Clackamas District 1 will come to an end, since that District has merged with a neighboring Fire Protection District and will resume the direct provision of services. In FY 1990-91, the Clackamas District 1 contract

## BUREAU OF FIRE, RESCUE AND EMERGENCY SERVICES (124)

General Fund (101)

Public Safety

APPROPRIATION SUMMARY

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provided \$2,261,728 in revenue and supported 30.9 Full-Time-Equivalent (FTE) positions within the Portland Fire Bureau. As a result of the termination of the contract, 27 of those positions are being eliminated in the 1991-92 budget, and 3.9 FTE's--representing partial funding for support personnel providing bureau-wide services--are shifted to City of Portland funding. In addition, 3 full-time positions are shifted from Multnomah Fire District 10 to City of Portland responsibility in accordance with their intergovernmental agreement, because of annexations in the mid-County area.

The financial restrictions placed by Measure 5 on the General Fund have also brought service reductions to the part of the Bureau funded by the City's taxpayers--the "discretionary" budget. This is because cost-of-living salary adjustments and inflation have pushed operating costs up faster than the funding could increase. The bureau's 1991-92 discretionary budget (excluding capital projects) of \$45,118,597 is approximately \$1.2 million more than the equivalent figure for 1990-91. However, this discretionary operating budget is about \$3.0 million less than the \$48,159,764 that would have been needed in order to maintain the Bureau at the current level of positions and services, given the cost-of-living adjustments and inflation. After accounting for \$599,830 in new revenues that were used to offset cuts in discretionary funding, the Bureau's net loss from its current operating service level is about \$2.4 million.

The result of the reduction in discretionary General Fund support was for 57 positions to be eliminated in the 1991-92 budget. Of the 57 positions cut because of Measure 5, 52 are uniformed and 5 are non-uniformed. The reductions in uniformed positions means the closure of two of the City's 27 fire stations--station 7 at the eastern end of the Hawthorne Bridge and Station 16 in the industrial section of Northwest Portland--along with their associated engine companies. In addition, several of the remaining companies face reductions in the number of firefighters assigned per shift. Under the Proposed Budget, 113 positions were planned to be eliminated because of the impact of Measure 5. Because of more favorable assessed value and ending balance estimates for the General Fund shortly before the adoption of the budget, 56 uniformed positions were able to be restored. One impact of the restorations is that, unlike the Proposed Budget, the Adopted Budget does not require any station to have only three firefighters assigned to it per shift.

In all, the number of line positions assigned to Portland stations (firefighters, lieutenants, and captains, excluding travellers) will be 159 per shift instead of the current 171 per shift, and the number of companies will be 37 per shift instead of 39 per shift. Because Station 7's area is entirely within the 4-minute response time of other stations, only the Northwest area currently served by Station 16 will show a significant increase in the initial response time. However, the remaining on-duty staff will be spread more thinly among the companies, so it will take longer to get the same number of people to the scene of an emergency. This is less of a problem for emergency medical calls than for fires, where the prompt arrival of several companies is an important factor in controlling the damage, rescuing people, and preventing injury to firefighters. The emergency medical response, however, may be affected in the event of simultaneous calls, since a reduced number of companies means that the remaining companies will be on the road more often. In addition, the reduced staffing citywide can place the City at greater risk during large, multiple-alarm fires, in which most of the on-duty firefighters will be at the scene of the fire and few will be available to protect other areas of the City.

In addition to the reductions in station personnel, the Deputy Chief for Emergency Support Services position is also cut, as is a Secretarial Clerk, four building and apparatus maintenance positions in the Logistics program, and an Apparatus Driving Instructor on the Training staff. Over the past year, the

## **BUREAU OF FIRE, RESCUE AND EMERGENCY SERVICES (124)**

General Fund (101)

Public Safety

*APPROPRIATION SUMMARY*

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Bureau has expected a large number of positions to be cut due to not only to Measure 5 but also to the termination of the contract with Clackamas Fire District 1. The Bureau has sought to minimize layoffs from these expected position reductions by holding vacancies open and using overtime to fill station assignments. This strategy has been successful: with the restoration of 56 positions in the final round of changes prior to the adoption of the budget, the Bureau now expects that there will be no layoffs of uniformed personnel resulting from these reductions. Because layoffs would have been in reverse order of seniority, avoiding layoffs protects the Bureau's recent gains in its affirmative action efforts.

The Management Services program is funded at the current service level, as is the Fire Prevention program, primarily due to the addition of \$599,830 in new revenues through increases in sprinkler and alarm permit fees and the development of a new fire code plan review fee. In all, 12 positions would have been cut because of losses in discretionary funding were it not for the development of those new revenues. Another increased revenue is from the federally mandated Title III Hazardous Materials Tracking program. That program is entirely self-supported by fees charged to businesses using or storing hazardous materials. Rather than offsetting cuts in discretionary funding, the increased Title III fees will be used to hire another Inspector, since the program will be expanding from the industrial into the retail sector in 1991-92.

The capital improvements are an important part of the 1991-92 Fire Bureau budget. The Bureau's top two priorities for funding packages--ranked by Bureau management ahead of any of its operating budget decision packages--are the Apparatus Replacement and Fire Training Center capital projects, both of which are included within the 1991-92 Budget. The Apparatus Replacement project is an annual appropriation to replace the Bureau's engines, trucks, and other apparatus on a regular schedule, with a level cost (adjusted for inflation). Currently, the target life span for the major apparatus is twenty years. The 1991-92 Budget includes \$605,000 for the replacement of three engines. This is to be funded by the City's Master Lease, so only \$162,999 for those three engines--the first year's debt service for a five-year payment schedule--is required in 1991-92. In addition, \$1,004,425 of discretionary funds is budgeted for Master Lease payments attributable to purchases made in past years.

The Fire Training Center project is a multi-year, multiple-funding-source project intended to consolidate the Bureau's training operations onto a single site (which would also serve as a working fire station for the in-station component of the recruit training), while providing improved training structures and replacing an existing training site that will probably become unavailable when the District 10 contract ends in the next few years. The new Training Center also holds the potential for use as a regional facility for recruit training in the future. The total cost over 7 years is now projected to be \$3,050,108, of which \$2,232,473 would come from discretionary General Fund dollars. This budget continues this project by allocating \$319,529 from 1991-92 resources, of which \$135,000 will come from the Portland Development Commission and \$184,529 from discretionary General Fund sources. (In addition to the new funding in 1991-92, the budget carries over \$204,140 in encumbered contracts from the 1990-91 allocation.) The 1991-92 phase of the project will be the development of the fire station on the site (which is the former Park Rose Water District Headquarters to be purchased from the Water Bureau). The fire station is immediately adjacent to the Airport Way Urban Renewal District and includes that district in its primary response area.

## **BUREAU OF FIRE, RESCUE AND EMERGENCY SERVICES (124)**

General Fund (101)

Public Safety

*APPROPRIATION SUMMARY*

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The final capital improvement project receiving 1991–92 funding is the continuation of a five–year project to remove old underground storage tanks from property used by the Bureau. The 1991–92 allocation for this purpose is \$60,000, with an additional \$15,807 carried over from the previous year. Aside from \$42,822 of encumbered contracts carried over from 1990–91, the budget does not include any new funding for the cleanup of contaminated soil on the former Linnton Oil Fire Training Grounds, pending the completion of further tests on the extent of soil contamination and whether or not the groundwater has been affected. Funding that cleanup—which could be costly—is a question that the City will need to address in the upcoming year.

### **BUREAU PERFORMANCE OBJECTIVES**

Evaluate the Bureau’s mission, goals, performance standards, structure, functions, firefighting strategy, and training in light of the Proposed Budget, with its reduced funding and resulting reductions in on–duty staffing of the fire companies. This evaluation will begin midway through the fiscal year, after the Bureau has gained some experience in operating at the lower levels resulting from Measure 5.

Continue to develop and implement alternative sources of revenue to support Fire Bureau operations, including working in coordination with the Commissioner of Public Safety, Bureau of Emergency Communications, and Multnomah County on establishing fees for the EMS first responder and EMS dispatch services.

Continue the Bureau’s active involvement in the implementation of the serial levy–funded improvements in the emergency communications equipment and systems of the City.

Prepare for the termination of the contract with Multnomah County Fire District 10 and commence discussions with the District regarding the division of assets.

Host the 100th Western Fire Chief’s Conference in July 1991.

# BUREAU OF FIRE, RESCUE AND EMERGENCY SERVICES (124)

General Fund (101)

Public Safety

PROGRAM SUMMARY

<i>Program</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>FIRE PREVENTION</u></b>				
<i>Total Expenditures</i>	\$3,406,761	\$3,715,634	\$3,911,587	\$4,064,993
<i>General Fund Discretionary Expenditures</i>	2,045,204	2,823,548	2,684,127	2,830,846
<i>Authorized Full-Time Positions</i>	53.00	61.00	62.00	62.00
<i>Performance/Workload Measures:</i>				
Public Education Presentations	647	400	500	500
Number of Code Inspections				
Regular, "Priority 1"	2,839	6,000	6,000	6,000
Institutional/School	586	965	700	700
Public Assembly	*	*	4,500	4,500
Acceptance	3,725	545	350	350
Regular "Priority 2"	*	*	5,000	5,000
Number of Plan Examinations	6,979	5,121	5,000	5,000
Number of Fire/Arson Investigations	1,014	903	950	950

This program engages in activities that reduce the risk of fires, including public education, fire code inspections and plans review, and arson investigation. In addition, the Harbor Master coordinates inspections and code enforcement in waterfront and related properties. The 1991-92 Budget includes the addition of an Inspector position to expand the Title III Hazardous Materials Tracking program from industrial businesses to retail businesses. The Title III program is entirely supported by fees charged to those businesses who use or store hazardous materials. The remainder of the Prevention program is funded at current service levels, including the continued development and oversight of a Company Inspection program, in spite of the Measure 5 reductions to the rest of the Bureau. This is primarily because of the addition of \$599,830 in revenues from increased alarm and sprinkler permit fees and a new fire code plan review fee. In all, twelve positions would have been cut from the Bureau were it not for the development of additional Fire Prevention revenues.

## **MANAGEMENT SERVICES**

<i>Total Expenditures</i>	\$1,195,300	\$1,188,215	\$1,284,825	\$1,575,315
<i>General Fund Discretionary Expenditures</i>	1,004,830	825,188	957,960	1,096,118
<i>Authorized Full-Time Positions</i>	18.00	14.00	14.00	15.00
<i>Performance/Workload Measures:</i>				
Achievement Rate for Other Program				
Areas' Performance Measures (%)	81%	85%	85%	85%
Compliance with external deadlines for				
Payroll, Council, Purchasing, Budget, etc.	*	*	100%	100%

This program provides bureau-wide managerial and fiscal direction, with staff support for budgeting, accounting, payroll, and computer systems. Other services provided through this program include liaison with other City bureaus, the Commissioner-in-Charge and Mayor, several IBIS committees, and the Bureau Budget Advisory Committee, as well as coordination with the County, neighboring fire departments, and other external parties with an interest in the Portland Fire Bureau. The 1991-92 Budget provides for the continuation of the current staffing level in this program. While the Bureau's budget does cut several management and administrative support positions, they are all positions that were budgeted in the Emergency Operations program.

**BUREAU OF FIRE, RESCUE AND EMERGENCY SERVICES (124)**

General Fund (101)

Public Safety

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>EMERGENCY OPERATIONS</u></b>				
<i>Total Expenditures</i>	\$38,649,662	\$41,552,278	\$36,907,492	\$40,693,840
<i>General Fund Discretionary Expenditures</i>	31,581,213	34,843,367	32,355,385	36,230,059
<i>Authorized Full-Time Positions</i>	730.00	719.00	582.00	638.00
<i>Performance/Workload Measures:</i>				
No. of Lives Lost/1,000 Fires as				
Percent of the Last 3 Years' Avg.	169%	<90%	<120%	<97%
4-Minute Response-EMS Calls	77.6%	>85%	>75%	>75%
4-Minute Response-Fire Calls	74.1%	>80%	>70%	>70%

This program carries out the basic mission of the Bureau through the prevention and suppression of fires; the provision of first responder, basic and advanced emergency medical services; water rescue services; and emergency dispatching. The 1991-92 budget reflects the elimination of 27 positions due to the termination of the contract with Clackamas Fire District 1. In addition, the property tax losses from Measure 5 cause reductions in the fire station staffing within the City of Portland. This includes the closure of two stations and their associated companies, and a reduction in the number of line personnel assigned to stations from 171 per shift to 159 per shift. Because the on-duty staffing will be spread more thinly throughout the City, these reductions increase the risk of injuries to firefighters, and they mean that some fires will take longer to control, with possible increases in fire loss and fire deaths.

In addition to the cuts in station staffing, the 1991-92 Budget eliminates three administrative support positions in this program. In 1991-92, the Bureau will continue to work toward the development of automated fire dispatching systems that will allow the eventual merger of the Bureau's Fire Alarm Dispatch center with the Bureau of Emergency Communications.

**BUREAU OF FIRE, RESCUE AND EMERGENCY SERVICES (124)**

General Fund (101)

Public Safety

*PROGRAM SUMMARY*

<i>Program</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>LOGISTICAL SUPPORT</u></b>				
<i>Total Expenditures</i>	\$4,491,248	\$5,301,055	\$5,557,318	\$5,934,950
<i>General Fund Discretionary Expenditures</i>	3,797,067	4,802,908	4,590,204	4,967,836
<i>Authorized Full-Time Positions</i>	29.00	28.00	24.00	24.00
<i>Performance/Workload Measures:</i>				
No. of Work Orders for Bldg. Maint.	2,577	2,450	2,200	2,200
No. Work Orders for Apparatus Maint.	4,641	4,340	4,000	4,000
Number of Work Orders in Suspense for Building Maintenance	76	<80	<100	<100
Number of Work Orders in Suspense for Apparatus Maintenance	95	<200	<150	<150
Pct. of Time Repairs of Fire Cable Are Completed Within 24 Hours	45%	30%	*	*
Pieces of Equipment Receiving Prev. Maint. Inspection & Repair	436	400	400	400
Percentage of Total Emergency Repairs Unscheduled	4.3%	<5%	<10%	<10%

The Logistical Support program is responsible for the maintenance and improvement of 43 bureau properties, including 29 active fire stations after July 1, 1991 (25 within the City of Portland). In addition, this program provides 24-hour on-site or in-shop repair and service to the Bureau's fire apparatus units, fire boats, and support vehicles. The 1991-92 budget eliminates four positions from this program: an Auto Mechanic, an Automotive Servicer, Utility Worker, and Alarm Line Electrician. As a result of these cuts, the apparatus will have longer downtime in the shops, and building repairs will be carried out less promptly. This program also includes \$60,000 for the removal of old underground storage tanks and \$605,000 (supported by Master Lease funding) for the replacement of three engines.

**BUREAU OF FIRE, RESCUE AND EMERGENCY SERVICES (124)**

General Fund (101)

Public Safety

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>TRAINING &amp; EMERGENCY MANAGEMENT</u></b>				
<i>Total Expenditures</i>	\$1,183,683	\$1,582,866	\$1,673,959	\$1,920,579
<i>General Fund Discretionary Expenditures</i>	1,026,835	1,401,049	1,402,175	1,668,460
<i>Authorized Full-Time Positions</i>	15.00	18.00	19.00	18.00
<i>Performance/Workload Measures:</i>				
Pct of Recruits Successfully Trained	100%	85%	85%	85%
No. of Training Presentations Beyond Regular In-Service Training	*	1,500	900	900
No. of Emergency Plan Drills	0	2	1	1
Update City's Basic Emergency Svc. Plan Annexes (# of annexes)	6	2	3	3
Pct of Reports and Studies Completed Within Requested Time Frame	*	60%	60%	60%
Provide X hours of training per employee per year above in-service training.	43	*	30	*

This program is responsible for in-service and new recruit training, the coordination of specialized certifications (such as for EMTs or for the Hazardous Materials Response Team), the development and updating of the Bureau's ten-year strategic plan, preparation for the management of large-scale public emergencies such as earthquakes or airplane crashes, and special studies and analyses related to firefighting strategy. The 1991-92 Budget eliminates an Apparatus Driving Instructor in response to the Measure 5 shortage of discretionary General Fund dollars. These cuts will reduce the frequency with which the Bureau can offer training opportunities. The Bureau's Hazardous Materials Coordinator position is transferred to the Training Division from Emergency Operations as a result of the elimination of the Deputy Chief for Emergency Support Services position. This program also has responsibility for the development of the consolidated Training Center. Excluding the carryover of encumbered contracts from 1990-91, the amount allocated for this project from 1991-92 resources is \$319,529, including \$184,529 in discretionary funding and \$135,000 from the Portland Development Commission, whose Airport Way Urban Renewal District will be served by the new fire station on the site. The 1991-92 phase of this project will be to remodel the building in order to create a working fire station for the in-station portion of the new recruit training.



# BUREAU OF FIRE, RESCUE AND EMERGENCY SERVICES (124)

General Fund (101)

Public Safety

LINE ITEM APPROPRIATIONS

<i>Expenditure Classification</i>	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
511000 Full-Time Employees	\$31,754,418	\$33,034,810	\$33,785,339	\$30,004,346	\$33,380,539
512000 Part-Time Employees	54,739	44,506	60,218	73,904	78,124
514000 Overtime	2,317,668	680,160	563,172	653,597	678,889
515000 Premium Pay	1,481,816	3,825,527	4,053,964	3,994,350	4,361,044
517000 Benefits	5,497,564	5,963,385	6,742,542	6,441,461	6,945,759
<b>Total Personal Services</b>	<b>\$41,106,205</b>	<b>\$43,548,388</b>	<b>\$45,205,235</b>	<b>\$41,167,658</b>	<b>\$45,444,355</b>
521000 Professional Services	\$143,476	\$177,480	\$655,922	\$427,495	\$477,284
522000 Utilities	304,897	267,387	368,571	384,815	404,605
523000 Equipment Rental	4,668	4,979	36,662	33,373	35,683
524000 Repair & Maintenance	317,821	250,501	619,618	515,028	631,905
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	69,799	76,837	100,276	86,774	135,060
531000 Office Supplies	52,558	75,453	67,387	64,439	66,435
532000 Operating Supplies	536,842	648,455	763,566	805,125	860,973
533000 Repair & Maintenance Supplies	257,315	316,519	327,538	324,766	367,117
534000 Minor Equipment	29,675	50,144	59,150	55,741	57,244
535000 Clothing	150,014	193,871	176,684	149,332	220,232
539000 Other Commodities	1,945	2,358	3,746	4,730	4,730
541000 Education	79,305	91,540	148,456	186,777	186,777
542000 Local Travel	5,051	3,506	9,258	9,311	9,311
543000 Out-of-Town Travel	47,918	72,974	82,777	64,926	69,970
544000 External Rent	10,059	31,351	51,222	52,162	54,662
545000 Interest	0	0	0	0	0
546000 Refunds	0	44	0	0	0
547000 Retirement	91,774	95,853	110,000	110,000	0
549000 Miscellaneous	36,562	19,578	22,702	21,977	21,977
<b>Subtotal External Materials &amp; Services</b>	<b>\$2,139,679</b>	<b>\$2,378,830</b>	<b>\$3,603,535</b>	<b>\$3,296,771</b>	<b>\$3,603,965</b>
551000 Fleet Services	\$335,898	\$235,184	\$310,539	\$331,996	\$331,996
552000 Printing/Distribution	75,348	103,032	135,920	126,035	126,035
553000 Facilities Services	5,669	5,870	17,043	6,836	6,836
554000 Communications	466,119	480,704	493,299	471,284	471,284
555000 Data Processing	75,449	16,128	32,033	51,678	51,678
556000 Insurance	309,529	480,856	562,961	571,855	571,855
557000 Equipment Lease	1,144,837	1,313,496	1,303,208	1,244,424	1,244,424
558000 Same Fund Services	21,252	8,988	7,029	7,000	7,000
559000 Other Fund Services	18,237	20,779	993,954	967,373	967,373
<b>Subtotal Internal Materials &amp; Services</b>	<b>\$2,452,338</b>	<b>\$2,665,037</b>	<b>\$3,855,986</b>	<b>\$3,778,481</b>	<b>\$3,778,481</b>
<b>Total Materials &amp; Services</b>	<b>\$4,592,017</b>	<b>\$5,043,867</b>	<b>\$7,459,521</b>	<b>\$7,075,252</b>	<b>\$7,382,446</b>
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	0	0	0	0	0
563000 Improvements	68,457	0	269,835	278,529	481,769
564000 Equipment	120,966	278,199	354,957	156,622	223,987
565000 Equipment Lease Purchase	0	0	0	605,000	605,000
<b>Total Capital Outlay</b>	<b>\$189,423</b>	<b>\$278,199</b>	<b>\$624,792</b>	<b>\$1,040,151</b>	<b>\$1,310,756</b>
573000 Cash Transfers - Equipment	\$0	\$56,200	\$50,500	\$52,120	\$52,120
<b>Total Appropriation</b>	<b>\$45,887,645</b>	<b>\$48,926,654</b>	<b>\$53,340,048</b>	<b>\$49,335,181</b>	<b>\$54,189,677</b>

**BUREAU OF FIRE, RESCUE AND EMERGENCY SERVICES (124)**

General Fund (101)

Public Safety

*FULL-TIME POSITIONS*

Class	Title	Actual FY 88-89		Actual FY 89-90		Revised Budget FY 90-91		Proposed FY 91-92		Adopted FY 91-92	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
5219	City Fire Chief	1	74,512	1	76,761	1	77,605	1	81,262	1	84,322
5388	Fire Info Systems Manager	1	38,924	1	42,041	1	45,867	1	46,929	1	49,612
5352	Hazardous Materials Coordinator	1	49,556	1	51,168	1	51,168	1	53,762	1	56,823
5350	EMS Coordinator	1	50,661	1	53,933	1	52,583	1	55,059	1	57,129
5347	Asst. Public Education Officer	1	43,962	1	45,320	1	45,740	1	47,893	1	49,696
5324	Asst. Fire Marshall	1	56,334	2	82,481	2	117,354	2	122,868	2	127,520
5260	Harbor Pilot	6	132,966	6	153,318	6	265,675	6	264,713	6	274,766
5257	Mgmt Support Services Officer	1	47,665	1	49,150	1	51,230	1	51,624	1	54,559
5240	Fire Apparatus Superintendent	1	40,820	1	42,120	1	43,909	1	44,247	1	46,762
5232	Fire Lieutenant Specialist (Comm)	4	186,656	4	181,366	4	182,872	4	191,484	4	198,684
5230	Staff Fire Captain	6	254,303	6	284,280	6	315,372	7	385,263	8	456,775
5222	Fire Inspector I Specialist	2	89,101	2	69,859	2	91,436	1	47,873	1	49,675
5221	Fire Inspector II	6	295,368	5	318,950	5	255,110	4	205,871	4	213,597
5220	Fire Inspector I	34	1,170,582	34	1,324,028	36	1,571,261	38	1,709,893	38	1,774,386
5218	Division Fire Chief	3	194,819	3	200,259	3	202,425	3	212,492	3	220,478
5217	Deputy Fire Chief	7	415,539	7	541,985	7	431,765	6	386,672	6	401,292
5216	Fire Battalion Chief	15	820,429	15	871,354	15	882,182	11	680,367	15	955,104
5215	Fire Training Captain	1	86,356	1	76,524	1	52,563	1	54,934	0	0
5214	Fire Captain	33	1,523,427	33	1,758,576	33	1,692,295	29	1,556,061	29	1,615,836
5213	Staff Fire Lieutenant	2	118,964	2	132,047	2	89,468	2	95,742	3	148,943
5212	Fire Training Officer	8	467,794	6	364,051	7	320,027	6	287,137	6	298,116
5211	Fire Lieutenant	114	4,959,984	111	4,912,516	111	4,938,725	97	4,503,655	103	4,939,272
5210	Firefighter Specialist-Comms	16	510,094	16	745,934	16	654,624	16	682,783	16	708,459
5209	Firefighter Specialist	14	477,212	13	394,941	13	511,037	11	457,360	11	474,768
5208	Fire Fighter	541	18,199,407	518	18,786,033	509	19,227,870	400	16,282,441	445	18,540,893
3164	Senior Engineer	1	10,825	1	46,608	1	48,963	1	49,340	1	49,340
1536	Auto Mechanic Foreman II	0	0	1	34,648	1	37,149	1	37,435	1	39,572
1533	Lead Auto Mechanic	1	30,860	0	0	0	0	0	0	0	0
1532	Automotive Mechanic	7	201,692	7	200,187	6	189,177	6	191,280	6	202,224
1520	Maintenance Machinist	1	29,393	1	30,347	1	31,637	1	31,880	1	33,704
1513	Welder	1	29,132	0	0	0	0	0	0	0	0
1453	Electrician	1	32,906	1	34,590	1	36,067	1	36,345	1	38,420
1451	Alarm Line Electrician II	1	37,475	0	0	0	0	0	0	0	0
1450	Alarm Line Electrician I	1	33,497	1	34,590	1	36,067	0	0	0	0
1443	Painter	3	88,176	3	89,309	3	94,911	3	95,640	3	101,112
1420	Carpenter	2	58,784	2	59,731	2	63,274	2	63,760	2	67,408
1232	Automotive Servicer I	2	49,512	2	51,126	2	53,290	0	0	0	0
1218	Utility Worker	1	24,754	1	22,915	1	26,320	0	0	0	0
1117	Building Maintenance Supervisor	1	32,603	1	38,522	1	41,350	1	41,668	1	44,037
1115	Building Maintenance Mechanic	2	51,871	2	57,718	2	63,274	2	63,760	2	67,408
0908	Asst. Emerg. Svc Coord.	1	28,872	0	0	0	0	0	0	0	0
0902	Research Technician	1	20,508	1	21,174	1	21,902	1	22,071	1	23,328
0832	Lead Management Analyst	1	36,430	0	0	0	0	0	0	0	0
0828	Senior Management Analyst	1	40,364	2	81,265	2	85,404	2	87,320	2	92,308
<b>TOTAL THIS PAGE</b>		<b>849</b>	<b>31,143,089</b>	<b>817</b>	<b>32,361,725</b>	<b>810</b>	<b>32,998,948</b>	<b>672</b>	<b>29,228,884</b>	<b>728</b>	<b>32,556,328</b>

**BUREAU OF FIRE, RESCUE AND EMERGENCY SERVICES (124)**

General Fund (101)

Public Safety

*FULL-TIME POSITIONS*

Class	Title	Actual FY 88-89		Actual FY 89-90		Revised Budget FY 90-91		Proposed FY 91-92		Adopted FY 91-92	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
<i>TOTALS FROM PREVIOUS PAGE</i>		849	31,143,089	817	32,361,725	810	32,998,948	672	29,228,884	728	32,556,328
0826	Asst Management Analyst	0	0	1	26,425	1	31,907	1	32,153	1	33,976
0819	Admin Assistant I	2	58,738	2	60,701	2	62,463	2	63,592	2	67,198
0606	Video Production Manager	1	34,352	1	35,425	1	36,920	1	37,204	1	39,321
0604	Video Production Assistant	2	61,762	2	63,187	2	66,263	2	66,778	2	70,594
0514	Associate Accountant	3	77,963	2	53,652	2	56,476	2	55,412	2	58,563
0379	Asst. MIS Analyst	1	24,650	1	41,958	3	88,753	3	92,735	3	98,007
0366	Computer Programmer/Operator	0	0	1	25,796	1	30,971	1	31,210	1	32,991
0346	Word Processing Operator II	2	41,289	2	51,033	2	50,628	2	51,016	2	53,910
0345	Word Processing Operator I	1	21,348	1	22,367	1	23,421	1	23,601	1	24,942
0222	Secretarial Assistant	1	22,979	1	23,738	1	24,731	1	24,921	1	26,347
0221	Secretarial Clerk II	7	149,496	7	129,525	4	92,352	3	69,798	4	98,344
0220	Secretarial Clerk I	5	96,600	5	112,093	6	130,165	6	124,259	5	111,361
0127	Delivery Driver	0	0	0	0	0	0	0	0	0	0
0117	Office Manager II	0	0	0	0	0	0	1	28,781	1	30,426
0116	Office Manager I	0	0	1	19,630	2	45,303	1	27,279	1	28,836
0114	Clerical Specialist	1	22,152	1	7,555	2	46,038	2	46,723	2	49,395
<b>TOTAL FULL-TIME POSITIONS</b>		<b>875</b>	<b>31,754,418</b>	<b>845</b>	<b>33,034,810</b>	<b>840</b>	<b>33,785,339</b>	<b>701</b>	<b>30,004,346</b>	<b>757</b>	<b>33,380,539</b>

**BUREAU OF GENERAL SERVICES (346)**

General Fund (101)

Finance and Administration

**APPROPRIATION SUMMARY**

	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>EXPENDITURES</u></b>					
<i>Personal Services</i>	\$1,746,364	\$1,745,652	\$787,745	\$775,357	\$824,499
<i>External Materials and Services</i>	2,429,310	2,415,229	79,953	87,618	38,476
<i>Internal Materials and Services</i>	375,247	345,998	203,602	206,086	206,086
<i>Capital Outlay</i>	1,477,978	687,802	8,892	30,310	50,180
<i>Cash Transfers-Equipment</i>	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$6,028,899</b>	<b>\$5,194,681</b>	<b>\$1,080,192</b>	<b>\$1,099,371</b>	<b>\$1,119,241</b>
<b><u>Authorized Full-Time Positions</u></b>					
<i>Total</i>	39	39	18	18	18
<i>General Fund Discretionary</i>	8	5	0	0	0
<b><u>FUNDING SOURCES</u></b>					
<i>General Fund Discretionary</i>		\$526,238	\$9,529	\$0	\$19,870
<b><u>Non-Discretionary Resources</u></b>					
<i>Grants and Donations</i>		62,910	0	0	0
<i>Contract Revenue</i>		0	0	0	0
<i>Interagency Services</i>		4,486,097	1,070,663	1,099,371	1,099,371
<i>Bureau Revenue</i>		119,436	0	0	0
<i>Overhead Recovery</i>		0	0	0	0
<b>Total Non-Discretionary Resources</b>		<b>\$4,668,443</b>	<b>\$1,070,663</b>	<b>\$1,099,371</b>	<b>\$1,099,371</b>
<b>TOTAL FUNDING</b>		<b>\$5,194,681</b>	<b>\$1,080,192</b>	<b>\$1,099,371</b>	<b>\$1,119,241</b>
<b><u>PROGRAMS</u></b>					
<i>Administrative Services</i>		\$951,627	\$1,080,192	\$1,099,371	\$1,119,241
<i>Project Management</i>		273,916	0	0	0
<i>Property Management</i>		316,651	0	0	0
<i>Facilities Maintenance</i>		3,100,466	0	0	0
<i>Capital Improvements</i>		552,021	0	0	0
<b>TOTAL PROGRAM</b>		<b>\$5,194,681</b>	<b>\$1,080,192</b>	<b>\$1,099,371</b>	<b>\$1,119,241</b>

**GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR**

The Bureau of General Services (BGS) provides centralized services in support of most every other City fund and bureau. General Services is comprised of five divisions, Administrative Services, Fleet Services, Communications Services, Printing and Distribution Services, and Facilities Services. Only the Administrative Services Division is still budgeted within the General Fund, with the other divisions now being budgeted in their own internal working capital funds. While this summary discusses the responsibilities of the Administrative Services Division in terms of the total Bureau of General Services, the budget amounts above reflect the costs of the Administrative Services Division only.

The Administrative Services Division has management responsibility for and provides support to the four other Bureau of General Services divisions. Administrative Services also manages the following funds which provide services to the both City bureaus and the public: Parking Facilities, Autoport, Justice Center, and NW I-405 Recreation. As shown in the table below, the combined 1991-92 budgets for the Bureau of General Services funds total over \$57.7 million, with operating budgets totalling \$47.8 million.

**BUREAU OF GENERAL SERVICES (346)**

General Fund (101)

Finance and Administration

**APPROPRIATION SUMMARY**

	1991-92 Operating Budget	1991-92 Total Budget
Administrative Services	\$1,119,241	\$1,119,241
Autoport	1,262,235	1,548,814
Communications Services	9,097,005	10,155,815
Facilities Services	9,588,335	11,625,620
Fleet Services	15,455,190	16,627,984
Justice Center	2,772,848	2,900,067
NW I-405 Recreation	591,332	1,203,050
Parking Facilities	2,899,561	6,679,117
Printing/Distribution Services	5,072,478	5,905,498
Totals:	<u>\$47,858,225</u>	<u>\$57,765,206</u>

The BGS Administrative Services 1991-92 Adopted Budget is \$1,119,241, an increase of 1.8% over the current year's revised budget of \$1,080,192. This budget provides funding for 18 full-time positions, which are completely self-supporting through service reimbursements from the other General Services divisions and funds.

The only major change in the BGS Administrative Services budget is the inclusion of \$33,310 for the Bureau's Local Area Network (LAN) CIP project, which will connect the 31 personal computers with the Portland Building offices. The network will also allow data communications with some remote BGS locations such as Fleet Services and the Print Shop. There was no significant impact on the BGS Administrative Services division resulting from Measure 5 cutbacks within the General Fund. If any of the BGS divisions would have suffered significant reductions resulting from Measure 5 cutbacks, the Administrative Services Division would also have reduced staffing appropriately to reduce costs to that division. But in all cases, any reduced service requests from General Fund bureaus were offset by increases in requests from other funds and bureaus.

**PERFORMANCE OBJECTIVES**

The Bureau of General Services submitted performance objectives for a number of the divisions and funds over which it manages. These objectives and intended dates of completion are:

**Administrative Services Division:**

1. Increase parking garage system revenues by 5% June 30, 1992
2. Pay all bills within 30 days of receipt July 1991 - June 1992

**Communications Services Division:**

1. Secure financing for 800 MHz Trunked Radio System September 1, 1991
2. Select vendor and begin construction of 800 MHz Radio System January 1, 1992
3. Prepare telecommunications plan integrating data, phones, and cable into "Year 2000 Plan" December 31, 1991

**BUREAU OF GENERAL SERVICES (346)**

General Fund (101)

Finance and Administration

*APPROPRIATION SUMMARY*

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Facilities Services Division:

- |  |                    |
|--|--------------------|
| 1. Obtain financing for new Eastside Facilities                    | September 1, 1991  |
| 2. Begin Construction of new Eastside Facilities                   | January 1, 1992    |
| 3. Complete Portland Building Lobby Renovation Project             | December 31, 1991  |
| 4. Complete Seismic Load Structural Repairs at the Autoport garage | September 30, 1991 |
| 5. Lease 100% of Old Town Parking Garage retail space              | December 31, 1991  |

Fleet Services Division:

- |  |                       |
|--|-----------------------|
| 1. Average 90% of fleet available for use in FY 1992   | June 30, 1992         |
| 2. Increase "billable work time" from 60% to 65%   | June 30, 1992         |
| 3. Create new lightweight vehicle maintenance mechanics position and hire  | June 30, 1992         |
| 4. Reduce Fleet by 3 positions without reduction in service through new light<br>vehicle mechanic class implementation | December 31, 1991     |
| 5. Implement Year 3 of Fleet Improvement Plan  | July 1991 - June 1992 |

Printing and Distribution Services Division:

- |  |                   |
|--|-------------------|
| 1. Reduce costs to customers again by \$50,000 through Gainshare Project | June 30, 1992     |
| 2. Increase of recycled paper to 90% of available stock                  | December 31, 1991 |

**BUREAU OF GENERAL SERVICES (346)**

General Fund (101)

Finance and Administration

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>ADMINISTRATIVE SERVICES</u></b>				
<i>Total Expenditures</i>	\$951,627	\$1,080,192	\$1,099,371	\$1,119,241
<i>General Fund Discretionary Expenditures</i>	14,027	9,529	0	19,870
<i>Authorized Full-Time Positions</i>	18	18	18	18
<i>Performance/Workload Measures:</i>				
Number of Purchase Requisitions Processed	N/A	1,100	N/A	N/A
Number of Authorization Numbers Issued	N/A	10,000	N/A	N/A
Number of TARS Processed	N/A	4,300	N/A	N/A
Percent of Incoming Calls				
Answered within Four Rings	N/A	90%	90%	90%
Percent of Meeting Word Processing				
Quality and Time Requirements	N/A	95%	95%	95%
Submit Purchase Requisitions				
Within 2 Days of Receipt	N/A	N/A	95%	95%
Process Payment Documents				
Within 2 Days of Receipt	N/A	N/A	95%	95%

This program provides management, financial, and clerical support services for the operating divisions within the Bureau of General Services. The City's parking garage program is also managed by this division.

**FACILITIES SERVICES**

<i>Total Expenditures</i>	\$4,243,054	\$0	\$0	\$0
<i>General Fund Discretionary Expenditures</i>	512,211	0	0	0
<i>Authorized Full-Time Positions</i>	21.00	0.00	0.00	0.00

Beginning in FY 1990-91, the Bureau of General Services programs of Project Management, Property Management, Facilities Maintenance, and Capital Improvements have been budgeted within the Facilities Services Fund. This new working capital fund was created by combining the major facilities programs from within the General Fund with the Portland Building Fund.

**BUREAU OF GENERAL SERVICES (346)**

General Fund (101)

Finance and Administration

**LINE ITEM APPROPRIATIONS**

<i>Expenditure Classification</i>	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
511000 Full-Time Employees	\$1,212,707	\$1,216,366	\$555,734	\$552,817	\$589,211
512000 Part-Time Employees	40,346	15,445	1,500	1,500	1,500
514000 Overtime	25,108	33,351	5,000	5,000	5,000
515000 Premium Pay	8,558	13,038	300	0	0
517000 Benefits	459,645	467,452	225,211	216,040	228,788
<b>Total Personal Services</b>	<b>\$1,746,364</b>	<b>\$1,745,652</b>	<b>\$787,745</b>	<b>\$775,357</b>	<b>\$824,499</b>
521000 Professional Services	\$234,242	\$152,322	\$40,973	\$8,176	\$7,176
522000 Utilities	774,198	797,456	0	0	0
523000 Equipment Rental	4	836	0	0	0
524000 Repair & Maintenance	1,089,944	1,100,321	5,000	8,000	6,000
528000 Local Match Payment	0	0	0	4,000	4,000
529000 Miscellaneous Services	11,635	28,250	9,320	12,000	8,000
531000 Office Supplies	8,145	(14,986)	9,500	1,500	1,500
532000 Operating Supplies	75,826	66,709	600	300	300
533000 Repair & Maintenance Supplies	86,168	68,611	300	2,500	2,500
534000 Minor Equipment	2,951	8,224	960	0	0
535000 Clothing	6,882	443	0	500	500
539000 Other Commodities	582	1,035	400	6,000	4,000
541000 Education	5,934	9,381	6,000	1,500	1,500
542000 Local Travel	976	1,270	2,000	3,000	3,000
543000 Out-of-Town Travel	50	2,072	4,000	0	0
544000 External Rent	41,937	41,937	0	0	0
545000 Interest	0	0	0	0	0
546000 Refunds	0	22	0	0	0
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	89,836	151,326	900	40,142	0
<b>Subtotal External Materials &amp; Services</b>	<b>\$2,429,310</b>	<b>\$2,415,229</b>	<b>\$79,953</b>	<b>\$87,618</b>	<b>\$38,476</b>
551000 Fleet Services	\$80,234	\$21,022	\$1,200	\$1,342	\$1,342
552000 Printing/Distribution	31,842	30,725	22,084	23,036	23,036
553000 Facilities Services	109,402	105,817	72,085	75,668	75,668
554000 Communications	50,657	56,812	26,629	18,225	18,225
555000 Data Processing	53,961	68,433	54,969	65,277	65,277
556000 Insurance	40,742	32,609	22,135	22,538	22,538
557000 Equipment Lease	0	0	0	0	0
558000 Same Fund Services	2,666	16,834	4,500	0	0
559000 Other Fund Services	5,743	13,746	0	0	0
<b>Subtotal Internal Materials &amp; Services</b>	<b>\$375,247</b>	<b>\$345,998</b>	<b>\$203,602</b>	<b>\$206,086</b>	<b>\$206,086</b>
<b>Total Materials &amp; Services</b>	<b>\$2,804,557</b>	<b>\$2,761,227</b>	<b>\$283,555</b>	<b>\$293,704</b>	<b>\$244,562</b>
561000 Land	\$2,495	\$0	\$0	\$0	\$0
562000 Buildings	966,395	70,942	0	0	0
563000 Improvements	479,732	604,659	0	0	0
564000 Equipment	29,356	12,201	8,892	30,310	50,180
565000 Equipment Lease Purchase	0	0	0	0	0
<b>Total Capital Outlay</b>	<b>\$1,477,978</b>	<b>\$687,802</b>	<b>\$8,892</b>	<b>\$30,310</b>	<b>\$50,180</b>
573000 Cash Transfers - Equipment	\$0	\$0	\$0	\$0	\$0
<b>Total Appropriation</b>	<b>\$6,028,899</b>	<b>\$5,194,681</b>	<b>\$1,080,192</b>	<b>\$1,099,371</b>	<b>\$1,119,241</b>



**BUREAU OF GENERAL SERVICES (346)**

General Fund (101)

Finance and Administration

*FULL-TIME POSITIONS*

Class	Title	Actual FY 88-89		Actual FY 89-90		Revised Budget FY 90-91		Proposed FY 91-92		Adopted FY 91-92	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
0838	Director of General Services	1	54,836	1	57,622	1	60,065	1	60,532	1	63,991
3350	Facilities Manager	1	26,080	1	50,372	0	0	0	0	0	0
3211	Facilities Planner	1	39,505	0	0	0	0	0	0	0	0
3210	Lease and Property Technician	0	0	1	24,457	0	0	0	0	0	0
3166	Senior Engineer	1	56,542	0	0	0	0	0	0	0	0
3164	Engineer	0	0	1	45,431	0	0	0	0	0	0
3139	Architectural Drafting Specialist	1	25,945	0	0	0	0	0	0	0	0
3138	Architectural Supervisor	1	42,408	1	43,816	0	0	0	0	0	0
3137	Project Architect	1	44,630	0	0	0	0	0	0	0	0
3136	Property Management Supervisor	1	41,710	1	43,046	0	0	0	0	0	0
3134	Architect	0	0	1	41,737	0	0	0	0	0	0
3108	Technician II	0	0	1	16,321	0	0	0	0	0	0
1542	Fleet Operations Supervisor	0	614	0	0	0	0	0	0	0	0
1443	Painter	1	29,363	1	30,347	0	0	0	0	0	0
1218	Utility Worker	2	48,825	2	52,005	0	0	0	0	0	0
1118	Facilities Maintenance Manager	1	40,281	1	41,777	0	0	0	0	0	0
1117	Building Maintenance Supervisor II	0	16,220	0	0	0	0	0	0	0	0
1116	Lead Bldg Maintenance Mechanic	1	30,912	1	31,866	0	0	0	0	0	0
1115	Building Maintenance Mechanic	9	271,195	9	269,260	0	0	0	0	0	0
0828	Senior Management Analyst	2	77,649	2	83,413	2	86,648	2	87,320	2	92,308
0827	Management Analyst	1	21,144	1	33,690	1	36,953	1	37,665	1	39,803
0816	Administrative Analyst Technician	0	0	0	0	1	25,153	0	0	0	0
0548	Administrative Services Director	1	45,261	1	49,150	1	51,239	1	51,624	1	54,559
0515	Senior Accountant	3	68,374	3	87,928	3	93,024	3	93,753	3	104,105
0514	Associate Accountant	1	35,390	2	43,286	2	52,752	1	26,110	1	27,597
0512	Billing Accountant	1	28,830	0	0	0	0	0	0	0	0
0510	Accounting Assistant	2	40,349	2	43,901	2	41,536	4	84,584	4	89,390
0346	Word Processor Operator II	1	23,555	1	21,753	1	25,306	0	0	0	0
0345	Word Processor Operator I	0	15,468	0	0	0	0	0	0	0	0
0222	Secretarial Assistant	1	23,010	1	23,958	0	0	0	0	0	0
0221	Secretarial Clerk II	1	4,941	1	19,091	1	23,093	3	60,695	3	64,052
0220	Secretarial Clerk I	1	20,054	1	24,138	1	21,207	1	21,379	1	22,595
0210	Typist Clerk	1	17,626	1	16,697	1	19,472	0	0	0	0
0116	Office Manager I	0	0	0	0	0	0	1	29,155	1	30,811
0114	Clerical Specialist I	1	21,987	1	21,304	1	19,286	0	0	0	0
<b>TOTAL FULL-TIME POSITIONS</b>		<b>39</b>	<b>1,212,707</b>	<b>39</b>	<b>1,216,366</b>	<b>18</b>	<b>555,734</b>	<b>18</b>	<b>552,817</b>	<b>18</b>	<b>589,211</b>

**OFFICE OF INTERGOVERNMENTAL AFFAIRS (303)**

General Fund (101)

Finance & Administration

**APPROPRIATION SUMMARY**

	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>EXPENDITURES</u></b>					
<i>Personal Services</i>	\$0	\$0	\$237,449	\$236,013	\$248,652
<i>External Materials and Services</i>	0	0	178,412	182,848	182,848
<i>Internal Materials and Services</i>	0	0	36,592	34,865	34,865
<i>Capital Outlay</i>	0	0	3,911	0	0
<i>Cash Transfers-Equipment</i>	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$456,364</b>	<b>\$453,726</b>	<b>\$466,365</b>
<b><u>Authorized Full-Time Positions</u></b>					
<i>Total</i>	0	0	4	4	4
<i>General Fund Discretionary</i>	0.0	0.0	3.1	3.1	3.1
<b><u>FUNDING SOURCES</u></b>					
<i>General Fund Discretionary</i>		\$0	\$188,678	\$140,040	\$152,679
<b><u>Non-Discretionary Resources</u></b>					
<i>Grants and Donations</i>		0	0	0	0
<i>Contract Revenue</i>		0	7,500	7,500	7,500
<i>Interagency Services</i>		0	90,144	108,144	108,144
<i>Bureau Revenue</i>		0	0	0	0
<i>Overhead Recovery</i>		0	170,042	198,042	198,042
<b>Total Non-Discretionary Resources</b>		<b>\$0</b>	<b>\$267,686</b>	<b>\$313,686</b>	<b>\$313,686</b>
<b>TOTAL FUNDING</b>		<b>\$0</b>	<b>\$456,364</b>	<b>\$453,726</b>	<b>\$466,365</b>
<b><u>PROGRAMS</u></b>					
<i>Portland Office</i>		\$0	\$324,364	\$309,726	\$322,365
<i>Washington contracts</i>		0	132,000	144,000	144,000
<b>TOTAL PROGRAMS</b>		<b>\$0</b>	<b>\$456,364</b>	<b>\$453,726</b>	<b>\$466,365</b>

**GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR**

The Office of Intergovernmental Affairs is comprised of two programs: The Portland Office and Washington D.C program. The Portland Office provides intergovernmental representation for approximately 30 City bureaus and offices, the Mayor and members of the City Council in advancing City objectives with the Congress, State Legislature and other units of government. The Washington D.C. program houses the City's contracts for lobbying services. Two contractors (Simon and Company and Ball, Janick and Novack) provide day-to-day representation of the City's federal interests and needs, full staffing and office support for visiting City Officials, information and assistance with grants and appropriation for the City, monitoring of federal initiatives, and liaison with national member associations (i.e., United States Conference of Mayors and National League of Cities). Services are focused on influencing rulemaking and legislation, and developing and securing grants and other federal assistance for bureau programs.

Despite reductions in discretionary funding due to Measure 5, the Office of Intergovernmental Affairs was able to procure additional non-discretionary revenues to support contract expenses.

## OFFICE OF INTERGOVERNMENTAL AFFAIRS (303)

General Fund (101)

Finance & Administration

*APPROPRIATION SUMMARY*

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Non-discretionary revenues include interagency agreements with the Bureaus of Water, Transportation and Environmental Services. Additionally, a contract is maintained with the Portland Development Commission.

### PERFORMANCE OBJECTIVES

- Work with Legislative Interim Committees on City issues
- Work with Legislature following regular session during several anticipated special sessions on the issue of property tax limitation replacement revenues, imposition of state sales or other taxes.
- Work with congressional delegation and congressional staff on City and Federal agenda
- Work with Bureaus and other local regional and state agencies on City issues.

**OFFICE OF INTERGOVERNMENTAL AFFAIRS (303)**

General Fund (101)

Finance & Administration

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>PORTLAND OFFICE</u></b>				
<i>Total Expenditures</i>	\$0	\$324,364	\$309,726	\$322,365
<i>General Fund Discretionary Expenditures</i>	0	188,678	60,540	73,179
<i>Authorized Full-Time Positions</i>	0.00	4.00	3.10	3.10
<i>Performance/Workload Measures:</i>				
Bureaus Represented	*	30	30	30
Liasion with Interim Committees	*	12	12	12

The Portland Office operation supports intergovernmental representation for 24 City bureaus and offices, the Mayor and members of the City Council in advancing City objectives with the Congress, State Legislature, and other units of government, and for assistance required by City Council members. This budget includes continuation of interfund transfers from Water and Environmental Services Bureaus enabling the Office to meet its full intergovernmental responsibilities.

**WASHINGTON CONTRACTS**

<i>Total Expenditures</i>	\$0	\$132,000	\$144,000	\$144,000
<i>General Fund Discretionary Expenditures</i>	0	0	79,500	79,500
<i>Authorized Full-Time Positions</i>	0.00	0.00	0.90	0.90
<i>Performance/Workload Measures:</i>				
Interaction with Congress	*	95%	95%	95%

The Washington, D.C. program houses the City's two contracts for lobbying services. The first contract with Ball, Janick and Novack provides day-to-day representation of the City's federal interests and needs, full staffing and office support for visiting City Officials, information and assistance with grants and appropriations for the City, monitoring of federal initiatives, and liaison with national member associations. The Portland Development Commission has contributed to the cost of the contract. The City's Bureaus of Water, Transportation and Environmental Services equally share in the cost of a contract with Simon and Company for provision of specific services for these bureaus. Services are focused on influencing rulemaking and legislation, and developing and securing grants and other federal assistance for bureau programs.

**OFFICE OF INTERGOVERNMENTAL AFFAIRS (303)**

General Fund (101)

Finance & Administration

**LINE ITEM APPROPRIATIONS**

<i>Expenditure Classification</i>	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
511000 Full-Time Employees	\$0	\$0	\$177,916	\$169,587	\$179,253
512000 Part-Time Employees	\$0	\$0	0	\$0	\$0
514000 Overtime	\$0	\$0	0	\$0	\$0
515000 Premium Pay	\$0	\$0	0	\$0	\$0
517000 Benefits	\$0	\$0	59,533	\$66,426	\$69,399
<b>Total Personal Services</b>	<b>\$0</b>	<b>\$0</b>	<b>\$237,449</b>	<b>\$236,013</b>	<b>\$248,652</b>
521000 Professional Services	\$0	\$0	\$132,000	\$144,000	\$144,000
522000 Utilities	\$0	\$0	8,222	\$0	\$0
523000 Equipment Rental	\$0	\$0	2,500	\$3,000	\$3,000
524000 Repair & Maintenance	\$0	\$0	800	\$2,500	\$2,500
528000 Local Match Payment	\$0	\$0	0	\$0	\$0
529000 Miscellaneous Services	\$0	\$0	3,000	\$3,000	\$3,000
531000 Office Supplies	\$0	\$0	2,500	\$3,000	\$3,000
532000 Operating Supplies	\$0	\$0	0	\$0	\$0
533000 Repair & Maintenance Supplies	\$0	\$0	0	\$0	\$0
534000 Minor Equipment	\$0	\$0	0	\$0	\$0
535000 Clothing	\$0	\$0	0	\$0	\$0
539000 Other Commodities	\$0	\$0	3,000	\$2,500	\$2,500
541000 Education	\$0	\$0	0	\$0	\$0
542000 Local Travel	\$0	\$0	7,640	\$4,000	\$4,000
543000 Out-of-Town Travel	\$0	\$0	9,500	\$10,000	\$10,000
544000 External Rent	\$0	\$0	500	\$0	\$0
545000 Interest	\$0	\$0	0	\$0	\$0
546000 Refunds	\$0	\$0	0	\$0	\$0
547000 Retirement	\$0	\$0	0	\$0	\$0
549000 Miscellaneous	\$0	\$0	8,750	\$10,848	\$10,848
<b>Subtotal External Materials &amp; Services</b>	<b>\$0</b>	<b>\$0</b>	<b>\$178,412</b>	<b>\$182,848</b>	<b>\$182,848</b>
551000 Fleet Services	\$0	\$0	\$100	\$103	\$103
552000 Printing/Distribution	\$0	\$0	8,832	\$3,792	\$3,792
553000 Facilities Services	\$0	\$0	9,495	\$9,969	\$9,969
554000 Communications	\$0	\$0	7,147	\$10,677	\$10,677
555000 Data Processing	\$0	\$0	1,500	\$700	\$700
556000 Insurance	\$0	\$0	9,518	\$9,624	\$9,624
557000 Equipment Lease	\$0	\$0	0	\$0	\$0
558000 Same Fund Services	\$0	\$0	0	\$0	\$0
559000 Other Fund Services	\$0	\$0	0	\$0	\$0
<b>Subtotal Internal Materials &amp; Services</b>	<b>\$0</b>	<b>\$0</b>	<b>\$36,592</b>	<b>\$34,865</b>	<b>\$34,865</b>
<b>Total Materials &amp; Services</b>	<b>\$0</b>	<b>\$0</b>	<b>\$215,004</b>	<b>\$217,713</b>	<b>\$217,713</b>
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	\$0	\$0	0	\$0	\$0
563000 Improvements	\$0	\$0	0	\$0	\$0
564000 Equipment	\$0	\$0	3,911	\$0	\$0
565000 Equipment Lease Purchase	\$0	\$0	\$0	\$0	\$0
<b>Total Capital Outlay</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,911</b>	<b>\$0</b>	<b>\$0</b>
573000 Cash Transfers - Equipment	\$0	\$0	\$0	\$0	\$0
<b>Total Appropriation</b>	<b>\$0</b>	<b>\$0</b>	<b>\$456,364</b>	<b>\$453,726</b>	<b>\$466,365</b>

**OFFICE OF INTERGOVERNMENTAL AFFAIRS (303)**

General Fund (101)

Finance & Administration

*FULL-TIME POSITIONS*

Class	Title	Actual FY 88-89		Actual FY 89-90		Revised Budget FY 90-91		Proposed FY 91-92		Adopted FY 91-92	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
0810	Director	0	0	0	0	1	51,584	1	54,182	1	57,270
0808	Intergovernmental Specialist	0	0	0	0	2	100,124	2	87,864	2	92,872
0807	Intergovernmental Assistant	0	0	0	0	1	26,208	1	27,541	1	29,111
<b>TOTAL FULL-TIME POSITIONS</b>											
		0	0	0	0	4	177,916	4	169,587	4	179,253

**BUREAU OF LICENSES (316)**

General Fund (101)

Public Safety

**APPROPRIATION SUMMARY**

	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>EXPENDITURES</u></b>					
<i>Personal Services</i>	\$911,024	\$995,011	\$1,194,216	\$1,189,103	\$1,251,839
<i>External Materials and Services</i>	19,087	21,009	37,727	48,665	56,415
<i>Internal Materials and Services</i>	236,733	239,163	306,492	302,662	302,662
<i>Capital Outlay</i>	14,298	4,888	33,064	8,700	8,700
<i>Cash Transfers—Equipment</i>	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$1,181,142</b>	<b>\$1,260,071</b>	<b>\$1,571,499</b>	<b>\$1,549,130</b>	<b>\$1,619,616</b>
<b><u>Authorized Full-Time Positions</u></b>					
<i>Total</i>	27	27	31	29	29
<i>General Fund Discretionary</i>	27	27	31	23	23
<b><u>FUNDING SOURCES</u></b>					
<i>General Fund Discretionary</i>		\$1,260,071	\$1,551,908	\$1,231,826	\$1,301,425
<b><u>Non-Discretionary Resources</u></b>					
<i>Grants and Donations</i>		0	0	0	0
<i>Contract Revenue</i>		0	0	0	0
<i>Interagency Services</i>		0	19,591	22,104	22,991
<i>Bureau Revenue</i>		0	0	295,200	295,200
<i>Overhead Recovery</i>		0	0	0	0
<b>Total Non-Discretionary Resources</b>		<b>\$0</b>	<b>\$19,591</b>	<b>\$317,304</b>	<b>\$318,191</b>
<b>TOTAL FUNDING</b>		<b>\$1,260,071</b>	<b>\$1,571,499</b>	<b>\$1,549,130</b>	<b>\$1,619,616</b>
<b><u>PROGRAMS</u></b>					
<i>Business Licenses</i>		\$955,269	\$1,166,172	\$1,138,194	\$1,190,742
<i>Regulatory Permits</i>		270,747	298,288	289,942	303,083
<i>Transient Lodgings</i>		34,055	107,039	120,994	125,791
<b>TOTAL PROGRAM</b>		<b>\$1,260,071</b>	<b>\$1,571,499</b>	<b>\$1,549,130</b>	<b>\$1,619,616</b>

**GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR**

The mission of the Bureau of Licenses is to collect General Fund revenues, to improve public safety through regulatory programs, and to maintain a positive working relationship with the business community, neighborhoods, and individual citizens. The Bureau of Licenses is responsible for identifying, collecting, auditing licenses and lodgings taxes for all businesses operating within the City of Portland. The Bureau also enforces towing, ground transportation, pay and park lots, second-hand dealers, amusement devices, social games regulations and collects permit fees.

The passage of Ballot Measure 5 in November, 1990, placed additional significance on the primary mission of the License Bureau -- that of collecting General Fund revenues. As a result, this budget reflects Council decisions which focus on key bureau elements that will insure the viability of the License Bureau's revenue programs. At this level of funding the Bureau's revenue projections of \$21 million for business licenses, \$5.3 million for transient lodgings, and \$295,200 for regulatory permits will remain unchanged. The total receipts for FY 1991-92 are estimated at \$26,598,550, approximately \$1.14 million above the budgeted receipts for FY 1990-91.

## **BUREAU OF LICENSES (316)**

**General Fund (101)**

**Public Safety**

*APPROPRIATION SUMMARY*

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In November, 1990, the Commissioner-in-charge of the Bureau of Licenses announced the formation of a Business License Review Committee. The objectives of the committee included reviewing the existing Business License Law of the City of Portland as well as reviewing and making recommendations on the best overall methods of raising additional revenues from the Business License fee. Review of the impact of such increases on the Portland business community was also one of its objectives. Included in the overall FY 1991-92 General Fund projections for additional City revenue is \$1.0 million which is anticipated to be realized during FY 1991-92 as a result of expected increases in business license fees. The total annual revenue impact is estimated at \$1.5 million, however due to the timing of the anticipated implementation on January 1, 1992, the beginning of the business year, only \$1.0 million is estimated for FY 1991-92.

In addition, due to the impacts of Ballot Measure 5 on the City of Portland, it was also necessary for Council to find a new revenue source in order to be able to continue the provision of many City services. Increasing business license fees was determined to be one of the more equitable ways of increasing revenue without undue hardship on anyone. The Business License Review Committee completed its report in Spring, 1991, and its recommendations to City Council are, as follows: 1) Do not change from a net income base for the fee; 2) Adopt a uniform system of apportionment and not a case by case system; 3) Change the net operating loss carry-forward to allow only 50% of net income in a given year to be offset by a prior loss; 4) Increase the gross revenue exemption to \$10,000 from \$2,500; 5) Increase the minimum fee to \$100 from \$25; 6) Leave the current rate of 2.2% the same; and 7) Make the City Business License Code consistent with Multnomah County's Business Income Tax system by using the same definitions and rules. In addition to these definitive recommendations, the Committee also made recommendations for further evaluation and study regarding the following: 1) A four factor test for apportionment; 2) Increasing owners' compensation deduction; 3) Consolidating the administration of the business license fee with the administration of Multnomah County's business tax; and 4) Consolidating the administration of the business license fee with the Oregon Department of Revenue. The Committee indicated it would not make any recommendations for policy change until the evaluations and studies have been completed.

Further, as a result of Ballot Measure 5, two positions have been eliminated in the License Bureau, which decreases its total full-time positions from 31 in FY 1990-91 to 29 in FY 1991-92. The positions eliminated include an Assistant Management Auditor (Revenue Auditor) and a Management Auditor (Senior Revenue Auditor). Revenue auditors conduct audits of selected business license accounts to ensure accuracy and full compliance with the law. The Senior Revenue Auditor is responsible for more complex audits and assists the Audit Supervisor in training staff and working with senior tax professionals. These two positions were added to the License Bureau in FY 1990-91 as part of the Bureau's Enforcement and Compliance program and were to be phased in during the last quarter of FY 1990-91. The positions were not filled due to concerns regarding the impacts of Ballot Measure 5. Since the License Bureau did not include these positions when developing its revenue estimates contained in the Financial Forecast, the elimination of the positions will have no direct impact thereon.

The License Bureau's total budget includes an Interagency Service Agreement for \$22,991 between the Convention and Tourism Fund and the Bureau of Licenses. This will cover the Portland Oregon Visitors Association's (POVA) administrative costs. The costs include one-half of one Clerical Specialist position assigned to the Transient Lodgings Program. Responsibilities will include preparation of the Fund



## **BUREAU OF LICENSES (316)**

General Fund (101)

Public Safety

*APPROPRIATION SUMMARY*

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budget, quarterly Fund reconciliations, and resolving any questions or concerns raised regarding the Convention and Tourism Fund.

### **BUREAU PERFORMANCE OBJECTIVES**

*The performance objectives for the Bureau of Licenses during FY 1991-92 include the following priority projects and intended accomplishments:*

- o Implement revisions to Business License Law recommended by Business Licenses Task force and approved by City Council by January 1, 1992.*
- o Implement the second phase of Business License Enhanced Enforcement and Compliance package as outlined in the FY 1990-91 budget by June 30, 1992.*
- o Complete feasibility, requirements and design studies for the Regulatory and Transient Lodgings Information Systems as outlined in the Bureau's 1991 Bureau Automation Plan by June 30, 1992.*

## BUREAU OF LICENSES (316)

General Fund (101)

Public Safety

### PROGRAM SUMMARY

<i>Program</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>BUSINESS LICENSES</u></b>				
<i>Total Expenditures</i>	\$955,269	\$1,166,172	\$1,138,194	\$1,190,742
<i>General Fund Discretionary Expenditures</i>	955,269	1,166,172	1,138,194	1,190,742
<i>Authorized Full-Time Positions</i>	20.75	23.25	21.50	21.50
<i>Performance/Workload Measures:</i>				
Number of Active Accounts	31,672	32,000	33,481	33,481
Field Case Load	3,519	3,556	4,185	4,185
Account Activity	51,211	53,000	54,500	54,500
Revenue Collected	\$1,984,689	\$2,038,949	\$21,020,983	\$21,020,983

The objective of the Business License Program is to collect the maximum revenue from business license fees while helping to maintain a positive climate in the City of Portland. The program identifies businesses subject to the Business License Law, collects fees, maintains records, audits accounts for accuracy and assists business in complying with the law.

In November, 1990, the Commissioner-in-charge of the Bureau of Licenses announced the formation of a Business License Review Committee. The objectives of the committee included reviewing the existing Business License Law of the City of Portland as well as reviewing and making recommendations on the best overall methods of raising additional revenues from the Business License fee. Review of the impact of such increases on the Portland business community was also one of its objectives. Included in the overall FY 1991-92 General Fund projections for additional City revenue is \$1.0 million which is anticipated to be realized during FY 1991-92 as a result of expected increases in business license fees. The total annual revenue impact is estimated at \$1.5 million, however due to the timing of the anticipated implementation on January 1, 1992, the beginning of the business year, only \$1.0 million is estimated in FY 1991-92. The Business License Review Committee completed its report in Spring, 1991 and submitted its recommendations to City Council for approval.

The Business License Program is the third largest source of General Fund revenue in the City, with receipts projected to exceed \$21 million in FY 1991-92.

### **REGULATORY PERMITS**

<i>Total Expenditures</i>	\$270,747	\$298,288	\$289,942	\$303,083
<i>General Fund Discretionary Expenditures</i>	270,747	298,288	0	7,883
<i>Authorized Full-Time Positions</i>	5.50	5.25	5.25	5.25
<i>Performance/Workload Measures:</i>				
Number of Permits Issued	5,420	5,750	5,900	5,900
Field Case Load	1,084	1,438	1,475	1,475
Revenue Collected	\$309,549	\$319,500	\$295,200	\$295,200

The Regulatory Permits program objective is to protect public safety and improve liveability through regulatory activity with specified industries that provide essential services or have a high potential for public safety enforcement, such as secondhand dealers dealing in stolen goods. This program includes enforcing regulations, covering a variety of business activities involving towing, taxicabs, pay and park lots, amusement devices, and social games. The Bureau is also responsible for making recommendations on the issuance of liquor licenses in the City. The staff investigates, reports, recommends and enforces regulation often in cooperation with the Bureau of Police, Attorney General, Oregon Liquor Control Commission (OLCC), neighborhood groups and other agencies. The program is nearly self-supporting based on revenue generated from permit fees which is projected at \$295,200 for FY 1991-92.

**BUREAU OF LICENSES (316)**

General Fund (101)

Public Safety

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>TRANSIENT LODGINGS</u></b>				
<i>Total Expenditures</i>	\$34,055	\$107,039	\$120,994	\$125,791
<i>General Fund Discretionary Expenditures</i>	34,055	87,448	93,632	125,791
<i>Authorized Full-Time Positions</i>	0.75	2.50	2.25	2.25
<i>Performance/Workload Measures:</i>				
No. of Active Accounts	145	145	145	145
Revenue Collected	\$4,733,781	\$5,069,772	\$5,282,367	\$5,282,367

The Transient Lodgings program objective is to collect maximum revenue from hotel and motel operators in a simple and equitable manner. The program includes identifying hotel and motel operators subject to the Transient Lodgings Tax, collecting fees, auditing accounts for accuracy, maintaining records and providing assistance to operators in payment of the tax. The City currently collects 6% of gross room receipts of which 5% goes to the General Fund and 1% goes to the Portland Oregon Visitors Association. In addition, the City also collects 3% for Multnomah County which is then transferred to the Metropolitan Service District for Convention Center debt.

As a result of Ballot Measure 5, the funding level for this program reflects the elimination of two full-time positions which include an Assistant Management Auditor (Revenue Auditor) and one Management Auditor (Senior Revenue Auditor). These two positions were added to the License Bureau in FY 1990-91 as part of the Bureau's Enforcement and Compliance program and were to be phased in during the last quarter of FY 1990-91. These positions were not filled due to concerns regarding the impacts of Ballot Measure 5. Since the License Bureau did not include these positions when developing its revenue estimates contained in the Financial Forecast, the elimination of the positions should have no impact thereon.

Also, included in this budget is an Interagency Service Agreement for \$22,104 between the Convention and Tourism Fund and the Bureau of Licenses. This will cover the Portland Oregon Visitors Association (POVA) administrative costs. The costs include one-half of one Clerical Specialist position assigned to the Transient Lodgings Program. Responsibilities will include preparation of the Fund Budget, quarterly Fund reconciliations, and resolving any questions or concerns raised regarding the Convention and Tourism Fund.

The Transient Lodgings Program is the fourth largest source of General Fund revenue in the City, with receipts project to exceed \$5.25 million in FY 1991-92.

**BUREAU OF LICENSES (316)**

**General Fund (101)**

**Public Safety**

**LINE ITEM APPROPRIATIONS**

<i>Expenditure Classification</i>	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
511000 Full-Time Employees	\$659,950	\$711,351	\$842,781	\$839,327	\$887,169
512000 Part-Time Employees	0	0	0	0	0
514000 Overtime	451	1,203	1,250	1,250	1,322
515000 Premium Pay	2,097	1,117	500	1,200	1,269
517000 Benefits	248,526	281,340	349,685	347,326	362,079
<b>Total Personal Services</b>	<b>\$911,024</b>	<b>\$995,011</b>	<b>\$1,194,216</b>	<b>\$1,189,103</b>	<b>\$1,251,839</b>
521000 Professional Services	\$1,300	\$11	\$750	\$750	\$8,500
522000 Utilities	0	0	0	0	0
523000 Equipment Rental	0	0	0	0	0
524000 Repair & Maintenance	1,268	1,861	3,052	4,400	4,400
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	2,895	563	850	1,800	1,800
531000 Office Supplies	6,815	8,826	20,075	25,700	25,700
532000 Operating Supplies	0	0	0	0	0
533000 Repair & Maintenance Supplies	320	309	0	0	0
534000 Minor Equipment	367	0	0	0	0
535000 Clothing	0	0	0	0	0
539000 Other Commodities	0	0	0	0	0
541000 Education	897	801	1,900	2,900	2,900
542000 Local Travel	4,245	6,045	5,770	8,400	8,400
543000 Out-of-Town Travel	512	549	780	1,000	1,000
544000 External Rent	0	0	0	0	0
545000 Interest	0	0	0	0	0
546000 Refunds	0	0	0	0	0
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	468	2,044	4,550	3,715	3,715
<b>Subtotal External Materials and Services</b>	<b>\$19,087</b>	<b>\$21,009</b>	<b>\$37,727</b>	<b>\$48,665</b>	<b>\$56,415</b>
551000 Fleet Services	\$0	\$0	0	0	0
552000 Printing/Distribution	47,356	53,366	\$59,563	\$66,825	\$66,825
553000 Facilities Services	70,674	68,688	91,266	71,686	71,686
554000 Communications	20,234	14,595	18,179	17,085	17,085
555000 Data Processing	87,477	82,586	87,357	91,477	91,477
556000 Insurance	1,997	3,103	31,552	34,149	34,149
557000 Equipment Lease	0	0	0	0	0
558000 Same Fund Services	490	3,865	2,000	2,000	2,000
559000 Other Fund Services	8,505	12,960	16,575	19,440	19,440
<b>Subtotal Internal Materials and Services</b>	<b>\$236,733</b>	<b>\$239,163</b>	<b>\$306,492</b>	<b>\$302,662</b>	<b>\$302,662</b>
<b>Total Materials &amp; Services</b>	<b>\$255,820</b>	<b>\$260,172</b>	<b>\$344,219</b>	<b>\$351,327</b>	<b>\$359,077</b>
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	0	0	0	0
564000 Equipment	14,298	4,888	33,064	8,700	8,700
565000 Equipment Lease Purchase	0	0	0	0	0
<b>Total Capital Outlay</b>	<b>\$14,298</b>	<b>\$4,888</b>	<b>\$33,064</b>	<b>\$8,700</b>	<b>\$8,700</b>
573000 Cash Transfers - Equipment	\$0	\$0	\$0	\$0	\$0
<b>Total Appropriation</b>	<b>\$1,181,142</b>	<b>\$1,260,071</b>	<b>\$1,571,499</b>	<b>\$1,549,130</b>	<b>\$1,619,616</b>

**BUREAU OF LICENSES (316)**

General Fund (101)

Public Safety

*FULL-TIME POSITIONS*

Class	Title	Actual FY 88-89		Actual FY 89-90		Revised Budget FY 90-91		Proposed FY 91-92		Adopted FY 91-92	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
2213	License Bureau Manager	1	45,348	1	49,744	1	54,319	1	54,727	1	57,847
2212	Field Representative Supervisor	2	63,031	2	66,440	2	69,348	2	69,880	2	73,864
2211	Field Representative II	0	3,117	0	0	0	0	0	0	0	0
2210	Field Representative	10	253,107	10	265,427	10	281,073	10	287,286	10	303,655
0842	Taxicab Towing Regulator	1	32,637	1	33,678	1	34,673	1	34,940	1	36,932
0819	Administrative Assistant I	1	1,980	1	26,557	1	29,250	1	25,085	1	26,515
0537	Senior Management Auditor	1	24,224	1	39,885	1	41,569	1	41,878	1	44,265
0536	Management Auditor	0	0	0	0	1	4,073	0	0	0	0
0535	Asst. Management Auditor	0	0	0	0	4	97,822	3	92,024	3	97,268
0515	Senior Accountant	2	34,577	2	49,993	0	0	0	0	0	0
0222	Secretarial Assistant	0	21,511	0	0	0	0	0	0	0	0
0220	Secretarial Clerk I	1	3,926	1	0	1	15,927	1	16,800	1	17,758
0117	Office Manager II	1	29,357	1	30,264	1	31,550	1	31,796	1	33,608
0114	Clerical Specialist I	7	147,137	7	149,363	8	183,179	8	184,911	8	195,457
<b>TOTAL FULL-TIME POSITIONS</b>		<b>27</b>	<b>659,950</b>	<b>27</b>	<b>711,351</b>	<b>31</b>	<b>842,781</b>	<b>29</b>	<b>839,327</b>	<b>29</b>	<b>887,169</b>

**OFFICE OF THE MAYOR (195)**

General Fund (101)

Finance & Administration

**APPROPRIATION SUMMARY**

	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>EXPENDITURES</u></b>					
<i>Personal Services</i>	\$980,434	\$890,662	\$768,741	\$643,281	\$672,671
<i>External Materials and Services</i>	225,325	330,856	634,244	322,263	331,013
<i>Internal Materials and Services</i>	238,425	204,290	196,668	185,853	189,558
<i>Capital Outlay</i>	29	7,039	17,964	0	0
<i>Cash Transfers-Equipment</i>	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$1,444,213</b>	<b>\$1,432,847</b>	<b>\$1,617,617</b>	<b>\$1,151,397</b>	<b>\$1,193,242</b>
<b><u>Authorized Full-Time Positions</u></b>					
<i>Total</i>	18	19	14	11	11
<i>General Fund Discretionary</i>	15	15	4	4	4
<b><u>FUNDING SOURCES</u></b>					
<i>General Fund Discretionary</i>		\$1,350,093	\$553,785	\$259,987	\$301,832
<b><u>Non-Discretionary Resources</u></b>					
<i>Grants and Donations</i>		0	553,709	286,038	286,038
<i>Contract Revenue</i>		0	0	0	0
<i>Interagency Services</i>		82,754	0	0	0
<i>Bureau Revenue</i>		0	0	6,250	6,250
<i>Overhead Recovery</i>		0	510,123	599,122	599,122
<b>Total Non-Discretionary Resources</b>		<b>\$82,754</b>	<b>\$1,063,832</b>	<b>\$891,410</b>	<b>\$891,410</b>
<b>TOTAL FUNDING</b>		<b>\$1,432,847</b>	<b>\$1,617,617</b>	<b>\$1,151,397</b>	<b>\$1,193,242</b>
<b><u>PROGRAMS</u></b>					
<i>Administration</i>		\$889,655	\$923,516	\$765,359	\$802,909
<i>International Relations</i>		114,796	140,392	100,000	104,295
<i>Intergovernmental Affairs</i>		428,396	0	0	0
<i>Regional Drug Initiative</i>		0	553,709	286,038	286,038
<b>TOTAL PROGRAMS</b>		<b>\$1,432,847</b>	<b>1,617,617</b>	<b>1,151,397</b>	<b>1,193,242</b>

**GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR**

The Office of the Mayor's budget is divided into three program categories: Administration, International Relations, and the Regional Drug Initiative. The Office of the Mayor provides leadership and supervision over the general affairs of the City; provides information and assistance to the public; coordinates contact between agencies of the City and federal, state, regional, and local governments; and coordinates programs and promotes contacts between Portland and other cities throughout the world.

In addition, the Mayor has administrative oversight of the Bureau of Police, the Office of Finance and Administration (which includes the Affirmative Action, Urban Services, and Strategic Planning programs, as well as the bureaus of Administration Services, Financial Planning, and Personnel Services), the Office of the City Attorney, the Bureau of General Services, the International Relations/Sister Cities Office, the Regional Drug Initiative, the Portland Development Commission and the Office of Intergovernmental Affairs. The Mayor's Office identifies City priorities and then focuses citywide efforts on strategies, policies and programs to address those priorities.

## OFFICE OF THE MAYOR (195)

General Fund (101)

Finance & Administration

APPROPRIATION SUMMARY

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For fiscal year 1991–92, special emphasis will continue to be placed on three priority areas: stability of City finances, community policing and public safety, and regional restructuring of government.

During the budget hearings Council decided to exclude their positions from any cost of living increases. The change between the adopted and proposed budget reflects cost of living adjustments for the Mayor's staff and the carryover of unspent appropriation in FY 1990–91 totalling \$41,845.

Overall, the budget for the Mayor's Office reflects a \$424,375 reduction from the FY 1990–91 Revised Budget. A total of three and one-half positions are eliminated as a result of these reductions. It is expected that the Mayor's Office can continue to provide administrative and program functions at the same level, but constituent contact and response to correspondence will be reduced.

### PERFORMANCE OBJECTIVES

The Office of the Mayor plans to accomplish the following top priority projects during FY 1991–92:

#### Public Safety

- \* Implement Community Policing Transition Plan. Identify funding source for full funding of the Community Policing Plan in the Police Bureau.
- \* Continue anti-drug efforts in cooperation with other governments and law enforcement agencies. Focus public attention and public resources on the social programs identified as underlying causes of drug abuse and dependency.
- \* Develop full employment strategy for neighborhoods with highest and most persistent unemployment rates, with special emphasis on minority employment.
- \* Coordinate school-to-work programs to divert at-risk youth in target neighborhoods away from criminal activity and into educational and career paths.
- \* Develop affordable, low-income housing in the central city.

#### Fiscal Stability

- \* Support programs and strategies that increase the economic viability of the City so that adequate revenues may be generated to pay for service levels desired by the community.
- \* Complete the strategic planning process for the City so that the community may define the role of City government into the 21st century.
- \* Focus local, regional, state and federal attention on the major issues facing the City in order to obtain adequate financial, program, and policy assistance to address the City's agenda during the next decade.
- \* Achieve efficiency and cost savings in City-County programs.

**OFFICE OF THE MAYOR (195)**

General Fund (101)

Finance & Administration

*APPROPRIATION SUMMARY*

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- \* Initiate discussions on regional government restructuring.

*General Affairs of the City*

- \* Achieve city-wide Affirmative Action program goals in FY 1991-92.
- \* Continue efforts to contain health insurance benefit costs.
- \* Refine and perfect performance measurements in bureau programs and budgets.



**OFFICE OF THE MAYOR (195)**

General Fund (101)

Finance & Administration

*PROGRAM SUMMARY*

<i>Program</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>ADMINISTRATION</u></b>				
<i>Total Expenditures</i>	\$889,655	\$923,516	\$765,359	\$802,909
<i>General Fund Discretionary Expenditures</i>	806,901	481,793	159,987	197,537
<i>Authorized Full-Time Positions</i>	13.00	12.00	9.00	9.00
<i>Performance/Workload Measures:</i>				
48 Hour Response Time to Phone Calls	*	90%	90%	90%
5 Day Response Time to Communications	*	90%	90%	90%
Follow-up on Constituent Contacts	*	95%	*	*
8 Weekly Community Contacts (Mayor)	*	90%	90%	90%
6 Weekly Community Contacts (Staff)	*	90%	90%	90%
Preside Over Council Meetings	137	148	*	*

The Administration program is responsible for coordinating the activities and workload of City Council and City officials; chairs and participates in City Council meetings in conducting the legislative duties of the mayor; establishes policies for the Mayor's bureaus and ensures that they are efficiently run in response to the Mayor's and Council's directives; facilitates communication between City operations and the public to ensure citizen participation; and responds to and resolves citizen's concerns.

In response to Ballot Measure 5, the Administration program's budget reflects a \$120,607 decrease from the FY 1990-91 Revised budget. A total of three positions are eliminated.

**INTERNATIONAL RELATIONS**

<i>Total Expenditures</i>	\$114,796	\$140,392	\$100,000	\$104,295
<i>General Fund Discretionary Expenditures</i>	114,796	71,992	100,000	104,295
<i>Authorized Full-Time Positions</i>	2.00	2.00	2.00	2.00
<i>Performance/Workload Measures:</i>				
Special Projects Completed	35	38	30	30
International Visitors Assisted	559	432	300	300

The International Relations program provides the coordination of sister city and other international programs; responds to international inquiries; supervises protocol for the Mayor and City Council relations with foreign dignitaries and visitors; coordinates and promotes international economic development, acting as the clearinghouse for information about all such programs in the City.

As a result of Ballot Measure 5, this program reflects a decrease of \$36,097 from the FY 1990-91 Revised Budget.

**OFFICE OF THE MAYOR (195)**

General Fund (101)

Finance & Administration

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>INTERGOVERNMENTAL AFFAIRS</u></b>				
<i>Total Expenditures</i>	\$428,396	\$0	\$0	\$0
<i>General Fund Discretionary Expenditures</i>	428,396	0	0	0
<i>Authorized Full-Time Positions</i>	4.00	0.00	0.00	0.00
<i>Performance/Workload Measures:</i>				
State Legis. Goals Achieved	95%	*	*	*
Federal Legis. Goals Achieved	*	*	*	*
Liaison w/Interim Committees	*	12	*	*
Bureaus Represented	*	24	*	*
Special Projects Completed	*	2	*	*

The Intergovernmental Affairs program became a separate Appropriation Unit in FY 1990-91. Please see the budget for the Office, for information on planned activities during FY 1991-92.

**REGIONAL DRUG INITIATIVE**

Total Expenditures	\$0	\$553,709	\$286,038	\$286,038
General Fund Discretionary Expenditures	0	0	0	0
Authorized Full-Time Positions	0.00	0.00	0.00	0.00
<i>Performance/Workload Measures:</i>				
Not required for this grant activity				

This program is funded entirely by a grant from the U.S. Office of Substance Abuse Prevention. The Regional Drug Initiative is a coalition formed in 1987 to combat substance abuse. It is composed of leaders in government, business, law enforcement, housing, education, drug and alcohol prevention and treatment, the judiciary, religious organizations, community and civic groups. In 1987, RDI sponsored an extensive study process which produced the Community Agenda to combat Drug Abuse and the Illegal Use of Drugs, a five-year plan for community action. The prevention project funded by this grant is a critical part of the overall plan. Funds reflected here are carry-over amounts from the current year.

**OFFICE OF THE MAYOR (195)**

**General Fund (101)**

**Finance & Administration**

**LINE ITEM APPROPRIATIONS**

<i>Expenditure Classification</i>	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
511000 Full-Time Employees	\$715,930	\$644,726	\$494,942	\$409,648	\$428,828
512000 Part-Time Employees	10,421	14,533	55,183	55,440	58,600
514000 Overtime	0	0	0	0	0
515000 Premium Pay	0	0	0	0	0
517000 Benefits	254,083	231,403	218,616	178,193	185,243
<b>Total Personal Services</b>	<b>\$980,434</b>	<b>\$890,662</b>	<b>\$768,741</b>	<b>\$643,281</b>	<b>\$672,671</b>
521000 Professional Services	\$140,426	\$131,237	\$108,042	\$68,689	\$77,439
522000 Utilities	3,138	250	8,240	3,870	3,870
523000 Equipment Rental	1,728	2,503	4,200	2,625	2,625
524000 Repair & Maintenance	2,712	2,304	2,135	2,050	2,050
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	17,080	75,653	262,547	164,930	164,930
531000 Office Supplies	5,981	5,867	11,063	7,800	7,800
532000 Operating Supplies	0	0	0	0	0
533000 Repair & Maintenance Supplies	0	0	0	0	0
534000 Minor Equipment	0	0	0	2,792	2,792
535000 Clothing	0	0	0	0	0
539000 Other Commodities	6,114	30,834	21,900	6,200	6,200
541000 Education	5	784	1,300	300	300
542000 Local Travel	8,222	2,885	10,790	6,067	6,067
543000 Out-of-Town Travel	18,058	24,515	36,297	17,965	17,965
544000 External Rent	6,372	0	17,000	11,375	11,375
545000 Interest	0	0	0	0	0
546000 Refunds	0	0	0	0	0
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	15,489	54,024	150,730	27,600	27,600
<b>Subtotal External Materials &amp; Services</b>	<b>\$225,325</b>	<b>\$330,856</b>	<b>\$634,244</b>	<b>\$322,263</b>	<b>\$331,013</b>
551000 Fleet Services	\$7,518	\$4,588	\$6,258	\$4,308	\$4,308
552000 Printing/Distribution	34,170	42,598	41,060	35,915	35,915
553000 Facilities Services	736	1,038	32,997	35,571	35,571
554000 Communications	47,020	34,847	25,357	19,318	19,318
555000 Data Processing	3,744	6,482	1,827	3,768	3,768
556000 Insurance	101,821	71,287	35,692	25,172	25,172
557000 Equipment Lease	0	0	0	0	0
558000 Same Fund Services	43,952	43,444	53,477	61,801	65,506
559000 Other Fund Services	(536)	6	0	0	0
<b>Subtotal Internal Materials &amp; Services</b>	<b>\$238,425</b>	<b>\$204,290</b>	<b>\$196,668</b>	<b>\$185,853</b>	<b>\$189,558</b>
<b>Total Materials &amp; Services</b>	<b>\$463,750</b>	<b>\$535,146</b>	<b>\$830,912</b>	<b>\$508,116</b>	<b>\$520,571</b>
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	0	0	0	0
564000 Equipment	29	7,039	17,964	0	0
565000 Equipment Lease Purchase	0	0	0	0	0
<b>Total Capital Outlay</b>	<b>\$29</b>	<b>\$7,039</b>	<b>\$17,964</b>	<b>\$0</b>	<b>\$0</b>
573000 Cash Transfers - Equipment	\$0	\$0	\$0	\$0	\$0
<b>Total Appropriation</b>	<b>\$1,444,213</b>	<b>\$1,432,847</b>	<b>\$1,617,617</b>	<b>\$1,151,397</b>	<b>\$1,193,242</b>

**OFFICE OF THE MAYOR (195)**

General Fund (101)

Finance & Administration

*FULL-TIME POSITIONS*

Class	Title	Actual FY 88-89		Actual FY 89-90		Revised Budget FY 90-91		Proposed FY 91-92		Adopted FY 91-92	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
0002	Mayor	1	68,186	1	69,638	1	69,638	1	73,150	1	73,150
0900	Staff Assistant	1	32,571	1	36,812	0	0	0	0	0	0
0824	Executive Assistant	2	59,286	2	86,422	1	48,256	1	50,702	1	53,592
0823	Commissioner's Assistant III	5	198,114	5	126,109	5	204,502	2	89,520	2	94,623
0822	Commissioner's Assistant II	2	108,219	2	89,623	2	55,546	3	100,210	3	105,921
0821	Commissioner's Assistant I	1	52,980	1	25,002	3	76,440	3	74,770	3	79,032
0230	Administrative Secretary	2	46,623	3	63,814	2	40,560	1	21,296	1	22,510
0810	Director	1	50,252	1	48,859	0	0	0	0	0	0
0808	Intergovernmental Specialist	2	75,996	2	75,525	0	0	0	0	0	0
0807	Intergovernmental Assistant	1	23,703	1	22,922	0	0	0	0	0	0
<b>TOTAL FULL TIME POSITIONS</b>		<b>18</b>	<b>715,930</b>	<b>19</b>	<b>644,726</b>	<b>14</b>	<b>494,942</b>	<b>11</b>	<b>409,648</b>	<b>11</b>	<b>428,828</b>

# METROPOLITAN ARTS COMMISSION (375)

General Fund (101)

Public Affairs

## APPROPRIATION SUMMARY

	Actual FY 88-89	Actual FY 89-90	Revised Budget FY 90-91	Proposed FY 91-92	Adopted FY 91-92
<b><u>EXPENDITURES</u></b>					
Personal Services	\$213,175	\$230,481	\$356,346	\$276,131	\$331,505
External Materials and Services	696,442	704,031	987,035	524,358	641,335
Internal Materials and Services	65,046	66,799	78,034	63,747	63,747
Capital Outlay	4,275	5,519	17,279	1,500	1,500
Cash Transfers-Equipment	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$978,938</b>	<b>\$1,006,830</b>	<b>\$1,438,694</b>	<b>\$865,736</b>	<b>\$1,038,087</b>
<b><u>Authorized Full-Time Positions</u></b>					
Total	5	5	6	5	6
General Fund Discretionary	3	3	3	3	3
<b><u>FUNDING SOURCES</u></b>					
General Fund Discretionary		\$455,948	\$572,290	\$474,931	\$605,170
<b><u>Non-Discretionary Resources</u></b>					
Grants and Donations		63,581	337,799	88,200	88,200
Contract Revenue		362,648	488,605	302,605	302,605
Interagency Services		124,653	40,000	0	42,112
Bureau Revenue		0	0	0	0
Overhead Recovery		0	0	0	0
<b>Total Non-Discretionary Resources</b>		<b>\$550,882</b>	<b>\$866,404</b>	<b>\$390,805</b>	<b>\$432,917</b>
<b>TOTAL FUNDING</b>		<b>\$1,006,830</b>	<b>\$1,438,694</b>	<b>\$865,736</b>	<b>\$1,038,087</b>
<b><u>PROGRAMS</u></b>					
Community Service		\$168,858	\$484,762	\$199,945	\$206,846
Public Art		142,094	186,644	127,072	176,466
Re-Grants		695,878	767,288	538,719	654,775
<b>TOTAL PROGRAM</b>		<b>\$1,006,830</b>	<b>\$1,438,694</b>	<b>\$865,736</b>	<b>\$1,038,087</b>

### **GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR**

The Metropolitan Arts Commission is a City agency charged with furthering the development of the arts and its availability to the public in the City of Portland and Multnomah County.

The FY 1991-92 budget reflects a reduced level of funding for the Arts Commission as a result of the passage of Ballot Measure 5. The Commission's Re-Grants program encompasses operating support to mid-sized and major organizations as well as project grants to small organizations and individual artists. The operating support program was developed by the Arts Commission to recognize and provide stable support for those metropolitan-area art organizations which together provide services to over one quarter of a million people annually and have consistently demonstrated high artistic standards. These grants were reduced by 18% within the proposed budget and a subsequent loss in matching grants from private contributions to arts organizations was anticipated. In addition, the number of project grants was reduced from 73 to 50, or \$13,000; funding of the major/mid-sized arts organizations was reduced from 18 to 15, or \$171,000; and support for emergency grants during FY 1991-92 was eliminated. The FY 1990-91 support for emergency grants was \$3,000. However, between the proposed and adopted budgets City Council added \$50,000 to the Arts Commission's budget for grants to local artists.

## **METROPOLITAN ARTS COMMISSION (375)**

General Fund (101)

Public Affairs

**APPROPRIATION SUMMARY**

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The 1.33% for the Arts Ordinance was adopted by City Council in January, 1989. The Ordinance provides for dedication of 1.33% of the total costs of all improvement projects to the selection, acquisition, dedication, siting, maintenance, deaccessioning, community education and registration of Public Art. The Metropolitan Arts Commission was charged with developing guidelines for the program as well as administering the program.

Within the Proposed Budget, the Public Art Assistant position was eliminated because the Bureau anticipated that the City of Portland and Multnomah County 1.33% for the Art revenues would be less than the prior year as a result of the impact of Ballot Measure 5 on qualifying public improvement projects. However, during the final budget decisions, City Council approved reinstatement of the position.

The Public Art Assistant position is supported by an Interagency Service Agreement with the Public Art Trust Fund. The position is responsible for overseeing maintenance and rotation of the public art collection and the Visual Chronicle. The Visual Chronicle is the City of Portland's small, but growing, collection of more than 55 pieces of art that is unique in this country. The Visual Chronicle is in its seventh year, and it documents Portland's changing urban environment by each year inviting local artists to submit works on paper that portray some aspect of the City's life. Further, the Visual Chronicle is a historical record and an archivally-protected collection that is intended to continue and grow indefinitely. The percent for the art projects determine the level of activity in this area.

The total budget includes the County's portion of the Arts Commission's budget in the amount of \$302,605, a reduction of 20% from FY 1990-91 which is also a result of the passage of Ballot Measure 5.

This budget also includes the third year of a three-year grant from the National Endowment for the Arts (NEA) in the amount of \$88,200 for FY 1991-92. The grant supports programs targeted at minority and older audiences, technical assistance, resource development and planning projects. In addition, the Commission's newsletter will only be distributed to 3,000 people in FY 1991-92, compared with 30,000 people in FY 1990-91. It is anticipated that the newsletter will also be copied by Commission staff instead of printed professionally as in prior years.

Carry over of FY 1990-91 appropriation in the amount of \$66,977 for Arts Commission projects is also part of this budget.

### **BUREAU PERFORMANCE OBJECTIVES**

The Metropolitan Arts Commission performance objectives for FY 1991-92 are, as follows:

- o To preserve and protect existing granting, technical assistance and public art programs and operate them in the most efficient manner possible, by October, 1991.*
- o To complete Arts Plan 2000 Plus, the regional cultural planning process, and begin implementation, by October, 1991.*
- o To implement a cultural diversity initiative designed to engender more diverse participation in the boards, artistic and management leadership, programming and audiences of arts organizations, beginning July 1, 1992.*

## **METROPOLITAN ARTS COMMISSION (375)**

General Fund (101)

Public Affairs

**APPROPRIATION SUMMARY**

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- o To develop foundation and private sector funding to continue a program of minority artist fellowships, by February, 1992.*
- o To develop criteria for funding programs in a new grant category for Education/ Outreach, beginning July 1, 1991.*
- o To design and implement new allocation criteria and formula for funding of mid-sized and major arts institutions which reflect changes in the number and size of existing institutions, new priorities for education and cultural diversity and an emphasis on more stringent management review, beginning July 1, 1991.*
- o To initiate new public art programs with the Port of Portland and Tri-Met, by November 1, 1991.*
- o To formalize a relationship with METRO to administer their public art program; and to expand that relationship to include new policy and funding initiatives.*

## METROPOLITAN ARTS COMMISSION (375)

General Fund (101)

Public Affairs

### PROGRAM SUMMARY

Program	Actual FY 89-90	Revised Budget FY 90-91	Proposed FY 91-92	Adopted FY 91-92
<b><u>COMMUNITY SERVICE</u></b>				
Total Expenditures	\$168,858	\$484,762	\$199,945	\$206,846
General Fund Discretionary Expenditures	74,647	66,054	75,472	82,373
Authorized Full-Time Positions	1.40	2.40	2.40	2.40
<i>Performance/Workload Measures:</i>				
Number of Newsletters Distributed	30,000	30,000	3,000	3,000
Number of Phone Questions Answered	5,000	7,000	6,000	6,000
Attendance at Technical Asst. Workshop	0	400	400	400
Walking Tour Brochures	12,475	0	0	0

The Community Services Program comprises much of the advocacy, coordination and planning functions as well as information services, provision of technical assistance and administrative support for the Arts Commission. Included is the preparation and monitoring of City and County budgets and contracts. With the assistance of National Endowment for the Arts (NEA) grants and other community partnerships, the program enables outreach to ethnic minority communities and older audiences as well as training opportunities for professional development of arts and art administrations and institutional stability for art organizations.

This funding level reduces the Commission's ability to continue its outreach and educational efforts, as well as its ability to effectively manage local arts organizations. The distribution of the newsletter has been reduced from 30,000 in FY 1990-91 to 3,000 in FY 1991-92, and printing will be reduced by more than 30%.

### PUBLIC ART

Total Expenditures	\$142,094	\$186,644	\$127,072	\$176,466
General Fund Discretionary Expenditures	56,296	62,878	77,168	84,450
Authorized Full-Time Positions	2.20	2.20	1.20	2.20
<i>Performance/Workload Measures:</i>				
Number of Public Art Projects Done	5	12	5	5
Number of People Using Center for Public Art	0	6,000	6,000	6,000
Number of Works Added-Visual Chronicle Col.	6	8	2	2

The Public Art Program provides for administration of the 1.33% for Arts Program in the City of Portland, Multnomah County, Metropolitan Service District and Portland Public Schools. In January, 1989, City Council adopted an Ordinance which dedicates 1.33% of the Total Costs of all improvement projects to the selection, acquisition, dedication, siting, maintenance, deaccessioning, community education and registration of Public Art. The Metropolitan Arts Commission was charged with developing guidelines for the program as well as administering the program. Public art maintenance, rotation, development of the Visual Chronicle collection and supervision of the Metropolitan Center for Public Art are also included within this program area. In addition, the program's mission is to promote education and appreciation of public art.

Within the Proposed Budget, the Public Art Assistant position was eliminated because the Bureau anticipated that the City of Portland and Multnomah County 1.33% for the Art revenues would be less than the prior year as a result of the impact of Ballot Measure 5 on qualifying public improvement projects. However, during the final budget decisions, City Council approved reinstatement of the position. As a result, there are no changes in this program from FY 1990-91.



**METROPOLITAN ARTS COMMISSION (375)**

General Fund (101)

Public Affairs

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>RE-GRANTS</u></b>				
<i>Total Expenditures</i>	\$695,878	\$767,288	\$538,719	\$654,775
<i>General Fund Discretionary Expenditures</i>	325,005	443,358	322,291	438,347
<i>Authorized Full-Time Positions</i>	1.40	1.40	1.40	1.40
<i>Performance/Workload Measures:</i>				
Citizens Partic. in MAC-Sponsored Arts Activ.	2,800,000	3,000,000	2,400,000	2,400,000
Private Support to Match MAC Proj. Grants	\$1,687,000	\$2,000,000	\$1,600,000	\$1,600,000
Private Support to Match MAC Oper. Grants	\$8,049,000	\$8,215,000	\$6,572,000	\$6,572,000

The Re-Grants Program supports the visual, literary and performing arts through direct grants to arts organizations and artists. The program provides operating grants to approximately 17 major and mid-sized organizations and project grants to small arts organizations, community groups and individual artists. Operating grants are made for the purpose of providing some institutional support to the City's most significant arts organizations. Project grants are made in eight categories: cultural preservation, education/outreach, music, theatre, dance literature, visual arts and inter-discipline. support to major and mid-sized organizations and project grants to smaller organizations, community groups and individual artists.

This funding level reduces the number of project grants from 73 in FY 1990-91 to 50 in FY 1991-92, totalling \$96,000 which is a reduction of \$17,000 from prior year. The major/mid- sized organizations are reduced from 18 to 15, totalling \$350,000 which is a reduction of \$171,000. Grants to major organizations including the Art Institute, the Opera and the Symphony will be reduced by 18% in FY 1991-92. Mid-sized organizations which will be eliminated include the New Rose Theater, West Coast Chamber Orchestra and the Civic Theater. In addition, there will be no emergency grants for FY 1991-92. Funding in the amount of \$3,000 supported emergency grants in FY 1990-91.

**METROPOLITAN ARTS COMMISSION (375)**

General Fund (101)

Public Affairs

*LINE ITEM APPROPRIATIONS*

<i>Expenditure Classification</i>	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
511000 Full-Time Employees	\$156,311	\$174,845	\$254,253	\$177,491	\$217,694
512000 Part-Time Employees	0	0	0	21,355	21,355
514000 Overtime	0	0	0	0	0
515000 Premium Pay	390	576	581	590	624
517000 Benefits	56,474	55,060	101,512	76,695	91,832
<b>Total Personal Services</b>	<b>\$213,175</b>	<b>\$230,481</b>	<b>\$356,346</b>	<b>\$276,131</b>	<b>\$331,505</b>
521000 Professional Services	\$60,955	\$26,125	\$28,851	\$23,000	\$23,325
522000 Utilities	0	0	0	0	0
523000 Equipment Rental	0	0	0	0	0
524000 Repair & Maintenance	956	201	4,846	2,335	4,092
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	625,464	662,314	927,233	487,748	602,230
531000 Office Supplies	1,178	976	7,650	3,000	3,413
532000 Operating Supplies	889	7,334	1,200	1,000	1,000
533000 Repair & Maintenance Supplies	0	0	0	0	0
534000 Minor Equipment	0	0	0	0	0
535000 Clothing	0	0	0	0	0
539000 Other Commodities	961	740	1,000	500	500
541000 Education	240	433	685	0	0
542000 Local Travel	0	0	0	0	0
543000 Out-of-Town Travel	2,113	2,967	6,000	2,000	2,000
544000 External Rent	0	0	0	0	0
545000 Interest	0	0	0	0	0
546000 Refunds	0	0	0	0	0
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	3,686	2,941	9,570	4,775	4,775
<b>Subtotal External Materials and Services</b>	<b>\$696,442</b>	<b>\$704,031</b>	<b>\$987,035</b>	<b>\$524,358</b>	<b>\$641,335</b>
551000 Fleet Services	\$425	\$556	\$563	\$0	\$0
552000 Printing/Distribution	28,922	29,074	34,366	20,966	20,966
553000 Facilities Services	26,662	27,191	28,756	28,380	28,380
554000 Communications	5,552	6,262	5,308	4,708	4,708
555000 Data Processing	0	156	808	493	493
556000 Insurance	0	0	8,233	9,200	9,200
557000 Equipment Lease	3,485	3,238	0	0	0
558000 Same Fund Services	0	322	0	0	0
559000 Other Fund Services	0	0	0	0	0
<b>Subtotal Internal Materials and Services</b>	<b>\$65,046</b>	<b>\$66,799</b>	<b>\$78,034</b>	<b>\$63,747</b>	<b>\$63,747</b>
<b>Total Materials &amp; Services</b>	<b>\$761,488</b>	<b>\$770,830</b>	<b>\$1,065,069</b>	<b>\$588,105</b>	<b>\$705,082</b>
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	0	0	0	0
564000 Equipment	4,275	5,519	17,279	1,500	1,500
565000 Equipment Lease Purchase	0	0	0	0	0
<b>Total Capital Outlay</b>	<b>\$4,275</b>	<b>\$5,519</b>	<b>\$17,279</b>	<b>\$1,500</b>	<b>\$1,500</b>
573000 Cash Transfers - Equipment	\$0	\$0	\$0	\$0	\$0
<b>Total Appropriation</b>	<b>\$978,938</b>	<b>\$1,006,830</b>	<b>\$1,438,694</b>	<b>\$865,736</b>	<b>\$1,038,087</b>

**METROPOLITAN ARTS COMMISSION (375)**

General Fund (101)

Public Affairs

*FULL-TIME POSITIONS*

Class	Title	Actual FY 88-89		Actual FY 89-90		Revised Budget FY 90-91		Proposed FY 91-92		Adopted FY 91-92	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
0855	Arts Commission Director	1	42,305	1	41,683	1	45,852	1	45,986	1	48,607
0885	Assistant Arts Commission Director	1	30,880	1	28,620	1	38,374	1	41,351	1	43,708
0883	Arts Commission Program Coord.	1	34,242	1	37,648	1	36,949	1	37,225	1	39,347
0819	Administrative Assistant I	1	29,235	1	27,434	0	0	0	0	0	0
0826	Asset Management Analyst	0	0	0	0	1	31,907	1	32,153	1	33,986
0220	Secretarial Clerk I	1	19,649	1	20,342	1	21,216	1	20,776	1	21,960
0882	Public Art Assistant	0	0	0	6,792	1	28,246	0	0	1	30,086
<b>TOTAL FULL-TIME POSITIONS</b>		<b>5</b>	<b>156,311</b>	<b>5</b>	<b>162,519</b>	<b>6</b>	<b>202,544</b>	<b>5</b>	<b>177,491</b>	<b>6</b>	<b>217,694</b>
<b>LIMITED-TERM POSITIONS:</b>											
0900	Staff Assistant	0	0	0	12,326	1	51,709	0	0	0	0
<b>TOTAL LIMITED-TERM</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>12,326</b>	<b>1</b>	<b>51,709</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FULL-TIME POSITIONS</b>		<b>5</b>	<b>156,311</b>	<b>5</b>	<b>174,845</b>	<b>6</b>	<b>254,253</b>	<b>5</b>	<b>177,491</b>	<b>6</b>	<b>217,694</b>

**OFFICE OF NEIGHBORHOOD ASSOCIATIONS (342)**

General Fund (101)

Public Utilities

**APPROPRIATION SUMMARY**

	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>EXPENDITURES</u></b>					
<i>Personal Services</i>	\$828,724	\$832,690	\$860,873	\$791,374	\$849,087
<i>External Materials and Services</i>	965,359	946,863	1,444,978	1,276,784	1,384,105
<i>Internal Materials and Services</i>	134,944	108,745	150,464	127,816	127,816
<i>Capital Outlay</i>	299	4,540	1,590	0	2,643
<i>Cash Transfers-Equipment</i>	0	0	9,200	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$1,929,326</b>	<b>\$1,942,838</b>	<b>\$2,467,105</b>	<b>\$2,195,974</b>	<b>\$2,363,651</b>
<b><u>Authorized Full-Time Positions</u></b>					
<i>Total</i>	18	18	18	16	17
<i>General Fund Discretionary</i>	16.5	16.5	16	14.5	14.5
<b><u>FUNDING SOURCES</u></b>					
<i>General Fund Discretionary</i>		\$1,908,720	\$2,230,564	\$2,034,120	\$2,201,797
<b><u>Non-Discretionary Resources</u></b>					
<i>Grants and Donations</i>		32,678	42,380	0	0
<i>Contract Revenue</i>		1,440	194,161	161,854	161,854
<i>Interagency Services</i>		0	0	0	0
<i>Bureau Revenue</i>		0	0	0	0
<i>Overhead Recovery</i>		0	0	0	0
<i>Total Non-Discretionary Resources</i>		\$34,118	\$236,541	\$161,854	\$161,854
<b>TOTAL FUNDING</b>		<b>\$1,942,838</b>	<b>\$2,467,105</b>	<b>\$2,195,974</b>	<b>\$2,363,651</b>
<b><u>PROGRAMS</u></b>					
<i>Citizen Participation</i>		\$821,142	\$1,010,642	\$741,293	\$800,333
<i>Crime Prevention</i>		541,541	806,121	950,429	999,778
<i>Neighborhood Mediation</i>		157,600	196,655	181,530	199,329
<i>Metropolitan Human Relations Commission</i>		204,204	242,932	191,662	217,750
<i>Metropolitan Youth Commission</i>		60,557	0	0	0
<i>Portland/Multnomah Commission on Aging</i>		157,794	210,755	131,060	146,461
<b>TOTAL PROGRAM</b>		<b>\$1,942,838</b>	<b>\$2,467,105</b>	<b>\$2,195,974</b>	<b>\$2,363,651</b>

**GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR**

The Office of Neighborhood Associations includes the following programs: Citizen Participation, Crime Prevention, Neighborhood Mediation, Metropolitan Human Relations Commission, and the Portland/Multnomah Commission on Aging. The Citizen Participation program provides direct avenues for citizen involvement in the decision-making process and promotes neighborhood livability through the active involvement of citizens in community life. The Crime prevention program actively involves citizens in developing and implementing neighborhood-based crime prevention programs and activities including a refugee Coordinator. The program also works cooperatively with the Portland Police Bureau, other agencies, bureaus and community organizations to design and implement a community policing program. The Neighborhood Mediation program provides direct outreach contact to citizens in conflict situations including nuisance problems, interpersonal conflict, tenant-landlord disputes, property issues, noise, vandalism, and discrimination issues.

## OFFICE OF NEIGHBORHOOD ASSOCIATIONS (342)

General Fund (101)

Public Utilities

APPROPRIATION SUMMARY

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The Metropolitan Human Relations Commission provides advocacy, information and referral, education, leadership in the development of coalitions, assistance with program development, mediation, facilitation, and conducts research projects on issues related to human rights. The Portland/Multnomah Commission on Aging provides resources for the 108,000 elderly citizens of Portland to work with policy makers at all levels, and for advocating for rights, and insuring the continuation of such critical services such as fire safety, adult foster care and elder abuse education.

As a result of Ballot Measure 5 there will be service reductions in three programs; Metropolitan Human Relations, Citizen Participation, and Portland/Multnomah Commission on Aging. Metropolitan Human Relations Commission will lose clerical assistance and professional service dollars to research issues of discrimination. The impact will be the impairment of education, advocacy, information and referral functions. The Citizen Participation program has been reduced by \$210,309 compared to FY 1990-91 budget. The projected impact will be reduced services and citizens access at the neighborhood level. The Portland/Multnomah Commission on Aging will lose funding for a part-time position for resource development. The impact will be the loss of development of fund raising activities as well as support to citizen volunteers who improve the quality of life of the senior citizens.

The change between the proposed and adopted budget reflects cost of living adjustments and the carryover of unspent appropriation from FY 1990-91 totalling \$167,177.

### BUREAU PERFORMANCE OBJECTIVES

The overall mission of the Office of Neighborhood Associations is to provide advocacy and direct avenues for citizen participation in local government decision-making processes and to promote neighborhood livability through the involvement of citizens in the life of the community. Significant objectives include:

Increase the effectiveness of citizen participation in City government through the following actions:

- 1) Increase representation of Portland's diverse communities in ONA programs. Consult with program staff (City and District Coalition), community leaders, and other citizens and submit a plan to enhance cultural diversity in ONA programs for comment to the Commissioner-in-charge, the chair of the BACC, the District Coalition Board Chairs and Neighborhood Association presidents by end of 2nd quarter. Implementation through 4th quarter.
- 2) Implement a comprehensive Citizen Participation Training Program for citizens, neighborhood associations, District Coalition Boards and City employees to strengthen the neighborhood system. The program will be designed in consultation with citizens and City staff. Design and resource development for program will occur by mid year. Marketing and initiation of programs will occur in the 3rd and 4th Quarters.

Increase neighborhood crime prevention problem solving, community organizing, and activities related to community policing by 50% by June 1992.

Complete implementation of the second phase of the Neighborhood Information and Communication Cooperative (NICC):

## OFFICE OF NEIGHBORHOOD ASSOCIATIONS (342)

General Fund (101)

Public Utilities

APPROPRIATION SUMMARY

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### *(Performance Objectives Continued)*

1) Electronic mapping for land use and crime prevention efforts and desktop publishing facilities will be online by January 1991.

2) Expand the program to include the Downtown/Burnside Crime Prevention Program, Portland Police Bureau and the Office of Transportation by 4th quarter.

3) Second year report to Apple Computer, Inc. (grantor) by February 1992.

Improve the effectiveness of the BAC/BACC Program:

1) Complete evaluation of program and work with the BACC, other citizens and City bureaus to restructure the program as indicated by September 1, 1991 (before BAC/BACC recruitment for FY 92-93 budget process begins).

2) Assessment of revised program submitted to the Commissioner-in-charge in 4th Quarter.

Continue efforts to expand the Neighborhood Mediation Program:

1) Develop additional resources through fee-for-service contracts with industrial users (e.g. Portland Public Schools, Housing Authority of Portland, Multnomah County) and through the statewide Dispute Resolution Commission.

2) End of 1st Quarter, develop plan for future direction, priorities and necessary resources for implementation.

3) Complete negotiations with institutional users and implement expansion plan to extent possible by 2nd Quarter. Identify additional funding needs to complete implementation of the

4) Identify additional funding needs to complete implementation of the plan and include it in the FY 92-93 budget.

**OFFICE OF NEIGHBORHOOD ASSOCIATIONS (342)**

General Fund (101)

Public Utilities

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>CITIZEN PARTICIPATION</u></b>				
<i>Total Expenditures</i>	\$821,142	\$1,010,642	\$741,293	\$800,333
<i>General Fund Discretionary Expenditures</i>	821,142	1,010,642	741,293	800,333
<i>Authorized Full-Time Positions</i>	7.00	7.00	7.00	7.00
<i>Performance/Workload Measures:</i>				
Number of Neighborhood Associations Served				
Number of Contracts Managed	99	99	97	97
Number of Neighborhood Needs Received	350	350	350	350
Number of BACs and BACC Coordinated	18	19	19	19
Technical Assistance Provided	1,245	1,000	800	800
I&R Calls Responded To	51,166	45,000	30,000	30,000
Special Projects Conducted	217	200	160	160

The Citizen Participation Program includes support for seven District Neighborhood Offices, ONA Administration, Neighborhood Needs Program, Citizen Bureau Advisory Committees, general information and referral to citizens and City bureaus through telephone contacts or walk-ins and public information. The District Offices provide direct support and services to neighborhood associations located within its borders. Each of the seven offices is staffed with a coordinator, crime prevention specialist(s) and other support staff who assist citizens with information and resources. The Neighborhood Needs program provides citizens with an opportunity to communicate their most important issues and needs to City Bureaus responsible for solving problems. It also serves as a useful method for neighbors to work together and identify and assess problems and strengths in their neighborhoods, and then to work with City staff to solve the needs they've identified. The Citizens Bureau Advisory Committee provides citizens a way to voice their concerns about how the city works and what services are provided. Bureau Advisory Committees meet throughout the year to examine budgets, discuss bureau operations and policies, and make recommendations for expenditures and programs.

The adopted budget reduces the Citizens participation program by \$210,309 compared to the FY 1990-91 budget. As a result of this reduction, funding for Neighborhood Offices has been decreased. The budget maintains the Citizen Participation Program at reduced levels and reassigns costs formerly attributed to Citizens Participation to Crime Prevention. It includes resources for seven neighborhood offices, staffed by 11.25 full-time employees, material and services for neighborhood newsletters and operational support. The funding level also provides resources to manage the Citizen Bureau Advisory Committee program, the Neighborhood Information and Communications Cooperative (NICC), and the ONA Administrative Staff.

**OFFICE OF NEIGHBORHOOD ASSOCIATIONS (342)**

General Fund (101)

Public Utilities

*PROGRAM SUMMARY*

<i>Program</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>CRIME PREVENTION</u></b>				
<i>Total Expenditures</i>	\$541,541	\$806,121	\$950,429	\$999,778
<i>General Fund Discretionary Expenditures</i>	541,541	806,121	950,429	999,778
<i>Authorized Full-Time Positions</i>	2.00	2.00	2.00	2.00
<i>Performance/Workload Measures:</i>				
Block Watch Meetings	340	434	438	438
Problem-solving Projects	245	154	378	378
Neighborhood Crime Prevention- Developed and Maintained	N/A	30	42	42

The Neighborhood Crime Prevention Program includes a Crime Prevention Manager, and Refugee Coordinator/Public Safety. The budget also supports a half of a secretarial Clerk 2 and 16.5 full time equivalent Crime Prevention Specialist contracted through the District Neighborhood offices and the Association for Portland Progress. The Crime Prevention Specialist organize neighborhood block watches and organize and support citizen responses to chronic crime problems such as drug houses, prostitution, street crimes, vandalism problems, taverns, and youth gangs. The City refugee Coordinator/Public Safety assists in resolving crime problems involving members of the refugee community.

The adopted budget provides funds to provide current services to support the Neighborhood Crime Prevention program.



**OFFICE OF NEIGHBORHOOD ASSOCIATIONS (342)**

General Fund (101)

Public Utilities

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>NEIGHBORHOOD MEDIATION</u></b>				
<i>Total Expenditures</i>	\$157,600	\$196,655	\$181,530	\$199,329
General Fund Discretionary Expenditures	153,724	196,655	181,530	199,329
Authorized Full-Time Positions	4.00	4.00	4.00	4.00
<i>Performance/Workload Measures:</i>				
Cases Received	544	600	500	500
Cases Resolved	376	425	365	365
Volunteer Trained and Coordinated	153	75	50	50
Group Faciliations Conducted	15	7	7	7

This program provides mediation services to individuals and groups experiencing conflict in the neighborhoods. It also trains volunteers to do case development and to design and facilitate meetings and forums where controversy and conflict are expected.

The adopted budget maintains all current services.

**METROPOLITAN HUMAN RELATIONS COMMISSION**

<i>Total Expenditures</i>	\$204,204	\$242,932	\$191,662	\$217,750
<i>General Fund Discretionary Expenditures</i>	204,204	128,598	92,746	118,834
<i>Authorized Full-Time Positions</i>	4.00	4.00	2.00	2.00
<i>Performance/Workload Measures:</i>				
Complaints Acted Upon	292	3,840	3,140	3,140
I&R and Technical Assistance/ Requests Acted Upon	5,887	5,760	4,760	4,760
Number of Research Studies	3	3	2	2
Number of Community Education/ Programs Conducted	97	300	200	200

This program provides resources for evaluating public programs for non-discrimination and to promote equal opportunity. The program handles complaints on civil and human rights, facilitates mediation and provides education for the development of improved intergroup relations.

As a result of Ballot Measure 5 this program will lose part-time clerical assistance and professional service dollars to research issues of discrimination, and printing to inform the public. The possible impact of this reduction will be the impairment of education, advocacy, information and referral functions.

**OFFICE OF NEIGHBORHOOD ASSOCIATIONS (342)**

General Fund (101)

Public Utilities

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 90-91</i>
<b><u>METROPOLITAN YOUTH COMMISSION</u></b>				
Total Expenditures	\$60,557	\$0	\$0	\$0
General Fund Discretionary Expenditures	60,557	0	0	0
Authorized Full-Time Positions	0.00	0.00	0.00	0.00
<b>Performance/Workload Measures:</b>				
Number of Youth Today Published		0	0	0
Number of Ethnically/Economically Diverse Youth Recruited		0	0	0
Hours of Participation of Youths/Adults				
Advocating for Youth in Local Policy/Decision Making				

This program was transferred to Multnomah County over the last three fiscal years. As a result, in FY 1990-91 General Fund support of this program was eliminated. Funding was reallocated to higher priority City programs such as Public Safety and Aging Services.

**PORTLAND/MULTNOMAH COMMISSION ON AGING**

<i>Total Expenditures</i>	\$157,794	\$210,755	\$131,060	\$146,461
<i>General Fund Discretionary Expenditures</i>	127,552	88,548	68,122	83,523
<i>Authorized Full-Time Positions</i>	1.00	1.00	1.00	2.00
<b>Performance/Workload Measures:</b>				
Advocay Correspondence	77	180	100	100
Advocay Testimony	54	24	24	24
Number of Complaints Resolved	885	1,455	2,400	2,400
Citizens Volunteers Involved				
in Local Decision Making	N/A	180	140	140
Citizen Volunteer Hours Generated				
in Local Decision Making	21,932	21,500	16,800	16,800

The PMCoA provides resources for the 108,000 elderly citizens of Portland to work with policy makers at all levels, advocacy for rights and benefits such as fire safety, adult foster care and elder abuse.

As a result of Ballot Measure 5 this program will lose a part-time position for resource development. The impact will be reduced development of fund raising activities and support to citizen volunteers who annually improve the quality of senior citizens.

The change between the proposed and adopted budget reflects the restoration of a full-time position which was formally part-time. Appropriations within the program were used to fund the full-time position.

**OFFICE OF NEIGHBORHOOD ASSOCIATIONS (342)**

General Fund (101)

Public Utilities

*LINE ITEM APPROPRIATIONS*

<i>Expenditure Classification</i>	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
511000 Full-Time Employees	\$566,292	\$602,958	\$599,790	\$517,859	\$569,018
512000 Part-Time Employees	38,015	49,959	19,454	44,204	35,903
514000 Overtime	6	346	0	0	0
515000 Premium Pay	726	1,098	615	862	1,080
517000 Benefits	223,685	228,329	241,014	228,449	243,086
<b>Total Personal Services</b>	<b>\$828,724</b>	<b>\$882,690</b>	<b>\$860,873</b>	<b>\$791,374</b>	<b>\$849,087</b>
521000 Professional Services	\$106,366	\$36,015	\$81,187	\$45,437	\$78,574
522000 Utilities	0	0	0	0	0
523000 Equipment Rental	(16)	600	178	0	0
524000 Repair & Maintenance	1,743	3,703	5,353	3,704	5,398
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	826,277	860,835	1,320,413	1,204,097	1,276,587
531000 Office Supplies	6,982	12,502	8,136	6,075	6,075
532000 Operating Supplies	0	1,326	0	0	0
533000 Repair & Maintenance Supplies	27	140	0	0	0
534000 Minor Equipment	0	0	0	0	0
535000 Clothing	0	0	0	0	0
539000 Other Commodities	5,241	1,572	4,076	600	600
541000 Education	4,312	3,298	4,550	2,382	2,382
542000 Local Travel	7,744	7,031	10,637	8,417	8,417
543000 Out-of-Town Travel	2,635	5,365	5,260	1,100	1,100
544000 External Rent	3,988	7,680	3,988	3,988	3,988
545000 Interest	0	0	0	0	0
546000 Refunds	0	0	0	0	0
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	60	6,796	1,200	984	984
<b>Subtotal Direct Materials &amp; Services</b>	<b>\$965,359</b>	<b>\$946,863</b>	<b>\$1,444,978</b>	<b>\$1,276,784</b>	<b>\$1,384,105</b>
551000 Fleet Services	\$885	\$1,816	\$500	\$516	\$516
552000 Printing/Distribution	49,810	46,733	48,105	30,275	30,275
553000 Facilities Services	58,203	27,838	49,599	49,072	49,072
554000 Communications	16,065	19,235	20,295	14,573	14,573
555000 Data Processing	0	270	1,669	1,665	1,665
556000 Insurance	9,631	12,853	30,296	30,815	30,815
557000 Equipment Lease	0	0	0	0	0
558000 Same Fund Services	0	0	0	0	0
559000 Other Fund Services	350	0	0	900	900
<b>Subtotal Service Reimbursements</b>	<b>\$134,944</b>	<b>\$108,745</b>	<b>\$150,464</b>	<b>\$127,816</b>	<b>\$127,816</b>
<b>Total Materials &amp; Services</b>	<b>\$1,100,303</b>	<b>\$1,055,608</b>	<b>\$1,595,442</b>	<b>\$1,404,600</b>	<b>\$1,511,921</b>
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	0	0	0	0
564000 Equipment	299	4,540	1,590	0	2,643
565000 Equipment Lease Purchase	0	0	0	0	0
<b>Total Capital Outlay</b>	<b>\$299</b>	<b>\$4,540</b>	<b>\$1,590</b>	<b>\$0</b>	<b>\$2,643</b>
573000 Cash Transfers - Equipment	\$0	\$0	\$9,200	\$0	\$0
<b>Total Appropriation</b>	<b>\$1,929,326</b>	<b>\$1,942,838</b>	<b>\$2,467,105</b>	<b>\$2,195,974</b>	<b>\$2,363,651</b>

OFFICE OF NEIGHBORHOOD ASSOCIATIONS (342)

General Fund (101)

Public Utilities

FULL-TIME POSITIONS

Class	Title	Actual FY 88-89		Actual FY 89-90		Revised Budget FY 90-91		Proposed FY 91-92		Adopted FY 91-92	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
0875	Neighborhood Programs Director	1	43,719	1	44,444	1	46,295	1	46,657	1	49,316
7485	Crime Prevention Program Coordinator	1	32,923	1	35,844	1	36,754	1	37,036	1	39,147
7483	Mediation Program Coordinator	1	31,758	1	32,770	1	34,130	1	34,395	1	36,356
7482	Mediation Specialist	2	52,141	2	53,921	2	57,636	2	56,894	2	60,137
7460	Human Resources Coordinator I	4	161,185	4	159,617	5	175,521	5	177,481	5	187,599
5183	Crime Prevention Specialist	1	0	0	0	0	0	0	0	0	0
0877	Handicap Program Coordinator	1	29,670	1	23,536	1	31,897	1	32,153	1	33,986
0873	Neighborhood Associations Coordinator	1	61,426	1	34,200	1	34,130	1	34,395	1	36,356
0845	Communications Assistant	0	20,206	1	13,460	0	0	0	0	0	0
0819	Administrative Assistant I	0	13,669	0	0	1	28,569	1	30,780	1	32,534
0222	Secretarial Assistant	1	23,009	2	46,996	1	24,742	1	24,921	1	26,341
0221	Secretarial Clerk II	4	79,384	3	63,936	3	67,351	1	23,266	2	46,232
0210	Typist Clerk	1	17,202	1	13,865	0	0	0	0	0	0
0114	Information/Referral Specialist	0	0	0	0	1	19,472	1	19,881	1	21,014
0900	Staff Assistant	0	0	0	0	0	0	0	0	0	0
<b>TOTAL FULL-TIME POSITIONS</b>		<b>18</b>	<b>566,292</b>	<b>18</b>	<b>522,589</b>	<b>18</b>	<b>556,497</b>	<b>16</b>	<b>517,859</b>	<b>17</b>	<b>569,018</b>
<b>LIMITED-TERM POSITIONS</b>											
0221	Secretarial Clerk II			1	11,220						
0900	Staff Assistant			1	14,053	2	43,293				
8073	Neighborhood Ass'n Coordinator			1	30,513						
7460	Human Resources Coordinator 1			1	24,583						
<b>TOTAL LIMITED-TERM POSITIONS</b>				<b>4</b>	<b>80,369</b>	<b>2</b>	<b>43,293</b>				
<b>TOTAL INCLUDING-LIMITED TERM</b>		<b>18</b>	<b>566,292</b>	<b>22</b>	<b>602,958</b>	<b>20</b>	<b>599,790</b>	<b>16</b>	<b>517,859</b>	<b>17</b>	<b>569,018</b>

# BUREAU OF PARKS AND RECREATION (130)

General Fund (101)

Public Affairs

## APPROPRIATION SUMMARY

	Actual FY 88-89	Actual FY 89-90	Revised Budget FY 90-91	Proposed FY 91-92	Adopted FY 91-92
<b>EXPENDITURES</b>					
Personal Services	\$12,464,834	\$13,012,496	\$14,291,650	\$14,003,452	\$14,978,290
External Materials and Services	3,609,521	3,668,803	5,799,459	5,255,751	6,020,526
Internal Materials and Services	2,110,310	2,396,583	2,371,966	2,257,649	2,257,649
Capital Outlay	569,062	906,443	2,161,303	3,080,610	3,078,785
Cash Transfers—Equipment	0	0	67,640	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$18,753,727</b>	<b>\$19,984,325</b>	<b>\$24,692,018</b>	<b>\$24,597,462</b>	<b>\$26,335,250</b>
<b>Authorized Full-Time Positions</b>					
Total	286	278	286	266	271
General Fund Discretionary	278	262	266	245	245
<b>FUNDING SOURCES</b>					
General Fund Discretionary		\$15,596,876	\$19,255,279	\$18,381,481	\$18,828,524
<b>Non-Discretionary Resources</b>					
Grants and Donations		41,692	100,509	0	0
Contract Revenue		236,037	474,472	415,893	433,417
Interagency Services		1,603,699	2,606,378	2,761,757	4,017,454
Bureau Revenue		2,506,021	2,255,380	3,038,331	3,055,855
Overhead Recovery		0	0	0	0
Total Non-Discretionary Resources		\$4,387,449	\$5,436,739	\$6,215,981	\$7,506,726
<b>TOTAL FUNDING</b>		<b>\$19,984,325</b>	<b>\$24,692,018</b>	<b>\$24,597,462</b>	<b>\$26,335,250</b>
<b>PROGRAMS</b>					
Parks and Natural Resources		\$8,846,753	\$12,337,691	\$11,500,895	\$12,684,908
Recreation		7,583,191	6,588,108	6,629,842	7,148,668
Forestry		1,162,116	1,160,647	1,222,378	1,271,127
Administration		2,392,265	4,605,572	\$5,244,347	\$5,230,547
<b>TOTAL PROGRAMS</b>		<b>\$19,984,325</b>	<b>\$24,692,018</b>	<b>\$24,597,462</b>	<b>\$26,335,250</b>

### GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR

The mission statement for the Bureau of Parks and Recreation is, as follows:

*We are a dedicated team of park and recreation professionals committed to improving access to and appreciation of a park system that renews the spirit and promotes the physical well-being of the citizens of Portland and its visitors.*

The Bureau provides a variety of recreational and leisure opportunities in over 9,400 acres of parks, open spaces and natural areas. Bureau staff maintain and manage 200 parks and open spaces, 196 street landscaped areas, 100 ball fields, 50 different facilities and 11 outdoor and 4 indoor swimming pools.

The Bureau offers a variety of enrichment classes through its 11 Community Centers and its 11 Community Schools. It also provides a City Arts program, athletic programs in aquatics, racquet and team sports and golf, outdoor and special recreation activities, a City Arts program, and cultural, spectator and educational experiences through the Pittock Mansion, the Children's Museum and the Portland International Raceway.

## BUREAU OF PARKS AND RECREATION (130)

General Fund (101)

Public Affairs

APPROPRIATION SUMMARY

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The major focus of the Bureau of Parks and Recreation's FY 1991-92 budget involves several priorities. Established in response to Ballot Measure 5, the priorities are essential ways of first protecting the integrity of the parks system while retaining an emphasis on programming for key, target audiences. These priorities are infrastructure preservation, programs for youth and programs for special needs populations.

*First Priority: INFRASTRUCTURE PRESERVATION -- Preservation of the Bureau of Parks and Recreation's aging park infrastructure is its first priority. The system is old and in need of improvement. For example, the average age of park bureau buildings is 60 years. A minimal level of maintenance for land, trees, shrubs and buildings must be continued for the already declining infrastructure. The Parks Bureau believes that if the most basic components of the system can be preserved, a higher standard can be restored when resources are more plentiful. Included in the definition of infrastructure preservation is the enforcement of the City Code related to forestry.*

*Second Priority: PROGRAMS FOR YOUTH -- To preserve and retain quality programs for youth as much as possible with the remaining resources is the Bureau's second priority. The most in need of creative, positive and supervised recreational programs are the young people of this community. The Bureau provides organized, developmental opportunities to enrich the lives of the hundreds of thousands of participating children and young people throughout the City. During FY 1991-92, youth programs will be further enhanced by the dedication of increased golf revenues to youth activities.*

*Keeping children actively participating in constructive activities is part of the Bureau's overriding purpose. The recreational programs of the Bureau are integral and preventive components of the City's public safety and community policing strategy.*

*Third Priority: PROGRAMS FOR SPECIAL NEEDS POPULATIONS -- Preservation of programs for the frail elderly, disabled and special needs populations served by Aging Services/Senior Centers and special recreation is the Bureau's third priority. Programs have been largely kept whole for seniors and citizens with physical disabilities, mental retardation or illness, traumatic brain injury, vision impairment, deafness or hearing impairment. The bureau will continue to organize and offer classes, training, social activities and field trips for these special citizens.*

In light of the passage of the property tax limitation measure, Ballot Measure 5, approved by the voters in November, 1990, the Bureau of Parks and Recreation submitted a FY 1991-92 budget request in January, 1991, based on a city-wide requirement to reduce General Fund support by 18.8%. The budget reflected the bureau's efforts to reduce costs through such endeavors as re-organization, efficiency improvements in operations, changes in administrative procedures, and increasing revenues through fees.

## **BUREAU OF PARKS AND RECREATION (130)**

General Fund (101)

Public Affairs

*APPROPRIATION SUMMARY*

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During the budget hearings which followed, public testimony was heard before City Council urging the restoration of bureau programs and services excluded from the "target" budget. As a result of public comments and other budget decisions, City Council increased the Parks Bureau's budget by \$2,666,000 above the initial target budget submittal.

Of this amount, City Council initially dedicated \$1,688,000 in General Fund support for the Parks System Improvement Levy projects in the event of levy cancellation. The balance of the restoration reflected in the proposed budget was largely for recreation programs in community centers community schools, summer playgrounds and city arts. Dutch Elm disease prevention and parks security efforts also received added funding.

In final City Council budget action on the approved budget, the Bureau of Parks and Recreation received an additional \$231,684. This amount represents approval to carry over \$138,184 in FY 1990-91 bureau surplus revenue to fund recreation program staff in FY 1991-92; \$10,000 for restoration of additional cleaning service capabilities at Pioneer Square; \$11,500 as additional "pass-through" funds for Pioneer Square performances; and \$72,000 in additional levy improvement funds. At the same time, the the City Council adopted a plan to approve partial collection of funds from the third and final year of the Parks System Improvement Levy (see Parks System Improvement Levy Fund for additional information).

The final FY 1991-92 Adopted Budget for the Bureau of Parks and Recreation is \$26,335,250. Of this amount, a total of \$2,160,400 represents encumbrance carry over from FY 1990-91 appropriation for capital improvement activities, such as street and area lighting improvements as well as recreation program staff restorations and reclassifications. Excluding the encumbrance carryover of \$2,160,400, the FY 1991-92 Adopted Budget of \$24,174,850 reflects a decrease of \$517,168 from Revised FY 1990-91 as a result of the reductions reflected below.

An increase in cost recovery revenues generated through fees and charges was will minimize budget cutbacks within the Parks Bureau during FY 1991-92. The Bureau estimates its FY 1991-92 cost recovery revenue at \$3,055,855. This represents an increase of \$800,475 from revised FY 1990-91 revenues. The increase will support bureau programs which might otherwise have been reduced or eliminated in light of the passage of Ballot Measure 5, including aquatics, athletics, tennis, outdoor recreation and permit center activities.

Despite budget reductions at a level considerably less than originally anticipated under Ballot Measure 5 the bureau will experience notable cutbacks in both programs and service levels during FY 1991-92. These reductions may be less visible to the public; however, they will still be evident within the Bureau.

The Parks Bureau FY 1991-92 Adopted Budget eliminates a total of 15 full-time positions and results in major service reductions from FY 1990-91 Revised budget, as follows:

- o *Reduced litter pickup in an estimated 80 smaller, less utilized neighborhood parks throughout the city, lessening the quality and appearance of these parks.*
- o *Garbage cans will be removed in certain lower-use parks.*

## BUREAU OF PARKS AND RECREATION (130)

General Fund (101)

### APPROPRIATION SUMMARY

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- o *Conversion of 120 acres of turf to rough, tall grass areas to be mowed 2–3 times/season providing a less manicured look in 14 parks.*
- o *Replacement of plants throughout the system will be reduced, resulting in deterioration of plant infrastructure.*
- o *Reduced overall quality of turf maintenance due to a shift from using high volume and quality cut gang mowers to the acquisition of more productive, large rotary mowers enabling more acres of turf to be mowed but at a lesser quality*
- o *Walks, plazas and sports courts will be cleaned 2 times instead of 4 times per month and will be noticeably less attractive.*
- o *Only minimal maintenance will be provided for the Ladd's Addition Rose Garden, the least "public" of all public rose gardens. The bureau will provide spraying and hand mowing services and help supervise volunteer crews to provide additional rose care.*
- o *No expansion of natural resources management program to improve trails at Marquam and Powell Butte will occur.*
- o *The international seed collection and exchange program at Hoyt Arboretum will be discontinued, and the education program there will not be expanded.*
- o *Leases Mt. Tabor Annex, closing one location for theater and dance classes and rehearsal space for productions.*
- o *Transfers or closes the Firehouse Theater, eliminating the site for four (4) experimental theater performances as well as numerous other theater performances and theater rentals.*
- o *Limits the Scene and Costume Shop to a storage facility, eliminating one full-time staff person to maintain, inventory and distribute staging equipment, props and costumes.*
- o *Institutes significant increases in athletic and permit fees and in fees for outdoor recreation programs.*
- o *Eliminates the Communications Director position and a Secretary Clerk 1 position in administrative services.*
- o *Reduces additional part-time employees in volunteer services and administrative services.*
- o *Reduction of education, training and out-of-state travel bureau-wide by 40%.*



## **BUREAU OF PARKS AND RECREATION (130)**

General Fund (101)

Public Affairs

*APPROPRIATION SUMMARY*

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The Parks Bureau estimates its cost recovery revenue from fees and charges at \$3,055,855. This represents an increase of \$800,475 from revised FY 1990-91 revenues. This increase will support the Bureau's programs, such as aquatics, outdoor recreation, all athletics, tennis, permit center activities, etc., which might otherwise have been reduced or eliminated in light of the passage of Ballot Measure 5.

### **BUREAU PERFORMANCE OBJECTIVES**

During FY 1991-92 the Bureau of Parks and Recreation will focus its efforts on internal cost saving improvements, improving data collection and monitoring capabilities, the collection of new revenues and securing external sponsorships to offset loss of service due to the passage of the property tax limitation, Ballot Measure 5. As listed below, priority projects and accomplishments have been identified for the bureau as a whole:

*o ACHIEVE FURTHER INTERNAL COST SAVINGS BY IMPROVING ORGANIZATION STRUCTURE AND PROCEDURAL CHANGES*

It is the Parks Bureau's intent to identify and analyze the costs and benefits of additional organization structure changes. Strategies to reduce the number of districts in parks and natural resources will be pursued as a way of achieving further cost saving efficiencies in field maintenance and operations. In addition, current recreation structure will be analyzed and changes potentially proposed to allow custodial, utility and other related operations costs to be centralized and managed by community center directors and other recreation facility managers. These strategies will enable the bureau to consolidate budget/cost centers, delegate authority and responsibility to field personnel and decentralize certain decisions by December 31, 1991.

*o IMPROVE DATA COLLECTION CAPABILITIES*

The bureau intends to develop more sophisticated and improved methods of monitoring actual costs of providing service, both internally between bureau programs and externally to purchases of bureau services. The present MIS affords some data collection capabilities for maintenance activities, but is inadequate for maintenance scheduling and management. It is the desire of the bureau to review and identify options for enhancing the existing system, thereby expanding its ability to be used as a management tool for evaluating actual staff time and expenditures associated with key programs. This would include not only operations but also recreation activities, with an emphasis on tracking program hours and related costs for youth. Once determined, actual cost data would be referenced to determine and monitor appropriate program and service fees no later than April 30, 1992.

## BUREAU OF PARKS AND RECREATION (130)

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APPROPRIATION SUMMARY

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*o MONITOR COLLECTION OF NEW REVENUE AND CORRESPONDING EXPENDITURES*

A series of new fees are included as part of the FY 1991-92 Budget. In most instances fee increases are modest, enabling the bureau to capture a higher percentage of its actual costs while preserving the bureau's "customer base." The bureau will closely monitor projected versus actual revenues collected. When compared with improved expenditure data, the bureau will be able to more accurately track costs and revenues, fees will again be analyzed to determine whether further increases are warranted in certain instances and whether the "market" could support them. Elements of an improved asset management plan will also be defined. These tasks should be completed by Spring, 1992.

*o SECURE SPONSORSHIPS OF PRIORITY PROGRAMS ELIMINATED FROM THE BUDGET*

A number of programs and services which were supported by the bureau in FY 1990-91 were reduced or eliminated in FY 1991-92 due to the reduction in available funds. The bureau is pursuing efforts to secure sponsorships of certain activities formerly supported through the City's General Fund. Partnerships with corporate sponsors, neighborhood associations and individuals are being sought for such programs as: the Japanese Garden, Ladd's Addition Rose Garden; and restoration of recreation and city arts programs. The Bureau will consider public testimony and comments from constituents in determining priority programs which lend themselves to private support. These activities should be completed by December 31, 1991.

**BUREAU OF PARKS AND RECREATION (130)**

General Fund (101)

Public Affairs

*PROGRAM SUMMARY*

<i>Program</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>PARKS AND NATURAL RESOURCES</u></b>				
<i>Total Expenditures</i>	\$8,846,753	\$12,337,691	\$11,500,895	\$12,684,908
<i>General Fund Discretionary Expenditures</i>	7,781,531	11,087,497	9,972,156	11,088,112
<i>Authorized Full-Time Positions</i>	125.00	152.50	140.20	141.20
<i>Performance/Workload Measures:</i>				
Number of Acres Irrigated	0	613	552	552
Number of Days Restrooms Open	0	24,151	24,151	24,151

The Parks and Natural Resources program is the largest single division in the bureau and provides the most basic of the services it delivers. The activities contained within the program include: Districts, Turf Maintenance, Horticulture, Natural Resources and Facilities Maintenance, and Equipment Support. The priorities established within this program area involve grounds and structural maintenance activities at "major high-use, high-visibility parks throughout the City." The Bureau also included basic care for neighborhood parks. As a result, three major classifications of parks and open spaces have been identified by the bureau: 1) tourist attractions, 2) regional parks; and 3) urban parks. These classifications are part of the definition of parks to be preserved in order to meet the infrastructure priority. At these particular locations care of turf, trees and shrubs will be less than current service level.

Major changes from FY 1990-91 Revised Budget in the Parks and Natural Resources program area includes service reductions, as follows:

Reduced litter pickup in an estimated 80 smaller, less utilized neighborhood parks throughout the city, lessening the quality and appearance of these parks.

Garbage cans will be removed in certain lower-use parks.

Conversion of 120 acres of turf to rough, tall grass areas to be mowed 2-3 times/ providing a season, providing a less manicured look in 14 parks.

Replacement of plants throughout the system will be reduced, resulting in deterioration of plant infrastructure.

Reduced overall quality of turf maintenance due to a shift from using high volume and quality cut gang mowers to the acquisition or more productive, large rotary mowers enabling more acres of turf to be mowed but at a lesser quality.

Walks, plazas and sports courts will be cleaned 2 times instead of 4 times per month and will be noticeably less attractive.

## BUREAU OF PARKS AND RECREATION (130)

General Fund (101)

Public Affairs

*PROGRAM SUMMARY*

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Only minimal maintenance will be provided for the Ladd's Addition Rose Garden, the least "public" of all public rose gardens. The bureau will provide spraying and hand mowing services and help supervise volunteer crews to provide additional rose care.

No expansion of natural resources management program to improve trails at Marquam and Powell Butte will occur.

The international seed collection and exchange program at Hoyt Arboretum will be discontinued, and the education program there will not be expanded.

Other major changes from the FY 1990-91 Revised Budget include:

Addition of four full-time positions funded by non-discretionary resources, including: one Architect in the Natural Resources section, one-time funding through a contract with Metro; two Utility Workers in the Equipment section for Golf Fund Interagency Service Agreement, deleting one from Structural Services; one Maintenance Mechanic in the Equipment section for a Golf Interagency Service Agreement; and one Assistant MIS Analyst due to reclassification of a Management Analyst, approved by the Bureau of Personnel Services. The net impact is the elimination of 11 full-time positions after reorganization and reclassifications within this program area.

It has been determined by the Bureau that reduction in services involving infrastructure-related items listed above are not permanently harmful or damaging to the infrastructure. In the case of less maintenance and care being provided to Ladd's Addition, which is a special rose garden, it was determined by the Parks Bureau to be the "least public" of its three (3) rose gardens. In addition, the Bureau indicated that it may be possible to secure other sources of funding to support the Ladd's Addition Rose Garden and the Bureau plans to help identify such sources. However, the intent is to direct services provided to Ladd's Addition and re-direct savings in labor and time to the other two rose gardens which are much more public.

**BUREAU OF PARKS AND RECREATION (130)**

General Fund (101)

Public Affairs

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b>RECREATION</b>				
<i>Total Expenditures</i>	\$7,583,191	\$6,588,108	\$6,629,842	\$7,148,668
<i>General Fund Discretionary Expenditures</i>	4,964,716	3,998,549	3,582,367	4,046,145
<i>Authorized Full-Time Positions</i>	110.50	88.00	80.00	84.00
<i>Performance/Workload Measures:</i>				
Participant Hours	3,288,494	5,820,773	4,926,354	4,926,354

The Recreation program's priorities preserve and retain recreation programs first for youth and second for special population groups. The Recreation programming, however, will continue to serve citizens throughout the City, but the emphasis will remain in services to youth. In order for the budget to remain as whole as possible, a combination of consolidating activities at fewer locations; transfer, rental or closure of other facilities; structural reorganization; increases in fees; and operating efficiency improvements will be implemented. The operating efficiency improvements are those which would result in a delegation of responsibilities and authority to field staff -- mainly center directors. The center directors will have fewer management and reporting layers to go through and more direct management capability on site. The Parks Bureau will continue to hire part-time and seasonal staff, as in prior years, to assist during the busier summer sessions.

Other program reductions have been minimized through organizational efficiency changes and by increasing fees and associated revenues.

*Major effects of the Recreation program reductions include the following:*

- o Leases Mt. Tabor Annex, closing one location for theater and dance classes and rehearsal space for productions.
- o Transfers or closes the Firehouse Theater, eliminating the site for four (4) experimental theater performances and numerous other theater performances and theater rentals.
- o Limits the Scene and Costume Shop to a storage facility, eliminating one full-time staff person to maintain, inventory and distribute staging equipment, props and costumes.
- o Institutes significant increases in athletic and permit fees and fees for outdoor recreation program
- o Per Council's directive in the FY 1990-91 Adopted Budget, the Interstate Firehouse Cultural Center is transferred to the Bureau of Parks and Recreation for FY 1991-92.

*Other major changes from the FY 1990-91 Revised Budget, include:*

- o The addition of two positions in the Recreation Program: Included in the recreation

## BUREAU OF PARKS AND RECREATION (130)

General Fund (101)

Public Affairs

*PROGRAM SUMMARY*

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administration reorganization is the Recreation Supervisor I position to coordinate programs for youth-at-risk, a position budgeted in the FY 1990-91 budget. A new bureau-wide receptionist, which has been a function of the Permit Center until its recent relocation to another floor, is also included in the budget.

The net impact after reorganization and reclassifications is the elimination of elimination of four (4) full-time positions.

### *NEW REVENUE ASSOCIATED WITH RECREATION PROGRAM:*

To achieve a higher rate of cost recovery, the Bureau examined its present fee system and compared it to actual costs of providing services. With the goal of remaining competitive and affordable, the Bureau increased fees in certain areas. The increased fees are for services which involve specific groups of clientele and do not generally affect at-risk populations like disadvantaged youth. As a matter of fact, direct program charges for youth and special recreation participants will be minimal. Adult fees are adjusted to allow the bureau to recover a higher percentage of its true costs. The Recreation program will implement new fee rates totalling \$800,475 in several categories. This represents an increase of approximately 35% over last fiscal year which have been approved by Council. Increases in existing fees will be implemented for park permits and classes. Athletics increases 59%, by increasing the \$25.00 fee for youth athletic teams to \$50.00 per team, generating \$70,000 in revenues to offset costs associated with preparing and maintaining athletic fields for youth sports. Pittock Mansion entry fees will increase by \$.50 in order to totally recover programming costs. Although moderate permit cost increases have been included for large picnics, field use, and gymnasium rentals, no increases have been proposed for youth aquatics activities, small family picnics, or weddings.

Additional revenues will also result from an increase in bureau-provided interagency services and associated administrative costs and labor rate increases which have been agreed to and signed by other bureaus and are included in the Parks Bureau budget.

**BUREAU OF PARKS AND RECREATION (130)**

General Fund (101)

Public Affairs

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>FORESTRY</u></b>				
<i>Total Expenditures</i>	\$1,162,116	\$1,160,647	\$1,222,378	\$1,271,127
<i>General Fund Discretionary Expenditures</i>	1,045,684	1,103,837	1,130,575	1,179,324
<i>Authorized Full-Time Positions</i>	19.00	19.00	19.00	19.00
<i>Performance/Workload Measures:</i>				
Number of Trees Inspected	5,225	12,229	12,229	12,229
Number of Trees Maintained	0	6,194	6,194	6,194

The Forestry program is responsible for managing the City's urban forest, both in parks and long streets. The staff ensures tree maintenance, tree planting, code enforcement and inspections, response to and clean-up from emergencies and storms, and prevention of tree loss, especially from Dutch Elm disease. The preservation of trees is a major element of parks infrastructure City-wide.

The Forestry program continues the comprehensive tree maintenance program for trees within the parks system, i.e., spraying, pruning, and removal as required; continues the comprehensive elm tree sanitation program for both park and street trees to control the spread of Dutch Elm disease as much as possible; continues the Code enforcement program; provides a minimal level of funding for timely responses to emergency situations; and protects the City's investment in 5,000 large diameter trees at the existing forestry nursery.

With major restorations approved by City Council during the budget process, there are no reductions in the Forestry program. In fact, a new state-of-the-art treatment program to curtail the spread of Dutch Elm disease was added to the Forestry budget. The new Arbortec treatment approach will be used on the elm trees on the South Park Blocks.

**BUREAU OF PARKS AND RECREATION (130)**

General Fund (101)

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**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>ADMINISTRATION</u></b>				
<i>Total Expenditures</i>	\$2,392,265	\$4,605,572	\$5,244,347	\$5,230,547
<i>General Fund Discretionary Expenditures</i>	1,804,945	3,065,396	3,696,383	2,514,943
<i>Authorized Full-Time Positions</i>	23.50	26.50	26.80	26.80
<i>Performance/Workload Measures:</i>				
Number of Programs Administered	0	6	6	6

The components of the Administration program include: Office of the Superintendent, Fiscal Services, Planning, Enterprise Funds, Personnel, Communications, Volunteer Services, and the Capital Improvement Program. According to the Bureau, functions within this program area concern the management of all bureau divisions: achievement of bureau-wide performance measures and objectives; budget monitoring and fiscal management; planning and implementation of the capital improvement program; management of park enterprise fund activities; management of personnel and employee relations; communication with park users and constituents; relations with press and media; and coordination with volunteers.

The reduction of two full-time positions impacts the communications and accounting functions. The Bureau will have less marketing and outreach capability than it has currently. Decentralizing administrative and accounting functions to field staff avoids duplication of effort and achieves new efficiencies in fiscal operations, but at the same time diminishes research and analytical capabilities. The major changes from FY 1990-91 which impact the Administration budget include:

- o The elimination of the Communications Director position in the Administration program area reduces the bureau's capability to market bureau facilities and programs and sustain the present level of constituent contact and support as well as diminish relations with the press and media; and a Secretary Clerk I position is eliminated. However, the net impact after reorganization and classifications is no change in the number of full-time positions in the administrative services program area.
- o Reduction of additional part-time employees in volunteer services and administrative services.
- o Transference of certain accounting functions to field staff avoids duplication of effort and achieves new efficiencies in fiscal operations.
- o The elimination of a Secretary Clerk 1 position in administrative services.
- o Reduction in the areas of education, training and out-of-state travel bureau-wide by 40% will inhibit staff opportunities to gain important knowledge and skills required



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General Fund (101)

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*PROGRAM SUMMARY*

to maintain parks and operate programs and may especially limit the ability to adequately train new staff unfamiliar with bureau practices, programs and operations.

This program also implements and budgets for the Bureau's Capital Improvement Plan (CIP). The FY 1991-92 CIP, supported by General Fund dollars, totals \$663,148 and was recommended for approval by the Capital Review Committee during the Capital Budget Process. The CRC used the following priorities

in rank order in making its recommendations regarding capital projects to receive funding from the General Fund Setaside: 1) Compliance: the project addresses a legal mandate; 2) Prior-Year: the project addresses a prior-year commitment for funding; 3) Safety-oriented: the project is oriented towards safety of employees and/or the public; 4. Efficiency-oriented: the project allows an organization to perform a service; 5) Maintenance: the project maintains an existing asset; 6) Improvement: the project improves the ability to provide service and is only partially maintenance-oriented; and 7) Expansion: the project is directed toward providing increased levels of service.

The FY 1991-92 CIP, which includes nine projects supported by General Fund Capital Setaside dollars, totals \$663,148. The projects include:

<i>Asbestos Removal</i>	<i>\$97,000</i>	<i>Safety/Compliance</i>
<i>Peninsula Park Rose Garden</i>	<i>25,000</i>	<i>Maintenance/Safety</i>
<i>Play Equipment Replacement</i>	<i>25,000</i>	<i>Safety</i>
<i>Pittock Terrace</i>	<i>40,000</i>	<i>Maintenance</i>
<i>Mt. Tabor Concrete Stairs</i>	<i>40,000</i>	<i>Safety</i>
<i>Permit Center Computer Acquisition (Lease)</i>	<i>41,148</i>	<i>Efficiency</i>
<i>Irrigation Systems</i>	<i>250,000</i>	<i>Efficiency</i>
<i>Multnomah Arts Center HVAC</i>	<i>130,000</i>	<i>Maintenance</i>
<i>Hoyt Arboretum Sewer Line</i>	<i>15,000</i>	<i>Compliance</i>
<b>TOTAL W/MASTER LEASE</b>	<b>\$663,148</b>	

These projects are included in the budget because they meet the highest priorities established by the Committee for determining which projects would receive General Fund discretionary dollars.

# BUREAU OF PARKS AND RECREATION (130)

## General Fund (101)

### Public Affairs

### LINE ITEM APPROPRIATIONS

<i>Expenditure Classification</i>	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
511000 Full-Time Employees	\$7,711,929	\$7,742,902	\$8,489,036	\$8,126,197	\$8,136,885
512000 Part-Time Employees	1,474,792	1,882,870	1,933,982	2,263,451	2,372,733
514000 Overtime	64,819	81,953	96,184	105,358	112,329
515000 Premium Pay	108,822	121,518	91,526	91,509	96,602
517000 Benefits	3,104,472	3,183,253	3,680,942	3,416,937	3,659,741
<b>Total Personal Services</b>	<b>\$12,464,834</b>	<b>\$13,012,496</b>	<b>\$14,291,650</b>	<b>\$14,003,452</b>	<b>\$14,978,290</b>
521000 Professional Services	\$67,245	\$165,952	\$639,642	\$578,600	\$512,884
522000 Utilities	1,100,564	946,659	1,472,356	1,404,772	1,558,289
523000 Equipment Rental	23,994	12,298	111,895	145,432	180,247
524000 Repair & Maintenance	693,944	582,488	1,392,987	1,038,119	1,562,965
528000 Local Match Payment	0	0	10,000	16,000	16,000
529000 Miscellaneous Services	721,930	733,773	694,684	797,300	815,594
531000 Office Supplies	20,069	19,269	43,726	54,288	54,423
532000 Operating Supplies	581,906	703,600	700,637	613,027	645,772
533000 Repair & Maintenance Supplies	258,250	291,300	428,728	380,618	434,637
534000 Minor Equipment	29,331	84,677	53,462	63,110	66,043
535000 Clothing	13,520	26,141	102,332	33,763	34,602
539000 Other Commodities	17,327	27,939	28,932	27,169	27,349
541000 Education	17,840	13,487	30,535	24,775	24,775
542000 Local Travel	17,577	16,308	19,356	21,572	21,572
543000 Out-of-Town Travel	15,566	19,178	23,795	21,970	26,407
544000 External Rent	11,887	10,880	4,457	1,330	1,330
545000 Interest	0	0	0	0	0
546000 Refunds	0	0	0	0	0
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	18,571	14,854	41,935	33,906	37,637
<b>Subtotal External Materials &amp; Services</b>	<b>\$3,609,521</b>	<b>\$3,668,803</b>	<b>\$5,799,459</b>	<b>\$5,255,751</b>	<b>\$6,020,526</b>
551000 Fleet Services	\$660,001	\$751,818	\$842,599	\$816,940	\$816,940
552000 Printing/Distribution	309,559	334,915	358,965	348,193	348,193
553000 Facilities Services	158,326	156,604	175,576	199,738	199,738
554000 Communications	189,086	184,839	198,816	130,579	130,579
555000 Data Processing	6,317	15,014	23,857	29,538	29,538
556000 Insurance	681,336	796,892	671,860	609,964	609,964
557000 Equipment Lease	12,664	12,583	0	41,148	41,148
558000 Same Fund Services	27,220	22,506	0	0	0
559000 Other Fund Services	65,801	121,412	100,293	81,549	81,549
<b>Subtotal Internal Materials &amp; Services</b>	<b>\$2,110,310</b>	<b>\$2,396,583</b>	<b>\$2,371,966</b>	<b>\$2,257,649</b>	<b>\$2,257,649</b>
<b>Total Materials &amp; Services</b>	<b>\$5,719,831</b>	<b>\$6,065,386</b>	<b>\$8,171,425</b>	<b>\$7,513,400</b>	<b>\$8,278,175</b>
561000 Land	\$15,500	\$29,560	0	0	0
562000 Buildings	0	0	0	0	0
563000 Improvements	478,295	764,975	1,980,492	2,914,217	2,901,012
564000 Equipment	75,267	111,908	180,811	166,393	177,773
565000 Equipment Lease Purchase	0	0	0	0	0
<b>Total Capital Outlay</b>	<b>\$569,062</b>	<b>\$906,443</b>	<b>\$2,161,303</b>	<b>\$3,080,610</b>	<b>\$3,078,785</b>
573000 Cash Transfers - Equipment	\$0	\$0	\$67,640	\$0	\$0
<b>Total Appropriation</b>	<b>\$18,753,727</b>	<b>\$19,984,325</b>	<b>\$24,692,018</b>	<b>\$24,597,462</b>	<b>\$26,335,250</b>

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**General Fund (101)**

**Public Affairs**

**FULL-TIME POSITIONS**

Class	Title	Actual FY 88-89		Actual FY 89-90		Revised Budget FY 90-91		Proposed FY 91-92		Adopted FY 91-92	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
4155	City Parks & Rec Superintendent	1	59,388	1	51,022	1	65,263	1	68,854	1	72,779
4353	Tennis Program Director	1	31,286	1	32,791	1	33,911	1	34,270	1	36,223
4340	Pittock Mansion Director	1	30,407	1	31,791	1	31,914	1	32,551	1	34,408
4331	Recreation Director	1	49,120	1	49,610	1	51,083	1	52,107	1	55,077
4330	Assistant Recreation Director	2	105,899	3	109,261	3	111,870	0	0	1	40,309
4329	Recreation Supervisor	3	127,422	4	141,204	6	193,209	6	205,620	8	289,376
4327	Recreation Instructor III	13	443,439	15	445,313	17	533,914	18	574,685	17	573,546
4326	Recreation Instructor II	16	461,362	21	522,733	17	491,397	16	471,959	16	498,861
4325	Recreation Instructor I	32	759,714	24	668,624	27	741,095	25	691,167	26	760,163
4323	Pool Attendant	2	40,738	0	0	0	0	0	0	0	0
4322	Recreation Leader	8	110,776	7	153,529	7	153,612	5	111,718	6	142,678
4168	Resource Development Manager	1	48,444	1	51,285	0	0	0	0	0	0
4167	Resource Development Spec	1	38,418	1	15,532	0	0	0	0	0	0
4163	Parks Planning Supervisor	1	41,468	1	42,765	1	44,037	1	44,917	1	47,477
4160	Parks Revenue & Admin Mgr.	1	48,205	1	49,608	1	51,083	1	52,107	1	55,077
4150	Parks District Supervisor	2	73,207	2	75,620	2	77,364	2	78,936	2	83,435
4147	Parks Maintenance Supervisor	1	40,278	1	41,540	1	42,773	1	43,639	1	46,126
4146	Parks Operations Foreman	10	383,194	12	371,588	11	348,457	9	290,880	9	307,460
4144	Parks Maintenance Mech Foreman	1	24,619	1	0	0	0	0	0	0	0
4142	Parks Equipment Foreman	1	34,954	1	39,344	1	39,967	1	40,767	1	43,091
4140	Parks Maintenance Foreman	1	37,647	1	38,516	1	39,967	1	40,767	1	43,091
4134	Grounds Maintenance Supervisor	1	40,289	1	41,537	1	42,773	0	0	0	0
4132	Arboriculturalist	1	31,821	1	32,801	1	33,778	1	34,458	1	36,422
4131	City Forester	1	36,978	1	38,126	1	39,260	1	40,055	1	42,338
4129	Forestry Program Supervisor	1	34,672	1	35,840	1	36,390	1	37,120	1	39,236
4120	Public Gardens Supervisor	1	34,563	1	35,050	1	36,090	1	36,827	1	38,926
4115	Horticul. Services Supervisor	1	31,257	1	36,426	1	36,669	1	37,414	1	39,547
4114	Rose Garden Curator	1	30,902	1	31,866	1	32,814	1	33,473	1	35,381
4113	Gardener	20	586,888	24	654,807	25	739,196	21	635,586	22	703,806
4111	High Climber II	2	86,142	3	91,636	3	93,749	3	95,640	3	101,091
4110	High Climber I	6	197,794	7	207,309	7	212,750	7	217,000	7	229,369
3150	Public Works Inspector I	1	7,831	1	34,584	1	36,368	1	37,099	1	39,214
3135	Parks Designer	3	125,473	4	71,285	0	0	0	0	0	0
3134	Architect	0	0	1	82,288	7	266,741	8	331,426	8	331,426
3112	Engineering Aide	1	23,350	1	12,902	0	0	0	0	0	0
3107	Technician I	0	0	0	12,068	2	52,285	1	27,185	1	27,185
1513	Welder	1	29,441	1	30,347	1	31,250	1	31,880	1	33,697
1457	Supervising Electrician	1	38,117	1	38,147	1	39,282	1	40,076	1	42,360
1453	Electrician	1	36,277	2	38,452	2	71,237	2	72,690	2	76,833
1443	Painter	1	29,441	2	52,152	2	62,499	2	63,760	2	67,394
1421	Lead Carpenter	1	30,967	1	31,873	1	32,814	1	33,473	1	35,381
1420	Carpenter	4	136,488	5	150,496	5	156,248	5	159,400	5	168,486
<b>TOTAL THIS PAGE</b>		<b>149</b>	<b>4,540,654</b>	<b>160</b>	<b>4,691,670</b>	<b>163</b>	<b>5,103,109</b>	<b>149</b>	<b>4,799,506</b>	<b>154</b>	<b>5,217,267</b>

**BUREAU OF PARKS AND RECREATION (130)**

General Fund (101)

Public Affairs

*FULL-TIME POSITIONS*

Class	Title	Actual FY 88-89		Actual FY 89-90		Revised Budget FY 90-91		Proposed FY 91-92		Adopted FY 91-92	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
<i>TOTALS FROM PREVIOUS PAGE</i>		149	4,540,854	160	4,691,670	163	5,103,109	149	4,799,508	154	5,217,267
1315	Construction Equipment Oper I	1	27,739	1	28,579	1	29,429	1	30,015	1	33,454
1241	Senior Maintenance Mechanic	1	28,698	0	341	0	0	0	0	0	0
1240	Maintenance Mechanic	13	356,346	13	361,129	12	346,334	13	381,998	13	403,773
1524	General Mechanic	0	0	0	0	1	28,862	1	29,449	1	31,128
1238	Mower Operations Foreman	1	34,541	1	35,635	1	36,669	1	37,414	1	39,547
1237	Mower Operator	16	396,734	16	410,151	16	432,491	14	386,162	14	408,173
1218	Utility Worker	27	632,402	23	623,587	25	658,082	26	698,100	26	737,890
1215	Park Attendant	26	697,675	33	825,078	34	917,780	32	882,656	32	932,968
1210	Laborer	13	160,668	0	16,571	0	0	0	0	0	0
1111	Lead Custodian	1	31,065	1	21,923	1	22,575	1	23,035	1	24,348
1110	Custodial Worker	4	43,136	0	0	0	0	0	0	0	0
0975	Deputy Director	0	0	0	0	1	51,083	1	58,353	1	61,679
0847	Communications Svcs Director	1	34,183	1	36,072	1	36,735	0	0	0	0
0845	Communications Assistant	1	24,678	1	20,284	1	21,564	1	23,370	1	24,702
0843	Volunteer Coordinator	1	23,781	1	27,841	1	29,563	1	27,942	1	29,535
0828	Senior Management Analyst	1	40,298	1	41,580	1	42,794	1	43,660	2	90,298
0827	Management Analyst	1	34,515	2	57,887	2	71,252	1	37,665	0	0
0819	Admin Assistant I	1	9,811	0	0	1	24,782	0	0	0	0
0813	City/Community Liaison	1	17,752	1	39,852	1	41,038	1	41,857	1	44,243
0545	Administrative Svcs Officer II	2	43,655	1	46,710	2	88,223	2	97,485	2	103,042
0544	Administrative Svcs Officer I	1	21,036	0	0	1	34,677	2	77,321	2	81,729
0515	Senior Accountant	1	19,862	1	21,972	1	30,629	1	31,251	1	33,032
0514	Associate Accountant	1	35,526	1	31,194	1	28,551	1	29,134	1	30,795
0510	Accounting Assistant	3	66,516	3	68,016	3	70,039	3	71,433	3	75,505
0411	Stores Supervisor	0	0	0	0	1	30,779	1	32,257	1	34,096
0409	Senior Storekeeper	1	27,886	1	28,746	0	0	0	0	0	0
0379	Asst Mgmt Info System Analyst	1	37,484	0	9,767	0	0	1	35,235	1	37,243
0222	Secretarial Assistant	1	23,010	1	17,035	1	24,439	1	24,921	1	26,341
0221	Secretarial Clerk II	3	61,527	1	44,404	2	45,622	1	23,266	0	0
0220	Secretarial Clerk I	4	78,966	4	66,261	5	96,993	4	79,864	4	84,417
0210	Typist Clerk	1	16,511	1	19,922	1	19,233	1	19,619	2	41,474
0140	Data Entry Clerk	0	0	1	14,489	0	0	0	0	0	0
0117	Office Manger II	0	0	1	21,767	1	31,184	1	31,796	0	0
0116	Office Manager I	3	53,694	2	35,538	1	28,572	0	0	2	61,649
0114	Clerical Specialist	5	91,780	5	78,921	3	65,974	3	71,433	2	50,336
<b>TOTAL FULL-TIME POSITIONS</b>		<b>286</b>	<b>7,711,929</b>	<b>278</b>	<b>7,742,902</b>	<b>286</b>	<b>8,489,037</b>	<b>266</b>	<b>8,126,197</b>	<b>271</b>	<b>8,738,664</b>

**BUREAU OF PLANNING (510)**

General Fund (101)

Public Utilities

**APPROPRIATION SUMMARY**

	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>EXPENDITURES</u></b>					
<i>Personal Services</i>	\$2,075,163	\$2,345,852	\$2,912,962	\$2,930,965	\$3,035,589
<i>External Materials and Services</i>	102,778	92,757	225,966	199,947	198,423
<i>Internal Materials and Services</i>	459,767	465,107	528,130	666,996	666,996
<i>Capital Outlay</i>	15,161	22,081	128,096	13,000	36,097
<i>Cash Transfers-Equipment</i>	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$2,652,869</b>	<b>\$2,925,797</b>	<b>\$3,795,154</b>	<b>\$3,810,908</b>	<b>\$3,937,105</b>
<b><u>Authorized Full-Time Positions</u></b>					
<i>Total</i>	51	55	61	62	62
<i>General Fund Discretionary</i>	41	39	41	34	34
<b><u>FUNDING SOURCES</u></b>					
<i>General Fund Discretionary</i>		\$1,815,876	\$2,569,471	\$2,035,777	\$2,146,974
<b><u>Non-Discretionary Resources</u></b>					
<i>Grants and Donations</i>		40,000	30,000	5,000	5,000
<i>Contract Revenue</i>		131,205	200,100	191,500	191,500
<i>Interagency Services</i>		372,807	421,583	376,431	391,431
<i>Bureau Revenue</i>		565,909	574,000	1,202,200	1,202,200
<i>Overhead Recovery</i>		0	0	0	0
<b>Total Non-Discretionary Resources</b>		<b>\$1,109,921</b>	<b>\$1,225,683</b>	<b>\$1,775,131</b>	<b>\$1,790,131</b>
<b>TOTAL FUNDING</b>		<b>\$2,925,797</b>	<b>\$3,795,154</b>	<b>\$3,810,908</b>	<b>\$3,937,105</b>
<b><u>PROGRAMS</u></b>					
<i>Administration</i>		\$664,294	\$999,220	\$868,699	\$940,619
<i>Current Planning</i>		939,460	1,053,121	1,322,965	1,338,073
<i>Long Range Planning and Urban Design</i>		869,947	1,051,521	946,537	971,760
<i>Permit Center</i>		174,729	246,221	266,361	271,273
<i>Albina Community Plan</i>		277,367	445,071	406,346	415,380
<b>TOTAL PROGRAM</b>		<b>\$2,925,797</b>	<b>\$3,795,154</b>	<b>\$3,810,908</b>	<b>\$3,937,105</b>

**GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR**

The total 1991-92 budget for the Bureau of Planning is \$3,937,105, which is \$141,951 or 3.7% higher than the 1990-91 budget. With this budget, the Bureau will be funding one more position than in the previous year, 62 instead of 61, because of the substitution of lower-paying for higher-paying positions.

During fiscal year 1991-92, the Bureau will be reorganizing some of its functions--for instance, replacing a Chief Planner over the Administration section with an Administrative Services Officer I and an Associate Accountant--but the overall service level will be comparable to 1990-91. One additional service that, while it has been provided in the past, has not previously been in the Planning Bureau budget is the cost of the Land Use Hearings Officer Program. In 1991-92, the direct cost of the Hearings Officer function will still be part of the Office of the City Auditor, but \$147,740 of it will be reimbursed by the Planning Bureau so it can be incorporated in the cost base from which the Bureau's fees are derived.

## BUREAU OF PLANNING (510)

General Fund (101)

Public Utilities

APPROPRIATION SUMMARY

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### GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR – (continued)

The most significant change in the Planning Bureau's 1991–92 budget is the shift in its mix of funding sources. The discretionary General Fund dollars in the Planning Bureau budget are dropping from \$2,569,471 to \$2,146,974. That \$422,497 reduction is attributable to the property tax losses brought on by Measure 5. In addition, the revenue from interagency agreements, private donations, and the Bureau's contract with PDC are dropping, primarily because of the impending completion of the Albina Community Plan. In place of those sources, revenues from the Bureau's fees are increasing sharply—from \$574,000 to \$1,202,200. The 1991–92 planning fees are intended to recover approximately 70% of the full cost of providing the services, as opposed to the 1990–91 cost recovery percentage of about 30%.

The City Council decided at the outset of the 1991–92 budget process to treat bureau-specific revenue such as the planning fees as non-discretionary revenue, meaning that bureaus would be able to retain additional revenue they generated within their budgets, potentially using them to offset discretionary reductions. In the case of the Planning Bureau, the planning fee revenues directly support only the Current Planning, Permit Center, and Land Use Hearings Officer functions, but the additional revenue frees up discretionary dollars that the Bureau will then use in Long-Range Planning or its other programs in order to offset the Measure 5 cuts. As a result of this fee revenue, the Bureau is not only compensating for Measure 5 losses but also replacing the non-discretionary revenue that had been dedicated to the Albina Community Plan with more flexible dollars that can support an ongoing district planning capability. As a result, the Bureau will be able to initiate a new district planning effort in 1991–92 or the following year, comparable to the Albina Plan or the Central City Plan, in whatever area the City Council chooses, without regard to whether special funding sources can be found for particular area.

In addition to maintaining the current services in the operating budget, \$58,000 is allocated from the 1991–92 capital budget (aside from \$24,816 of encumbered contracts carried over from 1990–91) to complete the development and implementation of the Geographic Information System (GIS) during 1991–92. This \$58,000 supports the Project Manager position, who is responsible for the final design decisions about the system, coordinating with other City bureaus and agencies with GIS to ensure compatibility, and training Planning staff members in its use. The Bureau is committed to completing this project during 1991–92, in order to achieve savings in its mapping and public notification processes and to improve the reliability of the information given to the public in the Permit Center.

## **BUREAU OF PLANNING (510)**

General Fund (101)

Public Utilities

*APPROPRIATION SUMMARY*

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### **BUREAU PERFORMANCE OBJECTIVES**

Achieve adoption of the Albina Community Plan, with Planning Commission and City Council review and approval by the end of the fiscal year.

Complete the implementation of a new geographic information system (GIS), enabling automation of many application review functions in the Permit Center and Current Planning. By the end of the fiscal year have the capability to support some Long Range Planning projects with GIS.

Participate actively in the Metropolitan Service District's development and implementation of regional urban growth management goals and objectives and the Land Conservation and Development Commission's rulemaking on urban growth issues, in order to encourage the adoption of appropriate state and regional planning policies.

Assist the Council and Commissioner-in-Charge in integrating City housing policy and the housing programs of the City and affiliated agencies, including the Housing Authority of Portland.

Complete the neighborhood plans for Cully and Brentwood-Darlington neighborhoods. Pursue additional needs for neighborhood planning, and the long-term update and revision of the City's comprehensive plan, through the mechanism of district planning.

With the Development Liaison and the City's other development review bureaus, re-establish a regulatory review task force to assess opportunities for simplifying the City's overall land development review process.

Assure that the City's regional rail program is coordinated with land use policy by studying land uses around station areas along the Westside Light Rail line, and proposing land uses supportive of light rail along three potential northbound rail corridors as part of the Albina Community Plan.

Demonstrate the Bureau's ability to perform a broad range of planning duties for the City by successfully completing interagency projects requested by other City agencies. Continue to seek coordination of city planning activities through regular meetings of the Interbureau Planning Group.

**BUREAU OF PLANNING (510)**

General Fund (101)

Public Utilities

**PROGRAM SUMMARY**

Program	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>ADMINISTRATION</u></b>				
<i>Total Expenditures</i>	\$664,294	\$999,220	\$868,699	\$940,619
<i>General Fund Discretionary Expenditures</i>	618,043	971,720	868,699	940,619
<i>Authorized Full-Time Positions</i>	12.00	13.50	13.50	13.50
<i>Performance/Workload Measures:</i>				
Quarterly Budget Reports	4	4	4	4
Graphic Services for Bureau Reports	16	18	13	13

This program provides fiscal, personnel, library, graphics and general management support to the Bureau, as well providing staff support to the Planning Commission and the Bureau's Budget Advisory Committee. The 1991-92 budget eliminates the Chief Planner full-time position, upgrades the Administrative Assistant to an Administrative Officer I, and adds an Associate Accountant. The number of positions is the same from 1990-91 to 1991-92, but the staffing configuration is intended to strengthen the Bureau administratively and respond to the increasingly complex demands for revenue tracking and other accounting needs. These changes also generate salary savings, which are used along with some savings in materials & services to hire an additional Planner A in the Long Range Planning section. The Administration section is also responsible for the implementation of the Geographic Information System within the Bureau of Planning.

**CURRENT PLANNING**

<i>Total Expenditures</i>	\$939,460	\$1,053,121	\$1,322,965	\$1,338,073
<i>General Fund Discretionary Expenditures</i>	537,080	600,321	378,126	393,234
<i>Authorized Full-Time Positions</i>	17.50	20.00	20.00	20.00
<i>Performance/Workload Measures:</i>				
Land Use Reviews Performed	731	675	623	623
Pre-Application Conferences Held	311	300	230	230
Design Cases Processed	376	375	305	305

This program administers land use reviews mandated by City ordinance and State law. Staff members prepare reports and undertake other administrative tasks for cases heard before the City's Land Use Hearing Officers, the Planning Commission, and those land use cases appealed to the City Council. Staff members in this section also provide support for the Landmarks and Design Commissions. The 1991-92 budget for this program includes a \$147,470 interagency expense that supports the Land Use Hearings Officer program in the Office of the City Auditor. The staffing level is constant from 1990-91 to 1991-92.



**BUREAU OF PLANNING (510)**

**General Fund (101)**

**Public Utilities**

**PROGRAM SUMMARY**

Program	Actual FY 89-90	Revised Budget FY 90-91	Proposed FY 91-92	Adopted FY 91-92
<b><u>LONG RANGE PLANNING AND URBAN DESIGN</u></b>				
<i>Total Expenditures</i>	\$869,947	\$1,051,521	\$946,537	\$971,760
<i>General Fund Discretionary Expenditures</i>	583,386	722,538	530,215	540,438
<i>Authorized Full-Time Positions</i>	14.00	14.50	16.00	16.00
<i>Performance/Workload Measures:</i>				
Complete Dist. Design Guidelines	85%	n/a	1	1
Applications for Prop. Tax Exemp	10	n/a	8	8
Training Sessions on new code	n/a	6	4	4
Mapping of Environmental Zones	n/a	7	n/a	n/a
Completed Neighborhood Plans	n/a	2	2	2
Annual Housing Report Update	n/a	n/a	1	1

This program is responsible for maintaining, improving and implementing Portland's land use policy. This is accomplished through the development of long-range plans and design proposals which implement land use and design policies adopted by the City Council. In addition, this section is responsible for mandated periodic review of the City's Comprehensive Plan for compliance with adopted statewide land use planning goals. With an additional 1.5 full-time-equivalent positions assigned to this program in 1991-92, the Long Range Planning staff will be preparing a Comprehensive Housing Affordability Strategy for the HCD program, completing the neighborhood plans for Cully and Brentwood-Darlington, working with developers regarding the recently adopted environmental zoning overlays, performing station area planning for the Westside Light Rail line, and other projects that address areas of concern to the City Council.

**PERMIT CENTER**

<i>Total Expenditures</i>	\$174,729	\$246,221	\$266,361	\$271,273
<i>General Fund Discretionary Expenditures</i>	0	99,821	0	4,912
<i>Authorized Full-Time Positions</i>	3.50	5.00	5.00	5.00
<i>Performance/Workload Measures:</i>				
Phone Calls	17,851	17,600	15,500	15,500
Walk-in Clients Served	12,350	11,300	11,000	11,000
Plan Checks Performed	2,657	2,600	2,500	2,500

Permit Center operations include issuing permits to the public, providing planning and zoning information to persons who call or walk in for assistance, receiving land use review applications, and developing brochures and information packets for staff and public use. The 1991-92 Budget funds this program at the current level of staffing and service.

**BUREAU OF PLANNING (510)**

General Fund (101)

Public Utilities

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>ALBINA COMMUNITY PLAN</u></b>				
Total Expenditures	\$277,367	\$445,071	\$406,346	\$415,380
General Fund Discretionary Expenditures	77,367	175,071	258,737	267,771
Authorized Full-Time Positions	8.00	8.00	7.50	7.50
Performance/Workload Measures:				
ACP Analysis Report	n/a	100%	n/a	n/a
ACP Discussion Draft	n/a	100%	n/a	n/a
Public Hearings & Meetings in ACP Study Area	n/a	100	100	100
Publish Planning Commission				
Recommended Plan	n/a	n/a	100%	100%
Council Approval of Albina Com. Plan	n/a	n/a	100%	100%

This program will be completing a district plan for the Albina Community area in 1991-92. This major planning effort addresses housing, economic development, infrastructure, historic preservation and human service issues affecting the low-income households that characterize much of the Albina study area. The staff is also preparing neighborhood plans for smaller areas within the Albina study area. The third year's work activities will center on public hearings before the Planning, Design, Development and Historic Landmarks Commissions as well as the City Council. This program's staff will also begin working on another district planning effort during 1991-92, for an area yet to be selected.

# BUREAU OF PLANNING (510)

## General Fund (101)

### Public Utilities

### LINE ITEM APPROPRIATIONS

<i>Expenditure Classification</i>	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
511000 Full-Time Employees	1,521,192	\$1,728,886	\$2,083,459	\$2,095,357	\$2,135,140
512000 Part-Time Employees	6,908	15,666	0	17,344	55,304
514000 Overtime	0	65	0	5,000	5,000
515000 Premium Pay	4,967	2,686	9,383	4,000	4,000
517000 Benefits	542,096	598,549	820,120	809,264	836,145
<b>Total Personal Services</b>	<b>\$2,075,163</b>	<b>\$2,345,852</b>	<b>\$2,912,962</b>	<b>\$2,930,965</b>	<b>\$3,035,589</b>
521000 Professional Services	39,211	\$12,713	\$74,496	\$72,482	\$57,832
522000 Utilities	0	0	0	0	0
523000 Equipment Rental	0	0	2,000	0	0
524000 Repair & Maintenance	7,687	0	19,976	16,000	16,000
528000 Local Match Payment	0	264	0	0	0
529000 Miscellaneous Services	7,023	20,731	45,766	35,600	41,073
531000 Office Supplies	5,650	13,440	27,130	27,125	27,125
532000 Operating Supplies	14,489	8,858	0	0	0
533000 Repair & Maintenance Supplies	0	724	0	0	0
534000 Minor Equipment	3,612	14,300	7,254	7,000	14,653
535000 Clothing	0	0	0	0	0
539000 Other Commodities	1,793	1,570	1,680	1,900	1,900
541000 Education	6,879	3,452	2,496	3,400	3,400
542000 Local Travel	165	0	1,200	1,200	1,200
543000 Out-of-Town Travel	3,040	5,789	12,930	8,000	8,000
544000 External Rent	0	0	0	0	0
545000 Interest	0	0	0	0	0
546000 Refunds	9,180	5,720	20,000	16,000	16,000
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	4,049	5,196	11,038	11,240	11,240
<b>Subtotal External Materials &amp; Services</b>	<b>\$102,778</b>	<b>\$92,757</b>	<b>\$225,966</b>	<b>\$199,947</b>	<b>\$198,423</b>
551000 Fleet Services	2,584	\$5,298	\$3,308	\$5,183	\$5,183
552000 Printing/Distribution	142,258	138,719	215,224	202,100	202,100
553000 Facilities Services	189,055	182,922	196,694	197,203	197,203
554000 Communications	32,091	30,051	34,425	35,694	35,694
555000 Data Processing	3,509	5,299	7,508	5,849	5,849
556000 Insurance	50,707	70,097	70,971	73,497	73,497
557000 Equipment Lease	32,563	32,354	0	0	0
558000 Same Fund Services	5,400	193	0	147,470	147,470
559000 Other Fund Services	1,600	174	0	0	0
<b>Subtotal Internal Materials &amp; Services</b>	<b>\$459,767</b>	<b>\$465,107</b>	<b>\$528,130</b>	<b>\$666,996</b>	<b>\$666,996</b>
<b>Total Materials &amp; Services</b>	<b>\$562,545</b>	<b>\$557,864</b>	<b>\$754,096</b>	<b>\$866,943</b>	<b>\$865,419</b>
561000 Land	0	\$0	\$0	\$0	\$0
562000 Buildings	0	0	0	0	0
563000 Improvements	364	0	5,000	0	0
564000 Equipment	14,797	22,081	123,096	13,000	36,097
565000 Equipment Lease Purchase	0	0	0	0	0
<b>Total Capital Outlay</b>	<b>\$15,161</b>	<b>\$22,081</b>	<b>\$128,096</b>	<b>\$13,000</b>	<b>\$36,097</b>
573000 Cash Transfers - Equipment	0	\$0	\$0	\$0	\$0
<b>Total Appropriation</b>	<b>\$2,652,869</b>	<b>\$2,925,797</b>	<b>\$3,795,154</b>	<b>\$3,810,908</b>	<b>\$3,937,105</b>

**BUREAU OF PLANNING (510)**

**General Fund (101)**

**Public Utilities**

**FULL-TIME POSITIONS**

Class	Title	Actual FY 88-89		Actual FY 89-90		Revised Budget FY 90-91		Proposed FY 91-92		Adopted FY 91-92	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
3238	City Planning Director	1	54,666	1	70,793	1	82,420	1	62,901	1	66,486
3271	Graphics Illustrator II	1	30,218	1	33,178	1	36,150	1	36,428	1	36,428
3270	Graphics Illustrator I	4	71,625	3	78,949	3	82,611	3	83,264	3	83,264
3236	Chief Planner	5	248,307	4	185,499	4	192,940	3	145,818	3	154,131
3234	Planner III	8	314,960	8	321,528	0	0	0	0	0	0
3232	Planner II	20	499,969	21	638,592	0	0	0	0	0	0
3231	Planner B	0	0	0	0	10	423,902	10	430,766	10	430,766
3230	Planner I	2	75,178	3	90,282	0	0	0	0	0	0
3229	Planner A	0	0	0	0	24	782,830	25	795,559	25	795,559
3228	District Plan Manager	0	0	1	49,657	1	52,187	1	52,589	1	55,587
3107	Technician I	0	0	1	7,785	2	42,878	2	51,387	2	51,387
0819	Administrative Assistant I	0	0	1	26,360	1	34,557	0	0	0	0
0816	Admin Analyst Technician	1	23,406	0	0	0	0	0	0	0	0
0813	City-Community Liaison	0	0	1	18,787	1	57,562	1	37,096	1	39,210
0544	Admin Svcs Officer I	0	0	0	0	0	0	1	37,558	1	39,699
0514	Associate Accountant	0	0	0	0	0	0	1	29,134	1	30,795
0510	Accounting Assistant	0	0	1	2,354	1	23,629	1	23,811	1	25,168
0379	Assistant MIS Analyst	0	0	1	19,481	1	27,987	1	28,199	1	29,806
0372	Programmer Analyst	0	0	0	0	1	34,757	1	41,000	1	43,337
0345	Word Processing Operator I	3	68,345	3	69,339	3	70,263	3	70,803	3	74,838
0245	Hearings Clerk	1	28,406	1	28,891	1	30,118	1	30,350	1	32,080
0222	Secretarial Assistant	1	24,897	1	26,175	1	24,731	1	24,921	1	26,342
0221	Secretarial Clerk II	3	63,091	2	44,560	2	48,176	2	46,532	2	49,184
0210	Typist Clerk	1	18,124	1	18,678	1	19,469	1	19,619	1	20,737
0114	Clerical Specialist	0	0	0	0	2	38,492	2	47,622	2	50,336
<b>TOTAL FULL-TIME POSITIONS</b>		<b>51</b>	<b>1,521,192</b>	<b>55</b>	<b>1,728,886</b>	<b>61</b>	<b>2,083,459</b>	<b>62</b>	<b>2,095,357</b>	<b>62</b>	<b>2,135,140</b>

**POLICE BUREAU (100)**  
**General Fund (101)**  
**Finance and Administration**

**APPROPRIATION SUMMARY**

	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>EXPENDITURES</u></b>					
<i>Personal Services</i>	\$40,157,647	\$43,140,759	\$47,819,559	\$47,884,314	\$50,208,193
<i>External Materials and Services</i>	1,518,474	2,490,791	2,850,209	3,055,472	3,554,722
<i>Internal Materials and Services</i>	9,857,422	11,075,919	13,027,246	14,614,000	14,649,500
<i>Capital Outlay</i>	60,241	127,687	219,255	399,595	490,438
<i>Cash Transfers--New Equipment</i>	0	0	112,412	4,700	125,300
<b>TOTAL EXPENDITURES</b>	<b>\$51,593,784</b>	<b>\$56,835,156</b>	<b>\$64,028,681</b>	<b>\$65,958,081</b>	<b>\$69,028,153</b>
<b><u>Authorized Full-Time Positions</u></b>					
<i>Total</i>	947	1,007	1,038	1,015	1,037
<i>Discretionary</i>	941	989	1,015	987	1,009
<b><u>FUNDING SOURCES</u></b>					
<i>General Fund Discretionary</i>		\$55,016,173	\$61,581,119	\$63,193,623	66,259,990
<b><u>Non-Discretionary Resources</u></b>					
<i>Grants and Donations</i>		87,403	181,155	163,767	163,767
<i>Contract Revenue</i>		763,523	959,305	1,052,242	1,127,387
<i>Interagency Services</i>		287,239	205,171	215,978	219,683
<i>Bureau Revenue</i>		680,818	1,101,931	1,332,471	1,257,326
<i>Overhead Recovery</i>		0	0	0	0
<i>Total Non-Discretionary Resources</i>		\$1,818,983	\$2,447,562	\$2,764,458	\$2,768,163
<b>TOTAL FUNDING</b>		<b>\$56,835,156</b>	<b>\$64,028,681</b>	<b>\$65,958,081</b>	<b>\$69,028,153</b>
<b><u>PROGRAMS</u></b>					
<i>Administration</i>		\$416,195	\$486,668	\$533,118	\$565,387
<i>Management Services</i>		4,220,501	2,428,118	3,012,912	3,186,884
<i>Special Criminal Investigations</i>		3,174,974	3,558,796	3,697,803	3,803,907
<i>Support Services</i>		9,674,649	11,017,665	10,464,313	10,710,488
<i>Patrol</i>		29,237,489	35,602,636	37,034,471	39,166,046
<i>Investigative Operations</i>		9,075,027	9,545,777	9,846,072	10,185,994
<i>Community Services</i>		1,036,321	1,389,021	1,369,392	1,409,447
<b>TOTAL PROGRAM</b>		<b>\$56,835,156</b>	<b>\$64,028,681</b>	<b>\$65,958,081</b>	<b>\$69,028,153</b>

## **POLICE BUREAU (100)**

General Fund (101)

Finance and Administration

*APPROPRIATION SUMMARY*

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### GENERAL DESCRIPTION AND CHANGES FROM PRIOR YEAR

The Bureau of Police provides law enforcement, criminal investigation, crime prevention and community education services to the City of Portland. The budget continues the service priority and deployment practices which concentrate Police resources in basic neighborhood patrol and emergency calls for service response. In addition, the budget implements Year Two of the transition to Community Policing.

The total FY 91/92 General Fund discretionary budget for the Police Bureau is \$66.3 million or \$4.7 million more than the revised FY 90-91 total of \$61.6 million while the total Police Bureau budget, including discretionary and non-discretionary dollars, totals \$69.02 million, which is \$5 million or 7.8% greater than the revised 90/91 Police Bureau budget. Personal services increased by 5.6% or \$2.3 million due to cost of living salary adjustments and step increases for personnel. External materials and services costs increased by 2.47% or \$.7 million. The largest percentage increase occurred in internal materials and services where costs increased by 12.5% or \$1.6 million over the revised 90-91 level. Increases occurred in the interagencies with Emergency Communication due to full year costs of the Enhanced 911 system, with Facilities, due to the budgeting of \$500,000 of capital improvement projects for the Justice Center and other Police precincts. In addition, the Police Bureau, for the first time, will be charged parking fees by the Autoport for Police vehicles. This added \$174,000 to the Police interagency budget.

The total approved staffing level for the Police Bureau in 1991-92 is 1,037 compared to a revised 90-91 position authorization of 1,038 positions. While the overall number of positions is essentially unchanged, the Bureau has eliminated 20 positions (12 sworn and 8 non-sworn) associated with investigative, and criminal intelligence functions, as well as clerical and support to a variety of units in the bureau. While these 20 positions were eliminated, the Police Bureau added 23 positions (19 sworn and 4 non-sworn) to support its primary service priority of basic neighborhood patrol and emergency calls for service response. These 23 positions were added to deal with the additional patrol requirements associated with recent annexations which added 11,494 citizens to the City of Portland. These positions will be used to respond to calls for service in the newly annexed areas, as well as to perform follow-up investigative work.

In preparing its budget request, the Police Bureau formulated the following police service priorities, which it recommended as the basis for budgeting, programming and the development of supportive policies and procedures:

- Priority #1: Respond to life threatening situations, immediate threats to property and provide for officer safety.
- Priority #2: Provide legally mandated services.
- Priority #3: Provide community-based problem solving strategies.
- Priority #4: Respond to other service requests.

These priorities were established in order to maximize available resources, and to provide the most essential Police services to the community in a post Measure 5 environment.

The transition to Community Policing called for the hiring of an additional 200 sworn Police personnel in order that sufficient officers would be available both to respond to calls for service and to have blocks of free time available to implement pro-active Community Policing strategies.

## **POLICE BUREAU (100)**

General Fund (101)

Finance and Administration

*APPROPRIATION SUMMARY*

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### **GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR**

The revised 1990–91 budget provided an additional 73 sworn Police positions as a first step toward implementing Community Policing. Had Measure #5 not passed, the Police Bureau would have requested additional positions in its FY 1991–92 budget to continue the transition to Community Policing. However, since resources were not available to support additional Police positions beyond the 19 sworn positions associated with annexation service requirements, the Bureau proposes instead to identify ways to reduce the calls for service workload in order that officers will have freed up blocks of time to accomplish Community Policing activities. The FY 1991–92 budget proposes that 255,000 calls for service will be dispatched compared to 277,000 in FY 1990–91. The Police Bureau intends to identify ways to divert calls for service from dispatch to telephone, mail or other call handling procedure. This will involve working with the City Council, the Chief's Forum, and citizen and community groups to determine which calls for service should continue to be dispatched, and which calls can be handled in an alternate manner.

The Year Two objectives of the transition to Community Policing are to continue new recruiting and hiring up to authorized staffing level, and to intensify minority and female recruiting and hiring; to continue to redefine the Portland Police Bureau training modules to reflect a Community Policing orientation; to continue implementation and evaluation of Community Policing Demonstration Projects, including the Neighborhood Response Team in North Precinct, the projects at Iris Court, the storefront facility in Old Town, and the Lower Eastside Project.

Other Year Two objectives include revision and expansion of information systems to include the collection, analysis and dissemination of information about community demographics and crime patterns; expansion of Community Policing training programs to citizens; and expansion of gang related education to both the Police Bureau and members of the community.

The FY 1991–92 Police Bureau budget incorporates several operating efficiencies including the acquisition of a laser scanner to facilitate the storage and access of Police Reports in the Portland Police Data System, and the initiation of direct entry reporting in the Telephone Report Unit thereby eliminating the necessary of data entry by the Records Unit. In addition, the budget converts two sworn positions to civilian positions: the Property Room Sergeant has been replaced by a civilian Stores Systems Manager, and the Records Division Manager has been converted from a Lieutenant to a civilian Police Data Manager. The Bureau is also considering the conversion of a Lieutenant position to a civilian Loss Control Manager. The FY 1991–92 budget also reflects the reclassification of seven Detective positions in the Narcotics Investigation Detail of the Drug and Vice Division to Officer positions.

The Police Bureau budget as incorporated in the FY 1991–92 Budget is consistent with the priorities and recommended actions provided to the Council during the budget hearings. The Police Bureau continued a budget review process with the community, the Chief's Forum, the BAC and other groups. These groups concurred with the programs and priorities outlined in the budget, and no further changes were requested.

Modifications to the Police Bureau budget from the proposed to the adopted include the the addition of 19 sworn and 4 non sworn positions to deal with the additional patrol requirements associated with recent annexations to the City of Portland (\$753,024); provision for rent for a new North Precinct located on Killingsworth and MLK Boulevard (\$200,000); and the carryover of \$50,000 in forfeiture revenues to be applied to the construction costs of the Vehicle Storage Facility on St. Helen's Road. In addition \$1.7 million was added for the 91–92 cost of living adjustment, and \$270,00 due to the carryover of encumbrances from 90–91 into 91–92.

## **POLICE BUREAU (100)**

General Fund (101)

Finance and Administration

*APPROPRIATION SUMMARY*

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### **BUREAU PERFORMANCE OBJECTIVES**

The Police Bureau's major performance objectives relate to the Year Two Outcomes of the Community Policing transition Plan. Those objectives are:

1. **New Recruiting and Hiring:** Continue new recruiting and hiring practices to support the Police Bureau's Affirmative Action program. Intensify minority and female recruiting to provide more police officers who reflect the ethnic and cultural diversity of Portland. Assess the predictive validity of exams currently used in the hiring process, and make appropriate adjustments where necessary. The Police Bureau goal for FY 1991-92 is to make 60 new officer hires.
2. **New Training Programs:** Redefine Portland Police Bureau training modules for both new and current employees to reflect a Community Policing orientation; expand cross cultural training. Expand training to citizen groups in the community to better forge the necessary partnership between the Bureau and community which is crucial to the success of Community Policing.
3. **Community Policing Demonstration Projects:** Continue baseline surveys and development of an evaluation methodology. Evaluate and redefine, where necessary, Community Policing Demonstration Projects. Test and evaluate Community Policing methods,
4. **Revise Information Systems:** Revise and expand information systems to include the collection, analysis and dissemination of information about community demographics and crime patterns, service providers, police performance measurements, and other data sets needed to support decentralized community-based problem solving activities.
5. **Problem Solving:** Distribute recently developed Problem Solving Guide to all officers, and train officers in the use of the Guide. The Guide will assist officers and citizens in a structured approach to community problems, and provide as well information and referral information to handle some calls currently being serviced by a uniformed police response which can more appropriately be serviced by some other agency or provider.
6. **Expand Gang Related Education:** Develop neighborhood problem analysis program, and continue to work on identifying at risk youth. The Gang Enforcement Team (GET) will track gang crimes and work with neighborhoods to solve area wide problems.
7. **Better Manage the 911 System:** In order to free up blocks of time for officers to accomplish Community Policing activities, identify ways to reduce the calls for service workload. With citizen and business input, determine ways to divert calls for service from dispatch to telephone, mail or other call handling procedure.



**POLICE BUREAU (100)**

General Fund (101)

Finance and Administration

*PROGRAM SUMMARY*

<i>Program</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>ADMINISTRATION</u></b>				
<i>Total Expenditures</i>	\$416,195	\$486,668	\$533,118	\$565,387
<i>General Fund Discretionary Expenditures</i>	416,195	486,668	533,118	565,387
<i>Authorized Full-Time Positions</i>	8.00	9.00	8.00	9.00
<i>Performance/Workload Measures:</i>				
Community events/meetings attended	1,674	1,700	1,700	1,700
Major incidents coordinated with media	89	50	50	50

The Management program is responsible for the overall leadership, management, policy formulation, legal review and internal control of the Bureau of Police. Personnel included within this program include the Chief of Police and his immediate office and clerical support staff, and the Public Information Officer.

An addition clerical assistant position was added between Proposed and Adopted as part of the Annexation Supplement package. This brought the Administration program back to its FY 90-91 current staffing level.

**MANAGEMENT SERVICES**

<i>Total Expenditures</i>	\$4,220,501	\$2,428,118	\$3,012,912	\$3,186,884
<i>General Fund Discretionary Expenditures</i>	3,915,160	1,622,661	2,188,915	2,363,000
<i>Authorized Full-Time Positions</i>	31.00	37.00	36.00	36.00
<i>Performance/Workload Measures:</i>				
Misdemeanor Cases Processed	18,434	20,000	20,000	20,000
Accounts payable transactions	3,327	1,000	1,000	1,000

The Management Services program is responsible for providing administrative support services to the operational service delivery components of the Police Bureau. These support services include fiscal management, property and evidence control, court coordination, asset forfeiture and police facilities and fleet management. Resources are provided to continue the Bureau's BUll/Prostitution Asset Forfeiture Program, as well as for the operation and maintenance of a vehicle storage facility on St. Helen's Road. This program also provides for an Alarm Information Officer position, to be funded by a \$4 fee increase for the Multnomah County Alarm permit. The objective of this position is to reduce the number of false alarms through a community outreach program which includes troubleshooting chronic false alarms, public education efforts, and cooperative endeavors with the alarm industry.

Management Services includes a \$173,000 interagency expense to the Autoport to cover the cost of parking for Police vehicles, as well as \$489,000 in capital improvement projects for the Justice Center and other Police facilities.

**POLICE BUREAU (100)**

General Fund (101)

Finance and Administration

*PROGRAM SUMMARY*

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	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>SPECIAL CRIMINAL INVESTIGATIONS</u></b>				
<i>Total Expenditures</i>	\$3,174,974	\$3,558,796	\$3,697,803	\$3,803,907
<i>General Fund Discretionary Expenditures</i>	2,881,314	3,375,268	3,347,925	3,454,029
<i>Authorized Full-Time Positions</i>	56.00	59.00	55.00	55.00
<i>Performance/Workload Measures:</i>				
Drug houses investigated	535	600	600	600
Dollar Amount of Assets forfeited	1,079,000	1,000,000	1,000,000	1,000,000
Dollar Amount of Drugs seized	6,400,000	9,000,000	9,000,000	9,000,000

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The SCI program supports the ongoing activities of the narcotics and vice units, and the criminal intelligence division. Drug House investigations continue to be a focus of activity, as well as drug enforcement efforts which concentrate on mid-level distribution and manufacturing. Three positions are assigned to the Interagency Narcotics Drug Task Force. The Task Force is responsible for coordinating drug investigations involving multiple jurisdictions. The activities of the Task Force continue to result in record seizures of cocaine and tar heroin. Federal drug grant monies have expanded the capabilities of the Task Force by adding financial investigators and increasing available evidence money.

Due to Measure 5, the Criminal Intelligence Unit will be reduced by 1 sergeant and two officers from current service level. This will result in decreased ability to collect, analyze and disseminate accurate criminal intelligence data to Bureau personnel. The gathering of criminal intelligence assists Police management and personnel in preparing for events and crime trends

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**SUPPORT SERVICES**

<i>Total Expenditures</i>	\$9,674,649	\$11,017,665	\$10,464,313	\$10,710,488
<i>General Fund Discretionary Expenditures</i>	9,406,408	10,711,755	10,076,403	10,318,760
<i>Authorized Full-Time Positions</i>	114.00	116.00	110.00	111.00
<i>Performance/Workload Measures:</i>				
Cases Processed by Records Unit	126,944	130,000	130,000	130,000
Number of Minority Recruiting Contacts	0	1,500	1,500	1,500
Police Incident Reports Received	N/A	N/A	110,000	110,000

This program provides services in the area of records and data management, human resources management, employee assistance, loss control, and training. Resources are provided to continue the Bureau's two minority recruiter positions to assist the Bureau in obtaining more women and minorities. This program also includes the Bureau's costs for emergency communications services via interagency to the Bureau of Emergency Communications. The dollars paid to BOEC for FY 91-92 total \$4.8 million and includes approximately \$650,000 to cover increased line charges due to implementation of the Enhanced 911 system.

Due to the passage of Measure 5, Support Services will be reduced by 5 positions from the current service level. Eliminated positions are: a Lieutenant and 1 clerk in the Records Section, 1 audio visual specialist in Training, 1 programmer/operator in Data Processing, and 1 clerk in the Chaplain's Office.

**POLICE BUREAU (100)**  
**General Fund (101)**  
**Finance and Administration**

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>PATROL</u></b>				
<i>Total Expenditures</i>	\$29,237,489	\$35,602,636	\$37,034,471	\$39,166,046
<i>General Fund Discretionary Expenditures</i>	28,578,576	34,848,453	36,294,603	38,426,178
<i>Authorized Full-Time Positions</i>	630.00	635.00	631.00	648.00
<i>Performance/Workload Measures:</i>				
Calls for Service Dispatched	261,635	277,000	255,000	255,000
Traffic Citations Issued	64,460	60,000	50,000	50,000
Calls for Service Handled by Telephone	44,880	48,000	70,000	70,000
SERT Training Hours	304	320	320	320

Patrol Operations provides direct Police services to protect life and property. This program includes Central, East and North Precinct, the Traffic Division, the Mounted Patrol Unit, the Canine Unit, the Gang Enforcement Unit, Special Emergency Reaction Team (SERT) the Explosive Disposal Unit (EDU), and the Telephone Report Unit (TRU).

The primary objective of Patrol Operations in FY 1991-92 will be to continue the transition to Community Policing, and to integrate Community Policing strategies into all work elements. Major Community Policing strategies and work elements will include the continuation of the Police Activities League (PAL) program to work with at-risk youth, the continuation of the Lower Eastside Demonstration Project, the Central Precinct Street Narcotics Project in Old Town, the Iris Court Demonstration Project in North Precinct, and the continued operation of all storefront and community contact offices. The Neighborhood Response Team in North will also continue to monitor and work on problems relating to drugs, prostitution, and other criminal activities that impact the neighborhoods. In addition, North Precinct officers and private security personnel will continue their collaborative efforts to work on coordination of security in the Holladay District/ Convention Center area.

The authorized staffing level of Patrol increased by 15 officers and 2 sergeants from the Proposed to the Adopted Budget. This was due to the inclusion of the Annexation Supplement which provided additional positions to deal with patrol requirements associated with recent annexations which added 11,494 citizens to the City of Portland. These positions will be used to respond to calls in the newly annexed areas.

Due to the passage of Measure 5, resources were not available to support additional sworn positions beyond the 19 added to meet annexation service requirements. The addition of sworn personnel was considered essential to continue the transition to Community Policing. Under the circumstances, the Police Bureau proposes to identify ways to reduce the calls for service workload in order that officers will have freed up blocks of time to accomplish Community Policing.

**POLICE BUREAU (100)**

General Fund (101)

Finance and Administration

*PROGRAM SUMMARY*

<i>Program</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>INVESTIGATIVE OPERATIONS</u></b>				
<i>Total Expenditures</i>	\$9,075,027	\$9,545,777	\$9,846,072	\$10,185,994
<i>General Fund Discretionary Expenditures</i>	8,905,057	9,259,777	9,516,072	9,855,994
<i>Authorized Full-Time Positions</i>	155.00	160.00	154.00	157.00
<i>Performance/Workload Measures:</i>				
Cases Assigned for Investigation	4,251	3,500	3,250	3,250
Cases Forwarded to DA	2,258	N/A	2,000	2,000
Dollar Amount of Recovered Property	767,183	875,000	800,000	800,000
Cases Resolved	N/A	36,000	30,000	30,000

This program is responsible for investigating and clearing felony and serious misdemeanor crimes reported to the Police Bureau, the identification and arrest of perpetrators of serious crimes, and the recovery of stolen property. In addition, the program is responsible for investigations of complaints of misconduct by Police Bureau officers and employees through the operation of the Internal Investigations Division.

The Identification Division provides support services to the Police Bureau and other criminal justice agencies by determining the identity of individuals through fingerprints, photos and evidence from crime scenes. This activity is supported in part through a contract with the Multnomah County Booking Facility.

In the Proposed Budget, Investigative Operations was reduced by six positions from current service level – 4 Detectives, 1 Sergeant and 1 Clerk. The Asian Gang Detail, homicide investigation, arson investigation, and the Alcohol/Tobacco/Firearm Taskforce were each reduced by one Detective.

In the Adopted Budget, Investigative Operations was given two additional Detective positions, and one clerical position as part of the Annexation Supplement. The two Detectives will be assigned to follow-up investigation based upon workload requirements.

**POLICE BUREAU (100)**

General Fund (101)

Finance and Administration

*PROGRAM SUMMARY*

<i>Program</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>COMMUNITY SERVICES</u></b>				
<i>Total Expenditures</i>	\$1,036,321	\$1,389,021	\$1,369,392	\$1,409,447
<i>General Fund Discretionary Expenditures</i>	913,463	1,276,537	1,236,587	1,276,642
<i>Authorized Full-Time Positions</i>	13.00	22.00	21.00	21.00
<i>Performance/Workload Measures:</i>				
Baskets of Food Distributed	7,015	3,400	3,400	3,400
Furniture Items Distributed	285	4,000	4,000	4,000

The Community Services program is responsible for enlisting the community's assistance in efforts to deter crime, reduce the fear of crime, and enhance the livability of Portland. This program also includes a non-profit emergency food and clothing distribution outlet, the Sunshine Division, as well as the Block Home program, sexual assault prevention for adults, commercial crime prevention, and security hardware for low income elderly persons.

The Community Policing Division also is lodged with the Community Services program, and has been charged with coordinating many of the responsibility in making Community Policing a reality in Portland's neighborhoods. In FY 1991-92, Community Policing intends to implement a Community Analysis and Problem Solving Unit to assist officers and citizens in identifying and confirming community problems, and assisting in proper resource identification to solve the problems.

The highly successful Landlord Training Program will also continue in FY 1991-92 to assist landlords and property managers in techniques than can be used to prevent the rental of property for illegal activity such as distribution, growth or manufacture of illegal drugs.

Due to the passage of Measure 5, the Community Policing Division will lose one clerical assistant, which will lead to increased turn around time in the processing of clerical work requests.

**POLICE BUREAU (100)**

**General Fund (101)**

**Finance and Administration**

**LINE ITEM APPROPRIATIONS**

<i>Expenditure Classification</i>	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
511000 Full-Time Employees	\$32,362,985	\$34,243,948	\$37,580,320	\$38,102,813	\$39,993,757
512000 Part-Time Employees	110,266	187,557	211,899	219,065	231,565
514000 Overtime	2,344,298	2,770,083	2,797,892	2,582,270	2,699,736
515000 Premium Pay	304,084	317,635	391,935	409,642	441,242
517000 Benefits	5,036,014	5,621,536	6,837,513	6,570,524	6,841,893
<b>Total Personal Services</b>	<b>\$40,157,647</b>	<b>\$43,140,759</b>	<b>\$47,819,559</b>	<b>\$47,884,314</b>	<b>\$50,208,193</b>
521000 Professional Services	\$61,700	\$184,681	\$288,623	\$338,483	\$347,499
522000 Utilities	0	147	0	0	0
523000 Equipment Rental	75,096	67,932	246,322	251,809	273,407
524000 Repair & Maintenance	115,568	116,748	175,081	189,390	208,529
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	169,573	611,412	381,752	387,750	408,007
531000 Office Supplies	112,700	127,529	134,607	138,780	139,005
532000 Operating Supplies	457,634	512,708	572,219	717,900	740,051
533000 Repair & Maintenance Supplies	2,590	1,916	15,418	15,500	15,500
534000 Minor Equipment	17,403	198,057	146,213	111,670	129,742
535000 Clothing	138,975	193,267	230,587	258,156	335,466
539000 Other Commodities	116,332	108,303	218,745	205,934	316,966
541000 Education	34,571	42,189	90,730	78,900	78,900
542000 Local Travel	(154)	694	1,850	6,900	6,900
543000 Out-of-Town Travel	40,840	68,200	78,072	87,450	87,450
544000 External Rent	3,010	3,734	10,570	10,250	210,700
545000 Interest	0	0	0	0	0
546000 Refunds	0	0	0	0	0
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	172,636	253,274	259,420	256,600	256,600
<b>Subtotal Direct Materials &amp; Services</b>	<b>\$1,518,474</b>	<b>\$2,490,791</b>	<b>\$2,850,209</b>	<b>\$3,055,472</b>	<b>\$3,554,722</b>
551000 Fleet Services	\$2,228,888	\$2,610,891	\$2,953,143	\$3,070,278	\$3,102,778
552000 Printing/Distribution	179,268	206,270	225,373	229,624	229,624
553000 Facilities Services	2,233,493	2,147,792	3,110,680	3,588,127	3,588,127
554000 Communications	748,718	761,458	867,423	888,034	891,034
555000 Data Processing	274,170	312,110	336,189	347,410	347,410
556000 Insurance	1,194,977	1,567,989	1,470,409	1,383,969	1,383,969
557000 Equipment Lease	28,943	28,759	90,000	76,499	76,499
558000 Same Fund Services	300,465	312,247	0	0	0
559000 Other Fund Services	2,668,500	3,128,403	3,974,029	5,030,059	5,030,059
<b>Subtotal Service Reimbursements</b>	<b>\$9,857,422</b>	<b>\$11,075,919</b>	<b>\$13,027,246</b>	<b>\$14,614,000</b>	<b>\$14,649,500</b>
<b>Total Materials &amp; Services</b>	<b>\$11,375,896</b>	<b>\$13,566,710</b>	<b>\$15,877,455</b>	<b>\$17,669,472</b>	<b>\$18,204,222</b>
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	0	0	0	0
564000 Equipment	60,241	127,687	219,255	399,595	490,438
565000 Equipment Lease Purchase	0	0	0	0	0
<b>Total Capital Outlay</b>	<b>\$60,241</b>	<b>\$127,687</b>	<b>\$219,255</b>	<b>\$399,595</b>	<b>\$490,438</b>
573000 Cash Transfers - Equipment	\$0	\$0	\$112,412	\$4,700	\$125,300
<b>Total Appropriation</b>	<b>\$51,593,784</b>	<b>\$56,835,156</b>	<b>\$64,028,681</b>	<b>\$65,958,081</b>	<b>\$69,028,153</b>

**POLICE BUREAU (100)**  
**General Fund (101)**  
**Finance and Administration**

**FULL-TIME POSITIONS**

Class	Title	Actual FY 88-89		Actual FY 89-90		Revised Budget FY 90-91		Proposed FY 91-92		Adopted FY 91-92	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
5148	Police Chief	1	73,268	1	75,545	1	75,545	1	78,693	1	79,677
5190	Asset Forfeiture Specialist	0	0	0	0	1	25,565	1	24,523	1	25,921
5189	Investigative Accountant	1	44,910	1	46,280	1	48,256	1	48,627	1	51,399
5188	Police Info System Manager	1	46,591	1	47,980	1	50,004	1	50,388	1	53,260
5187	Director of Fiscal Services	1	47,685	1	49,150	1	51,230	1	51,624	1	54,667
5184	Police Info/Referral Spec	0	0	0	0	1	24,828	1	30,098	1	31,814
5183	Crime Preventional Rep 1	5	136,685	3	88,616	3	89,046	3	89,730	3	94,845
5182	Public Safety Assistant	0	0	0	0	2	33,872	2	41,044	2	43,384
5180	Police Chaplain	1	38,596	1	39,966	1	42,782	1	41,354	1	43,711
5176	ID Tech Supervisor	0	0	0	0	1	44,583	1	41,500	1	43,866
5175	Criminalist	14	573,066	13	564,003	13	597,606	13	603,850	13	626,552
5174	Police Photo Repr Specialist	2	76,272	2	88,108	2	81,994	2	80,612	2	85,207
5173	Police Ident Tech II	3	114,514	3	117,787	3	122,990	3	116,191	3	122,814
5172	Police Ident Tech I	9	294,436	9	326,410	10	367,118	10	369,300	10	390,350
5150	Police Detective	96	3,984,844	93	4,263,659	85	3,920,417	83	3,838,236	85	4,067,360
5144	Assistant Chief	0	0	0	0	1	45,894	1	70,027	1	72,660
5142	Deputy Police Chief	4	246,039	3	197,469	3	197,058	3	200,085	3	207,609
5140	Police Commander	0	0	0	0	0	0	3	183,830	3	190,741
5138	Police Captain	11	652,350	11	652,350	11	603,318	7	400,694	7	400,694
5137	Police Lieutenant	29	1,358,847	28	1,374,754	29	1,364,990	28	1,394,428	28	1,394,428
5134	Police Sergeant (Cycle)	4	0	0	0	0	0	0	0	0	0
5134	Police Sergeant	77	3,437,356	80	3,551,507	89	4,081,589	84	3,923,731	86	4,156,080
5128	Police Officer	487	17,428,747	585	19,076,453	594	21,671,846	588	22,272,465	603	23,292,848
5128	Police Officer (Cycle)	22	0	0	0	0	0	0	0	0	0
3271	Graphics Illustrator II	1	30,036	1	16,486	1	33,588	1	36,428	1	36,428
1256	Lead Home Security Specialist	0	10,475	0	27,230	1	28,320	1	28,548	1	30,175
1255	Home Security Spec	2	30,148	2	24,346	1	26,932	1	27,143	1	28,690
1232	Automotive Servicer	2	53,429	2	57,238	3	77,498	3	80,550	3	85,140
1217	Stable Attendant	1	24,605	1	25,662	1	26,645	1	26,850	1	28,380
0905	Public Safety Analyst	4	118,079	2	71,835	3	112,134	3	111,371	3	117,719
0900	Staff Assistant	0	14,867	1	33,799	0	0	0	0	0	0
0852	Loss Control Officer	0	0	0	0	0	0	0	0	1	41,123
0827	Management Analyst	0	0	0	0	1	35,235	1	36,575	1	38,680
0820	Admin Assistant II	0	0	0	0	0	0	0	0	0	0
0819	Admin Assistant I	2	60,126	2	60,528	2	63,108	1	31,796	1	33,608
0813	City/Community Liaison	0	0	0	0	1	35,277	1	39,562	1	41,817
0725	Legal Advisor	1	48,031	0	0	0	0	0	0	0	0
0708	Law Clerk	1	27,040	0	0	0	0	0	0	0	0
0605	Audio-Visual Spec	1	33,910	1	35,555	1	36,082	0	0	0	0
0413	Stores System Manager	0	0	0	0	0	0	1	28,018	1	29,615
0411	Stores Supervisor I	1	30,079	1	30,701	1	32,011	1	32,011	1	33,836
0410	Storekeeper	7	174,682	7	186,818	8	220,702	7	196,896	7	208,117
0409	Senior Storekeeper	0	0	0	0	1	29,973	1	30,203	1	31,925
0381	Systems Programmer	2	65,411	2	54,985	2	61,159	2	80,612	2	85,207
0380	MIS Analyst	1	40,302	1	29,060	1	43,368	1	43,782	1	46,278
<b>TOTAL THIS PAGE</b>		<b>794</b>	<b>29,315,426</b>	<b>858</b>	<b>31,214,280</b>	<b>881</b>	<b>34,402,563</b>	<b>864</b>	<b>34,779,375</b>	<b>884</b>	<b>36,446,625</b>

**POLICE BUREAU (100)**  
**General Fund (101)**  
**Finance and Administration**

**FULL-TIME POSITIONS**

Class	Title	Actual FY 88-89		Actual FY 89-90		Revised Budget FY 90-91		Proposed FY 91-92		Adopted FY 91-92	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
<i>TOTALS FROM PREVIOUS PAGE</i>		794	29,315,428	858	31,214,280	881	34,402,563	864	34,779,375	884	36,446,625
0366	Computer Programmer Operator	4	113,345	4	102,087	4	119,542	3	91,566	3	96,786
0348	Word Processing Supervisor	1	28,430	0	8,289	0	0	0	0	0	0
0346	Word Processing Operator II	1	23,553	1	24,274	1	25,314	1	25,508	1	26,962
0222	Secretarial Assistant	1	23,251	1	24,021	1	24,731	1	24,921	1	26,341
0153	Police Clerical Supervisor	1	26,440	1	27,248	1	28,413	1	28,631	1	30,263
0152	Police Clerical Specialist	11	232,406	10	222,266	9	230,067	10	256,010	10	270,600
0151	Police Clerical Assistant	54	1,098,273	56	1,125,625	62	1,307,937	58	1,218,020	60	1,327,220
0150	Police Records Clerk I	3	6,282	0	0	0	0	0	0	0	0
0149	Police Data Manager	0	0	0	0	0	0	1	28,862	1	30,507
0148	Police Data Supervisor	4	103,309	4	110,763	4	114,568	3	86,586	3	91,521
0147	Police Data Technician II	9	177,231	8	189,187	9	174,780	9	229,030	9	242,082
0146	Police Data Technician I	72	1,088,403	64	1,125,214	66	1,152,405	64	1,334,304	64	1,404,850
0145	Police Data Technician Trainee	0	70,369	0	70,694	0	0	0	0	0	0
<b>TOTAL FULL-TIME POSITIONS</b>		<b>955</b>	<b>32,306,718</b>	<b>1,007</b>	<b>34,243,948</b>	<b>1,038</b>	<b>37,580,320</b>	<b>1,015</b>	<b>38,102,813</b>	<b>1,037</b>	<b>39,993,757</b>



**BUREAU OF PURCHASES AND STORES (319)**

General Fund (101)  
Public Safety

**APPROPRIATION SUMMARY**

	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>EXPENDITURES</u></b>					
<i>Personal Services</i>	\$583,578	\$634,273	\$766,229	\$726,916	\$765,952
<i>External Materials and Services</i>	47,674	38,669	40,815	40,155	40,155
<i>Internal Materials and Services</i>	123,916	198,701	215,933	179,753	179,753
<i>Capital Outlay</i>	16,220	12,398	10,000	0	0
<i>Cash Transfers-Equipment</i>	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$771,388</b>	<b>\$884,041</b>	<b>\$1,032,977</b>	<b>\$946,824</b>	<b>\$985,860</b>
<b><u>Authorized Full-Time Positions</u></b>					
<i>Total</i>	16	17	18	16	16
<i>General Fund Discretionary</i>	17	15	16	15	15
<b><u>FUNDING SOURCES</u></b>					
<i>General Fund Discretionary</i>		\$756,096	\$387,990	\$257,996	\$297,032
<b><u>Non-Discretionary Resources</u></b>					
<i>Grants and Donations</i>		0	0	0	0
<i>Contract Revenue</i>		0	0	0	0
<i>Interagency Services</i>		59,788	91,589	50,496	50,496
<i>Bureau Revenue</i>		68,157	55,000	57,793	57,793
<i>Overhead Recovery</i>		0	498,398	580,539	580,539
<b>Total Non-Discretionary Resources</b>		<b>\$127,945</b>	<b>\$644,987</b>	<b>\$688,828</b>	<b>\$688,828</b>
<b>TOTAL FUNDING</b>		<b>\$884,041</b>	<b>\$1,032,977</b>	<b>\$946,824</b>	<b>\$985,860</b>
<b><u>PROGRAMS</u></b>					
<i>Purchasing</i>		\$612,693	\$694,193	\$684,225	\$711,730
<i>Equal Employment Opportunity</i>		6,486	5,000	5,000	5,000
<i>Municipal and Stationery Stores</i>		226,253	257,609	208,823	218,259
<i>Surplus Property Warehouse</i>		38,609	76,175	48,776	50,871
<b>TOTAL PROGRAM</b>		<b>\$884,041</b>	<b>\$1,032,977</b>	<b>\$946,824</b>	<b>\$985,860</b>

**GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR**

The Bureaus function is to provide goods and services required by City agencies in an effective and efficient manner and to dispose of surplus, personal and real property to maximize revenue for the City.

The Bureau of Purchases and Stores is comprised of four programs which are mandated by City Charter and City Code: Equal Employment Opportunity, Municipal and Stationery Stores, Purchasing, and Surplus Property Warehouse.

The Bureau's main source of revenues result from surplus and unclaimed property sales. These revenues may vary dependant on the number of items turned in, the value of the items, and the amount of time available to sell the items. Revenues for FY 91/92 are projected at \$58,000.

Ballot Measure 5 forced the layoffs of two full-time positions and one part-time employee. Services that will be reduced as a result of this are: purchasing of outside printing, as well as part-time reception to vendors, contractors and bureaus. The change between the adopted and proposed budget reflects the cost of living adjustment.

**BUREAU OF PURCHASES AND STORES (319)**

General Fund (101)

Public Safety

*APPROPRIATION SUMMARY*

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**BUREAU PERFORMANCE OBJECTIVES**

Develop contract publication to increase use of supply contracts by City bureaus. Purchasing will provide a listing for all current annual supply contracts with information to facilitate the use of the contracts by bureaus by October 1, 1991.

Implement IBIS item file enhancements to facilitate ease of use by City bureaus by March 31, 1992.

Establish real time purchase order printing capability by June, 30 1992.

Conduct a Specification Writing class for appropriate City personnel by December of 1991.

**BUREAU OF PURCHASES AND STORES (319)**

General Fund (101)

Public Safety

*PROGRAM SUMMARY*

<i>Program</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>PURCHASING</u></b>				
<i>Total Expenditures</i>	\$612,693	\$694,193	\$684,225	\$711,730
<i>General Fund Discretionary Expenditures</i>	552,905	195,795	180,377	207,882
<i>Authorized Full-Time Positions</i>	11.00	12.00	11.00	11.00
<i>Performance/Workload Measures:</i>				
% of Purchase Requisitions Less Than \$5,000				
Processed in Four Days	56	70	60	60
Process 80% of Purchase Requisitions over \$5,000 and less than informal limit processed in 15 days				
	89	80	80	80

This program provides centralized purchasing of materials, equipment, services, and construction services for all City bureaus, review and approval of bid specifications, and oversees all purchasing endeavors to ensure compliance with State statutes, and City Charter and Code requirements.

The adopted budget reduces this program by one Clerical position as a result of Ballot Measure 5. Services that will be reduced include clerical functions which will become the responsibility of City bureaus themselves. Several management reports, including Buyer performance reports and purchasing will be lost until certain IBIS reports are ready.

**EQUAL EMPLOYMENT OPPORTUNITY**

<i>Total Expenditures</i>	\$6,486	\$5,000	\$5,000	\$5,000
<i>General Fund Discretionary Expenditures</i>	6,486	5,000	1,807	1,807
<i>Authorized Full-Time Positions</i>	0.00	0.00	0.00	0.00
<i>Performance/Workload Measures:</i>				
Number Renewal EEO Applications	3,100	3,000	3,000	3,000
Number of New Processed EEO Applications	542	350	350	350

This program ensures that contractors and vendors conducting business with the City in excess of \$2,500 annually provide certification of non-discrimination in hiring practices in accordance with City Code 3.100.034. Approximately 3,350 businesses will become certified during FY 1991-92.

The funding level for FY 1991-92 will support the necessary printing and mailing or certification notices, and certified contractors/vendors lists for bureaus and departments.

**BUREAU OF PURCHASES AND STORES (319)**

General Fund (101)

Public Safety

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>MUNICIPAL AND STATIONERY STORES</u></b>				
<i>Total Expenditures</i>	\$226,253	\$257,609	\$208,823	\$218,259
<i>General Fund Discretionary Expenditures</i>	196,705	166,020	75,812	85,247
<i>Authorized Full-Time Positions</i>	5.00	5.00	4.00	4.00
<i>Performance/Workload Measures:</i>				
Number of Line Items Processed	38,997	38,000	30,000	30,000
Number of Requisitions Processed	6,803	6,000	3,000	3,000
Value of Sales	1,483,399	1,300,000	1,100,000	1,100,000

This program provides centralized receipt, storage, and dispersement of commonly used supplies to all City agencies. This program reduces overall costs for supplies through consolidation of items requested for purchase and efficient distribution.

This program will be reduced by one Storekeeper position. However, consolidation efforts with Multnomah County are being developed that may allow current services to be continued. The impact of the consolidation would be that Municipal Stationery and Stores could provide the same levels of service but at reduced cost to the City.

**SURPLUS PROPERTY WAREHOUSE**

<i>Total Expenditures</i>	\$38,609	\$76,175	\$48,776	\$50,871
<i>General Fund Discretionary Expenditures</i>	0	21,175	0	2,096
<i>Authorized Full-Time Positions</i>	1.00	1.00	1.00	1.00
<i>Performance/Workload Measures:</i>				
Number of Items received	7,701	4,200	5,000	5,000

This program provides for operation of the Surplus Property Warehouse which receives, stores, transfers, destroys, or sells items using the method that is most economically advantageous to the City.

The budgeted level will continue to fund one Store Keeper position to perform this function.

# BUREAU OF PURCHASES AND STORES (319)

General Fund (101)

Public Safety

## LINE ITEM APPROPRIATIONS

<i>Expenditure Classification</i>	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
511000 Full-Time Employees	\$410,209	\$436,985	\$537,953	\$523,813	\$553,669
512000 Part-Time Employees	15,099	23,643	7,365	0	0
514000 Overtime	0	56	200	200	200
515000 Premium Pay	191	257	900	400	400
517000 Benefits	158,079	173,332	219,811	202,503	211,683
<b>Total Personal Services</b>	<b>\$583,578</b>	<b>\$634,273</b>	<b>\$766,229</b>	<b>\$726,916</b>	<b>\$765,952</b>
521000 Professional Services	\$0	\$0	\$0	\$0	\$0
522000 Utilities	3,261	2,771	2,900	3,000	3,000
523000 Equipment Rental	0	0	0	0	0
524000 Repair & Maintenance	2,333	1,366	1,400	1,400	1,400
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	5,218	3,835	5,500	5,000	5,000
531000 Office Supplies	5,205	11,835	7,575	8,575	8,575
532000 Operating Supplies	598	372	400	400	400
533000 Repair & Maintenance Supplies	1,753	90	310	310	310
534000 Minor Equipment	40	546	350	350	350
535000 Clothing	251	239	520	520	520
539000 Other Commodities	12,281	13,014	16,560	15,300	15,300
541000 Education	2,843	861	1,600	1,600	1,600
542000 Local Travel	1,340	1,265	1,700	1,700	1,700
543000 Out-of-Town Travel	2,051	2,421	2,000	2,000	2,000
544000 External Rent	0	0	0	0	0
545000 Interest	0	0	0	0	0
546000 Refunds	0	0	0	0	0
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	10,500	54	0	0	0
<b>Subtotal External Materials &amp; Services</b>	<b>\$47,674</b>	<b>\$38,669</b>	<b>\$40,815</b>	<b>\$40,155</b>	<b>\$40,155</b>
551000 Fleet Services	\$3,645	\$3,355	\$4,354	\$4,485	\$4,485
552000 Printing/Distribution	28,894	33,282	40,570	39,865	39,865
553000 Facilities Services	41,900	40,711	61,509	47,582	47,582
554000 Communications	8,220	8,131	7,615	7,570	7,570
555000 Data Processing	21,872	66,089	76,499	52,922	52,922
556000 Insurance	16,096	42,832	25,386	24,149	24,149
557000 Equipment Lease	0	0	0	0	0
558000 Same Fund Services	3,140	4,301	0	3,180	3,180
559000 Other Fund Services	149	0	0	0	0
<b>Subtotal Internal Materials &amp; Services</b>	<b>\$123,916</b>	<b>\$198,701</b>	<b>\$215,933</b>	<b>\$179,753</b>	<b>\$179,753</b>
<b>Total Materials &amp; Services</b>	<b>\$171,590</b>	<b>\$237,370</b>	<b>\$256,748</b>	<b>\$219,908</b>	<b>\$219,908</b>
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	0	0	0	0
564000 Equipment	16,220	12,398	10,000	0	0
565000 Equipment Lease Purchase	0	0	0	0	0
<b>Total Capital Outlay</b>	<b>\$16,220</b>	<b>\$12,398</b>	<b>\$10,000</b>	<b>\$0</b>	<b>\$0</b>
573000 Cash Transfers - Equipment	\$0	\$0	\$0	\$0	\$0
<b>Total Appropriation</b>	<b>\$771,388</b>	<b>\$884,041</b>	<b>\$1,032,977</b>	<b>\$946,824</b>	<b>\$985,860</b>

**BUREAU OF PURCHASES AND STORES (319)**

General Fund (101)

Public Safety

*FULL-TIME POSITIONS*

Class	Title	Actual FY 88-89		Actual FY 89-90		Revised Budget FY 90-91		Proposed FY 91-92		Adopted FY 91-92	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
0424	Purchasing Manager	1	51,114	1	52,707	1	54,954	1	55,376	1	58,532
0422	Assistant Purchasing Manager	1	3,151	1	9,913	1	38,438	1	41,144	1	43,489
0421	Senior Buyer	2	67,232	3	100,179	3	104,333	3	110,418	3	116,712
0420	Buyer	2	54,403	2	36,236	2	57,675	2	62,042	2	65,578
0413	Stores Systems Manager	1	38,983	1	40,208	1	41,912	1	42,234	1	44,641
0410	Storekeeper I	4	102,953	4	113,359	5	133,850	4	112,512	4	118,925
0222	Secretarial Assistant	1	23,009	1	23,851	1	24,731	1	24,921	1	26,342
0220	Secretarial Clerk I	2	34,687	2	37,845	1	21,216	0	0	0	0
0114	Clerical Specialist	2	34,877	2	22,689	1	23,829	1	23,811	1	25,168
0368	Data entry Coordinator	0	0	0	0	1	16,935	1	30,035	1	31,747
0345	Word Processing Op 1	0	0	0	0	1	20,280	1	21,320	1	22,535
<b>TOTAL FULL-TIME POSITIONS</b>		<b>16</b>	<b>410,209</b>	<b>17</b>	<b>436,985</b>	<b>18</b>	<b>537,953</b>	<b>16</b>	<b>523,813</b>	<b>16</b>	<b>553,669</b>
<b>TOTAL FULL-TIME POSITIONS</b>		<b>16</b>	<b>410,209</b>	<b>17</b>	<b>436,985</b>	<b>18</b>	<b>537,953</b>	<b>16</b>	<b>523,813</b>	<b>16</b>	<b>553,669</b>

# SPECIAL APPROPRIATIONS (401)

General Fund (101)

Non-Departmental

## APPROPRIATION SUMMARY

	Actual FY 88-89	Actual FY 89-90	Revised Budget FY 90-91	Proposed FY 91-92	Adopted FY 91-92
<b>EXPENDITURES</b>					
Personal Services	\$0	\$9,945	\$0	\$0	\$0
External Materials and Services	2,303,135	2,303,135	4,649,430	8,806,239	4,446,480
Internal Materials and Services	1,074,172	1,029,224	389,667	204,145	313,542
Capital Outlay	22,633	9,265	110,000	0	0
Cash Transfers-Equipment	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$3,399,940</b>	<b>\$5,106,226</b>	<b>\$5,149,097</b>	<b>\$9,010,384</b>	<b>\$4,760,022</b>
<b>FUNDING SOURCES</b>					
<u>General Fund Discretionary</u>		\$4,882,353	\$5,011,388	\$8,867,577	\$4,617,215
<u>Non-Discretionary Resources</u>					
Grants and Donations		0	0	0	0
Contracts		0	0	0	0
Interagency Services		223,873	137,709	142,807	142,807
Bureau Revenue		0	0	0	0
Overhead Recovery		0	0	0	0
<b>Total Non-Discretionary Resources</b>		<b>\$223,873</b>	<b>\$137,709</b>	<b>\$142,807</b>	<b>\$142,807</b>
<b>TOTAL FUNDING</b>		<b>\$5,106,226</b>	<b>\$5,149,097</b>	<b>\$9,010,384</b>	<b>\$4,760,022</b>
<b>SPECIAL APPROPRIATIONS</b>					
Economic Improvement District (EID) Assessments		29,429	\$29,430	29,430	29,430
Vintage Trolley Assessments		0	5,917	5,917	5,917
Tri-Met Payroll Tax		0	132,527	277,166	0
Unemployment Insurance		145,185	200,000	200,000	200,000
Compensation Adjustments		0	2,373,889	6,124,190	1,478,505
Business License Refunds		642,043	900,000	1,156,154	1,156,154
League of Oregon Cities		65,500	65,000	65,500	65,500
Public Facilities Study		0	100,000	0	0
US Conference of Mayors		7,678	7,678	8,062	8,062
National League of Cities		21,063	10,738	10,738	10,738
Metropolitan Service District Dues		218,999	219,000	185,836	185,836
Metropolitan Boundary Commission		42,941	43,218	44,000	44,000
Affirmative Action		0	100,000	0	94,000
Management Council		1,672	5,000	5,000	5,000
Block by Block Weatherization		146,868	230,418	164,367	164,367
Integrated Business Information System Implementation		276,789	559,282	262,024	262,889
IBIS Equipment		0	110,000	0	0
Emergency Funds of Council		7,000	7,000	7,000	7,000
Regional Drug Initiative		0	30,000	0	0
Public Technology Inc. (PTI) Membership		0	20,000	15,000	15,000
Downtown Services		0	0	450,000	425,000
Fire Study		0	0	0	200,000
Compensation Study		0	0	0	302,624
PSU Institute of Portland Metropolitan Studies		0	0	0	100,000
Historical Appropriations		3,501,059	0	0	0
<b>TOTAL SPECIAL APPROPRIATIONS</b>		<b>\$5,106,226</b>	<b>\$5,149,097</b>	<b>\$9,010,384</b>	<b>\$4,760,022</b>

# SPECIAL APPROPRIATIONS

General Fund (101)

APPROPRIATION SUMMARY

Responsible Organization Description	Actual FY 88-89	Actual FY 89-90	Revised Budget FY 90-91	Proposed FY 91-92	Adopted FY 91-92
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Special Appropriations are primarily used for expenditures that are not specific to a bureau operating budget. These include items such as State-required assessments against the City, dues for City memberships in various organizations, compensation adjustment for all City employees. They are also used to budget major one time projects such as IBIS, which are of benefit to the City as a whole.

Office of The City Auditor

### Economic Improvement District (EID) Assessments

5490 Miscellaneous	0	29,429	29,430	29,430	29,430
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This special appropriation covers assessment liabilities of the General Fund associated with the Downtown Economic Improvement District (EID). This budget reflects a policy on the budgeting of assessments against General Fund properties. Under this policy, assessments for physical improvements which are directly associated with specific City properties, such as adjacent infrastructure improvements, will be budgeted in the related bureau programs, so that all appropriate costs are captured in bureau program budgets. Assessments for improvements of a more general nature, such as the EID or Convention Center, are budgeted as a General Fund special appropriation, or within the appropriate fund. This is the last of a three year assesment. The EID assesment covers the period November 1, 1990 to October 31, 1991. The City pays its assessment in the following fiscal year, at the end of the assessment period.

### Vintage Trolley Assessments

5490 Miscellaneous	0	0	5,917	5,917	5,917
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This special appropriation covers the assessment liabilities of the General Fund for the Vintage Trolley Local Improvement District which will install a Vintage Trolley line from Downtown to the Lloyd Center along the Max transit system. The assessment has not yet been made however this assessment is for FY 91-92.

Commissioner #4 Public Safety

### Fire Study

5210 Professional Services	0	0	0	0	200,000
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This new special appropriation is to be used to carry out a study of Fire Bureau Operations. The study will focus on improving the efficiency of fire service while maintaining quality. It will also identify future problems and opportunities which will confront the City. The study which will be supervised by a task force, is anticipated to be completed over the next 12 to 18 months. The goal is to have preliminary findings presented in conjunction with the FY 1992-93 budget process.



# SPECIAL APPROPRIATIONS

General Fund (101)

## APPROPRIATION SUMMARY

Responsible Organization Description	Actual FY 88-89	Actual FY 89-90	Revised Budget FY 90-91	Proposed FY 91-92	Adopted FY 91-92
<i>Energy Office</i>					
<b><u>Block by Block Weatherization</u></b>					
5110 Full-Time Employees	\$0	\$7,171	\$0	\$0	\$0
5170 Benefits	0	2,774	0	0	0
5290 Miscellaneous Services	183,683	136,923	217,541	149,546	149,546
5310 Office Supplies	0	0	50	100	100
5390 Other Commodities - External	0	0	600	500	500
5490 Miscellaneous	0	0	100	100	100
5510 Fleet Services	0	0	200	200	200
5520 Printing/Distribution	0	0	200	200	200
5530 Facilities Services	0	0	500	1,000	1,000
5540 Communication Services	0	0	200	250	250
5580 Same Fund Services	25,000	0	11,027	12,471	12,471
<b>TOTAL:</b>	<b>\$208,683</b>	<b>\$146,868</b>	<b>\$230,418</b>	<b>\$164,367</b>	<b>\$164,367</b>

This appropriation represents a portion of the City's utility license fee receipts which is applied to the weatherization programs for low income citizens. These funds have been applied toward the Block by Block weatherization program for low income neighborhoods. This special appropriation was subject to the 18.8 percent reduction in FY 1991-92 as a result of passage of Measure 5, the property tax limitation.

### *Office of Finance and Administration*

#### **Integrated Business Information System (IBIS) Implementation**

5210 Professional Services	\$16,142	88,289	\$82,500	\$57,000	\$57,000
5260 Miscellaneous Services	246	0	0	0	0
5310 Office Supplies	641	0	0	0	0
5430 Out-of-Town	29,915	690	10,000	15,000	15,000
5490 Miscellaneous	1,890	11,320	89,242	0	0
5520 Printing/Distribution	7,972	2,896	6,000	5,500	5,500
5540 Communications	1,432	0	0	0	0
5550 Data Processing	24,989	36,553	0	50,000	50,000
5570 Equipment Lease	174,279	63,500	63,499	95,524	95,524
5580 Same Fund Services	64,465	70,091	308,041	39,000	39,865
5590 Other Fund Services	0	0	0	0	0
5640 Equipment	4,375	3,450			
<b>TOTAL:</b>	<b>\$326,346</b>	<b>\$276,789</b>	<b>\$559,282</b>	<b>\$262,024</b>	<b>\$262,889</b>

This covers costs of implementation of the City's new financial information system, Integrated Business Information System (IBIS). This project is budgeted as a special appropriation because it crosses departmental lines and is developmental, has ongoing operating costs, and is of limited duration. FY 91-92 activities include implementation of the final three modules; Accounts Receivable, Fixed Assets, and Project Tracking.

# SPECIAL APPROPRIATIONS

General Fund (101)

## APPROPRIATION SUMMARY

Responsible Organization Description	Actual FY 88-89	Actual FY 89-90	Revised Budget FY 90-91	Proposed FY 91-92	Adopted FY 91-92
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### IBIS Equipment

5640 Capital Equipment	0	0	110,000	0	0
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This special appropriation for the General Fund Bureaus is to purchase IBIS equipment which is necessary to connect to the system. This special appropriation has been abolished in FY 1991-92.

### Unemployment Insurance

5490 Miscellaneous	168,973	145,185	200,000	200,000	200,000
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This special appropriation covers the costs of the City's General Fund unemployment insurance claims. Because of the passage of ballot measure 5, the property tax limitation, unemployment cost due to layoffs will exceed this amount. As a result, any residual in the set-aside special appropriation for compensation and benefit increases will also be dedicated for this purpose.

### Compensation Adjustments

5210 Professional Services	\$0	\$0	\$140,169	\$62,149	\$0
5490 Miscellaneous	0	0	2,233,720	6,062,041	1,478,505
<b>TOTAL:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,373,889</b>	<b>\$6,124,190</b>	<b>\$1,478,505</b>

This appropriation contains amounts set aside to cover the potential impact of compensation adjustments anticipated to be required for FY 1991-92. The change between the proposed and the adopted budget reflects the adjustments made to bureau budgets for cost of living increases excluding the Police Command and COPPEEA unions.

### Compensation Study

5210 Professional Services	\$0	\$0	\$0	\$0	\$262,149
5580 Same Fund Services	0	0	0	0	40,475
					<b>\$302,624</b>

This new special appropriation contains amounts set aside for the implementation of the Compensation Study.

### Management Council

5490 Miscellaneous	1,022	1,672	5,000	5,000	5,000
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This appropriation supports the special organizational development activities of the City's bureau managers.

### Council Emergency Funds

5490 Miscellaneous	7,000	7,000	7,000	7,000	7,000
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This special appropriation contains funding for use by the Mayor and Commissioners in accordance with City Charter (2-105 (a) 14 & 2-108). City Charter code 2-105 (a) 14 states to appropriate annually to the Mayor \$2,000 as and for a secret service Fund, for which the Mayor need to furnish no vouchers, and such appropriation shall be made. City Charter Code 2-108 states that there shall be annually appropriated \$5,000 for the Emergency Fund of the Council and the Council may use and expend such Fund, or any part thereof, in its discretion for any purpose it may deem proper or advantageous to the public welfare, and shall not be required to furnish vouchers showing the purposes for which such expenditures were made. No part of such Fund shall be used as as compensation or additional salary or for the personal benefit of the Mayor or Commissioners.

# SPECIAL APPROPRIATIONS

General Fund (101)

APPROPRIATION SUMMARY

Responsible Organization Description	Actual FY 88-89	Actual FY 89-90	Revised Budget FY 90-91	Proposed FY 91-92	Adopted FY 91-92
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### Tri-Met Payroll Tax

5490 Miscellaneous	0	0	132,527	277,166	0
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The Oregon State Legislature passed legislation enabling Tri-Met to extend its 0.6% payroll tax to public agencies. This legislation specifies that the tax is to be phased in over a four year period. The cost to the General Fund in 1991-92 is \$277,166. Costs for General Fund Bureaus will escalate annually to an eventual total estimated amount of \$817,000 in FY 95-96. The change between the proposed and the adopted budget reflects that in FY 1991-92 the Tri-Met Payroll Tax will be administered to individual bureau budgets.

### Affirmative Action

5490 Miscellaneous	0	0	100,000	0	94,000
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This special appropriation sets aside additional funding for use in improving and enhancing the City's Affirmative Action efforts. The Affirmative Action Advisory Committee will review program needs and make recommendations for expenditures to the OF&A Director. The change between the proposed and adopted budget reflects the carryover of unspent appropriation to be used in FY 1991-92.

### Public Facilities Plan

5490 Miscellaneous	0	0	100,000	0	0
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This special appropriation provides funding to develop Capital Facility Plans for the bureaus of Parks, Fire, General Services, and Police. This project will be completed in FY 90-91.

## *Bureau of Licenses*

### Business License Refunds

5450 Interest	\$10,398	\$913	\$20,000	\$2,000	\$2,000
5460 Refunds	671,723	641,130	880,000	1,154,154	1,154,154
<b>TOTAL:</b>	<b>\$682,121</b>	<b>\$642,043</b>	<b>\$900,000</b>	<b>\$1,156,154</b>	<b>\$1,156,154</b>

This covers refunds of business license payments required when business owners overpay business license fees.

## *Office of the Mayor*

### League of Oregon Cities

5290 Miscellaneous Services	65,318	65,500	65,000	65,500	65,500
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This covers the City's dues for the League of Oregon Cities.

### US Conference of Mayors

5290 Miscellaneous Services	6,980	7,678	7,678	8,062	8,062
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This is the City's membership contribution to the US Conference of Mayors.

## SPECIAL APPROPRIATIONS

General Fund (101)

### APPROPRIATION SUMMARY

Responsible Organization Description	Actual FY 88-89	Actual FY 89-90	Revised Budget FY 90-91	Proposed FY 91-92	Adopted FY 91-92
<b><u>Downtown Services</u></b>					
5290 Miscellaneous Services	\$0	\$0	\$0	\$450,000	\$356,943
5580 Same Fund Services	0	0	0	0	68,057
<b>TOTAL:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$450,000</b>	<b>\$425,000</b>
<p>This is a new special appropriation which will provide funding for Community Policing, Parks, and Transportation services for the downtown area. The change between the proposed and adopted budget reflects a \$25,000 transfer to the Institute of Portland Metropolitan Studies.</p>					
<b><u>PSU Institute of Portland Metropolitan Studies</u></b>					
5290 Miscellaneous Services	0	0	0	0	100,000
<p>This is a new special appropriation which will provide funding to harness the research capacity of Portland State University and other institutions of higher education in the metropolitan area. The Institute for Portland Metropolitan Studies will provide the City with an independant research organization capable of conducting studies, sponsoring policy seminars, and regularly dissminating information to all local governments in the region.</p>					
<b><u>National League of Cities</u></b>					
5290 Miscellaneous Services	8,979	21,063	10,738	10,738	10,738
<p>This is the City's dues payment to the National League of Cities.</p>					
<b><u>Metropolitan Service District Dues</u></b>					
5290 Miscellaneous Services	214,103	218,999	219,000	185,836	185,836
<p>This is the City's annual dues payment to the Metropolitan Service District (METRO).</p>					
<b><u>Metropolitan Boundary Commission</u></b>					
5290 Miscellaneous Services	41,981	42,941	43,218	44,000	44,000
<p>This is the City's annual dues payment for the Metropolitan Boundary Commission.</p>					
<b><u>Regional Drug Initiative</u></b>					
5290 Miscellaneous Services	0	0	30,000	0	0
<p>This special appropriation has paided the City's share of support for the Regional Drug Initiative (RDI), which began mid-year in FY 1989-90. RDI is a multi-jurisdictional program designed to combat illegal drug activity. The Mayor's Office has received a grant funding to pay for RDI, therefore this special appropriation has been abolished In FY 1991-92. The grant has been placed in the Mayor's budget.</p>					
<b><u>Public Technology Inc. (PTI) Membership</u></b>					
5290 Miscellaneous Services	0	0	20,000	15,000	15,000
<p>This new special appropriation is the City's annual membership fee for the Public Technologies, Inc.</p>					
<b><u>Historical Appropriations</u></b>					
	1,668,434	3,501,059	0	0	0
<p>Historical Special Appropriations are those special appropriations which are no longer in use.</p>					
<b>TOTAL SPECIAL APPROPRIATIONS</b>	<b>\$3,399,940</b>	<b>\$5,106,226</b>	<b>\$5,149,097</b>	<b>\$9,010,384</b>	<b>\$4,760,022</b>

# SPECIAL APPROPRIATIONS (401)

General Fund (101)

Non-Departmental

## LINE ITEM APPROPRIATIONS

<i>Expenditure Classification</i>	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
511000 Full-Time Employees	\$0	\$7,171	\$0	\$0	\$0
512000 Part-Time Employees	0	0	0	0	0
514000 Overtime	0	0	0	0	0
515000 Premium Pay	0	0	0	0	0
517000 Benefits	0	2,774	0	0	0
<b>Total Personal Services</b>	<b>\$0</b>	<b>\$9,945</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
521000 Professional Services	\$429,758	\$88,289	\$222,669	\$119,149	\$519,149
522000 Utilities	0	0	0	0	0
523000 Equipment Rental	0	0	0	0	0
524000 Repair & Maintenance	0	0	0	0	0
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	765,235	493,104	613,175	884,682	935,625
531000 Office Supplies	0	0	50	15,100	100
532000 Operating Supplies	0	0	0	0	0
533000 Repair & Maintenance Supplies	0	0	0	0	0
534000 Minor Equipment	0	0	0	0	0
535000 Clothing	0	0	0	0	0
539000 Other Commodities	0	0	600	500	500
541000 Education	0	0	0	0	0
542000 Local Travel	0	0	0	0	0
543000 Out-of-Town Travel	54,751	690	10,000	0	15,000
544000 External Rent	0	0	0	0	0
545000 Interest	0	913	20,000	2,000	2,000
546000 Refunds	682,121	641,130	880,000	1,154,154	1,154,154
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	371,270	2,833,666	2,902,936	6,630,654	1,819,952
<b>Subtotal Direct Materials &amp; Services</b>	<b>\$2,303,135</b>	<b>\$4,057,792</b>	<b>\$4,649,430</b>	<b>\$8,806,239</b>	<b>\$4,446,480</b>
551000 Fleet Services	\$0	\$0	\$200	\$200	\$200
552000 Printing/Distribution	7,972	2,896	6,200	5,700	5,700
553000 Facilities Services	0	0	500	1,000	1,000
554000 Communications	1,432	0	200	250	250
555000 Data Processing	24,989	36,553	0	50,000	50,000
556000 Insurance	20,641	0	0	0	0
557000 Equipment Lease	174,920	63,500	63,499	95,524	95,524
558000 Same Fund Services	64,465	70,091	319,068	51,471	160,868
559000 Other Fund Services	779,753	856,184	0	0	0
<b>Subtotal Service Reimbursements</b>	<b>\$1,074,172</b>	<b>\$1,029,224</b>	<b>\$389,667</b>	<b>\$204,145</b>	<b>\$313,542</b>
<b>Total Materials &amp; Services</b>	<b>\$3,377,307</b>	<b>\$5,087,016</b>	<b>\$5,039,097</b>	<b>\$9,010,384</b>	<b>\$4,760,022</b>
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	0	0	0	0	0
563000 Improvements	18,258	0	0	0	0
564000 Equipment	4,375	9,265	110,000	0	0
565000 Equipment Lease Purchase	0	0	0	0	0
<b>Total Capital Outlay</b>	<b>\$22,633</b>	<b>\$9,265</b>	<b>\$110,000</b>	<b>\$0</b>	<b>\$0</b>
573000 Cash Transfers - Equipment	\$0	\$0	\$0	\$0	\$0
<b>Total Appropriation</b>	<b>\$3,399,940</b>	<b>\$5,106,226</b>	<b>\$5,149,097</b>	<b>\$9,010,384</b>	<b>\$4,760,022</b>

### Other Operating Funds

Other Operating Funds refer to the group of funds used to pay for direct service operations that are nearly or entirely independent of General Fund support. Each of these funds has some kind of restricted revenue--ranging from State gas tax to sewer fees, from special property tax levies to building permits--that is dedicated to a specific purpose. These funds include City-owned enterprises such as the water and sewer utilities, parking garages, or golf courses. They also include other operations such as the Office of Transportation, the Bureau of Emergency Communications, or the Bureau of Buildings.

The budget pages for each of these funds begins with a summary of the entire fund, showing:

- Revenues (the fund summary uses the more formally correct term "Resources," which includes both current-year revenues and beginning fund balance);
- Direct service expenses ("Bureau Requirements"), such as personnel costs, materials and services, or capital outlay; and
- Financial needs such as contingencies and interfund transfers ("fund-level requirements").

For most funds with direct service operations, the fund summary is followed by a series of pages detailing and discussing those direct service expenses. These pages include:

- A summary for the bureau as a whole;
- Individual programs within the bureau;
- Line item expense estimates; and
- Detailed information on the number and salary cost of all authorized full-time positions.



**ASSESSMENT COLLECTION FUND (114)**

**FUND SUMMARY**

	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>RESOURCES</u></b>					
<i>Revenue</i>					
<i>Miscellaneous Revenues</i>					
<i>Interest on Investments</i>	\$19,743	\$19,880	\$19,200	\$20,000	\$20,000
<i>Interest Income-Other</i>	23,748	26,602	23,600	19,000	19,000
<i>Real Estate Contract</i>	0	0	1,400	0	0
<i>Principal Payment</i>	0	0	5,000	0	0
<b>Total Revenue</b>	<b>43,491</b>	<b>46,482</b>	<b>49,200</b>	<b>39,000</b>	<b>39,000</b>
<i>Beginning Fund Balance</i>	495,000	449,218	480,500	469,000	469,000
<b>TOTAL RESOURCES</b>	<b>\$538,491</b>	<b>\$495,700</b>	<b>\$529,700</b>	<b>\$508,000</b>	<b>\$508,000</b>
<b><u>REQUIREMENTS</u></b>					
<i>Bureau Requirements</i>					
<i>Personal Services</i>	0	0	0	0	0
<i>External Materials &amp; Services</i>	1,624	0	3,000	3,000	3,000
<i>Internal Materials &amp; Services</i>					
<i>General Fund</i>	66,659	44,880	46,700	46,165	48,159
<i>Fleet Operating</i>	0	0	2,691	2,065	2,065
	66,659	44,880	49,391	48,230	50,224
<i>Capital Outlay</i>	5,435	0	0	0	0
<b>Total Bureau Requirements</b>	<b>73,718</b>	<b>44,880</b>	<b>52,391</b>	<b>51,230</b>	<b>53,224</b>
<i>General Operating Contingency</i>	0	0	471,299	447,779	445,785
<i>Transfer to Other Fund-Cash</i>					
<i>General Overhead</i>	3,192	3,447	6,010	8,991	8,991
<i>Unappropriated Ending Balance</i>	461,581	447,373	0	0	0
<b>TOTAL REQUIREMENTS</b>	<b>\$538,491</b>	<b>\$495,700</b>	<b>\$529,700</b>	<b>\$508,000</b>	<b>\$508,000</b>
<b><u>EXPENDITURES - AU 250</u></b>					
<i>External Materials and Services</i>					
<i>310 Office Supplies</i>	1,624	0	3,000	3,000	3,000
<i>Internal Materials and Services</i>					
<i>5510 Fleet Services</i>	0	0	2,691	2,065	2,065
<i>5590 Other Fund Services</i>	66,659	44,880	46,700	46,165	48,159
	66,659	44,880	49,391	48,230	50,224
<i>Capital Outlay</i>					
<i>640 Equipment</i>	5,435	0	0	0	0
<b>TOTAL APPROPRIATION</b>	<b>73,718</b>	<b>44,880</b>	<b>52,391</b>	<b>51,230</b>	<b>53,224</b>

This fund acquires property subject to foreclosure because of delinquent liens. The fund purchases liens receivable which then become a City asset subject to management and disposition in accordance with applicable rules and regulations.



**AUTOPORT OPERATING FUND (158)**

**FUND SUMMARY**

	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 89-90</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>RESOURCES</u></b>					
<i>Revenue</i>					
<i>Service Charges/Fees</i>					
<i>Parking Fees</i>	\$713,938	\$750,063	\$765,958	\$902,485	\$902,485
<i>Rents &amp; Reimbursements</i>	96,920	72,480	82,000	44,184	44,184
	810,858	822,543	847,958	946,669	946,669
<i>Local Government Sources</i>	0	0	0	8,640	8,640
<i>Miscellaneous Revenues</i>					
<i>Interest on Investments</i>	36,617	19,286	16,102	12,775	12,775
<i>Other Misc. Revenues</i>	8,822	7,592	8,900	4,025	4,025
	45,439	26,878	25,002	16,800	16,800
<b>Total Revenue</b>	<b>856,297</b>	<b>849,421</b>	<b>872,960</b>	<b>972,109</b>	<b>972,109</b>
<i>Transfers from Other Funds – Svc. Reimb.</i>					
<i>General</i>	14,008	22,677	26,700	215,820	215,820
<i>Buildings</i>	0	0	0	82,080	82,080
<i>Communications Services</i>	0	0	0	1,080	1,080
<i>Facilities Services</i>	0	0	7,200	11,880	11,880
<i>Fire and Police Disability</i>	16	0	0	0	0
<i>Fleet Services</i>	0	0	0	21,315	21,315
<i>Hydropower</i>	0	0	0	2,160	2,160
<i>Justice Center</i>	0	0	0	8,640	8,640
<i>Portland Building Operating</i>	4,680	6,480	0	0	0
<i>Printing/Distribution Services</i>	0	0	0	57,824	57,824
<i>Sewer System Operating</i>	0	0	0	43,200	43,200
<i>Transportation Operating</i>	0	0	0	35,640	35,640
<i>Water</i>	0	0	0	27,000	27,000
	18,704	29,157	33,900	506,639	506,639
<i>Transfers from Other Funds – Cash</i>					
<i>General</i>	0	0	75,000	0	0
<i>Beginning Fund Balance</i>					
<i>Encumbered</i>	0	0	27,367	0	0
<i>Unencumbered</i>	356,708	49,672	120,050	70,066	220,066
<b>Total Beginning Fund Balance</b>	<b>356,708</b>	<b>49,672</b>	<b>147,417</b>	<b>70,066</b>	<b>220,066</b>
<b>TOTAL RESOURCES</b>	<b>\$1,231,709</b>	<b>\$928,250</b>	<b>\$1,129,277</b>	<b>\$1,548,814</b>	<b>\$1,698,814</b>
<b><u>REQUIREMENTS</u></b>					
<i>Bureau Requirements</i>					
<i>External Materials &amp; Svcs</i>	\$286,378	\$265,945	\$361,831	\$347,256	\$347,256
<i>Internal Materials &amp; Svcs</i>					
<i>General</i>	94,251	120,422	35,033	31,907	31,907

**AUTOPORT OPERATING FUND (158)**

**FUND SUMMARY**

	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 89-90</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><i>REQUIREMENTS - Continued</i></b>					
<i>Transportation Operating</i>	109,682	116,423	128,719	148,254	148,254
<i>Communications Services</i>	950	903	1,129	373	373
<i>Equipment Acquisition</i>	0	0	0	214,140	214,140
<i>Ins./Claims Operating</i>	13,204	3,121	3,905	5,626	5,626
<i>Facilities Services</i>	0	0	197,130	164,679	164,679
	<b>218,087</b>	<b>240,869</b>	<b>365,916</b>	<b>564,979</b>	<b>564,979</b>
<i>Capital Outlay</i>	88,000	50,436	40,090	0	350,000
<i>Equipment Cash Transfers</i>	0	0	0	0	0
<b>Total Bureau Requirements</b>	<b>592,465</b>	<b>557,250</b>	<b>767,837</b>	<b>912,235</b>	<b>1,262,235</b>
<b><i>Contingency</i></b>					
<i>General Operating Contingency</i>	0	0	223,023	308,288	108,288
<i>Encumbrance Carryover</i>	0	0	0	0	0
	<b>0</b>	<b>0</b>	<b>223,023</b>	<b>308,288</b>	<b>108,288</b>
<b><i>Transfers to Other Funds - Cash</i></b>					
<i>General Fund - Overhead</i>	9,431	4,452	12,600	14,479	14,479
<i>General Fund Tax Offset</i>	80,141	31,562	37,062	28,213	28,213
<i>Transportation Operating</i>	500,000	90,000	88,755	285,599	285,599
	<b>589,572</b>	<b>126,014</b>	<b>138,417</b>	<b>328,291</b>	<b>328,291</b>
<i>Unappropriated Ending Balance</i>	49,672	244,986	0	0	0
<b>TOTAL REQUIREMENTS</b>	<b>\$1,231,709</b>	<b>\$928,250</b>	<b>\$1,129,277</b>	<b>\$1,548,814</b>	<b>\$1,698,814</b>

**GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR**

The Portland Autoport garage provides over 625 public parking spaces, for both short and long-term parking, and over 360 spaces for City-owned vehicles based downtown. Revenues are derived from parking and carpool fees, estimated to bring in nearly \$902,500 in 1991-92. This increase is due to an increase in the monthly parking rate from \$75 to \$90 per month, effective April 1, 1991. The Bureau of General Services manages the parking garage system, but contracts with the Association for Portland Progress (APP) for operational management of the garages. The City also manages and leases out commercial space, with estimated 1991-92 gross revenues of \$44,184. The commercial space, vacated since early in 1990-91, will be occupied by the Bureau of General Services' Printing and Distribution Services Division, which will move its main operations from the County-owned Ford building on the east side of the river. Although not as lucrative as if the space were rented for commercial purposes, having this City bureau in the space will provide stable funding source for a number of years.

A new revenue source beginning in FY 1991-92 will be charging City bureaus the monthly rate for parking of fleet vehicles and personal vehicles used for City business. This was a recommendation made in the City Auditors 1989 report on the management of the City's parking garages, and was approved by the City Council on February 6, 1991. These interagency charges will increase annual revenues by nearly \$470,000. For 1991-92, the General Fund will be held harmless for its share of these fleet vehicle

charges, due to the fiscal constraints put on the General Fund by the passage of the Measure 5 property tax limit. The General Fund bureaus have included these fleet parking charges in their 1991-92 budgets, but the General Fund has consequently reduced its cash transfer to the Transportation Operating Fund by \$198,000 in order for General Fund bureaus to pay for their fleet parking charges. The Autoport has also increased its cash transfer to the Transportation Operating Fund by \$198,000 to replace the lost General Fund transfer amount. This increase in the cash transfer to Transportation is shown in the "Transfers to Other Funds - Cash" requirements above.

Other increases in the Autoport expenditures include service reimbursement transfers (Internal Materials and Services) to the Equipment Acquisition Fund in the amount of \$214,140 to cover debt service payment for structural repairs. In addition, the Autoport Fund has budgeted \$350,000 in capital costs associated with this project.

**PORTLAND AUTOPORT (709)**

Autoport Operating Fund (158)

Finance and Administration

**APPROPRIATION SUMMARY**

	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 89-90</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>EXPENDITURES</u></b>					
<i>Personal Services</i>	\$0	\$0	\$0	\$0	\$0
<i>External Materials and Services</i>	\$286,378	\$265,945	\$361,831	\$347,256	\$347,256
<i>Internal Materials and Services</i>	218,087	240,869	365,916	564,979	564,979
<i>Capital Outlay</i>	88,000	50,436	40,090	0	350,000
<i>Cash Transfers-Equipment</i>	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$592,465</b>	<b>\$557,250</b>	<b>\$767,837</b>	<b>\$912,235</b>	<b>\$1,262,235</b>
<b><u>Authorized Full-Time Positions</u></b>					
<i>Total</i>	0	0	0	0	0
<b><u>FUNDING SOURCES</u></b>					
<i>General Fund Discretionary</i>		\$0	\$0	\$0	\$0
<b><u>Non-Discretionary Resources</u></b>					
<i>Grants</i>		0	0	0	0
<i>Contract Revenue</i>		0	0	0	0
<i>Interagency Services</i>		29,157	33,900	506,639	506,639
<i>Bureau/Operating Fund Revenue</i>		528,093	733,937	405,596	755,596
<i>Total Non-Discretionary Resources</i>		\$557,250	\$767,837	\$912,235	\$1,262,235
<b>TOTAL FUNDING</b>		<b>\$557,250</b>	<b>\$767,837</b>	<b>\$912,235</b>	<b>\$1,262,235</b>
<b><u>PROGRAMS</u></b>					
<i>Parking Operations</i>		\$540,185	\$720,058	\$869,834	\$1,219,834
<i>Commercial Space</i>		17,065	47,779	42,401	42,401
<b>TOTAL PROGRAM</b>		<b>\$557,250</b>	<b>\$767,837</b>	<b>\$912,235</b>	<b>\$1,262,235</b>

**GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR**

The Portland Autoport garage provides over 625 public parking spaces, for both short and long-term parking, and over 360 spaces for City-owned vehicles based downtown. Revenues are derived from parking and carpool fees, estimated to bring in nearly \$902,500 in 1991-92. This increase is due to an increase in the monthly parking rate from \$75 to \$90 per month, effective April 1, 1991. The Bureau of General Services manages the parking garage system, but contracts with the Association for Portland Progress (APP) for operational management of the garages. The contract total \$237,776 in 1991-92, an increase of 6.4% over the current fiscal year.

The 1991-92 operating budget for the Autoport is \$1,262,235, an increase of 64% over the 1990-91 revised budget of \$767,837. The major increase over the 1990-91 revised budget is the first year payment for the Seismic Reinforcement Project. A recent structural audit showed that even a moderate earthquake would result in major damage to the garage. The Seismic Reinforcement Project was estimated to cost \$700,000. The FY 91-92 Autoport budget has allocated \$564,140 to this project. \$350,000 in construction costs, and \$214,140 in Master Lease payments. Other increases included: service reimbursement charges to Transportation to pay for the Parking Manager and the Central Business District program increased by \$20,000, and an increase in the payment to the APP for the Autoport's proportional share of the promotional expenses for the six City-owned garages (\$14,000), were offset by savings in utilities (\$14,000), property taxes on the retail space (\$7,000), and reduced capital improvements and maintenance costs (\$33,000).

**PORTLAND AUTOPORT (709)**

Autoport Operating Fund (158)

Finance and Administration

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 89-90</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>PARKING OPERATIONS</u></b>				
<i>Total Expenditures</i>	\$540,185	\$720,058	\$869,834	\$1,219,834
<i>Authorized Full-Time Positions</i>	0.00	0.00	0.00	0.00
<i>Performance/Workload Measures:</i>				
Gross Revenues per Year	\$750,063	\$765,958	\$902,485	\$902,485
Percentage of Short-Term Parking	31%	53%	60%	60%

This program is responsible for providing short and long-term parking to promote downtown economic development while generating income to operate and manage a professional parking operation. Gross revenue from parking fees is anticipated to be \$902,500 in FY 1991-92.

Primary management services and policy direction are provided by General Services, which contracts with the Association of Portland Progress to provide operations, security, janitorial, and promotional services. General Services maintains the mechanical equipment of the facility. Increases in the 1991-92 budget are mainly from the budgeting of \$564,140 for partial payment of the Seismic Reinforcement Project. This project was determined to be necessary when a structural audit of the garage showed it lacked adequate reinforcement to withstand even a moderate earthquake in the area.

**COMMERCIAL SPACE**

<i>Total Expenditures</i>	\$17,065	\$47,779	\$42,401	\$42,401
<i>Authorized Full-Time Positions</i>	0.00	0.00	0.00	0.00
<i>Performance/Workload Measures:</i>				
Occupancy Rate	0%	100%	100%	100%

This program operates and maintains the commercial space within the Autoport Garage. Although the space is currently empty, the Bureau of General Services' Printing and Distribution Services will relocate its main operations to the Autoport as of July 1, 1991. The 1991-92 budget of the Commercial Space Program is decreasing slightly based on reduced property taxes and utilities costs.

**PORTLAND AUTOPORT (709)**

**Autoport Operating Fund (158)**

**Finance and Administration**

**LINE ITEM APPROPRIATIONS**

<i>Expenditure Classification</i>	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 89-90</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
511000 Full-Time Employees	\$0	\$0	\$0	\$0	\$0
512000 Part-Time Employees	0	0	0	0	0
514000 Overtime	0	0	0	0	0
515000 Premium Pay	0	0	0	0	0
517000 Benefits	0	0	0	0	0
<b>Total Personal Services</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
521000 Professional Services	\$177,523	\$210,739	\$223,498	\$237,776	\$237,776
522000 Utilities	66,921	63,676	84,240	69,782	69,782
523000 Equipment Rental	0	0	0	0	0
524000 Repair & Maintenance	334	324	2,750	0	0
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	13,265	19,403	4,500	0	0
531000 Office Supplies	0	(27,367)	0	0	0
532000 Operating Supplies	300	0	0	0	0
533000 Repair & Maintenance Supplies	0	0	0	0	0
534000 Minor Equipment	0	0	0	0	0
535000 Clothing	0	0	0	0	0
539000 Other Commodities	0	0	0	0	0
541000 Education	0	0	0	0	0
542000 Local Travel	0	0	0	0	0
543000 Out-of-Town Travel	0	0	0	0	0
544000 External Rent	0	0	0	0	0
545000 Interest	0	0	0	0	0
546000 Refunds	1,710	(830)	500	0	0
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	26,325	0	46,343	39,698	39,698
<b>Subtotal External Materials &amp; Services</b>	<b>\$286,378</b>	<b>\$265,945</b>	<b>\$361,831</b>	<b>\$347,256</b>	<b>\$347,256</b>
551000 Fleet Services	\$0	\$0	\$0	\$0	\$0
552000 Printing/Distribution	0	0	0	0	0
553000 Facilities Services	0	0	197,130	164,679	164,679
554000 Communications	950	903	1,129	373	373
555000 Data Processing	0	0	0	0	0
556000 Insurance	13,204	3,121	3,905	5,626	5,626
557000 Equipment Lease	0	0	0	214,140	0
558000 Same Fund Services	0	0	0	0	0
559000 Other Fund Services	203,933	236,845	163,752	180,161	394,301
<b>Subtotal Internal Materials &amp; Services</b>	<b>\$218,087</b>	<b>\$240,869</b>	<b>\$365,916</b>	<b>\$564,979</b>	<b>\$564,979</b>
<b>Total Materials &amp; Services</b>	<b>\$504,465</b>	<b>\$506,814</b>	<b>\$727,747</b>	<b>\$912,235</b>	<b>\$912,235</b>
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	0	24,536	0	0
564000 Equipment	88,000	50,436	15,554	0	0
565000 Equipment Lease Purchase	0	0	0	0	350,000
<b>Total Capital Outlay</b>	<b>\$88,000</b>	<b>\$50,436</b>	<b>\$40,090</b>	<b>\$0</b>	<b>\$350,000</b>
573000 Cash Transfers - Equipment	\$0	\$0	\$0	\$0	\$0
<b>Total Appropriation</b>	<b>\$592,465</b>	<b>\$557,250</b>	<b>\$767,837</b>	<b>\$912,235</b>	<b>\$1,262,235</b>

**BUILDINGS OPERATING FUND (116)**

**FUND SUMMARY**

	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 89-90</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><i>RESOURCES</i></b>					
<b><i>Revenue</i></b>					
Licenses and Permits					
Construction Permits	\$6,481,586	\$7,311,657	\$6,223,500	\$5,763,207	\$5,763,207
Other Permits	187,340	275,656	377,548	204,705	204,705
	<u>6,668,926</u>	<u>7,587,313</u>	<u>6,601,048</u>	<u>5,967,912</u>	<u>5,967,912</u>
Service Charges and Fees					
Inspection Fees	140,837	209,577	185,000	225,870	265,870
Miscellaneous Fees & Charges	117,280	141,246	155,552	196,487	196,487
	<u>258,117</u>	<u>350,823</u>	<u>340,552</u>	<u>422,357</u>	<u>462,357</u>
Local Government Sources					
Multnomah Cnty Cost Sharing	88,233	92,051	92,100	0	0
Local Cost Sharing	993	3,984	0	0	0
	<u>89,226</u>	<u>96,035</u>	<u>92,100</u>	<u>0</u>	<u>0</u>
Miscellaneous Revenues					
Collection of Open Liens	120,409	106,150	101,300	100,000	100,000
Lien Interest	0	0	0	6,000	6,000
Interest on Investments	0	256,093	185,000	200,000	200,000
Other Miscellaneous Revenues	59,910	21,733	22,600	30,000	30,000
	<u>180,319</u>	<u>383,976</u>	<u>308,900</u>	<u>336,000</u>	<u>336,000</u>
<b><i>Total Revenue</i></b>	<u><b>7,196,588</b></u>	<u><b>8,418,147</b></u>	<u><b>7,342,600</b></u>	<u><b>6,726,269</b></u>	<u><b>6,766,269</b></u>
<b><i>Transfers from Other Funds – Cash</i></b>					
General – Operating	326,232	217,488	0	0	0
General – Overhead Offset	920,575	269,760	0	0	0
General – Neighborhood Quality Housing/Comm Dev-Indirect	940,816	1,134,946	1,240,348	1,065,817	1,117,002
	<u>0</u>	<u>0</u>	<u>50,194</u>	<u>59,024</u>	<u>59,024</u>
	<u>2,187,623</u>	<u>1,622,194</u>	<u>1,290,542</u>	<u>1,124,841</u>	<u>1,176,026</u>
<b><i>Transfers from Other Funds – Svc. Reimb.</i></b>					
General	68	1,000	1,000	1,000	1,000
Housing/Comm Development	127,250	217,952	297,709	398,987	398,987
Refuse Disposal	0	0	0	200,470	200,470
Sewer Operating	33,784	37,228	93,820	91,845	91,994
	<u>161,102</u>	<u>256,180</u>	<u>392,529</u>	<u>692,302</u>	<u>692,451</u>
<b><i>Beginning Fund Balance</i></b>					
Unencumbered	0	1,740,147	2,395,458	4,395,736	4,543,010
Encumbered	0	0	0	35,000	114,328
	<u>0</u>	<u>1,740,147</u>	<u>2,395,458</u>	<u>4,430,736</u>	<u>4,657,338</u>
<b><i>TOTAL RESOURCES</i></b>	<u><b>\$9,545,313</b></u>	<u><b>\$12,036,668</b></u>	<u><b>\$11,421,129</b></u>	<u><b>\$12,974,148</b></u>	<u><b>\$13,292,084</b></u>

**BUILDINGS OPERATING FUND (116)**

**FUND SUMMARY**

	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 89-90</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>REQUIREMENTS</u></b>					
<b><u>Bureau Requirements</u></b>					
<i>Personal Services</i>	5,486,662	6,010,606	6,859,158	7,246,802	7,681,359
<i>External Materials &amp; Services</i>	342,775	405,714	1,097,428	854,167	1,011,424
<b><u>Internal Materials &amp; Services</u></b>					
General Fund	172,450	105,871	67,177	123,910	128,416
Autoport Fund	0	0	0	82,080	82,080
Computer Services Fund	0	0	0	50,940	50,940
Printing & Distribution Services	161,055	209,264	181,036	178,338	178,338
Communication Services	101,235	91,927	96,104	102,204	102,204
Facilities Services	269,955	262,475	278,520	293,605	293,605
Fleet Services	163,719	171,197	288,430	253,954	253,954
Insurance and Claims	9,007	20,858	73,175	76,394	76,394
Workers Compensation	149,619	166,707	139,191	129,649	129,649
	1,027,040	1,028,299	1,123,633	1,291,074	1,295,580
<i>Capital Outlay</i>	28,114	208,874	279,832	50,000	141,876
<b><u>Cash Transfers--New Equipment</u></b>					
Fleet Services	0	48,600	40,000	0	0
<b>Total Bureau Requirements</b>	<b>6,884,591</b>	<b>7,702,093</b>	<b>9,400,051</b>	<b>9,442,043</b>	<b>10,130,239</b>
<b><u>Fund Requirements</u></b>					
<b><u>Contingency</u></b>					
General Operating Contingency	0	0	1,531,161	2,718,548	2,735,596
Compensation Adjustments	0	0	0	352,308	0
Encumbrance Carryover	0	0	0	35,000	0
	0	0	1,531,161	3,105,856	2,735,596
<b><u>Cash Transfers to Other Funds</u></b>					
General - Overhead	920,575	543,776	489,917	422,582	422,582
Fleet Services	0	0	0	3,667	3,667
Health Insurance	0	34,757	0	0	0
Housing & Community Developm	0	41,909	0	0	0
	920,575	620,442	489,917	426,249	426,249
<b>Unappropriated Ending Balance</b>	<b>1,740,147</b>	<b>3,714,133</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Fund Requirements</b>	<b>2,660,722</b>	<b>4,334,575</b>	<b>2,021,078</b>	<b>3,532,105</b>	<b>3,161,845</b>
<b>TOTAL REQUIREMENTS</b>	<b>\$9,545,313</b>	<b>\$12,036,668</b>	<b>\$11,421,129</b>	<b>\$12,974,148</b>	<b>\$13,292,084</b>

The Buildings Operating Fund is used to track revenues and expenses of the Bureau of Buildings. Established in July 1988, the fund allows the growth of reserves when the local construction economy is strong, to serve as a cushion against the inevitable downturns. The Bureau's policy is to maintain a reserve of approximately 13.25% of the annual operating budget (or about \$1.2 million in FY 1991-92). The projected beginning fund balance of \$4.7 million for 1991-92 is well above that target, so the Bureau will not be raising its permit fees for 1991-92, instead drawing down the balance during the year. Given some rough assumptions about the Bureau's actual expenditures compared to its budget and a mild slowdown in revenues, the Buildings Fund will end FY 1991-92 with a balance of about \$3.0 million, which is \$1.4 million less than the beginning balance but still comfortably above the reserve target.



**BUREAU OF BUILDINGS (520)**

Buildings Operating Fund (116)

Public Utilities

**APPROPRIATION SUMMARY**

	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>EXPENDITURES</u></b>					
<i>Personal Services</i>	\$5,486,662	\$6,010,606	\$6,859,158	\$7,246,802	\$7,681,359
<i>External Materials and Services</i>	342,775	405,714	1,097,428	854,167	1,011,424
<i>Internal Materials and Services</i>	1,027,040	1,028,299	1,123,633	1,291,074	1,295,580
<i>Capital Outlay</i>	28,114	208,874	279,832	50,000	141,876
<i>Cash Transfers--Equipment</i>	0	48,600	40,000	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$6,884,591</b>	<b>\$7,702,093</b>	<b>\$9,400,051</b>	<b>\$9,442,043</b>	<b>\$10,130,239</b>
<b><u>Authorized Full-Time Positions</u></b>					
<i>Total</i>	128	132	141	146	146
<i>General Fund Discretionary</i>	15.5	17.4	22.0	17.0	17.0
<b><u>FUNDING SOURCES</u></b>					
<i>General Fund Discretionary</i>		\$1,036,836	\$1,197,350	\$1,016,901	\$1,068,086
<b><u>Non-Discretionary Resources</u></b>					
<i>Grants and Donations</i>		0	0	0	0
<i>Contract Revenue</i>		92,051	92,100	0	0
<i>Interagency Services</i>		256,180	392,529	692,302	692,451
<i>Bureau Revenue</i>		6,317,026	7,718,072	7,732,840	8,369,702
<b>Total Non-Discretionary Resources</b>		<b>\$6,665,257</b>	<b>\$8,202,701</b>	<b>\$8,425,142</b>	<b>\$9,062,153</b>
<b>TOTAL FUNDING</b>		<b>\$7,702,093</b>	<b>\$9,400,051</b>	<b>\$9,442,043</b>	<b>\$10,130,239</b>
<b><u>PROGRAMS</u></b>					
<i>Administration</i>		\$1,353,799	\$1,404,564	\$1,320,202	\$1,603,553
<i>Code Compliance</i>		246,421	354,709	457,747	476,635
<i>Commercial Inspections</i>		3,094,646	3,505,242	3,457,083	3,719,763
<i>Combination Inspections</i>		24,073	114,888	389,455	408,163
<i>Plan Review/Permits</i>		1,728,366	1,874,006	1,891,211	1,944,595
<i>Neighborhood Inspections</i>		1,254,788	2,146,642	1,926,345	1,977,530
<b>TOTAL PROGRAM</b>		<b>\$7,702,093</b>	<b>\$9,400,051</b>	<b>\$9,442,043</b>	<b>\$10,130,239</b>

**GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR**

The Bureau of Buildings is responsible for enforcement of the Uniform Building Code and the related electrical, plumbing, and mechanical codes, through the issuance of building permits and the inspection of all permitted construction. The Neighborhood Inspections program provides for the abatement of nuisances, substandard housing, and dangerous structures, removal of abandoned vehicles, and noise control. All of the programs except Neighborhood Inspections are self-supporting through building permits and other construction-related revenues.

The total 1991-92 budget for the Bureau of Buildings is \$10,130,239, which is about \$730,000 more than the FY 1990-91 budget, with the number of authorized full-time positions increasing from 141 to 146. Adjusting for a \$204,000 computer system budgeted in 1990-91 but not in 1991-92, the 1991-92 budget represents a growth of 10%, including cost-of-living salary increases.

## **BUREAU OF BUILDINGS (520)**

Buildings Operating Fund (116)

Public Utilities

*APPROPRIATION SUMMARY*

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Three of the additional positions are a continuation of positions that the City Council created mid-year during 1990-91: a Building Inspector and Mechanical Inspector to respond to the growing inspections workload, and a City-Community Liaison to improve the Bureau's outreach to the construction community and address a backlog of public information materials. The other two are in the Neighborhood Inspections program and are funded by interagency agreement with the Housing and Community Development (HCD) program, as described below. The 1991-92 budget also includes support for the Code Hearings Officer, nearly all of whose work is generated by the activities of the Bureau of Buildings. The direct cost of the Hearings Officer function will still be part of the Office of the City Auditor, but about \$127,000 of it will be reimbursed by the Bureau of Buildings so it can be incorporated into the cost base from which the Bureau's fees are derived.

The costs and revenues pertaining to the Neighborhood Inspections program are tracked separately from the construction permit revenues and expenses; those Neighborhood Inspections costs that are not recovered from related revenues are subsidized by a transfer from the General Fund. Beginning in 1991-92, a garbage franchise fee will be instituted by the Bureau of Environmental Services as part of a reform of the Portland residential garbage hauling industry; \$200,470 of the revenue expected from that source will be transferred to the Buildings Fund to support nuisance abatement and debris removal programs related to illegal dumping. This amount offsets most of the reduction in the General Fund transfer that resulted from the Measure 5 property tax losses; that transfer was about \$243,000 less than would have been needed to maintain current services absent some other revenue source.

In addition, the Housing and Community Development (HCD) Fund will be supporting 4 positions in 1991-92, up from 2.5 in 1990-91. (Actually, two positions are created in the Neighborhood Inspections section, but the increase is offset by the assignment of half of the Noise Control Officer's time to the Commercial Inspections program, corresponding to the portion of his time that is spent on construction-related noise violations). The additional HCD-funded positions will be used to continue the derelict buildings program, under which owners of housing with significant code violations must pay a quarterly registration fee until their property is brought up to code. Originally, the program was intended to be self-supporting through the fees, but actual experience with the program shows that owners respond more quickly than had been expected, so the quarterly registration fees by themselves are not enough to support the inspections.

### **BUREAU PERFORMANCE OBJECTIVES**

1. Protect lives and property by appropriate enforcement of construction codes in the construction and reconstruction of buildings.
  - a. Complete the implementation and first full operating year of the one- and two-family dwelling inspection program, using combination inspectors who are cross-trained for structural, electrical, mechanical, and plumbing inspections.
  - b. Document common procedures for plumbing, mechanical, and electrical plan review and coordinate them with the structural plan review.
  - c. Prepare for an electrical program audit by the State of Oregon.
  - d. Document the procedures for Industrial Plant electrical inspections.
  - e. Complete the merger of the Structural and Mechanical Sections by developing a training program for A-level structural/mechanical inspectors.

## **BUREAU OF BUILDINGS (520)**

**Buildings Operating Fund (116)**

**Public Utilities**

***APPROPRIATION SUMMARY***

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2. Encourage the maintenance and stability of neighborhoods through the enforcement of zoning and noise codes.
  - a. Evaluate and implement recommendations of the Code Enforcement Task Force, where such recommendations result in more effective enforcement methods that can be implemented within the limitations of Measure 5.
  - b. Evaluate the effects of the potential loss of the DEQ noise program on the City of Portland noise program.
3. Preserve the housing stock of the City of Portland by enforcing the housing and nuisance codes.
  - a. Update the housing, nuisance and dangerous buildings codes.
  - b. Begin targeted code enforcement in one or two Southeast neighborhoods with HCD funding.
4. Improve service delivery through an on-going program of staff involvement and training.
  - a. Implement a bureau-wide "Coaching and Staff Development" system.
5. To continue efforts at involving the construction industry in bureau operations and at providing information to the industry.
  - a. Continue periodic meetings with design associations, contractor trade associations and other industry groups.
  - b. Participate in local industry exhibitions and trade shows.
  - c. Publish more frequent news bulletins on bureau actions and code changes and interpretations for the industry.
6. Complete the implementation of the bureau computer system and investigate added technology that may assist in management of the workload.
7. Increase bureau hiring and promotion of women and minorities.
  - a. Work with Personnel Services on more recruitment outreach in order to increase the pool of female and minority job applicants.
  - b. Institute a summer internship for female and minority engineering and architecture students.

**BUREAU OF BUILDINGS (520)**  
**Buildings Operating Fund (116)**  
**Public Utilities**

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>ADMINISTRATION</u></b>				
<i>Total Expenditures</i>	\$1,353,799	\$1,404,564	\$1,320,202	\$1,603,553
<i>Authorized Full-Time Positions</i>	14.10	12.80	13.80	13.80
<i>Performance/Workload Measures:</i>				
Preparation of Annual Training Plan	1	1	1	1
Prepare Budget	1	1	1	1
Hold Goal-Setting Session with Managers & Supervisors	1	1	1	1
Develop Affirmative Action Internship Program	*	1	1	1
Distribute & Analyze Questionnaire for Minority/Female Employees on their Career Goals	1	1	0	0

This program contains the general management and clerical support staff for the Bureau. The clerical staff handles approximately 250-400 phone calls per day requesting inspections, and this program also is responsible for budgeting, accounting, personnel, and supervision of the Bureau's efforts. The 1991-92 budget for Administration includes the final stages of implementing the Bureau's new computer system (most of which was purchased in FY 1990-91), and a new City-Community Liaison position to increase the Bureau's outreach efforts to the construction industry.

**CODE COMPLIANCE**

<i>Total Expenditures</i>	\$246,421	\$354,709	\$457,747	\$476,635
<i>Authorized Full-Time Positions</i>	6.20	7.20	7.20	7.20
<i>Performance/Workload Measures:</i>				
Enforcement Cases Taken to Hearings Officer	672	800	850	850
Violations Investigated	9,590	12,000	12,000	12,000
Home Occupation Permits	1,261	1,300	300	300

This program processes code violations for the Code Hearings Officer, administers zoning compliance, coordinates zoning and building code violations in the unincorporated County, and conducts inspections and provides reports to Multnomah County for prosecution. Currently there are 3 Field Inspectors who carry out zoning inspections, with about 800-850 active complaints. For 1991-92, this program is budgeted at the current staffing and service level.

**BUREAU OF BUILDINGS (520)**

Buildings Operating Fund (116)

Public Utilities

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>COMMERCIAL INSPECTIONS</u></b>				
<i>Total Expenditures</i>	\$3,094,646	\$3,505,242	\$3,457,083	\$3,719,763
<i>Authorized Full-Time Positions</i>	57.80	60.00	58.50	58.50
<i>Performance/Workload Measures:</i>				
Inspections	123,384	127,100	130,500	130,500
Permits Finaled	37,441	34,000	35,000	35,000
Average Daily Inspections	556	540	560	560
Average Daily Corrections	170	200	247	247
Average Daily Correspondence	90	100	130	130

This program enforces the Oregon structural, fire, and life safety codes, as well as the State specialty codes (plumbing, electrical and mechanical), by performing on-site inspections of new construction or significant remodeling. It provides these services both within the City of Portland and within unincorporated Multnomah County. The 1991-92 budget shifts four positions from this program to Combination Inspections and assumes responsibility for half of the Noise Control function, since about half of the Noise Control Officer's time is spent on construction-related noise violations. The 1991-92 budget also continues two positions, a Building Inspector and a Mechanical inspector, that were added mid-year during 1990-91 in order to respond to a high demand for inspection services.

**COMBINATION INSPECTIONS**

<i>Total Expenditures</i>	\$24,073	\$114,888	\$389,455	\$408,163
<i>Authorized Full-Time Positions</i>	1.00	2.50	6.50	6.50
<i>Performance/Workload Measures:</i>				
Combination Inspections Using New Code	*	5,000	8,000	8,000
Corrections Cited	*	8,000	28,000	28,000

The One- and Two-Family Dwelling Code has replaced the State's specialty codes for new construction and remodeling of one- and two-family houses. This program contains the budget for the Bureau's combination inspectors that are cross-trained to provide structural, mechanical, electrical, and plumbing inspections for one- and two-family dwellings. For 1991-92, four inspector positions are transferred from the Commercial Inspections program.

**BUREAU OF BUILDINGS (520)**

Buildings Operating Fund (116)

Public Utilities

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>PLAN REVIEW/PERMITS</u></b>				
<i>Total Expenditures</i>	\$1,728,366	\$1,874,006	\$1,891,211	\$1,944,595
<i>Authorized Full-Time Positions</i>	34.00	34.00	34.00	34.00
<i>Performance/Workload Measures:</i>				
Commercial Building Permits	3,750	4,000	4,000	4,000
Residential Building Permits	2,537	2,700	2,700	2,700
Electrical Permits	14,687	12,000	12,000	12,000
Mechanical Permits	6,203	6,000	6,000	6,000
Sign Permits	1,493	1,300	6,800	6,800
Plumbing Permits	6,421	6,800	1,300	1,300

The basic service of the permit center is to process construction permit applications and review them for compliance with City and State codes. Permits issued include residential, commercial, mechanical, electrical, sign and plumbing. Sewer connection permits are also provided under interagency agreement with the Bureau of Environmental Services. The 1991-92 budget provides for this program to continue at its current service level, including extra overtime funds in order to cover peak workload periods. The Bureau also plans to continue its Residential Permit Night, which has been growing in popularity with both homeowners and residential contractors and supports its own costs.

**NEIGHBORHOOD INSPECTIONS**

<i>Total Expenditures</i>	\$1,254,788	\$2,146,642	\$1,926,345	\$1,977,530
<i>General Fund Discretionary Expenditures</i>	1,036,836	1,197,350	1,016,901	1,068,086
<i>Authorized Full-Time Positions</i>	18.90	24.50	26.00	26.00
<i>Performance/Workload Measures:</i>				
Housing Inspections	6,878	10,850	11,000	11,000
Nuisance Inspections	23,036	22,000	22,000	22,000
Dangerous Bldg Inspections	2,424	3,000	3,000	3,000
No. Units Upgraded	526	485	800	800
No. Demolitions	58	98	100	100
No. Derelict Bldgs Identified	1,389	515	550	550
No. Nuisance Work Orders Issued	895	771	800	800
Abandoned Auto Investigations	25,573	28,800	34,000	34,000
Noise Violation Field Inspections	876	600	600	600

This program enforces the City's codes for nuisance abatement, abandoned autos, substandard housing, dangerous buildings, and noise. It has been funded in the past by the General Fund, an interagency agreement with the HCD Fund, and its own cost recovery revenue separate from the construction permit revenues. In 1991-92, this program will also receive \$200,470 from the new garbage franchise fee being instituted by the Bureau of Environmental Services. This revenue to the Neighborhood Inspections program will recover part of the cost of nuisance abatement and debris removal activities that are associated with illegal dumping. The revenue from the garbage franchise fee offsets nearly all of the discretionary General Fund revenue that was cut from Neighborhood Inspections because of Measure 5. This program also shifts half of the Noise Control program to the Commercial Inspections program, which generates about half of its workload, and it adds two HCD-funded inspectors to carry out derelict buildings and dangerous buildings activities.

**BUREAU OF BUILDINGS (520)****Buildings Operating Fund (116)****Public Utilities****LINE ITEM APPROPRIATIONS**

<i>Expenditure Classification</i>	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
511000 Full-Time Employees	\$3,933,377	\$4,254,567	\$4,736,362	\$5,018,329	\$5,267,142
512000 Part-Time Employees	73,042	73,156	144,037	115,620	122,211
514000 Overtime	27,094	60,870	73,043	75,000	79,275
515000 Premium Pay	7,235	5,291	7,048	35,676	37,708
517000 Benefits	1,445,914	1,616,722	1,898,668	2,002,177	2,175,023
<b>Total Personal Services</b>	<b>\$5,486,662</b>	<b>\$6,010,606</b>	<b>\$6,859,158</b>	<b>\$7,246,802</b>	<b>\$7,681,359</b>
521000 Professional Services	\$2,723	\$7,912	\$65,000	\$65,000	\$85,000
522000 Utilities	161	0	0	0	0
523000 Equipment Rental	0	0	0	10,266	10,266
524000 Repair & Maintenance	7,918	2,141	23,056	23,056	23,056
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	250,067	236,950	836,454	561,502	709,753
531000 Office Supplies	11,605	18,323	15,604	15,804	15,804
532000 Operating Supplies	19,208	10,712	8,374	8,499	9,974
533000 Repair & Maintenance Supplies	0	325	0	0	0
534000 Minor Equipment	261	3,108	11,634	11,634	11,634
535000 Clothing	3,493	4,039	5,040	5,095	5,095
539000 Other Commodities	0	0	0	0	0
541000 Education	18,753	19,549	22,230	25,363	25,363
542000 Local Travel	1,455	1,239	2,507	2,537	2,537
543000 Out-of-Town Travel	5,941	10,117	12,075	12,045	12,045
544000 External Rent	0	0	0	0	0
545000 Interest	0	0	0	0	0
546000 Refunds	16,480	34,628	68,000	68,000	68,000
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	4,710	56,671	27,454	45,366	32,897
<b>Subtotal External Materials &amp; Services</b>	<b>\$342,775</b>	<b>\$405,714</b>	<b>\$1,097,428</b>	<b>\$854,167</b>	<b>\$1,011,424</b>
551000 Fleet Services	\$163,719	\$171,197	\$288,430	\$253,954	\$253,954
552000 Printing/Distribution	161,055	209,264	181,036	178,338	178,338
553000 Facilities Services	269,955	262,475	278,520	293,605	293,605
554000 Communications	101,235	91,927	96,104	102,204	102,204
555000 Data Processing	170,827	102,276	50,834	50,940	50,940
556000 Insurance	158,626	187,565	212,366	206,043	206,043
557000 Equipment Lease	0	0	0	0	0
558000 Same Fund Services	0	0	0	0	0
559000 Other Fund Services	1,623	3,595	16,343	205,990	210,496
<b>Subtotal Internal Materials &amp; Services</b>	<b>\$1,027,040</b>	<b>\$1,028,299</b>	<b>\$1,123,633</b>	<b>\$1,291,074</b>	<b>\$1,295,580</b>
<b>Total Materials &amp; Services</b>	<b>\$1,369,815</b>	<b>\$1,434,013</b>	<b>\$2,221,061</b>	<b>\$2,145,241</b>	<b>\$2,307,004</b>
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	0	75,504	0	0
564000 Equipment	28,114	208,874	204,328	50,000	141,876
565000 Equipment Lease Purchase	0	0	0	0	0
<b>Total Capital Outlay</b>	<b>\$28,114</b>	<b>\$208,874</b>	<b>\$279,832</b>	<b>\$50,000</b>	<b>\$141,876</b>
573000 Cash Transfers - Equipment	\$0	\$48,600	\$40,000	\$0	\$0
<b>Total Appropriation</b>	<b>\$6,884,591</b>	<b>\$7,702,093</b>	<b>\$9,400,051</b>	<b>\$9,442,043</b>	<b>\$10,130,239</b>

**BUREAU OF BUILDINGS (520)**  
**Buildings Operating Fund (116)**  
**Public Utilities**

**FULL-TIME POSITIONS**

Class	Title	Actual FY 88-89		Actual FY 89-90		Revised Budget FY 90-91		Proposed FY 91-92		Adopted FY 91-92	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
2144	Building Director	1	58,223	1	60,071	1	62,428	1	62,901	1	66,486
3232	Planner A	0	0	0	12,417	1	31,306	1	34,404	1	34,404
3223	Chief Building Plans Examiner	2	80,188	2	72,933	1	42,999	1	43,324	1	45,793
3222	Permit Center Supervisor	1	41,170	1	42,420	1	44,213	1	44,561	1	47,101
3221	Building Plans Examiner II	7	219,019	7	277,902	8	298,024	8	300,312	8	317,432
3220	Building Plans Examiner I	2	55,530	2	34,659	1	31,550	1	31,796	1	33,608
3167	Supervising Engineer	0	0	0	0	1	46,139	1	51,771	1	54,722
3164	Engineer	6	268,308	6	278,504	5	230,696	5	244,080	5	244,080
3163	Engineering Associate B	1	39,435	1	41,807	1	40,592	1	44,288	1	44,288
3153	Engineering Associate A	0	0	0	0	1	29,302	1	31,461	1	31,461
3108	Technician II	0	0	0	0	1	29,302	1	28,548	1	28,548
3107	Technician I	10	215,522	10	214,356	10	242,438	10	258,564	10	258,564
2211	Field Representative II	0	48,840	0	0	0	0	0	0	0	0
2210	Field Representative I	2	97,245	2	55,203	3	81,858	4	109,574	4	115,819
2205	Junior Field Representative	0	0	0	616	0	0	2	39,406	2	41,652
2146	Code Policy Officer	1	49,804	1	52,559	1	54,535	1	54,957	1	58,090
2143	Building Inspections Manager	2	84,520	2	51,574	2	100,312	2	104,140	2	110,076
2142	Chief Building Inspector	1	40,607	1	41,246	1	42,999	0	0	0	0
2141	Senior Building Inspector	0	0	0	0	0	0	2	82,876	2	87,600
2140	Building Inspector	18	590,781	19	661,113	18	658,208	18	666,582	18	704,582
2139	Combination Inspection Supervisor	0	0	0	0	0	0	1	45,491	1	48,084
2138	Housing Services Supervisor	2	68,514	2	120,137	3	123,177	2	86,272	2	91,190
2136	Senior Housing Inspector	0	0	0	0	1	33,938	0	0	0	0
2135	Housing Inspector	10	181,017	10	269,336	13	366,027	12	369,237	12	390,282
2132	Structural/Mechanical Supervisor	0	0	0	0	0	0	1	45,491	1	48,084
2131	Chief Mechanical Inspector	1	40,549	1	41,808	1	43,585	0	0	0	0
2130	Mechanical Inspector	4	137,088	4	147,624	4	147,276	5	185,495	5	196,070
2125	Chief Electrical Inspector	1	40,074	1	41,246	1	42,999	1	45,491	1	48,084
2124	Senior Electrical Inspector	3	76,600	3	119,666	3	123,339	3	124,314	3	131,400
2122	Electrical Inspector I	10	373,126	10	351,054	10	368,126	10	370,990	10	392,140
2120	Sign Inspector	1	34,264	2	57,636	2	73,638	2	74,198	2	78,428
2112	Chief Plumbing Inspector	1	40,006	1	41,246	1	42,999	1	45,491	1	48,084
2111	Senior Plumbing Inspector	2	73,206	2	68,631	2	82,226	2	82,876	2	87,600
2110	Plumbing Inspector	9	290,462	10	343,766	10	368,174	10	370,990	10	392,140
2105	Environmental Soils Specialist	2	65,146	2	67,184	2	70,040	2	70,594	2	74,918
0907	Noise Control Officer	1	33,716	1	34,403	1	34,403	1	36,135	1	38,195
0828	Senior Management Analyst	1	21,139	1	38,366	1	41,670	1	43,240	1	45,705
0827	Management Analyst	1	32,893	1	34,826	1	37,383	1	37,665	1	39,812
0820	Administrative Assistant II	1	36,010	1	39,170	2	75,736	2	82,170	2	86,854
0816	Admin Analyst Technician	0	0	0	24,374	2	50,306	2	50,682	2	53,570
0813	City/Community Liaison	0	0	0	0	0	0	1	40,285	1	42,581
0548	Administrative Services Director	1	47,249	1	49,150	1	51,652	1	51,624	1	54,567
0510	Accounting Assistant	0	10,399	1	12,469	0	0	0	0	0	0
0345	Word Processing Operator I	1	21,643	1	22,464	0	0	0	0	0	0
0222	Secretarial Assistant	1	23,015	1	11,227	0	0	0	0	0	0
0221	Secretarial Clerk II	1	21,485	1	22,152	1	23,093	1	23,266	1	24,592
<b>TOTAL THIS PAGE</b>		<b>108</b>	<b>3,556,793</b>	<b>112</b>	<b>3,855,315</b>	<b>119</b>	<b>4,266,688</b>	<b>123</b>	<b>4,515,542</b>	<b>123</b>	<b>4,736,686</b>



**BUREAU OF BUILDINGS (520)**

Buildings Operating Fund (116)

Public Utilities

*FULL-TIME POSITIONS*

Class	Title	Actual FY 88-89		Actual FY 89-90		Revised Budget FY 90-91		Proposed FY 91-92		Adopted FY 91-92	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
<i>TOTALS FROM PREVIOUS PAGE</i>		108	3,556,793	112	3,855,315	119	4,266,688	123	4,515,542	123	4,736,686
0220	Secretarial Clerk I	9	167,575	9	166,464	8	159,184	8	165,738	8	174,202
0140	Data Entry Clerk	2	35,732	2	34,831	2	39,296	2	38,304	2	40,488
0117	Office Manager II	1	28,409	1	30,343	1	31,550	1	31,796	1	33,608
0115	Supervising Clerk	1	19,579	1	36,668	2	48,109	2	50,410	2	53,283
0114	Clerical Specialist	7	125,289	7	130,946	9	191,535	10	216,539	10	228,875
<i>TOTAL FULL-TIME POSITIONS</i>		128	3,933,377	132	4,254,567	141	4,738,362	146	5,018,329	146	5,267,142

**ECONOMIC IMPROVEMENT DISTRICT (EID) OPERATING (117)**

**FUND SUMMARY**

	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>RESOURCES</u></b>					
<i>Revenue</i>					
<i>Miscellaneous Revenue</i>					
<i>Interest on Investment</i>	\$8,089	\$5,327	\$25,000	\$5,000	\$5,000
<i>Open Lien Receipts</i>	1,337,757	1,566,426	2,162,000	500,000	500,000
	<u>1,345,846</u>	<u>1,571,753</u>	<u>2,187,000</u>	<u>505,000</u>	<u>505,000</u>
<i>Total Revenue</i>	1,345,846	1,571,753	2,187,000	505,000	505,000
<i>Beginning Fund Balance</i>	0	65,430	30,000	20,000	20,000
<b>TOTAL RESOURCES</b>	<b>\$1,345,846</b>	<b>\$1,637,183</b>	<b>\$2,217,000</b>	<b>\$525,000</b>	<b>\$525,000</b>
<b><u>REQUIREMENTS</u></b>					
<i>Bureau Requirements</i>					
<i>Personal Services</i>	\$0	\$0	\$0	\$0	\$0
<i>External Materials &amp; Services</i>	1,280,416	1,620,536	2,217,000	525,000	525,000
<i>Internal Materials &amp; Services</i>	0	0	0	0	0
<i>Capital Outlay</i>	0	0	0	0	0
<i>Equipment Cash Transfers</i>	0	0	0	0	0
<i>Total Bureau Requirements</i>	<u>\$1,280,416</u>	<u>\$1,620,536</u>	<u>\$2,217,000</u>	<u>\$525,000</u>	<u>\$525,000</u>
<i>General Operating Contingency</i>	0	0	0	0	0
<i>Unappropriated Ending Balance</i>	65,430	16,647	0	0	0
<b>TOTAL FUND REQUIREMENTS</b>	<b>\$1,345,846</b>	<b>\$1,637,183</b>	<b>\$2,217,000</b>	<b>\$525,000</b>	<b>\$525,000</b>
<b><u>EXPENDITURES - AU 249</u></b>					
<i>Materials And Services</i>					
<i>5210 Professional Services</i>	\$1,280,416	\$1,620,536	\$2,217,000	\$525,000	\$525,000
<b>TOTAL APPROPRIATION</b>	<b>\$1,280,416</b>	<b>\$1,620,536</b>	<b>\$2,217,000</b>	<b>\$525,000</b>	<b>\$525,000</b>

The Economic Improvement District Fund includes the resources and requirements associated with the Downtown Economic Improvement District. The Downtown Economic Improvement District was created in FY 88-89 and is a three-year program to provide enhanced security, street cleaning and marketing services in the central business district. These services are financed from the proceeds of an annual special assessment on properties located in the improvement district, including publicly owned properties and provided by the Association for Portland Progress (APP) through a management agreement with the City of Portland. The administration of the management agreement is the responsibility of the Office of the City Auditor's, and the associated costs are reimbursed by APP under the terms of the agreement.

Although 1990-91 was the last year of the annual assessments, the funding level reflects the receipt of the assessments on publicly-owned properties which are billed in July and August. As a point of clarification, this revenue represents the 1990-91 assessments on publicly-owned property, as the government entities responsible for the property chose to pay in the subsequent fiscal year. These resources are appropriated to fund the management agreement with APP through October, 1991.

Due to the limitations imposed by Measure #5 on property assessments, the Association for Portland Progress is currently looking at other funding mechanisms in order to continue providing enhanced security, street cleaning and marketing services in the central business district once the existing agreement expires.

## EMERGENCY COMMUNICATIONS FUND (115)

## FUND SUMMARY

	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>RESOURCES</u></b>					
<i>Revenue</i>					
<i>Service Charges &amp; Fees</i>					
<i>Miscellaneous Service Charges</i>	12,888	12,669	10,000	22,000	22,000
<i>Local Sources</i>					
<i>State Cost Sharing</i>	1,184,547	1,210,586	1,150,000	1,200,000	1,200,000
<i>Multnomah County Cost Sharing</i>	699,157	708,757	800,944	962,518	962,518
<i>Local Cost Sharing-Other</i>	592,859	755,361	898,440	1,071,042	1,071,042
	2,476,563	2,674,704	2,849,384	3,233,560	3,233,560
<i>Miscellaneous Revenues</i>					
<i>Interest</i>	76,758	80,125	60,000	60,000	60,000
<b>Total Revenue</b>	<b>2,566,209</b>	<b>2,767,498</b>	<b>2,919,384</b>	<b>3,315,560</b>	<b>3,315,560</b>
<i>Transfers from Other Funds – Svc.Reimb.</i>					
<i>General</i>	3,435,552	4,047,345	4,961,983	5,809,812	5,809,812
<i>Public Safety Capital</i>	0	0	71,752	0	0
<i>Beginning Fund Balance</i>					
<i>Encumbered</i>	0	0	0	25,000	18,007
<i>Unencumbered</i>	828,566	1,069,295	987,044	1,005,105	1,005,105
<b>Total Beginning Fund Balance</b>	<b>828,566</b>	<b>1,069,295</b>	<b>987,044</b>	<b>1,030,105</b>	<b>1,023,112</b>
<b>TOTAL RESOURCES</b>	<b>6,830,327</b>	<b>7,884,138</b>	<b>8,940,163</b>	<b>10,155,477</b>	<b>10,148,484</b>

**REQUIREMENTS***Bureau Requirements*

<i>Personal Services</i>	4,485,383	5,241,055	6,100,225	6,152,875	6,496,293
<i>External Materials &amp; Svcs.</i>	207,402	167,639	270,059	316,982	319,179
<i>Internal Materials &amp; Svcs.</i>					
<i>General</i>	128,849	115,427	103,101	0	0
<i>Printing/Distribution</i>	15,740	15,903	18,403	17,590	17,590
<i>City Equipment Acquisition</i>	90,452	89,876	0	0	0
<i>Fleet Operating</i>	7,798	9,815	10,390	10,109	10,109
<i>Communications</i>	507,148	481,524	952,684	1,564,578	1,564,578
<i>Data Processing</i>	200	1,124	38,130	53,732	53,732
<i>Insurance &amp; Claims</i>	5,499	64,456	45,096	54,294	54,294
<i>Workers' Comp</i>	81,904	122,151	125,303	134,687	134,687
<i>Facilities</i>	0	0	222,618	228,813	228,813
	837,590	900,276	1,515,725	2,063,803	2,063,803
<i>Capital Outlay</i>	63,936	96,627	194,740	20,200	24,628
<i>Equipment Cash Transfers</i>					
<i>Printing/Distribution</i>	0	0	(4,000)	0	0
<i>Communications</i>	0	0	0	0	0
<i>Fleet</i>	0	0	0	0	0
<b>Total Bureau Requirements</b>	<b>5,594,311</b>	<b>6,405,597</b>	<b>8,076,749</b>	<b>8,553,860</b>	<b>8,903,903</b>

**EMERGENCY COMMUNICATIONS FUND (115)**

**FUND SUMMARY**

	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 90-91</i>	<i>Adopted FY 91-92</i>
<b>Fund Requirements</b>					
<b>Transfers to Other Funds - Cash</b>					
<i>General-Overhead</i>	225,000	182,436	142,370	200,063	200,063
<i>Fleet</i>	0	0	0	276	276
<i>Public Safety Capital</i>	0	0	0	0	921,000
<b>Contingency</b>					
<i>General Op. Contingency</i>	0	0	721,044	1,376,278	123,242
<i>Encumbrance Carryover</i>	0	0	0	25,000	0
<b>Total Contingency</b>	0	0	721,044	1,401,278	123,242
<b>Unappropriated Ending Balance</b>	828,566	1,296,105	0	0	0
<b>Total Fund Requirements</b>	1,053,566	1,478,541	863,414	1,601,617	1,244,581
<b>TOTAL REQUIREMENTS</b>	<b>6,647,877</b>	<b>7,884,138</b>	<b>8,940,163</b>	<b>10,155,477</b>	<b>10,148,484</b>

## EMERGENCY COMMUNICATIONS (620)

Emergency Communications Fund (115)

Public Safety

### APPROPRIATION SUMMARY

	Actual FY 88-89	Actual FY 89-90	Revised Budget FY 90-91	Proposed FY 91-92	Adopted FY 91-92
<b><u>EXPENDITURES</u></b>					
<i>Personal Services</i>	4,485,383	5,241,055	6,100,225	6,152,875	6,496,293
<i>External Materials and Services</i>	207,402	167,638	270,059	316,982	319,179
<i>Internal Materials and Services</i>	837,590	900,276	1,515,725	2,063,803	2,063,803
<i>Capital Outlay</i>	63,936	96,627	194,740	20,200	24,628
<i>Cash Transfers-Equipment</i>	0	0	(4,000)	0	0
<b>TOTAL EXPENDITURES</b>	<b>5,594,311</b>	<b>6,405,596</b>	<b>8,076,749</b>	<b>8,553,860</b>	<b>8,903,903</b>
<b><u>Authorized Full-Time Positions</u></b>					
<i>Total</i>	125	125	129	129	129
<b><u>FUNDING SOURCES</u></b>					
<i>General Fund Discretionary</i>	0	0	0	0	0
<b><u>Non-Discretionary Resources</u></b>					
<i>Grants and Donations</i>	0	0	0	0	0
<i>Contract Revenue</i>	2,157,358	2,358,251	851,988	3,033,343	3,033,343
<i>Interagency Services</i>	3,436,953	4,047,345	7,224,761	5,520,517	5,870,560
<i>Bureau/Operating Fund Revenue</i>	0	0	0	0	0
<i>Total Non-Discretionary Resourc</i>	5,594,311	6,405,596	8,076,749	8,553,860	8,903,903
<b>TOTAL FUNDING</b>	<b>5,594,311</b>	<b>6,405,596</b>	<b>8,076,749</b>	<b>8,553,860</b>	<b>8,903,903</b>
<b><u>PROGRAMS</u></b>					
<i>Administration</i>		675,738	852,027	778,655	800,643
<i>Operations</i>		5,729,858	7,224,722	7,775,205	8,103,260
<b>TOTAL PROGRAMS</b>		<b>6,405,596</b>	<b>8,076,749</b>	<b>8,553,860</b>	<b>8,903,903</b>

### **GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR**

The Bureau of Emergency Communications (BOEC) receives, processes and dispatches approximately one million calls for police and emergency services from citizens within Multnomah County, through intergovernmental agreements with Greshman, Troutdale and Multnomah County.

BOEC intends to focus increased efforts in the coming year on recruitment and training to assist the bureau in moving near its authorized staffing level. Currently BOEC has 14 vacancies, and the attrition rate among trainees has averaged 40 %. The continued high vacancy rate has contributed to high overtime usage. The bureau states that overtime is not likely to diminish until new hires are made, and the trainees are fully trained and able to work independently. In FY 91-92, the Bureau will examine its training program to determine if performance requirements are appropriate and if any changes can be made that would reduce the time to certify without compromising the quality of the training program.

During FY 91-92, BOEC will be working closely with Fire Alarm Dispatch (FAD) to develop procedures, review policies and training personnel for Fire Dispatch. It is anticipated that the consolidation of Fire and EMS dispatch functions will occur when the new CAD system is in place. Every effort will be made to ready the BOEC personnel for this added responsibility.

## **EMERGENCY COMMUNICATIONS (620)**

Emergency Communications Fund (115)  
Public Safety

*APPROPRIATION SUMMARY*

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### GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR (cont'd)

The BOEC FY 91-92 budget is \$8.9 million. Netting out one-time capital expenses which occurred in FY 90-91, the FY 91-92 budget is \$974,774 higher than current service level. Of this amount, \$611,000 is associated with the increased telephone line charges associated with the full year costs of the Enhanced 911 system, while \$331,387 represents the cost of living salary adjustment for employees.

The Emergency Communications Fund has budgeted a transfer of \$921,000 to the Public Safety Capital Fund to partially offset the cost of the new CAD system. These funds were collected from the BOEC users to build up a replacement reserve for a new CAD system. Due to Measure 5, the Public Safety Capital Fund will not have sufficient dollars to purchase all originally scheduled equipment. The transfer of the CAD replacement funds will allow the Public Safety Fund to achieve a greater level of resources than would otherwise be the case.

### PERFORMANCE OBJECTIVES

The Bureau of Emergency Communications has submitted the following as performance objectives for FY 1991-92.

1. Answer a minimum of 94.5% of all 911 calls within 20 seconds for each 28 day reporting period.
2. On Priority 1 calls, maintain a 60 second or less time frame for Create to Send Message, 90% of the time.
3. On Priority 2 calls, maintain a 108 second or less time frame for Create to Send Messages, 90% of the time.
4. On EMS Code 3 calls, maintain a 80 second or less time-frame for Create to Send Message, 90% of the time.
5. On EMS Code 1 calls, maintain a 120 second or less time frame for Create to Send Message, 90% of the time.
6. Publish the Request for Proposal (RFP) for a new Computer Aided Dispatch system, evaluate the response and select a vendor as primary contractor.
7. Maintain authorized personnel strength at current staffing level until the new CAD system is installed, Fire Alarm Dispatch has been consolidated and staffing needs have been analyzed.
8. Develop and implement extensive training programs for the implementation of the new CAD system and the addition of the Fire Dispatch functions.
9. Recruit and hire personnel at a rate that meets or exceeds affirmative action goals.

**EMERGENCY COMMUNICATIONS (620)**

Emergency Communications Fund (115)

Public Safety

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>ADMINISTRATION</u></b>				
<i>Total Expenditures</i>	\$675,738	\$852,027	\$778,655	\$800,643
<i>Authorized Full-Time Positions</i>	12	15	11	11
<i>Performance/Workload Measures:</i>				
MIS reports in 1 week of reporting period	N/A	N/A	13	13
Overtime reports in 1 week of reporting period	N/A	N/A	26	26

The Administration Program provides for administrative support and management information systems (MIS). Administrative support consists of management, financial and clerical services. Management information systems provides for the maintenance and enhancement of BOEC's computer equipment and software. The MIS unit also provides technical support for the Public Safety Communications Levy projects, generation of contractually required MIS reports, and the establishment and maintenance of BOEC's Office Automation and Trainee Tracking systems.

The training function, which was part of this program in FY 90-91, has been transferred to the Operations program which accounts for the drop of 4 positions from the Revised 90-91 staffing level to Adopted 91-92.

**OPERATIONS**

<i>Total Expenditures</i>	\$5,035,020	\$6,201,633	\$7,775,205	\$8,103,260
<i>Authorized Full-Time Positions</i>	114	114	118	118.00
<i>Performance/Workload Measures:</i>				
911 Calls Answered Within 20 Seconds	N/A	94.5%	94.5%	94.5%
Priority 1 Calls Message Sent in 60 Secs.	N/A	90.0%	90.0%	90.0%
Priority 2 Calls Message Sent in 108 Secs.	N/A	90.0%	90.0%	90.0%

The Operations program is responsible for answering 911 calls for service and for dispatching police and emergency medical services. The program includes 4 coordinators, 13 supervisors, and 101 authorized emergency communication operators. The objectives of this program are to limit errors to less than 1 percent of total calls, and to resolve citizen complaints in a timely fashion.

The training of new and existing employees has been shifted from Admin to Operations which accounts for the increase of 4 positions from the Revised 90-91 staffing level.

# EMERGENCY COMMUNICATIONS (620)

Emergency Communications Fund (115)

Public Safety

## LINE ITEM APPROPRIATIONS

<i>Expenditure Classification</i>	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
511000 Full-Time Employees	2,490,890	2,960,455	3,545,877	3,576,366	3,780,219
512000 Part-Time Employees	39,626	16,032	0	0	0
514000 Overtime	786,403	895,853	926,441	946,552	1,000,505
515000 Premium Pay	86,236	75,362	104,100	85,000	89,845
517000 Benefits	1,082,228	1,293,353	1,523,807	1,544,957	1,625,724
<b>Total Personal Services</b>	<b>4,485,383</b>	<b>5,241,055</b>	<b>6,100,225</b>	<b>6,152,875</b>	<b>6,496,293</b>
521000 Professional Services	15,166	11,978	11,300	11,300	11,300
522000 Utilities	0	0	0	0	0
523000 Equipment Rental	2,247	104	5,000	5,000	5,000
524000 Repair & Maintenance	126,377	97,911	141,610	178,300	178,300
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	5,273	8,421	21,200	10,500	14,458
531000 Office Supplies	7,886	(6,850)	5,000	6,500	7,275
532000 Operating Supplies	14,968	13,327	30,000	31,100	36,875
533000 Repair & Maintenance Supplies	0	0	0	0	0
534000 Minor Equipment	2,590	6,669	14,000	23,900	26,971
535000 Clothing	0	0	0	0	0
539000 Other Commodities	0	60	0	0	0
541000 Education	4,388	4,725	10,000	10,000	10,000
542000 Local Travel	79	60	1,000	1,000	1,000
543000 Out-of-Town Travel	3,406	9,077	9,000	13,000	13,000
544000 External Rent	0	0	0	0	0
545000 Interest	9,007	5,202	5,000	0	0
546000 Refunds	0	0	0	0	0
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	16,015	16,954	16,949	26,382	15,000
<b>Subtotal Direct Materials &amp; Services</b>	<b>207,402</b>	<b>167,638</b>	<b>270,059</b>	<b>316,982</b>	<b>319,179</b>
551000 Fleet Services	7,798	9,815	10,390	10,109	10,109
552000 Printing/Distribution	15,740	15,903	18,403	17,590	17,590
553000 Facilities Services	0	115,427	222,618	228,813	228,813
554000 Communications	507,148	481,524	952,684	1,564,578	1,564,578
555000 Data Processing	200	1,124	38,130	53,732	53,732
556000 Insurance	87,403	186,607	170,399	188,981	188,981
557000 Equipment Lease	90,452	89,876	0	0	0
558000 Same Fund Services	0	0	0	0	0
559000 Other Fund Services	128,849	0	103,101	0	0
<b>Subtotal Service Reimbursements</b>	<b>837,590</b>	<b>900,276</b>	<b>1,515,725</b>	<b>2,063,803</b>	<b>2,063,803</b>
<b>Total Materials &amp; Services</b>	<b>1,044,992</b>	<b>1,067,914</b>	<b>1,785,784</b>	<b>2,380,785</b>	<b>2,382,982</b>
561000 Land	0	0	0	0	0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	0	0	0	0
564000 Equipment	63,936	96,627	194,740	20,200	24,628
565000 Equipment Lease Purchase	0	0	0	0	0
<b>Total Capital Outlay</b>	<b>63,936</b>	<b>96,627</b>	<b>194,740</b>	<b>20,200</b>	<b>24,628</b>
573000 Cash Transfers - Equipment	0	0	(4,000)	0	0
<b>Total Appropriation</b>	<b>5,594,311</b>	<b>6,405,596</b>	<b>8,076,749</b>	<b>8,553,860</b>	<b>8,903,903</b>



**EMERGENCY COMMUNICATIONS (620)**

Emergency Communications Fund (115)

Public Safety

*FULL-TIME POSITIONS*

Class	Title	Actual FY 88-89		Actual FY 89-90		Revised Budget FY 90-91		Proposed FY 91-92		Adopted FY 91-92	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
0917	Emergency Comm. Director	0	0	0	0	1	60,185	1	62,545	1	66,110
5138	Police Captain	1	54,309	0	0	0	0	0	0	0	0
5134	Police Sergeant	3	127,654	3	128,307	3	138,386	0	0	0	0
0916	Emergency Comm. Operations Mgr.	1	48,696	1	51,016	1	51,728	1	52,211	1	55,187
0919	Administrative Assistant I	1	29,745	1	30,738	1	31,505	1	31,796	1	33,608
0380	MIS Analyst	1	40,850	1	41,600	1	43,306	1	43,702	1	46,193
0379	Assistant MIS Analyst	0	0	0	37,555	2	59,393	3	88,629	3	93,681
0368	Data Entry Coordinator	1	28,060	1	3,856	0	0	0	0	0	0
0322	Emerg. Coord. Coordinator	0	0	0	0	0	0	4	160,582	4	169,735
0320	Emerg. Comm. Training Coord.	0	594	0	0	0	0	0	0	0	0
0319	Emergency Comm. Supervisor	13	438,846	14	474,057	14	513,215	13	472,690	13	499,633
0318	Emergency Comm. Operator II	91	1,103,164	92	1,464,195	92	2,324,709	93	2,380,000	93	2,515,660
0317	Emergency Comm. Operator I	11	216,695	10	235,715	10	242,728	8	196,018	8	207,191
0316	Emerg. Comm. Operator Trainee	0	360,528	0	398,499	0	0	0	0	0	0
0222	Secretarial Assistant	0	0	0	8,854	1	19,173	1	24,921	1	26,341
0221	Secretarial Clerk II	0	0	0	0	0	0	0	0	0	0
0220	Secretarial Clerk I	0	0	0	0	1	16,771	1	18,082	1	19,113
0151	Police Clerical Assistant	2	41,749	2	40,467	2	44,778	2	45,190	2	47,766
											0
<b>TOTAL FULL-TIME POSITIONS</b>		<b>125</b>	<b>2,490,890</b>	<b>125</b>	<b>2,914,659</b>	<b>129</b>	<b>3,545,877</b>	<b>129</b>	<b>3,576,366</b>	<b>129</b>	<b>3,780,219</b>
0917	Emergency Comm. Director	0	0	1	32,592	1	0	0	0	0	0
5138	Police Captain	0	0	1	13,204	1	0	0	0	0	0
<b>TOTAL LIMITED-TERM</b>		<b>0</b>	<b>0</b>	<b>2</b>	<b>45,796</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL INCLUDING LIMITED-TERM</b>		<b>125</b>	<b>2,490,890</b>	<b>129</b>	<b>2,960,455</b>	<b>131</b>	<b>3,545,877</b>	<b>129</b>	<b>3,576,366</b>	<b>129</b>	<b>3,780,219</b>

**EXPOSITION-RECREATION - MEMORIAL COLISEUM FUND (192)**

**FUND SUMMARY**

	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>RESOURCES</u></b>					
<i>Revenue</i>					
<i>Intergovernmental Revenues</i>					
<i>Local Cost Sharing</i>	\$133,539	\$42	\$0	\$0	\$0
<i>Service Charges &amp; Fees</i>					
<i>Concessions</i>	2,891,000	2,611,217	0	0	0
<i>Rents &amp; Reimb from Tenants</i>	2,588,136	2,198,990	0	0	0
<i>User Fees</i>	200,000	556,272	0	0	0
	<u>5,679,136</u>	<u>5,366,479</u>	<u>0</u>	<u>0</u>	<u>0</u>
<i>Miscellaneous Revenues</i>					
<i>Commissions</i>	150,000	0	0	0	0
<i>Interest on Investments</i>	350,000	334,595	0	0	0
<i>Other Miscellaneous Revenue</i>	190,000	288,944	0	0	0
	<u>690,000</u>	<u>623,539</u>	<u>0</u>	<u>0</u>	<u>0</u>
<i>Total Revenue</i>	<u>6,502,675</u>	<u>5,990,060</u>	<u>0</u>	<u>0</u>	<u>0</u>
<i>Transfers from Other Funds - Cash</i>					
<i>E/R Convention Center</i>	0	0	0	0	0
<i>Transfers from Other Funds - Svc. Reimb.</i>					
<i>E/R - Civic Stadium</i>	43,501	43,501	0	0	0
<i>E/R - Performing Arts Center</i>	103,103	103,103	0	0	0
	<u>146,604</u>	<u>146,604</u>	<u>0</u>	<u>0</u>	<u>0</u>
<i>Beginning Fund Balance</i>	3,173,444	3,957,086	2,622,000	0	0
<b>TOTAL RESOURCES</b>	<b>\$9,822,723</b>	<b>\$10,093,750</b>	<b>\$2,622,000</b>	<b>\$0</b>	<b>\$0</b>
<b><u>REQUIREMENTS</u></b>					
<i>Personal Services</i>	\$3,855,574	\$3,488,475	\$0	\$0	\$0
<i>External Materials and Services</i>	1,261,835	1,749,136	2,622,000	0	0
<i>Transfers to Other Funds - Svc. Reimb.</i>					
<i>General</i>	1,944	0	0	0	0
<i>Transportation</i>	0	0	0	0	0
<i>Printing/Distribution Services</i>	2,828	0	0	0	0
<i>Communications Services</i>	9,320	0	0	0	0
<i>Insurance &amp; Claims</i>	73,121	0	0	0	0
<i>Workers Compensation</i>	71,358	0	0	0	0
	<u>158,571</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<i>Capital Outlay</i>	650,000	312,082	0	0	0
<i>Total Bureau Requirements</i>	<u>5,925,980</u>	<u>5,549,693</u>	<u>2,622,000</u>	<u>0</u>	<u>0</u>
<i>General Operating Contingency</i>	2,623,494	0	0	0	0
<i>Transfers to Other Funds - Cash</i>					
<i>General - Overhead</i>	91,547	91,547	0	0	0
<i>E/R - Civic Stadium</i>	346,119	1,150,000	0	0	0
<i>E/R - Performing Arts Center</i>	835,583	790,000	0	0	0
<i>E/R - Oregon Convention Cent</i>	0	0	0	0	0
	<u>1,273,249</u>	<u>2,031,547</u>	<u>0</u>	<u>0</u>	<u>0</u>
<i>Unappropriated Ending Balance</i>	0	2,512,510	0	0	0
<b>TOTAL REQUIREMENTS</b>	<b>\$9,822,723</b>	<b>\$10,093,750</b>	<b>\$2,622,000</b>	<b>\$0</b>	<b>\$0</b>

**GENERAL DESCRIPTION**

On December 19, 1989, the City of Portland and the Metropolitan Service District (MSD) entered into an Intergovernmental Agreement No. 25921 (Ordinance No. 162604) for the transfer of the operations and management of the City's Exposition-Recreation (E/R) facilities which includes the Memorial Coliseum, Civic Stadium, and the Performing Arts Center in addition to the Performing Arts Construction Fund. In order to simplify the transfer to MSD, the Fund balances for the first three funds were consolidated within the E/R Memorial Coliseum Fund for FY 1990-91. (For additional information, see Performing Arts Construction Fund.)

Consistent with the Consolidation Agreement, this fund, which consolidates the three funds as mentioned above, will be eliminated from the City's budget in FY 1991-92 and future fiscal years.

**GOLF OPERATING FUND (154)**

**FUND SUMMARY**

	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 89-90</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>RESOURCES</u></b>					
<i>Revenue</i>					
<i>Service Charges and Fees</i>					
<i>Parks &amp; Recreation Fees</i>	\$2,705,213	\$3,180,609	\$3,171,446	\$3,245,000	\$3,245,000
<i>Concessions</i>	45,095	44,744	72,078	90,000	90,000
<i>Rents/Reimbursements-Tenants</i>	13,263	27,675	12,158	25,000	25,000
	<u>2,763,571</u>	<u>3,253,028</u>	<u>3,255,682</u>	<u>3,360,000</u>	<u>3,360,000</u>
<i>Miscellaneous</i>					
<i>Miscellaneous - Sales</i>	1,726	9,725	0	0	0
<i>Misc. - Sales Cap. Equip.</i>	150	0	0	0	0
<i>Interest on Investments</i>	200,009	204,315	150,000	150,000	150,000
<i>Other Miscellaneous Revenues</i>	256	1,829	0	0	0
<i>Bond Sale</i>	0	0	0	0	0
	<u>202,141</u>	<u>215,869</u>	<u>150,000</u>	<u>150,000</u>	<u>150,000</u>
<b>Total Revenue</b>	<b>2,965,712</b>	<b>3,468,897</b>	<b>3,405,682</b>	<b>3,510,000</b>	<b>3,510,000</b>
<i>Transfers from Other Funds - Cash</i>					
<i>Golf Construction</i>	122,745	0	0	0	0
<i>Performing Arts Operating</i>	3,580	0	0	0	0
	<u>126,325</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<i>Beginning Fund Balance</i>					
<i>Encumbered</i>	0	0	248,774	1,610,000	1,610,000
<i>Unencumbered</i>	1,654,215	877,160	3,383,530	4,304,065	4,402,630
<b>Total Beginning Fund Balance</b>	<b>1,654,215</b>	<b>877,160</b>	<b>3,632,304</b>	<b>5,914,065</b>	<b>6,012,630</b>
<b>TOTAL RESOURCES</b>	<b>\$4,746,252</b>	<b>\$4,346,057</b>	<b>\$7,037,986</b>	<b>\$9,424,065</b>	<b>\$9,522,630</b>

**GOLF OPERATING FUND (154)**

**FUND SUMMARY**

	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b>REQUIREMENTS</b>					
<i>Bureau Requirements</i>					
<i>Personal Services</i>	1,149,987	1,238,045	1,327,707	1,354,186	1,424,713
<i>External Materials and Services</i>	741,342	834,910	866,293	843,800	910,653
<i>Internal Materials and Services</i>					
<i>General</i>	170,064	161,963	164,949	472,687	473,640
<i>Water</i>	0	0	0	0	0
<i>Printing/Distribution Services</i>	5,268	6,694	4,100	4,231	4,231
<i>Facilities Services</i>	51	164	0	5,944	5,944
<i>Communications Services</i>	11,626	11,360	12,864	5,962	5,962
<i>Fleet Services</i>	50,594	44,194	61,929	81,438	81,438
<i>Insurance &amp; Claims</i>	1,105	58,377	11,341	14,802	14,802
<i>Workers Compensation</i>	4,511	0	44,971	45,930	45,930
<i>Data Processing</i>		616	1,074	1,726	1,726
<i>Transportation</i>	0	0	0	0	0
	243,219	283,368	301,228	632,720	633,673
<i>Capital Outlay</i>	1,521,291	641,257	3,084,122	885,857	2,525,005
<i>Equipment Cash Transfers</i>					
<i>Fleet</i>	0	0	33	0	0
<b>Total Bureau Requirements</b>	<b>3,655,839</b>	<b>2,997,580</b>	<b>5,579,383</b>	<b>3,716,563</b>	<b>5,494,044</b>
<i>Cash Transfers to Other Funds</i>					
<i>General - Overhead</i>	111,008	104,977	101,369	164,767	164,767
<i>Golf Revenue Bond Redemption</i>	102,089	108,562	978,867	695,918	386,094
<i>Golf Construction</i>	0	0	0	0	0
<i>Fleet</i>	0	0	0	233	233
<i>Health Insurance</i>	0	5,394	0	0	0
	213,097	218,933	1,080,236	860,918	551,094
<i>Contingency</i>					
<i>General Operating Contingency</i>	0	0	378,367	3,155,333	3,464,204
<i>Personal Services Contingency</i>	0	0	0	81,251	13,288
<i>Encumbrance Carryover</i>	0	0	0	1,610,000	0
<b>Total Contingency</b>	<b>0</b>	<b>0</b>	<b>378,367</b>	<b>4,846,584</b>	<b>3,477,492</b>
<i>Unappropriated Ending Balance</i>	877,316	1,129,544	0	0	0
<b>TOTAL REQUIREMENTS</b>	<b>\$4,746,252</b>	<b>\$4,346,057</b>	<b>\$7,037,986</b>	<b>\$9,424,065</b>	<b>\$9,522,630</b>

**GOLF (617)**

Golf Operating Fund (154)

Public Affairs

**APPROPRIATION SUMMARY**

	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>EXPENDITURES</u></b>					
<i>Personal Services</i>	\$1,149,987	\$1,238,045	\$1,327,707	\$1,354,186	\$1,424,713
<i>External Materials and Services</i>	741,342	834,915	866,293	843,800	910,653
<i>Internal Materials and Services</i>	243,219	283,368	301,228	632,720	633,673
<i>Capital Outlay</i>	1,521,291	641,257	3,084,122	885,857	2,525,005
<i>Cash Transfers-Equipment</i>	0	0	33	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$3,655,839</b>	<b>\$2,997,585</b>	<b>\$5,579,383</b>	<b>\$3,716,563</b>	<b>\$5,494,044</b>
<b><u>Authorized Full-Time Positions</u></b>					
<i>Total</i>	21	23	23	24	24
<b><u>FUNDING SOURCES</u></b>					
<i>General Fund Discretionary</i>		\$0	\$0	\$0	\$0
<b><u>Non-Discretionary Resources</u></b>					
<i>Grants and Donations</i>		0	0	0	0
<i>Contract Revenue</i>		0	0	0	0
<i>Interagency Services</i>		0	0	0	0
<i>Bureau/Operating Fund Revenue</i>		2,997,585	5,579,383	3,716,563	5,494,044
<b>Total Non-Discretionary Resources</b>		<b>\$2,997,585</b>	<b>\$5,579,383</b>	<b>\$3,716,563</b>	<b>\$5,494,044</b>
<b>TOTAL FUNDING</b>		<b>\$2,997,585</b>	<b>\$5,579,383</b>	<b>\$3,716,563</b>	<b>\$5,494,044</b>
<b><u>PROGRAMS</u></b>					
<i>Golf Operations</i>		\$2,997,585	5,579,383	3,716,563	5,494,044
<b>TOTAL PROGRAM</b>		<b>\$2,997,585</b>	<b>\$5,579,383</b>	<b>\$3,716,563</b>	<b>\$5,494,044</b>

**GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR**

The City's self-supporting golf program is directed toward providing attractive and playable golf facilities and support services. The structure of the program attempts to address the existing needs of the golfing public and the future requirements in the Portland area. The program currently supports three 18-hole courses and one 27-hole course located within the metropolitan area. Services provided by the Golf Program include:

- o **GOLF COURSE OPERATION AND MAINTENANCE:** *This is directed at providing playing facilities of the highest possible quality consistent with a fee structure that ensures wide public access.*
- o **CLUBHOUSE FACILITY STAFFING:** *This is designed to provide services to the public which are both friendly and fair. Such services are provided through contractual agreements with concessionaires at each facility to provide a golf shop, restaurant and other golfer services.*
- o **INSTRUCTION TO SCHOOL AGE CHILDREN:** *This is accomplished by supporting classroom introduction to the sport in the Portland area middle schools. The service is directed at introducing a broader range of youth to a lifelong activity and insuring the future viability of the City's golf program.*

## **GOLF (617)**

Golf Operating Fund (154)

Public Affairs

*APPROPRIATION SUMMARY*

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The City of Portland is regarded as having one of the finest municipal golf systems in the nation. This was exemplified by the fact that two of the City's four courses were recently ranked in the top 75 public golf courses by GOLF DIGEST magazine.

This budget includes the addition of a general mechanic position. The position will take care of much of the equipment repair which is currently under contract with outside vendors. Since emphasis will be placed on quality control, the prioritization of equipment repair will be improved with the addition of this position which will be funded by the Golf Operating Fund. Total positions in the Golf Program increased from 23 in FY 1990-91 to 24 in FY 1991- 92.

Also included in this budget is carryover of FY 1990-91 appropriation for Golf projects totalling \$1,672,638.

The FY 1991-92 Golf Capital Improvement Program in the amount of \$1.05 million includes the following projects: replacement of tees and greens at Rose City Golf Course (\$100,000); a dike assessment study for Heron Lakes Golf Course (\$500,000); remodelling and construction of a short course addition at Progress Downs Golf Course (\$400,000); and maintenance facility improvements at Rose City Golf Course (\$50,000). The City will issue golf revenue bonds in Spring, 1991, to fund these projects, plus the cost of issuing the debt.

Additionally, the Bureau of Parks and Recreation, which manages the Golf Fund, submitted to City Council in Spring, 1991, a proposal for potentially increasing golf fees to support other higher priority Parks Bureau programs that might otherwise be eliminated as a result of Ballot Measure 5. The proposal was approved by Council and will reflect a \$.50 across-the board increase in golf fees. There are approximately 500,000 9-hole rounds played on the City's four golf courses each year, including both seniors and youth play. As a result, the surcharge is expected to generate approximately \$200,000, annually. In addition, Council authorized the establishment of a Youth Programs Trust Fund into which the revenue from the increase will be deposited, effective July 1, 1991. The new Trust Fund will be one of several Portland Parks Trust Funds.

### PERFORMANCE OBJECTIVES

- o Complete 9-hole addition to Heron Lakes by June 30, 1992.*
- o Complete six (6) additional holes at Progress Downs by June 30, 1992.*
- o Complete rebuilding tees at Rose City Golf Course by June 30, 1992.*

## GOLF (617)

Golf Operating Fund (154)

Public Affairs

### PROGRAM SUMMARY

<i>Program</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>GOLF OPERATIONS</u></b>				
<i>Total Expenditures</i>	\$2,997,585	\$5,579,383	\$3,716,563	\$5,494,044
<i>Authorized Full-Time Positions</i>	23.00	23.00	24.00	24.00
<i>Performance/Workload Measures:</i>				
Golf Acreage Maintained	625	625	625	625

This program supports ongoing golf course operation, maintenance and replacement for the City of Portland's four golf courses; clubhouse facility staffing; and instruction to school age children.

Some existing facilities and equipment have become run down and/or outdated. For FY 1991- 92 this program includes the addition of one general mechanic position to provide better maintenance for both the old and future equipment.

Four Capital Improvement projects totalling \$1.05 million have been budgeted for FY 1991- 92. The projects include: replacement of tees and greens at Rose City Golf Course (\$100,000); a dike assessment study for Heron Lakes Golf Course (\$500,000); remodelling and construction of a short course addition at Progress Downs Golf Course (\$400,000); and maintenance facility improvements at Rose City Golf Course (\$50,000). The City will issue golf revenue bonds in Spring, 1991, to fund these projects, plus the cost of issuing the debt.

Additionally, the Bureau of Parks and Recreation, which manages the Golf Fund, submitted to City Council in Spring, 1991, a proposal for potentially increasing golf fees to support other higher priority Parks Bureau programs that might otherwise be eliminated as a result of Ballot Measure 5. The proposal was approved by Council and will reflect a \$.50 across-the board increase in golf fees. There are approximately 500,000 9-hole rounds played on the City's four golf courses each year, including both seniors and youth play. As a result, the surcharge is expected to generate approximately \$200,000, annually. In addition, Council authorized the establishment of a Youth Programs Trust Fund into which the revenue from the increase will be deposited, effective July 1, 1991. The new Trust Fund will be one of several Portland Parks Trust Funds.

Also included in this budget is carryover of FY 1990-91 appropriation for Golf projects totalling \$1,672,638.



**GOLF (617)****Golf Operating Fund (154)****Public Affairs****LINE ITEM APPROPRIATIONS**

<i>Expenditure Classification</i>	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
511000 Full-Time Employees	\$713,220	\$759,795	\$840,467	\$702,118	\$742,139
512000 Part-Time Employees	109,741	126,052	94,084	255,171	269,716
514000 Overtime	24,442	21,527	13,340	12,796	13,525
515000 Premium Pay	8,058	8,129	10,571	12,390	13,096
517000 Benefits	294,526	322,542	369,245	371,711	386,237
<b>Total Personal Services</b>	<b>\$1,149,987</b>	<b>\$1,238,045</b>	<b>\$1,327,707</b>	<b>\$1,354,186</b>	<b>\$1,424,713</b>
521000 Professional Services	\$240	\$5,059	\$9,021	\$0	\$12,459
522000 Utilities	95,792	72,286	107,384	97,000	112,074
523000 Equipment Rental	199	422	800	800	1,600
524000 Repair & Maintenance	37,207	67,438	20,000	20,900	30,258
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	383,885	376,834	441,584	455,043	455,343
531000 Office Supplies	(7,715)	148	600	600	600
532000 Operating Supplies	129,086	140,310	123,865	130,000	142,227
533000 Repair & Maintenance Supplies	72,309	108,020	123,839	97,850	116,360
534000 Minor Equipment	1,640	30,023	5,000	5,000	5,689
535000 Clothing	1,740	3,205	3,100	3,100	3,100
539000 Other Commodities	1,519	4,593	0	0	0
541000 Education	1,203	1,425	1,350	1,350	1,350
542000 Local Travel	47	0	0	0	0
543000 Out-of-Town Travel	3,293	1,595	4,450	4,500	4,500
544000 External Rent	0	0	0	0	0
545000 Interest	0	0	0	0	0
546000 Refunds	0	0	0	0	0
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	20,897	23,557	25,300	27,657	25,093
<b>Subtotal External Materials &amp; Services</b>	<b>\$741,342</b>	<b>\$834,915</b>	<b>\$866,293</b>	<b>\$843,800</b>	<b>\$910,653</b>
551000 Fleet Services	\$50,594	\$44,194	\$61,929	\$81,438	\$81,438
552000 Printing/Distribution	5,268	6,694	4,100	4,231	4,231
553000 Internal Rent	51	164	0	5,944	5,944
554000 Communications	11,626	11,360	12,864	5,962	5,962
555000 Data Processing	0	616	1,074	1,726	1,726
556000 Insurance	5,616	58,377	56,312	60,732	60,732
557000 Equipment Lease	0	0	0	0	0
558000 Same Fund Services	0	0	0	0	0
559000 Other Fund Services	170,064	161,963	164,949	472,687	473,640
<b>Subtotal Internal Materials &amp; Services</b>	<b>\$243,219</b>	<b>\$283,368</b>	<b>\$301,228</b>	<b>\$632,720</b>	<b>\$633,673</b>
<b>Total Materials &amp; Services</b>	<b>\$984,561</b>	<b>\$1,118,283</b>	<b>\$1,167,521</b>	<b>\$1,476,520</b>	<b>\$1,544,326</b>
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	0	0	0	0	0
563000 Improvements	1,452,815	563,111	3,031,502	663,107	2,282,375
564000 Equipment	68,476	78,146	52,620	222,750	242,630
565000 Equipment Lease Purchase	0	0	0	0	0
<b>Total Capital Outlay</b>	<b>\$1,521,291</b>	<b>\$641,257</b>	<b>\$3,084,122</b>	<b>\$885,857</b>	<b>\$2,525,005</b>
573000 Cash Transfers - Equipment	\$0	\$0	\$33	\$0	\$0
<b>Total Appropriation</b>	<b>\$3,655,839</b>	<b>\$2,997,585</b>	<b>\$5,579,383</b>	<b>\$3,716,563</b>	<b>\$5,494,044</b>

**GOLF (617)**

Golf Operating Fund (154)

Public Affairs

*FULL-TIME POSITIONS*

Class	Title	Actual FY 88-89		Actual FY 89-90		Revised Budget FY 90-91		Proposed FY 91-92		Adopted FY 91-92	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
4175	Golf Course Manager	1	39,652	1	41,697	1	43,303	1	43,639	1	46,126
4150	Parks District Supervisor	0	0	1	28,504	1	34,830	1	37,204	1	39,325
4149	Golf Course Foreman	4	110,335	4	117,703	4	127,914	4	131,196	4	138,674
1524	General Mechanic	0	0	0	0	0	0	1	28,097	1	29,699
1221	Greenskeeper II	4	102,723	4	102,065	4	112,065	4	112,932	4	119,369
1220	Greenskeeper I	12	284,639	13	468,446	13	343,988	13	349,050	13	368,946
LIMITED TERM:											
	1220 Greenskeeper I	0	0	0	0	9	178,367	0	0	0	0
<b>TOTAL FULL-TIME POSITIONS</b>		<b>21</b>	<b>537,349</b>	<b>23</b>	<b>758,415</b>	<b>23</b>	<b>840,467</b>	<b>24</b>	<b>702,118</b>	<b>24</b>	<b>742,139</b>

**HYDROELECTRIC POWER OPERATING FUND (152)**

*FUND SUMMARY*

	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>RESOURCES</u></b>					
<i>Revenue</i>					
<i>Miscellaneous Revenue</i>					
<i>Sales – Miscellaneous</i>	\$598,453	\$185,219	\$281,000	\$457,555	\$457,555
<i>Interest on Investments</i>	16,940	6,621	5,000	5,000	5,000
<i>Miscellaneous Revenues</i>	28,836	2,029	0	0	0
	644,229	193,869	286,000	462,555	462,555
<b>Total Revenue</b>	<b>644,229</b>	<b>193,869</b>	<b>286,000</b>	<b>462,555</b>	<b>462,555</b>
<i>Transfers from Other Funds – Cash</i>					
<i>Hydro Renewal &amp; Replacement</i>	0	948	50,000	50,000	50,000
<i>General</i>	0	110,000	50,000	41,497	41,497
	0	110,948	100,000	91,497	91,497
<i>Transfers from Other Funds – Svc. Reimb.</i>					
<i>Water</i>	13,017	85,393	15,500	20,000	20,000
<i>Beginning Fund Balance</i>	96,721	46,955	102,500	0	0
<b>TOTAL RESOURCES</b>	<b>\$753,967</b>	<b>\$437,165</b>	<b>\$504,000</b>	<b>\$574,052</b>	<b>\$574,052</b>
<b><u>REQUIREMENTS</u></b>					
<i>Bureau Requirements</i>					
<i>Personal Services</i>	\$213,675	\$217,074	\$153,061	\$160,042	\$168,562
<i>External Materials &amp; Services</i>	241,960	(21,457)	128,111	130,600	130,300
<i>Internal Materials &amp; Services</i>					
<i>General</i>	19,249	3,880	5,805	5,500	5,972
<i>Autoport</i>	0	0	0	2,160	2,160
<i>Water</i>	89,058	91,687	100,500	92,000	92,000
<i>Data Processing</i>	0	0	0	472	
<i>Printing/Distribution Services</i>	3,307	2,727	8,369	4,499	4,499
<i>Communications Services</i>	9,225	8,659	19,986	6,825	6,825
<i>Fleet Services</i>	5,546	7,635	6,734	7,038	7,038
<i>Insurance &amp; Claims</i>	45,371	24,417	22,768	23,818	23,818
<i>Workers Compensation</i>	0	0	6,405	6,127	6,127
	171,756	139,005	170,567	148,439	148,439
<i>Capital Outlay</i>	1,833	0	5,000	5,000	5,000
<b>Total Bureau Requirements</b>	<b>629,224</b>	<b>334,622</b>	<b>456,739</b>	<b>444,081</b>	<b>452,301</b>
<i>General Operating Contingency</i>	0	0	0	19,246	11,026
<i>Transfers to Other Funds – Cash</i>					
<i>General – Overhead</i>	77,788	37,243	47,243	110,598	110,598
<i>Health Insurance</i>	0	805	0	0	0
<i>Fleet Services</i>	0	0	18	127	127
	77,788	38,048	47,261	110,725	110,725
<i>Unappropriated Ending Balance</i>	46,955	64,495	0	0	0
<b>TOTAL REQUIREMENTS</b>	<b>\$753,967</b>	<b>\$437,165</b>	<b>\$504,000</b>	<b>\$574,052</b>	<b>\$574,052</b>

**BUREAU OF HYDROELECTRIC POWER (637)**

Hydroelectric Power Operating Fund (152)

Department of Public Affairs

**APPROPRIATION SUMMARY**

	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>EXPENDITURES</u></b>					
<i>Personal Services</i>	\$213,675	\$217,074	\$153,061	\$160,042	\$168,562
<i>External Materials and Services</i>	241,960	(21,457)	128,111	130,600	130,300
<i>Internal Materials and Services</i>	171,756	139,005	170,567	148,439	148,439
<i>Capital Outlay</i>	1,833	0	5,000	5,000	5,000
<i>Cash Transfers-Equipment</i>	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$629,224</b>	<b>\$334,622</b>	<b>\$456,739</b>	<b>\$444,081</b>	<b>\$452,301</b>
<b><u>Authorized Full-Time Positions</u></b>					
<i>Total</i>	<b>6</b>	<b>4</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b><u>FUNDING SOURCES</u></b>					
<i>General Fund Discretionary</i>		\$110,000	\$50,000	\$41,497	\$41,497
<b><u>Non-Discretionary Resources</u></b>					
<i>Grants and Donations</i>		0	0	0	0
<i>Contract Revenue</i>		139,229	281,000	382,584	390,804
<i>Interagency Services</i>		85,393	15,500	20,000	20,000
<i>Bureau/Operating Fund Revenue</i>		0	110,239	0	0
<i>Total Non-Discretionary Resources</i>		\$224,622	\$406,739	\$402,584	\$410,804
<b>TOTAL FUNDING</b>		<b>\$334,622</b>	<b>\$456,739</b>	<b>\$444,081</b>	<b>\$452,301</b>
<b><u>PROGRAMS</u></b>					
<i>Hydroelectric Power Administration</i>		\$334,622	\$456,739	\$444,081	\$452,301
<b>TOTAL PROGRAMS</b>		<b>\$334,622</b>	<b>\$456,739</b>	<b>\$444,081</b>	<b>\$452,301</b>

**GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR**

The Portland Hydroelectric Project is a hydroelectric power generation development that was constructed in the Bull Run Watershed between 1979 and 1981. Its primary purpose is to make beneficial use of the previously unharnessed streamflow that passes over the City's two major water supply dams in order to create a new renewable energy resource for the region while also creating a new revenue stream for the City of Portland. The primary facilities include: a multi-level water intake structure at Bull Run Dam No.1; one powerhouse located downstream of each of the two major Bull Run Dams; and a ten mile long power transmission line which links the City powerhouses with the Portland General Electric Company power system grid.

The 1991-92 Budget for the Hydroelectric Power Operating Fund is \$574,052, which is \$70,052 more than the 1990-91 Revised Budget. The total budget includes an operating budget of \$452,301, cash transfer requirements of \$110,725 and a general operating contingency of \$11,026. This funding level supports the administrative and operational costs associated with the operation of the Portland Hydroelectric Project and maintains the current service level. The administrative activities supported by the operating budget are mandated by the Power Sales Agreement between the City and PGE, Bond Trust Indentures, the license with the Federal Energy Regulatory Commission and permits with the U.S. Forest Service and the Oregon Water Resources Department. The total number of full-time positions is consistent with the existing staffing level of three, which includes a Water Engineering Supervisor, Programmer Analyst, and a Clerical Specialist.

## BUREAU OF HYDROELECTRIC POWER (637)

Hydroelectric Power Operating Fund (152)

Department of Public Affairs

APPROPRIATION SUMMARY

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### GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR (cont'd)

The primary funding source for the Hydroelectric Power Operating Fund is power sale revenues received from Portland General Electric. In 1991-92, projected power sale revenues are approximately \$176,000 more than in 1990-91. This increase is a result of a \$134,974 decrease in the amount of credits that PGE is allowed to take against power sales revenue due to the City in order to offset other money due from the City to PGE. The credit taken by PGE in 1991-92 is the debt service on money transferred to the General Fund to finish construction of the Performing Arts Center in the amount of \$251,926 per year. In prior years the credits included the reconciliation of prebilled administrative costs and payments due to the net resolution of issues from the April 3, 1989 Settlement Agreement between PGE and the City. In addition, the amount projected to be received for power production has been adjusted upwards by approximately \$48,000 based upon a reassessment of the Hydropower Projects past power generation record and a higher than average amount of power that has been produced through the first four months of Contract Year 1990-91.

The funding level for the Hydroelectric Power Operating Fund also includes a cash transfer from the General Fund in the amount of \$41,497, although none of the transfer will be made until the latter part of the fiscal year once the actual resource requirement has been determined. This fund has been receiving a subsidy from the General Fund since 1989-90 due to requirements exceeding available resources, as a result of a declining level of power sales revenues.

### BUREAU PERFORMANCE OBJECTIVES

The Bureau of Hydroelectric Power identified the following performance objectives for 1991-92:

To coordinate closely with Portland General Electric in an effort to maximize power generation potential while observing the limitations of all project licenses, permits and water quality requirements.

To provide the Federal Energy Regulatory Commission with all licensing documents and meet all license requirements within the established time frames.

To provide all other Federal and State licensing and permit-issuing agencies with the required documentation within agency-established time limits.

**BUREAU OF HYDROELECTRIC POWER (637)**

Hydroelectric Power Operating Fund (152)

Department of Public Affairs

*PROGRAM SUMMARY*

<i>Program</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>HYDROELECTRIC POWER ADMINISTRATION</u></b>				
<i>Total Expenditures</i>	\$334,622	\$456,739	\$444,081	\$452,301
<i>Authorized Full-Time Positions</i>	5.00	3.00	3.00	3.00
<i>Performance/Workload Measures:</i>				
Monthly Inspection of Project	12	12	12	12
Review/Revision/Testing of Emergency Plan	2	2	2	2

The 1991-92 Budget for the Hydroelectric Power Administration program is \$452,301, which is \$4,438 less than the 1990-91 Revised Budget. The funding level supports the activities which are required for the operation of the Portland Hydroelectric Project and the physical review of the facilities, which are located in the Bull Run watershed. Administrative activities include coordination and interaction with Portland General Electric, four different regulatory agencies and the Trustee for the Hydropower Revenue Bonds.

The objective of this program is to enforce strict environmental controls through the administration of the project, while at the same time maximizing generation opportunities and subsequently revenue to the City of Portland.

# BUREAU OF HYDROELECTRIC POWER (637)

Hydroelectric Power Operating Fund (152)

Department of Public Affairs

## LINE ITEM APPROPRIATIONS

<i>Expenditure Classification</i>	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
511000 Full-Time Employees	\$152,049	\$159,856	\$107,752	\$113,065	\$119,510
512000 Part-Time Employees	7,294	0	0	0	0
514000 Overtime	128	126	500	500	530
515000 Premium Pay	234	449	500	700	740
517000 Benefits	53,970	56,643	44,309	45,777	47,782
<b>Total Personal Services</b>	<b>\$213,675</b>	<b>\$217,074</b>	<b>\$153,061</b>	<b>\$160,042</b>	<b>\$168,562</b>
521000 Professional Services	\$42,867	\$10,863	\$47,629	\$52,000	\$52,000
522000 Utilities	0	0	0	0	0
523000 Equipment Rental	0	0	0	0	0
524000 Repair & Maintenance	19,806	(773)	14,982	12,500	12,500
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	121,944	(33,120)	5,000	3,000	3,000
531000 Office Supplies	501	(2,336)	2,500	2,500	2,500
532000 Operating Supplies	1,158	1,919	2,500	3,000	3,000
533000 Repair & Maintenance Supplies	1	0	0	0	0
534000 Minor Equipment	0	7	1,000	500	500
535000 Clothing	0	0	0	0	0
539000 Other Commodities	0	0	0	0	0
541000 Education	2,290	618	2,000	1,600	1,600
542000 Local Travel	0	0	0	0	0
543000 Out-of-Town Travel	1,282	1,262	2,500	2,500	2,500
544000 External Rent	0	0	0	0	0
545000 Interest	0	0	0	0	0
546000 Refunds	0	0	0	0	0
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	52,111	103	50,000	53,000	52,700
<b>Subtotal External Materials &amp; Services</b>	<b>\$241,960</b>	<b>(\$21,457)</b>	<b>\$128,111</b>	<b>\$130,600</b>	<b>\$130,300</b>
551000 Fleet Services	5,546	\$7,635	\$6,734	\$7,038	\$7,038
552000 Printing/Distribution	3,307	2,727	8,369	4,499	4,499
553000 Facilities Services	0	0	0	0	0
554000 Communications	9,225	8,659	19,986	6,825	6,825
555000 Data Processing	201	210	305	472	472
556000 Insurance	45,371	24,417	29,173	29,945	29,945
557000 Equipment Lease	0	0	0	0	0
558000 Same Fund Services	0	0	0	0	0
559000 Other Fund Services	108,106	95,357	106,000	99,660	99,660
<b>Subtotal Internal Materials &amp; Services</b>	<b>\$171,756</b>	<b>\$139,005</b>	<b>\$170,567</b>	<b>\$148,439</b>	<b>\$148,439</b>
<b>Total Materials &amp; Services</b>	<b>\$413,716</b>	<b>\$117,548</b>	<b>\$298,678</b>	<b>\$279,039</b>	<b>\$278,739</b>
561000 Land	0	\$0	\$0	\$0	\$0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	0	0	0	0
564000 Equipment	1,833	0	5,000	5,000	5,000
565000 Equipment Lease Purchase	0	0	0	0	0
<b>Total Capital Outlay</b>	<b>\$1,833</b>	<b>\$0</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>
573000 Cash Transfers - Equipment	0	\$0	\$0	\$0	\$0
<b>Total Appropriation</b>	<b>\$629,224</b>	<b>\$334,622</b>	<b>\$456,739</b>	<b>\$444,081</b>	<b>\$452,301</b>

**BUREAU OF HYDROELECTRIC POWER (637)**

Hydroelectric Power Operating Fund (152)

Department of Public Affairs

*FULL-TIME POSITIONS*

Class	Title	Actual FY 88-89		Actual FY 89-90		Revised Budget FY 90-91		Proposed FY 91-92		Adopted FY 91-92	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
1740	Hydropower Manager	1	54,842	1	57,775	0	0	0	0	0	0
3167	Supervising Engineer	1	38,300	1	49,275	1	51,327	1	51,771	1	54,722
3166	Senior Engineer	0	11,371	0	0	0	0	0	0	0	0
3162	Engineering Associate III	1	0	0	0	0	0	0	0	0	0
0819	Administrative Assistant I	1	1,118	0	0	0	0	0	0	0	0
0816	Administrative Analyst Tech.	0	14,518	0	0	0	0	0	0	0	0
0372	Programmer Analyst-Engineering	1	8,799	1	34,235	1	35,278	1	37,483	1	39,820
0370	Programmer II	0	20,794	0	0	0	0	0	0	0	0
0221	Secretarial Clerk II	1	0	0	0	0	0	0	0	0	0
0114	Clerical Specialist	0	4,507	1	18,571	1	21,147	1	23,811	1	25,168
<b>TOTAL POSITIONS</b>		<b>6</b>	<b>152,049</b>	<b>4</b>	<b>159,856</b>	<b>3</b>	<b>107,752</b>	<b>3</b>	<b>113,065</b>	<b>3</b>	<b>119,510</b>



**N.W. I-405 RECREATION FUND (111)**

**FUND SUMMARY**

	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 89-90</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>RESOURCES</u></b>					
<i>Revenue</i>					
<i>Service Charges &amp; Fees</i>					
<i>Rents &amp; Reimbursements</i>	\$156,436	\$162,700	\$149,200	\$174,100	\$174,100
<i>Miscellaneous Revenues</i>					
<i>Interest On Investments</i>	49,341	67,001	64,811	68,000	68,000
<b>Total Revenue</b>	<b>205,777</b>	<b>229,701</b>	<b>214,011</b>	<b>242,100</b>	<b>242,100</b>
<i>Transfers from Other Funds - Cash</i>					
<i>General Fund</i>	51,000	50,075	0	0	0
<i>Beginning Fund Balance</i>					
<i>Encumbered</i>	0	0	0	0	0
<i>Unencumbered</i>	512,232	680,653	859,727	960,950	960,950
<b>TOTAL RESOURCES</b>	<b>\$769,009</b>	<b>\$960,429</b>	<b>\$1,073,738</b>	<b>\$1,203,050</b>	<b>\$1,203,050</b>

**REQUIREMENTS**

<i>Bureau Requirements</i>					
<i>Personal Services</i>	0	0	0	0	0
<i>External Materials and Services</i>	32,168	29,120	29,053	26,290	476,290
<i>Internal Materials and Services</i>					
<i>General</i>	49,129	44,899	1,946	7,136	7,136
<i>Facilities Services</i>	0	0	97,972	107,906	107,906
<i>Capital Outlay</i>	0	0	0	0	0
<b>Total Bureau Requirements</b>	<b>81,297</b>	<b>74,019</b>	<b>128,971</b>	<b>141,332</b>	<b>591,332</b>
<i>Contingency</i>					
<i>General Operating Contingency</i>	0	0	933,431	1,050,733	600,733
<i>Encumbrance Carryover</i>	0	0	0	0	0
<b>Total Contingency</b>	<b>0</b>	<b>0</b>	<b>933,431</b>	<b>1,050,733</b>	<b>600,733</b>
<i>Transfers to Other Funds - Cash</i>					
<i>General - Overhead</i>	7,059	1,336	11,336	10,985	10,985
<i>Unappropriated Ending Balance</i>	680,653	885,074	0	0	0
<b>TOTAL REQUIREMENT</b>	<b>\$769,009</b>	<b>\$960,429</b>	<b>\$1,073,738</b>	<b>\$1,203,050</b>	<b>\$1,203,050</b>

**GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR**

This fund was established in 1983 to maintain properties under the west approach ramps to the Fremont Bridge along the I-405 freeway, and to provide recreational improvements and services to the Northwest neighborhoods. The properties were leased from the State of Oregon in 1974 and improvements were added to make parking available for sub-lease to Northwest businesses. Sublease revenues are dedicated to recreational improvements to mitigate the freeway's impact on neighborhood livability.

The use of the funds is to be determined by the NW I-405 Technical Advisory Committee, comprised of two representatives from each of the three Northwest neighborhood associations. It is anticipated that in July, the City Council will act upon the TAC's request for \$450,000 for acquisition and construction of a recreation and community center in northwest Portland by Friendly House, Inc.

**N.W. I-405 RECREATION (210)**

N.W. I-405 Recreation Fund (111)

Finance and Administration

**APPROPRIATION SUMMARY**

	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>EXPENDITURES</u></b>					
<i>Personal Services</i>	\$0	\$0	\$0	\$0	\$0
<i>External Materials and Services</i>	32,168	29,120	29,053	26,290	476,290
<i>Internal Materials and Services</i>	49,129	44,899	99,918	115,042	115,042
<i>Capital Outlay</i>	0	0	0	0	0
<i>Cash Transfers-Equipment</i>	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$81,297</b>	<b>\$74,019</b>	<b>\$128,971</b>	<b>\$141,332</b>	<b>\$591,332</b>
<b><u>Authorized Full-Time Positions</u></b>					
<i>Total</i>	0	0	0	0	0
<b><u>FUNDING SOURCES</u></b>					
<i>General Fund Discretionary</i>		\$0	\$0	\$0	\$0
<b><u>Non-Discretionary Resources</u></b>					
<i>Grants and Donations</i>		0	0	0	0
<i>Contract Revenue</i>		0	0	0	0
<i>Interagency Services</i>		0	0	0	0
<i>Bureau/Operating Fund Revenue</i>		74,019	128,971	141,332	591,332
<b>Total Non-Discretionary Resources</b>		<b>\$74,019</b>	<b>\$128,971</b>	<b>\$141,332</b>	<b>\$591,332</b>
<b>TOTAL FUNDING</b>		<b>\$74,019</b>	<b>\$128,971</b>	<b>\$141,332</b>	<b>\$591,332</b>
<b><u>PROGRAMS</u></b>					
<i>Commercial Space</i>		\$35,669	\$42,991	\$37,000	\$37,000
<i>Operations</i>		38,350	85,980	104,332	554,332
<b>TOTAL PROGRAMS</b>		<b>\$74,019</b>	<b>\$128,971</b>	<b>\$141,332</b>	<b>\$591,332</b>

**GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR**

This fund was established in 1983 to provide recreational improvements to Northwest Portland neighborhoods to mitigate the impact of the I-405 Freeway. In 1974, the City leased properties from the Oregon Department of Transportation along and under the west approaches to the Fremont Bridge, and improvements were added to provide parking available to northwest businesses. The revenues from the subleased properties are dedicated to providing recreational improvements to northwest residents.

For 1991-92, the adopted operating budget for this fund totals \$591,332, compared to the current year budget of \$128,971. The increase is due to additional landscape repairs and improvements (from damage caused by transient camping), and repairs to the cyclone fencing (from vandalism and damage caused by vehicles running into fences). In addition, \$450,000 has been budgeted in response to the TAC's request for project funding for acquisition and construction of a recreation center by Friendly House.

Total revenues from leases and interest earnings are estimated at \$242,000 in 1991-92, with the net revenues after expenditures available for recreational improvements. The use of the I-405 funds are to be determined by the NW I-405 Technical Advisory Committee, comprised of two representatives from each of the three Northwest neighborhood associations. The TAC has recently approved reserving \$450,000 of the balance to become an endowment, funding projects from earned interest but preserving the principal. Another \$225,000 would be dedicated to the Northwest District Association for projects it chooses to fund. The remaining balance (approximately \$375,000), plus future net revenues of the NW I-405 Fund, would be spent on projects jointly approved by the three neighborhoods.

**N.W. I-405 RECREATION (210)**

N.W. I-405 Recreation Fund (111)

Finance and Administration

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>COMMERCIAL SPACE</u></b>				
<i>Total Expenditures</i>	\$35,669	\$42,991	\$37,000	\$37,000
<i>Authorized Full-Time Positions</i>	0.00	0.00	0.00	0.00
<i>Performance/Workload Measures:</i>				
Occupancy Rate	N/A	N/A	100%	100%

This program provides property management services to the I-405 parking and storage commercial space to maintain a high occupancy rate and to maximize lease income.

**OPERATIONS**

<i>Total Expenditures</i>	\$38,350	\$85,980	\$104,332	\$554,332
<i>Authorized Full-Time Positions</i>	0.00	0.00	0.00	0.00
<i>Performance/Workload Measures:</i>				
Services Provided (hours)	1,540	1,065	1,065	1,065
Work Orders Completed	N/A	10	10	10

This program provides services to operate and maintain the I-405 Freeway properties along the west approaches to the Fremont Bridge. The TAC has formally requested that \$450,000 be disbursed from the I-405 Fund to be used for the purchase and construction of a recreation and community center by Friendly House, Inc. In anticipation of City Council acting upon this request, \$450,000 has been moved from contingency into the Operations program.

# N.W. I-405 RECREATION (210)

## N.W. I-405 Recreation Fund (111)

### Finance and Administration

### LINE ITEM APPROPRIATIONS

<i>Expenditure Classification</i>	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
511000 Full-Time Employees	\$0	\$0	\$0	\$0	\$0
512000 Part-Time Employees	0	0	0	0	0
514000 Overtime	0	0	0	0	0
515000 Premium Pay	0	0	0	0	0
517000 Benefits	0	0	0	0	0
<b>Total Personal Services</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
521000 Professional Services	\$0	\$0	\$0	\$0	\$0
522000 Utilities	0	0	0	0	0
523000 Equipment Rental	0	0	0	0	0
524000 Repair & Maintenance	0	0	0	0	0
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	0	0	0	0	0
531000 Office Supplies	0	0	0	0	0
532000 Operating Supplies	0	0	0	0	0
533000 Repair & Maintenance Supplies	0	0	0	0	0
534000 Minor Equipment	0	0	0	0	0
535000 Clothing	0	0	0	0	0
539000 Other Commodities	0	0	0	0	0
541000 Education	0	0	0	0	0
542000 Local Travel	0	0	0	0	0
543000 Out-of-Town Travel	0	0	0	0	0
544000 External Rent	0	0	0	0	0
545000 Interest	0	0	0	0	0
546000 Refunds	0	0	0	0	0
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	32,168	29,120	29,053	26,290	476,290
<b>Subtotal External Materials &amp; Services</b>	<b>\$32,168</b>	<b>\$29,120</b>	<b>\$29,053</b>	<b>\$26,290</b>	<b>\$476,290</b>
551000 Fleet Services	\$0	\$0	\$0	\$0	\$0
552000 Printing/Distribution	0	0	0	0	0
553000 Facilities Services	0	0	97,972	107,906	107,906
554000 Communications	0	0	0	0	0
555000 Data Processing	0	0	0	0	0
556000 Insurance	0	0	0	0	0
557000 Equipment Lease	0	0	0	0	0
558000 Same Fund Services	0	0	0	0	0
559000 Other Fund Services	49,129	44,899	1,946	7,136	7,136
<b>Subtotal Internal Materials &amp; Services</b>	<b>\$49,129</b>	<b>\$44,899</b>	<b>\$99,918</b>	<b>\$115,042</b>	<b>\$115,042</b>
<b>Total Materials &amp; Services</b>	<b>\$81,297</b>	<b>\$74,019</b>	<b>\$128,971</b>	<b>\$141,332</b>	<b>\$591,332</b>
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	0	0	0	0
564000 Equipment	0	0	0	0	0
565000 Equipment Lease Purchase	0	0	0	0	0
<b>Total Capital Outlay</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
573000 Cash Transfers - Equipment	\$0	\$0	\$0	\$0	\$0
<b>Total Appropriation</b>	<b>\$81,297</b>	<b>\$74,019</b>	<b>\$128,971</b>	<b>\$141,332</b>	<b>\$591,332</b>

**PARKING FACILITIES OPERATING FUND (159)**

**FUND SUMMARY**

	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 89-90</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>RESOURCES</u></b>					
<i>Revenue</i>					
<i>Service Charges &amp; Fees</i>					
<i>Parking Fees</i>	\$2,326,187	\$2,749,837	\$3,308,939	\$3,448,003	\$3,448,003
<i>Rents/Tenant Reimbursement</i>	664,054	630,573	657,230	671,700	671,700
	2,990,241	3,380,410	3,966,169	4,119,703	4,119,703
<i>Miscellaneous Revenues</i>					
<i>Interest on Investments</i>	146,822	223,053	122,178	144,235	144,235
<i>Other Miscellaneous Revenues</i>	284,555	6,160	0	200,000	200,000
	431,377	229,213	122,178	344,235	344,235
<b>Total Revenue</b>	<b>3,421,618</b>	<b>3,609,623</b>	<b>4,088,347</b>	<b>4,463,938</b>	<b>4,463,938</b>
<i>Transfers from Other Funds – Cash</i>					
<i>General</i>	0	0	15,000	15,000	15,000
<i>Transportation</i>	100,000	0	0	0	0
	100,000	0	15,000	15,000	15,000
<i>Beginning Fund Balance</i>					
<i>Encumbered</i>	0	0	195,623	105,500	105,710
<i>Unencumbered</i>	1,120,871	2,000,647	1,588,752	2,094,679	2,094,679
<b>Total Beginning Fund Balance</b>	<b>1,120,871</b>	<b>2,000,647</b>	<b>1,784,375</b>	<b>2,200,179</b>	<b>2,200,389</b>
<b>TOTAL RESOURCES</b>	<b>\$4,642,489</b>	<b>\$5,610,270</b>	<b>\$5,887,722</b>	<b>\$6,679,117</b>	<b>\$6,679,327</b>
<b><u>REQUIREMENTS</u></b>					
<i>Personal Services</i>	\$0	\$0	\$0	\$0	\$0
<i>External Materials and Services</i>	1,230,741	1,367,042	1,840,742	1,761,378	1,761,378
<i>Internal Materials and Services</i>					
<i>General</i>	336,313	820,028	79,818	79,389	79,389
<i>Communications Services</i>	1,295	1,400	1,254	1,414	1,414
<i>Insurance and Claims</i>	14,430	16,616	14,815	12,343	12,343
<i>Facilities Services</i>	0	0	935,356	616,714	616,714
<i>Printing &amp; Distribution</i>	398	217	0	0	0
	352,436	838,261	1,031,243	709,860	709,860
<i>Capital Outlay</i>	185,828	216,277	251,269	322,613	428,323
<i>Cash Transfers–Equipment</i>	0	0	0	0	0
<b>Total Bureau Requirements</b>	<b>1,769,005</b>	<b>2,421,580</b>	<b>3,123,254</b>	<b>2,793,851</b>	<b>2,899,561</b>
<i>Transfers to Other Funds – Cash</i>					
<i>General – Overhead</i>	43,111	13,075	23,075	83,533	83,533
<i>General Fund Tax Offset</i>	87,684	92,972	206,073	122,526	122,526
<i>Downtown Parking Bond Redemp.</i>	45,906	44,434	42,000	26,000	26,000
<i>Morrison Park East Bond Redemp</i>	383,800	366,850	326,000	363,000	363,000

**PARKING FACILITIES OPERATING FUND (159)**

**FUND SUMMARY**

	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 89-90</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><i>REQUIREMENTS - Continued</i></b>					
<i>Morrison Park West Bond Redem</i>	312,336	302,280	287,000	308,000	308,000
<i>Old Town Parking Bond Redemp.</i>	0	69,166	160,000	683,200	683,200
	<u>872,837</u>	<u>888,777</u>	<u>1,044,148</u>	<u>1,586,259</u>	<u>1,586,259</u>
<b><i>Contingency</i></b>					
<i>General Operating Contingency</i>	0	0	1,720,320	2,193,507	2,193,507
<i>Encumbrance Carryover</i>	0	0	0	105,500	0
<b><i>Total Contingency</i></b>	<u>0</u>	<u>0</u>	<u>1,720,320</u>	<u>2,299,007</u>	<u>2,193,507</u>
<b><i>Ending Fund Balance</i></b>	<b>2,000,647</b>	<b>2,299,913</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><i>TOTAL REQUIREMENTS</i></b>	<b><u>\$4,642,489</u></b>	<b><u>\$5,610,270</u></b>	<b><u>\$5,887,722</u></b>	<b><u>\$6,679,117</u></b>	<b><u>\$6,679,327</u></b>

**PARKING FACILITIES (712)**

Parking Facilities Operating Fund (159)  
Finance and Administration

**APPROPRIATION SUMMARY**

	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 89-90</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>EXPENDITURES</u></b>					
<i>Personal Services</i>	\$0	\$0	\$0	\$0	\$0
<i>External Materials and Services</i>	1,230,741	1,367,042	1,840,742	1,761,378	1,761,378
<i>Internal Materials and Services</i>	352,436	838,261	1,031,243	709,860	709,860
<i>Capital Outlay</i>	185,828	216,277	251,269	322,613	428,323
<i>Cash Transfers-Equipment</i>	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$1,769,005</b>	<b>\$2,421,580</b>	<b>\$3,123,254</b>	<b>\$2,793,851</b>	<b>\$2,899,561</b>
<b><u>Authorized Full-Time Positions</u></b>					
<i>Total</i>	0	0	0	0	0
<b><u>FUNDING SOURCES</u></b>					
<i>General Fund Discretionary</i>		\$0	\$15,000	\$15,000	\$15,000
<b><u>Non-Discretionary Resources</u></b>					
<i>Grants and Donations</i>		0	0	0	0
<i>Contract Revenue</i>		0	0	0	0
<i>Interagency Services</i>		0	0	0	0
<i>Bureau/Operating Fund Revenue</i>		2,421,580	3,108,254	2,778,851	2,884,561
<b>Total Non-Discretionary Resources</b>		<b>\$2,421,580</b>	<b>\$3,108,254</b>	<b>\$2,778,851</b>	<b>\$2,884,561</b>
<b>TOTAL FUNDING</b>		<b>\$2,421,580</b>	<b>\$3,123,254</b>	<b>\$2,793,851</b>	<b>\$2,899,561</b>
<b><u>PROGRAMS</u></b>					
<i>Parking Operations</i>		\$1,958,895	\$2,741,077	\$2,263,125	\$2,263,125
<i>Commercial Space</i>		452,734	382,177	530,726	636,436
<i>Heliport Operations</i>		9,951	0	0	0
<b>TOTAL PROGRAM</b>		<b>\$2,421,580</b>	<b>\$3,123,254</b>	<b>\$2,793,851</b>	<b>\$2,899,561</b>

**GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR**

Parking Facilities accounts for the operations and maintenance of the City's five publicly-owned parking garages: Third and Alder, Tenth and Yamhill, O'Bryant Square, Front and Davis, and Fourth and Yamhill. The Front and Davis garage opened in 1988-89, while the Fourth and Yamhill garage opened in December, 1989. Combined, these five garages provide 2,529 parking spaces for the downtown area, and are self-supporting through \$3,450,000 in parking fee revenues. Operation of the garages are guided by two adopted policy documents: the 1985 Update of the Downtown Parking and Circulation Policy, which calls for maintaining an adequate supply of short-term parking in the retail core, and the 1990 Downtown Parking Management Plan, which established goals for increasing the number of carpool spaces downtown, including in the City's garages.

The 1991-92 operating budget for Parking Facilities is \$2,899,561, which is a 7.5 percent decrease from the 1990-91 revised budget of \$3,123,254. The change is due to a decrease in Internal Materials and Services for capital improvement projects. The 1990-91 revised budget includes nearly \$570,000 for five projects, compared to only \$110,000 budgeted in 1991-92. The 1991-92 budget includes \$82,000 for elevator improvements at the Tenth and Yamhill garage, and \$28,000 for the preliminary design of structural repairs needed at the Third and Yamhill Garage. The cost of the contract with APP for garage operations, security, and promotions is budgeted to increase from \$1,349,800 to \$1,397,965, which is



**PARKING FACILITIES (712)**

Parking Facilities Operating Fund (159)

Finance and Administration

*APPROPRIATION SUMMARY*

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more than offset by an \$82,000 reduction in miscellaneous materials and services (the 1990-91 budget estimated too much for the costs at the new 4th and Yamhill garage which opened in December, 1989).

Funding for 1991-92 expenditures will come from parking fees (\$3,450,000), commercial space rental (\$672,000), interest on investments (\$144,000), payment from PDC for completion of the Front and Davis garage commercial space (\$200,000), and a cash transfer from the General Fund to support the annual Pioneer Square Christmas Tree Lighting Event (\$15,000).

PERFORMANCE OBJECTIVES

The Bureau of General Services submitted the following performance objectives pertaining to the Parking Facilities Fund:

- |  |                   |
|--|-------------------|
| 1. Lease 100% of Old Town Garage retail space. | December 31, 1991 |
| 2. Increase garage system revenues by 5%.      | June 30, 1992     |

**PARKING FACILITIES (712)**  
**Parking Facilities Operating Fund (159)**  
**Finance and Administration**

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 89-90</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>PARKING OPERATIONS</u></b>				
<i>Total Expenditures</i>	\$1,958,895	\$2,741,077	\$2,263,125	\$2,263,125
<i>Authorized Full-Time Positions</i>	0.00	0.00	0.00	0.00
<i>Performance/Workload Measures:</i>				
Gross Parking Revenue per Year	\$2,749,837	\$3,308,939	\$3,448,003	\$3,448,003
Percent of Short-Term Parking:				
Third and Alder	75%	80%	85%	85%
Tenth and Morrison	82%	85%	87%	87%
O'Bryant Square	18%	20%	25%	25%
Front and Davis	32%	40%	38%	38%
Fourth and Yamhill	71%	80%	85%	85%

This program provides for the management, operations, security, and promotion of the five publicly-owned parking garages downtown: Third and Alder, Tenth and Morrison, O'Bryant Square, Front and Davis, and Fourth and Yamhill. These garages provide 2,529 parking spaces within the downtown core for both shoppers and visitors. The parking system is managed by the Bureau of General Services, through a contract with the Association for Portland Progress (APP). Reduced expenditures in 1991-92 are due to a \$450,000 reduction in the amount of capital improvement projects to be completed.

The performance measures above state the targets for the amount of short-term parking use at each garage. The garages were built to provide short-term parking for downtown shoppers and visitors.

**COMMERCIAL SPACE**

<i>Total Expenditures</i>	\$452,734	\$382,177	\$530,726	\$636,436
<i>Authorized Full-Time Positions</i>	0.00	0.00	0.00	0.00
<i>Performance/Workload Measures:</i>				
Gross Lease Revenue per Year	\$630,573	\$657,230	\$671,700	\$671,700
Occupancy Rate	100%	100%	100%	100%

This program provides property management services for all of the commercial space within the City garages via an interagency agreement with the Bureau of General Services' Property Management Division. This program budget includes \$117,000 for payment of property taxes on the commercial space. The budget estimates that the garages will generate \$672,000 in gross parking fee revenues in 1991-92. Increased expenditures in 1991-92 are for completion of Front and Davis commercial space.

**HELIPORT OPERATIONS**

<i>Total Expenditures</i>	\$9,951	\$0	\$0	\$0
<i>Authorized Full-Time Positions</i>	0.00	0.00	0.00	0.00
<i>Performance/Workload Measures:</i>				
None Submitted				

This program was moved to the Facilities Services Fund beginning in the 1990-91 fiscal year.

# PARKING FACILITIES (712)

Parking Facilities Operating Fund (159)

Finance and Administration

## LINE ITEM APPROPRIATIONS

<i>Expenditure Classification</i>	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 89-90</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
511000 Full-Time Employees	\$0	\$0	\$0	\$0	\$0
512000 Part-Time Employees	0	0	0	0	0
514000 Overtime	0	0	0	0	0
515000 Premium Pay	0	0	0	0	0
517000 Benefits	0	0	0	0	0
<b>Total Personal Services</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
521000 Professional Services	\$944,646	\$1,131,991	\$1,349,800	\$1,397,965	\$1,397,965
522000 Utilities	120,102	134,710	193,072	159,767	159,767
523000 Equipment Rental	0	0	0	0	0
524000 Repair & Maintenance	3,573	(801)	14,250	0	0
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	49,347	44,867	20,660	9,900	9,900
531000 Office Supplies	0	(64,438)	0	0	0
532000 Operating Supplies	1,700	0	0	0	0
533000 Repair & Maintenance Supplies	0	0	0	0	0
534000 Minor Equipment	0	0	0	0	0
535000 Clothing	0	0	0	0	0
539000 Other Commodities	0	0	0	0	0
541000 Education	0	75	0	0	0
542000 Local Travel	0	0	0	0	0
543000 Out-of-Town Travel	0	0	0	2,000	2,000
544000 External Rent	0	0	0	0	0
545000 Interest	0	0	0	0	0
546000 Refunds	0	0	0	0	0
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	111,373	120,638	262,960	191,746	191,746
<b>Subtotal External Materials &amp; Services</b>	<b>\$1,230,741</b>	<b>\$1,367,042</b>	<b>\$1,840,742</b>	<b>\$1,761,378</b>	<b>\$1,761,378</b>
551000 Fleet Services	\$0	\$0	\$0	\$0	\$0
552000 Printing/Distribution	398	217	0	0	0
553000 Facilities Services	0	0	935,356	616,714	616,714
554000 Communications	1,295	1,400	1,254	1,414	1,414
555000 Data Processing	0	0	0	0	0
556000 Insurance	14,430	16,616	14,815	12,343	12,343
557000 Equipment Lease	0	0	0	0	0
558000 Same Fund Services	0	0	0	0	0
559000 Other Fund Services	336,313	820,028	79,818	79,389	79,389
<b>Subtotal Internal Materials &amp; Services</b>	<b>\$352,436</b>	<b>\$838,261</b>	<b>\$1,031,243</b>	<b>\$709,860</b>	<b>\$709,860</b>
<b>Total Materials &amp; Services</b>	<b>\$1,583,177</b>	<b>\$2,205,303</b>	<b>\$2,871,985</b>	<b>\$2,471,238</b>	<b>\$2,471,238</b>
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	0	29,074	0	0	0
563000 Improvements	0	187,203	186,831	322,613	428,323
564000 Equipment	185,828	0	64,438	0	0
565000 Equipment Lease Purchase	0	0	0	0	0
<b>Total Capital Outlay</b>	<b>\$185,828</b>	<b>\$216,277</b>	<b>\$251,269</b>	<b>\$322,613</b>	<b>\$428,323</b>
573000 Cash Transfers - Equipment	\$0	\$0	\$0	\$0	\$0
<b>Total Appropriation</b>	<b>\$1,769,005</b>	<b>\$2,421,580</b>	<b>\$3,123,254</b>	<b>\$2,793,851</b>	<b>\$2,899,561</b>

**PARKS SYSTEM IMPROVEMENTS FUND (119)**

**FUND SUMMARY**

	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b>RESOURCES</b>					
<i>Revenue</i>					
<i>Current Year Property Taxes:</i>					
<i>Forecasted Revenues</i>	\$0	\$2,262,161	\$2,195,782	\$0	1,815,792
<i>Levy Option Revenue</i>	0	0	0	1,808,533	0
<i>Total Current Year Taxes</i>	0	2,262,161	2,195,782	1,808,533	1,815,792
<i>Prior-Year Taxes</i>	0	0	110,000	110,000	110,000
<i>Total Property Taxes</i>	0	2,262,161	2,305,782	1,918,533	1,925,792
<i>Miscellaneous Revenues</i>					
<i>Interest on Investments</i>	0	95,472	35,000	65,000	65,000
<i>Total Revenue</i>	0	2,357,633	2,340,782	1,983,533	1,990,792
<i>Beginning Fund Balance</i>					
<i>Encumbered</i>	0	0	427,691	1,590,000	1,945,733
<i>Unencumbered</i>			451,551	56,389	56,389
<i>Total Beginning Fund Balance</i>	0	0	879,242	1,646,389	2,002,122
<b>TOTAL RESOURCES</b>	<b>\$0</b>	<b>\$2,357,633</b>	<b>\$3,220,024</b>	<b>\$3,629,922</b>	<b>\$3,992,914</b>

**REQUIREMENTS**

<i>Bureau Requirements</i>					
<i>External Materials &amp; Services</i>	\$0	\$53,159	\$297,101	\$0	\$340,031
<i>Internal Materials &amp; Services</i>					
<i>General</i>	0	88,054	337,516	0	257,640
<i>Printing/Distribution</i>	0	0	2,055	0	0
<i>Environmental Services</i>	0	0	4,000	0	0
<i>Public Art Trust</i>	0	0	41,943	0	0
<i>Capital Outlay</i>	0	136,155	2,480,213	0	3,163,854
<i>Total Bureau Requirements</i>	0	277,368	3,162,828	0	3,761,525
<i>Cash Transfers to Other Funds</i>					
<i>General - Overhead</i>	0	0	10,000	33,982	33,982
<i>Public Art Trust</i>	0	0	0	14,895	14,895
	0	0	10,000	48,877	48,877
<i>Contingency</i>					
<i>General Operating Contingency</i>	0	0	47,196	182,512	182,512
<i>Encumbrance Carryover</i>	0	0	0	1,590,000	0
<i>Levy Option Contingency</i>	0	0	0	1,808,533	0
<i>Total Contingency</i>	0	0	47,196	3,581,045	182,512
<i>Unappropriated Ending Balance</i>	0	2,080,265	0	0	0
<b>TOTAL REQUIREMENTS</b>	<b>\$0</b>	<b>\$2,357,633</b>	<b>\$3,220,024</b>	<b>\$3,629,922</b>	<b>\$3,992,914</b>

**EXPENDITURES - AU 263**

<i>External Materials &amp; Services</i>					
5210 Professional Services	\$0	\$52,359	\$297,101	\$0	\$340,031
5490 Miscellaneous	0	800	0	0	0
<i>Internal Materials &amp; Services</i>					
5520 Printing/Distribution	0	0	2,055	0	0
5590 Other Fund Services	0	88,054	383,459	0	257,640
<i>Capital Outlay</i>					
5490 Land	0	20,000	0	0	0
5630 Improvements	0	116,155	2,480,213	0	3,163,854
	0	277,368	3,162,828	0	3,761,525
<b>TOTAL APPROPRIATION</b>	<b>\$0</b>	<b>\$277,368</b>	<b>\$3,162,828</b>	<b>\$0</b>	<b>\$3,761,525</b>

**GENERAL DESCRIPTION**

This Fund was created based upon voter approval of a Parks System Improvements levy on June 27, 1989. This was a 3-year levy for \$2,433,334 per year, or a total of \$7,300,002, some of which was dedicated to youth-oriented parks and facility improvements and operation. The FY 1991-92 Budget would be the third year of the three-year levy. The intent of the levy was to address the following goals:

- o Improve or build facilities that serve youth, such as ball fields and community centers.*
- o Serve neighborhoods that have a high concentration of youth-at-risk or low-income populations.*
- o Address park safety and security.*
- o Improve maintenance efficiency, especially at high-volume usage.*

The City will assess the Parks Levy with estimated property tax revenues of \$1,815,792 to support levy projects. Of this amount, \$1,545,792 is dedicated to capital improvement projects throughout Portland neighborhoods and the remainder of \$270,000 supports project staffing requirements. Third year levy projects to be funded in whole or in part are listed below:

<i>Peninsula Community Center</i>	<i>\$141,983</i>	<i>no change</i>
<i>Hillside Community Center</i>	<i>35,593</i>	<i>no change</i>
<i>Bloomington Park</i>	<i>89,330</i>	<i>(Reduced by \$94,065)</i>
<i>Washington Park</i>	<i>235,000</i>	<i>no change</i>
<i>Montavilla Community Center</i>	<i>292,489</i>	<i>no change</i>
<i>Alberta Park</i>	<i>153,933</i>	<i>no change</i>
<i>Brentwood Park</i>	<i>94,798</i>	<i>no change</i>
<i>Gabriel Park</i>	<i>118,911</i>	<i>no change</i>
<i>Kenton Park</i>	<i>295,798</i>	<i>no change</i>
<i>Lair Hill Park</i>	<i>16,015</i>	<i>(Reduced by \$110,985)</i>
<i>Dishman Community Ctr.</i>	<u><i>71,942</i></u>	<i>Supplement</i>
 <b>TOTAL AVAILABLE FOR FUNDING</b>	 <b>\$1,545,792</b>	

The following are brief descriptions of the above levy projects which will be funded in FY 1991-92 and the annual operating and maintenance (O/M) costs or savings attributable to each.

*Peninsula Community Center -- Rehabilitation will include improved pathways, remodeled rest rooms and an improved play area. The annual operating and maintenance costs is \$400.*

*Hillside Community Center -- Rehabilitation will include sound-proofing and painting to increase programming revenues. There are no annual operating costs or savings as a result of this project.*

*Bloomington Park -- Improved play area and restoration of the deteriorated rest room facilities for a safer play area and improved, more maintainable rest rooms. The annual operating and maintenance savings are \$1,500.*

*Washington Park Irrigation System -- Installation of an irrigation system to preserve the park's beauty and reduce hours devoted to manual irrigation and reduce water costs. The annual operating and maintenance savings are \$12,300.*

*Montavilla Park Community Center -- Improvements to correct building deficiencies and improve the space for programming purposes. The annual operating and maintenance costs are \$4,500.*

*Alberta Park Irrigation System -- Installation of an irrigation system to preserve the park's beauty and increase maintenance efficiencies and water savings. The annual operating and maintenance savings are \$7,000.*

*Brentwood Park -- Lighting and site regrading to meet the community's need for increased park safety. The annual operating and maintenance costs are \$5,000.*

*Gabriel Park -- Walking path and renovated turf; the latter to increase maintenance efficiencies while improving the safety and use of the athletic fields. The annual operating and maintenance costs are \$3,900.*

*Kenton Park -- Improvements to enhance maintenance efficiencies and increase park safety through paved pathways and lighting. There are no annual operating and maintenance costs or savings.*

*Lair Hill Park -- Tennis court re-surfacing to improve its use and ease of maintenance. There are no annual operating costs or savings as a result of this project.*

*Dishaman Community Center -- Supplements existing project budget to reflect results of actual construction bidding process.*

The estimated net financial impact to the General Fund will be \$7,000 in savings annually as a result of completing the above levy projects.

The following list includes the projects which will not receive levy support due to cutbacks resulting from Ballot Measure 5:

<i>Bloomington Park</i>	<i>\$94,065</i>	<i>(Funded in part above)</i>
<i>Lair Hill Park</i>	<i>110,985</i>	<i>(Funded in part above)</i>
<i>Wilshire Park</i>	<i>17,736</i>	
<i>Woodstock Community Center</i>	<i>30,173</i>	
<i>Midland Park</i>	<i>17,748</i>	
<i>Mt. Hood Park</i>	<i>88,739</i>	
<i>Pier Park</i>	<i>359,454</i>	
<i>Richmond Park</i>	<i>29,588</i>	
	<hr/>	
<b>TOTAL UNFUNDED</b>	<b>\$748,488</b>	

Additionally, an Interagency Service Agreement with the Public Arts Trust Fund totalling \$14,895 for the 1.33% for the Arts requirement reduces the amount of capital available for those projects over \$100,000.

Carry over of FY 1990-91 appropriation in the amount of \$2,017,675 for levy projects is also included in this budget.

**PORTLAND INTERNATIONAL RACEWAY FUND (156)**

**FUND SUMMARY**

	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 89-90</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b>RESOURCES</b>					
<i>Revenue</i>					
<i>Service Charges &amp; Fees</i>					
<i>Concessions</i>	\$136,169	\$156,252	\$130,000	\$165,000	\$165,000
<i>Rents &amp; Reimbursements</i>	227,154	316,272	345,000	335,000	335,000
<i>Miscellaneous Revenues</i>					
<i>Interest on Investments</i>	10,398	16,767	10,000	20,000	20,000
<i>Other Miscellaneous</i>	80	0	0	0	0
<b>Total Revenue</b>	<b>373,801</b>	<b>489,291</b>	<b>485,000</b>	<b>520,000</b>	<b>520,000</b>
<i>Beginning Fund Balance</i>					
<i>Encumbered</i>	0	0	0	85,000	85,000
<i>Unencumbered</i>	129,213	143,699	57,785	182,774	216,780
<b>TOTAL RESOURCES</b>	<b>\$503,014</b>	<b>\$632,990</b>	<b>\$542,785</b>	<b>\$787,774</b>	<b>\$821,780</b>
<b>REQUIREMENTS</b>					
<i>Personal Services</i>	\$152,438	\$191,063	\$226,169	\$232,925	\$245,412
<i>External Materials &amp; Services</i>	84,813	104,898	166,731	105,546	200,595
<i>Internal Materials &amp; Services</i>					
<i>General</i>	28,533	28,292	26,543	28,472	28,472
<i>Sewer System</i>	3,150	0	8,000	8,000	8,000
<i>Transportation</i>	1,000	0	1,000	1,000	1,000
<i>Printing/Distribution Services</i>	547	591	0	516	516
<i>Communications Services</i>	8,210	7,819	9,286	6,713	6,713
<i>Fleet Services</i>	1,234	151	188	409	409
<i>Insurance &amp; Claims</i>	7,939	10,080	11,001	13,427	13,427
<i>Workers Compensation</i>	0	0	4,063	6,023	6,023
<i>Data Processing</i>	0	85	0	289	289
<i>Capital Outlay</i>	45,674	28,520	25,050	92,000	115,503
<b>Total Bureau Requirements</b>	<b>333,538</b>	<b>371,499</b>	<b>478,031</b>	<b>495,320</b>	<b>626,359</b>
<i>Cash Transfers to Other Funds</i>					
<i>General - Overhead</i>	25,777	13,847	23,847	56,954	56,954
<i>Health Insurance</i>	0	463	0	0	0
<i>Contingency</i>					
<i>General Operating Contingency</i>	0	0	40,907	136,524	136,524
<i>Encumbrance Carryover</i>	0	0	0	85,000	0
<i>Personal Services Contingency</i>	0	0	0	13,976	1,943
<b>Total Contingency</b>	<b>0</b>	<b>0</b>	<b>40,907</b>	<b>235,500</b>	<b>138,467</b>
<i>Unappropriated Ending Balance</i>	143,699	247,181	0	0	0
<b>Total Fund Requirements</b>	<b>169,476</b>	<b>261,028</b>	<b>64,754</b>	<b>292,454</b>	<b>195,421</b>
<b>TOTAL REQUIREMENTS</b>	<b>\$503,014</b>	<b>\$632,990</b>	<b>\$542,785</b>	<b>\$787,774</b>	<b>\$821,780</b>



**PORTLAND INTERNATIONAL RACEWAY (608)**

Portland International Raceway Fund (156)

Public Affairs

**APPROPRIATION SUMMARY**

	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>EXPENDITURES</u></b>					
<i>Personal Services</i>	\$152,438	\$191,063	\$226,169	\$232,925	\$245,412
<i>External Materials and Services</i>	84,580	104,898	166,731	105,546	200,595
<i>Internal Materials and Services</i>	50,846	47,018	60,081	64,849	64,849
<i>Capital Outlay</i>	45,674	28,520	25,050	92,000	115,503
<i>Cash Transfers-Equipment</i>	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$333,538</b>	<b>\$371,499</b>	<b>\$478,031</b>	<b>\$495,320</b>	<b>\$626,359</b>
<b><u>Authorized Full-Time Positions</u></b>					
<i>Total</i>	3	4	4	4	4
<b><u>FUNDING SOURCES</u></b>					
<i>General Fund Discretionary</i>		\$0	\$0	\$0	\$0
<b><u>Non-Discretionary Resources</u></b>					
<i>Grants and Donations</i>		0	0	0	0
<i>Contract Revenue</i>		0	0	0	0
<i>Interagency Services</i>		0	0	0	0
<i>Bureau/Operating Fund Revenue</i>		371,499	478,031	495,320	626,359
<b>Total Non-Discretionary Resources</b>		<b>\$371,499</b>	<b>\$478,031</b>	<b>\$495,320</b>	<b>\$626,359</b>
<b>TOTAL FUNDING</b>		<b>\$371,499</b>	<b>\$478,031</b>	<b>\$495,320</b>	<b>\$626,359</b>
<b><u>PROGRAMS</u></b>					
<i>PIR Operations</i>		\$371,499	\$478,031	\$495,320	\$626,359
<b>TOTAL PROGRAMS</b>		<b>\$371,499</b>	<b>\$478,031</b>	<b>\$495,320</b>	<b>\$626,359</b>

**GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR**

The Portland International Raceway is a self-sustaining motorsports facility for the recreational use of the community.

This Raceway offers a safe place for groups, clubs and organizations to conduct racing and non-racing, vehicle-oriented events. The facility can be rented by any size group for 15% of the gross revenues of the event (with minimums and maximums) or for a flat fee for non-events. The raceway draws over 20,000 participants in raceway driver training sessions, recreational activities and competitive events. Annually, the raceway draws approximately 300,000 spectators at 135 events and is in use nearly 350 days during the year.

Ninety-five percent of the total event days of use at PIR are by hobbyists and non-profit groups and individuals, e.g., car, bicycle and go-kart clubs, and police organizations. These events are staged primarily for the benefit of the participants' enjoyment and/or training. Revenues generated by the professional "spectator" events subsidize these smaller events. Spectator events include the Rose Festival Cup Race, the Budweiser/G.I. Joe's 200, G.I. Joe's Gran Prix, and a professional motorcycle road race each year.

This budget includes two Capital Improvement projects. The first project involves Phase II of a 5-Year Plan recommended by the PIR Task Force which was appointed by the Commissioner-in-Charge. The useful life of the previous "Five-Year Plan" expired. Phase I of the new Plan, characterized as a "master plan," included components such as physical improvements needed for the efficient and safe operation of the PIR

## **PORTLAND INTERNATIONAL RACEWAY (608)**

Portland International Raceway Fund (156)

Public Affairs

*APPROPRIATION SUMMARY*

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as well as other issues identified in the PIR Task Force Report completed in FY 1990-91. During FY 1991-92 consultants will complete Phase II of the new Plan which will include cost projections for identified projects, an outline of needed permits, completion of rudimentary design work, and beginning groundwork with respect to the issuance of revenue bonds. The cost of Phase II is \$50,000 for FY 1991-92.

The second CIP project involves repaving the east end of the raceway track to bring it up to the standards of the recently paved west end. The project cost is \$40,000 for FY 1991-92.

Revenues for the PIR Operating Fund are projected to be \$30,000 more than FY 1990-91.

### **PERFORMANCE OBJECTIVES**

- o Complete PIR Master Plan by December 30, 1991.*
- o Complete Noise Barrier Study by December 30, 1991.*
- o Host a minimum number of 50 events throughout FY 1991-92.*
- o Provide facilities for 150 driver education sessions during FY 1991-92.*

# PORTLAND INTERNATIONAL RACEWAY (608)

Portland International Raceway Fund (156)

Public Affairs

PROGRAM SUMMARY

<i>Program</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>PIR OPERATIONS</u></b>				
<i>Total Expenditures</i>	\$371,499	\$478,031	\$495,320	\$626,359
<i>Authorized Full-Time Positions</i>	4.00	4.00	4.00	4.00
<i>Performance/Workload Measures:</i>				
Number of Events	165	145	145	145
Number of Private Use	N/A	150	150	150
Money Generated	489,291	485,000	520,000	520,000
Number of People Attended	259,877	235,000	255,000	255,000

The Portland International Raceway (PIR) program is a self-sustaining motorsports facility for the recreational use of the community.

This Raceway offers a safe place for groups, clubs and organizations to conduct racing and non-racing vehicle-oriented events. The facility can be rented by any size group for 15% of the gross revenues of the event (with minimums and maximums) or for a flat fee for non-events. The raceway draws over 20,000 participants in raceway driver training sessions, recreational activities and competitive events. Annually, the raceway draws approximately 300,000 spectators at 135 events and is in use nearly 350 days during the year.

For FY 1991-92 PIR program supports four full-time employees, numerous part-time personnel for clean-up and ticket selling on an as-needed basis. Also, included in this budget are two Capital Improvement Projects: 1) Phase II of a PIR 5-Year Master Plan (\$50,000); and 2) repair of the paving at the east end of the raceway to bring it up to the standards of the recently paved west end (\$40,000).

**PORTLAND INTERNATIONAL RACEWAY (608)**

Portland International Raceway Fund (156)

Public Affairs

*LINE ITEM APPROPRIATIONS*

<i>Expenditure Classification</i>	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
511000 Full-Time Employees	\$74,118	\$101,214	\$126,612	\$128,926	\$136,275
512000 Part-Time Employees	43,551	37,728	42,534	45,000	47,565
514000 Overtime	3,149	7,492	0	0	0
515000 Premium Pay	127	0	0	0	0
517000 Benefits	31,493	44,629	57,023	58,999	61,572
<b>Total Personal Services</b>	<b>\$152,438</b>	<b>\$191,063</b>	<b>\$226,169</b>	<b>\$232,925</b>	<b>\$245,412</b>
521000 Professional Services	\$0	\$3,414	\$51,055	\$0	\$64,441
522000 Utilities	21,897	24,721	25,000	30,000	40,047
523000 Equipment Rental	3,949	1,428	19,729	5,000	14,515
524000 Repair & Maintenance	22,343	26,590	24,173	25,000	33,995
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	2,279	2,278	5,020	3,932	6,437
531000 Office Supplies	444	655	1,000	800	800
532000 Operating Supplies	10,227	10,387	10,000	10,000	10,000
533000 Repair & Maintenance Supplies	21,939	28,428	22,000	20,000	20,000
534000 Minor Equipment	309	4,277	500	2,000	2,000
535000 Clothing	0	202	70	0	0
539000 Other Commodities	0	0	0	0	0
541000 Education	180	65	0	0	0
542000 Local Travel	8	67	0	0	0
543000 Out-of-Town Travel	585	0	1,800	0	0
544000 External Rent	0	338	6,384	6,384	6,384
545000 Interest	0	0	0	0	0
546000 Refunds	0	0	0	0	0
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	420	2,048	0	2,430	1,976
<b>Subtotal External Materials &amp; Services</b>	<b>\$84,580</b>	<b>\$104,898</b>	<b>\$166,731</b>	<b>\$105,546</b>	<b>\$200,595</b>
551000 Fleet Services	\$1,234	\$151	\$188	\$409	\$409
552000 Printing/Distribution	549	591	0	516	516
553000 Internal Rent	0	0	0	0	0
554000 Communications	8,210	7,819	9,286	6,713	6,713
555000 Data Processing	0	85	149	289	289
556000 Insurance	7,939	10,080	14,721	19,450	19,450
557000 Equipment Lease	0	0	0	0	0
558000 Same Fund Services	0	0	0	0	0
559000 Other Fund Services	32,914	28,292	35,737	37,472	37,472
<b>Subtotal Internal Materials &amp; Services</b>	<b>\$50,846</b>	<b>\$47,018</b>	<b>\$60,081</b>	<b>\$64,849</b>	<b>\$64,849</b>
<b>Total Materials &amp; Services</b>	<b>\$135,426</b>	<b>\$151,916</b>	<b>\$226,812</b>	<b>\$170,395</b>	<b>\$265,444</b>
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	0	0	0	0	0
563000 Improvements	43,484	26,625	25,050	90,000	113,503
564000 Equipment	2,190	1,895	0	2,000	2,000
565000 Equipment Lease Purchase	0	0	0	0	0
<b>Total Capital Outlay</b>	<b>\$45,674</b>	<b>\$28,520</b>	<b>\$25,050</b>	<b>\$92,000</b>	<b>\$115,503</b>
573000 Cash Transfers - Equipment	\$0	\$0	\$0	\$0	\$0
<b>Total Appropriation</b>	<b>\$333,538</b>	<b>\$371,499</b>	<b>\$478,031</b>	<b>\$495,320</b>	<b>\$626,359</b>

**PORTLAND INTERNATIONAL RACEWAY (608)**

Portland International Raceway Fund (156)

Public Affairs

*FULL-TIME POSITIONS*

Class	Title	Actual FY 88-89		Actual FY 89-90		Revised Budget FY 90-91		Proposed FY 91-92		Adopted FY 91-92	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
4352	Race Track Manager	1	40,236	1	41,475	1	43,238	1	43,576	1	46,060
4351	Race Track Maintenance Specialist	1	28,702	1	30,696	1	30,336	1	30,560	1	32,302
1240	Maintenance Mechanic	0	0	1	26,646	0	0	1	29,449	1	31,128
1218	Utility Worker	0	0	0	0	1	29,230	0	0	0	0
0816	Administrative Analyst Technician	0	0	1	2,397	1	23,808	1	25,341	1	26,785
0114	Clerical Specialist I	1	5,180	0	0	0	0	0	0	0	0
<b>TOTAL FULL-TIME POSITIONS</b>		<b>3</b>	<b>74,118</b>	<b>4</b>	<b>101,214</b>	<b>4</b>	<b>126,612</b>	<b>4</b>	<b>128,926</b>	<b>4</b>	<b>136,275</b>

**PUBLIC SAFETY CAPITAL FUND (118)**

**FUND SUMMARY**

	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b>RESOURCES</b>					
<i>Revenue</i>					
<i>Property Taxes</i>					
<i>Current Year's Taxes:</i>					
<i>Forecasted Revenues</i>	\$0	\$2,275,000	\$2,256,250	\$774,489	\$1,865,795
<i>Levy Option Contingent Rev.</i>	0	0	0	1,083,848	0
<b>Total Current Year Taxes</b>	<b>0</b>	<b>2,275,000</b>	<b>2,256,250</b>	<b>1,858,337</b>	<b>1,865,795</b>
<i>Prior Year's Taxes</i>	0	0	112,000	180,000	180,000
<b>Total Property Taxes</b>		<b>2,275,000</b>	<b>2,368,250</b>	<b>2,038,337</b>	<b>2,045,795</b>
<i>Miscellaneous Revenues</i>					
<i>Interest on Investments</i>	0	96,000	194,000	225,000	225,000
<i>Transfer from Other Funds</i>					
<i>Emergency Communications</i>	0	0	0	921,000	921,000
<b>Total Revenue</b>	<b>0</b>	<b>2,371,000</b>	<b>2,562,250</b>	<b>3,184,337</b>	<b>3,191,795</b>
<i>Beginning Fund Balance</i>		0	2,314,750	3,038,369	3,038,369
<b>TOTAL RESOURCES</b>	<b>\$0</b>	<b>\$2,371,000</b>	<b>\$4,877,000</b>	<b>\$6,222,706</b>	<b>\$6,230,164</b>

**REQUIREMENTS**

<i>Expenditures</i>					
<i>Personal Services</i>	0	46,000	60,047	63,179	63,179
<i>External Materials &amp; Svcs.</i>	0	27,700	13,000	28,000	28,000
<i>Internal Materials &amp; Svcs.</i>					
<i>Printing &amp; Distribution</i>	0	1,300	0	0	0
<i>Communications</i>	0	0	1,809	644	644
<i>Emergency Communications</i>	0	0	71,752	0	0
	0	1,300	73,561	644	644
<i>Capital Outlay</i>	0	500,000	3,785,000	5,000,000	6,091,306
<b>Total Expenditures</b>	<b>0</b>	<b>575,000</b>	<b>3,931,608</b>	<b>5,091,823</b>	<b>6,183,129</b>
<i>Fund Requirements</i>					
<i>Transfers to Other Funds - Cash</i>					
<i>General-Overhead</i>	0	0	7,205	39,880	39,880
<i>Contingency</i>					
<i>General Operating Contingency</i>	0		938,187	7,155	7,155
<i>Levy Option Contingency</i>	0	0	0	1,083,848	0
<b>Total Contingency</b>	<b>0</b>	<b>0</b>	<b>938,187</b>	<b>1,091,003</b>	<b>7,155</b>
<i>Unappropriated Ending Balance</i>		1,796,000	0	0	0
<b>TOTAL REQUIREMENTS</b>	<b>\$0</b>	<b>\$2,371,000</b>	<b>\$4,877,000</b>	<b>\$6,222,706</b>	<b>\$6,230,164</b>

This fund accounts for the revenues and expenses associated with capital improvements to the City's emergency communications systems. Funding for these improvements has been provided through voter approval of a serial levy. FY 1991-92 will be the third and final year of the levy.

Originally scheduled third year levy projects include the replacement of the computer aided dispatch (CAD) system at the Bureau of Emergency Communications, mobile digital terminals, management information systems for the Bureaus of Police, Fire, and BOEC, a computerized geobased mapping system, and an automatic vehicle locator system.

Due to the passage of Measure 5, the forecasted property tax revenue would have been insufficient to complete all originally scheduled projects. To partially offset this shortfall, \$921,000 of funds collected over the years from BOEC users for the replacement of the CAD system will be transferred to the Public Safety Fund.

The amount of property tax revenue forecasted in the Public Safety Fund has increased from \$774,489 in the Proposed Budget to \$1,865,795 in the Adopted Budget. This increase results from the following:

- \$87,960 from the elimination of competition with PDC
- 1,006,346 from the decision to maximize the Public Safety Levy due the increase in FPD&R balance, a and the resultant ability to decrease the Fire and Police Disability fund tax levy.

Given the increase in available property tax dollars, as well as the transfer of \$921,000 from the Emergency Communications Fund, the Public Safety Fund's resources for FY 91-92 exceed its budgeted capital requirements by approximately \$425,000. This "excess" appropriation will be dedicated to the construction of a new Emergency Communications Center and to the acquisition of a trunked 800 MhZ radio system.

## REFUSE DISPOSAL FUND (157)

## FUND SUMMARY

	Actual FY 88-89	Actual FY 89-90	Revised Budget FY 90-91	Proposed FY 91-92	Adopted FY 91-92
<b>RESOURCES</b>					
<i>Revenue</i>					
<i>Service Charges &amp; Fees</i>					
Public Utility/Works Charges	\$244,404	\$461,754	\$630,000	\$1,574,849	\$1,574,849
Rents & Reimbursements	359,791	299,849	324,000	120,000	120,000
Public Utility Licenses	0	0	0	893,260	893,260
Other Licenses - Commercial	0	0	0	747,658	747,658
	604,195	761,603	954,000	3,335,767	3,335,767
<i>Miscellaneous Revenues</i>					
Interest on Investments	174,802	190,950	120,000	120,000	120,000
Other Miscellaneous	1,300	500	0	0	0
	176,102	191,450	120,000	120,000	120,000
<b>Total Revenue</b>	<b>780,297</b>	<b>953,053</b>	<b>1,074,000</b>	<b>3,455,767</b>	<b>3,455,767</b>
<i>Transfers from Other Funds - Cash</i>					
Federal and State Grants	0	126,000	328,663	478,663	478,663
Sewer System Operating	0	0	0	1,000,000	1,000,000
	0	126,000	328,663	1,478,663	1,478,663
<i>Beginning Fund Balance</i>					
Encumbered	0	0	131,598	200,000	271,159
Unencumbered	2,016,944	2,003,819	1,901,882	800,000	800,000
<b>Total Beginning Fund Balance</b>	<b>2,016,944</b>	<b>2,003,819</b>	<b>2,033,480</b>	<b>1,000,000</b>	<b>1,071,159</b>
<b>TOTAL RESOURCES</b>	<b>\$2,797,241</b>	<b>\$3,082,872</b>	<b>\$3,436,143</b>	<b>\$5,934,430</b>	<b>\$6,005,589</b>
<b>REQUIREMENTS</b>					
<i>Bureau Requirements</i>					
Personal Services	\$0	\$0	\$284,998	\$557,335	\$570,802
External Materials & Services	279,990	461,555	1,296,441	2,456,251	2,727,410
<i>Internal Materials &amp; Services</i>					
General Fund	0	0	0	25,000	25,000
Sewer System Operating	382,312	405,337	146,388	95,138	95,138
Buildings	0	0	0	200,470	200,470
Fleet Services	0	0	1,767	1,033	1,033
Communications Services	0	0	4,748	7,673	7,673
Printing/Distribution Services	0	0	68,994	93,803	93,803
	382,312	405,337	221,897	423,117	423,117
Capital Outlay	0	0	66,371	701,500	701,500
Equipment Cash Transfers	0	0	0	0	0
<b>Total Bureau Requirements</b>	<b>662,302</b>	<b>866,892</b>	<b>1,869,707</b>	<b>4,138,203</b>	<b>4,422,829</b>



**REFUSE DISPOSAL FUND (157)**

**FUND SUMMARY**

	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>REQUIREMENTS -- Continued</u></b>					
<i>Transfers to Other Funds - Cash</i>					
<i>General - Overhead</i>	15,417	4,570	13,403	58,118	58,118
<i>General - Business Licenses</i>	0	0	0	77,000	77,000
<i>Sewer System Operating</i>	115,703	115,498	106,680	727,970	727,970
	131,120	120,068	120,083	863,088	863,088
<i>Contingency</i>					
<i>Encumbrance Carryover</i>	0	0	0	200,000	0
<i>Compensation Set-Aside</i>	0	0	0	0	19,973
<i>General Operating Contingency</i>	0	0	1,446,353	733,139	699,699
	0	0	1,446,353	933,139	719,672
<i>Unappropriated Ending Balance</i>	2,003,819	2,095,912	0	0	0
<b>TOTAL REQUIREMENTS</b>	<b>\$2,797,241</b>	<b>\$3,082,872</b>	<b>\$3,436,143</b>	<b>\$5,934,430</b>	<b>\$6,005,589</b>

**GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR**

In October 1991, the Bureau of Environmental Services will implement a franchise system for residential solid waste collection that provides containers for weekly curbside recycling. As a result, the Refuse Disposal Fund will be expanding both its revenues and expenditures to just over \$6 million, compared to the 1990-91 revised budget of \$3.4 million. The Refuse Disposal Fund's main sources of revenues have been from recycling tonnage fees, and payments from lease of the St. John's Landfill (\$630,000 and \$324,000, respectively, in 1990-91). Beginning in October of 1991, when the City will implement a franchise upon all residential garbage collectors, the fund will receive a 5% franchise fee that is estimated to bring in \$893,260 (included in Public Utility Licenses revenues above). The recycling tonnage fee will continue to be charged from July until the franchise program is implemented in October, which will bring in \$288,510.

Public Utility/Works Charge revenues include \$725,570 from a special hazardous waste site tonnage fee charged to both commercial and residential haulers, \$560,769 recovered from garbage haulers to pay for the cost of the curbside recycling containers, and \$288,510 from recycling tonnage fee collected up until October, 1991. The hazardous waste site remediation fee was approved by the City Council based on state law which allows local governments to charge a fee to pay for the clean-up of hazardous waste sites. The 1991-92 Budget includes \$724,000 for clean-up of the Marathon Realities site in NW Portland, formerly a municipal incinerator and landfill.

The fund will also collect permit fees totalling \$747,658 from commercial garbage haulers, as shown in the Other Licenses - Commercial revenue category. The City transferred ownership of the St. John's Landfill to the Metropolitan Service District (Metro) in December, 1990, which will be responsible for the closure and conversion of the landfill. As a result, the Rents and Reimbursements revenue will decrease from \$324,000 to \$120,000. The 1991-92 Budget also contains a \$1,000,000 cash transfer from the Sewer System Operating Fund as a loan for the purchase of recycling containers (to be repaid over two years), and \$478,663 in grants from Metro for recycling programs.

Fund-level expenditures include cash transfers for General Fund overhead, and \$77,000 to reimburse the General Fund for business license revenues the General Fund will lose when the City implements the residential garbage franchise system. Cash transfers to the Sewer System Operating Fund include \$560,769 as first payment on the recycling container loan, and \$167,201 for Bureau of Environmental Services overhead.

**REFUSE DISPOSAL, BUREAU OF ENVIRONMENTAL SERVICES (155)**

Refuse Disposal Fund (157)

Public Works

**APPROPRIATION SUMMARY**

	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>EXPENDITURES</u></b>					
<i>Personal Services</i>	\$0	\$0	\$284,998	\$557,335	\$570,802
<i>External Materials and Services</i>	279,990	461,555	1,296,441	2,456,251	2,727,410
<i>Internal Materials and Services</i>	382,312	405,337	221,897	423,117	423,117
<i>Capital Outlay</i>	0	0	66,371	701,500	701,500
<i>Cash Transfers-Equipment</i>	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$662,302</b>	<b>\$866,892</b>	<b>\$1,869,707</b>	<b>\$4,138,203</b>	<b>\$4,422,829</b>
<b><u>Authorized Full-Time Positions</u></b>					
<i>Total</i>	0	0	5	11	11
<b><u>FUNDING SOURCES</u></b>					
<i>General Fund Discretionary</i>	\$0	\$0	\$0	\$0	\$0
<b><u>Non-Discretionary Resources</u></b>					
<i>Grants and Donations</i>	0	126,000	328,663	478,663	478,663
<i>Contract Revenue</i>	0	0	0	0	0
<i>Interagency Services</i>	0	0	0	0	0
<i>Bureau Cost Recovery/Operating</i>	662,302	740,892	1,541,044	3,659,540	3,944,166
<b>TOTAL FUNDING</b>	<b>\$662,302</b>	<b>\$866,892</b>	<b>\$1,869,707</b>	<b>\$4,138,203</b>	<b>\$4,422,829</b>
<b><u>PROGRAMS</u></b>					
<i>Solid Waste</i>	\$214,130	\$280,276	\$604,498	\$1,860,646	\$2,013,529
<i>Recycling</i>	448,172	586,616	1,265,209	2,277,557	2,409,300
<b>TOTAL PROGRAMS</b>	<b>\$662,302</b>	<b>\$866,892</b>	<b>\$1,869,707</b>	<b>\$4,138,203</b>	<b>\$4,422,829</b>

**GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR**

The 1991-92 Budget for the Refuse Disposal Fund reflects the implementation of a residential solid waste collection system in the City, which will move the garbage hauling and recycling system from its current unregulated system, to a tightly compacted and regulated system. Under the new system, residential garbage collection routes within the Portland Urban Services Boundary (USB) will be consolidated, rates will be set by the City, and curbside recycling provided on a weekly basis to all residential households in the City. The administrative and enforcement costs of this program will be recovered through a 5% franchise fee levied against the gross residential garbage collection billings. The goal of this program is to increase residential recycling participation from 28% currently to 60% of the 130,000 residential households in the Portland Urban Services Boundary (USB). The Refuse Disposal Fund will shift its focus to monitoring and enforcement activities, requiring six additional positions over the current level of five. The fund will also purchase and distribute curbside recycling containers to all households, at a cost of \$1,250,000. Metro will grant \$250,000 towards the purchase of these containers, with the remaining amount loaned from the Sewer System Operating Fund. The Refuse Disposal Fund will repay this loan over two years, to be recovered through the garbage rates set by the City.

The franchise fee revenues from the residential garbage franchise will also provide support for the Bureau of Building's Nuisance Abatement Program. The bureau has included an interagency transfer of \$200,470 with the Bureau of Buildings for debris removal services.

## REFUSE DISPOSAL, BUREAU OF ENVIRONMENTAL SERVICES (155)

Refuse Disposal Fund (157)  
Public Works

APPROPRIATION SUMMARY

This budget will also continue the Multi-family Recycling Program where 125 apartment complexes will be supplied with recycling depots and assistance free of charge. This program will be funded through a \$328,663 grant from Metro.

The 1991-92 Budget will also continue the City's remediation of the Marathon Realities U.S. property in NW Portland, formerly a municipal incinerator and landfill. Between the years of about 1927 to 1948, the City deposited its incinerator ash at the site and covered the ash with used oil to prevent it from blowing away. As a result of this practice, soil samples in 1989 showed the presence of hazardous substances, specifically lead, heavy metals and hydrocarbons from oil. This budget includes \$724,000 to fund the first year of remediation, with total costs estimated at nearly \$1.3 million over the next two fiscal years. The State legislature passed ORS 459.311 which provides for a local government responsible for conducting hazardous waste site remediation to impose a surcharge on all solid waste collection services within the government's boundaries. As such, the City Council approved a surcharge of \$1.50 per ton of solid waste collected, which went into effect February 1, 1991. This surcharge is expected to be in effect until June 30, 1993, in order to recover the \$1.5 million projected to be needed to clean-up this site.

### PERFORMANCE OBJECTIVES

The Bureau of Environmental Services submitted the following performance objectives for the Refuse Disposal Fund in 1991-92:

#### Solid Waste

1. Successfully implement residential garbage hauling route consolidations in the Portland Urban Services Boundary by October 1, 1991.
2. Negotiate and Implement solid waste franchise agreements between the City and approximately 85 permitted residential solid waste haulers in the Portland USB by August 15, 1991.
3. Develop and enforce residential and commercial garbage collection standards.
4. Work cooperatively with State and Regional solid waste agencies to develop and implement efficiency and savings in solid waste collection and disposal programming.

#### Recycling

1. Purchase and distribute curbside recycling containers for all of the approximately 130,000 households in the Portland USB by October 1, 1991.
2. Implement weekly curbside recycling in Portland by October 1, 1991 that will recover all DEQ mandated principal recyclables (glass, newspaper, tin, aluminum, and cardboard), and adding plastic milk jugs and slick magazines.
3. Establish consolidated recycling district and routes along with the certification of approved recyclers.
4. Develop and implement a monthly yard debris recycling program by March 1, 1992.
5. Increase residential weekly curbside recycling participation from 28% to 65% of all households in the Portland USB by June 30, 1992.
6. Increase the amount of recyclable material diverted from landfills due to enhanced recycling from 30,000 tons to 50,000 tons by June 30, 1992.
7. Increase apartment dweller participation and awareness of the opportunity to recycle by providing recycling depot equipment at no charge to 125 additional apartment complexes by June 30, 1992.

## REFUSE DISPOSAL, BUREAU OF ENVIRONMENTAL SERVICES (155)

Refuse Disposal Fund (157)

Public Works

PROGRAM SUMMARY

<i>Program</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>SOLID WASTE</u></b>				
<i>Total Expenditures</i>	\$280,276	\$604,498	\$1,860,646	\$2,013,529
<i>Authorized Full-Time Positions</i>	0	3	7	7
<i>Performance/Workload Measures:</i>				
Mailings to Residential Customers	N/A	N/A	150,000	150,000
Residential Franchise Agreements Negotiated	N/A	N/A	70	70
Commercial Hauling Permits Granted	N/A	N/A	60	60
Scheduled Hauler Inspections	N/A	N/A	95	95

This program provides administration and enforcement of the City's garbage hauling permits and, upon its implementation, the residential garbage franchises. Implementation of the garbage franchises will require negotiations with, and the consolidation of routes of approximately 85 residential haulers. After franchises are in place, this program will develop, monitor and enforce standards for collection of both residential and commercial solid waste. Particular emphasis will be on commercial collection and recycling, as well as solving the problems surrounding household hazardous wastes, medical wastes, and illegal dumping. This program also provides administration, funding, and monitoring of the remediation of the Marathon Realties U.S. site, which was formerly a municipal incinerator and landfill owned by the City.

In order to accomplish these tasks, the 1991-92 Budget adds 4 positions: 1 Project Coordinator for franchise oversight and public outreach; 2 Field Representatives to monitor and enforce collection standards, and to investigate customer complaints; and 1 Management Analyst to meet the accounting and financial reporting needs of the fund. Existing positions include the Solid Waste Director, one Project Coordinator and one Clerical Specialist.

### **RECYCLING**

<i>Total Expenditures</i>	\$586,616	\$1,265,209	\$2,277,557	\$2,409,300
<i>Authorized Full-Time Positions</i>	0	2	4	4
<i>Performance/Workload Measures:</i>				
Percent Residential Recycling Participation	25%	26%	65%	65%
Percent Multi-Family Residential Unit Served	1%	5%	10%	10%
Recyclable Material Diverted from Portland USB Waste Stream (tons)	25,500	30,000	50,000	50,000

This program provides opportunities for City residents to recycle and conducts other public outreach activities to reduce the amount of waste that is landfilled. In particular, these activities include implementation of a user-friendly, weekly curbside recycling program, establishing standards of service and performance relative to improving recycling within the commercial sector, and implementation of a yard debris recycling program in order to comply with anticipated regulations in this area. This program also manages the Multi-Family Recycling Program which sites recycling depots in apartment complexes. The goal is to site 125 such depots in 1991-92.

The 1991-92 budget adds two new positions, a Project Coordinator and an Urban Services Public Involvement Coordinator, in addition to the existing two positions: Recycling Manager and Project Coordinator.

**REFUSE DISPOSAL, BUREAU OF ENVIRONMENTAL SERVICES (155)**

Refuse Disposal Fund (157)

Public Works

*LINE ITEM APPROPRIATIONS*

<i>Expenditure Classification</i>	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
511000 Full-Time Employees	\$0	\$0	\$206,525	\$388,624	\$397,439
512000 Part-Time Employees	0	0	0	18,298	19,341
514000 Overtime	0	0	0	0	0
515000 Premium Pay	0	0	0	0	0
517000 Benefits	0	0	78,473	150,413	154,022
<b>Total Personal Services</b>	<b>\$0</b>	<b>\$0</b>	<b>\$284,998</b>	<b>\$557,335</b>	<b>\$570,802</b>
521000 Professional Services	\$0	\$396,634	\$803,965	\$565,525	\$818,759
522000 Utilities	0	0	0	0	0
523000 Equipment Rental	0	0	0	0	0
524000 Repair & Maintenance	0	0	0	0	0
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	0	189	1,287	1,287	2,447
531000 Office Supplies	0	0	1,352	1,352	1,352
532000 Operating Supplies	0	0	1,400	1,400	3,436
533000 Repair & Maintenance Supplies	0	0	0	0	0
534000 Minor Equipment	0	60,742	900	1,396,650	1,411,379
535000 Clothing	0	0	0	0	0
539000 Other Commodities	0	0	26	26	26
541000 Education	0	0	2,393	2,893	2,893
542000 Local Travel	0	0	850	850	850
543000 Out-of-Town Travel	0	3,602	3,068	5,068	5,068
544000 External Rent	0	0	0	0	0
545000 Interest	0	0	0	0	0
546000 Refunds	0	0	0	0	0
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	279,990	388	481,200	481,200	481,200
<b>Subtotal External Materials &amp; Services</b>	<b>\$279,990</b>	<b>\$461,555</b>	<b>\$1,296,441</b>	<b>\$2,456,251</b>	<b>\$2,727,410</b>
551000 Fleet Services	\$0	\$0	\$1,767	\$1,033	\$1,033
552000 Printing/Distribution	0	0	68,994	93,803	93,803
553000 Facilities Services	0	0	0	0	0
554000 Communications	0	0	4,748	7,673	7,673
555000 Data Processing	0	0	0	0	0
556000 Insurance	0	0	0	0	0
557000 Equipment Lease	0	0	0	0	0
558000 Same Fund Services	0	0	0	0	0
559000 Other Fund Services	382,312	405,337	146,388	320,608	320,608
<b>Subtotal Internal Materials &amp; Services</b>	<b>\$382,312</b>	<b>\$405,337</b>	<b>\$221,897</b>	<b>\$423,117</b>	<b>\$423,117</b>
<b>Total Materials &amp; Services</b>	<b>\$662,302</b>	<b>\$866,892</b>	<b>\$1,518,338</b>	<b>\$2,879,368</b>	<b>\$3,150,527</b>
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	0	0	694,000	694,000
564000 Equipment	0	0	66,371	7,500	7,500
566000 Equipment Lease	0	0	0	0	0
<b>Total Capital Outlay</b>	<b>\$0</b>	<b>\$0</b>	<b>\$66,371</b>	<b>\$701,500</b>	<b>\$701,500</b>
573000 Cash Transfers - Equipment	\$0	\$0	\$0	\$0	\$0
<b>Total Appropriation</b>	<b>\$662,302</b>	<b>\$866,892</b>	<b>\$1,869,707</b>	<b>\$4,138,203</b>	<b>\$4,422,829</b>

**REFUSE DISPOSAL, BUREAU OF ENVIRONMENTAL SERVICES (155)**

Refuse Disposal Fund (157)

Public Works

*FULL-TIME POSITIONS*

Class	Title	Actual F FY 88-89		Actual FY 89-90		Revised Budget FY 90-91		Proposed FY 91-92		Adopted FY 91-92	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
1831	Solid Waste Director	0	0	0	0	1	46,704	1	46,338	1	48,979
3229	Planner A	0	0	0	0	1	34,434	1	34,689	1	34,689
3163	Engineering Associate A	0	0	0	0	1	43,953	0	0	0	0
3133	Project Coordinator	0	0	0	0	1	43,953	4	159,240	4	159,240
2210	Field Representative	0	0	0	0	0	0	2	49,004	2	51,797
0827	Management Analyst	0	0	0	0	0	0	1	35,506	1	37,530
0809	Urban Services Public Involve. Coor	0	0	0	0	0	14,388	1	40,036	1	40,036
0114	Clerical Specialist	0	0	0	0	1	23,093	1	23,811	1	25,168
<b>TOTAL FULL-TIME POSITIONS</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>206,525</b>	<b>11</b>	<b>388,624</b>	<b>11</b>	<b>397,439</b>

## SEWER SYSTEM OPERATING FUND (151)

## FUND SUMMARY

	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b>RESOURCES</b>					
<i>Revenue</i>					
<i>Permits &amp; Licenses</i>					
<i>Sewer Permits</i>	\$101,026	\$120,230	\$75,813	\$111,097	\$111,097
<i>Service Charges – Utility Charges</i>					
<i>Monthly Sewer Charges</i>	26,729,804	29,720,994	36,316,110	43,377,746	43,377,746
<i>Connection Charges</i>	7,069,967	4,989,605	7,746,442	5,700,000	5,700,000
<i>Local Gov't Contracts</i>	0	0	1,497,221	1,407,000	1,407,000
<i>Other Utility Charges</i>	1,631,320	1,705,856	335,240	359,414	357,676
<i>Rents &amp; Reimbursement</i>	39,213	48,979	39,371	41,479	41,479
<i>Misc. Service Charges</i>	1,334	2,536	3,416	996	996
	35,471,638	36,467,970	45,937,800	50,886,635	50,884,897
<i>Miscellaneous Revenues</i>					
<i>Sales of Equipment</i>	3,005	150	0	0	0
<i>Sales – Miscellaneous</i>	1,101	118,083	85,473	501,945	501,945
<i>Refunds</i>	96,064	11,376	1,640	4,608	4,608
<i>Interest on Investments</i>	870,103	849,173	321,835	439,446	439,446
<i>Other Misc. Revenues</i>	7,125	3,276	22,833	20,582	22,320
	977,398	982,058	431,781	966,581	968,319
<i>Total Revenue</i>	36,550,062	37,570,258	46,445,394	51,964,313	51,964,313
<i>Transfers from Other Funds – Cash</i>					
<i>Computer Services</i>	0	0	0	31,582	31,582
<i>Refuse Disposal</i>	115,703	115,498	135,930	727,970	727,970
<i>Sewer Const. – Enc. Cap.</i>	0	0	7,948,601	0	0
<i>Sewer System Construction</i>	1,201,481	1,785,512	35,179,417	2,283,008	2,283,008
<i>Sewer System Rate Stabiliz</i>	0	5,325,000	5,784,042	3,631,545	3,631,545
<i>Transportation Operating</i>	0	0	0	141,391	141,391
	1,317,184	7,226,010	49,047,990	6,815,496	6,815,496
<i>Transfers from Other Funds – Svc. Reimb.</i>					
<i>General</i>	5,305	3,740	4,000	0	0
<i>Portland Intern'l Raceway</i>	5,459	5,321	8,000	8,000	8,000
<i>Refuse Disposal</i>	382,312	383,678	0	95,138	95,138
<i>Sewer System Construction</i>	3,419,456	4,135,981	0	52,087,076	52,087,076
<i>Transportation Operating</i>	240,184	242,984	279,114	370,868	370,868
<i>Water</i>	6,865	11,890	15,000	39,500	39,500
	4,059,581	4,783,594	306,114	52,600,582	52,600,582
<i>Beginning Fund Balance</i>					
<i>Encumbered</i>	0	0	116,070	10,000,000	1,730,279
<i>Unencumbered</i>	4,675,310	4,255,357	4,366,383	5,914,906	5,914,906
<i>Total Beginning Fund Bal.</i>	4,675,310	4,255,357	4,482,453	15,914,906	7,645,185
<b>TOTAL RESOURCES</b>	<b>\$46,602,137</b>	<b>\$53,835,219</b>	<b>\$100,281,951</b>	<b>\$127,295,297</b>	<b>\$119,025,576</b>

**SEWER SYSTEM OPERATING FUND (151)**

	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b>REQUIREMENTS</b>					
<i>Personal Services</i>	\$12,581,112	\$13,711,495	\$16,576,655	\$19,348,085	\$20,152,693
<i>External Materials &amp; Services</i>	6,690,358	7,188,189	18,650,970	25,035,604	26,457,071
<i>Internal Materials &amp; Services</i>					
<i>General Fund</i>	321,602	582,208	509,808	607,295	635,196
<i>Autoport</i>	0	0	0	43,200	43,200
<i>Buildings</i>	0	0	93,820	91,845	91,994
<i>Communication Services</i>	289,149	286,456	202,730	306,733	306,733
<i>Computer Services</i>	0	0	0	159,630	159,630
<i>Facilities Services</i>	0	0	621,013	562,195	562,195
<i>Fleet Services</i>	243,542	313,412	417,126	508,029	508,029
<i>Insurance &amp; Claims</i>	61,584	83,151	134,500	190,393	190,393
<i>LID Construction</i>	0	0	15,000	17,500	17,500
<i>Portland Building</i>	299,778	311,138	0	0	0
<i>Printing &amp; Distribution</i>	248,572	282,989	310,114	444,904	444,904
<i>Transportation Operating</i>	6,363,648	7,335,718	9,964,201	13,535,675	13,535,675
<i>Water</i>	1,275,872	1,485,766	1,621,143	1,690,114	1,690,114
<i>Workers' Compensation</i>	238,516	450,144	393,998	407,675	407,675
	9,342,263	11,130,982	14,283,453	18,565,188	18,593,238
<i>Capital Outlay</i>	407,539	908,291	27,271,225	30,845,232	31,154,044
<i>Cash Transfers-Equipment</i>	37,085	149,759	72,765	226,010	144,200
<i>Total Bureau Requirements</i>	29,058,357	33,088,716	76,855,068	94,020,119	96,501,246
<i>Transfers to Other Funds - Cash</i>					
<i>General Fund</i>	540	0	0	0	0
<i>General Fund - Overhead</i>	1,142,350	1,233,738	1,357,112	1,782,841	1,782,841
<i>General Fund Utility Lic.</i>	2,089,109	2,286,933	2,905,289	3,132,785	3,132,785
<i>Fleet Services</i>	0	0	888	6,274	6,274
<i>Health Insurance</i>	0	53,342	0	0	0
<i>Refuse Disposal</i>	0	0	0	1,000,000	1,000,000
<i>Sewer System Construction</i>	3,193,765	4,745,457	6,781,711	2,558,798	2,558,798
<i>Sewer System Debt Redem</i>	2,462,659	3,217,591	8,070,770	8,119,260	9,902,879
<i>Sewer System Rate Stabiliz</i>	4,100,000	5,000,000	0	0	0
<i>Transportation Operating</i>	300,000	0	93,600	0	81,810
<i>Water Operating</i>	0	0	1,200	0	0
	13,288,423	16,537,061	19,210,570	16,599,958	18,465,387
<i>Stores Inventory</i>	0	0	0	0	0
<i>Contingency</i>					
<i>General Operating Contg.</i>	0	0	4,216,313	6,675,220	3,702,666
<i>Compensation Set-Aside</i>	0	0	0	0	356,277
<i>Encumbrance Carryover</i>	0	0	0	10,000,000	0
<i>Total Contingency</i>	0	0	4,216,313	16,675,220	4,058,943
<i>Unappropriated Ending Bal.</i>	4,255,357	4,209,442	0	0	0
<b>TOTAL REQUIREMENTS</b>	<b>\$46,602,137</b>	<b>\$53,835,219</b>	<b>\$100,281,951</b>	<b>\$127,295,297</b>	<b>\$119,025,576</b>



**GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR**

The 1991-92 total fund-level budget for the Sewer System Operating Fund equals \$119.0 million, an increase of 7.9% from the 1990-91 revised budget of \$100.3 million. The major sources of revenues for the Sewer System Operating Fund are monthly sewer charges (\$43.4 million), service reimbursement transfers from the Sewer System Construction Fund (\$52.1 million) for payment of capital improvement project expenditures, sewer connection charges (\$5.7 million), cash transfers from other funds (\$6.8 million), wholesale service contracts with other local jurisdictions (\$1.4 million), and beginning fund balance (\$7.6 million, of which \$1.7 million is estimated to be encumbered to pay outstanding purchase orders from 1990-91).

The Sewer System Operating budget includes a 19.4% increase in sewer revenues from monthly utility fees. The actual rate for individual customer classes (residential, industrial, commercial, etc.) was determined through the Bureau's biennial rate study adopted in June, 1991. Beginning July 1, 1991, residential rates for sanitary and drainage services will increase by approximately 24%, and commercial sanitary sewer rates will increase by 42%. Cash transfers from Other Funds include \$3,631,545 from the Sewer Rate Stabilization Fund, which is used to stabilize sewer rate revenues by allowing revenues received in one year to be shifted to reduce the following year(s) rates. Another cash transfer to be received is \$2,283,008 from the Sewer Construction Fund to pay its share of bureau overhead costs such as General Fund overhead, bureau management, financial and accounting support, etc. Fiscal year 1990-91 is the first year that capital improvement projects are completed in the Sewer Operating Fund, with the Sewer Construction Fund reimbursing the fund for those expenditures. In 1990-91, the reimbursement for capital projects was budgeted as two cash transfers from the Sewer Construction Fund (\$35.2 million and \$7.9 million). In the 1991-92 budget, Environmental Services has budgeted this as a service reimbursement transfer (instead of a cash transfer). This accounts for the large decrease in cash transfer revenues, and the large increase in service reimbursement transfer revenues, as shown above.

Other changes in cash transfers include \$727,970 from the Refuse Disposal Fund compared to \$135,930 in 1990-91 revised budget. The 1991-92 transfers include \$560,769 for first payment on the 2-year, \$1 million dollar loan the Sewer Operating Fund will make to purchase recycling containers. The remaining \$167,201 is to pay for Bureau overhead, office space rental, utilities, etc.

Bureau-level requirements for 1991-92 total \$96,501,246, equal to a 26% increase over the 1990-91 revised budget of \$76,855,068. A more detailed discussion of these expenditures is included within the Appropriation Unit Summary. Fund-level expenditures are those costs which are not directly attributable to any specific program within the fund, but which are deemed necessary for operation of the fund. Fund-level expenditures included in the 1991-92 budget include cash transfers to other funds for: debt service (\$9,902,879), General Fund overhead (\$1,782,841), General Fund Utility Franchise license (\$3,132,785, equal to 8% of gross monthly sewer charges), Sewer Construction Fund for monthly sewer fee contribution towards capital improvement projects (\$2,558,798), short-term loan to the Refuse Disposal Fund (\$1,000,000) for purchase of curbside recycling containers, Transportation Operating for purchase of capital equipment, and payment to Fleet Services for the Bureau's share of upgrading/centralizing of the City's fuel stations (\$6,274). The final fund-level appropriations are for contingency expenditures of \$4,058,943.

**BUREAU OF ENVIRONMENTAL SERVICES (145)**

Sewer System Operating Fund (151)

Public Works

**APPROPRIATION SUMMARY**

	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>EXPENDITURES</u></b>					
<i>Personal Services</i>	\$12,581,112	\$13,711,495	\$16,576,655	\$19,348,085	\$20,152,693
<i>External Materials and Servic</i>	6,690,358	7,188,189	18,650,970	25,035,604	26,457,071
<i>Internal Materials and Servic</i>	9,342,263	11,130,982	14,283,453	18,565,188	18,593,238
<i>Capital Outlay</i>	407,539	908,291	27,271,225	30,845,232	31,154,044
<i>Cash Transfers-Equipment</i>	37,085	149,759	72,765	226,010	144,200
<b>TOTAL EXPENDITURES</b>	<b>\$29,058,357</b>	<b>\$33,088,716</b>	<b>\$76,855,068</b>	<b>\$94,020,119</b>	<b>\$96,501,246</b>
<b><u>Authorized Full-Time Positions</u></b>					
<i>Total</i>	286	300	328	374	374
<b><u>FUNDING SOURCES</u></b>					
<i>General Fund Discretionary</i>		\$0	\$0	\$0	\$0
<b><u>Non-Discretionary Resources</u></b>					
<i>Grants and Donations</i>		0	0	0	0
<i>Contract Revenue</i>		1,443,573	1,547,342	1,407,000	1,407,000
<i>Interagency Services</i>		4,783,594	306,114	52,600,582	52,600,582
<i>Bureau/Operating Fund Revenue</i>		26,861,549	75,001,612	40,012,537	42,493,664
<i>Total Non-Discretionary Resources</i>		<b>\$33,088,716</b>	<b>\$76,855,068</b>	<b>\$94,020,119</b>	<b>\$96,501,246</b>
<b>TOTAL FUNDING</b>		<b>\$33,088,716</b>	<b>\$76,855,068</b>	<b>\$94,020,119</b>	<b>\$96,501,246</b>
<b><u>PROGRAMS</u></b>					
<i>Sewerage System</i>		\$0	\$24,749,591	\$44,862,610	\$47,104,102
<i>Mid-County Sewer</i>		0	3,776,806	5,763,962	5,912,317
<i>System Management</i>		0	2,378,699	3,501,998	2,942,725
<i>Environmental Management</i>		0	39,061,665	31,232,006	31,405,108
<i>Business Operations</i>		0	4,597,104	5,596,528	5,989,037
<i>Office of the Director</i>		0	2,291,203	3,063,015	3,147,957
<i>Wastewater Treatment</i>	11,499,974		0	0	0
<i>Sewer System Engineering</i>	13,053,366		0	0	0
<i>Business Operations</i>	5,755,568		0	0	0
<i>Customer and Employee Affairs</i>	2,576,419		0	0	0
<i>Environmental Policy Coordination</i>	157,336		0	0	0
<i>Office of the Administrator</i>	46,053		0	0	0
<b>TOTAL PROGRAMS</b>		<b>\$33,088,716</b>	<b>\$76,855,068</b>	<b>\$94,020,119</b>	<b>\$96,501,246</b>

**GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR**

The Bureau of Environmental Services is responsible for providing sanitary sewage and stormwater drainage services to approximately 125,000 customer accounts within the City of Portland limits, another 1,000 accounts outside the City limits, and six wholesale contracts to neighboring jurisdictions. Including these wholesale contracts, the Bureau provides sanitary sewer service to a population equivalent of approximately 650,000 in the metropolitan area. And as the Mid-County Sewer Project is completed over the next 15 years, another 100,000 people will be added to the City's system. The Bureau's activities are supported through sewer and drainage charges, wholesale contracts to provide service to other jurisdictions, reimbursements for services provided to other bureaus, and proceeds from the sale of

## BUREAU OF ENVIRONMENTAL SERVICES (145)

Sewer System Operating Fund (151)

Public Works

APPROPRIATION SUMMARY

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bonded debt. The 1991–92 Bureau of Environmental Services' operating budget is \$44.8 million, equal to a 27 percent increase over the 1990–91 revised budget of \$35.4 million. The capital budget for 1991–92 totals \$51.6 million, a 24 percent increase over the 1990–91 revised capital budget of \$41.5 million. (A more detailed description of the Bureau's capital improvement budget is included in the Sewer System Construction Fund.) The budget for the sewage and stormwater drainage system was developed to ensure compliance with the Clean Water Act amendments of 1987, associated federal and state regulations, and the City's Clean River Program. Portland, like other cities throughout the United States, is now facing federal and state regulatory requirements intended to provide increased levels of water quality protection through the control of pollution at the source. The Clean Water Act amendments of 1987 began a fundamental shift in policies governing water pollution control programs, with compliance measured by the quality of water within the rivers and streams receiving the treated wastewater. Substantial investments in sewer system infrastructure and technology will be needed, coupled with comprehensive programs to monitor and manage the water quality impacts of stormwater, combined sewer overflows, and industrial waste. Complete elimination of water quality problems from the extensive combined sanitary and storm sewer system, which makes up nearly 75% of the City's sewer system, is estimated to cost \$500 to \$800 million over the next 15 to 20 years.

The Bureau's 1991–92 budget places emphasis on five key services:

- industrial pretreatment programs that identify and control pollutants before they enter the wastewater system, with new efforts toward investigating and analyzing pollution sources and enforcing compliance with industrial waste regulations;
- greater efforts to manage the quality of sewage sludge, to ensure existing sludge disposal options remain viable, and to guarantee continuing availability of safe and environmentally acceptable disposal of sludge and compost;
- improving system reliability through improvements to several major collection and treatment facilities and for studies to evaluate reliability and productivity of the balance of the system;
- continued implementation of sanitary sewers in the Mid-County area, as required by the State Environmental Quality Commission in an administrative order issued in 1986. Construction of the sewer system was ordered because properties within the affected area were served by cesspools which threatened contamination of the groundwater.
- implementation of the Clean River Program, addressing the changing focus of federal regulatory efforts and increasing water quality and pollution control within Portland's rivers and streams.

The result of these major factors is the need to make a high level of operational and capital investment in the sewer system. To implement these increased requirements, 47 additional positions are included, which will increase the number of full-time employees from 328 (unadjusted for one position being transferred to the Refuse Disposal Fund) to 374. Sixteen of the new positions will be in the operating budget, funded by sewer charges and other current operating revenues. These positions reflect the trend of new regulations emphasizing water quality monitoring and analysis, compliance and enforcement, and public communications and education activities. The remaining 31 positions will be included in the cost of capital improvement projects, funded mostly by bonded debt, to perform engineering, inspection, and project management.

## **BUREAU OF ENVIRONMENTAL SERVICES (145)**

Sewer System Operating Fund (151)

Public Works

*APPROPRIATION SUMMARY*

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The programs shown in the 1991–92 budget reflect the new organization within the bureau, implemented in fiscal year 1990–91. The underlying goal for the reorganization was to align workgroups with specific programs and services. Historical expenditures were not restated to fit the new organizational structure, and are shown in 1989–90 in the organizational structure as they occurred. The \$51.6 million capital budget is included within the three programs of Sewerage System, Mid-County, and Environmental Management.

### **PERFORMANCE OBJECTIVES**

The Bureau of Environmental Services has established the following performance objectives for its 1991–92 Sewer System Operating Fund budget:

**Environmental Protection Policy --** These objectives will center on making Portland a leader in protecting water quality and incorporating environmental planning into City and community decision-making. Key tasks include:

- \* To protect the natural environment and public health by meeting all applicable state and federal regulation.
- \* Represent the City's interests in reauthorization of the Federal Clean Water Act. Support strong environmental protection standards that also allow local governments flexibility in finding creative and cost-effective approaches for achieving compliance. (June 30, 1992)
- \* Expand the role of water quality in planning for economic growth, in implementing land use plans, and in development of parks and recreation areas. (June 30, 1992)
- \* Enhance relationships between environmental protection and preservation of natural area and systems. Encourage non-structural solutions to water quality problems, with particular sensitivity towards protecting and expanding wildlife habitat. (June 30, 1992)

**Administrative and Fiscal Management --** The bureau's operating and capital programs reflect the implementation phase of complying with various regulatory mandates, including CSO mitigation and industrial waste management. Program and CIP expansions require improvements to administrative systems, to ensure fiscal resources are being managed efficiently. Financing strategies are also required to match expanding capital activity with least cost financing mechanisms. Major tasks include:

- \* Complete implementation of computerized administrative systems, providing managers with information necessary to plan and manage operating and capital programs and projects. (January 1, 1992)
- \* Integrate rate-setting, financial reporting and financial planning, to ensure full cost recovery in a manner consistent with established cost-of-service policy.
- \* Develop financial and debt management strategies that enhance sewer system bond ratings, lowering borrowing costs and keeping sewer system user fees as low as possible. (May 1, 1992)

**BUREAU OF ENVIRONMENTAL SERVICES (145)**

Sewer System Operating Fund (151)

Public Works

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>SEWERAGE SYSTEM</u></b>				
<i>Total Expenditures</i>	\$0	\$24,749,591	\$44,862,610	\$47,104,102
<i>Authorized Full-Time Positions</i>	0.00	163.00	169.00	170.00
<i>Performance/Workload Measures:</i>				
Biological Oxygen Demand (BOD) Discharged (mg/liter)				
Columbia Boulevard Plant	20	25	25	25
Tryon Creek Plant (winter)	11	25	25	25
Tryon Creek Plant (summer)	10	17	17	17
Dry Tons of Solids Composted	7,000	9,000	9,000	9,000
Percent of Solids Composted	53%	75%	75%	75%
Cu. Yards of Compost Distributed	45,000	50,000	50,000	50,000

This program operates the sewerage collection and treatment facilities. Reliable operation of these facilities is an underlying component of the Clean River Program. Timely maintenance and improvement of the sewerage and drainage collection and transportation systems and the two wastewater treatment plants for the City of Portland are key to the success of this program. Facilities include 1,600 miles of pipes, several miles of open drainage ditches, accompanying drainage facilities including manholes and sumps, 82 pump stations, and the Columbia Boulevard and Tryon Creek Wastewater Treatment Plants.

The Sewerage System budget for 1991-92 reflects an increase of \$22.4 million, due mostly to a \$15.9 million increase in the program's capital budget (from \$4,143,547 to \$20,028,584). This is indicative of the Bureau's theme to improve system reliability to prevent future breakdowns which result in sewage spills. Of the \$20.0 million in capital improvements within this program, \$11.1 million will be for improvements to the Columbia Boulevard Wastewater Treatment Plant, which was built in 1952, and treats over 90 percent of the City's wastewater flows. Another \$1.7 million will be for improvements to the Tryon Creek Wastewater Treatment Plant, which was built in 1964, and serves the southwest portion of Portland and Lake Oswego under a wholesale service agreement. The remaining \$7 million of capital projects within this program will be for repairs and improvements to the 82 pump stations and 1600 miles of sewer lines (which range in size from 8 inches to 10 feet in diameter). These improvements are designed to prevent pump station and sewer line failures which cause sewage to flow into the rivers or ground. The capital budget includes four additional Engineer positions which will perform maintenance and wastewater engineering on capital projects. The cost for these new positions is approximately \$190,000.

Also included is an increase in the Sewerage System's operating budget from \$20,606,044 to \$27,075,518, including one new position. Nearly \$2.76 million of this increase is the result of an increase in the interagency agreement with the Bureau of Maintenance for sewage and drainage systems maintenance. This increase includes \$714,000 for additional street sweeping reimbursement (above the \$800,000 already in the agreement), and \$429,000 for roadside vegetation control and shoulder maintenance. These two items are work which Maintenance has done previously at its own expense, but which benefit the sewer and drainage systems. Street sweeping reduces the amount of materials that are washed into the sewers and go through the treatment process, while roadside maintenance improves the

**BUREAU OF ENVIRONMENTAL SERVICES (145)**

Sewer System Operating Fund (151)

Public Works

*PROGRAM SUMMARY*

<i>Program</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
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**SEWERAGE SYSTEM -- Continued**

condition of the drainage basins. The remaining amount of the increase with the Bureau of Maintenance (\$1,617,000) is for inflationary increases to existing services (\$624,421), additional TV inspection services to reduce sewer line failures (\$141,562), additional trench shoring equipment required under new OSHA regulations (\$113,711), and additional roadside drainage maintenance in the Tualatin River basin area (\$727,041). The additional roadside maintenance is in response to a State Environmental Quality Commission order to all municipalities within the Tualatin River drainage basin to solve the urban runoff pollution into the river, and will include additional maintenance and testing of vegetation controls which will best control pollution. In future years, the Bureau plans to extend these additional services to other drainage basins within the City.

The Sewerage System Program also includes one new Automotive Equipment Operator III position in the operating budget, in conjunction with a new sludge disposal program relating to the Bureau's theme for greater management of sludge disposal. This position will be responsible for the hauling of sludge for rangeland application. The hauling of sludge is necessary since the sludge storage lagoon adjacent to the Columbia Boulevard Wastewater Treatment Plant has reached capacity. The total cost of this hauling program is approximately \$620,000, including the new position.

**MID-COUNTY SEWER**

<i>Total Expenditures</i>	\$0	\$3,776,806	\$5,763,962	\$5,912,317
<i>Authorized Full-Time Positions</i>	0.00	37.00	45.00	45.00
<i>Performance/Workload Measures:</i>				
Miles of Sanitary Sewer Completed	33	54	34	34
Miles of Sanitary Sewer Under Construct	NA	24	20	20
Number of New Connections	1,552	2,600	3,200	3,200

This program is responsible for implementation of the 1986 Oregon Environmental Quality Commission order to provide sanitary sewers in mid-Multnomah County. Construction of the sewer system was ordered because properties within the affected area were served by cesspools which threatened contamination of the groundwater. When this project is completed (by the year 2005), the City will have installed 500 miles of additional sewer lines and connected approximately 56,000 properties to new sewers. The construction of these sewers is financed primarily through the City's LID Construction Fund, from assessments to the benefitted property owners. The activities performed within this group include engineering and design, monitoring and inspection of construction, customer services to provide information and answers for property owners, and administration of sewer connections and payments, including financing assistance for property owners. Much of the work done by the Bureau in this program is reimbursed by the LID Construction Fund, including nearly \$2.3 million in reimbursements in 1991-92.

The 1991-92 budget for the Mid-County Program has increased by \$2.1 million to \$5,912,317, nearly all in the capital budget. The operating budget increases from \$1,350,033 in 1990-91 to \$1,574,310. The increase includes the addition of one clerical position, office equipment, and the purchase and

**BUREAU OF ENVIRONMENTAL SERVICES (145)**

Sewer System Operating Fund (151)

Public Works

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
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**MID-COUNTY SEWER -- Continued**

operation of three vehicles for new inspectors added in the capital budget, totalling \$120,000. The capital budget in the Mid-County will increase from \$2,426,773 in 1990-91 to \$4,338,007, including seven new positions previously under contract to perform project inspection and management. These positions reflect the staffing levels anticipated to be reached by the fifth year of this 20 year project. The bureau anticipates future staffing to remain at this level as the major LID projects are completed over the next 15 years.

**SYSTEM MANAGEMENT**

<i>Total Expenditures</i>	\$0	\$2,378,699	\$3,501,998	\$2,942,725
<i>Authorized Full-Time Positions</i>	0.00	29.00	36.00	35.00
<i>Performance/Workload Measures:</i>				
No. of Industrial Permits Administered	111	122	150	150

The activities performed by this program include laboratory services, data acquisition and management of the remote sensing equipment, management of the Industrial Pretreatment enforcement process, regulatory information, and compliance auditing.

This program's 1991-92 budget will increase by approximately \$.5 million, with the addition of 6 positions. Five of the positions will be directly involved in the Bureau's Industrial Pretreatment Program, which seeks to control pollutants before they enter the sewer system. Tighter regulations and controls are being required by the federal EPA and state DEQ to control, monitor and enforce industrial pollution. The sixth new position will be responsible for development of special environmental data management for control of combined sewer overflows, stormwater quality, and industrial discharger performance. This program has no capital improvement projects within its budget.

**ENVIRONMENTAL MANAGEMENT**

<i>Total Expenditures</i>	\$0	\$39,061,665	\$31,232,006	\$31,405,108
<i>Authorized Full-Time Positions</i>	0.00	64.00	86.00	86.00
<i>Performance/Workload Measures:</i>				
Topic/Issue Papers Completed	0	2	15	15
Percent of Budgeted CIP Projects Compl	55%	75%	100%	100%

This program's activities include environmental and development engineering services, policy analysis, and education and outreach activities. Environmental engineering provides water quality planning and monitors technical and engineering issues regarding environmental regulations affecting Portland. Development engineering implements system facility improvements and provides for system expansion to promote economic development. Environmental education and policy develops and implements quality

**BUREAU OF ENVIRONMENTAL SERVICES (145)**

Sewer System Operating Fund (151)

Public Works

*PROGRAM SUMMARY*

<i>Program</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
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**ENVIRONMENTAL MANAGEMENT -- Continued**

education activities and programs on the importance of water quality, and provides comprehensive analysis of emerging regulations and issues.

The 1991-92 budget is decreasing by \$7.7 million from the 1990-91 Revised Budget, resulting from a \$24,349 drop in the operating budget (from \$4,151,651 to \$4,127,302), and a \$7.6 million drop in the capital improvement budget (from \$34,910,012 to \$27,277,806). The decrease in the operating budget is the result of reduced professional services, and the transfer of certain interagency costs (facilities, data processing, insurance, and communications) to the Business Operations Program. In addition, a Chief Engineer was added to manage the engineering and construction activities of the program, and an Engineer B position was added to provide development assistance and plan reviews.

The capital budget of the Environmental Management program is decreased from fiscal year 1990-91, even with the addition of 20 new positions. One reason is that the new positions have previously been contracted for to meet peak construction activity needs. The bureau now feels that the level of capital improvement will be sufficiently greater over the next five years at least to bring on the positions permanently. Although this adds approximately \$900,000 to the personal services expenses, it saves nearly twice that much in professional services costs. Another reason is that the program is transitioning into a period of major capital improvement project planning for such things as combined sewer overflow (CSO) remediation, Columbia Slough Management Plan, Johnson Creek and Tualatin River/Fanno Creek Water Quality projects. For 1991-92, the capital outlay expenditures will be \$11 million lower from 1990-91 due to major CSO planning activities, but will rebound significantly in coming years as the current planning requires implementation. (See the Sewer System Construction Fund and Sewage System Capital Improvement Plan for description of capital improvement projects.)

**BUSINESS OPERATIONS**

<i>Total Expenditures</i>	\$0	\$4,597,104	\$5,596,528	\$5,989,037
<i>Authorized Full-Time Positions</i>	0.00	25.00	26.00	26.00
<i>Performance/Workload Measures:</i>				
Number of Affirmative Action				
Hires within the Bureau	36	30	30	30
Develop CIP Tracking System Utilizing				
IBIS Computer System (% complete)	0%	0%	100%	100%
Implement Comprehensive Program and Project				
Cost Accounting Systems (% complete)	0%	0%	100%	100%

Activities of this program include human resources management, facilities services and computer support, accounting, budget development, financial planning and forecasting, debt management, sewer rate development, and CIP project tracking.



**BUREAU OF ENVIRONMENTAL SERVICES (145)**

Sewer System Operating Fund (151)

Public Works

*PROGRAM SUMMARY*

<i>Program</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
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**BUSINESS OPERATIONS -- Continued**

The 1991-92 operating budget for this program increases approximately \$1.4 million. The Bureau included \$200,000 in the budget for additional financial management studies: \$150,000 for a sewer rate class cost recovery study to determine appropriate charges to all sewer customer classes; \$50,000 for a financial/debt management study to determine the techniques available and the strategy for financing capital facilities. Another \$400,000 is for additional computer support including \$153,000 interagency with Computer Services for specialized programming, \$125,000 to add two positions (MIS Analyst and Systems/ Programming Manager) to manage and improve the Bureau's extensive computer systems, \$125,000 for replacement of existing computer equipment, Local Area Network (LAN) improvements, and maintenance contract on new equipment. Finally, all interagency agreements for data processing, communications, insurance and facilities were consolidated into this program, in order to allow centralized management. Along with the growth in positions within the bureau, the need grows for additional office space, office equipment, telephones, etc. The Business Operations program includes nearly \$300,000 in these costs associated with the Bureau's growth. There are no capital improvement projects in this program.

**OFFICE OF THE DIRECTOR**

<i>Total Expenditures</i>	\$0	\$2,291,203	\$3,063,015	\$3,147,957
<i>Authorized Full-Time Positions</i>	0.00	10.00	12.00	12.00
<i>Performance/Workload Measures:</i>				
Organize News Media Contacts	NA	400	500	500
Implement Drainage-only Charges (percent complete)	0%	0%	100%	100%

This program manages the Bureau of Environmental Services, and supervises the Bureau's Customer Service Division, Intergovernmental Affairs Manager, and the Communications Division. Customer Services provide rate calculations, billing information, and sewer plan reviews. Intergovernmental Affairs is responsible for coordinating and managing the Bureau's legislative and agency contacts on regional, state and federal levels. Communications maintains contacts with the public, media, government, and business community to promote and support the Bureau's goals.

The 1991-92 budget for the this program reflects an increase of \$856,754, including two new positions in the Customer Service Division. These positions include a Customer Service Representative to assist with customer accounts, and a Technician II to assist in the expansion of the drainage program. There are currently a large number of properties which receive drainage system benefits, but which do not receive sanitary service. Since the Bureau has historically included the drainage charge as a part of the sanitary sewer billing, the City currently receives no revenues from these properties. The Technician II will investigate and implement these drainage-only charges, estimated to generate an additional \$750,000 of drainage revenues to pay for drainage improvements. These two positions, plus associated costs of the program, represent \$185,000 of the increase. Another \$100,000 is from the centralization of legal and intergovernmental costs within the Director's program.

**BUREAU OF ENVIRONMENTAL SERVICES (145)**

**Sewer System Operating Fund (151)**

**Public Works**

**LINE ITEM APPROPRIATIONS**

<i>Expenditure Classification</i>	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
511000 Full-Time Employees	\$8,558,298	\$9,231,629	\$11,280,047	\$13,166,483	\$13,717,228
512000 Part-Time Employees	183,822	210,204	328,952	421,832	445,356
514000 Overtime	467,610	506,758	472,780	496,453	530,072
515000 Premium Pay	86,136	133,681	104,565	111,494	116,322
517000 Benefits	3,285,246	3,629,223	4,390,311	5,151,823	5,343,715
<b>Total Personal Services</b>	<b>\$12,581,112</b>	<b>\$13,711,495</b>	<b>\$16,576,655</b>	<b>\$19,348,085</b>	<b>\$20,152,693</b>
521000 Professional Services	\$818,994	\$1,329,815	\$11,243,364	\$15,387,217	\$16,246,355
522000 Utilities	2,059,973	2,971,839	3,337,112	3,326,612	3,326,612
523000 Equipment Rental	15,122	19,818	6,525	458,018	459,342
524000 Repair & Maintenance	332,675	205,175	297,925	346,400	413,527
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	148,099	52,075	386,047	431,201	477,146
531000 Office Supplies	60,166	84,072	66,946	153,765	171,867
532000 Operating Supplies	1,002,532	1,040,800	1,221,622	1,422,300	1,633,199
533000 Repair & Maintenance Suppl	638,061	773,129	642,921	730,883	872,314
534000 Minor Equipment	98,495	185,064	137,084	225,502	281,672
535000 Clothing	31,376	22,810	29,420	37,898	39,574
539000 Other Commodities	92,536	(4,483)	2,815	4,815	4,815
541000 Education	79,038	96,146	204,264	250,691	250,991
542000 Local Travel	1,226	1,781	4,183	6,698	6,698
543000 Out-of-Town Travel	39,751	57,588	85,885	125,631	125,631
544000 External Rent	46,719	42,838	64,500	49,432	53,654
545000 Interest	108	0	0	0	0
546000 Refunds	29,788	53,322	20,000	20,000	20,000
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	1,195,699	256,400	900,357	2,058,541	2,073,674
<b>Subtotal External Materials &amp; Service</b>	<b>\$6,690,358</b>	<b>\$7,188,189</b>	<b>\$18,650,970</b>	<b>\$25,035,604</b>	<b>\$26,457,071</b>
551000 Fleet Services	\$243,542	\$313,412	\$417,126	\$508,029	\$508,029
552000 Printing/Distribution	248,572	282,989	310,114	444,904	444,904
553000 Facilities Services	299,778	311,138	621,013	562,195	562,195
554000 Communications	289,149	286,456	202,730	306,733	306,733
555000 Data Processing	11,957	22,011	32,094	159,630	159,630
556000 Insurance	300,100	533,295	528,498	598,068	598,068
557000 Equipment Lease	0	0	0	0	0
558000 Same Fund Services	0	0	0	0	0
559000 Other Fund Services	7,949,165	9,381,681	12,171,878	15,985,629	16,013,679
<b>Subtotal Internal Materials &amp; Service</b>	<b>\$9,342,263</b>	<b>\$11,130,982</b>	<b>\$14,283,453</b>	<b>\$18,565,188</b>	<b>\$18,593,238</b>
<b>Total Materials &amp; Services</b>	<b>\$16,032,621</b>	<b>\$18,319,171</b>	<b>\$32,934,423</b>	<b>\$43,600,792</b>	<b>\$45,050,309</b>
561000 Land	\$0	\$555	\$1,070,664	\$1,487,960	\$1,487,960
562000 Buildings	50,544	818	10,000	0	0
563000 Improvements	367	371,178	25,218,246	28,083,267	28,083,267
564000 Equipment	356,628	535,740	972,315	1,273,155	1,581,967
565000 Equipment Lease Purchase	0	0	0	850	850
<b>Total Capital Outlay</b>	<b>\$407,539</b>	<b>\$908,291</b>	<b>\$27,271,225</b>	<b>\$30,845,232</b>	<b>\$31,154,044</b>
573000 Cash Transfers - Equipment	37,085	\$149,759	\$72,765	\$226,010	\$144,200
<b>Total Appropriation</b>	<b>\$29,058,357</b>	<b>\$33,088,716</b>	<b>\$76,855,068</b>	<b>\$94,020,119</b>	<b>\$96,501,246</b>

**BUREAU OF ENVIRONMENTAL SERVICES (145)**

**Sewer System Operating Fund (151)**

**Public Works**

**FULL-TIME POSITIONS**

Class	Title	Actual FY 88-89		Actual FY 89-90		Revised Budget FY 90-91		Proposed FY 91-92		Adopted FY 91-92	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
0982	Director of Environmental Services	0	0	0	0	1	55,988	1	68,854	1	72,779
4113	Gardener	1	12,011	0	0	0	0	0	0	0	0
3359	Senior Projects Coordinator	0	0	0	0	2	71,929	2	95,287	2	100,718
3355	Urban Projects Coordinator	4	155,055	0	0	0	0	0	0	0	0
3353	Environmental Impact Analyst	1	2,689	0	0	0	0	0	0	0	0
3283	Water Laboratory Supervisor	2	66,723	2	68,765	2	71,687	2	72,228	2	76,345
3281	Water Laboratory Tech. (Lead)	1	29,009	1	29,890	1	31,160	2	58,457	2	61,789
3280	Water Laboratory Technician	8	212,078	7	196,628	10	287,443	10	290,929	10	307,512
3271	Graphics Illustrator II	0	0	0	8,844	1	30,022	1	32,771	1	32,771
3261	Lead Instrument Technician	1	35,186	1	36,402	1	37,839	1	38,128	1	40,299
3260	Instrument Technician	2	43,464	3	72,176	4	135,547	4	145,380	4	153,667
3232	City Planner II	1	14,358	0	0	0	0	0	0	0	0
3230	City Planner I	1	7,538	1	0	0	0	0	0	0	0
3229	Planner A	0	0	1	35,525	0	0	0	0	0	0
3194	Environmental Specialist	0	0	0	0	4	119,523	8	288,722	8	288,722
3171	Chief Engineer	2	110,748	2	114,265	1	59,284	2	119,472	2	126,282
3169	Principal Engineer	3	151,664	6	228,196	6	319,363	7	366,088	7	386,955
3167	Supervising Engineer	3	143,025	0	38,250	3	143,995	3	153,563	3	162,316
3166	Senior Engineer	11	419,334	12	386,532	10	484,417	13	613,773	13	648,758
3164	Engineer	0	0	1	47,071	1	46,360	4	190,341	4	201,190
3163	Engineer Associate B	0	0	13	467,332	15	623,175	21	870,337	21	870,337
3162	Engineering Associate III	13	420,811	0	0	0	0	0	0	0	0
3161	Civil Engineering Associate II	15	534,576	0	0	0	0	0	0	0	0
3160	Civil Engineering Associate I	3	112,694	0	0	0	0	0	0	0	0
3156	Mechanical Engr. Assoc. II	1	34,451	0	0	0	0	0	0	0	0
3154	Chemical Engr. Assoc. II	1	0	0	0	0	0	0	0	0	0
3153	Engineer Associate A	0	0	19	723,408	17	647,026	19	687,465	19	687,465
3152	Public Works Inspector III	0	0	0	0	1	41,113	1	43,848	1	46,347
3151	Public Works Inspector II	5	182,425	5	258,918	8	293,848	10	404,570	10	427,630
3150	Public Works Inspector I	12	404,315	14	418,988	12	420,146	17	618,280	17	653,522
3148	Construction Proj. Coordinator	1	41,530	1	42,827	1	44,647	0	0	0	0
3147	Senior Engineering Specialist	1	36,383	0	0	0	0	0	0	0	0
3146	Rates and Charges Supervisor	1	34,398	0	0	0	0	0	0	0	0
3144	Engineering Specialist	1	32,045	0	0	0	0	0	0	0	0
3141	Senior Engineering Technician	0	0	0	0	0	0	0	0	0	0
3140	Engineering Technician	8	208,024	0	0	0	0	0	0	0	0
3133	Project Coordinator	0	0	7	212,123	6	226,004	6	237,368	6	237,368
3132	Chief Drafting Specialist	1	40,299	1	41,650	2	77,303	2	83,755	2	88,529
3131	Senior Drafting Specialist	7	207,681	0	0	0	0	0	0	0	0
3130	Drafting Specialist	4	140,052	0	0	0	0	0	0	0	0
3129	Drafting Technician	0	0	3	333,043	1	33,806	1	34,689	1	34,689
3113	Senior Engineering Aide	1	25,354	0	0	0	0	0	0	0	0
3112	Engineering Aide	4	76,981	0	0	0	0	0	0	0	0
3108	Technician II	0	0	24	429,860	26	833,996	33	1,055,446	33	1,055,446
3107	Technician I	0	0	7	149,570	9	221,141	12	297,488	12	297,488
3106	Permit Technician I	1	25,099	0	0	0	0	0	0	0	0
2212	Supervising Field Representative	1	23,087	1	23,921	0	0	1	34,500	1	36,467
2211	Field Representative II	0	19,777	1	29,015	1	30,705	0	0	0	0
<b>TOTAL THIS PAGE</b>		<b>122</b>	<b>4,002,859</b>	<b>133</b>	<b>4,393,196</b>	<b>146</b>	<b>5,387,467</b>	<b>183</b>	<b>6,901,737</b>	<b>183</b>	<b>7,095,391</b>

**BUREAU OF ENVIRONMENTAL SERVICES (145)**  
**Sewer System Operating Fund (151)**  
**Public Works**

Class	Title	Actual FY 88-89		Actual FY 89-90		Revised Budget FY 90-91		Proposed FY 91-92		Adopted FY 91-92	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
<i>TOTALS FROM PREVIOUS PAGE</i>		122	4,002,859	133	4,393,196	146	5,387,467	183	6,901,737	183	7,095,391
2210	Field Representative	3	60,797	2	58,686	2	55,446	2	57,530	2	60,809
1831	Solid Waste Director	1	37,273	1	29,048	0	0	0	0	0	0
1829	Wastewater Operations Director	1	55,521	1	97,807	3	174,558	3	169,510	3	179,172
1828	Wastewater Opr. Superintendent	1	49,246	1	45,155	1	53,711	1	54,119	1	57,204
1827	Wastewater Maint. Superintendent	1	47,828	1	50,928	1	53,711	1	54,119	1	57,204
1819	Maintenance Analyst	0	0	1	0	1	32,656	1	28,327	1	29,942
1818	Wastewater Operations Manager	3	92,402	2	95,243	4	191,697	4	199,204	4	210,559
1817	Wastewater Maint. Supervisor	4	153,380	4	160,246	3	111,349	3	116,108	3	122,726
1816	Wastewater Opr. Supervisor	6	250,999	4	185,838	4	153,783	4	154,936	4	163,767
1815	Wastewater Opr. Specialist	1	31,613	3	82,334	3	104,886	3	102,747	3	108,604
1813	Wastewater Mechanic II	16	433,669	22	551,383	24	747,770	24	757,502	24	800,680
1812	Wastewater Mechanic I	15	326,137	8	222,258	3	79,721	3	82,749	3	87,466
1811	Wastewater Operator II	31	901,081	35	1,088,676	38	1,191,007	39	1,233,280	39	1,303,556
1810	Wastewater Operator I	35	834,357	28	686,114	23	629,400	23	634,409	23	670,570
1809	Wastewater Mechanic Trainee	0	0	0	0	4	96,505	4	89,311	4	94,402
1775	Water Analysis Supervisor	0	0	1	0	1	40,853	1	41,165	1	43,511
1520	Maintenance Machinist	1	29,490	1	30,347	1	31,637	1	31,880	1	33,697
1457	Supervising Electrician	1	37,905	1	39,628	1	39,768	1	40,076	1	42,360
1455	Electrician Foreman	0	0	0	4,457	1	40,159	1	40,474	1	42,781
1453	Electrician	3	112,272	6	179,367	7	252,423	7	254,415	7	268,917
1443	Painter	1	29,509	1	30,347	2	63,274	2	63,760	2	67,394
1331	Dredge Operator II	1	29,460	1	30,347	1	31,637	1	31,880	1	33,697
1330	Dredge Operator I	1	25,563	1	26,351	0	0	0	0	0	0
1313	Automotive Equipment Opr. III	3	80,472	2	56,860	2	59,067	4	113,224	4	119,678
1218	Utility Worker	1	24,858	0	6,757	0	0	0	0	0	0
0981	Water Quality Administrator	0	0	0	0	1	59,284	1	67,030	1	70,851
0980	Sewerage System Administrator	1	63,559	1	69,846	1	68,326	1	68,015	1	71,892
0950	Assistant Financial Analyst	1	26,210	1	28,588	0	0	0	0	0	0
0944	Urban Economist	0	0	1	0	0	0	0	0	0	0
0943	Economist II	0	31,961	0	41,528	1	44,947	1	47,338	1	50,036
0923	Records Management Technician	0	4	0	0	1	28,254	0	0	0	0
0873	Neighborhood Assoc. Coordinator	1	28,692	1	31,013	1	33,958	1	34,395	1	36,356
0852	Loss Control Officer	1	37,104	1	41,358	1	43,910	1	44,247	1	46,769
0847	Communications Svcs. Director	1	33,909	1	28,690	1	37,752	1	37,950	1	40,113
0829	Financial Analyst	0	0	0	0	1	31,597	1	36,848	1	38,948
0828	Senior Management Analyst	1	34,278	2	80,083	4	160,413	3	129,302	3	136,672
0827	Management Analyst	2	35,633	1	37,286	2	62,472	2	74,151	2	78,378
0819	Administrative Assistant I	2	58,977	1	49,584	1	31,550	2	59,592	2	62,989
0816	Administrative Analyst Tech.	0	0	1	13,770	2	49,357	2	50,682	2	53,571
808	Intergovernmental Specialist	0	0	0	0	1	51,651	1	43,932	1	46,436
0660	Human Resources Officer	0	0	0	0	1	47,141	1	48,816	1	51,599
0650	Training & Development Officer	1	15,048	1	34,236	2	76,776	2	74,670	2	78,926
0548	Administrative Svcs. Director	1	47,578	2	93,383	2	86,780	2	102,114	2	107,934
0545	Administrative Svcs. Officer II	1	45,243	1	7,718	0	0	0	0	0	0
0544	Administrative Svcs. Officer I	0	0	1	13,648	2	69,779	2	78,560	2	83,038
0517	Utilities Accountant	1	39,000	1	51,598	1	40,603	1	41,941	1	44,332
<b>TOTAL THIS PAGE</b>		<b>266</b>	<b>8,143,886</b>	<b>277</b>	<b>8,773,702</b>	<b>302</b>	<b>10,647,033</b>	<b>341</b>	<b>12,292,025</b>	<b>341</b>	<b>12,792,927</b>

**BUREAU OF ENVIRONMENTAL SERVICES (145)**

**Sewer System Operating Fund (151)**

**Public Works**

Class	Title	Actual FY 88-89		Actual FY 89-90		Revised Budget FY 90-91		Proposed FY 91-92		Adopted FY 91-92	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
<b>TOTALS FROM PREVIOUS PAGE</b>		<b>266</b>	<b>8,143,886</b>	<b>277</b>	<b>8,773,702</b>	<b>302</b>	<b>10,647,033</b>	<b>341</b>	<b>12,292,025</b>	<b>341</b>	<b>12,792,927</b>
0516	Principal Accountant	1	38,719	1	39,915	1	41,612	1	41,941	1	44,332
0515	Senior Accountant	1	27,716	1	29,758	2	59,327	2	62,502	2	66,065
0514	Associate Accountant	0	0	0	3,822	1	22,530	1	29,134	1	30,795
0510	Accounting Assistant	1	21,990	1	22,672	1	23,636	1	23,811	1	25,168
0413	Stores System Manager	0	0	1	10,007	1	37,036	1	41,144	1	43,489
0412	Stores Supervisor II	1	42,026	0	0	0	0	0	0	0	0
0410	Storekeeper	2	49,965	3	59,950	3	83,592	3	84,384	3	89,194
0380	MIS Analyst	0	0	0	0	0	0	1	36,911	1	39,015
0374	Systems/Program Manager	0	0	0	0	0	0	1	43,702	1	46,193
0372	Programmer Analyst	0	0	0	0	0	0	1	33,410	1	35,314
0345	Word Processing Operator I	1	21,791	1	22,464	1	23,419	0	0	0	0
0222	Secretarial Assistant	1	22,585	1	22,774	0	0	0	0	0	0
0221	Secretarial Clerk II	3	56,234	3	80,748	2	42,349	4	79,637	4	84,176
0220	Secretarial Clerk I	6	95,197	5	90,398	5	104,679	3	61,428	3	64,929
0115	Supervising Clerk	0	0	1	18,018	1	25,457	1	25,655	1	27,117
0114	Clerical Specialist	3	38,189	5	57,400	7	136,499	9	198,598	9	209,918
NEW	Customer Service Representative	0	0	0	0	0	0	3	64,675	3	68,361
NEW	Compliance Manager	0	0	0	0	1	32,878	1	47,526	1	50,235
<b>TOTAL FULL-TIME POSITIONS</b>		<b>266</b>	<b>8,558,296</b>	<b>300</b>	<b>9,231,629</b>	<b>328</b>	<b>11,280,047</b>	<b>374</b>	<b>13,166,483</b>	<b>374</b>	<b>13,717,228</b>

## STREET LIGHTING FUND (113)

## FUND SUMMARY

	Actual FY 88-89	Actual FY 89-90	Revised Budget FY 90-91	Proposed FY 91-92	Adopted FY 91-92
<b>RESOURCES</b>					
<i>Revenue</i>					
<i>Property Taxes</i>					
<i>Current Year Property Taxes</i>					
Forecasted Revenue	\$0	\$6,750,017	\$6,700,000	\$0	\$0
Levy Funded Revenues	0	0	0	203,376	2,315,033
<b>Total Current Year Taxes</b>	<b>0</b>	<b>6,750,017</b>	<b>6,700,000</b>	<b>203,376</b>	<b>2,315,033</b>
<i>Prior Year Property Taxes</i>	470,587	232,096	400,000	400,000	400,000
<b>Total Property Taxes</b>	<b>470,587</b>	<b>6,982,113</b>	<b>7,100,000</b>	<b>603,376</b>	<b>2,715,033</b>
<i>Miscellaneous Revenues</i>					
Interest on Investments	1,092,238	928,491	650,000	353,000	500,000
Other Misc. Revenues	12,820	26,279	20,000	20,000	20,000
	1,105,058	954,770	670,000	373,000	520,000
<b>Total Revenue</b>	<b>1,575,645</b>	<b>7,936,883</b>	<b>7,770,000</b>	<b>976,376</b>	<b>3,235,033</b>
<i>Beginning Fund Balance</i>					
Encumbered	0	0	28,991	30,000	60,790
Unencumbered	0	0	8,452,465	10,638,766	11,664,959
<b>Total Beginning Fund Balance</b>	<b>13,860,501</b>	<b>8,514,335</b>	<b>8,481,456</b>	<b>10,668,766</b>	<b>11,725,749</b>
<b>TOTAL RESOURCES</b>	<b>\$15,436,146</b>	<b>\$16,451,218</b>	<b>\$16,251,456</b>	<b>\$11,645,142</b>	<b>\$14,960,782</b>
<b>REQUIREMENTS</b>					
<i>Bureau Requirements</i>					
Personal Services	\$0	\$0	\$0	\$0	\$0
External Materials & Services	(69,017)	(4,595)	12,994	0	60,790
<i>Internal Materials &amp; Services</i>					
General	0	0	0	0	0
Transportation Operating	4,220,233	4,379,055	4,725,774	9,092,408	10,118,601
Transportation Construction	2,331,695	1,648,088	3,167,995	0	0
	6,551,928	6,027,143	7,893,769	9,092,408	10,118,601
Capital Outlay	0	0	0	0	0
<b>Total Bureau Requirements</b>	<b>6,482,911</b>	<b>6,022,548</b>	<b>7,906,763</b>	<b>9,092,408</b>	<b>10,179,391</b>
<i>Contingency</i>					
General Operating Contingency	0	0	975,000	1,000,000	1,000,000
Encumbrance Carryover	0	0	0	30,000	0
Levy Funded Revenue	0	0	0	203,376	0
<b>Total Contingency</b>	<b>0</b>	<b>0</b>	<b>975,000</b>	<b>1,233,376</b>	<b>1,000,000</b>
<i>Transfers to Other Funds - Cash</i>					
General - Overhead	80,817	34,720	44,720	122,313	122,313
Transportation Operating	312,933	182,903	181,491	0	0
Transportation Construction	45,150	55,941	122,313	0	0
Capital Replacement Fund	0	326,934	331,820	0	0
Printing/Distribution	0	0	0	0	0
	438,900	600,498	680,344	122,313	122,313

## STREET LIGHTING FUND (113)

## FUND SUMMARY

	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><i>REQUIREMENTS (continued)</i></b>					
<i>Other Requirements—St Lts Stock</i>	0	0	26,250	26,250	26,250
<i>Reserve for Future Years</i>	0	0	0	1,072,158	1,072,158
<i>Unappropriated Ending Balance</i>	8,514,335	9,828,172	6,663,099	98,637	2,560,670
<b>TOTAL REQUIREMENTS</b>	<b>\$15,436,146</b>	<b>\$16,451,218</b>	<b>\$16,251,456</b>	<b>\$11,645,142</b>	<b>\$14,960,782</b>
<b><i>EXPENDITURES – AU 332</i></b>					
<i>External Materials and Services</i>					
<i>5210 Professional Services</i>	(\$4,682)	(\$838)	\$0	\$0	\$0
<i>5240 Repair &amp; Maintenance</i>	(72)	505	0	0	0
<i>5290 Miscellaneous Services</i>	51	0	0	0	0
<i>5320 Operating Supplies</i>	94	0	0	0	0
<i>5330 Repair &amp; Maint Supplies</i>	(11,612)	0	0	0	0
<i>5390 Other Commodities</i>	(52,796)	(4,262)	12,994	0	60,790
<i>Internal Materials and Services</i>					
<i>5590 Other Fund Services</i>	6,551,928	6,027,143	7,868,769	9,092,408	10,118,601
<b>TOTAL APPROPRIATION</b>	<b>\$6,482,911</b>	<b>\$6,022,548</b>	<b>\$7,881,763</b>	<b>\$9,092,408</b>	<b>\$10,179,391</b>

Prior to 1991–92 the activity in this fund was supported by the revenues generated by the three–year \$.49 per \$1,000 of assessed valuation levy approved by the voters on March 28, 1989. Due to the passage of Measure 5, City Council decided during the course of the hearing for the Proposed Budget to not levy the Street Light Levy during 1991–92, the third and final year of the levy. The subsequent financial impact was a loss of approximately \$5.4 million in property tax revenue to the fund. This action was taken in order to maximize the property tax revenues flowing into the General Fund. Other factors which were considered relative to not assessing the Street Light Levy included the impact to other government jurisdictions, the financial condition of the Street Lighting Fund, and the affect on the provision of street lighting services as a result of the lost property tax revenues.

Based upon the financial condition of the Street Lighting Fund, it was determined that adequate resources were available without the property tax revenues which would be generated if the levy were assessed to maintain the current service level during 1991–92. An ending fund balance of \$100,000 was projected for FY 1991–92 which assumed expenditure of the \$1.0 million general operating contingency, and did not take into consideration the "reserve for future years" of \$1,072,158.

Since the approval of the Proposed Budget for FY 1991–92, updated projections of the Fire & Police Disability and Retirement Fund indicated a higher than anticipated ending fund balance for FY 1990–91, which in turn decreased the FPD&R levy amount required in FY 1991–92. Therefore, the amount of the compression under the \$10.00 property tax limitation imposed by Measure #5 was reduced, which provided City Council with the opportunity to re–evaluate the amounts of the City levies to be assessed in FY 1991–92. Subsequently, City Council took action during the Adopted Budget hearings to restore a portion of the last year of the Street Light Levy. For FY 1991–92, the levy amount will be \$3.1 million, which will generate approximately \$2.3 million in property tax revenues. The FY 1991–92 Adopted Budget reflects these resources in the unappropriated ending fund balance and will be used to fund street lighting activities in FY 1992–93. Notwithstanding this, the decrease in current year property tax revenues from FY 1990–91 results in a reduced level of Street Lighting resources and requirements in FY 1991–92.

The total 1991–92 Budget for the Street Lighting Fund is \$14,960,782, which is \$1,290,674 less than the 1990–91 Revised Budget. The decrease is totally attributable to the decline in the unappropriated ending fund balance which totals \$2,560,670 in 1991–92 compared to \$6,663,099 in 1990–91. In order to maintain the current street lighting service level it was necessary to draw down on the fund balance. The estimated resources supporting street lighting requirements includes an estimated beginning fund balance of \$11.7 million, property tax receipts of \$2.7 million, and interest earnings of \$500,000. The consolidation of the Street Lighting Capital Replacement Fund into the Street Lighting Fund accounts for approximately \$691,000 of the beginning fund balance.

On the requirement side, the budget includes service reimbursements and cash transfers of approximately \$10.3 million, a general operating contingency of \$1.0 million, an unappropriated ending fund balance of \$2.56 million, and a "reserve for future years" of \$1.07 million. The service reimbursements to the Transportation Operating Fund total \$10.1 million and support operating costs of \$4.7 million, a capital improvement program of \$5.4 million, and overhead cost recovery of \$786,000. Of the \$4.7 million associated with operating activities, \$4.35 supports street lighting power, maintenance, and operating costs. This level of funding assumes an increase of \$100,000 in street lighting power costs over FY 1990–91. The remaining \$.35 million provides for administration costs associated with the street lighting system (\$131,000), further development of the Intergraph system (\$151,500), and design and inspection costs (\$70,000).

The Capital Improvement Program supported by the Street Lighting Fund totals \$5,425,140 for 1991–92. Significant projects within the CIP package include \$1.7 million for street lighting projects in the Oregon Convention Center/Lloyd District area and \$1.93 million for lighting of public access roads and pedestrian pathways within the City Park system. In regards to street lighting of the City Park system, the first priority is replacement of deteriorating lights. In addition, \$300,000 is identified to fund street lighting projects done in conjunction with the City's economic development efforts such as the North Transit Mall capital improvement project. The remaining capital improvement projects provide for rehabilitation and conversion of 100 twin ornamental mercury vapor lights on high voltage series circuits to high pressure sodium vapor lamps on parallel circuits, purchase and conversion of street lights in annexed areas, and street light installations both inside and outside the Central Business District.

Lastly, the "reserve for future years" which totals \$1,072,158 is a result of the consolidation of the Street Lighting Capital Replacement Fund into the Street Lighting Fund. Transportation determined the merging of the two funds was the most efficient and effective method to track street lighting activities. The capital replacement fund was established in 1989–90 to account for funds that are being set aside to pay for the future replacement of existing street light luminaires. In 1980 the City began a conversion program to replace the existing mercury vapor luminaires with energy-efficient light pressure sodium vapor luminaires. The luminaires have an expected lifespan of approximately 30 years, therefore the City will require large capital outlays to replace them at the end of this time. Based upon the expected lifespan it is anticipated the actual expenditure of capital replacement funds will begin in FY 2011 and continue over a 9–11 year period. It should be noted, that although the Street Light Capital Replacement Fund is being closed, the intent of identifying these resources as a "reserve for future years" is to permit the City to operate the street light system in such a way that it ensures its ability to protect the City's investment in the system.



Since the Street Light Levy expires June 30, 1992 the bigger issue remains identifying another funding mechanism to support street lighting activities in future years. The Office of Transportation has developed a Street Light Levy Replacement Strategic Plan which identifies several alternatives to fund street lighting. The alternatives include the following:

User Fee

Inclusion in Existing Revenue

Form City Public Utility District

County Gas Tax Surcharge (excludes parks lighting)

Trade Hydropower Sales to PGE for Free Street Light Electricity

Franchise with PGE -- city continues to own lights and PGE bills for services, variations include the sale of street lights back to PGE

Sell Street Light System to Private Company

An indepth analysis of each of the alternatives has been conducted to determine any legal, administrative, and financial issues and the findings of these analyses are currently under review by a Citizens Advisory Committee (CAC). Based upon the outcome of the meetings between the CAC, Office of Transportation, and the Commissioner-in-Charge, a recommendation will be presented to the Council for consideration. At this point, the timeline calls for implementation of the option selected during FY 1992-93.

**TRANSPORTATION OPERATING FUND (112)**

**FUND SUMMARY**

	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>RESOURCES</u></b>					
<i>Revenue</i>					
<i>Licenses and Permits</i>					
<i>Construction Permits</i>	\$344,813	\$462,424	\$309,645	\$587,493	\$587,493
<i>Other Permits</i>	25,001	21,786	6,850	24,801	24,801
	<u>369,814</u>	<u>484,210</u>	<u>316,495</u>	<u>612,294</u>	<u>612,294</u>
<i>Service Charges &amp; Fees</i>					
<i>Public Utility/Works Charges</i>	294,272	526,319	492,500	1,349,111	1,361,111
<i>Inspection Fees</i>	15,569	20,373	43,000	66,700	66,700
<i>Parking Fees</i>	52,574	54,133	52,500	4,002,500	4,002,500
<i>Miscellaneous</i>	24,353	14,387	15,000	15,000	15,000
	<u>386,768</u>	<u>615,212</u>	<u>603,000</u>	<u>5,433,311</u>	<u>5,445,311</u>
<i>Fines &amp; Forfeits</i>					
<i>Parking Fines</i>	0	0	0	1,700,000	1,700,000
<i>State Sources</i>					
<i>State of Oregon Cost Sharing</i>	117,027	117,086	114,000	120,000	120,000
<i>Shared Revenue</i>	0	0	0	18,519,815	18,519,815
	<u>117,027</u>	<u>117,086</u>	<u>114,000</u>	<u>18,639,815</u>	<u>18,639,815</u>
<i>Local Government Sources</i>					
<i>Multnomah County Cost Sharing</i>	9,760,750	10,459,630	12,552,470	12,816,662	12,816,662
<i>Local Cost Sharing</i>	78,690	35,598	20,000	1,419,147	1,419,147
<i>LID Payments Unbonded</i>	242,049	89,703	564,469	320,000	320,000
	<u>10,081,489</u>	<u>10,584,931</u>	<u>13,136,939</u>	<u>14,555,809</u>	<u>14,555,809</u>
<i>Miscellaneous Revenues</i>					
<i>Sales-Miscellaneous</i>	1,060	2,396	98,000	115,000	115,000
<i>Refunds</i>	5,878	5,063	5,600	5,500	5,500
<i>Interest on Investments</i>	343,013	458,228	500,000	600,000	600,000
<i>Other Misc. Revenues</i>	126,484	62,155	161,831	944,033	932,033
	<u>476,435</u>	<u>527,842</u>	<u>765,431</u>	<u>1,664,533</u>	<u>1,652,533</u>
<b>Total Revenue</b>	<b>11,431,533</b>	<b>12,329,281</b>	<b>14,935,865</b>	<b>42,605,762</b>	<b>42,605,762</b>
<i>Transfers from Other Funds - Cash</i>					
<i>General</i>	5,052,052	2,410,805	3,460,805	1,751,600	1,751,600
<i>Auto Port Fund</i>	500,000	90,000	88,755	285,599	285,599
<i>Transportation Construction</i>	10,813,676	11,195,775	17,374,219	16,391,819	18,426,375
<i>Trans Const Overhead in Lieu</i>	0	0	583,872	508,245	508,245
<i>Parking Facilities Fund</i>	0	0	0	0	0
<i>Parking Meter</i>	4,785,000	5,226,017	6,367,186	0	0
<i>Federal &amp; State Grants</i>	63,744	361,406	89,952	2,843,862	3,555,016
<i>State Tax Street</i>	11,730,544	14,023,542	17,054,315	0	0
<i>Street Light Overhead in Lieu</i>	312,933	182,903	181,491	0	0
<i>Sewer System Construction</i>	300,000	162,509	93,600	81,810	81,810
	<u>33,557,949</u>	<u>33,652,957</u>	<u>45,294,195</u>	<u>21,862,935</u>	<u>24,608,645</u>

**TRANSPORTATION OPERATING FUND (112)**

**FUND SUMMARY**

	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>RESOURCES – continued</u></b>					
<i>Transfers from Other Funds – Svc. Reimb.</i>					
<i>General</i>	64,042	119,025	61,043	54,354	54,354
<i>Auto Port Operating</i>	109,682	116,422	128,719	148,254	148,254
<i>Parking Facilities</i>	0	0	0	0	0
<i>PIR Operating</i>	1,784	4,202	1,000	1,000	1,000
<i>Sewer System Operating</i>	6,651,692	7,335,718	9,964,201	13,535,675	13,535,675
<i>Street Lighting</i>	4,220,233	4,379,053	4,725,774	9,092,408	10,118,601
<i>Water</i>	626,055	654,252	767,557	696,603	764,878
<i>Sewer System Construction</i>	626,322	622,131	0	0	0
<i>Transportation Construction</i>	0	0	0	0	0
<i>Fleet Operating</i>	0	26,166	0	0	0
<i>LID Construction</i>	44,708	0	0	2,265,417	2,586,417
<i>Master Lease Fund</i>	0	0	0	246,700	246,700
<i>Memorial Coliseum</i>	0	1,618	0	0	0
<i>Performing Arts Operating</i>	0	380	0	0	0
<i>Golf Operating</i>	1,316	340	0	0	0
<i>HCD Block Grant Fund</i>	53,625	44,401	73,126	27,519	27,519
	<b>12,399,459</b>	<b>13,303,708</b>	<b>15,721,420</b>	<b>26,067,930</b>	<b>27,483,398</b>
<i>Intra-Fund Agency Reimbursable</i>	2,061,486	2,605,853	3,407,562	0	0
<i>Beginning Fund Balance</i>	1,936,479	1,860,768	0	0	0
<i>Encumbered</i>	0	0	4,659,983	5,000,000	1,537,407
<i>Unencumbered</i>	0	0	583,201	6,036,114	6,036,114
<i>Total Beginning Fund Balance</i>	<b>1,936,479</b>	<b>1,860,768</b>	<b>5,243,184</b>	<b>11,036,114</b>	<b>7,573,521</b>
<b>TOTAL RESOURCES</b>	<b>\$61,386,906</b>	<b>\$63,752,567</b>	<b>\$84,602,226</b>	<b>\$101,572,741</b>	<b>\$102,271,326</b>

**REQUIREMENTS**

*Bureau Requirements*

<i>Personal Services</i>	\$25,429,602	\$27,455,219	\$31,936,639	\$34,757,312	\$34,757,312
<i>External Materials &amp; Services</i>	15,718,074	13,623,904	24,005,440	19,655,825	21,897,455
<i>Internal Materials &amp; Services</i>					
<i>General</i>	570,585	966,131	2,115,697	2,139,139	3,104,601
<i>Autoport</i>	0	0	0	35,640	35,640
<i>Sewer System Operating</i>	240,184	242,984	279,114	370,868	370,868
<i>Water</i>	123,608	132,239	92,150	74,300	74,300
<i>LID Construction</i>	0	25,909	132,900	252,500	252,500
<i>Printing/Distribution Operating</i>	290,355	296,021	409,806	386,959	386,959
<i>City Equipment Acquisition</i>	192,952	228,445	209,190	245,730	245,730
<i>Communications Services</i>	404,720	450,516	455,790	441,683	441,683
<i>Fleet Operating</i>	3,661,663	4,057,615	4,443,023	5,350,491	5,350,491
<i>Computer Services</i>	0	0	0	96,667	96,667
<i>Insurance &amp; Claims Operating</i>	244,092	251,463	354,580	408,606	408,606
<i>Facilities Operating</i>	726,815	706,241	767,843	815,771	815,771
<i>Workers' Comp. Operating</i>	865,591	1,120,849	1,007,324	1,076,402	1,076,402
	<b>7,320,565</b>	<b>8,478,413</b>	<b>10,267,417</b>	<b>11,694,756</b>	<b>12,660,218</b>

**TRANSPORTATION OPERATING FUND (112)**

**FUND SUMMARY**

	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><i>REQUIREMENTS – continued</i></b>					
<i>Capital Outlay</i>	3,584,857	1,525,494	6,263,977	5,350,786	5,774,910
<i>Equipment Cash Transfers</i>					
<i>Communications Services</i>	13,000	44,532	17,100	4,600	4,600
<i>Printing/Distribution</i>	0	1,825	0	0	0
<i>Fleet Operating</i>	3,500	114,955	15,000	0	0
	16,500	161,312	32,100	4,600	4,600
 <i>Intra-Fund Agency Credits</i>	 2,061,486	 2,605,853	 3,407,562	 0	 0
 <i>Total Bureau Requirements</i>	 54,131,084	 53,850,195	 75,913,135	 71,463,279	 75,094,495
 <i>Contingency</i>					
<i>General Operating Contingency</i>	0	0	718,682	1,832,078	1,979,891
<i>Encumbrance Carryover</i>	0	0	0	5,000,000	0
<i>Total Contingency</i>	0	0	718,682	6,832,078	1,979,891
 <i>Transfers to Other Funds – Cash</i>					
<i>General-Overhead</i>	1,823,023	2,232,185	2,381,332	2,414,264	2,414,264
<i>Fleet Operating</i>	0	0	9,750	0	0
<i>Computer Services</i>	0	0	0	26,318	26,318
<i>Health Insurance</i>	0	110,024	0	0	0
<i>Sewer System Operating</i>	0	0	0	141,391	141,391
<i>Parking Facilities</i>	100,000	0	0	0	0
<i>State Tax Street</i>	478,138	0	0	0	0
<i>Parking Meter</i>	404,963	0	0	0	0
<i>LID Construction</i>	0	0	0	0	0
<i>Transportation Construction</i>	2,588,930	2,205,745	5,479,327	16,095,411	18,014,967
	5,395,054	4,547,954	7,870,409	18,677,384	20,596,940
 <i>Other Requirements-Inventory Inc.</i>					
<i>Public Works Stock</i>	0	0	100,000	100,000	100,000
 <i>Reserve for Future Years</i>	 0	 0	 0	 4,500,000	 4,500,000
 <i>Unappropriated Ending Balance</i>	 1,860,768	 5,354,418	 0	 0	 0
 <b>TOTAL REQUIREMENTS</b>	 <b>\$61,386,906</b>	 <b>\$63,752,567</b>	 <b>\$84,602,226</b>	 <b>\$101,572,741</b>	 <b>\$102,271,326</b>

The 1991–92 total Budget for the Transportation Operating Fund is \$102,271,326, which represents a net increase of \$17,669,100 from the 1990–91 Revised Budget. The budget reflects changes initiated by Transportation in an effort to reduce operating costs, improve operating efficiencies and provide better budgeting and reporting information. These changes include the consolidation of two separate revenue funds into the Operating Fund and accounting for reimbursable revenues which are currently reflected in the Transportation Construction Fund, in the Operating Fund. Furthermore, the four Transportation appropriation units: Bureaus of Transportation Engineering, Traffic Management, Maintenance and the Office of Transportation Director have been collapsed into one. These actions are projected to reduce the General Fund overhead charged to the Fund, due to a decreased number of accounting and budget transactions for cash transfers, appropriation adjustments, and intra–fund service reimbursements. Operationally, there will be less staff time required within Transportation relative to the aforementioned functions, which in turn can be re–directed to support other activities. Additionally, the consolidation of the four Bureaus into the Office of Transportation reduces the revenue received from intra–fund service reimbursements from \$3.4 million to zero.

For purposes of comparison, the elimination of the revenue received from intra–fund service reimbursements, which totalled \$3.4 million in FY 1990–91 must be factored into the total increase for FY 1991–92. Taking this into consideration, the level of resources in the Transportation Operating Fund for FY 1991–92 reflects an actual increase of \$21.1 million over FY 1990–91.

Beginning in 1991–92, revenue received from the State for gas tax receipts and parking fines and fees will be accounted for in the Transportation Operating Fund. Historically, these revenues have been reflected in two separate funds; the State Tax Street Fund and Parking Meter Fund. Secondly, Transportation has changed the method by which revenues that support capital improvement projects are budgeted. In prior years, reimbursable revenues which include Federal and State grants, cost recovery revenues, service reimbursements, and support from other participating government entities have been budgeted in the Transportation Construction Fund, whereas the appropriation associated with the Capital Improvement Program is reflected within the Office of Transportation appropriation unit in the Transportation Operating Fund. The affect of consolidating the State Street Tax and Parking Meter Funds and accounting for reimbursable revenues in the Transportation Operating Fund account for approximately \$18.2 million of the \$21.1 million increase from 1990–91.

Of the \$18.2 million, \$13.7 million is attributable to the reimbursable revenues; more specifically, the increases include public utility/work charges (\$856,611), local cost sharing (\$1,399,147), Federal & State Grants (\$3,465,064), Street Lighting Fund service reimbursement (\$5,392,827) and LID Construction Fund service reimbursement (\$2,586,417). The balance of \$4.5 million represents the fund balances from the State Street Tax and Parking Meter Funds. Consistent with the Office of Transportation Reserve Policy, these fund balances are not appropriated in the 1991–92 budget as a counter–cyclical reserve in the “Reserve for Future Years”. The Reserve Policy provides for a counter–cyclical reserve equivalent to approximately 10% of budgeted discretionary operating revenues. These reserves are to be used under catastrophic, emergency financial conditions for one–time unanticipated expenditures, or revenue interruptions exceeding 5% of total discretionary revenues. It should be noted, this policy has not been presented to the Council for consideration.

In addition to the revenue enhancements due to the changes described above, service reimbursement revenue from the Bureau of Environmental Services reflects an increase of approximately \$3.6 million. Of the total \$3.6 million increase, \$714,000 represents recognition of additional benefit to the sewage and drainage systems, \$429,000 supports roadside vegetation control and shoulder maintenance, \$727,000 provides for implementation of a new Drainage and Roadside Maintenance program, \$500,000 for increased engineering services for surveying and computer support, \$114,000 for additional trench shoring equipment

required under new OSHA regulations, \$142,000 for increased TV inspection services to reduce sewer line structural failures, and \$625,000 is due to inflation on basic maintenance services. Of the \$625,000 increase for inflation, \$240,000 is attributable to personal services requirements and \$200,000 represents increased fleet charges.

It should be noted, gas tax revenue received from both the State of Oregon and the City/County Agreement is estimated at approximately the same level as 1990–91, whereas Transportation's initial revenue forecast for 1991–92 anticipated an additional \$2.0 million to fund activities. Due to gas price increases, the amount of consumer consumption has declined, which in turn reduces the amount of gas tax revenue generated. Gas tax revenues are the largest source of discretionary revenues within the fund and account for \$31,336,447 or approximately 30% of total Transportation Operating Fund resources.

Lastly, the cash transfer from the General Fund of utility license revenues for 1991–92 totals \$1,751,600 which reflects a decrease of approximately \$1.7 million from the 1990–91 transfer of \$3,460,805. In accordance with Council's Budget Guidelines and Policies which were adopted after the passage of Measure #5 the transfer was initially reduced by \$664,000 or 18.8%. During the course of the Council Budget Hearings, the transfer amount was further reduced by an additional \$1,120,680. Of the total reduction, \$198,180 is offset by an increase in the cash transfer from the Autoport Fund. In January, 1991 Council adopted policies and procedures for charges to City bureaus for use of the 1st and Jefferson (Autoport) parking garage, as per the recommendations included in the 1989 City Audit of the City's parking garage system. These policies provide for the recovery of the monthly rate for fleet vehicles parked at the Autoport. Therefore, beginning in 1991–92, all City Bureaus will be responsible for the costs associated with the parking of fleet vehicles at the Autoport. Although in light of the financial constricts placed upon the General Fund due to the passage of Measure 5, the Autoport agreed to forego the amount attributable to General Fund bureaus, but for accounting purposes General Fund bureaus will be reimbursing the Autoport for these costs, which total \$198,180 in 1991–92. In order to fund these expenditures in the first year, the General Fund transfer to the Transportation Operating Fund was reduced by a corresponding amount. In turn, the cash transfer from the Autoport to the Transportation Operating Fund was adjusted upwards to accurately reflect the amount of General Fund resources allocated to Transportation in 1991–92. The balance of the General Fund cash transfer reduction totals \$922,500. This reduction was made in order to increase the amount of discretionary resources available within the General Fund to support services which would otherwise be unfunded or under-funded.

Therefore, in order to fund the service levels within the Transportation Operating Fund in light of the projected revenue decreases, including the reduction in the transfer from the General Fund, the Office of Transportation took the following actions:

- Instituted a 5% savings plan in 1990–91 which will result in additional transportation discretionary resources of \$1.6 million at year-end to fund activities in 1991–92

- Reduced the 1991–92 Capital Improvement Program by 10% or \$550,000. The projects cut from the CIP budget include: SW Corbett NTMP, Corridor Safety SE Foster and Jenne Road, the NW 29th and Thurman Stairway and two new traffic signals

- Propose increasing utility permit fees to provide full cost recovery of this activity and generate approximately \$300,000

- Reduced the level of support for Special Events by \$25,500

Reduced the level of support for Sidewalk Cleaning (power flushing) by \$82,000

Reduced the scope of the Regional Rail/Transit Program by \$2.3 million. The reduced scope of the Regional Rail/Transit Program results in the following: deletion of further studies for the Barbur Corridor, reduced activity in the Milwaukie/I-205 corridor, station area development plans and redevelopment around station sites, especially in the Albina area. In regards to the Westside Light Rail project, the local match payments originally proposed at \$1.0 million a year for seven years, are terminated after 1990-91. The local match payment made in 1990-91 represented the first of seven payments. It is anticipated that the Portland Development Commission will be making the City of Portland's local match payments in future years. Lastly, reduced funding for the Central City Trolley Plan results in the City not providing support for the following: professional services contracts for preliminary design and LID formation, funds to offset the anticipated loss of revenue due to extending Fareless Square to the Lloyd Center, 25% of the funding required for the acquisition of a fourth vehicle for the Vintage Trolley System, and marketing of the Willamette Shores Trolley.

On the requirement side, the Transportation Operating Fund supports the operating and capital improvement budget for the new consolidated appropriation unit – Office of Transportation. As a whole, Bureau requirements reflect a decrease of approximately \$930,000. The decreased level of requirements from FY 1990-91 is in part attributable to the consolidation of the four appropriation units, which eliminated the \$3.4 million requirement for intra-fund service reimbursements.

Furthermore, the composition of the total Budget for 1991-92 differs from 1990-91 in that the requirements for external materials and services and capital outlay have been decreased by \$2.7 million. This is a result of a fewer number of projects in phases that require City funds for improvements and the reduced Transit program. Therefore these resources, as well as the \$3.4 million which supported intra-fund service reimbursements in FY 1990-91, have been re-appropriated to cover increased personal services costs of approximately \$2.8 million due to inflation as well as the net addition of fourteen full-time positions. In addition, internal services charges reflect an increase of \$2.3 million over 1990-91. Of this amount, \$890,000 is attributable to Fleet requirements and \$930,000 is reflected in the Parks Bureau interagency to support street lighting capital costs in the City's park system.

There are a total of sixteen new positions reflected within the staffing level, fourteen are supported by increased service reimbursement revenue from the Bureau of Environmental Services; two in the Sewer Maintenance program, ten in the newly created Drainage and Roadside Maintenance program, and two in the Engineering Support program. The two remaining positions have been transferred from Multnomah County in accordance with the street transfer agreement between the City and County. The agreement provides for every 10 miles of streets annexed to the City of Portland, one position is transferred. Offsetting this increase, is the elimination of two Utility Workers in the Street Cleaning program, as a result of the decreased level of funding for sidewalk cleaning.

At the fund level, the cash transfer to the Transportation Construction Fund totals \$18,014,967 compared to \$5,472,049 in the 1990-91. The increase of \$12.7 million represents the transfer of reimbursable revenues that support specific capital improvement projects. In 1991-92, the intent of the Transportation Construction Fund will be to isolate all costs associated with the capital improvement program, even though the actual expenditures and revenue supporting the project costs will be in the Transportation Operating Fund. Transportation has indicated that once the IBIS project reporting function becomes totally operational, the Construction Fund could be potentially eliminated at a future point in time.

The general operating contingency for 1991-92 totals \$1,979,891, of which approximately \$1.0 million is earmarked for compensation adjustments.

**OFFICE OF TRANSPORTATION (159)**

Transportation Operating Fund (112)

Public Works

**APPROPRIATION SUMMARY**

	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>EXPENDITURES</u></b>					
<i>Personal Services</i>	\$25,429,602	\$27,455,218	\$31,936,639	\$34,757,312	\$34,757,312
<i>External Materials and Services</i>	15,718,074	13,623,904	24,005,440	19,655,825	21,786,676
<i>Internal Materials and Services</i>	9,382,051	11,084,266	13,674,979	11,694,756	12,660,218
<i>Capital Outlay</i>	3,584,857	1,525,494	6,263,977	5,350,786	5,774,910
<i>Cash Transfers-Equipment</i>	0	0	32,100	4,600	4,600
<b>TOTAL EXPENDITURES</b>	<b>\$54,114,584</b>	<b>\$53,688,882</b>	<b>\$75,913,135</b>	<b>\$71,463,279</b>	<b>\$74,983,716</b>
<b><u>Authorized Full-Time Positions</u></b>					
<i>Total</i>	658	672	691	705	705
<b><u>FUNDING SOURCES</u></b>					
<i>General Fund Discretionary</i>		\$3,460,805	\$3,440,804	\$1,936,780	\$1,936,780
<b><u>Non-Discretionary Resources</u></b>					
<i>Grants and Donations</i>		22,173	88,952	2,843,862	3,555,016
<i>Contract Revenue</i>		152,684	134,000	1,539,147	1,539,147
<i>Interagency Services</i>		16,248,794	19,104,982	26,067,930	27,483,398
<i>Bureau/Operating Fund Revenue</i>		33,804,426	53,144,397	39,075,560	40,469,375
<b>Total Non-Discretionary Resources</b>		<b>\$50,228,077</b>	<b>\$72,472,331</b>	<b>\$69,526,499</b>	<b>\$73,046,936</b>
<b>TOTAL FUNDING</b>		<b>\$53,688,882</b>	<b>\$75,913,135</b>	<b>\$71,463,279</b>	<b>\$74,983,716</b>
<b><u>PROGRAMS</u></b>					
<i>Street Preservation</i>		\$7,469,367	\$9,636,279	\$9,715,160	\$9,733,003
<i>Traffic Maintenance</i>		4,357,274	4,871,688	5,164,312	5,194,162
<i>Street Cleaning</i>		4,428,760	5,182,104	4,839,623	4,839,773
<i>Sidewalk Preservation and Safety</i>		2,011,640	2,228,964	2,386,958	2,386,958
<i>Structural Maintenance</i>		1,660,310	1,759,771	1,861,233	1,872,886
<i>Emergency Services</i>		292,184	484,209	530,047	530,047
<i>Sewer Maintenance</i>		5,718,404	6,373,532	5,481,655	5,487,105
<i>Drainage &amp; Roadside Maintenance</i>		0	0	3,100,799	3,101,399
<i>Maintenance Support and Administration</i>		3,230,291	3,529,891	2,965,313	3,111,052
<i>Operations</i>		1,556,858	2,047,003	1,250,860	1,300,840
<i>Neighborhood Traffic Management</i>		752,114	1,049,627	864,873	878,373
<i>Street Lighting</i>		4,612,205	9,108,465	7,930,461	9,332,182
<i>Traffic Signal System</i>		1,443,045	1,760,219	1,749,154	1,816,353
<i>Parking Patrol</i>		1,519,734	1,955,247	1,843,258	1,852,066
<i>Parking Management</i>		614,123	1,499,148	1,158,836	1,186,288
<i>Alternative Transportation</i>		0	0	110,527	110,527
<i>Traffic Management Administration</i>		734,101	785,080	1,079,024	1,098,081
<i>Arterial Improvements</i>		4,233,216	7,914,701	5,151,274	6,055,588
<i>Local Improvements</i>		3,104,843	4,650,690	4,299,979	4,396,949
<i>Development Services</i>		2,357,389	3,488,117	4,218,685	4,653,823
<i>Engineering Support</i>		1,417,637	2,030,530	2,315,402	2,386,655
<i>Director</i>		443,715	766,129	604,514	628,591
<i>Resources</i>		898,254	1,128,963	1,066,931	1,105,298
<i>Planning</i>		833,418	3,662,778	1,774,401	1,925,717
<b>TOTAL PROGRAMS</b>		<b>\$53,688,882</b>	<b>\$75,913,135</b>	<b>\$71,463,279</b>	<b>\$74,983,716</b>



**GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR**

The Portland Office of Transportation exists to provide for the safe and efficient movement of people, goods and services to enhance the economic vitality and livability of the City of Portland. The Office of Transportation is responsible for planning, design, construction, management, operation and maintenance of the City's street system. The Transportation system consists of a street system with paved streets, sidewalks, curbs, street corners, bridges, retaining walls, guardrails, stairways, traffic control devices, street lights, and parking spaces. The Office of Transportation also maintains the City's sewer system and performs round-the-clock response to emergencies such as storms and other incidents that inhibit safe transportation.

Many of the activities supported by the 1991-92 Budget are dictated by Council adopted policies such as the City's Comprehensive Plan, Arterials Street Classification Policy, Neighborhood Traffic Management Program, Downtown Parking and Circulation Policy, Downtown Parking Management Plan, and the City of Portland Street Lighting Standards.

The 1991-92 Budget reflects the consolidation of the four Transportation appropriation units (Bureaus of Transportation Engineering, Maintenance, Traffic Management, and the Office of the Director) into the Office of Transportation. As such, all the existing programs have been retained, as well as two additional ones have been created; Drainage and Roadside Maintenance and Alternative Transportation. It is anticipated this action will reduce the General Fund overhead charged to the Transportation Operating Fund, due to a decreased number of appropriation adjustments and intra-fund service reimbursement transactions. Operationally, there will be less staff time required relative to the aforementioned actions, which in turn will be re-directed to support other transportation activities.

The 1991-92 Office of Transportation budget totals \$74,983,716, which supports an operating budget of \$55,726,175 and a capital improvement program of \$19,257,541. (A more detailed description of the Office's capital improvement budget is included in the Transportation Construction Fund.) Total bureau requirements as compared to the 1990-91 Revised Budget reflect a decrease of \$930,000. The decreased level of requirements is in part attributable to the consolidation of the four appropriation units, which eliminated the \$3.4 million requirement for intra-fund service reimbursements has been eliminated. Furthermore, the composition of the budget differs from 1990-91 in that the requirements for external materials and services and capital outlay associated with the capital improvement program reflect a decrease of \$2.7 million. This is a result of a fewer number of projects in phases that require City funds for improvements and the reduced Transit program. Therefore these resources, as well as the \$3.4 million which supported intra-fund service reimbursements in FY 1990-91, have been re-appropriated to cover increased personal services costs of approximately \$2.8 million due to inflation, as well as the net increase of fourteen full-time positions. In addition, internal services charges reflect an increase of \$2.3 million over 1990-91, of which \$890,000 is attributable to Fleet requirements. Of the \$890,000 increase, \$350,000 is a result of increased fleet rates, the mix of vehicles, and the lease-purchase of four new sweepers. Another \$300,000 of the increase represents replacement charges on 105 overaged vehicles, which Maintenance was allowed to not pay in 1990-91, and lastly \$200,000 for increased fabrication, mechanical, body and paint work on vehicles and equipments. In addition, the interagency agreement with the Parks Bureau reflects an increase of \$930,000 to support street lighting capital costs in the City's park system.

There are a total of sixteen new positions reflected within the 1991-92 staffing level, of which fourteen are supported by increased service reimbursement revenue from the Bureau of Environmental Services; two in the Sewer Maintenance program, ten in the newly created Drainage and Roadside Maintenance program, and two in the Engineering Support program. The two remaining positions have been transferred from Multnomah County in accordance with the street transfer agreement between the City and County. The agreement provides for every 10 miles of streets annexed to the City of Portland, one position is transferred. Offsetting this increase, is the elimination of two Utility Workers in the Street Cleaning program as a result of the decreased level of funding for sidewalk cleaning.

## OFFICE OF TRANSPORTATION (159)

Transportation Operating Fund (112)

Public Works

APPROPRIATION SUMMARY

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The Office of Transportation's total Budget for 1991-92 is supported by the following sources: general transportation revenues (\$40,469,375), service reimbursements (\$27,483,398), State and Federal grants (\$3,555,016), contracts (\$1,539,147) and the General Fund/Autoport cash transfer (\$1,936,780). As the aforementioned indicates, the Office of Transportation's primary funding source is referred to as general transportation revenues. These funds are comprised of State Street Tax revenues, Parking Meter revenues, and City/County road agreement revenues.

### BUREAU PERFORMANCE OBJECTIVES

The Office of Transportation submitted the following performance objectives for 1991-92:

Westside Light Rail Transit/Highway Project – Start final project design and complete financial package, including a full-funding agreement by June 30, 1992

Regional Rail Program – Continue work on north corridor with the Albina Community Plan, including work on coordinated development opportunities. Participate in the Alternatives Analysis of the I-205/Milwaukie Corridor. Continue public participation and involvement in Light Rail system development.

Revenue Development – Develop substitute funding for the Street Light Levy which expires July, 1992. Complete Cost of Services Study and the second phase of the regional transportation funding package. Review individual Transportation fees and charges to determine appropriate cost recovery amounts and implement altered fee schedules where possible.

Improve safety at 10 locations; design/review operation issues for 35 major projects.

Respond to 900 traffic requests

Construct 5 Neighborhood Traffic Management projects; develop six projects begun in 1990-91 and six new projects in 1991-92.

Add 30-60 intersections to the central signal system

Design six signal improvements and six signal remodels/new signals

Construct street lighting improvements in the Oregon Convention Center/Lloyd District

Complete the rehabilitation and conversion of twin ornamental lighting

Airport Way bridge construction is scheduled for completion in Spring, 1992, with completion of all Airport Way construction activity scheduled for November, 1992.

Completion of Marine Drive design is scheduled for completion in June, 1991, with construction completion in Fall, 1993.

Development of a funding strategy for the Central City Trolley and use of this strategy to fund design of initial segment in 1991-92.

**OFFICE OF TRANSPORTATION (159)**

Transportation Operating Fund (112)

Public Works

*APPROPRIATION SUMMARY*

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**BUREAU PERFORMANCE OBJECTIVES (CONTINUED)**

Completion of improvements to NW 9th Avenue is scheduled for Fall, 1991

Construction of the NW 13th Avenue Local Improvement District is expected to be complete in 1992.

Design of and right-of-way acquisition for NW 23rd and Burnside Intersection will be performed, with construction anticipated in 1991-92.

In conjunction with the Bureau of General Services, implement equipment maintenance contracts and analyze equipment life cycles and replacement cost methodology to more effectively manage the Office of Transportation fleet.

Improve recycling and disposal of construction spoils handling by reducing the volume of material that must be disposed of at general landfills.

**OFFICE OF TRANSPORTATION (159)**

Transportation Operating Fund (112)

Public Works

*PROGRAM SUMMARY*

<i>Program</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>STREET PRESERVATION</u></b>				
<i>Total Expenditures</i>	\$7,469,367	\$9,636,279	\$9,715,160	\$9,733,003
<i>General Fund Discretionary Expenditures</i>	1,486,757	0	0	0
<i>Authorized Full-Time Positions</i>	96.0	97.0	98.0	98.0
<i>Performance/Workload Measures:</i>				
Surface Repair (Sq. Yds.)	118,094	145,250	145,250	145,250
Base Repair (Sq. Yds.)	46,410	68,250	68,250	68,250
Patching (Sq. Yds.)	139,289	154,170	154,170	154,170
Shoulder Maintenance (Miles)	57	168	0	0
Slurry Sealing (Miles)	46	50	50	50
Chip Sealing (Miles)	1	17	0	0
Resurfacing (Miles)	56	53	53	53

The City of Portland is responsible for maintaining 1,609 miles of fully improved streets and 169 miles of partially improved streets. The 1991-92 funding level for the Street Preservation program maintains the current service level which provides for the preservation of the street system through routine maintenance, rejuvenation, resurfacing, and rehabilitation/reconstruction. The level of activity in these four areas is determined by the Pavement Management System (PMS) which identifies and prioritizes all street maintenance projects based on visual inspection and structural testing. Consistent with a Council-approved program to reduce the paving backlog over a fifteen year period, the funding level provides for 53 miles of resurfacing and 50 miles of sealing. As of October, 1990, PMS data identified a 418 mile backlog of streets requiring surface treatment, rehabilitation or reconstruction costing \$29.8 million. Furthermore, due to normal deterioration and damage due to weather condition, to maintain the backlog at the present level of 418 miles, 93 miles of street must be treated annually. Therefore, the level of street preservation activity during 1991-92 will result in a projected reduction in the deficit street backlog of 13 miles.

**TRAFFIC MAINTENANCE**

<i>Total Expenditures</i>	\$4,357,274	\$4,871,688	\$5,164,312	\$5,194,162
<i>General Fund Discretionary Expenditures</i>	0	0	10,000	10,000
<i>Authorized Full-Time Positions</i>	54.0	54.0	56.0	56.0
<i>Performance/Workload Measures:</i>				
Signal Repairs	21,095	38,390	26,690	26,690
Scheduled Controller Maintenance	14	15	17	17
Parking Meter Repairs	25,594	20,450	23,400	23,400
Street Lights	N/A	4,000	6,000	6,000
Pavement Marks	6,028,879	4,608,370	5,650,000	5,650,000

The objective of the Traffic Maintenance program is to ensure the safe movement of vehicular and pedestrian traffic through the maintenance of 923 signalized intersection, 1,615 crosswalks, 24,800 traffic control signs, 36,800 parking control signs, 5,800 parking meters, 4,000 street lights, and 66,000 street signs. Activities within this program area for 1991-92 include 17,360 sign repairs, 31,365 signal repairs, 2,880 miles of pavement striping, and service to 5,800 parking meters.

The staffing level reflects the addition of an Automotive Equipment Operator II and a Utility Worker, as a result of the transfer of these two positions from Multnomah County in accordance with the street transfer agreement between the City and County. The agreement provides that for every 10 miles of street annexed to the City of Portland, one position is transferred.

**OFFICE OF TRANSPORTATION (159)**

Transportation Operating Fund (112)

Public Works

*PROGRAM SUMMARY*

<i>Program</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>STREET CLEANING</u></b>				
<i>Total Expenditures</i>	\$4,428,760	\$5,182,104	\$4,839,623	\$4,839,773
<i>General Fund Discretionary Expenditures</i>	1,376,854	0	638,500	638,500
<i>Authorized Full-Time Positions</i>	60.0	62.0	55.0	55.0
<i>Performance/Workload Measures:</i>				
Residential Sweeping	22,562	28,940	34,875	34,875
Arterial Sweeping	16,613	21,424	28,204	28,204
CBD Sweeping	10,373	10,400	10,600	10,600
Leaf Removal	9,703	9,000	14,000	14,000
Trash, Cans Emptied	129,240	108,712	154,785	154,785
Turf/Brush Cut, Miles	1,577	1,155	1,225	1,225

The Street Cleaning program supports the cleaning of 2,263 miles of street within the City of Portland, which includes 1,140 miles of residential streets, 1,080 miles of arterials and 43 miles of streets in the Central Business District. The funding level for 1991-92 provides street cleaning of arterial streets once every three weeks, residential streets seven to eight times a year and the Transit Mall, the Light Rail Corridor and the Old Town area six nights a week.

Cost recovery revenue in the amount of \$1.5 million will be received from the Bureau of Environmental Services in the form of service reimbursements for the annual value of street cleaning services to the sewer and drainage system. This amount represents a \$700,000 increase over 1990-91 and is based upon analysis done by an outside consultant which assessed the benefit to the sewer and drainage system.

The funding level for 1991-92 reflects a decrease of approximately \$342,000 and a reduction in the staffing level of 7 full-time positions from 1990-91, although the decrease from the original funding level for 1991-92 totals \$842,000. Of this decrease, \$739,000 is due to the creation of the Drainage and Roadside Maintenance Program. Some of the activities performed within this program support storm water drainage and roadside maintenance, therefore the associated appropriation and positions are now more appropriately reflected in the new program area. The remaining \$101,500 reduction is a result of the decrease in the General Fund transfer to the Transportation Operating Fund. Of the \$101,500 reduction, \$19,500 supported Special Events, and the remaining \$82,000 supported Sidewalk Cleaning. The decreased level of funding for sidewalk cleaning results in the elimination of two Utility Workers, which in turn reduces the power scrubbing and steam cleaning of the sidewalk area along the Transit Mall and Light Rail system from twelve annual cleanings to eight. Alternatives for providing the existing service level are currently under review.

**OFFICE OF TRANSPORTATION (159)**

Transportation Operating Fund (112)

Public Works

*PROGRAM SUMMARY*

<i>Program</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>SIDEWALK PRESERVATION AND SAFETY</u></b>				
<i>Total Expenditures</i>	\$2,011,640	\$2,228,964	\$2,386,958	\$2,386,958
<i>General Fund Discretionary Expenditures</i>	60,000	0	0	0
<i>Authorized Full-Time Positions</i>	36.0	34.0	34.0	34.0
<i>Performance/Workload Measures:</i>				
Inspection Postings	3,156	6,000	6,000	6,000
Sidewalk/Driveway Repair (Sq Ft)	155,520	120,000	120,000	120,000
Corner Maintenance (Sq Ft)	48,072	55,000	55,000	55,000
Curb Maintenance	6,698	18,000	18,000	18,000

The Sidewalk and Preservation program oversees the maintenance of 2,453 miles of sidewalk, 2,500 miles of curb and 80,000 corners within the City of Portland. The City Charter assigns the responsibility for maintenance of sidewalks to the owner of the abutting property, therefore Transportation inspects the sidewalks and notifies the property owners of needed repairs. In the event timely repairs are not made by the property owner, Transportation makes the repairs and bills the property owner for the cost. Non-reimbursable activities include inspection permits issuance, corner and curb maintenance, and Transit Mall maintenance.

**STRUCTURAL MAINTENANCE**

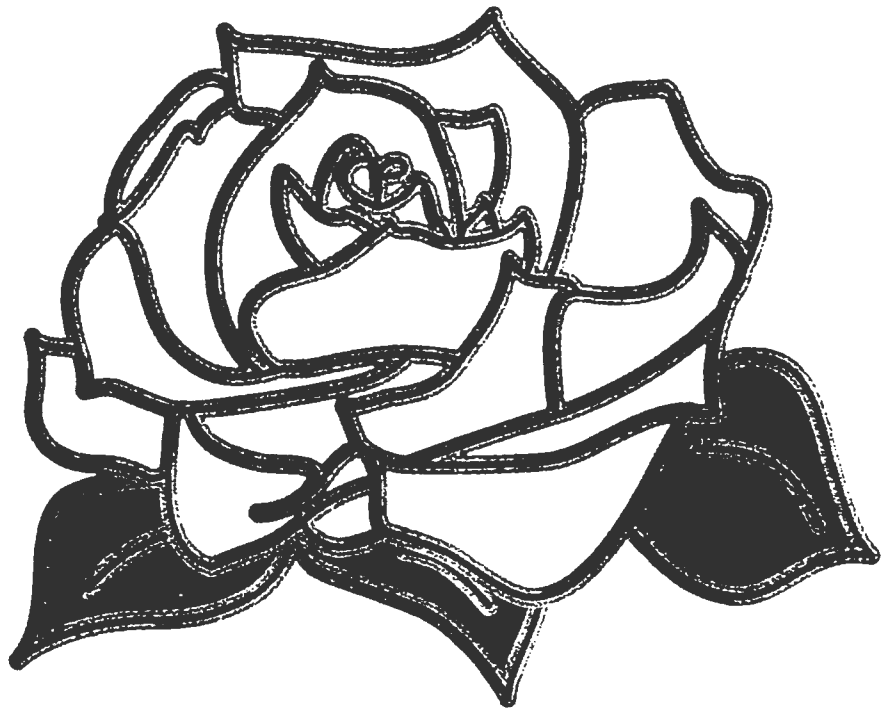
<i>Total Expenditures</i>	\$1,660,310	\$1,759,771	\$1,861,233	\$1,872,886
<i>General Fund Discretionary Expenditures</i>	0	0	15,000	15,000
<i>Authorized Full-Time Positions</i>	27.0	28.0	28.0	28.0
<i>Performance/Workload Measures:</i>				
Bridge Projects	14	22	25	25
Stairway Projects	6	19	23	23
Retaining Wall Projects	7	9	19	19
Ft Rails & Fences Maintained	2,400	5,700	4,500	4,500
Tunnel Projects	1	1	0	0

The objective of the Structural Maintenance program is to control deterioration of structures within the public right-of-way. The activity level reflects an increase in bridge, stairway and retaining wall maintenance projects as a result of the reduced size of the projects identified. Priorities within this program area are established by the Structural Capital Evaluation Project completed by the Portland Department of Transportation in December, 1986 which is updated on an annual basis. The funding level for 1991-92 provides for maintenance/repair of 22 bridges, 19 stairways, and 9 retaining walls.

**EMERGENCY SERVICES**

<i>Total Expenditures</i>	\$292,184	\$484,209	\$530,047	\$530,047
<i>General Fund Discretionary Expenditures</i>	0	0	0	0
<i>Authorized Full-Time Positions</i>	0.0	0.0	1.0	1.0
<i>Performance/Workload Measures:</i>				
[None Submitted]				

The funding level for the Emergency Services program provides for round the clock response to emergencies, including snow/ice/wind storms, floods and other weather conditions, volcanic eruptions, clean up following police actions, sewer breaks or plugs, and other disasters that inhibit safe transportation.



**OFFICE OF TRANSPORTATION (159)**

Transportation Operating Fund (112)

Public Works

*PROGRAM SUMMARY*

<i>Program</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>SEWER MAINTENANCE</u></b>				
<i>Total Expenditures</i>	\$5,718,404	\$6,373,532	\$5,481,655	\$5,487,105
<i>General Fund Discretionary Expenditures</i>	0	0	0	0
<i>Authorized Full-Time Positions</i>	101.0	101.0	80.0	80.0
<i>Performance/Workload Measures:</i>				
Sewers Repaired, Ft	4,283	5,095	4,869	4,869
Sewers Reconstructed, Ft	1,404	1,100	1,100	1,100
Major Trash Rack Repairs	24	8	0	0
Drainage Line Replacement, Ft	2,116	3,560	0	0
Emergency Services, Calls	18,937	12,270	13,782	13,782
Visual/TV Inspection, Ft	289,428	448,500	573,750	573,750
Sewers Cleaned, Ft	811,735	1,405,000	1,500,000	1,500,000
Clean Drainage Facilities	331	480	0	0

The Sewer Maintenance program oversees the annual programs for cleaning and inspection of the 1,627 miles of sewer within the City of Portland, investigation of customer problems, and repair and reconstruction of damaged, broken or deteriorated sewers. The funding level for 1991-92 reflects a decrease of approximately \$900,000 and a net reduction in the staffing level of 22 full-time positions, as a result of the creation of the Drainage and Roadside Maintenance Program. Some of the activities performed within this program support storm water drainage and roadside maintenance, therefore the associated appropriation, positions and performance/workload measures are now more appropriately reflected in the new program area.

Staffing within the Sewer Maintenance program includes two additional full-time position to meet the increased TV inspection goals established by the Bureau of Environmental Services. Information gathered through the TV inspection program is used by BES to identify existing and potential problem areas and provide information for planning of major preventive maintenance and capital replacement programs. The City has been divided into three geographical areas to allow for adequate coverage of sewer inspection. In 1990-91 there are two crews assigned to the TV inspection program and the two additional positions will comprise the third crew assigned to this function.

The entire cost of this program is supported by an interagency agreement with the Bureau of Environmental Services.



**OFFICE OF TRANSPORTATION (159)**

Transportation Operating Fund (112)

Public Works

*PROGRAM SUMMARY*

<i>Program</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>DRAINAGE &amp; ROADSIDE MAINTENANCE</u></b>				
<i>Total Expenditures</i>	\$0	\$0	\$3,100,799	\$3,101,399
<i>General Fund Discretionary Expenditures</i>	0	0	0	0
<i>Authorized Full-Time Positions</i>	0.0	0.0	38.0	38.0
<i>Performance/Workload Measures:</i>				
Roadside Vegetation Management	N/A	N/A	595	595
Ditch Maintenance	N/A	N/A	10,600	10,600
Major Trash Rack Repairs	N/A	N/A	8	8
Seeding (Square Yards)	N/A	N/A	10,400	10,400
Clean Drainage Facilities	N/A	N/A	480	480
Drainage Line Replacement	N/A	N/A	3,560	3,560
Shoulder Maintenance (Miles)	N/A	N/A	168	168

The Drainage and Roadside Maintenance program is being created to house all activities that support storm water drainage and roadside maintenance. The objective of the program will be to assist the Bureau of Environmental Services in meeting the goals of the City's "Clean Rivers Program" and federally mandated requirements.

The funding level for 1991-92 supports continued drainage maintenance, roadside vegetation control and shoulder maintenance, as well as an enhanced level of roadside maintenance. The increased roadside maintenance is in response to the State Environmental Quality Commission order to all municipalities within the Tualatin River drainage basin to solve the urban runoff pollution into the river, and will include additional maintenance and testing of vegetation controls to determine which will best control pollution.

Of the total program budget of \$3.1 million, of which \$727,000 supports new services, approximately \$2.1 million, is funded by an interagency agreement with the Bureau of Environmental Services. The staffing level of 38 full-time positions includes 10 new positions and 18 existing positions which have been moved from the Street Cleaning, Sewer Maintenance and Street Maintenance programs.

**MAINTENANCE SUPPORT AND ADMINISTRATION**

<i>Total Expenditures</i>	\$3,230,291	\$3,529,891	\$2,965,313	\$3,111,052
<i>General Fund Discretionary Expenditures</i>	0	0	0	0
<i>Authorized Full-Time Positions</i>	48.0	52.0	50.0	50.0
<i>Performance/Workload Measures:</i>				
Avg MIS Report Cycle, Wks Delay	9	5	5	5
Avg Billing Cycle	10	6	6	6
Purchases Processed	652	750	720	720
Pieces of Fleet Eq.	518	492	504	504
Waste Material Recycled (Tons)	N/A	N/A	18,000	18,000

The Maintenance Support and Administration program provides specialized centrally administered direct support services to the following programs: Street Cleaning, Sidewalk Preservation and Safety, Street Preservation, Traffic Maintenance, Structural Maintenance, Emergency Services, Sewer Maintenance, and Drainage and Roadside Maintenance. Program activities include equipment management, materials handling, communication and radio dispatch, public information, facilities maintenance, personnel administration and loss control, finance and accounting and program management.

**OFFICE OF TRANSPORTATION (159)**

Transportation Operating Fund (112)

Public Works

*PROGRAM SUMMARY*

<i>Program</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>OPERATIONS</u></b>				
<i>Total Expenditures</i>	\$1,556,858	\$2,047,003	\$1,250,860	\$1,300,840
<i>General Fund Discretionary Expenditures</i>	0	0	114,912	114,912
<i>Authorized Full-Time Positions</i>	20.0	21.0	20.0	20.0
<i>Performance/Workload Measures:</i>				
Traffic Data Studies Conducted	4,000	4,000	4,000	4,000
Special Events Coordinated	100	100	100	100
Development Applications Reviewed	750	750	750	750
Total Traffic Investigations	5,525	5,625	5,625	5,625
Public Requests Responded To	600	900	900	700
Signalized Crosswalks Marked	N/A	900	900	900

The Operations program provides for statutory and public needs through the operation of the City's transportation system. Program activities include design of traffic sign and pavement marking systems to control traffic flow, land use review, management of special events, planning, design, and construction monitoring of capital improvement projects, investigation and improvement of safety and capacity needs identified through public contact and staff studies, and collection and maintenance of transportation data and records.

The funding level for 1991-92 reflects a decrease of approximately \$750,000 and a net reduction of one full-time position. In regards to the staffing level, a drafting position has been transferred to the Traffic Signal System program and the Assistant City Traffic Engineer position was transferred to the Traffic Management Administration program, in turn an Engineering Associate B position has been created. This position will be responsible for the development of an operations plan for the Portland Office of Transportation. The objective of this plan will be identifying PDOT's operational activities and the appropriate level of service; assessing current, minimum, and desired levels of services; and prioritizing unmet needs.

**NEIGHBORHOOD TRAFFIC MANAGEMENT**

<i>Total Expenditures</i>	\$752,114	\$1,049,627	\$864,873	\$878,373
<i>General Fund Discretionary Expenditures</i>	535,509	0	337,000	337,000
<i>Authorized Full-Time Positions</i>	4.0	5.0	5.0	5.0
<i>Performance/Workload Measures:</i>				
Requests Evaluated	35	35	40	40
Projects Constructed	6	6	6	6
Projects Evaluated	5	2	8	8
Projects Planned	6	6	6	6

The objective of the Neighborhood Traffic Management program is to improve neighborhood livability in established Portland neighborhoods by working with communities to address traffic concerns related to speeding, excessive volumes and safety on local streets. Program activities include addressing traffic concerns in residential areas through the development of traffic management projects and the construction of traffic management devices, community planning and education, and the SpeedWatch program. These activities support the policies of the Arterial Streets Classification Policy which calls for protection of residential areas by mitigating impacts of vehicular traffic on local streets.

The funding level for 1991-92 provides for the construction of the following projects: NE 7th Avenue, NE 47th Avenue, Eastmoreland, as well as twelve other locations which have not been determined.

**OFFICE OF TRANSPORTATION (159)**

Transportation Operating Fund (112)

Public Works

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>STREET LIGHTING</u></b>				
<i>Total Expenditures</i>	\$4,612,205	\$9,108,465	\$7,930,461	\$9,332,182
<i>General Fund Discretionary Expenditures</i>	0	0	0	0
<i>Authorized Full-Time Positions</i>	6.0	7.0	7.0	7.0
<i>Performance/Workload Measures:</i>				
Street Light Outage Reports	1,200	1,200	1,200	1,200
Street Light Requests Processed	110	350	350	350

The Street Lighting program promotes pedestrian and traffic safety, economic vitality and liveability through the efficient and effective operation and improvement of the City's street lighting system. Program activities include monitoring, reviewing, and ordering of modifications to the street lighting system, as well as planning, design and construction monitoring of capital improvements for the street lighting system.

Of the \$9.3 million Street Lighting program budget, \$4.5 supports administration and operating costs associated with the street lighting system, including \$4.0 million for street and park lighting power, maintenance and operating expenditures. The remaining \$4.8 million supports the Street Lighting Capital Improvement program. Significant projects within the CIP include \$1.7 million for street lighting projects in the Oregon Convention Center/Lloyd District area and \$1.9 million for lighting of public access roads and pedestrian pathways within the City Park system. In addition, \$300,000 is identified to fund street lighting projects done in conjunction with the City's economic developments efforts. The remaining capital improvement projects provide for rehabilitation and conversion of 100 twin ornamental mercury vapor lights on high voltage series circuits to high pressure sodium vapor lamps on parallel circuits, purchase and conversion of street lights in annexed areas, and street light installations both inside and outside the Central Business District.

Prior to 1991-92 the activity in the Street Lighting program was supported by the revenues generated by the three-year \$.49 per \$1,000 of assessed valuation levy approved by the voters on March 28, 1989. Due to the passage of Measure 5, City Council decided during the course of the hearing for the Proposed Budget to not levy the Street Light Levy during 1991-92. Subsequently, City Council took action during the Adopted Budget hearings to restore a portion of the last year of the Street Light Levy. For 1991-92 the levy amount will be \$3.1 million, which will generate approximately \$2.3 million in property tax revenue. Notwithstanding this, street light activities will not be adversely impacted during 1991-92 as there are adequate resources available in the Street Lighting Fund even with the reduced level of property tax revenues which will be generated to support the budgeted expenditure level within this program. The Office of Transportation is currently pursuing options to replace the Street Lighting Levy.

**OFFICE OF TRANSPORTATION (159)**

Transportation Operating Fund (112)

Public Works

*PROGRAM SUMMARY*

<i>Program</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>TRAFFIC SIGNAL SYSTEM</u></b>				
<i>Total Expenditures</i>	\$1,443,045	\$1,760,219	\$1,749,154	\$1,816,353
<i>General Fund Discretionary Expenditures</i>	0	0	0	0
<i>Authorized Full-Time Positions</i>	8.0	6.0	8.0	8.0
<i>Performance/Workload Measures:</i>				
Signal Operation Reviews	85	85	85	85
Inventory Inspections	150	150	150	150

The Traffic Signal System program promotes pedestrian and motorist safety and mobility through the efficient operation and improvement of the City's traffic signal system. Program activities include monitoring, reviewing, and ordering of modifications to the traffic signal system, as well as planning, designing, and construction monitoring of capital improvements for traffic signals.

The funding level for 1991-92 includes an increase in utility power costs for the 878 traffic signals within the City of Portland, as well as the costs associated with two additional positions. A Drafting position has been transferred from the Operations program and a new Senior Electrical Inspector position is being added to improve the level of construction inspection relative to traffic signal capital improvements. Traffic Signal capital improvement projects include expansion of the citywide signal control system; remodeling of signals at four locations; installation of one new school signal; and installation of one new full signal.

**PARKING PATROL**

<i>Total Expenditures</i>	\$1,519,734	\$1,955,247	\$1,843,258	\$1,852,066
<i>General Fund Discretionary Expenditures</i>	0	0	0	0
<i>Authorized Full-Time Positions</i>	40.0	42.0	40.0	40.0
<i>Performance/Workload Measures:</i>				
Meter Enforcement Beat Patrols	8,600	9,000	8,600	8,600
Nonmeter Enforcement Beat Patrols	1,200	1,100	1,100	1,100
Residential Parking Permit Beat Patrols	515	510	510	510

The objective of the Parking Patrol program is to ensure an optimum level of safe and continuous traffic flow and help ensure the availability of short-term on-street parking spaces to support retail and commercial business throughout the City of Portland. The funding level for 1991-92 maintains the existing service level which includes parking enforcement city-wide Monday through Friday, and in the central retail areas on Saturday.

The staffing level within this program reflects the elimination of two Secretarial Clerk II positions. In accordance with a Letter of Agreement executed in July, 1990 between the City of Portland and the District Court for Multnomah County, the two Clerk positions were loaned to the District Court Parking Tags Division for a period of one year. These positions were provided to assist with the increased parking citation workload as a result of the parking fine increase that went into effect July 1, 1990.

**OFFICE OF TRANSPORTATION (159)**

Transportation Operating Fund (112)

Public Works

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>PARKING MANAGEMENT</u></b>				
<i>Total Expenditures</i>	\$614,123	\$1,499,148	\$1,158,836	\$1,186,288
<i>General Fund Discretionary Expenditures</i>	0	0	0	0
<i>Authorized Full-Time Positions</i>	9.0	12.0	11.0	11.0
<i>Performance/Workload Measures:</i>				
Parking Meter Upgrades	N/A	1,800	1,800	1,800
Parking Requests	600	700	700	700
Implement Air Quality Offset Measures	1	1-2	1-2	1-2
Parking Policy Update	N/A	1	1	1

The Parking Management program is responsible for the development and implementation of policies which affect the supply, operations and/or demand for parking. Some program activities include working with businesses, developers and citizens on parking requests, managing parking to optimize air quality, management of the Parking Meter Program, regulating parking through conditional use permits, residential parking programs, special use permits, parking control signage and design.

Included within the funding level for 1991-92 is \$475,000 for Phase I of the parking meter upgrade capital improvement project, which will replace the existing mechanical mechanisms with electronic mechanisms. Implementation of this CIP project will improve auditing and management of the on-street parking resource. Total conversion will be phased incrementally over a two-year period at a total cost of approximately \$1.1 million.

The staffing level within this program reflects the transfer of an Urban Projects Coordinator position to the Office of the Director program to assist with the development of the Central City Transportation Management Plan. This policy and plan development project was assigned to the Director's program during 1990-91.

**ALTERNATIVE TRANSPORTATION**

<i>Total Expenditures</i>	\$0	\$0	\$110,527	\$110,527
<i>General Fund Discretionary Expenditures</i>	0	0	0	0
<i>Authorized Full-Time Positions</i>	0.0	0.0	1.0	1.0
<i>Performance/Workload Measures:</i>				
Curb Ramps Constructed	N/A	N/A	120	120
Miles of Bikeway Implemented	N/A	N/A	2	2
Capital Projects Coordinated	N/A	N/A	4	4

The objective of the Alternative Transportation program is to identify capital requirements which will safely accommodate commuters who choose alternatives to auto and transit travel. The program also provides curb ramps to facilitate mobility for the disabled and the elderly, coordinates capital projects to ensure that serious consideration is given to pedestrians and bicyclists. The activities within this program area were previously housed in the Local Improvements program; over the years it has evolved from a capital-intensive program to one more oriented toward operation and educational improvements. The establishment of a separate program for Alternative Transportation will result in enhanced coordination with the Neighborhood Traffic Management and the Parking Management programs. The staffing level for this program is a Project Coordinator position.

**OFFICE OF TRANSPORTATION (159)**

Transportation Operating Fund (112)

Public Works

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>TRAFFIC MANAGEMENT ADMINISTRATION</u></b>				
<i>Total Expenditures</i>	\$734,101	\$785,080	\$1,079,024	\$1,098,081
<i>General Fund Discretionary Expenditures</i>	0	0	0	0
<i>Authorized Full-Time Positions</i>	7.0	7.0	8.0	8.0
<i>Performance/Workload Measures:</i>				
Programs Administrated	7	7	8	8
Public Outreach Materials Developed	N/A	N/A	6	6

The Traffic Management Administration program is responsible for development, implementation, and management of the City's traffic, parking and street lighting systems to promote safety, efficiency, neighborhood livability and economic development. In addition, this program administratively oversees the functions of the following programs: Operations, Neighborhood Traffic Management, Traffic Signals System, Street Lighting, Parking Patrol, Parking Management, and Alternative Transportation.

Program changes from 1990-91 include an enhanced communications program which includes public traffic management course work through a local university, a public information campaign, and more frequent communication via media channels. The staffing level within this program area reflects the transfer of the Assistant City Traffic Engineer position from the Operations program.

**ARTERIAL IMPROVEMENTS**

<i>Total Expenditures</i>	\$4,233,216	\$7,914,701	\$5,151,274	\$6,055,588
<i>General Fund Discretionary Expenditures</i>	1,685	749,479	62,921	62,921
<i>Authorized Full-Time Positions</i>	21.0	21.0	21.0	21.0
<i>Performance/Workload Measures:</i>				
Lane Miles of Arterial Improvements Designed/Contracted	44.8	38.2	47.0	47.0

The Arterial Improvements program manages the engineering design and construction of capital improvements financed by the Federal-Aid Highway program, as well as improvements which utilize Urban Mass Transit Administration grants administered through Tri-met and other Federal-Aid sources. The engineering design and construction management of the transit improvements are coordinated with Tri-Met and other regional agencies.

The funding level for 1991-92 supports a capital improvement program of approximately \$6.0 million which includes transportation improvements on the freeways, regional highways, and arterials/collectors within the City. Program activities during 1991-92 include completing the design and contracting large sections of the Airport Way and Marine Drive projects, and managing the implementation of the Central City Trolley as envisioned in the Central City Plan.

**OFFICE OF TRANSPORTATION (159)**

Transportation Operating Fund (112)

Public Works

*PROGRAM SUMMARY*

<i>Program</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>LOCAL IMPROVEMENTS</u></b>				
<i>Total Expenditures</i>	\$3,104,843	\$4,650,690	\$4,299,979	\$4,396,949
<i>General Fund Discretionary Expenditures</i>	0	0	0	0
<i>Authorized Full-Time Positions</i>	47.0	50.0	49.0	49.0
<i>Performance/Workload Measures:</i>				
LID Projects Designed/Constructed	9	13	11	11

The objectives of the Local Improvements program are to improve neighborhood access and livability through improvements to the local street system and to ensure the safety and serviceability of the City's bridges and structures.

Major activities for 1991-92 include the completion of the NW 13th Avenue project; the design and contract administration of the City's HCD-funded Neighborhood Street Improvement and Neighborhood Traffic Management programs; coordination, design and administration of the Local Improvement program for streets; design management services for the Permit Engineering subprogram; and management of the Contract Streets project.

The staffing level for 1991-92 reflects the transfer of a Project Coordinator position to the newly created Alternative Transportation program. Of the total program budget of \$4.4 million, approximately \$1.7 million is supported by service reimbursements from the Bureau of Environmental Services and the LID Construction Fund for design and construction surveying services.

**DEVELOPMENT SERVICES**

<i>Total Expenditures</i>	\$2,357,389	\$3,488,117	\$4,218,685	\$4,653,823
<i>General Fund Discretionary Expenditures</i>	0	0	0	0
<i>Authorized Full-Time Positions</i>	41.0	41.0	42.0	42.0
<i>Performance/Workload Measures:</i>				
Square Miles of Area Newly Mapped	N/A	0.75	1.00	1.0
Square Miles of Total Area Mapped	147.8	150.0	138.3	138.3
Applications/permits/acquisitions Processed, Issued or Completed	10,841	12,300	10,870	10,870
Maps Replaced	N/A	42	40	40

The objective of the Development Services program is to facilitate public and private development of job opportunities, housing and cultural amenities through management of improvements to the transportation system and regulation of private use of the street right-of-way.

Activities supported by the 1991-92 funding level include management of the street improvement process for subdivisions and commercial/industrial expansion, and acquisition of public rights-of-ways for improvement projects for both Transportation and Environmental Services. In addition, the program budget supports major economic development initiatives in the Oregon Convention Center area and Columbia Corridor.

As a continuation of streamlining Transportation's participation in the City's development review process, the program budget for 1991-92 includes the elimination of a Street Permit Supervisor which was dedicated to permit processing and issuance, and the creation of a Supervising Engineer which will be responsible for managing activities associated with major development initiatives including permit engineering and the land use case review functions. In addition, a Secretarial Clerk II position is funded to perform bureau wide clerical and receptionist activities to meet the existing support needs and provide more cost effective customer service functions. The cost associated with these positions are supported by a reallocation of existing resources.

**OFFICE OF TRANSPORTATION (159)**

Transportation Operating Fund (112)

Public Works

*PROGRAM SUMMARY*

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<i>Program</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>ENGINEERING SUPPORT</u></b>				
<i>Total Expenditures</i>	\$1,417,637	\$2,030,530	\$2,315,402	\$2,386,655
<i>General Fund Discretionary Expenditures</i>	0	0	0	0
<i>Authorized Full-Time Positions</i>	10.0	13.0	15.0	15.0
<i>Performance/Workload Measures:</i>				
Transportation Programs Administered	4	4	4	4

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The Engineering Support program provides administration and specialized staff support on personnel, budget, and policy matters to the following programs: Arterial Improvements, Local Improvements, and Development Services. In addition, this program area provides engineering computer services to the Office of Transportation and the Bureau of Environmental Services.

The staffing level for 1991-92 includes two additional positions: a Data Processing Operating Technician and an Assistant MIS Analyst to address the increased user support requirements. The implementation of the Transportation Information Systems Policy (TISP) has resulted in acquisition of new computer hardware/software and an increased number of system users primarily in the Bureau of Environmental Services. In 1990-91 the Engineering Support program provided services to 412 users, and anticipates a total of 551 users by the end of 1991-92. The cost of these positions are funded by service reimbursements for system engineering support from the Bureau of Environmental Services.

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**DIRECTOR**

<i>Total Expenditures</i>	\$443,715	\$766,129	\$604,514	\$628,591
<i>General Fund Discretionary Expenditures</i>	0	0	0	0
<i>Authorized Full-Time Positions</i>	3.0	3.0	3.0	3.0
<i>Performance/Workload Measures:</i>				
Number of Programs Directed	22	22	24	24

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The Director program provides overall administrative and planning direction for the Office of Transportation. During 1991-92 the Director's program will continue to develop and recommend necessary funding mechanisms to provide long-term fiscal stability for Transportation's capital and operating programs, review and authorize operational procedures, improve the organization's productivity, responsiveness and effectiveness of services and programs. Other program activities include participation in regional planning for transportation projects and advocacy for the interest of the City of Portland, coordination of activities between the Office of Transportation and other City bureaus, as well as other public jurisdictions, and participation in management committees with city-wide concerns.



**OFFICE OF TRANSPORTATION (159)**

Transportation Operating Fund (112)

Public Works

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>RESOURCES</u></b>				
<i>Total Expenditures</i>	\$898,254	\$1,128,963	\$1,066,931	\$1,105,298
<i>General Fund Discretionary Expenditures</i>	0	0	0	0
<i>Authorized Full-Time Positions</i>	17.0	17.0	17.0	17.0
<i>Performance/Workload Measures:</i>				
Number of Staff to Total Office of Transportation Personnel	2.7%	2.7%	2.7%	2.7%

The Resources program provides financial and administrative management, inter-governmental and community relations, urban services analysis, status and condition reporting, and cost of service analysis for the Office of Transportation and the Street Lighting Fund. The funding level for 1991-92 maintains the same level of services as provided in 1990-91. Program activities include financial reporting, analysis, forecasting and revenue development to support internal cost control and the introduction of new revenue sources; monitoring, developing, and responding to federal, state and regional transportation initiatives; and studying and proposing funding options for transportation activities.

**PLANNING**

<i>Total Expenditures</i>	\$833,418	\$3,662,778	\$1,774,401	\$1,925,717
<i>General Fund Discretionary Expenditures</i>	0	2,691,325	758,447	758,447
<i>Authorized Full-Time Positions</i>	17.0	18.0	18.0	18.0
<i>Performance/Workload Measures:</i>				
Land Use Cases Reviewed	785	752	800	800
Public Meetings Attended or Conducted	N/A	260	260	260

The Planning program supports activities in the following areas: Regional Rail Program, Project Planning, and Policy Development and Capital Programming. The objectives of the Planning program are to emphasize work on important regional transportation projects, such as the Westside Light Rail Transit/Highway project and the Regional Rail Program; to provide transportation studies and area plans for public development areas; and to complete the Arterial Streets Classification Policy (ASCP).

The \$1.7 million decrease in the funding level for 1991-92 is attributable to a reduced level of support for the Regional Rail/Transit Program and the Westside Light Rail project. Due to the passage of Measure 5, the 1991-92 General Fund transfer to the Transportation Operating Fund of utility license fees was reduced by \$1.7 million. The reduced scope of the Regional Rail/Transit Program results in the following: deletion of further studies for the Barbur Corridor, reduced activity in the Milwaukie/I-205 corridor, station area development plans, and redevelopment around stations sites, especially in the Albina Plan area. In regards to the Westside Light Rail project, the local match payments originally proposed at \$1.0 million a year for seven years, are stopped after 1990-91. The local match payment made in 1990-91 represented the first of seven payments. It is anticipated that the Portland Development Commission will be making the City of Portland's local match payments in future years.

The staffing level within the Planning program in 1991-92 is consistent with 1990-91, although a Projects Coordinator position has been eliminated. This position was transferred from the Parking Management program in the 2nd quarter of 1990-91, therefore it is not included in the Revised Budget position totals.

**OFFICE OF TRANSPORTATION (159)**

**Transportation Operating Fund (112)**

**Public Works**

**LINE ITEM APPROPRIATIONS**

<i>Expenditure Classification</i>	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
511000 Full-Time Employees	\$17,465,648	\$18,499,500	\$20,711,374	\$22,352,868	\$22,352,868
512000 Part-Time Employees	329,579	362,739	830,991	1,641,101	1,641,101
514000 Overtime	563,218	855,906	1,215,141	1,201,195	1,201,195
515000 Premium Pay	270,757	315,400	307,038	273,317	273,317
517000 Benefits	6,800,400	7,421,673	8,872,095	9,288,831	9,288,831
<b>Total Personal Services</b>	<b>\$25,429,602</b>	<b>\$27,455,218</b>	<b>\$31,936,639</b>	<b>\$34,757,312</b>	<b>\$34,757,312</b>
521000 Professional Services	\$619,495	\$789,843	\$5,481,878	\$4,076,926	\$5,986,929
522000 Utilities	4,485,577	3,956,348	4,503,809	4,694,064	4,739,806
523000 Equipment Rental	101,356	306,093	192,864	174,103	176,258
524000 Repair & Maintenance	2,735,714	437,903	1,253,125	857,743	943,597
528000 Local Match Payment	1,278,333	2,258,453	4,287,593	1,154,787	1,154,787
529000 Miscellaneous Services	126,477	91,056	70,589	220,691	221,060
531000 Office Supplies	53,550	43,478	78,732	70,790	79,778
532000 Operating Supplies	1,103,579	853,078	1,389,427	1,484,152	1,526,171
533000 Repair & Maintenance Supplies	4,340,023	4,019,420	5,981,905	6,031,304	6,041,152
534000 Minor Equipment	53,381	152,721	180,026	303,792	308,092
535000 Clothing	52,657	39,885	63,256	71,312	79,520
539000 Other Commodities	535,258	385,285	108,300	20,223	33,588
541000 Education	65,303	86,908	101,706	128,837	128,837
542000 Local Travel	6,963	5,665	15,665	17,600	17,600
543000 Out-of-Town Travel	48,213	73,303	111,572	128,331	128,331
544000 External Rent	36,869	60,377	57,845	66,044	66,044
545000 Interest	0	0	0	0	0
546000 Refunds	6,729	6,711	14,125	14,125	14,125
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	68,597	57,377	113,023	141,001	141,001
<b>Subtotal Direct Materials &amp; Services</b>	<b>\$15,718,074</b>	<b>\$13,623,904</b>	<b>\$24,005,440</b>	<b>\$19,655,825</b>	<b>\$21,786,676</b>
551000 Fleet Services	\$3,661,663	\$4,057,615	\$4,443,023	\$5,350,491	\$5,350,491
552000 Printing/Distribution	290,355	296,021	409,806	386,959	386,959
553000 Facilities Services	726,315	706,241	767,843	815,771	815,771
554000 Communications	404,720	450,516	455,790	441,683	441,683
555000 Data Processing	44,278	56,312	83,833	96,667	96,667
556000 Insurance	1,109,683	1,372,312	1,361,904	1,485,008	1,485,008
557000 Equipment Lease	192,952	228,445	209,190	245,730	245,730
558000 Same Fund Services	2,061,486	2,605,853	3,423,062	0	0
559000 Other Fund Services	890,599	1,310,951	2,520,528	2,872,447	3,837,909
<b>Subtotal Service Reimbursements</b>	<b>\$9,382,051</b>	<b>\$11,084,266</b>	<b>\$13,674,979</b>	<b>\$11,694,756</b>	<b>\$12,660,218</b>
<b>Total Materials &amp; Services</b>	<b>\$25,100,125</b>	<b>\$24,708,170</b>	<b>\$37,680,419</b>	<b>\$31,350,581</b>	<b>\$34,446,894</b>
561000 Land	\$739,985	\$32,000	\$0	\$0	\$0
562000 Buildings	0	0	0	0	0
563000 Improvements	2,258,735	1,015,060	4,908,239	4,217,291	4,514,595
564000 Equipment	586,137	478,434	1,355,738	886,795	1,013,615
565000 Equipment Lease Purchase	0	0	0	246,700	246,700
<b>Total Capital Outlay</b>	<b>\$3,584,857</b>	<b>\$1,525,494</b>	<b>\$6,263,977</b>	<b>\$5,350,786</b>	<b>\$5,774,910</b>
573000 Cash Transfers - Equipment	\$0	\$0	\$32,100	\$4,600	\$4,600
<b>Total Appropriation</b>	<b>\$54,114,584</b>	<b>\$53,688,882</b>	<b>\$75,913,135</b>	<b>\$71,463,279</b>	<b>\$74,983,716</b>

**OFFICE OF TRANSPORTATION (159)**

**Transportation Operating Fund (112)**

**Public Works**

**FULL-TIME POSITIONS**

Class	Title	Actual FY 88-89		Actual FY 89-90		Revised Budget FY 90-91		Proposed FY 91-92		Adopted FY 91-92	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
0914	Director of Transportation	1	63,607	1	65,567	1	65,541	1	68,854	1	68,854
0912	Traffic Management Manager	1	55,165	1	44,160	1	60,091	1	63,132	1	63,132
1616	PW Maintenance Director	1	55,635	1	63,218	1	60,091	1	63,132	1	63,132
3359	Sr. Project Coordinator	2	24,390	5	170,640	7	279,255	8	388,257	8	388,257
3358	CBD Program Manager	1	42,283	1	43,691	1	43,160	1	43,178	1	43,178
3356	Urban Services Coordinator	2	62,111	2	81,969	2	85,433	2	81,808	2	81,808
3345	Street Light Manager	0	0	1	38,567	1	42,994	1	46,594	1	46,594
3343	St Light Operation Supervisor	1	36,122	1	41,915	1	39,666	1	41,668	1	41,668
3271	Graphics Illustrator II	0	0	0	0	0	0	1	30,453	1	30,453
3270	Graphics Illustrator I	0	0	1	994	1	27,165	0	0	0	0
3256	Communications Engr. III	0	0	0	0	1	41,746	1	45,846	1	45,846
3247	Transportation Revenue Coord	1	35,893	1	37,565	1	44,658	1	40,944	1	40,944
3236	Chief Planner	1	44,871	1	46,259	1	46,259	1	50,807	1	50,807
3231	Planner B	7	294,289	8	312,055	8	360,576	8	320,755	8	320,755
3229	Planner A	4	103,964	6	124,659	8	235,030	7	224,010	7	224,010
3227	Trans Modeling Specialist	1	27,238	0	15,509	0	0	0	0	0	0
3219	Right-of-Way Services Manager	1	45,905	1	47,172	1	48,966	1	47,977	1	47,977
3217	Right-of-Way Agent	0	39,505	1	21,213	0	0	1	41,165	1	41,165
3216	Right-of-Way Technician	3	58,769	3	45,483	3	99,941	0	0	0	0
3209	Signal System Manager	1	47,272	1	48,734	1	48,734	1	51,205	1	51,205
3207	City Traffic Engineer	1	53,908	0	15,960	0	0	0	0	0	0
3206	Asst. City Traffic Engineer	1	47,914	1	50,024	1	50,024	1	52,547	1	52,547
3205	Sr. Traffic Engineer	2	91,005	2	95,302	2	93,932	2	96,124	2	96,124
3204	Parking Manager	1	42,497	1	50,917	1	46,259	1	48,606	1	48,606
3173	City Engineer	1	60,364	1	62,256	1	62,234	1	65,374	1	65,374
3169	Principal Engineer	3	132,637	3	153,474	3	154,129	3	160,827	3	160,827
3167	Supervising Engineer	1	47,985	1	49,458	1	49,275	2	100,817	2	100,817
3166	Senior Engineer	7	378,709	7	350,593	8	372,866	8	392,100	8	392,100
3165	Eng. Surveying Manager	1	47,544	1	49,322	1	48,966	1	49,340	1	49,340
3164	Engineer	1	0	1	22,697	1	48,467	1	44,288	1	44,288
3163	Eng Assoc B	19	643,422	23	764,478	23	923,105	23	986,944	23	986,944
3160	Civil Eng Assoc I	1	0	0	0	0	0	0	0	0	0
3153	Eng. Assoc A	14	414,228	18	493,055	18	610,616	18	635,547	18	635,547
3152	Public Works Inspector III	2	15,681	2	42,048	1	41,746	1	43,848	1	43,848
3151	Public Works Inspector II	4	83,794	4	80,333	4	154,649	4	162,482	4	162,482
3150	Public Works Inspector I	7	263,239	7	215,244	7	245,479	7	258,954	7	258,954
3145	Street Permit Supervisor	1	38,732	1	39,936	1	39,936	0	0	0	0
3140	Eng Technician	1	0	0	0	0	0	0	0	0	0
3133	Project Coordinator	5	166,880	7	226,886	8	316,014	6	253,339	6	253,339
3132	Chief Drafting Specialist	1	39,982	1	41,130	1	41,122	1	43,199	1	43,199
3129	Drafting Tech.	17	483,200	16	462,961	14	454,038	9	303,398	9	303,398
3124	Surveyor III	1	39,881	1	41,145	1	41,122	1	43,199	1	43,199
3122	Surveyor I	7	188,338	7	223,535	8	254,801	8	271,976	8	271,976
3121	Surveyor Aide II	9	220,862	9	226,089	10	251,990	10	264,715	10	264,715
3120	Surveyor Aide I	4	84,584	4	63,617	5	112,211	5	120,761	5	120,761
<b>TOTAL THIS PAGE</b>		<b>140</b>	<b>4,622,405</b>	<b>164</b>	<b>5,060,850</b>	<b>160</b>	<b>6,036,287</b>	<b>151</b>	<b>6,048,170</b>	<b>151</b>	<b>6,048,170</b>

**OFFICE OF TRANSPORTATION (159)**

**Transportation Operating Fund (112)**

**Public Works**

**FULL-TIME POSITIONS**

Class	Title	Actual FY 87-88		Actual FY 88-89		Revised Budget FY 89-90		Proposed FY 90-91		Adopted FY 90-91	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
<b>TOTALS FROM PREVIOUS PAGE</b>		<b>140</b>	<b>4,622,406</b>	<b>154</b>	<b>5,000,850</b>	<b>160</b>	<b>6,038,287</b>	<b>151</b>	<b>6,048,170</b>	<b>151</b>	<b>6,048,170</b>
3108	Technician II	9	319,978	9	371,141	11	372,605	20	710,192	20	710,192
3107	Technician I	16	319,992	17	368,818	16	399,257	15	394,494	15	394,494
2250	Sidewalk Inspector	4	118,585	4	124,417	4	123,552	4	129,784	4	129,784
2242	Parking Patrol Manager	1	39,672	1	40,914	1	40,914	1	42,989	1	42,989
2241	Asst Parking Patrol Supervisor	3	88,208	3	90,914	3	90,105	3	94,635	3	94,635
2240	Parking Patrol Deputy	36	743,355	34	723,992	34	833,328	34	862,111	34	862,111
2212	Supervising Field Rep.	0	0	0	0	1	32,032	1	34,940	1	34,940
2211	Field Representative II	1	28,564	1	29,453	1	29,453	1	30,937	1	30,937
2210	Field Representative	2	42,181	2	55,203	3	78,521	3	82,478	3	82,478
2124	Sr. Electrical Inspector	0	0	0	0	0	0	1	37,877	1	37,877
2118	Street Light Inspector	1	35,457	1	37,357	1	37,357	1	39,237	1	39,237
1617	Pub Wks Oper Manager	3	142,058	3	151,117	3	154,565	3	162,357	3	162,357
1612	Pub Wks Oper Super	9	364,202	9	371,859	9	405,594	10	435,978	10	435,978
1610	PW Operations Foreman	20	707,931	21	738,328	21	745,329	22	813,601	22	813,601
1608	Paving Crew Leader	7	194,139	7	209,451	7	210,245	7	220,815	7	220,815
1607	Equipment Coord	1	54,881	1	42,898	1	39,250	1	43,639	1	43,639
1524	General Mechanic	1	29,441	2	42,856	2	57,574	2	63,760	2	63,760
1513	Welder	1	28,917	1	30,331	1	30,347	1	31,880	1	31,880
1455	Electrician Foreman	1	38,788	1	30,742	1	38,522	1	40,474	1	40,474
1454	Lead Electrician	2	70,906	2	46,529	2	72,592	2	76,252	2	76,252
1453	Electrician	12	342,385	12	392,932	12	415,080	12	436,140	12	436,140
1443	Painter	1	29,290	1	30,391	1	30,347	1	31,880	1	31,880
1440	Traffic Sign Crew Ldr	8	196,342	8	240,734	8	240,280	8	252,360	8	252,360
1420	Carpenter	8	235,410	8	229,075	8	242,776	8	255,040	8	255,040
1410	Concrete Finisher	12	344,410	12	352,129	12	364,164	12	382,560	12	382,560
1325	Sewer Vacuum Operator	4	82,401	4	99,172	4	110,553	4	117,333	4	117,333
1318	Constr Equip Oper III	3	87,184	3	62,608	3	89,148	3	94,969	3	94,969
1316	Constr Equip Oper II	12	352,138	12	333,250	14	385,419	14	437,124	14	437,124
1315	Constr Equip Oper I	1	28,017	1	29,108	1	28,579	1	30,015	1	30,015
1313	Auto Equip Oper III	11	309,070	12	315,084	12	337,193	12	353,718	12	353,718
1311	Auto Equip Oper II	35	859,816	39	927,305	41	1,079,530	43	1,214,019	43	1,214,019
1310	Auto Equip Oper I	2	49,518	2	52,097	2	51,126	2	53,700	2	53,700
1252	Parking Revenue Investigator	1	38,301	2	40,287	1	40,102	1	42,130	1	42,130
1251	Ld Parking Meter Tech	1	29,375	1	30,308	1	30,264	1	31,796	1	31,796
1250	Parking Meter Tech	3	83,890	3	90,949	3	82,725	3	90,387	3	90,387
1230	Sewer Cons Crew Ldr	8	233,249	8	242,705	8	242,776	8	255,040	8	255,040
1229	Sr. Sewer Worker	4	109,724	4	112,894	4	113,320	5	148,815	5	148,815
1225	Asphalt Raker	14	286,538	14	298,950	14	352,100	14	375,900	14	375,900
1224	Sign Maker	1	29,441	1	30,347	1	30,347	1	31,880	1	31,880
1223	Sr Utility Worker	1	26,058	1	20,721	1	26,874	1	28,233	1	28,233
1218	Utility Worker	148	3,310,974	145	3,480,530	145	3,695,072	151	4,054,350	151	4,054,350
1210	Laborer	47	842,785	40	813,779	40	853,800	41	991,708	41	991,708
<b>TOTAL THIS PAGE</b>		<b>595</b>	<b>15,895,976</b>	<b>606</b>	<b>16,799,123</b>	<b>618</b>	<b>18,669,004</b>	<b>630</b>	<b>20,105,697</b>	<b>630</b>	<b>20,105,697</b>

**OFFICE OF TRANSPORTATION (159)**

**Transportation Operating Fund (112)**

**Public Works**

**FULL-TIME POSITIONS**

Class	Title	Actual FY 88-89		Actual FY 89-90		Revised Budget FY 90-91		Proposed FY 91-92		Adopted FY 91-92	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
<b>TOTALS FROM PREVIOUS PAGE</b>		595	15,895,976	606	16,799,123	618	18,669,004	630	20,105,697	630	20,105,697
1110	Custodial Worker	0	0	2	25,580	2	44,574	2	44,310	2	44,310
0849	Loss Control Rep	0	0	1	0	1	28,413	1	31,545	1	31,545
0847	Communications Svcs. Director	0	0	1	0	1	34,175	2	73,854	2	73,854
0843	Volunteer Coordinator	0	0	0	1,719	1	0	1	29,244	1	29,244
0833	Senior Financial Analyst	1	38,059	1	39,836	1	41,558	1	41,874	1	41,874
0828	Senior Management Analyst	2	65,441	1	48,554	1	41,558	1	43,660	1	43,660
0827	Management Analyst	4	103,181	4	140,790	5	176,629	4	146,342	4	146,342
0826	Asst. Management Analyst	0	10,475	1	24,114	2	55,327	2	61,612	2	61,612
0819	Admin Asst I	0	0	0	0	0	0	0	0	0	0
0818	Administrative Analyst Technician	0	0	1	9,422	0	0	0	0	0	0
→ 0650	Tr & Dev OFCR	1	35,809	1	33,984	1	36,920	1	38,776	1	38,776
0548	Administrative Services Director	1	34,501	1	49,233	1	49,546	1	51,624	1	51,624
0545	Administrative Services Officer II	1	44,853	1	25,365	2	87,973	2	97,141	2	97,141
0544	Administrative Services Officer I	2	34,464	2	37,553	1	39,551	1	42,130	1	42,130
0515	Senior Accountant	2	53,788	2	59,509	2	59,488	2	62,502	2	62,502
0514	Associate Accountant	3	74,775	3	92,276	3	82,170	3	85,462	3	85,462
0510	Accounting Assistant	3	66,099	3	68,730	3	68,016	3	71,433	3	71,433
0413	Stores System Manager	1	39,183	1	42,444	1	40,206	1	42,234	1	42,234
0411	Stores Supervisor	2	58,783	2	61,387	2	61,402	2	64,514	2	64,514
0410	Storekeeper	3	63,623	3	78,033	3	80,310	3	84,384	3	84,384
0385	Systems Manager	1	47,565	1	49,046	1	49,046	1	51,520	1	51,520
0383	Principal Programmer Analyst	0	0	0	0	1	41,600	1	47,600	1	47,600
0380	MIS Analyst	0	0	0	0	0	0	1	36,911	1	36,911
0379	Asst MIS Analyst	0	0	0	0	0	0	1	27,017	1	27,017
0373	Senior Programmer Analyst	1	40,371	1	41,540	4	146,993	4	159,335	4	159,335
0372	Programmer Analyst/Engineer	3	107,462	3	104,498	2	70,529	2	72,165	2	72,165
0365	Data Processing Oper Tech	0	0	0	0	0	0	1	23,727	1	23,727
0345	Word Processing Operator I	2	41,619	2	44,842	2	44,928	2	47,202	2	47,202
0315	Service Dispatcher	4	96,329	4	97,369	4	99,424	4	101,027	4	101,027
0314	Ld Service Dispatcher	1	26,369	1	27,623	1	27,144	1	28,506	1	28,506
0222	Secretarial Assistant	2	46,013	1	30,500	2	44,595	2	47,558	2	47,558
0221	Secretarial Clerk II	12	226,957	11	220,963	12	251,951	11	241,512	11	241,512
0220	Secretarial Clerk I	8	142,911	8	163,267	8	162,736	8	171,032	8	171,032
0117	Office Manager II	0	0	1	24,721	1	30,264	1	31,796	1	31,796
0116	Office Manager I	1	26,943	0	6,746	0	0	0	0	0	0
0114	Clerical Specialist I	2	44,099	2	52,933	2	45,344	2	47,622	2	47,622
<b>TOTAL POSITIONS</b>		<b>658</b>	<b>17,465,648</b>	<b>672</b>	<b>18,499,500</b>	<b>691</b>	<b>20,711,374</b>	<b>705</b>	<b>22,352,868</b>	<b>705</b>	<b>22,352,868</b>

**WATER OPERATING FUND (153)**

**FUND SUMMARY**

	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b>RESOURCES</b>					
<i>Revenue</i>					
<i>Service Charges &amp; Fees</i>					
<i>Water Sales</i>	\$35,844,506	\$38,150,777	\$40,350,878	\$43,677,325	\$43,677,325
<i>New Services</i>	0	1,263,483	850,000	904,110	904,110
<i>Main Extensions</i>	0	268,164	913,800	2,385,800	2,385,800
<i>Misc. Water Charges</i>	627,070	349,747	450,000	472,500	472,500
<i>Damage Collections</i>	29,950	87,456	26,125	27,431	27,431
<i>Minimum Purchase</i>	0	6,650	2,786	5,832	5,832
	<u>36,501,526</u>	<u>40,126,277</u>	<u>42,593,589</u>	<u>47,472,998</u>	<u>47,472,998</u>
<i>Rents &amp; Reimbursements</i>	33,233	52,308	48,180	50,589	50,589
	<u>36,534,759</u>	<u>40,178,585</u>	<u>42,641,769</u>	<u>47,523,587</u>	<u>47,523,587</u>
<i>Miscellaneous Revenues</i>					
<i>Sales Miscellaneous</i>					
<i>Stock &amp; Non-Stock Sales</i>	12,728	11,384	8,500	8,925	8,925
<i>Hydropower Sales</i>	22,829	27,531	27,300	27,800	27,800
<i>Refunds</i>	6,035	10,030	3,400	3,570	3,570
<i>Wash County Supply O&amp;M</i>	10,474	9,735	10,800	10,800	10,800
<i>Interest on Investments</i>	1,077,914	902,713	690,423	668,476	668,476
<i>Other Miscellaneous Revenues</i>	114,016	13,112	160,053	85,551	85,551
	<u>1,243,996</u>	<u>974,505</u>	<u>900,476</u>	<u>805,122</u>	<u>805,122</u>
<i>Total Revenue</i>	<u>37,778,755</u>	<u>41,153,090</u>	<u>43,542,245</u>	<u>48,328,709</u>	<u>48,328,709</u>
<i>Transfers from Other Funds – Cash</i>					
<i>Water Construction</i>	6,240,570	9,454,736	15,762,207	20,798,529	20,798,529
<i>Federal Grants</i>	54,367	260,216	280,000	294,000	294,000
	<u>6,294,937</u>	<u>9,714,952</u>	<u>16,042,207</u>	<u>21,092,529</u>	<u>21,092,529</u>
<i>Transfers from Other Funds – Svc. Reimb.</i>					
<i>General</i>	36,081	49,424	35,250	21,575	21,575
<i>Facilities Fund</i>	0	0	4,850	5,100	5,100
<i>Hydropower</i>	89,057	91,687	100,500	92,000	92,000
<i>Sewer System</i>	1,361,430	1,485,766	1,621,143	1,690,114	1,690,114
<i>Transportation</i>	123,607	132,239	92,150	74,300	74,300
<i>Fleet Services</i>	53,983	54,838	60,100	64,000	64,000
<i>LID</i>	0	0	44,000	144,000	144,000
<i>Other Interagency</i>	18,659	2,816	0	0	0
	<u>1,682,817</u>	<u>1,816,770</u>	<u>1,957,993</u>	<u>2,091,089</u>	<u>2,091,089</u>
<i>Beginning Fund Balance</i>	6,807,304	3,815,054	0	0	0
<i>Encumbered</i>	0	0	2,317,652	5,950,000	3,255,120
<i>Unencumbered</i>	0	0	3,612,975	1,916,382	1,916,382
<i>Total Beginning Fund Balance</i>	<u>6,807,304</u>	<u>3,815,054</u>	<u>5,930,627</u>	<u>7,866,382</u>	<u>5,171,502</u>
<b>TOTAL RESOURCES</b>	<b>\$52,563,813</b>	<b>\$56,499,866</b>	<b>\$67,473,072</b>	<b>\$79,378,709</b>	<b>\$76,683,829</b>

**WATER OPERATING FUND (153)**

**FUND SUMMARY**

	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b>REQUIREMENTS</b>					
<i>Bureau Requirements</i>					
<i>Personal Services</i>	18,561,990	19,518,633	21,775,070	22,923,364	24,009,350
<i>External Materials &amp; Services</i>	7,563,608	4,793,170	9,471,905	9,379,478	11,290,175
<i>Internal Materials &amp; Services</i>					
<i>General</i>	842,179	1,751,409	1,064,494	235,737	262,197
<i>Autoport</i>	0	0	0	27,000	27,000
<i>Hydropower</i>	13,005	0	15,500	20,000	20,000
<i>Sewer System</i>	6,865	0	15,000	39,500	39,500
<i>Transportation</i>	626,127	0	767,557	696,603	764,878
<i>Printing/Distribution Services</i>	433,762	448,870	516,340	518,390	518,390
<i>Communications Services</i>	350,477	412,847	411,505	491,800	491,800
<i>Fleet Services</i>	1,175,361	1,171,352	1,487,340	1,715,071	1,715,071
<i>Data Processing</i>	0	0	0	951,699	951,699
<i>Insurance &amp; Claims</i>	979,127	1,086,335	266,798	269,354	269,354
<i>Portland Building</i>	445,613	497,331	627,304	589,665	589,665
<i>Workers Compensation</i>	0	0	772,525	734,478	734,478
<i>Transportation Construction</i>	0	0	0	0	0
	<b>4,872,516</b>	<b>5,368,144</b>	<b>5,944,363</b>	<b>6,289,297</b>	<b>6,384,032</b>
<i>Capital Outlay</i>	3,770,707	1,825,058	8,575,668	8,059,812	9,363,235
<i>Equipment Cash Transfers</i>					
<i>Electronic Services</i>	18,864	35,635	15,850	11,640	11,640
<i>Fleet Services</i>	84,631	120,507	245,290	297,500	297,500
<i>Printing/Distribution Services</i>	0	5,850	0	2,000	2,000
	<b>103,495</b>	<b>161,992</b>	<b>261,140</b>	<b>311,140</b>	<b>311,140</b>
<b>Total Bureau Requirements</b>	<b>34,872,316</b>	<b>31,666,997</b>	<b>46,028,146</b>	<b>46,963,091</b>	<b>51,357,932</b>
<b>Fund Requirements</b>					
<i>Transfers to Other Funds – Cash</i>					
<i>General Fund Overhead</i>	1,433,728	1,550,423	1,395,381	1,583,731	1,583,731
<i>General – Utility License Fee</i>	0	2,267,945	2,588,268	2,699,720	2,699,720
<i>General Fund</i>	0	0	0	0	0
<i>Parks Grant</i>	0	75,000	0	0	0
<i>Health Insurance</i>	0	89,287	0	0	0
<i>Fleet Management</i>	0	0	0	34,547	34,547
<i>Washington Cty Supply Bond Red</i>	134,348	138,486	126,285	131,977	131,977
<i>Water Bond Sinking</i>	7,032,411	6,371,609	6,617,349	7,010,711	7,010,711
<i>Water Construction</i>	5,275,956	8,034,998	8,830,036	10,766,088	10,766,088
	<b>13,876,443</b>	<b>18,527,748</b>	<b>19,557,319</b>	<b>22,226,774</b>	<b>22,226,774</b>
<i>Inventory Increases</i>	0	0	0	65,000	65,000

**WATER OPERATING FUND (153)**

**FUND SUMMARY**

	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<i>Contingency</i>					
<i>General Operating Contingency</i>	0	0	1,887,607	4,173,844	3,034,123
<i>Encumbrance Carryover</i>	0	1,923,155	0	5,950,000	0
<i>Total Contingency</i>	0	1,923,155	1,887,607	10,123,844	3,034,123
<i>Unappropriated Ending Balance</i>	3,815,054	4,381,966	0	0	0
<i>Total Fund Requirements</i>	17,691,497	24,832,869	21,444,926	32,350,618	25,260,897
<b>TOTAL REQUIREMENTS</b>	<b>52,563,813</b>	<b>56,499,866</b>	<b>67,473,072</b>	<b>79,378,709</b>	<b>76,683,829</b>

The 1991-92 Budget for the Water Operating Fund is \$76,683,829, which is \$9,210,757 more than the 1990-91 Revised Budget and supports an operating budget of \$35,532,793, a capital improvement program of \$15,825,139, fund level cash transfer requirements of \$22,226,774, a general operating contingency of \$3,034,123, and a stock inventory increase of \$65,000.

Of the \$9.2 million increase from 1990-91, \$1.14 million is due to additional general operating contingency appropriation, \$2.7 supports additional cash transfer requirements, \$3.43 million is reflected in the operating budget, and the remaining \$1.9 supports the capital improvement program.

The Capital Improvement Program supported by the 1991-92 Budget totals \$15,825,139 and includes 39 projects which provide for capitalized maintenance and improvements/expansions to the water supply, distribution, and water quality systems.

Of the total CIP budget, \$7,700,165 supports improvements and maintenance of the distribution system which includes the mains carrying water from central storage facilities to services, storage tanks, pump stations, hydrants, meters, valves and related facilities. The improvement projects focus on upgrades and expansions of existing facilities to complete loops, improve reliability, supply and safety and ensure that daily and seasonal changes in demand do not interfere with delivery at adequate pressures. Projects of this type total approximately \$3.7 million and include Sylvan Improvements (\$1,589,992), Water Control Center (\$1,292,983), Transit Mall Extension (\$263,000), and Columbia South Shore (\$258,941). Projects which are maintenance oriented to protect assets from preventable deterioration or hazards, and repair or replace damaged, worn, obsolete or substandard facilities total \$3.92 million. These projects include the Mains Program (\$2,666,026), ODOT Relocations (\$682,464), and Control Systems Maintenance (\$342,554).

Capitalized maintenance of the water supply system which includes dams, headworks, reservoirs, conduits, storage facilities, and transmission mains total \$1,228,256. Projects which fall into this category include West Side Header, Washington Park and Mt. Tabor Reservoir Maintenance, Watershed Dams Maintenance, and Bull Run Bridge Maintenance. Improvement projects to the water supply system total \$145,780 and include the Washington County Pump Station, Conduit No. 5 Right-of-Way and the Operating Engineers Building.



Projects which address the requirements for pure, potable water and the facilities required to provide it total \$5,350,938. Of this amount, \$2.277 million is identified for Surface Water Treatment Rule (SWTR) Compliance and \$1.851 million for Lab Improvements to address federal and state regulations promulgated in response to Safe Drinking Water Act. In addition, \$500,000 supports the following studies: Groundwater Treatment and Groundwater Remediation/Recharge. The intent of these studies is to determine methods of treating groundwater to remove natural contaminants and identify wellfield improvements to ensure that contamination of adjacent aquifers does not reach Portland's wells.

Lastly, \$1.4 million is identified for planning projects to determine the long-term need for water, from 10 to 60 years out and to anticipate patterns of levels of use and natural factors which affect it, including variation in availability of water from various sources. These projects include the Supply and Transmission Alternatives Study, Regional Water Supply Plan, and Water Sales Forecasting Model. Of the total cost of studies, \$850,000 will be reimbursed by participating agencies and water purveyors in the Portland Regional area.

Cash transfer requirements total \$22.2 million which includes \$10.76 million to the Water Construction Fund to support CIP expenditures, \$7.0 million to the Water Bond Sinking Fund to pay principal and interest on bonds issued to finance improvements to the City's water system and approximately \$4.3 million to the General Fund. Of the transfer to the General Fund, \$1.6 million is for overhead charges and \$2.7 million represents utility license fee requirements.

The 1991-92 expenditure level in the Water Operating Fund is primarily supported by the Council approved retail (inside- City customer which includes residential, commercial, and industrial) water rate increase of 7.45%. The rate charged to wholesale customers is calculated in accordance with the terms of the 25-year wholesale water sales agreement. For 1991-92, the application of the specific guidelines for computation of these water rates results in a rate decrease of 1.4%, although total revenues generated from the wholesale rates is anticipated to exceed the 1990-91 amount by \$240,000.

Based upon this rate increase, water sales revenue is projected to be \$43.7 million, which compares to \$40.4 million in 1990-91. The Water Operating Fund is primarily supported by water sale revenues, as well as cash transfers of \$21.1 million, service reimbursements of \$2.1 million, and miscellaneous revenues of \$.8 million.

Revenue received for main extensions reflects an increase of approximately \$1.4 million from 1990-91 as a result of an increase in the number of capital improvement projects which are partially funded by external revenue. These projects include the Supply and Transmission Alternatives Study, Mains Program, Transit Mall Extension, Westside Header, Washington County Pump Station, and Regional Water Supply Plan. The cash transfer from the Water Construction Fund which reimburses the Water Operating Fund for CIP expenditures totals \$20.8 million, compared to \$15.8 million in 1990-91. The \$5.0 million increase is attributable to the estimated amount of construction related appropriation that will be carried over from 1990-91 at year-end as a result of changes in the scope or schedule of the capital improvement projects.

**BUREAU OF WATER WORKS (180)**

Water Operating Fund (153)

Public Affairs

**APPROPRIATION SUMMARY**

	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>EXPENDITURES</u></b>					
<i>Personal Services</i>	\$18,561,990	\$19,518,633	\$21,775,070	\$22,923,364	\$24,009,350
<i>External Materials and Services</i>	7,563,608	4,793,170	9,471,905	9,379,478	11,290,175
<i>Internal Materials and Services</i>	4,872,516	5,368,144	5,944,363	6,289,297	6,384,032
<i>Capital Outlay</i>	3,770,707	1,825,058	8,575,668	8,059,812	9,363,235
<i>Cash Transfers-Equipment</i>	103,495	161,992	261,140	311,140	311,140
<b>TOTAL EXPENDITURES</b>	<b>\$34,872,316</b>	<b>\$31,666,997</b>	<b>\$46,028,146</b>	<b>\$46,963,091</b>	<b>\$51,357,932</b>
<b><u>Authorized Full-Time Positions</u></b>					
<i>Total</i>	475	483	490	494	494
<b><u>FUNDING SOURCES</u></b>					
<i>General Fund Discretionary</i>		\$0	\$0	\$0	\$0
<b><u>Non-Discretionary Resources</u></b>					
<i>Grants and Donations</i>		260,216	280,000	294,000	294,000
<i>Contract Revenue</i>		0	0	0	0
<i>Interagency Services</i>		1,816,769	1,957,993	2,091,089	2,091,089
<i>Bureau/Operating Fund Revenue</i>		29,590,012	43,790,153	44,578,002	48,972,843
<b>Total Non-Discretionary Resources</b>		<b>\$31,666,997</b>	<b>\$46,028,146</b>	<b>\$46,963,091</b>	<b>\$51,357,932</b>
<b>TOTAL FUNDING</b>		<b>\$31,666,997</b>	<b>\$46,028,146</b>	<b>\$46,963,091</b>	<b>\$51,357,932</b>
<b><u>PROGRAMS</u></b>					
<i>Administration</i>		\$1,180,936	\$1,603,868	\$1,750,509	\$2,155,790
<i>Finance</i>		7,009,160	8,394,010	8,865,637	9,180,332
<i>Distribution</i>		17,249,170	24,918,000	22,235,809	24,543,212
<i>Supply</i>		4,391,683	6,522,943	7,570,389	8,020,025
<i>Water Quality</i>		1,836,048	4,589,325	6,540,747	7,458,573
<b>TOTAL PROGRAMS</b>		<b>\$31,666,997</b>	<b>\$46,028,146</b>	<b>\$46,963,091</b>	<b>\$51,357,932</b>

**GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR**

The Bureau of Water Works is charged with the construction, maintenance, and operation of the municipal water system to ensure that all customers receive sufficient quantities of high quality water to meet their existing and future needs. Altogether, over 700,000 persons (approximately one-third of the state's population) are served by the Portland Water Bureau.

The 1991-92 Budget for the Bureau of Water Works is \$51,357,932, which supports an operating budget of \$35,532,793 and a capital improvement program of \$15,825,139, which reflects increases of \$3,434,908 and \$1,894,878 respectively. The staffing level for 1991-92 includes a total of 494 positions, as compared to 490 in 1990-91.

Of the \$3.43 million increase in the total operating budget, \$1.51 is attributable to increased personal services and material and services due to inflation, \$1.36 million represents re-appropriation of outstanding encumbrances at year-end, and the remaining \$.6 million supports service level enhancements.

## BUREAU OF WATER WORKS (180)

Water Operating Fund (153)

Public Affairs

APPROPRIATION SUMMARY

### GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR (cont'd)

The Bureau of Water Works' top priority projects and intended accomplishments for 1991-92 include addressing legal and regulatory water issues at the local, state, and federal levels; development and implementation of a public education program for water conservation; capitalized maintenance of decorative fountains; and pursuing Affirmative Action employment. In order to accomplish these performance objectives and/or supplement the current service level, the budget includes approximately \$561,000 for the following service level enhancements:

**Regulatory Implementation** -- The funding level includes approximately \$255,000 to address the new regulations which have been finalized by the Environmental Protection Agency (EPA) for drinking water monitoring and treatment in response to the Congressional mandate to increase the number of contaminants regulated. So far the three main regulations that have been finalized which impact monitoring and operations are the Surface Water Treatment Rule (SWTR), Coliform Rule, and Lead Rule. The SWTR requires more effective disinfection of surface water, such as Bull Run. The Coliform Rule mandates more frequent and more extensive monitoring of the distribution system for bacteria. The Lead Rule mandates new and extensive home monitoring the lead. To meet these increased requirements the following full-time positions are needed: two Water Quality Inspectors, a Water Laboratory Technician, and a Headworks Operator.

**Water Conservation** -- In 1990-91 the Bureau of Water Works established a Planning Unit which was charged with the development of a process for preparing a water resource plan to meet the system's needs from 1990-2050. This long-term planning process includes a variety of studies and analyses on demand projections, supply alternatives and water treatment options. A key component is the development of a long-term conservation plan, which is envisioned to play a significant role in providing for future supply. The Bureau has contracted with a consultant to develop this plan, and will begin implementation of the plan's recommendation in Spring, 1991. The development of a public information and education program to communicate the conservation plan carries a cost of \$125,000. This amount funds an Assistant Management Analyst position, and professional services and printing/distribution costs associated with the creation and production of a variety of public information and education approaches that will reinforce the water conservation goals within the Bureau's service territory, for both retail and wholesale customers.

**Water Rights Implementation/Resource Planning** -- The funding level includes \$75,000 and supports a certified water rights examiner position (Surveyor III) in the Engineering Division and professional services contracts which will allow the Water Bureau to apply for new water rights, maintain existing City water rights, and ensure water right transfers from annexed districts and acquired companies.

**Affirmative Action** -- An Affirmative Action Analyst is funded in the amount of \$55,000. This position will provide additional support to the Bureau's Training Officer and affirmative action representative in meeting recruitment and development goals.

**Decorative Fountains Improvements** -- The funding level includes \$50,000 for an on-going program of major repair and renovation of the City's various decorative fountains to include: repair of drain lines and valves; replacement of liners; repair and replacement of electrical equipment and lighting systems, pumps, and wind controls and spray nozzles; various improvements to exterior surfaces; and installation of recirculating systems. In 1991-92 the major emphasis of this program will be the conversion of the historic Elk fountain on SW Main Street between 3rd and 4th Avenues, to a recirculating system.

## **BUREAU OF WATER WORKS (180)**

Water Operating Fund (153)

Public Affairs

*APPROPRIATION SUMMARY*

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### **GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR (cont'd)**

The Bureau of Water Works staffing level for 1991-92 reflects a net increase of four positions from 1990-91. The following positions have been created to support the enhanced service levels described above: an Assistant Management Analyst, an Affirmative Action Analyst, a Headworks Operator, a Surveyor III, two Water Quality Inspectors, and a Water Lab Technician. Offsetting this staffing increase is the elimination of a Water Operations Foreman due to reorganization and two Operating Engineers as a result of increased efficiencies at the Water Control Center.

Aside from the aforementioned service enhancements, the current service levels are maintained in the five program areas of the Bureau of Water Works which include: Administration, Water Finance, Water Distribution, Water Supply, and Water Quality.

The Bureau of Water Work's total Budget for 1991-92 is supported by the following sources: bureau/operating fund revenue (\$48,972,843), service reimbursements (\$2,091,089), and State and Federal grants (\$294,000). As the numbers indicate, the Bureau of Water Work's primary funding source is bureau/operating fund revenue which is comprised of water sale revenue from retail and wholesale customers, as well as service charges and fees for new services and main extensions.

### **BUREAU PERFORMANCE OBJECTIVES**

The Bureau of Water Works submitted the following performance objectives for 1991-92:

Actively pursue Affirmative Action employment through development and implementation of a minority education program within the Bureau during 1991-92.

Actively pursue water conservation through development and implementation of a public education program during 1991-92.

Satisfactorily address legal and regulatory water issues at the local, state and federal levels as they arise during 1991-92.

Actively pursue long range regional water supply planning through implementation of the Bureau's work program during 1991-92.

Implement Wyden Task Force study recommendations for watershed monitoring processes during 1991-92.

Actively pursue environmental issues constraining use of the wellfield during 1991-92.

Actively pursue safety program to reduce time loss from on-the-job accidents 10% from 1990-91 by June 30, 1992.

Remove 1,000 lead service connectors from the water system by June 30, 1992.

Complete Bull Run Water Treatment (Ozone) Pilot Plant construction and implement operation by June 30, 1992.

Complete construction and implement operation of the Water Control Center by June 30, 1992.

**BUREAU OF WATER WORKS (180)**

Water Operating Fund (153)

Public Affairs

*PROGRAM SUMMARY*

<i>Program</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>ADMINISTRATION</u></b>				
<i>Total Expenditures</i>	\$1,180,936	\$1,603,868	\$1,750,509	\$2,155,790
<i>Authorized Full-Time Positions</i>	15.00	16.00	12.00	12.00
<i>Performance/Workload Measures:</i>				
Implementation of Public Information Program	N/A	100%	100%	100%
Implementation of Capital Improvement Project	86.1%	100%	100%	100%

The 1991-92 Budget for the Administration program is \$2,155,790, which is \$551,922 more than the 1990-91 Revised Budget. The Administration program is responsible for overall planning, development and operation of the Water Bureau and provides liaison with the Commissioner-in-Charge, City Council, water districts, and water related State and Federal agencies. Activities supported by this funding level include bureau-wide training and development, community service, water conservation, annexation coordination, long-range planning, and Youth Employment programs.

The staffing level within this program reflects the transfer of the six full-time positions associated with the office support function to the Finance program, and the addition of one Assistant Management Analyst and one Affirmative Action Analyst.

**FINANCE**

<i>Total Expenditures</i>	\$7,009,160	\$8,394,010	\$8,865,637	\$9,180,332
<i>Authorized Full-Time Positions</i>	96.00	101.00	109.00	109.00
<i>Performance/Workload Measures:</i>				
Ensure Favorable Bond Credit				
Rating is Maintained	100%	100%	100%	100%
Successful Completion of Annual				
Audit	N/A	1	1	1

The 1991-92 Budget for the Finance program is \$9,180,332, which is \$786,322 more than the 1990-91 Revised Budget. The increased funding level is primarily attributable to the transfer of the office support function which includes six full-time positions from the Administration program. This budget supports all central financial, administrative, personnel, office support, and information services activities throughout the Bureau. In addition, this program provides customer service activities which include meter reading, billing of water/sewer charges, credit and collection, and handling of billing problems and customer complaints.

**BUREAU OF WATER WORKS (180)**

Water Operating Fund (153)

Public Affairs

*PROGRAM SUMMARY*

<i>Program</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>DISTRIBUTION</u></b>				
<i>Total Expenditures</i>	\$17,249,170	\$24,918,000	\$22,235,809	\$24,543,212
<i>Authorized Full-Time Positions</i>	286.00	287.00	282.00	282.00
<i>Performance/Workload Measures:</i>				
Respond to System Emergencies				
Within 30 Minutes	100%	100%	100%	100%
Complete System Emergency Repairs				
Within 24 Hours	100%	100%	100%	100%
Remove 1,000 Lead Service Completions	N/A	N/A	98%	98%

The 1991-92 Budget for the Water Distribution program is \$24,543,212, which is \$374,788 less than the 1990-91 Revised Budget. This program is responsible for the operation, maintenance, and improvement of the water distribution system within the City and activities of the Operations and Engineering Divisions. Included within the \$22.2 million funding level is a capital improvement budget of \$7,700,165 which supports installation of new facilities such as mains, storage tanks, pump stations, and hydrants, as well as maintenance of the water infrastructure.

**SUPPLY**

<i>Total Expenditures</i>	\$4,391,683	\$6,522,943	\$7,570,389	\$8,020,025
<i>Authorized Full-Time Positions</i>	65.00	64.00	65.00	65.00
<i>Performance/Workload Measures:</i>				
Meet Customer Demand For Water	100%	100%	100%	100%
Ensure Three Days of Water Storage	100%	100%	100%	100%

The 1991-92 Budget for the Water Supply program is \$8,488,215, which is \$1,965,272 more than the 1990-91 Revised Budget. This program supports the operation and maintenance of the supply system which provides water to the City and other wholesale purveyors. The supply system includes all facilities in the Bull Run watershed, the Columbia South Shore wellfield, conduits, storage reservoirs, tanks, chlorination facilities and the Water Control Center. The capital improvement program totals \$2,774,036, compared to \$2,013,796 in 1990-91. In addition to projects which provide capitalized maintenance and address the need for expanded supply facilities to meet growing demands, the CIP for 1991-92 includes planning projects to determine the long-term need for water, from 10 to 60 years out.

**BUREAU OF WATER WORKS (180)**

Water Operating Fund (153)

Public Affairs

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>WATER QUALITY</u></b>				
<i>Total Expenditures</i>	\$1,836,048	\$4,589,325	\$6,540,747	\$7,458,573
<i>Authorized Full-Time Positions</i>	21.00	22.00	26.00	26.00
<i>Performance/Workload Measures:</i>				
Attain State and EPA Water Quality Standards	100%	100%	100%	100%

The 1991-92 Budget for the Water Quality program is \$6,990,383, which is \$2,401,058 more than the 1990-91 Revised Budget. This program is responsible for ensuring that all US Environmental Protection Agency and State of Oregon water quality standards are attained and that the water quality is maintained and improved in the distribution system, the groundwater supply, and the watershed. The capital improvement program funded within this program totals \$5,350,938, compared to \$2,834,144 in 1990-91. Water quality capital improvement requirements reflect an increase of approximately \$2.16 million in order to comply with federal and state regulations that have become law in response to the Safe Drinking Water Act and subsequent regulations such as the Surface Water Treatment Rule.

**BUREAU OF WATER WORKS (180)****Water Operating Fund (153)****Public Affairs****LINE ITEM APPROPRIATIONS**

<i>Expenditure Classification</i>	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
511000 Full-Time Employees	\$12,753,246	\$13,348,966	\$14,903,405	\$15,845,071	\$16,665,208
512000 Part-Time Employees	375,441	378,873	331,092	320,734	339,018
514000 Overtime	376,070	333,189	289,500	313,480	331,352
515000 Premium Pay	86,583	88,218	74,150	86,400	91,325
517000 Benefits	4,970,650	5,369,387	6,176,923	6,357,679	6,582,447
<b>Total Personal Services</b>	<b>\$18,561,990</b>	<b>\$19,518,633</b>	<b>\$21,775,070</b>	<b>\$22,923,364</b>	<b>\$24,009,350</b>
521000 Professional Services	\$572,642	\$806,095	\$2,930,904	\$2,647,721	\$4,063,139
522000 Utilities	862,140	879,317	1,128,796	1,184,000	1,236,158
523000 Equipment Rental	132,112	26,596	120,193	26,000	32,310
524000 Repair & Maintenance	345,487	229,321	475,029	363,475	515,318
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	514,729	355,108	918,388	946,775	1,082,119
531000 Office Supplies	4,892	(626,156)	63,166	65,765	65,765
532000 Operating Supplies	540,080	645,573	687,801	826,190	895,229
533000 Repair & Maintenance Supplies	2,252,235	3,938,211	2,455,996	2,534,205	2,593,648
534000 Minor Equipment	53,064	77,861	111,588	154,934	212,680
535000 Clothing	44,928	50,373	53,788	63,775	64,154
539000 Other Commodities	13,602	(1,915,970)	10,285	11,600	11,600
541000 Education	49,483	62,320	91,040	111,090	112,090
542000 Local Travel	13,733	9,553	20,830	11,320	11,320
543000 Out-of-Town Travel	67,909	131,592	194,575	143,883	143,883
544000 External Rent	10	1,023	0	0	0
545000 Interest	1,927	0	0	0	0
546000 Refunds	55	101	0	0	0
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	2,094,580	122,252	209,526	288,745	250,762
<b>Subtotal External Materials &amp; Services</b>	<b>\$7,563,608</b>	<b>\$4,793,170</b>	<b>\$9,471,905</b>	<b>\$9,379,478</b>	<b>\$11,290,175</b>
551000 Fleet Services	\$1,175,361	\$1,171,352	\$1,487,340	\$1,715,071	\$1,715,071
552000 Printing/Distribution	433,762	448,870	516,340	518,390	518,390
553000 Facilities Services	443,663	497,331	627,304	589,665	589,665
554000 Communications	350,477	412,847	411,505	491,800	491,800
555000 Data Processing	651,840	757,925	868,352	951,699	951,699
556000 Insurance	979,127	1,086,335	1,039,323	1,003,832	1,003,832
557000 Equipment Lease	0	0	0	0	0
558000 Same Fund Services	0	0	0	0	0
559000 Other Fund Services	838,286	993,484	994,199	1,018,840	1,113,575
<b>Subtotal Internal Materials &amp; Services</b>	<b>\$4,872,516</b>	<b>\$5,368,144</b>	<b>\$5,944,363</b>	<b>\$6,289,297</b>	<b>\$6,384,032</b>
<b>Total Materials &amp; Services</b>	<b>\$12,436,124</b>	<b>\$10,161,314</b>	<b>\$15,416,268</b>	<b>\$15,668,775</b>	<b>\$17,674,207</b>
561000 Land	\$432,668	\$9,470	\$40,000	\$28,000	\$28,000
562000 Buildings	15,661	83,850	2,224,800	1,789,820	1,789,820
563000 Improvements	2,768,843	1,383,952	5,797,368	5,704,600	6,889,846
564000 Equipment	553,535	347,786	513,500	537,392	655,569
565000 Equipment Lease Purchase	0	0	0	0	0
<b>Total Capital Outlay</b>	<b>\$3,770,707</b>	<b>\$1,825,058</b>	<b>\$8,575,668</b>	<b>\$8,059,812</b>	<b>\$9,363,235</b>
573000 Cash Transfers - Equipment	\$103,495	\$161,992	\$261,140	\$311,140	\$311,140
<b>Total Appropriation</b>	<b>\$34,872,316</b>	<b>\$31,666,997</b>	<b>\$46,028,146</b>	<b>\$46,963,091</b>	<b>\$51,357,932</b>



**BUREAU OF WATER WORKS (180)**

**Water Operating Fund (153)**

**Public Affairs**

**FULL-TIME POSITIONS**

Class	Title	Actual FY 88-89		Actual FY 89-90		Revised Budget FY 90-91		Proposed FY 91-92		Adopted FY 91-92	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
1744	Water Bureau Administrator	1	63,559	1	65,544	1	65,541	1	68,854	1	72,779
4113	Gardener	2	55,084	2	56,905	2	57,616	2	60,532	2	63,982
3356	Urban Services Coordinator	1	24,210	0	0	0	0	0	0	0	0
3285	Water Analytic Chemist	1	32,805	1	34,778	1	34,778	1	36,533	1	38,615
3284	Water Microbiologist	1	30,689	1	33,520	1	34,778	1	36,533	1	38,615
3280	Water Laboratory Technician	4	101,935	4	106,926	4	114,040	5	148,099	5	158,540
3261	Lead Instrument Technician	0	0	1	30,241	1	36,296	1	38,126	1	40,299
3260	Instrument Technician	3	98,845	2	75,131	2	69,180	2	72,690	2	76,834
3236	Water Planning Coord.	0	0	1	0	1	44,625	1	48,606	1	51,377
3216	Right-of-Way Tech.	0	0	1	14,929	0	0	0	0	0	0
3185	Groundwater Specialist	1	0	0	0	0	0	0	0	0	0
3180	Water Utility Engineer	1	45,560	1	46,967	1	46,966	1	49,340	1	52,152
3177	Water Engineer Supervisor	2	48,124	4	74,647	4	196,936	4	206,958	4	218,756
3175	Chief Engineer	1	55,165	1	56,899	1	56,867	1	59,736	1	63,141
3169	Principal Engineer	4	199,480	4	212,779	5	261,333	4	216,476	4	228,816
3168	Water Ctl. Ctr. Sup	0	0	0	0	1	44,470	1	46,489	1	49,139
3167	Supervising Engineer	0	0	0	122,655	0	0	0	0	0	0
3166	Senior Engineer	9	409,374	5	142,194	3	140,399	2	98,680	2	104,304
3165	Engineering Survey Manager	0	43,320	1	45,894	1	46,966	1	49,340	1	52,152
3164	Engineer	0	0	0	45,530	2	90,729	3	143,021	3	143,021
3163	Eng. Associate B	0	0	0	62,853	10	384,138	13	537,204	13	537,204
3162	Engineer III	6	95,329	9	50,477	0	0	0	0	0	0
3161	Civil Engineer Assoc. II	0	67,044	0	61,883	0	0	0	0	0	0
3160	Civil Engineer Associate I	3	63,336	2	17,973	0	0	0	0	0	0
3153	Eng. Associate A	0	0	0	69,934	1	37,308	1	40,159	1	40,159
3151	Public Works Inspector II	1	38,260	1	39,437	1	39,437	1	41,438	1	43,800
3150	Public Works Inspector I	2	60,303	2	0	2	67,142	2	71,390	2	75,460
3140	Engineering Technician	6	155,907	6	83,038	0	0	0	0	0	0
3132	Chief Drafting Specialist	1	39,791	1	41,470	1	41,122	1	43,199	1	45,661
3131	Senior Drafting Specialist	4	95,302	4	53,244	0	0	0	0	0	0
3130	Drafting Specialist	4	166,912	4	78,786	0	0	0	0	0	0
3129	Drafting Technician	0	0	0	101,534	0	0	0	0	0	0
3124	Surveyor III	1	0	0	0	0	0	1	40,746	1	43,069
3123	Surveyor II	0	0	1	34,640	1	34,674	1	36,428	1	38,504
3122	Surveyor I	2	62,653	2	61,956	3	97,760	3	101,991	3	107,805
3120	Surveying Aide I	0	7,245	1	33,822	1	24,066	1	25,278	1	26,719
3113	Senior Engineering Aide	2	44,015	2	14,434	0	0	0	0	0	0
3112	Engineering Aide	4	45,678	3	30,462	0	0	0	0	0	0
3108	Technician II	0	0	0	135,257	17	549,554	19	652,372	19	652,372
3107	Technician I	0	0	0	55,287	4	88,463	3	82,918	3	82,918
1785	Watershed Resource Advisor	1	45,386	1	47,034	0	0	0	0	0	0
1780	Watershed Hydrologist	1	38,697	1	70,714	1	36,920	1	38,776	1	40,986
1775	Water Analysis Supervisor	1	39,478	1	41,562	1	41,558	1	43,660	1	46,149
1773	Assistant Chief Operating Engr	1	36,288	1	37,357	1	37,357	1	39,237	1	41,474
1772	Chief Water Operating Engr.	1	40,278	1	41,677	1	41,538	1	43,639	1	46,126
1771	Lead Operating Engineer	8	216,301	13	236,504	12	382,471	11	368,203	11	389,191
<b>TOTAL THIS PAGE</b>		<b>80</b>	<b>2,566,353</b>	<b>86</b>	<b>2,666,874</b>	<b>88</b>	<b>3,245,028</b>	<b>92</b>	<b>3,586,651</b>	<b>92</b>	<b>3,708,119</b>

**BUREAU OF WATER WORKS (180)**  
**Water Operating Fund (153)**  
**Public Affairs**

**FULL-TIME POSITIONS**

Class	Title	Actual FY 88-89		Actual FY 89-90		Revised Budget FY 90-91		Proposed FY 91-92		Adopted FY 91-92	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
<b>TOTALS FROM PREVIOUS PAGE</b>		<b>80</b>	<b>2,566,353</b>	<b>86</b>	<b>2,666,874</b>	<b>88</b>	<b>3,245,028</b>	<b>92</b>	<b>3,586,651</b>	<b>92</b>	<b>3,708,119</b>
1770	Operating Engineer	16	439,466	10	420,181	9	273,123	5	159,400	5	168,485
1785	Water Operations Sched. Coord	1	36,769	1	37,898	1	37,898	1	39,803	1	42,072
1780	Water Operations Sched. Spec.	2	65,187	2	67,441	2	67,434	2	70,844	2	74,882
1750	Headworks Operator	7	205,023	7	205,456	7	212,429	8	255,040	8	269,576
1749	Water Resource Project Manager	0	0	0	0	1	48,734	1	51,310	1	54,235
1748	Water Headworks Pipeline Insp	1	30,788	1	31,866	1	31,866	1	33,473	1	35,381
1747	Water Services Officer	1	45,999	1	47,424	1	47,424	1	49,822	1	52,662
1742	Director Finance & Admin	1	54,392	1	60,619	1	56,077	1	58,919	1	62,277
1738	Water Operations Director	1	56,484	2	108,293	2	112,154	2	116,320	2	122,950
1737	Water Operations Manager	0	0	5	106,885	5	228,095	5	237,475	5	251,010
1736	Water Operations Supervisor	5	205,114	0	114,706	0	0	0	0	0	0
1734	Water Operations Foreman	15	514,708	15	535,890	16	565,288	15	558,233	15	590,057
1721	Lead Meter Mechanic	1	36,985	1	31,866	1	31,866	1	33,473	1	35,381
1720	Water Service Mechanic	50	1,324,743	50	1,314,298	53	1,608,391	52	1,657,760	52	1,752,244
1718	Water Meter Technician	3	80,478	3	83,429	3	83,430	3	87,654	3	92,649
1716	Customer Accounts System Mgr	1	42,659	1	46,467	1	46,467	1	48,816	1	51,599
1715	Customer Accounts System Sup	1	32,928	0	14,802	0	0	0	0	0	0
1714	Water Quality Technician	2	57,324	2	35,461	0	0	0	0	0	0
1713	Water Quality Inspector	3	108,920	3	85,301	3	85,302	5	148,040	5	156,476
1712	Senior Water Svc Inspector	1	37,330	1	38,503	1	36,130	1	37,959	1	40,123
1711	Water Service Inspector	9	239,067	9	246,486	9	246,546	9	259,002	9	273,762
1710	Water Meter Reader	14	303,217	14	294,527	14	339,703	14	355,936	14	376,222
1709	Lead Water Quality Inspector	1	1,843	1	29,848	1	29,848	1	31,356	1	33,143
1708	Asst. Sr. Wtr Serv Insp	0	0	1	0	1	29,120	1	31,712	1	33,520
1532	Automotive Mechanic	1	6,033	1	23,534	1	30,347	1	31,880	1	33,697
1524	General Mechanic	2	47,510	2	60,164	2	60,694	2	63,760	2	67,394
1515	Welder Foreman	1	33,662	1	34,637	1	34,403	1	36,135	1	38,195
1513	Welder	2	58,743	2	89,495	2	60,694	2	63,760	2	67,394
1457	Supervising Electrician	1	36,999	1	38,111	1	38,147	1	40,076	1	42,360
1453	Electrician	3	121,402	4	138,234	4	138,360	4	145,380	4	153,668
1442	Water Operations Painter	3	79,431	3	86,383	3	88,671	3	93,126	3	98,433
1439	Lead Water Operations Painter	1	30,140	1	31,019	1	31,075	1	32,635	1	34,495
1422	Carpenter Foreman	1	33,239	1	34,403	1	34,403	1	36,135	1	38,195
1420	Carpenter	5	145,044	6	176,828	6	182,082	6	191,280	6	202,182
1410	Concrete Finisher	2	47,408	2	80,963	2	60,694	2	63,760	2	67,394
1318	Construction Equipment Op III	1	0	0	0	0	0	0	0	0	0
1316	Construction Equipment Op II	11	339,636	13	353,835	15	451,770	15	472,140	15	499,051
1315	Construction Equipment Op I	1	27,655	1	28,579	1	28,579	1	30,015	1	31,726
1313	Automotive Equipment Op III	1	28,484	1	23,272	1	28,330	1	28,904	1	30,552
1311	Automotive Equipment Op II	16	360,676	16	389,634	14	376,236	14	395,262	14	417,788
1283	Water Svc Mechanic Apprentice	8	225,400	7	216,931	7	203,987	7	207,084	7	218,887
1281	Carpenter Apprentice	1	27,293	0	0	0	0	0	0	0	0
1223	Senior Utility Worker	0	0	1	13,302	1	25,563	1	28,233	1	29,842
1218	Utility Worker	70	1,669,887	73	1,761,560	76	1,928,537	74	1,977,048	74	2,089,708
1212	Water Works Helper	28	413,279	28	391,752	19	450,958	19	474,696	19	501,752
<b>TOTAL THIS PAGE</b>		<b>375</b>	<b>10,217,698</b>	<b>381</b>	<b>10,597,137</b>	<b>379</b>	<b>11,713,883</b>	<b>378</b>	<b>12,320,307</b>	<b>378</b>	<b>12,939,538</b>

**BUREAU OF WATER WORKS (180)**

**Water Operating Fund (153)**

**Public Affairs**

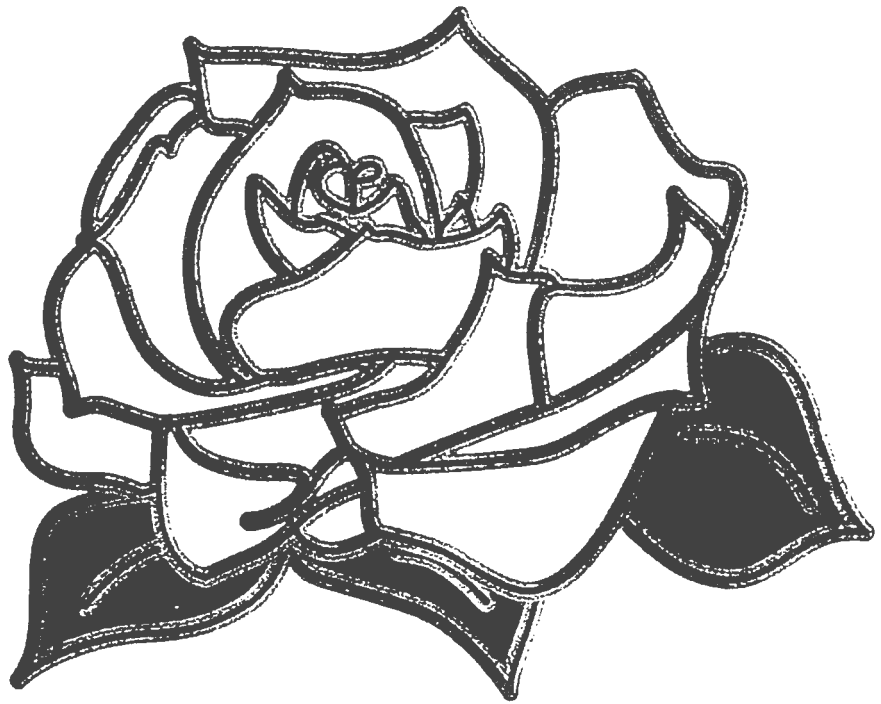
**FULL-TIME POSITIONS**

Class	Title	Actual FY 88-89		Actual FY 89-90		Revised Budget FY 90-91		Proposed FY 91-92		Adopted FY 91-92	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
<b>TOTALS FROM PREVIOUS PAGE</b>		<b>375</b>	<b>10,217,098</b>	<b>381</b>	<b>10,597,137</b>	<b>379</b>	<b>11,713,883</b>	<b>378</b>	<b>12,320,307</b>	<b>378</b>	<b>12,939,638</b>
1210	Laborer	0	79,345	0	18,580	0	0	0	0	0	0
1115	Building Maintenance Mechanic	1	29,477	1	30,347	1	30,347	1	31,880	1	33,697
1110	Custodian	1	0	0	0	0	0	0	0	0	0
0975	Deputy Director	0	0	1	55,131	1	60,091	1	63,132	1	66,731
0950	Assistant Financial Analyst	0	0	1	9,591	1	25,709	1	29,314	1	30,985
0943	Economist II	0	18,796	1	45,313	1	45,063	1	47,831	1	50,557
0902	Research Technician	0	0	0	6,071	0	0	0	0	0	0
0852	Loss Control Officer	1	37,178	1	42,080	1	42,120	1	44,247	1	46,769
0847	Communications Svcs Director	1	33,680	1	36,660	1	36,213	1	38,042	1	40,210
0833	Senior Financial Analyst	2	63,237	2	72,427	4	156,872	4	170,573	4	180,297
0829	Financial Analyst	1	33,707	1	35,192	1	35,859	1	37,665	1	39,812
0828	Senior Management Analyst	1	38,662	1	41,214	2	78,140	2	84,804	2	89,638
0827	Management Analyst	1	55,379	3	73,051	2	70,250	2	75,058	2	79,336
0826	Assistant Mgmt Analyst	2	25,816	2	65,887	3	86,903	4	119,127	4	125,918
0825	Budget Technician	0	0	0	1,757	0	0	0	0	0	0
0819	Administrative Assistant I	3	68,942	0	33,087	0	0	0	0	0	0
0816	Administrative Analyst Technician	0	0	0	0	1	22,152	1	25,341	1	26,785
0660	Human Resource Officer	1	44,656	0	949	0	0	0	0	0	0
0650	Training & Development Officer	1	34,166	1	37,504	1	36,920	1	38,776	1	40,986
0621	Affirmative Action Analyst	0	0	0	0	0	0	1	32,153	1	33,986
0548	Administrative Svcs Director	1	47,654	1	49,150	1	49,546	1	51,624	1	54,567
0517	Utilities Accountant	2	96,851	3	94,773	3	119,194	3	126,503	3	132,657
0515	Senior Accountant	1	57,900	2	59,488	2	59,488	2	62,502	2	66,064
0514	Associate Accountant	1	46,899	2	53,569	3	73,382	3	75,224	3	79,512
0510	Accounting Assistant	3	24,236	2	45,807	2	45,344	2	47,622	2	50,336
0413	Stores System Manager	1	39,112	1	40,156	1	40,206	1	42,234	1	44,641
0411	Stores Supervisor I	1	29,792	1	30,701	1	30,701	1	32,257	1	34,096
0410	Storekeeper I	3	56,697	3	78,499	3	80,310	3	84,384	3	89,193
0388	Data Entry Coordinator	1	28,320	0	7,098	0	0	0	0	0	0
0385	Systems Manager	1	47,773	1	49,483	1	49,046	1	51,520	1	54,457
0383	Principal Programmer Analyst	2	89,489	2	65,946	3	126,152	3	143,219	3	151,382
0380	MIS Analyst	0	0	1	18,579	1	36,535	1	41,408	1	43,768
0379	Asst. MIS Analyst	0	2,579	1	25,936	1	27,484	2	57,650	2	60,936
0373	Senior Programmer Analyst	2	63,683	3	115,903	4	159,763	4	172,691	4	182,534
0372	Programmer Analyst	3	121,689	2	110,875	2	70,941	2	78,715	2	81,088
0371	Data Processing Analyst/Oper	1	30,549	1	36,032	1	32,368	1	34,961	1	36,954
0348	Word Processing Supervisor	1	23,875	0	295	0	0	0	0	0	0
0346	Word Processing Operator II	1	21,116	0	0	0	0	0	0	0	0
0345	Word Processing Operator I	2	41,483	2	44,194	2	44,928	2	44,921	2	47,481
0315	Service Dispatcher	3	48,102	2	49,604	2	49,712	2	52,232	2	55,210
0222	Secretarial Assistant	1	24,880	1	26,123	1	23,733	1	24,921	1	26,341
0221	Secretarial Clerk II	3	38,216	3	41,082	2	44,304	2	46,532	2	49,184
0220	Secretarial Clerk I	6	113,247	6	112,884	5	101,661	6	122,716	6	129,713
0210	Typist Clerk	1	17,802	0	0	0	0	0	0	0	0
0140	Data Entry Clerk	3	52,068	3	56,971	3	59,856	3	61,545	3	65,054
0133	Cust. Accts. Supervisor	0	0	0	0	4	117,784	4	126,312	4	133,511
<b>TOTAL THIS PAGE</b>		<b>435</b>	<b>11,944,751</b>	<b>440</b>	<b>12,415,126</b>	<b>447</b>	<b>13,882,960</b>	<b>450</b>	<b>14,736,943</b>	<b>450</b>	<b>15,493,924</b>

**BUREAU OF WATER WORKS (180)**  
**Water Operating Fund (153)**  
**Public Affairs**

*FULL-TIME POSITIONS*

Class	Title	Actual FY 88-89		Actual FY 89-90		Revised Budget FY 90-91		Proposed FY 91-92		Adopted FY 91-92	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
<b>TOTALS FROM PREVIOUS PAGE</b>		<b>435</b>	<b>11,944,751</b>	<b>440</b>	<b>12,415,126</b>	<b>447</b>	<b>13,882,960</b>	<b>450</b>	<b>14,736,943</b>	<b>450</b>	<b>15,493,924</b>
0133	Billing Specialist Supervisor	1	7,587	3	61,102	0	0	0	0	0	0
0132	Cust. Accts. Spec II	0	0	3	7,936	4	103,336	4	108,572	4	114,760
0131	Billing Specialist	5	105,296	18	288,163	0	0	0	0	0	0
0131	Cust. Accts. Spec I	0	0	0	0	19	459,975	19	477,040	19	504,229
0124	Support Services Supervisor	1	27,152	1	19,676	1	27,955	1	27,143	1	28,690
0123	Credit Relations/Collect Sup	1	27,051	0	13,397	0	0	0	0	0	0
0120	Credit Relations Rep	7	120,077	0	60,426	0	0	0	0	0	0
0118	Customer Services Rep	9	157,600	0	79,426	0	0	0	0	0	0
0117	Office Manager II	1	29,372	2	28,036	2	60,528	2	63,592	2	67,216
0116	Office Manager I	2	26,824	1	44,627	1	27,225	1	29,155	1	30,817
0115	Supervising Clerk	0	23,118	1	30,771	1	24,419	1	25,655	1	27,117
0114	Clerical Specialist I	11	284,418	14	300,281	15	317,007	16	376,971	16	398,455
	Lead Headworks Operator	1	0	0	0	0	0	0	0	0	0
	Technical Support Specialist	1	0	0	0	0	0	0	0	0	0
<b>TOTAL FULL-TIME POSITIONS</b>		<b>475</b>	<b>12,753,248</b>	<b>483</b>	<b>13,348,966</b>	<b>490</b>	<b>14,903,405</b>	<b>494</b>	<b>15,845,071</b>	<b>494</b>	<b>16,665,208</b>
<b>TOTAL POSITIONS</b>		<b>475</b>	<b>12,753,248</b>	<b>483</b>	<b>13,348,966</b>	<b>490</b>	<b>14,903,405</b>	<b>494</b>	<b>15,845,071</b>	<b>494</b>	<b>16,665,208</b>



### Internal Service Funds

Internal Service Funds are set up in order to track the costs and revenues of central operations that serve other City bureaus. These services include fleet management, printing and distribution services, the management of telephones and radios, insurance and risk management services, and the management of City-owned facilities. These operations are funded by internal service charges to the customer bureaus.

The budget pages for each of these funds begins with a summary of the entire fund, showing:

- Revenues (the fund summary uses the more formally correct term "Resources," which includes both current-year revenues and beginning fund balance);
- Direct service expenses ("Bureau Requirements"), such as personnel costs, materials and services, or capital outlay; and
- Financial needs such as contingencies and interfund transfers ("fund-level requirements").

For most funds with direct service operations, the fund summary is followed by a series of pages detailing and discussing those direct service expenses. These pages include:

- A summary for the bureau as a whole;
- Individual programs within the bureau;
- Line item expense estimates; and
- Detailed information on the number and salary cost of all authorized full-time positions.



**CITY FACILITIES ACQUISITION FUND (703)**

**FUND SUMMARY**

	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>RESOURCES</u></b>					
<i>Transfers from Other Funds – Service Reimbursements</i>					
<i>General</i>	\$490,170	\$490,620	\$333,255	\$0	\$0
<b>TOTAL RESOURCES</b>	<b>\$490,170</b>	<b>\$490,620</b>	<b>\$333,255</b>	<b>\$0</b>	<b>\$0</b>

**REQUIREMENTS**

<i>Expenditures</i>					
<i>Capital Outlay</i>	\$490,170	\$490,620	\$333,255	\$0	\$0
<b>TOTAL REQUIREMENTS</b>	<b>\$490,170</b>	<b>\$490,620</b>	<b>\$333,255</b>	<b>\$0</b>	<b>\$0</b>

**EXPENDITURES – AU 787**

<i>Capital Outlay</i>					
<i>5650 Facilities Lease/Purchase</i>	\$490,170	\$490,620	\$333,255	\$0	\$0
<b>TOTAL APPROPRIATION</b>	<b>\$490,170</b>	<b>\$490,620</b>	<b>\$333,255</b>	<b>\$0</b>	<b>\$0</b>

Beginning FY 91–92 the Facilities Acquisition Fund has been combined with the Equipment Acquisition Fund and renamed the Master Lease Fund. The Facilities Acquisition Fund formerly paid debt service on Certificates of Participation issued to finance purchase of City facilities through leases. These payments are now made from the Master Lease Fund.



**COMMUNICATIONS SERVICES OPERATING FUND (707)**

**FUND SUMMARY**

	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>RESOURCES</u></b>					
<i>Revenue</i>					
<i>Service Charges &amp; Fees</i>					
<i>Rents &amp; Reimbursements</i>	\$10,673	\$13,946	\$18,000	\$20,000	\$20,000
<i>Misc. Service Charges</i>	141,868	107,678	107,000	120,000	120,000
	152,541	121,624	125,000	140,000	140,000
<i>Miscellaneous Revenues</i>					
<i>Sale of Capital Equip.</i>	3	1,229	0	0	0
<i>Interest on Investments</i>	350,247	359,392	300,000	350,000	350,000
<i>Bond Sales</i>	0	0	0	0	0
<i>Miscellaneous Revenues</i>	230	3,485	500	500	500
<i>Telephone Commissions</i>	63	0	0	0	0
	350,543	364,106	300,500	350,500	350,500
<i>Total Revenue</i>	503,084	485,730	425,500	490,500	490,500
<i>Transfers from Other Funds – Svc Reimb.</i>					
<i>General</i>	1,877,448	1,884,883	2,020,124	1,877,735	1,880,735
<i>Autoport Operating</i>	950	903	1,129	373	373
<i>Building</i>	101,235	91,926	96,104	102,204	102,204
<i>Emergency Comm.</i>	507,147	481,524	952,684	1,564,578	1,564,578
<i>E/R–Civic Stadium</i>	5,815	5,283	0	0	0
<i>E/R–Memorial Coliseum.</i>	8,017	10,240	0	0	0
<i>Facilities Services</i>	0	0	35,397	29,244	29,244
<i>Fire/Police Dis./Retirement</i>	4,351	4,046	4,259	4,094	4,094
<i>Fleet</i>	25,197	24,085	27,915	24,408	24,408
<i>Golf</i>	11,626	11,361	12,864	5,962	5,962
<i>Hydroelectric Power</i>	9,225	8,659	19,986	6,825	6,825
<i>Insurance/Claims</i>	8,766	8,596	0	0	0
<i>Parking Facilities</i>	1,295	1,400	1,254	1,414	1,414
<i>Performing Arts</i>	4,792	3,439	0	0	0
<i>PIR</i>	8,210	7,819	9,286	6,713	6,713
<i>Portland Building</i>	0	2,028	0	0	0
<i>Printing/Distribution</i>	15,705	17,280	16,216	16,056	16,056
<i>Public Safety Levy</i>	0	569	1,809	644	644
<i>Refuse Disposal</i>	0	0	4,748	7,673	7,673
<i>Sewer System Operating</i>	289,149	286,456	199,730	306,733	306,733
<i>Transportation</i>	404,720	450,517	455,790	441,683	441,683
<i>Water</i>	350,477	412,847	411,505	491,800	491,800
<i>Workers' Comp.</i>	6,916	7,429	0	0	0
	3,641,041	3,721,290	4,270,800	4,888,139	4,891,139
<i>Intra–Fund Agency Reimbursable</i>	\$0	\$0	\$0	\$44,591	\$44,591
<i>Transfers from Other Funds – Cash</i>					
<i>General</i>	70,123	125,355	29,957	5,950	18,550
<i>Portland Building</i>	0	7,672	0	0	0
<i>Sewer System Operating</i>	13,049	19,759	2,765	2,200	2,200

**COMMUNICATIONS SERVICES OPERATING FUND (707)**

**FUND SUMMARY**

	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><i>RESOURCES - Continued</i></b>					
<i>Sewer System Construction</i>	190,711	0	0	0	0
<i>Transportation Operating</i>	13,000	44,532	17,100	4,600	4,600
<i>Water</i>	18,864	35,636	15,850	11,640	11,640
	<b>305,747</b>	<b>232,954</b>	<b>65,672</b>	<b>24,390</b>	<b>36,990</b>
<b><i>Beginning Fund Balance</i></b>					
<i>Encumbered</i>	0	0	419,757	375,000	139,773
<i>Unencumbered</i>	3,157,144	3,513,928	3,852,000	4,333,195	4,333,195
<b><i>Total Beginning Fund Balance</i></b>	<b>3,157,144</b>	<b>3,513,928</b>	<b>4,271,757</b>	<b>4,708,195</b>	<b>4,472,968</b>
<b>TOTAL RESOURCES</b>	<b>\$7,607,016</b>	<b>\$7,953,902</b>	<b>\$9,033,729</b>	<b>\$10,155,815</b>	<b>\$9,936,188</b>

**REQUIREMENTS**

***Bureau Requirements***

<i>Personal Services</i>	\$640,231	\$686,465	\$826,481	\$905,654	\$941,083
<i>External Materials and Services</i>	1,927,986	2,214,315	2,799,626	3,162,530	3,250,855
<b><i>Internal Materials and Services</i></b>					
<i>General</i>	256,043	244,311	234,494	249,163	249,163
<i>Autoport</i>	0	0	0	1,080	1,080
<i>Computer Services</i>	0	0	0	22,912	22,912
<i>Equipment Acquisition</i>	0	0	0	191,257	191,257
<i>Facilities Services</i>	0	0	126,799	45,599	45,599
<i>Fleet</i>	9,440	12,289	19,716	24,367	24,367
<i>Insurance &amp; Claims</i>	3,551	2,606	9,488	10,171	10,171
<i>Justice Center</i>	6,558	0	0	0	0
<i>Portland Building</i>	19,218	18,730	0	0	0
<i>Printing/Distribution</i>	8,875	7,821	14,382	8,851	8,851
<i>Workers' Compensation</i>	5,811	7,078	18,448	18,213	18,213
	<b>309,496</b>	<b>292,835</b>	<b>423,327</b>	<b>571,613</b>	<b>571,613</b>
<i>Capital Outlay</i>	1,061,562	196,769	4,406,658	4,239,050	4,304,463
<i>Equipment Cash Transfers</i>	0	0	0	0	0
<i>Intra-Fund Agency Credits</i>	0	0	0	44,591	44,591
<b><i>Total Bureau Requirements</i></b>	<b>3,939,275</b>	<b>3,390,384</b>	<b>8,456,092</b>	<b>8,923,438</b>	<b>9,112,605</b>
<b><i>Transfers to Other Funds - Cash</i></b>					
<i>General Fund - Overhead</i>	153,813	132,054	145,259	165,022	165,022
<i>Fleet Services</i>	0	0	51	360	360
<i>Health Insurance</i>	0	2,231	0	0	0
	<b>153,813</b>	<b>134,285</b>	<b>145,310</b>	<b>165,382</b>	<b>165,382</b>
<b><i>Contingency</i></b>					
<i>General Operating Contingency</i>	0	0	282,327	394,395	399,201
<i>Compensation Adjustments</i>	0	0	0	47,600	9,000

**COMMUNICATIONS SERVICES OPERATING FUND (707)**

**FUND SUMMARY**

	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><i>REQUIREMENTS - Continued</i></b>					
<i>Encumbrance Carryover</i>	0	0	0	375,000	0
<i>Total Contingency</i>	0	0	282,327	816,995	408,201
<i>Unappropriated Ending Balance</i>	3,513,928	4,429,233	150,000	250,000	250,000
<b><i>TOTAL REQUIREMENTS</i></b>	<b>\$7,607,016</b>	<b>\$7,953,902</b>	<b>\$9,033,729</b>	<b>\$10,155,815</b>	<b>\$9,936,188</b>

**COMMUNICATIONS SERVICES (360)**  
 Communications Services Operating Fund (707)  
 Finance and Administration

**APPROPRIATION SUMMARY**

	<i>Actual</i> <i>FY 88-89</i>	<i>Actual</i> <i>FY 89-90</i>	<i>Revised Budget</i> <i>FY 90-91</i>	<i>Proposed</i> <i>FY 91-92</i>	<i>Adopted</i> <i>FY 91-92</i>
<b><u>EXPENDITURES</u></b>					
<i>Personal Services</i>	\$640,231	\$672,140	\$758,081	\$832,574	\$867,917
<i>External Materials and Services</i>	1,927,986	2,158,907	2,698,089	3,088,725	3,177,136
<i>Internal Materials and Services</i>	309,496	292,835	423,327	567,558	567,558
<i>Capital Outlay</i>	477,206	120,429	324,290	63,050	128,463
<i>Cash Transfers—Equipment</i>	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$3,354,919</b>	<b>\$3,244,311</b>	<b>\$4,203,787</b>	<b>\$4,551,907</b>	<b>\$4,741,074</b>
<b><u>Authorized Full-Time Positions</u></b>					
<i>Total</i>	14	14	14	16	16
<b><u>FUNDING SOURCES</u></b>					
<i>General Fund Discretionary</i>		\$0	\$0	\$0	\$0
<b><u>Non-Discretionary Resources</u></b>					
<i>Grants and Donations</i>		0	0	0	0
<i>Contract Revenue</i>		0	0	0	0
<i>Interagency Services</i>		3,117,973	4,078,287	4,411,407	4,411,407
<i>Bureau/Operating Fund Revenue</i>		126,338	125,500	140,500	329,667
<b>Total Non-Discretionary Resources</b>		<b>\$3,244,311</b>	<b>\$4,203,787</b>	<b>\$4,551,907</b>	<b>\$4,741,074</b>
<b>TOTAL FUNDING</b>		<b>\$3,244,311</b>	<b>\$4,203,787</b>	<b>\$4,551,907</b>	<b>\$4,741,074</b>
<b><u>PROGRAMS</u></b>					
<i>Electronic Maintenance</i>		\$919,407	\$1,130,885	\$1,137,977	\$1,228,579
<i>Electronic Engineering</i>		163,902	215,045	222,352	227,282
<i>Telecommunications</i>		2,138,561	2,708,562	3,154,888	3,202,347
<i>Cash Transfers</i>		22,441	149,295	36,690	82,866
<b>TOTAL PROGRAM</b>		<b>\$3,244,311</b>	<b>\$4,203,787</b>	<b>\$4,551,907</b>	<b>\$4,741,074</b>

**GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR**

The Communications Services Division of the Bureau of General Services designs, purchases, installs and maintains all communications and electronics systems for the City, including radios, pagers, telephones, television and video equipment, cellular telephones, Police and Fire sirens, microwave and antennas, and transmission towers. This division does not provide services relating to computers or certain electronic equipment used in the water and wastewater operations. The Communications Services Division consists of two appropriation units (AU's): Communications Services (AU 360) provides for the operations and maintenance of the equipment; and Special Appropriation – Equipment Replacement (AU 446), which accounts for the cash reserves to be used for the purchase of replacement equipment. The following description of expenditures is for AU 360.

The 1991-92 proposed budget for Communications Services (AU 360) is \$4,741,074, which equals an 12% increase over the 1990-91 revised budget of \$4,203,787. The budget includes an additional \$579,000 in telephone system costs required with the first full year of operation of the Enhanced 9-1-1 Dispatch system, which became operational in January, 1991. These costs are billed directly to the Bureau of Emergency Communications, which in turn charges all jurisdictions who receive dispatch services (including the City's Police and Fire bureaus). Excluding the additional E-911 costs, the

operations and maintenance have actually decreased from the 1990-91 revised budget. This is due to reduced costs for operating the City's two telephone systems. The Communications Services Division completed conversion of the City's Centrex system (in all locations except the Portland Building and the Justice Center) to a more efficient Digital Centrex system, including the purchase of new telephone equipment. Some of the savings was used to add a second Telecommunications Coordinator to manage the new system. The net savings of approximately \$200,000 was returned to the users through reduced telephone rates of almost 19%. The Division also added a Clerical Specialist to provide telephone and inventory support at the electronic maintenance shop. The costs of this new position (\$29,623) were offset by reclassifying a vacant Communications Technician II position to an entry level position of Electronic Technician Assistant, a savings of \$17,834, for a net increase of \$11,789.

**PERFORMANCE OBJECTIVES**

The Communications Services Division of the Bureau of General Services submitted the following performance objectives for the 1991-92 fiscal year:

1. Secure financing for 800 MHz Trunked Radio System (pending Council approval September 31, 1991 approval of the project)
2. Select vendor and begin construction of 800 MHz Trunked Radio System (pending Council approval) January 1, 1992
3. Prepare telecommunications plan integrating data, phones, and cable into "Year 2000 Plan" December 31, 1991

**COMMUNICATIONS SERVICES (360)**  
**Communications Services Operating Fund (707)**  
**Finance and Administration**

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>ELECTRONIC MAINTENANCE</u></b>				
<i>Total Expenditures</i>	\$919,407	\$1,130,885	\$1,137,977	\$1,228,579
<i>Authorized Full-Time Positions</i>	9.00	9.00	10.00	10.00
<i>Performance/Workload Measures:</i>				
Percentage of Police, Water, and Maintenance Mobile Radios Returned to Service Within One Hour	N/A	95%	95%	95%
Percentage of Fire Mobile Radios Returned to Service Within Two Hours	N/A	95%	95%	95%
Percentage of Portable Radios Returned to Service Within Eight Hours	N/A	90%	90%	90%
Percentage of Radio Systems Returned to Normal Operation Within Eight Hours	N/A	N/A	95%	95%
Percentage of Video Systems Returned to Normal Operation Within Eight Hours	N/A	N/A	90%	90%
Percentage of Emergency 24-Hour Service Provided Within One Hour	N/A	N/A	100%	100%

This program is responsible for the installation, maintenance, and repair of the City's electronic equipment. This includes mobile, portable, and base station radios, pagers, public address systems, television and video equipment, alarm systems, microwave, antennas, and towers. Services are provided to maintain the City's Cable TV system, the emergency communication systems at Kelly Butte, and other communication transmission sites.

The Division also added a Clerical Specialist to provide telephone and inventory support at the electronic maintenance shop. The costs of this new position (\$29,623) were offset by reclassifying a vacant Communications Technician II position to an entry level position of Electronic Technician Assistant, a savings of \$17,834, for a net increase of \$11,789.

The performance measures above are either new for 1991-92, or were new for the 1990-91 budget. As such, no historical data is available.

**ELECTRONIC ENGINEERING**

<i>Total Expenditures</i>	\$163,902	\$215,045	\$222,352	\$227,282
<i>Authorized Full-Time Positions</i>	2.00	2.00	2.00	2.00
<i>Performance/Workload Measures:</i>				
Percentage of Requests for Service Responded to Within Three Working Days	N/A	N/A	100%	100%

This program provides in-house consulting and engineering communications services to City bureaus. These services consist of designing radio communication and telephone systems, specification writing, resolving communication problems in existing systems and management of outside contracts. There are no major changes in this program's budget. The performance measure is new for 1991-92, and as such no historical data is available.

**COMMUNICATIONS SERVICES (360)**  
**Communications Services Operating Fund (707)**  
**Finance and Administration**

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>TELECOMMUNICATIONS</u></b>				
<i>Total Expenditures</i>	\$2,138,561	\$2,708,562	\$3,154,888	\$3,202,347
<i>Authorized Full-Time Positions</i>	3.00	3.00	4.00	4.00
<i>Performance/Workload Measures:</i>				
<i>Percentage of Work Orders</i>				
<i>Processed Within 3 Days</i>	N/A	N/A	95%	95%
<i>Percentage of Invoices</i>				
<i>Processed Within 5 Business Days</i>	N/A	N/A	90%	90%
<i>Percentage of Trouble Reports</i>				
<i>Cleared Within 24 Hours</i>	N/A	N/A	85%	85%

This program manages all of the City's telephone systems. These include equipment owned by the City, US West, GTE, AT&T, and several independent installation and maintenance companies. In managing these systems, the Division coordinates telephone installations and moves, directly does such installation, monitors vendor contracts, produces the City telephone directory, and works with customers to improve telephone services.

The 1991-92 proposed budget increased by \$446,326, due to an additional \$579,000 for the full year operating costs of the Enhanced 9-1-1 Dispatch. This was partially offset by a \$200,000 decrease in the cost of telephones with the conversion to the more efficient Digital Centrex telephone system. Communications Services used a portion of the telephone savings (\$40,240) to hire an additional Telecommunications Coordinator to manage the new system. The performance measures above are new for 1991-92, and as such, no historical data is available.

**CASH TRANSFERS**

<i>Total Expenditures</i>	\$22,441	\$149,295	\$36,690	\$82,866
<i>Authorized Full-Time Positions</i>	0.00	0.00	0.00	0.00
<i>Performance/Workload Measures:</i>				
<i>Percentage of Requests for New Equipment</i>				
<i>Responded to within 2 Working Days</i>	N/A	95%	95%	95%

This program is a pass-through from other bureaus to acquire new electronic equipment not covered under the replacement plan. The bureaus that have requested equipment for purchase in 1991-92 include:

Bureau of Police	\$17,300
Bureau of Fire, Rescue and Emergency Services	1,250
Office of Transportation	4,600
Bureau of Environmental Services	2,200
Bureau of Water	11,640
<b>Total Cash Transfer Purchases:</b>	<b>\$36,990</b>

**COMMUNICATIONS SERVICES (360)**  
**Communications Services Operating Fund (707)**  
**Finance and Administration**

**LINE ITEM APPROPRIATIONS**

<i>Expenditure Classification</i>	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
511000 Full-Time Employees	\$450,796	\$457,187	\$500,219	\$548,365	\$575,143
512000 Part-Time Employees	4,988	23,518	22,900	30,805	31,136
514000 Overtime	6,398	7,005	21,800	9,100	9,100
515000 Premium Pay	8,835	19,471	9,750	21,200	21,200
517000 Benefits	169,214	164,959	203,412	223,104	231,338
<b>Total Personal Services</b>	<b>\$640,231</b>	<b>\$672,140</b>	<b>\$758,081</b>	<b>\$832,574</b>	<b>\$867,917</b>
521000 Professional Services	\$3,715	\$44,372	\$99,000	\$31,700	\$36,450
522000 Utilities	10,004	8,240	11,098	11,400	11,628
523000 Equipment Rental	80,354	245,291	266,000	265,000	265,000
524000 Repair & Maintenance	43,384	32,929	78,929	86,600	93,077
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	1,650,983	1,764,328	2,057,222	2,441,500	2,505,924
531000 Office Supplies	1,797	(216,289)	2,738	5,700	5,700
532000 Operating Supplies	(4,343)	10,809	3,605	4,000	4,000
533000 Repair & Maintenance Supplies	136,020	152,491	147,000	203,700	206,700
534000 Minor Equipment	1,238	108,174	19,609	16,640	27,807
535000 Clothing	1,894	1,453	1,950	2,050	2,050
539000 Other Commodities	128	236	150	300	300
541000 Education	2,617	4,384	4,463	9,300	9,300
542000 Local Travel	195	11	0	0	0
543000 Out-of-Town Travel	0	1,856	5,125	8,100	8,100
544000 External Rent	0	0	0	0	0
545000 Interest	0	0	0	0	0
546000 Refunds	0	0	0	0	0
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	0	622	1,200	2,735	1,100
<b>Subtotal External Materials &amp; Services</b>	<b>\$1,927,986</b>	<b>\$2,158,907</b>	<b>\$2,698,089</b>	<b>\$3,088,725</b>	<b>\$3,177,136</b>
551000 Fleet Services	\$9,439	\$12,289	\$19,716	\$24,367	\$24,367
552000 Printing/Distribution	8,876	7,821	14,382	8,851	8,851
553000 Facilities Services	19,218	18,730	126,799	45,599	45,599
554000 Communications	0	0	0	0	0
555000 Data Processing	17,763	17,982	21,968	22,912	22,912
556000 Insurance	9,363	9,684	27,936	28,384	28,384
557000 Equipment Lease	0	0	0	191,257	191,257
558000 Same Fund Services	0	0	0	0	0
559000 Other Fund Services	244,837	226,329	212,526	246,188	246,188
<b>Subtotal Internal Materials &amp; Services</b>	<b>\$309,496</b>	<b>\$292,835</b>	<b>\$423,327</b>	<b>\$567,558</b>	<b>\$567,558</b>
<b>Total Materials &amp; Services</b>	<b>\$2,237,482</b>	<b>\$2,451,742</b>	<b>\$3,121,416</b>	<b>\$3,656,283</b>	<b>\$3,744,694</b>
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	0	0	0	0
564000 Equipment	477,206	120,429	324,290	63,050	128,463
565000 Equipment Lease Purchase	0	0	0	0	0
<b>Total Capital Outlay</b>	<b>\$477,206</b>	<b>\$120,429</b>	<b>\$324,290</b>	<b>\$63,050</b>	<b>\$128,463</b>
573000 Cash Transfers - Equipment	\$0	\$0	\$0	\$0	\$0
<b>Total Appropriation</b>	<b>\$3,354,919</b>	<b>\$3,244,311</b>	<b>\$4,203,787</b>	<b>\$4,551,907</b>	<b>\$4,741,074</b>



## SPECIAL APPROPRIATIONS – COMMUNICATIONS SERVICES (446)

Communications Services Operating Fund (707)

Finance and Administration

APPROPRIATION SUMMARY

	Actual FY 88-89	Actual FY 89-90	Revised Budget FY 90-91	Proposed FY 91-92	Adopted FY 91-92
<b>EXPENDITURES</b>					
Personal Services	\$0	\$14,325	\$68,400	\$73,080	\$73,166
External Materials and Services	0	55,408	101,537	73,805	73,719
Internal Materials and Services	0	0	0	48,646	48,646
Capital Outlay	584,356	76,340	4,082,368	4,176,000	4,176,000
Cash Transfers–Equipment	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$584,356</b>	<b>\$146,073</b>	<b>\$4,252,305</b>	<b>\$4,371,531</b>	<b>\$4,371,531</b>
<b>Authorized Full-Time Positions</b>					
Total	0	0	1	1	1
<b>FUNDING SOURCES</b>					
General Discretionary		0	0	0	0
<b>Non-Discretionary Resources</b>					
Grants and Donations		0	0	0	0
Contracts		0	0	0	0
Interagency Services		146,073	132,685	360,622	360,622
Bond Sale Proceeds		0	0	0	0
Bureau/Operating Fund Revenue		0	4,119,620	4,010,909	4,010,909
<b>Total Non-Discretionary Resources</b>		<b>146,073</b>	<b>4,252,305</b>	<b>4,371,531</b>	<b>4,371,531</b>
<b>TOTAL FUNDING</b>		<b>\$146,073</b>	<b>\$4,252,305</b>	<b>\$4,371,531</b>	<b>\$4,371,531</b>
<b>PROGRAMS</b>					
Equipment Replacement		\$146,073	\$4,252,305	\$4,371,531	\$4,371,531
<b>TOTAL PROGRAM</b>		<b>\$146,073</b>	<b>\$4,252,305</b>	<b>\$4,371,531</b>	<b>\$4,371,531</b>

### GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR

This special appropriation consists of the replacement funds, plus interest, collected through annual charges on all of the City's communications and electronic equipment (excluding telephones) managed by the Communications Services Division. The amount of the appropriation, \$4,371,531, is the estimated funds available for replacement purchases, based on the estimated funds available as of July 1, 1991, as well as any replacement charges and interest collected throughout the 1991-92 fiscal year.

Of the \$4.4 million budgeted, approximately \$3.9 million is reserved for replacing the City's radio system, with the remaining \$500,000 reserved for replacement of other electronic equipment. General Services' requested budget included \$7 million in bond sale proceeds which, along with the reserves, would be used to replace the current radio system with an 800 MHz Trunked Radio System at a cost of approximately \$10.5 million. The City Council did not approve a general obligation (property tax) bond sale for the General Fund's share of the 800 Mhz system, but did agree to committing that amount of current property tax revenues that the City would receive depending on how the State Legislature dealt with the issue of urban renewal districts under the Measure 5 property tax limit. For purposes of the Adopted Budget, it is assumed that the General Fund will receive an additional \$5.3 million in property tax dollars resulting from the elimination of competition with the PDC tax increment levy.

## **SPECIAL APPROPRIATIONS – COMMUNICATIONS SERVICES (446)**

**Communications Services Operating Fund (707)**

**Finance and Administration**

*APPROPRIATION SUMMARY*

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The Council agreed to commit those revenues towards replacement of the City's radio system and towards construction of an new Emergency Communications Center to replace the Kelly Butte facility. These funds are budgeted in General Fund contingency and will be made available to Communications Services when a decision is made regarding the new system.

In the 1990-91 budget process, the City Council approved the budgeting of an Engineer III within this special appropriation, since the position was designing the replacement radio system. This practice is continued in the 1991-92 budget.

# SPECIAL APPROPRIATIONS – COMMUNICATIONS SERVICES (446)

Communications Services Operating Fund (707)

Finance and Administration

LINE ITEM APPROPRIATIONS

<i>Expenditure Classification</i>	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
511000 Full-Time Employees	\$0	\$10,397	\$50,150	\$50,800	\$51,111
512000 Part-Time Employees	0	0	0	0	0
514000 Overtime	0	0	0	0	0
515000 Premium Pay	0	0	0	1,600	1,600
517000 Benefits	0	3,928	18,250	20,680	20,455
<b>Total Personal Services</b>	<b>\$0</b>	<b>\$14,325</b>	<b>\$68,400</b>	<b>\$73,080</b>	<b>\$73,166</b>
521000 Professional Services	\$0	\$26,309	\$36,000	\$25,000	\$25,000
522000 Utilities	0	0	0	0	0
523000 Equipment Rental	0	0	0	0	0
524000 Repair & Maintenance	0	0	0	0	0
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	0	0	0	0	0
531000 Office Supplies	0	0	0	0	0
532000 Operating Supplies	0	0	0	0	0
533000 Repair & Maintenance Supplies	0	0	0	0	0
534000 Minor Equipment	0	29,099	65,537	45,805	45,719
535000 Clothing	0	0	0	0	0
539000 Other Commodities	0	0	0	0	0
541000 Education	0	0	0	1,500	1,500
542000 Local Travel	0	0	0	0	0
543000 Out-of-Town Travel	0	0	0	1,500	1,500
544000 External Rent	0	0	0	0	0
545000 Interest	0	0	0	0	0
546000 Refunds	0	0	0	0	0
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	0	0	0	0	0
<b>Subtotal External Materials &amp; Services</b>	<b>\$0</b>	<b>\$55,408</b>	<b>\$101,537</b>	<b>\$73,805</b>	<b>\$73,719</b>
551000 Fleet Services	\$0	\$0	\$0	\$0	\$0
552000 Printing/Distribution	0	0	0	0	0
553000 Facilities Services	0	0	0	0	0
554000 Communications	0	0	0	0	0
555000 Data Processing	0	0	0	0	0
556000 Insurance	0	0	0	0	0
557000 Equipment Lease	0	0	0	0	0
558000 Same Fund Services	0	0	0	44,591	44,591
559000 Other Fund Services	0	0	0	4,055	4,055
<b>Subtotal Internal Materials &amp; Services</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$48,646</b>	<b>\$48,646</b>
<b>Total Materials &amp; Services</b>	<b>\$0</b>	<b>\$55,408</b>	<b>\$101,537</b>	<b>\$122,451</b>	<b>\$122,365</b>
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	0	0	0	0
564000 Equipment	584,356	76,340	4,082,368	4,176,000	4,176,000
565000 Equipment Lease Purchase	0	0	0	0	0
<b>Total Capital Outlay</b>	<b>\$584,356</b>	<b>\$76,340</b>	<b>\$4,082,368</b>	<b>\$4,176,000</b>	<b>\$4,176,000</b>
573000 Cash Transfers - Equipment	\$0	\$0	\$0	\$0	\$0
<b>Total Appropriation</b>	<b>\$584,356</b>	<b>\$146,073</b>	<b>\$4,252,305</b>	<b>\$4,371,531</b>	<b>\$4,371,531</b>

**COMMUNICATIONS SERVICES (360 & 446)**

Communications Services Operating Fund (707)

Finance and Administration

*FULL-TIME POSITIONS*

Class	Title	Actual FY 88-89		Actual FY 89-90		Revised Budget FY 90-91		Proposed FY 91-92		Adopted FY 91-92	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
3257	Communications Services Director	0	0	1	44,783	1	51,646	1	51,624	1	54,567
3256	Communications Engineer III	1	44,905	0	24,990	0	0	0	0	0	0
3254	Communications Engineer II	1	42,338	0	0	0	0	0	0	0	0
3253	Communications Main Supervisor	1	36,959	1	38,104	1	39,499	1	39,803	1	42,072
3252	Communications Engineer I	1	35,099	0	0	0	0	0	0	0	0
3251	Communications Technician II	6	195,847	7	213,894	7	250,078	6	216,936	6	229,302
3249	Telephone Telemetry Technician	1	28,597	1	29,401	1	30,680	1	30,916	1	32,678
3248	Video Technician	1	15,330	0	0	0	0	0	0	0	0
3133	Project Coordinator	0	0	1	16,176	1	39,874	1	42,172	1	42,172
3108	Technician II	0	0	1	36,015	1	36,442	1	36,428	1	36,428
0410	Storekeeper I	1	25,845	1	26,511	1	27,914	1	27,825	1	29,200
0305	Telephone Coordinator	1	26,077	1	27,315	1	24,086	2	60,050	2	63,473
0114	Clerical Specialist	0	0	0	0	0	0	1	19,881	1	21,014
NEW	Electronic Tech. Assistant	0	0	0	0	0	0	1	22,930	1	24,237
<b>AU 360 - FULL-TIME POSITIONS</b>		<b>14</b>	<b>450,796</b>	<b>14</b>	<b>457,187</b>	<b>14</b>	<b>500,219</b>	<b>16</b>	<b>548,365</b>	<b>16</b>	<b>575,143</b>
3256	Communications Engineer III	0	0	0	10,397	1	50,150	1	50,800	1	51,111
<b>AU 446 - FULL-TIME POSITIONS</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>10,397</b>	<b>1</b>	<b>50,150</b>	<b>1</b>	<b>50,800</b>	<b>1</b>	<b>51,111</b>
<b>TOTAL FULL-TIME POSITIONS</b>		<b>14</b>	<b>450,796</b>	<b>14</b>	<b>467,584</b>	<b>15</b>	<b>550,369</b>	<b>17</b>	<b>599,165</b>	<b>17</b>	<b>626,254</b>

**COMPUTER SERVICES FUND (711)**

**FUND SUMMARY**

	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>RESOURCES</u></b>					
<i>Revenue</i>					
<i>Miscellaneous Revenues</i>					
<i>Mult. Co. Aging Services Divisio</i>	0	0	0	31,008	31,008
<i>Portland Development Commis</i>	0	0	0	10,040	10,040
<b>Total Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>41,048</b>	<b>41,048</b>
<i>Trans. from Other Funds-Cash</i>					
<i>Transportation Operating</i>	0	0	0	26,318	26,318
<i>Trans. from Other Funds-Svc. Reimb.</i>					
<i>General Fund</i>	0	0	0	2,003,998	2,003,998
<i>Buildings Operating</i>	0	0	0	50,940	50,940
<i>Emergency Communications</i>	0	0	0	53,732	53,732
<i>Master Lease Acquisition</i>	0	0	0	20,000	20,000
<i>Golf</i>	0	0	0	1,726	1,726
<i>Hydropower Operating</i>	0	0	0	472	472
<i>PIR</i>	0	0	0	289	289
<i>Sewer System Operating</i>	0	0	0	159,630	159,630
<i>Transportation Operating</i>	0	0	0	96,667	96,667
<i>Water</i>	0	0	0	951,699	951,699
<i>Communication Services</i>	0	0	0	22,912	22,912
<i>Fleet Operating</i>	0	0	0	9,599	9,599
<i>Printing/Distribution</i>	0	0	0	1,695	1,695
	0	0	0	3,373,359	3,373,359
<i>Beginning Fund Balance</i>					
<i>Encumbered</i>	0	0	0	0	0
<i>Unencumbered</i>	0	0	0	0	0
<b>Total Beginning Fund Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL RESOURCES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,440,725</b>	<b>\$3,440,725</b>

**REQUIREMENTS**

*Bureau Requirements*

*Internal Materials & Services*

*General*

*Master Lease Acquisition*

*Capital Outlay*

*Total Bureau Requirements*

0	0	0	2,945,657	3,019,699
0	0	0	318,270	318,270
0	0	0	3,263,927	3,337,969
0	0	0	30,000	30,000
0	0	0	3,293,927	3,367,969

## COMPUTER SERVICES FUND (711)

	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b>Contingency</b>					
<i>General Operating Contingency</i>	0	0	0	37,007	37,007
<i>COLA Contingency</i>	0	0	0	78,209	4,167
<i>Encumbrance Carryover</i>	0	0	0	0	0
<b>Total Contingency</b>	0	0	0	115,216	41,174
<b>Transfers to Other Funds – Cash</b>					
<i>Sewer System Operating</i>	0	0	0	31,582	31,582
<b>Unappropriated Ending Balance</b>	0	0	0	0	0
<b>TOTAL REQUIREMENTS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,440,725</b>	<b>\$3,440,725</b>
<b>EXPENDITURES – AU 583</b>					
<i>Internal Materials and Services</i>					
<i>5570 Equipment Lease</i>	0	0	0	318,270	318,270
<i>5590 Other Fund Services</i>	0	0	0	2,945,657	3,019,699
	0	0	0	3,263,927	3,337,969
<i>Capital Outlay</i>					
<i>5640 Equipment</i>	0	0	0	10,000	10,000
<i>5660 Equipment Lease Purchase</i>	0	0	0	20,000	20,000
	0	0	0	30,000	30,000
<b>TOTAL APPROPRIATION</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,293,927</b>	<b>3,367,969</b>

The Computer Services Fund is a newly created working capital fund in 1991–92. The functions this operation provides have previously been budgeted in the General Fund in the Office of Finance and Administration (OF&A).

The separate fund is being designed to facilitate multi-year funding of major capital purchases of data processing equipment. With the new fund, Computer Services will be able to establish a reserve fund for capital replacement, whereas currently any balance achieved by Computer Services falls to the ending balance of the General Fund and must be re-appropriated in the following year. As a separate fund, any balance will be dedicated to a specifically established reserve for equipment replacement. Funds can then be accumulated in advance of need, reducing the need to keep up with demand, thereby stabilizing expenses and rates from year to year.

The personal services costs and operation costs will continue to be budgeted in the OF&A budget, and actual expenditures will be reimbursed via Interagency with the new fund, in the same manner as the Insurance Funds currently do.

The 1991–92 budget is supported by Interagency revenue of \$3,370,359, which compares with \$2,969,759 in the 1990–91 revised budget in OF&A. The fund will also receive \$26,318 in Cash Transfer revenue for the purchase of capital equipment.

Budgeted expenditures include the Interagency with OF&A in the General Fund to support personal services and operational costs of the Computer Services Division. Capital Outlay and Master Lease Payments make up the remainder of the bureau expenditures. Capital Outlay includes \$20,000 for the purchase of an IBM Disk Unit, which was approved as a Capital Improvement Project, and \$10,000 for miscellaneous Data Center equipment.

**FACILITIES SERVICES FUND (704)**

**FUND SUMMARY**

	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>RESOURCES</u></b>					
<i>Revenue</i>					
<i>Service Charges</i>					
<i>Rents and Reimbursements</i>	\$140,733	\$132,312	\$127,519	\$131,169	\$131,169
<i>Parking Fees</i>	123,210	119,035	131,070	128,775	128,775
	263,943	251,347	258,589	259,944	259,944
<i>Government Sources</i>					
<i>Multnomah County Cost Sharing</i>	539,712	482,085	546,366	577,323	577,323
<i>Portland Dev Commission</i>	348,653	289,499	315,481	320,461	320,461
<i>Federal Rent</i>	143,000	134,952	55,644	57,622	57,622
<i>Port of Portland</i>	0	0	8,300	0	0
	1,031,365	906,536	925,791	955,406	955,406
<i>Miscellaneous Revenues</i>					
<i>Interest on Investments</i>	139,608	129,858	95,866	91,385	91,385
<i>Other Miscellaneous Revenue</i>	0	189	9,579	0	0
<i>Bond Proceeds</i>	0	0	0	0	0
<i>Public Building Corporation</i>	507,672	0	550,793	0	0
	647,280	130,047	656,238	91,385	91,385
<b>Total Revenue</b>	<b>1,942,588</b>	<b>1,287,930</b>	<b>1,840,618</b>	<b>1,306,735</b>	<b>1,306,735</b>
<i>Transfers from Other Funds – Svc. Reimb.</i>					
<i>General</i>	1,112,688	1,051,910	2,608,492	2,569,804	2,569,804
<i>Autoport</i>	0	0	197,130	164,679	164,679
<i>Building Operating</i>	270,005	262,475	278,520	293,605	293,605
<i>Communications Services</i>	19,268	19,330	126,799	45,599	45,599
<i>Emergency Communications</i>	0	0	323,579	228,813	228,813
<i>Fire &amp; Police Dis &amp; Retirement</i>	31,863	32,685	32,380	33,135	33,135
<i>Fleet Services</i>	1,062	1,802	465,071	425,247	425,247
<i>Golf</i>	51	164	0	5,944	5,944
<i>Insurance and Claims</i>	31,297	30,502	0	0	0
<i>Justice Center</i>	0	0	869,482	1,227,772	1,227,772
<i>NW I-405 Recreation</i>	0	0	97,972	107,906	107,906
<i>Parking Facilities</i>	0	0	935,356	616,714	616,714
<i>Printing/Distribution</i>	28,806	27,412	32,585	5,596	5,596
<i>Sewer System Operating</i>	300,077	311,138	619,013	562,195	562,195
<i>Transportation Operating</i>	726,815	706,241	767,843	815,771	815,771
<i>Water</i>	445,613	498,006	627,304	589,665	589,665
<i>Workers' Compensation</i>	38,000	36,972	0	0	0
	3,005,545	2,978,637	7,981,526	7,692,445	7,692,445
<i>Transfers from Other Funds – Cash</i>					
<i>General</i>	0	0	1,095,529	318,654	318,654
<i>Federal Grants</i>	0	0	11,515	0	0
	0	0	1,107,044	318,654	318,654

**FACILITIES SERVICES FUND (704)**

	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 89-90</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><i>RESOURCES - Continued</i></b>					
<i>Beginning Fund Balance</i>					
<i>Encumbered</i>	0	0	285,996	930,000	382,365
<i>Unencumbered</i>	518,142	648,457	1,415,538	1,377,786	1,377,786
<i>Total Beginning Fund Balance</i>	518,142	648,457	1,701,534	2,307,786	1,760,151
<b>TOTAL RESOURCES</b>	<b>\$5,466,275</b>	<b>\$4,915,024</b>	<b>\$12,630,722</b>	<b>\$11,625,620</b>	<b>\$11,077,985</b>

**REQUIREMENTS**

<i>Personal Services</i>	\$0	\$0	\$1,133,042	\$1,171,797	\$1,226,349
<i>External Materials and Services</i>	3,537,068	1,851,375	6,767,199	6,238,434	6,265,497
<i>Internal Materials and Services</i>					
<i>General</i>	1,216,956	1,284,192	247,448	322,220	325,106
<i>Autoport Operating</i>	0	7,200	7,200	11,880	11,880
<i>Communications Services</i>	0	2,028	35,397	29,244	29,244
<i>Fleet</i>	0	0	25,606	31,605	31,605
<i>Insurance and Claims</i>	19,279	14,384	36,789	30,128	30,128
<i>Printing/Distribution</i>	0	1,817	13,779	13,650	13,650
<i>Water</i>	0	0	4,850	5,100	5,100
<i>Workers' Compensation</i>	0	0	24,687	23,274	23,274
	1,236,235	1,309,621	395,756	467,101	469,987
<i>Capital Outlay</i>	8,400	0	2,787,384	1,273,404	1,626,502
<i>Cash Transfers-Equipment</i>	0	0	31,047	0	0
<i>Total Bureau Requirements</i>	4,781,703	3,160,996	11,114,428	9,150,736	9,588,335
<i>Transfers to Other Funds - Cash</i>					
<i>General - Overhead</i>	36,116	45,499	70,000	164,585	164,585
<i>Fleet</i>	0	0	45	318	318
	36,116	45,499	70,045	164,903	164,903
<i>Contingency</i>					
<i>General Operating Contingency</i>	0	0	1,446,249	1,317,173	1,314,287
<i>Compensation Adjustment</i>	0	0	0	62,808	10,460
<i>Encumbrance Carryover</i>	0	0	0	930,000	0
<i>Total Contingency</i>	0	0	1,446,249	2,309,981	1,324,747
<i>Unappropriated Ending Balance</i>	648,456	1,708,529	0	0	0
<b>TOTAL REQUIREMENTS</b>	<b>\$5,466,275</b>	<b>\$4,915,024</b>	<b>\$12,630,722</b>	<b>\$11,625,620</b>	<b>\$11,077,985</b>

**GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR**

The Facilities Services Fund was created in FY 1990-91 to account for all of the related facilities program managed by the Bureau of General Services in one central working capital fund. The programs previously in the General Fund's Bureau of General Services (Property Management, Project



Management, Facilities Maintenance, and Capital Improvements) were combined with the Portland Building Fund to create the Facilities Services Fund. (The 1988–89 and 1989–90 historical columns reflect the revenues and expenditures of the old Portland Building Fund; prior history was not restated to incorporate the General Fund revenues and expenditures.) It was anticipated that the new fund would require a limited-term subsidy from the General Fund in order to give the fund time to develop adequate revenues and, if necessary, to liquidate non-revenue producing properties. As such, this budget includes the second year of a three-year cash transfer from the General Fund in the amount of \$318,654, with the transfer declining by one-half (\$159,327) in 1992–93, and eliminated in fiscal year 1993–94. General Services allocates this subsidy to the programs it feels needs the funds most.

The main revenue source of the fund is Service Reimbursement Transfers (\$7,692,445) for office space rental at the Portland Building and City Hall, and for providing other services such as utilities, building and elevator maintenance, cleaning, security, property and capital project management. The decrease in interagency revenues is mostly the result of fewer capital improvement project services requested in 1991–92 versus the amount requested in the 1990–91 revised budget. For example, the Parking Facilities Fund has nearly \$600,000 of capital improvement projects which Facilities Services will manage in 1990–91, compared to only \$105,000 in 1991–92. The Office of the City Auditor also has \$190,000 to renovate their Records Center Archives at Chimney Park in 1990–91, while its 1991–92 interagency agreement includes no capital projects. Some bureaus, such as the Justice Center, have requested additional services for capital improvements, janitorial services, repairs and maintenance, which results in an increase in the interagency agreement. A few bureaus from the General Fund (City Auditor, Licenses, Neighborhood Associations, and Purchasing) have also reduced the amount of office space they will occupy in 1991–92, in response to Measure 5 cutbacks.

Other revenues include parking fees, commercial space rental, office space rental to other government agencies, and interest on investments. The 1990–91 revised budget also shows \$550,793 of miscellaneous revenue from the Portland Buildings Corporation, which was a non-profit legal corporation set up to manage the construction of the Portland Building. These funds represent debt reserves that were required to be held in trust until the retirement of the original bonds used to construct the building. In 1989, the City refinanced the bonds with lower cost debt, and the reserves are being used to finance the remodelling of the Portland Building lobby. The trust fund will be closed out and the legal corporation dissolved upon completion of the lobby project.

General Services' requested budget included \$713,000 of bond proceeds from the sale of a general obligation (property tax) bond issue to finance the construction of a new Emergency Communications Center. (The existing center at Kelly Butte is a refurbished underground air raid bunker from World War II.) The total project envisioned a new Police Precinct, a neighborhood association office, and a Communications repair shop for a total cost of \$7 million, funded by the proposed general obligation bonds. The \$713,000 included in the 1991–92 revenues was only the estimate of first year costs. The Council did not support a bond sale for this project, but did agree to committing \$3.5 million for a new Emergency Communications Center from potential property tax revenues that the City might receive depending on how the State legislature dealt with the issue of urban renewal districts under the Measure 5 property tax limit. Between the Adopted and Proposed Budgets, legislation was enacted in Salem which provided PDC with the ability to under-levy, and thus to eliminate any competition with the General Fund tax base due to Measure 5 tax compression. Because of this action, the Adopted Budget contains \$3.5 million for the construction of a new Emergency Dispatch Center. This money is budgeted within General Fund Contingency and will be transferred to Facilities Services at a latter date.

## FACILITIES SERVICES (732)

Facilities Services Fund (704)

Finance and Administration

### APPROPRIATION SUMMARY

	Actual FY 88-89	Actual FY 89-90	Revised Budget FY 89-90	Proposed FY 91-92	Adopted FY 91-92
<b>EXPENDITURES</b>					
<i>Personal Services</i>	\$0	\$0	\$1,133,042	\$1,171,797	\$1,226,349
<i>External Materials and Services</i>	3,537,068	1,851,375	6,767,199	6,238,434	6,265,497
<i>Internal Materials and Services</i>	1,236,234	1,309,621	395,756	467,101	469,987
<i>Capital Outlay</i>	8,400	0	2,787,384	1,273,404	1,626,502
<i>Cash Transfers-Equipment</i>	0	0	31,047	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$4,781,702</b>	<b>\$3,160,996</b>	<b>\$11,114,428</b>	<b>\$9,150,736</b>	<b>\$9,588,335</b>
<b>Authorized Full-Time Positions</b>					
<i>Total</i>	0	0	22	22	22
<b>FUNDING SOURCES</b>					
<i>General Fund Discretionary</i>		\$0	\$1,064,851	\$318,654	\$318,654
<b>Non-Discretionary Resources</b>					
<i>Grants and Donations</i>		0	11,515	0	0
<i>Contract Revenue</i>		906,536	925,791	955,406	955,406
<i>Interagency Services</i>		2,254,460	7,981,526	7,692,445	7,692,445
<i>Bond Sale Proceeds</i>		0	0	0	0
<i>Bureau/Operating Fund Revenue</i>		0	1,130,745	184,231	621,830
<b>Total Non-Discretionary Resources</b>		<b>\$3,160,996</b>	<b>\$10,049,577</b>	<b>\$8,832,082</b>	<b>\$9,269,681</b>
<b>TOTAL FUNDING</b>		<b>\$3,160,996</b>	<b>\$11,114,428</b>	<b>\$9,150,736</b>	<b>\$9,588,335</b>
<b>PROGRAMS</b>					
<i>Portland Building Office Space</i>	\$3,093,729	\$5,040,076	\$4,476,095	\$4,834,943	\$4,834,943
<i>Portland Building Commercial Space</i>	42,895	40,411	34,147	34,797	34,797
<i>Portland Building Parking Operations</i>	24,372	48,850	54,002	54,002	54,002
<i>Property Management</i>	0	149,982	167,981	174,320	174,320
<i>Project Management</i>	0	584,941	353,422	365,432	365,432
<i>Facilities Maintenance</i>	0	2,424,868	2,817,014	2,851,907	2,851,907
<i>Capital Improvement Projects</i>	0	1,709,700	795,894	815,894	815,894
<i>City Hall</i>	0	740,109	420,088	424,135	424,135
<i>Unassigned Property</i>	0	337,797	32,093	32,905	32,905
<i>Heliport Operations</i>	0	37,694	0	0	0
<b>TOTAL PROGRAM</b>	<b>\$3,160,996</b>	<b>\$11,114,428</b>	<b>\$9,150,736</b>	<b>\$9,588,335</b>	<b>\$9,588,335</b>

### GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR

The 1991-92 operating budget of the Facilities Services Fund totals \$9,588,335, which is a 14% drop over the 1990-91 revised budget of \$11,114,428. Most of this decrease is the result of a \$1.9 million drop in the amount capital improvement projects that the fund will do in 1991-92, projects both for its own facilities and other bureaus' facilities. For example, the Capital Improvements Projects Program, which accounts for capital project requests from other bureaus, is dropping from \$1,709,700 in the 1990-91 revised budget to \$815,894 in the 1991-92 proposed budget. In addition, the Portland Building Office space program contains only \$568,098 of capital improvements in 1991-92, compared to nearly \$1 million in the 1990-91 revised budget (half of which is funded from the Public Building Corporation Trust Fund, as mentioned in the Fund Summary). The City Hall Program also has eliminated the \$250,000 City Hall Renovation Project from its 1991-92 proposed budget, due to Measure 5 constraints, since funding

## **FACILITIES SERVICES (732)**

Facilities Services Fund (704)

Finance and Administration

*APPROPRIATION SUMMARY*

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would have been from the General Fund.

The Unassigned Property Program, which accounts for those properties not assigned to other City bureaus, is also being reduced from \$337,797 in 1990-91 to \$32,905 in 1991-92. Most of these properties were acquired as right-of-way for parks, roads, water, sewer or drainage projects. The reduction in 1991-92 is the result of \$163,000 of one-time expenditures in 1990-91 for improvements to three neighborhood association buildings, and a reduction in the number of properties that the program manages. During 1990-91, General Services has negotiated the assignment of nearly 40 properties to those bureaus who should take responsibility for them. This has reduced the expenditures for taxes, assessments, repair and maintenance of unassigned properties by nearly \$140,000. Out of the original 950 unassigned properties identified in 1989, nearly 75% have been assigned to the bureaus responsible for their acquisition or future use.

Finally, the Heliport Operations Program has not been budgeted in 1991-92, since the Northwest Rotorcraft Association (NWRA) has agreed to take over the operations and maintenance of this facility located on the roof of the N.W. Front and Davis Parking Garage in Old Town. All expenditures will be paid by the association, and maintenance will be done by NWRA volunteers.

### **PERFORMANCE OBJECTIVES**

The Bureau of General Services submitted the following performance objectives, with estimated completion dates, for the Facilities Services Division.

1. Obtain Financing for the new Eastside Facility by September 1, 1991.
2. Begin Construction of new Eastside Facility by January 1, 1992.
3. Complete Portland Building Lobby Renovation Project by December 31, 1991.
4. Complete Structural Repairs at First & Jefferson Garage by September 30, 1991.
5. Lease 100% of Front & Davis Garage Retail Space by December 31, 1991.

**FACILITIES SERVICES (732)**

Facilities Services Fund (704)

Finance and Administration

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>PORTLAND BUILDING OFFICE SPACE</u></b>				
<i>Total Expenditures</i>	\$3,093,729	\$5,040,076	\$4,476,095	\$4,834,943
<i>General Fund Discretionary Expenditures</i>	0	0	0	0
<i>Authorized Full-Time Positions</i>	0.00	4.10	3.80	3.80
<i>Performance/Workload Measures:</i>				
Income as Percent of Expenditures	N/A	100%	100%	100%
Percentage of Office Space Occupied	96%	98%	100%	100%

This program provides for expenses associated with operating and maintaining the Portland Building, including utilities, repairs, cleaning, security, and debt service payments. The existing occupancy rate for office space is 98 percent. Revenues for this program are derived from the rental fees charged to the City, Multnomah County, and the Federal government.

The 1991-92 budget totals \$4,834,943, equal to a 4% drop over the 1990-91 revised budget of \$5,040,076. This reduction is the result of nearly \$470,000 less in capital improvements to the Portland Building, \$568,000 in 1991-92 compared to nearly \$1 million in 1990-91. The major expenditure in this program is the \$2,770,065 for debt service on the 1989 Series Certificates of Participation, which refinanced the original 1980 bonds. The remaining \$1,481,030 of expenditures will be for janitorial, security, repairs and maintenance of the Portland Building, which is an increase of approximately \$200,000 over the 1990-91 revised budget for these services.

**PORTLAND BUILDING COMMERCIAL SPACE**

<i>Total Expenditures</i>	\$42,895	\$40,411	\$34,147	\$34,797
<i>General Fund Discretionary Expenditures</i>	0	0	0	0
<i>Authorized Full-Time Positions</i>	0.00	0.20	0.20	0.20
<i>Performance/Workload Measures:</i>				
Occupancy Rate	100%	100%	100%	100%

This program provides for the property management of the Portland Building's commercial space. The Bureau of General Services negotiates leases regularly to ensure maximum rental income. Currently the space is 90% leased. Included in this program is \$22,096 for property taxes on the commercial space, compared to \$28,945 in 1990-91. Commercial space revenues (estimated at \$129,000 in 1991-92) in excess of operating expenses are used to reduce rental rates for office space tenants.

**FACILITIES SERVICES (732)**

Facilities Services Fund (704)

Finance and Administration

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>PORTLAND BUILDING PARKING OPERATIONS</u></b>				
<i>Total Expenditures</i>	\$24,372	\$48,850	\$54,002	\$54,002
<i>General Fund Discretionary Expenditures</i>	0	0	0	0
<i>Authorized Full-Time Positions</i>	0.00	0.00	0.00	0.00
<i>Performance/Workload Measures:</i>				
Gross Revenue per Year	\$147,322	\$127,519	\$140,119	\$140,119
Percentage of Short-term Parking	91%	95%	95%	95%

This program provides short-term public parking and limited long-term parking for tenants. Parking operations are managed by General Services through a contract with the Association for Portland Progress. Revenues are estimated at \$131,000 in 1991-92, with the excess of program expenditures used to reduce rental rates for office space tenants.

**PROPERTY MANAGEMENT**

<i>Total Expenditures</i>	\$0	\$149,982	\$167,981	\$174,320
<i>General Fund Discretionary Expenditures</i>	0	32,160	52,660	52,660
<i>Authorized Full-Time Positions</i>	0.00	2.20	2.20	2.20
<i>Performance/Workload Measures:</i>				
Income as a Percent of Expenditures	N/A	100%	100%	100%

This program manages the City's commercial property leases, and researches, evaluates, and negotiates for both the sale of surplus properties and the purchase of new properties as needed. As part of the creation of the Facilities Services Fund, this program receives the second year of a three-year General Fund declining subsidy, intended to allow the program to develop self-supporting revenues. The Property Management Program receives service reimbursement revenues equivalent to commissions for services such as leases, purchases and sales negotiations. For 1991-92, the program anticipates service reimbursement revenues of \$115,321, equal to 68% of the total expenditures of \$167,981. The remaining \$52,660 will come from the General Fund transfer. The increase in the 1991-92 budget is the result of increases in service reimbursement costs to the Bureau of General Services Administration for centralized management, accounting, and the like.

## FACILITIES SERVICES (732)

Facilities Services Fund (704)

Finance and Administration

PROGRAM SUMMARY

Program	Actual FY 89-90	Revised Budget FY 90-91	Proposed FY 91-92	Adopted FY 91-92
<b><u>PROJECT MANAGEMENT</u></b>				
Total Expenditures	\$0	\$584,941	\$353,422	\$365,432
General Fund Discretionary Expenditures	0	339,128	261,301	261,301
Authorized Full-Time Positions	0.00	4.50	4.60	4.60
<i>Performance/Workload Measures:</i>				
Project Turnaround (Percentage of Monthly Milestones Met)	N/A	N/A	75%	75%
Billable Hours as a Percent of Available Hours	N/A	N/A	89%	89%

This program provides construction management, consultant management, facilities space planning, and long-range facilities capital improvement planning. This program will administer, manage, and supervise improvements, renovations, space adjustments, and moving of tenants. The Project Management Program will receive the second year of a three-year General Fund subsidy, intended to allow the program to develop self-supporting revenues. For 1991-92, this subsidy will decline from \$339,128 in 1990-91 to \$261,301. The remaining \$92,121 of support will come from service reimbursement charges. The decrease in the 1991-92 budget is the result of fewer requests for capital improvement projects which require professional services contracts for design and engineering services. The 1990-91 revised budget includes nearly \$200,000 of mid-year increases to the budget for space planning, remodeling, and office moves, most notably for moving the Parks Bureau to the 13th Floor of the Portland Building after it was vacated by a Federal agency.

## **FACILITIES MAINTENANCE**

Total Expenditures	\$0	\$2,424,868	\$2,817,014	\$2,851,907
General Fund Discretionary Expenditures	0	0	0	0
Authorized Full-Time Positions	0.00	9.30	9.30	9.30
<i>Performance/Workload Measures:</i>				
Income as a Percent of Expenditures	N/A	100%	100%	100%
Work Orders Completed as a Percent of Work Orders Received	N/A	100%	100%	100%

The program provides building maintenance services to over 37 City facilities, directing and providing janitorial services, security, elevator and HVAC maintenance, and other building maintenance and repairs. Approximately 30 percent of the 1991-92 budget is for contracted services, such as janitorial, security, and elevator maintenance, while another 20 percent is for utilities. The program is self-sufficient and covers all of its costs through service reimbursement revenues from other City bureaus. The increase of over \$400,000 in the 1991-92 budget is the result of increased requests for services, most notably for additional janitorial and repairs and maintenance in the Justice Center (\$191,000), the Parking Facilities Fund (\$141,000), and the Fleet Services Fund (\$89,000).

## FACILITIES SERVICES (732)

Facilities Services Fund (704)

Finance and Administration

PROGRAM SUMMARY

<i>Program</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>CAPITAL IMPROVEMENT PROJECTS</u></b>				
<i>Total Expenditures</i>	\$0	\$1,709,700	\$795,894	\$815,894
<i>General Fund Discretionary Expenditures</i>	0	68,207	0	0
<i>Authorized Full-Time Positions</i>	0.00	0.00	0.00	0.00
<i>Performance/Workload Measures:</i>				
Total Number of Projects	N/A	N/A	27	27

This program includes the capital improvement projects that Facilities Services will manage for other City bureaus and funds. The bureau's requested budget of \$3,361,860 has been reduced to \$815,894, based on the Capital Review Committee's recommendations to the City Council for projects to include in 1991-92. This represents a drop of nearly \$1 million from the 1990-91 revised budget of \$1,709,700, which includes nearly \$800,000 of capital projects carried over from 1989-90 in order to be completed. Major projects scheduled for 1991-92, and the bureau for which they are being managed, include: Fuel Management and Tank Removal(\$189,302), Stanton Yard and Autoport Shop Doors (\$73,320), Fleet Services; East Precinct Remodelling (\$177,700), Property Warehouse Elevator (\$79,680) and Exterior Upgrade (\$64,160), North Precinct Flooring Replacement (\$19,160), Justice Center Repairs (\$181,492), Police; Parking Garage Improvements (\$104,064), Parking Facilities; and Autoport Elevator Improvements (\$47,512), Autoport.

### CITY HALL

<i>Total Expenditures</i>	\$0	\$740,109	\$420,088	\$424,135
<i>General Fund Discretionary Expenditures</i>	0	287,559	0	0
<i>Authorized Full-Time Positions</i>	0.00	1.50	1.60	1.60
<i>Performance/Workload Measures:</i>				
Building Maintenance Costs per Square Foot	N/A	\$8.63	\$9.02	\$9.02

This program provides the operations and maintenance for the City Hall Building, supported from service reimbursements (rental charges) from building tenants. Included in the budget is \$370,088 for janitorial and security services, and \$50,000 for carpet and drapery replacement, both of which are supported by rental charges to tenants. The decrease from the 1990-91 revised budget is from the elimination of the \$250,000 City Hall Rehabilitation Project, to be funded by a cash transfer from the General Fund. This was meant to be an ongoing project, but in the wake of the Measure 5 property tax limitation was not deemed possible at this time. Other reductions include utilities (\$15,000) and repairs and maintenance (\$27,000) expenditures based on a few bureaus reducing their space. Most notably, the City Auditors Office will vacate its first floor vault.

# FACILITIES SERVICES (732)

Facilities Services Fund (704)

Finance and Administration

## LINE ITEM APPROPRIATIONS

<i>Expenditure Classification</i>	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 89-90</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
511000 Full-Time Employees	\$0	\$0	\$782,352	\$786,127	\$826,832
512000 Part-Time Employees	0	0	13,520	14,404	15,226
514000 Overtime	0	0	22,920	48,929	48,929
515000 Premium Pay	0	0	0	1,500	1,500
517000 Benefits	0	0	314,250	320,837	333,862
<b>Total Personal Services</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,133,042</b>	<b>\$1,171,797</b>	<b>\$1,226,349</b>
521000 Professional Services	\$26,927	\$35,502	\$647,649	\$143,487	\$145,731
522000 Utilities	0	0	978,632	1,008,995	1,008,995
523000 Equipment Rental	0	0	2,533	1,400	1,400
524000 Repair & Maintenance	(679)	305	1,657,491	1,685,010	1,689,677
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	5,530	80,982	87,657	43,450	55,450
531000 Office Supplies	0	0	2,063	2,200	2,200
532000 Operating Supplies	0	0	72,426	80,367	80,367
533000 Repair & Maintenance Supplies	0	0	133,891	131,197	141,553
534000 Minor Equipment	0	0	4,220	3,255	3,255
535000 Clothing	0	0	19,736	16,700	16,700
539000 Other Commodities	0	0	0	4,375	4,375
541000 Education	0	0	10,800	11,565	11,565
542000 Local Travel	0	0	950	1,250	1,250
543000 Out-of-Town Travel	0	0	2,420	2,050	2,050
544000 External Rent	3,476,425	1,708,267	2,812,277	2,812,002	2,812,002
545000 Interest	0	0	0	0	0
546000 Refunds	0	0	0	0	0
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	28,865	26,319	334,454	291,131	288,927
<b>Subtotal External Materials &amp; Services</b>	<b>\$3,537,068</b>	<b>\$1,851,375</b>	<b>\$6,767,199</b>	<b>\$6,238,434</b>	<b>\$6,265,497</b>
551000 Fleet Services	\$0	\$0	\$25,606	\$31,605	\$31,605
552000 Printing/Distribution	0	0	13,779	13,650	13,650
553000 Facilities Services	0	1,817	0	0	0
554000 Communications	0	2,028	35,397	29,244	29,244
555000 Data Processing	19,279	0	0	0	0
556000 Insurance	0	14,384	61,476	53,402	53,402
557000 Equipment Lease	0	0	0	0	0
558000 Same Fund Services	0	0	0	0	0
559000 Other Fund Services	1,216,955	1,291,392	259,498	339,200	342,086
<b>Subtotal Internal Materials &amp; Services</b>	<b>\$1,236,234</b>	<b>\$1,309,621</b>	<b>\$395,756</b>	<b>\$467,101</b>	<b>\$469,987</b>
<b>Total Materials &amp; Services</b>	<b>\$4,773,302</b>	<b>\$3,160,996</b>	<b>\$7,162,955</b>	<b>\$6,705,535</b>	<b>\$6,735,484</b>
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	0	0	12,794	0	0
563000 Improvements	0	0	2,762,940	1,252,854	1,605,952
564000 Equipment	8,400	0	11,650	20,550	20,550
565000 Equipment Lease Purchase	0	0	0	0	0
<b>Total Capital Outlay</b>	<b>\$8,400</b>	<b>\$0</b>	<b>\$2,787,384</b>	<b>\$1,273,404</b>	<b>\$1,626,502</b>
573000 Cash Transfers - Equipment	\$0	\$0	\$31,047	\$0	\$0
<b>Total Appropriation</b>	<b>\$4,781,702</b>	<b>\$3,160,996</b>	<b>\$11,114,428</b>	<b>\$9,150,736</b>	<b>\$9,588,335</b>



**FACILITIES SERVICES (732)**

Facilities Services Fund (704)

Finance and Administration

**FULL-TIME POSITIONS**

Class	Title	Actual FY 88-89		Actual FY 89-90		Revised Budget FY 90-91		Proposed FY 91-92		Adopted FY 91-92	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
<b><u>FULL-TIME POSITIONS</u></b>											
3350	Facilities Manager	0	0	0	0	1	52,150	1	52,547	1	55,545
3210	Lease And Property Technician	0	0	0	0	1	30,576	1	32,672	1	34,524
3164	Engineer	0	0	0	0	1	49,729	1	48,816	1	51,604
3138	Architectural Supervisor	0	0	0	0	1	45,124	1	45,462	1	48,061
3136	Property Manager	0	0	0	0	1	43,325	1	43,660	1	46,154
3134	Architect	0	0	0	0	1	43,953	1	44,288	1	44,288
3108	Technician II	0	0	0	0	1	33,331	1	29,181	1	29,181
1443	Painter	0	0	0	0	1	31,637	1	31,880	1	33,704
1218	Utility Worker	0	0	0	0	2	53,300	2	53,700	2	56,760
1118	Facilities Maintenance Manager	0	0	0	0	1	45,560	1	46,280	1	48,921
1117	Building Maintenance Supervisor II	0	0	0	0	1	35,714	1	37,248	1	39,374
1116	Lead Building Maintenance Mecha	0	0	0	0	1	33,220	1	33,473	1	35,380
1115	Building Maintenance Mechanic	0	0	0	0	9	284,733	9	286,920	9	303,336
<b>TOTAL FULL-TIME POSITIONS</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>22</b>	<b>782,352</b>	<b>22</b>	<b>786,127</b>	<b>22</b>	<b>826,832</b>

**FLEET SERVICES OPERATING FUND (705)**

**FUND SUMMARY**

	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>RESOURCES</u></b>					
<i>Revenue</i>					
<i>Service Charges &amp; Fees</i>					
<i>Misc. Service Charges</i>	\$3,404	\$2,508	\$5,000	\$5,000	\$5,000
<i>Miscellaneous Revenues</i>					
<i>Sales of Capital Equipment</i>	252,139	301,874	90,000	150,000	150,000
<i>Sales-Undercover Vehicles</i>	78,874	6,414	30,000	20,000	20,000
<i>Sales-Miscellaneous</i>	1,190	4,028	1,000	1,000	1,000
<i>Refunds</i>	0	27	0	0	0
<i>Interest on Investment</i>	441,916	372,170	80,000	200,000	200,000
<i>Miscellaneous Revenue</i>	78,576	66,411	1,000	1,000	1,000
	852,695	750,924	202,000	372,000	372,000
<b>Total Revenue</b>	<b>856,099</b>	<b>753,432</b>	<b>207,000</b>	<b>377,000</b>	<b>377,000</b>
<i>Transfers from Other Funds – Cash</i>					
<i>General</i>	94,248	413,946	195,659	103,401	211,401
<i>Building</i>	0	48,600	40,519	3,667	3,667
<i>Communications</i>	0	0	51	360	360
<i>Emergency Communications</i>	0	8,614	39	276	276
<i>Facilities Services</i>	0	0	22,514	318	318
<i>Golf</i>	0	0	33	233	233
<i>Hydropower</i>	0	0	18	127	127
<i>Printing/Distribution</i>	0	15,000	120	848	848
<i>Sewer Operating</i>	14,336	124,000	70,888	148,274	148,274
<i>Transportation</i>	3,500	114,955	24,750	0	0
<i>Water</i>	84,631	120,507	245,290	332,047	332,047
	196,715	845,622	599,881	589,551	697,551
<i>Transfers from Other Funds – Svc. Reimb.</i>					
<i>General</i>	3,364,004	3,682,794	4,191,041	4,288,262	4,320,762
<i>Assessment Collection</i>	0	0	2,691	2,065	2,065
<i>Building Operating</i>	163,720	171,197	288,430	253,954	253,954
<i>Communications Services</i>	9,439	12,289	19,716	24,367	24,367
<i>Emergency Communication</i>	7,798	9,817	10,390	10,109	10,109
<i>Facilities Services</i>	0	0	25,606	31,605	31,605
<i>Golf Fund</i>	50,594	44,194	61,929	81,438	81,438
<i>Hydropower Operating</i>	5,548	7,636	6,734	7,038	7,038
<i>Ins/Claims Operating</i>	688	1,273	0	0	0
<i>Performing Arts</i>	1,806	0	0	0	0
<i>PIR</i>	1,234	151	188	409	409
<i>Printing/Distribution</i>	35,316	35,681	35,647	43,639	43,639
<i>Refuse Disposal</i>	0	0	1,767	1,033	1,033
<i>Sewer Operating</i>	243,543	313,412	417,126	508,029	508,029
<i>Transportation Operating</i>	3,661,664	4,057,616	4,443,023	5,350,491	5,350,491
<i>Water</i>	1,175,337	1,171,353	1,487,340	1,715,071	1,715,071

**FLEET SERVICES OPERATING FUND (705)**

**FUND SUMMARY**

	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b>RESOURCES (Continued)</b>					
<i>Workers' Comp</i>	1,039	1,059	0	0	0
	8,721,730	9,508,472	10,991,628	12,317,510	12,350,010
<i>Beginning Fund Balance</i>					
<i>Encumbered</i>	0	0	1,986,446	2,672,000	2,574,582
<i>Unencumbered</i>	2,846,041	1,948,871	1,956,652	671,923	671,923
<i>Total Beginning Fund Balance</i>	2,846,041	1,948,871	3,943,098	3,343,923	3,246,505
<b>TOTAL RESOURCES</b>	<b>\$12,620,585</b>	<b>\$13,056,397</b>	<b>\$15,741,607</b>	<b>\$16,627,984</b>	<b>\$16,671,066</b>
<b>REQUIREMENTS</b>					
<i>Bureau Requirements</i>					
<i>Personal Services</i>	\$2,995,072	\$3,092,848	\$3,544,482	\$3,567,921	\$3,762,310
<i>External Materials and Services</i>	1,922,900	2,232,153	2,498,869	2,730,365	2,767,590
<i>Internal Materials and Services</i>					
<i>General</i>	398,797	467,480	298,114	241,875	241,875
<i>Autoport</i>	0	0	0	21,315	21,315
<i>Communications</i>	25,196	24,086	27,915	24,408	24,408
<i>Computer Services</i>	0	0	0	9,599	9,599
<i>Equip. Acquisition</i>	65,235	65,234	53,000	165,956	165,956
<i>Facilities Services</i>	0	0	465,071	425,247	425,247
<i>Ins./Claims Operating</i>	8,168	7,410	30,080	31,225	31,225
<i>Portland Building Fund</i>	812	1,802	0	0	0
<i>Printing/Distribution</i>	12,731	12,400	14,663	13,135	13,135
<i>Transportation</i>	0	26,166	0	0	0
<i>Water</i>	53,983	54,838	60,100	64,000	64,000
<i>Workers' Comp</i>	251,067	288,593	147,971	127,076	127,076
	815,989	948,009	1,096,914	1,123,836	1,123,836
<i>Capital Outlay</i>	4,002,441	2,533,744	7,584,097	5,270,770	7,941,954
<i>Cash Transfers-Equipment</i>	0	0	0	0	0
<b>Total Bureau Requirements</b>	<b>9,736,402</b>	<b>8,806,754</b>	<b>14,724,362</b>	<b>12,692,892</b>	<b>15,595,690</b>
<i>Transfers to Other Funds - Cash</i>					
<i>General Fund - Overhead</i>	377,967	292,528	321,781	413,921	413,921
<i>General Fund - Other</i>	369,035	0	105,000	0	0
<i>Health Insurance</i>	0	16,292	0	0	0
	747,002	308,820	426,781	413,921	413,921
<i>Contingency</i>					
<i>General Operating Contingency</i>	0	0	25,464	80,698	75,528
<i>Compensation Adjustments</i>	0	0	0	203,473	20,927
<i>Encumbrance Carryover</i>	0	0	0	2,672,000	0
<b>Total Contingency</b>	<b>0</b>	<b>0</b>	<b>25,464</b>	<b>2,956,171</b>	<b>96,455</b>
<i>Unappropriated Ending Balance</i>	2,137,181	3,940,823	565,000	565,000	565,000
<b>TOTAL REQUIREMENTS</b>	<b>\$12,620,585</b>	<b>\$13,056,397</b>	<b>\$15,741,607</b>	<b>\$16,627,984</b>	<b>\$16,671,066</b>

**FLEET SERVICES (562)**

Fleet Services Operating Fund (705)

Finance and Administration

**APPROPRIATION SUMMARY**

	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b>EXPENDITURES</b>					
<i>Personal Services</i>	\$2,995,072	\$3,092,848	\$3,544,482	\$3,567,921	\$3,762,310
<i>External Materials and Services</i>	1,922,900	2,232,153	2,498,869	2,730,365	2,767,590
<i>Internal Materials and Services</i>	815,989	948,009	1,096,914	1,123,836	1,123,836
<i>Capital Outlay</i>	4,002,441	2,533,744	7,584,097	5,270,770	7,941,954
<i>Cash Transfers-Equipment</i>	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$9,736,402</b>	<b>\$8,806,754</b>	<b>\$14,724,362</b>	<b>\$12,692,892</b>	<b>\$15,595,690</b>
<b>Authorized Full-Time Positions</b>					
<i>Total</i>	75	75	76	76	76
<b>FUNDING SOURCES</b>					
<i>General Fund Discretionary</i>		\$0	\$0	\$0	\$0
<b>Non-Discretionary Resources</b>					
<i>Grants and Donations</i>		0	0	0	0
<i>Contract Revenue</i>		0	0	0	0
<i>Interagency Services</i>		8,425,492	11,591,509	12,515,892	15,418,690
<i>Bureau/Operating Fund Revenue</i>		381,262	3,132,853	177,000	177,000
<b>Total Non-Discretionary Resources</b>		<b>\$8,806,754</b>	<b>\$14,724,362</b>	<b>\$12,692,892</b>	<b>\$15,595,690</b>
<b>TOTAL FUNDING</b>		<b>\$8,806,754</b>	<b>\$14,724,362</b>	<b>\$12,692,892</b>	<b>\$15,595,690</b>
<b>PROGRAMS</b>					
<i>Administration</i>		\$606,067	\$767,408	\$851,886	\$986,005
<i>Maintenance and Repair</i>		4,529,178	5,181,397	5,186,441	5,383,348
<i>Body and Paint</i>		457,124	492,617	499,267	515,360
<i>Fabrication</i>		475,570	455,294	512,384	528,345
<i>Motorpool</i>		99,488	89,884	145,168	167,654
<i>Lease Equipment</i>		343,571	249,466	372,673	383,873
<i>Capital Replacement</i>		1,982,701	6,833,335	4,639,173	6,984,145
<i>Police Undercover Account</i>		17,989	70,080	36,530	36,765
<i>Cash Transfers</i>		295,066	584,881	449,370	610,195
<b>TOTAL PROGRAMS</b>		<b>\$8,806,754</b>	<b>\$14,724,362</b>	<b>\$12,692,892</b>	<b>\$15,595,690</b>

**GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR**

The Fleet Services Division of the Bureau of General Services provides repair, maintenance, fabrication, body and paint services to the City's fleet of more than 1900 vehicles and equipment. The division also operates a 21 unit motorpool to provide City employees with vehicles on a short-term basis. Vehicles and equipment are replaced at the end of their useful life through a capital replacement program.

The 1991-92 operating budget for Fleet Services is \$15,595,690, a 6% increase over the 1990-91 revised budget of \$14,724,362. Increases occurred in personal services due to the cost of living increase, in materials and services due to additional appropriations within repair and maintenance and operating supplies which reflect increased requests from bureaus, and in capital outlay, due to increased capital replacement purchases. The adopted budget includes \$2.5 million in encumbrance carryover for capital purchases which was budgeted at the fund level in the proposed budget.

**FLEET SERVICES (562)**

Fleet Services Operating Fund (705)

Finance and Administration

*APPROPRIATION SUMMARY*

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**PERFORMANCE OBJECTIVES**

The Bureau of General Services submitted the following performance objectives, with completion dates, for the Fleet Services Division for the 1991-92 fiscal year.

1. Average 90% of fleet available for use by June 30, 1992.
2. Increase "billable work time" from 60% to 65% by June 30, 1992.
3. Create new lightweight vehicle mechanics position and hire by June 30, 1992.
4. Reduce Fleet Services Division by 3 positions without reduction in service through new light vehicle mechanic class implementation (by December 31, 1991).
5. Implement Year 3 of the Fleet Improvement Plan through June 30, 1992.

**FLEET SERVICES (562)**  
**Fleet Services Operating Fund (705)**  
**Finance and Administration**

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>ADMINISTRATION</u></b>				
<i>Total Expenditures</i>	\$606,067	\$767,408	\$851,886	\$986,005
<i>Authorized Full-Time Positions</i>	10.00	9.60	9.60	9.60
<i>Performance/Workload Measures:</i>				
Percent Availability of All Fleet Vehicles	N/A	90%	90%	90%
Total Available Vehicle Hours	N/A	15,144,000	15,144,000	15,144,000
Preventive Maintenance Work Orders	N/A	5,400	5,000	5,000
Non-Preventive Maintenance Work Orders	N/A	14,100	14,600	14,600

the acquisition, maintenance, repair, and disposal of fleet vehicles in an efficient and timely manner. It also provides direction for fleet management, repair pool, and fabrication operations. In addition, specific direction is provided for specifications for new equipment, vehicle replacement management, and long- and short-range planning of the fleet.

the Fuel Management CIP Project (\$143,062) which will begin in FY 1992-93, and the installation of 100 new fuel stations. The project is estimated to be completed in FY 1992-93, and will cost approximately \$1.2 million in that year.

<b><u>MAINTENANCE AND REPAIR</u></b>				
<i>Total Expenditures</i>	\$4,529,178	\$5,181,397	\$5,186,441	\$5,383,348
<i>Authorized Full-Time Positions</i>	51.80	51.80	51.80	51.80
<i>Performance/Workload Measures:</i>				
Percent Availability of Fleet Vehicles	N/A	93%	93%	93%
Total Available Vehicle Hours	N/A	15,494,000	15,494,000	15,494,000
Preventive Maintenance Work Orders	N/A	5,400	5,000	5,000
Non-Preventive Maintenance Work Orders	N/A	12,000	12,500	12,500

This program directly maintains and repairs City owned vehicles and equipment, including preventive maintenance. The work is performed at four major garages (Stanton, Powell, Interstate, and Municipal/Autoport), two satellite facilities, and other non-City locations. The program will continue the changes implemented over the last two years to improve efficiencies through the assignment of work among the garages to repair vehicles of similar size at specific locations. Preventive maintenance is provided to ensure more reliable operation of the equipment and allow scheduling of service for better coordination with the customers' needs. A "fast lube" operation for automobiles has proven successful and will be continued in 1991-92.

**FLEET SERVICES (562)**

Fleet Services Operating Fund (705)

Finance and Administration

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>BODY AND PAINT</u></b>				
<i>Total Expenditures</i>	\$457,124	\$492,617	\$499,267	\$515,360
<i>Authorized Full-Time Positions</i>	6.10	6.10	6.10	6.10
<i>Performance/Workload Measures:</i>				
Percent Availability of Fleet Vehicles	N/A	99%	99%	99%
Total Available Vehicle Hours	N/A	16,534,000	16,534,000	16,534,000
Number of Work Orders Received	N/A	1,200	1,200	1,200
Percentage of All Work Orders Completed	N/A	100%	100%	100%

The body and paint shop repairs City vehicles damaged by collision, wear, vandalism, or abuse. This includes restoring the body through repair or replacement of damaged sheet metal, glass, lenses, equipment and other accessories. The restored vehicles and equipment are then painted, if necessary. Professional work is provided by Fleet Services employees, or contracted out to responsible vendors.

**FABRICATION**

<i>Total Expenditures</i>	\$475,570	\$455,294	\$512,384	\$528,345
<i>Authorized Full-Time Positions</i>	6.10	6.10	6.10	6.10
<i>Performance/Workload Measures:</i>				
Percent Availability of Fleet Vehicles	N/A	98%	98%	98%
Total Available Vehicle Hours	N/A	16,404,000	16,404,000	16,404,000
Number of Work Orders Received	N/A	900	900	900
Percentage of All Work Orders Completed	N/A	100%	100%	100%

The fabrication shop repairs vehicular and equipment components, and modifies or creates specialty items for various City bureaus. In addition, work is provided on request for other City property such as parking meter posts, light poles, bridges, sidewalk forms, and meter covers. The increase in 1991-92 reflects the increased cost of supplies and materials for many of the specialty items worked on.

**MOTORPOOL**

<i>Total Expenditures</i>	\$99,488	\$89,884	\$145,168	\$167,654
<i>Authorized Full-Time Positions</i>	1.00	1.00	1.00	1.00
<i>Performance/Workload Measures:</i>				
Number of Trips using Motorpool Vehicles	N/A	2,000	2,200	2,200

This program provides vehicles for City employees on a short-term basis as an efficient and convenient alternative to assigned fleet vehicles. The Motorpool includes 18 vehicles, garaged at the Autoport at 1st and Jefferson. The increase in the 1991-92 budget reflects the acquisition of four newer vehicles to replace the four oldest sedans in the motorpool. The proposed budget also reflects additional payments to the Autoport of \$19,440 for the parking of the 18 motorpool vehicles.

**FLEET SERVICES (562)**

Fleet Services Operating Fund (705)

Finance and Administration

*PROGRAM SUMMARY*

<i>Program</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>LEASE EQUIPMENT</u></b>				
<i>Total Expenditures</i>	\$343,571	\$249,466	\$372,673	\$383,873
<i>Authorized Full-Time Positions</i>	0.00	0.00	0.00	0.00
<i>Performance/Workload Measures:</i>				
None Submitted				

This program is a pass through payment of funds for leased vehicles, which provides an alternative to the direct purchase of vehicles and equipment. Currently, this program provides vehicles to the City Commissioners and the Police for short-term undercover and surveillance work. The increase in FY 1991-92 reflects the lease-purchase of four new sweepers for the Bureau of Maintenance which were financed through the City's Master Lease program.

**CAPITAL REPLACEMENT**

<i>Total Expenditures</i>	\$1,982,701	\$6,833,335	\$4,639,173	\$6,984,145
<i>Authorized Full-Time Positions</i>	0.00	1.30	1.30	1.30
<i>Performance/Workload Measures:</i>				
Percent of Replacement Dollars Spent	N/A	90%	95%	95%

This program funds the replacement of City vehicles on a scheduled basis to provide reliable and efficient vehicles to bureaus. Funds are generated from the replacement portion of Fleet rates, and from interest earnings and the sale of surplus equipment. All expenditures of these funds are reviewed by General Services, customer bureaus, Bureau of Financial Planning, and the City Council prior to commitment.

The 1991-92 budget includes funding for overage vehicles (vehicles which have surpassed their estimated useful life), at the full replacement charge for vehicles of the same class. Collection of this charge was discontinued several years ago to lower costs to City bureaus, but reintroduced three years ago at 50% of full replacement in year one, 75% in year two, until 100% this year. The budget includes \$2.5 million of encumbrance carryover for capital purchases which was budgeted at the fund level in the proposed budget.

**POLICE UNDERCOVER ACCOUNT**

<i>Total Expenditures</i>	\$17,989	\$70,080	\$36,530	\$36,765
<i>Authorized Full-Time Positions</i>	0.00	0.10	0.10	0.10
<i>Performance/Workload Measures:</i>				
None Submitted				

This program funds the purchase of confiscated vehicles, and the repair of leased and confiscated vehicles used by the Bureau of Police for undercover work. The revenues and expenditures are accounted for on a revolving basis, with balances from a previous year carried forward into the next year.



**FLEET SERVICES (562)**  
**Fleet Services Operating Fund (705)**  
**Finance and Administration**

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 88-89</i>	<i>Revised Budget FY 89-90</i>	<i>Proposed FY 90-91</i>	<i>Adopted FY 90-91</i>
<b><u>CASH TRANSFERS</u></b>				
<i>Total Expenditures</i>	\$295,066	\$584,881	\$449,370	\$610,195
<i>Authorized Full-Time Positions</i>	0.00	0.00	0.00	0.00
<i>Performance/Workload Measures:</i>				
None Submitted				

This program identifies cash transfers from user bureaus to acquire new fleet equipment. This equipment is in addition to that acquired through the normal replacement program. The decrease from the 1990-91 revised budget reflects additional mid-year requests that bureaus have made in 1990-91. The equipment to be purchased includes:

Fire, Rescue & Emergency Services	1 Sedan	\$9,870
Police	5 Patrol Cars	100,000
	1 Investigative Staff Car	8,000
		<u>108,000</u>
Bureau of Environmental Services	10 Sedans, Compact	90,000
	4 Mini Cargo Vans	52,000
		<u>142,000</u>
Bureau of Water Works	4 Pickup Trucks	46,000
	2 Dump Trucks	80,000
	1 Service Truck	70,000
	2 Utility Trucks	38,000
	2 10-ton Equipment Trailer	22,000
	1 Cargo Van	14,000
	1 Mini Van	18,000
	1 Sedan	9,500
	<u>297,500</u>	
		<u><u>\$557,370</u></u>

**FLEET SERVICES (562)**  
**Fleet Services Operating Fund (705)**  
**Finance and Administration**

**LINE ITEM APPROPRIATIONS**

<i>Expenditure Classification</i>	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
511000 Full-Time Employees	2,079,584	\$2,095,156	\$2,394,102	\$2,410,720	\$2,548,315
512000 Part-Time Employees	36,058	122,731	95,289	108,600	114,791
514000 Overtime	33,123	25,391	28,600	27,450	29,018
515000 Premium Pay	29,241	21,571	25,200	23,650	25,000
517000 Benefits	817,066	827,999	1,001,291	997,501	1,045,186
<b>Total Personal Services</b>	<b>\$2,995,072</b>	<b>\$3,092,848</b>	<b>\$3,544,482</b>	<b>\$3,567,921</b>	<b>\$3,762,310</b>
521000 Professional Services	5,612	\$25,816	\$60,000	\$32,100	\$32,100
522000 Utilities	113,525	99,603	142,037	144,950	144,950
523000 Equipment Rental	99,352	77,098	158,725	133,573	144,773
524000 Repair & Maintenance	117,112	279,212	193,629	369,544	369,544
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	12,847	13,989	47,025	31,125	31,125
531000 Office Supplies	(20,366)	(56,923)	5,900	15,500	15,500
532000 Operating Supplies	242,932	323,669	310,655	416,800	448,773
533000 Repair & Maintenance Supplies	1,183,738	1,343,417	1,440,701	1,440,300	1,440,300
534000 Minor Equipment	29,427	47,311	38,645	44,200	44,200
535000 Clothing	26,205	25,921	35,400	34,300	34,300
539000 Other Commodities	673	0	0	0	0
541000 Education	7,888	6,178	8,700	10,200	10,200
542000 Local Travel	610	2	1,300	1,300	1,300
543000 Out-of-Town Travel	2,183	3,746	6,950	7,900	7,900
544000 External Rent	9,014	12,546	10,000	13,900	13,900
545000 Interest	23,352	10,284	302	0	0
546000 Refunds	0	257	0	0	0
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	68,796	20,027	38,900	34,673	28,725
<b>Subtotal External Materials &amp; Services</b>	<b>\$1,922,900</b>	<b>\$2,232,153</b>	<b>\$2,498,869</b>	<b>\$2,730,365</b>	<b>\$2,767,590</b>
551000 Fleet Services	\$0	\$0	\$0	\$0	\$0
552000 Printing/Distribution	12,731	12,399	14,663	13,135	13,135
553000 Facilities Services	812	1,802	465,071	425,247	425,247
554000 Communications	25,196	24,086	27,915	24,408	24,408
555000 Data Processing	58,548	48,013	47,892	9,599	9,599
556000 Insurance	259,235	296,003	178,051	158,301	158,301
557000 Equipment Lease	65,235	65,234	53,000	165,956	165,956
558000 Same Fund Services	0	0	0	0	0
559000 Other Fund Services	394,232	500,472	310,322	327,190	327,190
<b>Subtotal Internal Materials &amp; Services</b>	<b>\$815,989</b>	<b>\$948,009</b>	<b>\$1,096,914</b>	<b>\$1,123,836</b>	<b>\$1,123,836</b>
<b>Total Materials &amp; Services</b>	<b>\$2,738,889</b>	<b>\$3,180,162</b>	<b>\$3,595,783</b>	<b>\$3,854,201</b>	<b>\$3,891,426</b>
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	0	0	0	0
564000 Equipment	3,824,522	2,342,489	7,550,853	5,270,770	7,941,954
565000 Equipment Lease Purchase	177,919	191,255	33,244	0	0
<b>Total Capital Outlay</b>	<b>\$4,002,441</b>	<b>\$2,533,744</b>	<b>\$7,584,097</b>	<b>\$5,270,770</b>	<b>\$7,941,954</b>
573000 Cash Transfers - Equipment	\$0	\$0	\$0	\$0	\$0
<b>Total Appropriation</b>	<b>\$9,736,402</b>	<b>\$8,806,754</b>	<b>\$14,724,362</b>	<b>\$12,692,892</b>	<b>\$15,595,690</b>

**FLEET SERVICES (562)**

Fleet Services Operating Fund (705)

Finance and Administration

**FULL-TIME POSITIONS**

Class	Title	Actual FY 88-89		Actual FY 89-90		Revised Budget FY 90-91		Proposed FY 91-92		Adopted FY 91-92	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
0548	Administrative Svce Director	1	49,302	1	49,480	1	51,651	1	51,624	1	54,559
1542	Operations Division Supervisor	1	20,290	1	42,120	1	43,910	1	44,247	1	48,762
1541	Maintenance Division Supervisor	1	39,574	1	41,028	1	43,910	1	44,247	1	48,762
1539	Motor Pool Supervisor	1	9,774	1	1,473	0	0	0	0	0	0
1536	Automotive Mechanic Foreman II	3	98,618	3	115,590	4	147,842	4	149,740	4	158,288
1533	Lead Automotive Mechanic	4	123,692	4	124,443	4	132,880	4	133,892	4	141,520
1532	Automotive Mechanic	27	770,121	27	803,826	29	917,473	29	924,520	29	977,416
1530	Motorcycle Mechanic	1	29,441	1	30,347	1	31,637	1	31,880	1	33,704
1522	Maintenance Machinist Foreman	1	34,552	1	35,336	1	37,123	1	37,414	1	39,552
1520	Maintenance Machinist	1	35,064	1	22,982	1	31,637	1	31,880	1	33,704
1517	Auto Body Foreman	1	33,751	1	27,349	1	35,974	1	35,974	1	37,330
1516	Auto Body Restorer	3	88,291	3	84,018	3	94,911	3	95,640	3	101,112
1513	Welder	3	91,594	3	91,472	3	94,911	3	95,640	3	101,112
1511	Lead Blacksmith/Welder	1	30,922	1	31,866	1	33,220	1	33,473	1	35,380
1446	Auto Painter	1	27,293	1	27,997	1	31,637	1	31,880	1	33,704
1235	Auto Servicer II	1	22,768	1	26,874	1	28,016	1	28,233	1	29,847
1232	Auto Servicer I	16	379,531	16	314,897	14	372,145	14	371,315	14	393,170
0827	Management Analyst	1	16,889	1	34,746	1	36,932	1	37,665	1	39,803
0819	Administrative Assistant	1	28,899	1	30,574	1	31,550	1	31,796	1	33,598
0430	Automotive Parts Specialist	4	129,479	4	124,220	4	111,628	4	112,512	4	118,884
0413	Stores System Manager	0	0	1	14,177	1	37,887	1	39,548	1	41,804
0220	Secretarial Clerk I	1	19,740	1	20,342	1	21,207	1	21,379	1	22,595
0000	Automotive Parts Manager	1	0	0	0	0	0	0	0	0	0
0000	Driver	0	0	0	0	1	26,021	1	26,221	1	27,709
<b>TOTAL FULL-TIME POSITIONS</b>		<b>75</b>	<b>2,079,584</b>	<b>75</b>	<b>2,095,156</b>	<b>78</b>	<b>2,394,102</b>	<b>76</b>	<b>2,410,720</b>	<b>76</b>	<b>2,548,315</b>

## HEALTH INSURANCE FUND (701)

## FUND SUMMARY

	Actual FY 88-89	Actual FY 89-90	Revised Budget FY 90-91	Proposed FY 91-92	Adopted FY 91-92
<b>RESOURCES</b>					
<i>Revenue</i>					
<i>Miscellaneous Revenues</i>					
<i>City Contributions</i>	\$7,977,168	\$9,459,502	\$11,470,120	\$11,152,914	\$11,152,914
<i>Employee Contributions</i>	0	0	1,623,673	784,160	784,160
<i>Interest</i>	105,346	148,681	50,000	150,000	150,000
<i>Other Misc. Revenues</i>	150,960	450,704	124,683	650,415	650,415
<b>Total Revenue</b>	<b>8,233,474</b>	<b>10,058,887</b>	<b>13,268,476</b>	<b>12,737,489</b>	<b>12,737,489</b>
<i>Transfers from Other Funds – Cash</i>					
<i>General</i>	0	641,214	0	0	0
<i>Sewer System Operating</i>	0	53,342	0	0	0
<i>Hydropower Operating</i>	0	805	0	0	0
<i>Water</i>	0	89,287	0	0	0
<i>Golf</i>	0	5,394	0	0	0
<i>PIR</i>	0	463	0	0	0
<i>Transportation Operating</i>	0	110,024	0	0	0
<i>Emergency Communications</i>	0	22,119	0	0	0
<i>Buildings Operating</i>	0	34,757	0	0	0
<i>Fleet</i>	0	16,292	0	0	0
<i>Printing/Distribution</i>	0	6,608	0	0	0
<i>Communication Services</i>	0	2,231	0	0	0
<i>Insurance &amp; Claims</i>	0	2,158	0	0	0
<i>Workers' Compensation</i>	0	306	0	0	0
<b>Total Cash Transfers</b>	<b>0</b>	<b>985,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<i>Beginning Fund Balance</i>	1,003,637	688,468	513,293	2,080,007	2,080,007
<b>TOTAL RESOURCES</b>	<b>\$9,237,111</b>	<b>\$11,732,355</b>	<b>\$13,781,769</b>	<b>\$14,817,496</b>	<b>\$14,817,496</b>
<b>REQUIREMENTS</b>					
<i>Bureau Requirements</i>					
<i>External Materials &amp; Services</i>	\$8,228,122	\$9,565,545	\$11,163,398	\$11,910,184	\$11,910,184
<i>Internal Materials &amp; Services</i>					
<i>General Fund</i>	250,521	340,103	345,458	335,944	343,050
<b>Total Bureau Requirements</b>	<b>8,478,643</b>	<b>9,905,648</b>	<b>11,508,856</b>	<b>12,246,128</b>	<b>12,253,234</b>
<i>Fund Requirements</i>					
<i>Transfers to Other Funds – Cash</i>					
<i>General-Overhead</i>	70,000	46,444	41,650	112,871	112,871
<i>Contingency</i>					
<i>General Operating Contingency</i>	0	0	2,231,263	2,450,670	2,450,670
<i>COLA Contingency</i>	0	0	0	7,827	721
<i>Encumbrance Carryover</i>	0	0	0	0	0
<b>Total Contingency</b>	<b>0</b>	<b>0</b>	<b>2,231,263</b>	<b>2,458,497</b>	<b>2,451,391</b>

**HEALTH INSURANCE FUND (701)**

**FUND SUMMARY**

	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<i>(Requirements continued)</i>					
<i>Unappropriated Ending Balance</i>	688,468	1,780,263	0	0	0
<i>Total Fund Requirements</i>	758,468	1,826,707	2,272,913	2,571,368	2,564,262
<b>TOTAL REQUIREMENTS</b>	<b>\$9,237,111</b>	<b>\$11,732,355</b>	<b>\$13,781,769</b>	<b>\$14,817,496</b>	<b>\$14,817,496</b>
<b><u>EXPENDITURES – AU 465</u></b>					
<i>External Materials and Services</i>					
<i>5210 Professional Services</i>	246,843	442,768	446,458	590,232	590,232
<i>5290 Miscellaneous Services</i>	7,981,279	9,122,777	10,716,940	11,319,952	11,319,952
<i>Internal Materials and Services</i>					
<i>5590 Others Fund Services</i>	250,521	340,103	345,458	335,944	343,050
<b>TOTAL APPROPRIATION</b>	<b>8,478,643</b>	<b>9,905,648</b>	<b>11,508,856</b>	<b>12,246,128</b>	<b>12,253,234</b>

The Health Insurance Fund is used for payment of medical claims for employees, dependents, retirees and others who participate in the City's self-insured medical benefit plans. The Fund is to be maintained so that sufficient revenues and reserves are available to pay all plan expenses.

The Health Insurance Fund is administrated by the Risk Management Division of the Bureau of Administrative Services. The Division is responsible for managing the City's employee benefit programs which include medical, dental, vision, life, supplemental (voluntary) life, long term disability, and deferred compensation. Benefit programs are offered to employees either on a "fixed" basis or through a cafeteria plan called "Beneflex".

Expected increases in the cost of claims and professional services have been included. Expenses the fund provides for include claims, claims administration, COBRA premium administration, the City's cost of benefit program administration and General Fund Overhead charges.

City contributions are the primary resource to the Fund and are budgeted to be \$11.1 million in 1991-92, which is based on a 6% increase over the projected City Contributions for 1990-91. Health Insurance costs are budgeted within the individual bureaus' budgets, which reimburses the Health Insurance Fund. For 1991-92, bureau budgets include funding at the current year's benefits level. Increases will be transferred from the compensation set-aside special appropriation in the General Fund and the contingencies of other affected funds early in FY 1991-92.

Employee contributions are budgeted at \$784,160 for 1991-92, which is the amount the Fund will need to cover projected claims expenses above the 6% cap on City contributions. Claims expenses are based upon current benefit plans, which are subject to change based upon the recommendations of the on-going Labor Management Benefits Committee. If claims expenses are reduced through benefit plan modifications, the employee contribution revenue will not be necessary. In 1990-91, modifications were made that are not reflected in the revised budget which brought expenses down and made the employee contributions unnecessary.

**INSURANCE AND CLAIMS FUND (708)**

**FUND SUMMARY**

	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>RESOURCES</u></b>					
<i>Revenue</i>					
<i>Miscellaneous Revenues</i>					
<i>Interest</i>	239,979	277,196	275,648	273,076	273,076
<i>Other Misc. Revenues</i>	30,935	45,670	25,800	34,458	34,458
<b>Total Revenue</b>	<b>270,914</b>	<b>322,866</b>	<b>301,448</b>	<b>307,534</b>	<b>307,534</b>
<i>Trans. from Other Funds-Svc. Reimb.</i>					
<i>General</i>	1,524,661	1,777,201	1,737,062	1,694,225	1,694,225
<i>Auto Port Operating</i>	13,204	3,121	3,905	5,626	5,626
<i>Buildings Operating</i>	9,007	20,858	73,175	76,394	76,394
<i>Emergency Communications</i>	5,499	64,456	46,422	54,294	54,294
<i>E/R-Civic Stadium</i>	9,406	7,762	0	0	0
<i>E/R-Memorial Coliseum</i>	73,910	73,121	0	0	0
<i>Golf</i>	1,105	1,907	11,341	14,802	14,802
<i>Hydropower Operating</i>	45,371	24,417	22,768	23,818	23,818
<i>Parking Facilities</i>	14,430	16,616	14,815	12,343	12,343
<i>Performing Arts Operating</i>	49,838	32,026	0	0	0
<i>PIR</i>	7,939	10,080	10,938	13,427	13,427
<i>Sewer System Operating</i>	61,584	83,151	134,500	190,393	190,393
<i>Transportation Operating</i>	244,092	251,463	354,580	408,606	408,606
<i>Water</i>	193,925	227,769	266,798	269,354	269,354
<i>Printing/Distribution</i>	187	1,997	12,746	15,320	15,320
<i>Communication Services</i>	3,551	2,606	9,488	10,171	10,171
<i>Fleet Operating</i>	8,168	7,410	30,080	31,225	31,225
<i>Portland Building Operating</i>	19,279	14,384	36,789	30,128	30,128
<i>Workers' Comp. Operating</i>	200,037	198,060	0	0	0
	<b>2,485,193</b>	<b>2,818,405</b>	<b>2,765,407</b>	<b>2,850,126</b>	<b>2,850,126</b>
<i>Transfers from Other Funds - Cash</i>					
<i>General</i>	0	50,000	0	0	0
	<b>0</b>	<b>50,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<i>Beginning Fund Balance</i>					
<i>Encumbered</i>	0	0	0	0	0
<i>Unencumbered</i>	2,951,655	3,405,131	3,675,311	3,901,086	3,901,086
<b>Total Beginning Fund Balance</b>	<b>2,951,655</b>	<b>3,405,131</b>	<b>3,675,311</b>	<b>3,901,086</b>	<b>3,901,086</b>
<b>TOTAL RESOURCES</b>	<b>\$5,707,762</b>	<b>\$6,596,402</b>	<b>\$6,742,166</b>	<b>\$7,058,746</b>	<b>\$7,058,746</b>

## INSURANCE AND CLAIMS FUND (708)

	Actual FY 88-89	Actual FY 89-90	Revised Budget FY 90-91	Proposed FY 91-92	Adopted FY 91-92
<b>REQUIREMENTS</b>					
<i>Bureau Requirements</i>					
<i>Personal Services</i>	535,184	576,369	0	0	0
<i>External Materials &amp; Services</i>	1,171,786	1,442,704	1,458,399	1,928,740	1,928,740
<i>Internal Materials &amp; Services</i>					
<i>General</i>	395,579	506,454	1,116,393	1,211,402	1,268,563
<i>Printing/Distribution</i>	9,849	14,746	0	0	0
<i>Communications Services</i>	8,766	8,596	0	0	0
<i>Fleet Operating</i>	686	1,273	0	0	0
<i>Facilities Services</i>	31,297	30,402	0	0	0
<i>Workers' Comp. Operating</i>	8,943	9,412	0	0	0
	455,120	570,883	1,116,393	1,211,402	1,268,563
<i>Capital Outlay</i>	2,917	894	8,329	0	0
<i>Total Bureau Requirements</i>	2,165,007	2,590,850	2,583,121	3,140,142	3,197,303
<i>Contingency</i>					
<i>General Operating Contingency</i>	0	0	4,017,114	3,794,519	3,737,358
<i>COLA Contingency</i>	0	0	0	32,443	32,443
<i>Encumbrance Carryover</i>	0	0	0	0	0
<i>Total Contingency</i>	0	0	4,017,114	3,826,962	3,769,801
<i>Transfers to Other Funds – Cash</i>					
<i>General–Overhead</i>	137,622	138,915	141,931	91,642	91,642
<i>Health Fund</i>	0	2,158	0	0	0
	137,622	141,073	141,931	91,642	91,642
<i>Unappropriated Ending Balance</i>	3,405,133	3,864,479	0	0	0
<b>TOTAL REQUIREMENTS</b>	<b>\$5,707,762</b>	<b>\$6,596,402</b>	<b>\$6,742,166</b>	<b>\$7,058,746</b>	<b>\$7,058,746</b>

The Insurance & Claims Fund is responsible for providing all bureaus with loss control services and risk management support, as well as for reviewing all fleet and general liability claims, negotiating settlements, and managing the commercial insurance portfolio. Staff and related Materials & Services for the fund are budgeted in the Office of Finance and Administration (OF&A) appropriation unit in the General Fund, and the Insurance & Claims Fund reimburses the General Fund through an Interagency Agreement.

Expenditures in this fund are primarily for claims payments, which are budgeted to be \$1,806,210 for FY 1991-92, an increase of \$493,415 from 1990-91. Projected claims payments are based upon the level estimated by the independent actuarial study completed by Milliman & Robertson, Inc. for the period ending June 30, 1990. The primary resource to this fund is from Interagency (I/A) charges to other city bureaus. I/A charges are increasing overall by \$84,719 or 3% from the Revised 1990-91 charges. This change is primarily due to projected increases in claims payments offset by lower reserve requirements.

## INSURANCE AND CLAIMS FUND (708)

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The reserve requirement assumed within this fund is also based upon the last actuarial study completed. The reserve requirement assumed for the 1991-92 budget is \$3,411,485, which uses the "discounted expected level". The actuarial report gives a range for the recommended reserve levels needed to cover outstanding incurred liabilities. This range of estimates is produced by calculating reserves as various confidence levels (ie, probability that actual losses will not exceed the reserve level).

In addition to the "range" based on various confidence levels, reserves are stated at a discounted and undiscounted level, where the discounted level takes into account the fact that this fund earns interest on the fund balances. In the past, Risk Management has chosen to use the "undiscounted expected level" as the reserve level to be attained by the fund. This year, based on the Wyatt Company's Performance Audit report, Risk Management has chosen to change the reserve level used to the "discounted" amount, which is \$3,411,485 compared with \$3,811,777 for the "undiscounted" level. These reserve requirements are for the period ending June 30, 1990, and annual updates to the actuarial are planned.

The reserve level chosen, and the fact that the fund has reached this level sooner than planned affects the Interagency rates that the fund charges to all other city bureaus. So, to the extent that a lower reserve requirement is assumed, interagency rates are also lower.



# INSURANCE AND CLAIMS (572)

Insurance and Claims Fund (708)

Finance and Administration

## LINE ITEM APPROPRIATIONS

<i>Expenditure Classification</i>	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
5110 Full-Time Employees	\$393,670	\$414,920	\$0	\$0	\$0
5120 Part-Time Employees	0	0	0	0	0
5140 Overtime	2	0	0	0	0
5150 Premium Pay	945	1,100	0	0	0
5170 Benefits	140,567	160,349	0	0	0
<b>Total Personal Services</b>	<b>\$535,184</b>	<b>\$576,369</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
5210 Professional Services	\$135,906	\$331,201	\$124,275	\$122,530	\$122,530
5220 Utilities	0	0	0	0	0
5230 Equipment Rental	0	0	0	0	0
5240 Repair & Maintenance	1,513	(39)	0	0	0
5280 Local Match Payment	0	0	0	0	0
5290 Miscellaneous Services	1,021,800	1,084,268	1,334,124	1,806,210	1,806,210
5310 Office Supplies	4,377	3,697	0	0	0
5320 Operating Supplies	0	0	0	0	0
5330 Repair & Maintenance Supplies	0	0	0	0	0
5340 Minor Equipment	0	1,095	0	0	0
5350 Clothing	12	0	0	0	0
5390 Other Commodities	0	0	0	0	0
5410 Education	2,212	3,935	0	0	0
5420 Local Travel	1,353	373	0	0	0
5430 Out-of-Town Travel	2,822	4,666	0	0	0
5440 External Rent	0	0	0	0	0
5450 Interest	0	0	0	0	0
5460 Refunds	0	0	0	0	0
5470 Retirement	0	0	0	0	0
5490 Miscellaneous	1,791	13,508	0	0	0
<b>Subtotal External Materials &amp; Services</b>	<b>\$1,171,786</b>	<b>\$1,442,704</b>	<b>\$1,458,399</b>	<b>\$1,928,740</b>	<b>\$1,928,740</b>
5510 Fleet Services	\$686	\$1,273	\$0	\$0	\$0
5520 Printing/Distribution	9,849	14,746	0	0	0
5530 Internal Rent	31,297	30,402	0	0	0
5540 Communications	8,766	8,596	0	0	0
5550 Data Processing	34,552	34,912	0	0	0
5560 Insurance	8,943	9,412	0	0	0
5570 Equipment Lease	0	0	0	0	0
5580 Same Fund Services	0	0	0	0	0
5590 Other Fund Services	361,027	471,542	1,116,393	1,211,402	1,268,563
<b>Subtotal Internal Materials &amp; Services</b>	<b>\$455,120</b>	<b>\$570,883</b>	<b>\$1,116,393</b>	<b>\$1,211,402</b>	<b>\$1,268,563</b>
<b>Total Materials &amp; Services</b>	<b>\$1,626,906</b>	<b>\$2,013,587</b>	<b>\$2,574,792</b>	<b>\$3,140,142</b>	<b>\$3,197,303</b>
5610 Land	\$0	\$0	\$0	\$0	\$0
5620 Buildings	0	0	0	0	0
5630 Improvements	0	0	0	0	0
5640 Equipment	2,917	894	8,329	0	0
<b>Total Capital Outlay</b>	<b>\$2,917</b>	<b>\$894</b>	<b>\$8,329</b>	<b>\$0</b>	<b>\$0</b>
5730 Cash Transfers - Equipment	\$0	\$0	\$0	\$0	\$0
<b>Total Appropriation</b>	<b>\$2,165,007</b>	<b>\$2,590,850</b>	<b>\$2,583,121</b>	<b>\$3,140,142</b>	<b>\$3,197,303</b>

**JUSTICE CENTER OPERATING FUND (710)**

**FUND SUMMARY**

	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 89-90</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>RESOURCES</u></b>					
<i>Revenue</i>					
<i>Miscellaneous Revenues</i>					
<i>Interest on Investments</i>	\$9,702	\$11,349	\$7,394	\$7,000	\$7,000
<i>Contract</i>	8,733	65,280	65,279	65,280	65,280
<i>State Cost Sharing</i>	59,840	0	0	0	0
<b>Total Revenue</b>	<b>78,275</b>	<b>76,629</b>	<b>72,673</b>	<b>72,280</b>	<b>72,280</b>
<i>Trans. from Other Funds--Svc Reimb</i>					
<i>General</i>	2,285,184	2,082,509	2,383,580	2,718,869	2,718,869
<i>Communications</i>	6,558	0	0	0	0
<i>Portland Building</i>	5,160	0	0	0	0
	2,296,902	2,082,509	2,383,580	2,718,869	2,718,869
<i>Beginning Fund Balance</i>					
<i>Encumbered</i>	0	0	0	0	0
<i>Unencumbered</i>	166,463	127,502	98,591	108,918	108,918
	166,463	127,502	98,591	108,918	108,918
<b>TOTAL RESOURCES</b>	<b>\$2,541,640</b>	<b>\$2,286,640</b>	<b>\$2,554,844</b>	<b>\$2,900,067</b>	<b>\$2,900,067</b>
<b><u>REQUIREMENTS</u></b>					
<i>Bureau Requirements</i>					
<i>Personal Services</i>	0	0	0	0	0
<i>External Materials &amp; Svcs</i>	\$1,690,532	\$1,471,400	\$1,518,590	\$1,520,408	\$1,520,408
<i>Internal Materials &amp; Svcs</i>					
<i>General</i>	703,957	696,069	39,985	16,028	16,028
<i>Autoport</i>	0	0	0	8,640	8,640
<i>Facilities Services</i>	0	0	869,482	1,227,772	1,227,772
	703,957	696,069	909,467	1,252,440	1,252,440
<i>Capital Outlay</i>	0	0	0	0	0
<i>Equipment Cash Transfers</i>	0	0	0	0	0
<b>Total Bureau Requirements</b>	<b>2,394,489</b>	<b>2,167,469</b>	<b>2,428,057</b>	<b>2,772,848</b>	<b>2,772,848</b>
<i>Fund Requirements</i>					
<i>Transfers to Other Funds - Cash</i>					
<i>General-Overhead</i>	19,648	17,254	20,802	27,377	27,377
<i>Contingency</i>					
<i>General Operating Contingency</i>	0	0	105,985	99,842	99,842
<i>Encumbrance Carryover</i>	0	0	0	0	0
	0	0	105,985	99,842	99,842
<i>Unappropriated Ending Balance</i>	127,503	101,917	0	0	0
<b>TOTAL REQUIREMENTS</b>	<b>\$2,541,640</b>	<b>\$2,286,640</b>	<b>\$2,554,844</b>	<b>\$2,900,067</b>	<b>\$2,900,067</b>

# JUSTICE CENTER (737)

Justice Center Operating Fund (710)

Finance and Administration

## APPROPRIATION SUMMARY

	Actual FY 88-89	Actual FY 89-90	Revised Budget FY 90-91	Proposed FY 91-92	Adopted FY 91-92
<b><u>EXPENDITURES</u></b>					
Personal Services	\$0	\$0	\$0	\$0	\$0
External Materials and Services	1,690,532	1,471,400	1,518,590	1,520,408	1,520,408
Internal Materials and Services	703,957	696,069	909,467	1,252,440	1,252,440
Capital Outlay	0	0	0	0	0
Cash Transfers-Equipment	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$2,394,489</b>	<b>\$2,167,469</b>	<b>\$2,428,057</b>	<b>\$2,772,848</b>	<b>\$2,772,848</b>
<b><u>Authorized Full-Time Positions</u></b>					
Total	0	0	0	0	0
<b><u>FUNDING SOURCES</u></b>					
General Fund Discretionary		\$0	\$0	\$0	\$0
<b><u>Non-Discretionary Resources</u></b>					
Grants and Donations		0	0	0	0
Contract Revenue		65,280	65,279	65,280	65,280
Interagency Services		2,082,509	2,362,778	2,707,568	2,707,568
Bureau/Operating Fund Revenue		19,680	0	0	0
Total Non-Discretionary Resources		\$2,167,469	\$2,428,057	\$2,772,848	\$2,772,848
<b>TOTAL FUNDING</b>		<b>\$2,167,469</b>	<b>\$2,428,057</b>	<b>\$2,772,848</b>	<b>\$2,772,848</b>
<b><u>PROGRAMS</u></b>					
Police Operations		2,167,469	2,428,057	2,772,848	2,772,848
<b>TOTAL PROGRAMS</b>		<b>\$2,167,469</b>	<b>\$2,428,057</b>	<b>\$2,772,848</b>	<b>\$2,772,848</b>

### **GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR**

The Justice Center is operated jointly by the City and Multnomah County under a condominium agreement, where each owns a proportional share of the common areas of the building and the land on which the building sits. The City owns 41% of the building, which provides office space for the Bureau of Police headquarters and Central Precinct. The Justice Center is managed by the Bureau of General Services. This budget deals only with the cost of operating the City's share of the building.

The City financed its 41% portion of the building separately, the debt service of which is included in the operating costs of the Justice Center budget. In 1988, the City refinanced the building debt, which lowered the annual debt service by approximately \$250,000 each year.

The 1991-92 operating budget for the Justice Center totals \$2,772,848, which is a 14.2 percent increase over the 1990-91 revised budget of \$2,428,057. Debt service is the largest single expenditure, with \$1,476,948 budgeted in 1991-92, compared to \$1,475,130 in 1990-91. Operations and maintenance of the building is budgeted at \$1,004,373, compared to the 1990-91 revised budget of \$835,847. The major reason for the increase is an anticipated increase in the janitorial contract of \$124,000. The Bureau of Police requires a higher level of security clearance for janitorial workers, usually resulting in higher cost personnel. In addition, the Bureau of Police also requested additional repairs and maintenance totalling \$27,000, and replacement of a water heater at a cost of \$15,000.

All of the City's costs of the Justice Center program are charged to the Bureau of Police through an interagency agreement.

**JUSTICE CENTER (737)**  
 Justice Center Operating Fund (710)  
 Finance and Administration

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>POLICE OPERATIONS</u></b>				
<i>Total Expenditures</i>	\$2,167,469	\$2,428,057	\$2,772,848	\$2,772,848
<i>Authorized Full-Time Positions</i>	0.00	0.00	0.00	0.00
<i>Performance/Workload Measures:</i>				
Hours of Services Provided	2,205	3,200	3,200	3,200

This program contains all operating and maintenance expenses, condominium assessments, and debt service payments for the Police Bureau space in the Justice Center. All maintenance services, including elevator maintenance, carpet cleaning and janitorial services, are contracted out.

**JUSTICE CENTER (737)**  
**Justice Center Operating Fund (710)**  
**Finance and Administration**

**LINE ITEM APPROPRIATIONS**

<i>Expenditure Classification</i>	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
511000 Full-Time Employees	\$0	\$0	\$0	\$0	\$0
512000 Part-Time Employees	0	0	0	0	0
514000 Overtime	0	0	0	0	0
515000 Premium Pay	0	0	0	0	0
517000 Benefits	0	0	0	0	0
<b>Total Personal Services</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
521000 Professional Services	\$9,145	\$0	\$0	\$0	\$0
522000 Utilities	0	0	0	0	0
523000 Equipment Rental	271,201	0	0	0	0
524000 Repair & Maintenance	0	0	0	0	0
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	27,038	40,402	7,000	7,000	7,000
531000 Office Supplies	0	0	0	0	0
532000 Operating Supplies	0	0	0	0	0
533000 Repair & Maintenance Supplies	0	0	0	0	0
534000 Minor Equipment	0	0	0	0	0
535000 Clothing	0	0	0	0	0
539000 Other Commodities	0	0	0	0	0
541000 Education	0	0	0	0	0
542000 Local Travel	0	0	0	0	0
543000 Out-of-Town Travel	0	0	0	0	0
544000 External Rent	1,383,148	1,430,998	1,475,130	1,476,948	1,476,948
545000 Interest	0	0	0	0	0
546000 Refunds	0	0	0	0	0
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	0	0	36,460	36,460	36,460
<b>Subtotal External Materials &amp; Services</b>	<b>\$1,690,532</b>	<b>\$1,471,400</b>	<b>\$1,518,590</b>	<b>\$1,520,408</b>	<b>\$1,520,408</b>
551000 Fleet Services	\$0	\$0	\$0	\$0	\$0
552000 Printing/Distribution	0	0	0	0	0
553000 Facilities Services	0	0	869,482	1,227,772	1,227,772
554000 Communications	0	0	0	0	0
555000 Data Processing	0	0	0	0	0
556000 Insurance	0	0	0	0	0
557000 Equipment Lease	0	0	0	0	0
558000 Same Fund Services	0	0	0	0	0
559000 Other Fund Services	703,957	696,069	39,985	24,668	24,668
<b>Subtotal Internal Materials &amp; Services</b>	<b>\$703,957</b>	<b>\$696,069</b>	<b>\$909,467</b>	<b>\$1,252,440</b>	<b>\$1,252,440</b>
<b>Total Materials &amp; Services</b>	<b>\$2,394,489</b>	<b>\$2,167,469</b>	<b>\$2,428,057</b>	<b>\$2,772,848</b>	<b>\$2,772,848</b>
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	0	0	0	0
564000 Equipment	0	0	0	0	0
565000 Equipment Lease Purchase	0	0	0	0	0
<b>Total Capital Outlay</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
573000 Cash Transfers - Equipment	\$0	\$0	\$0	\$0	\$0
<b>Total Appropriation</b>	<b>\$2,394,489</b>	<b>\$2,167,469</b>	<b>\$2,428,057</b>	<b>\$2,772,848</b>	<b>\$2,772,848</b>

**MASTER LEASE FUND (702)**

**FUND SUMMARY**

	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Requested FY 91-92</i>	<i>Proposed FY 91-92</i>
<b><u>RESOURCES</u></b>					
<i>Miscellaneous Revenues</i>					
<i>General Obligation Notes</i>	\$0	\$0	\$0	\$871,700	\$871,700
<i>Transfers from Other Funds – Service Reimbursements</i>					
<i>General</i>					
<i>Fire Bureau</i>	765,938	926,313	1,059,953	1,244,424	1,244,424
<i>Parks Bureau</i>	12,664	12,583	0	41,148	41,148
<i>Police Bureau</i>	28,943	28,759	0	76,499	76,499
<i>IBIS Project</i>	222,012	63,499	63,499	95,524	95,524
<i>Computer Services</i>	85,813	100,732	88,391	0	0
<i>Other Bureaus</i>	19,019	53,572	0	0	0
	1,134,389	1,185,458	1,211,843	1,457,595	1,457,595
<i>Emergency Communications</i>	90,452	89,876	0	0	0
<i>Transportation Operating</i>	192,952	228,452	209,190	245,730	245,730
<i>Fleet Operating</i>	65,235	65,234	53,000	165,956	165,956
<i>Communications Operating</i>	0	0	0	191,257	191,257
<i>Portland Autoport</i>	0	0	0	214,140	214,140
<i>Computer Services</i>	0	0	0	318,270	318,270
	348,639	383,562	262,190	1,135,353	1,135,353
<b>TOTAL RESOURCES</b>	<b>\$1,483,028</b>	<b>\$1,569,020</b>	<b>\$1,474,033</b>	<b>\$3,464,648</b>	<b>\$3,464,648</b>
<b><u>REQUIREMENTS</u></b>					
<i>External Materials &amp; Services</i>					
<i>Interest</i>	\$0	\$0	\$0	\$450,277	\$450,277
<i>Internal Materials and Services</i>					
<i>General Fund – Fire Bureau</i>	0	0	0	605,000	605,000
<i>Transportation Operating Fund</i>	0	0	0	246,700	246,700
<i>Computer Services Fund</i>	0	0	0	20,000	20,000
<i>Capital Outlay</i>	1,483,028	1,569,020	1,474,033	0	0
<i>Other Requirements</i>					
<i>Principal</i>	0	0	0	2,142,671	2,142,671
<b>TOTAL REQUIREMENTS</b>	<b>\$1,483,028</b>	<b>\$1,569,020</b>	<b>\$1,474,033</b>	<b>\$3,464,648</b>	<b>\$3,464,648</b>
<b><u>EXPENDITURES – AU 782</u></b>					
<i>External Materials and Services</i>					
<i>5450 Interest</i>	\$0	\$0	\$0	\$450,277	\$450,277
<i>Internal Materials and Services</i>					
<i>5590 Other Fund Services</i>	0	0	0	871,700	871,700
<i>Capital Outlay</i>					
<i>5660 Equipment Lease/Purchase</i>	1,483,028	1,569,020	1,474,033	0	0
<i>Other</i>					
<i>5781 Bonded Debt Retirement</i>	0	0	0	2,142,671	2,142,671
<b>TOTAL APPROPRIATION</b>	<b>\$1,483,028</b>	<b>\$1,569,020</b>	<b>\$1,474,033</b>	<b>\$3,464,648</b>	<b>\$3,464,648</b>

Beginning FY 91-92 the Facilities Acquisition Fund has been combined with the Equipment Acquisition Fund and renamed the Master Lease Fund. This fund pays debt service on Certificates of Participation and Limited Tax General Obligation Notes issued to finance purchases of City equipment and facilities. Prior to FY 91-92 all Resources were transfers for payments of debt service. Beginning with FY 91-92 Resources also include proceeds of debt transactions, which are in turn transferred to other funds for equipment purchases. Beginning with FY 91-92 Capital Outlay expenses are shown in other funds.

**PRINTING AND DISTRIBUTION SERVICES FUND (706)**

*FUND SUMMARY*

	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b>RESOURCES</b>					
<i>Revenue</i>					
<i>Service Charges &amp; Fees</i>					
<i>Misc. Service Charges</i>	\$162,486	\$171,660	\$196,818	\$128,628	\$128,628
<i>Local Sources</i>					
<i>Multnomah Co. Cost Share</i>	1,356,030	1,838,229	1,917,444	1,673,568	1,673,568
<i>Local Cost Share (MSD)</i>	0	0	55,913	0	0
<i>Miscellaneous Revenues</i>					
<i>Interest on Investments</i>	53,672	66,238	39,179	40,000	40,000
<i>Other Misc. Revenue</i>	15,331	13,464	15,000	10,000	10,000
<b>Total Revenue</b>	<b>1,587,519</b>	<b>2,089,591</b>	<b>2,224,354</b>	<b>1,852,196</b>	<b>1,852,196</b>
<i>Transfers from Other Funds – Cash</i>					
<i>General</i>	3,900	9,300	79,900	10,000	10,000
<i>Emergency Communications</i>	0	0	2,000	0	0
<i>Housing and Commun. Develop.</i>	0	1,000	0	0	0
<i>Sewer System Operating</i>	9,700	6,000	0	0	0
<i>Transportation Operating</i>	0	1,825	0	0	0
<i>Water</i>	0	5,850	0	2,000	2,000
	13,600	23,975	81,900	12,000	12,000
<i>Transfers from Other Funds – Svc. Reimb.</i>					
<i>General</i>	1,346,915	1,482,228	1,767,196	1,614,361	1,614,361
<i>Assessment Collection</i>	1,294	2,310	2,128	0	0
<i>Building Operating</i>	161,054	209,265	181,036	178,338	178,338
<i>Communications Services</i>	8,875	7,821	14,382	8,851	8,851
<i>Emergency Communications</i>	15,741	15,904	18,403	17,590	17,590
<i>E/R–Memorial Coliseum</i>	3,005	4,020	4,012	0	0
<i>Facilities Services</i>	0	0	13,779	13,650	13,650
<i>Fire/Police Dis./Retire.</i>	10,786	12,323	12,539	12,422	12,422
<i>Fleet Services</i>	12,731	12,400	14,663	13,135	13,135
<i>Golf</i>	5,268	6,602	4,100	4,231	4,231
<i>Hydropower Operating</i>	3,306	2,728	8,369	4,499	4,499
<i>Ins./Claims Operating</i>	9,849	14,745	0	0	0
<i>Parking Facilities</i>	398	217	0	0	0
<i>Parks Systems Improvements</i>	0	0	2,055	0	0
<i>Performing Arts</i>	36,493	48,449	0	0	0
<i>Portland Building</i>	0	1,817	0	0	0
<i>Ptld. Internat'l Raceway</i>	547	591	0	516	516
<i>Public Safety Levy</i>	0	964	0	0	0
<i>Refuse Disposal</i>	0	0	68,994	93,803	93,803

**PRINTING AND DISTRIBUTION SERVICES FUND (706)**

**FUND SUMMARY**

	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b>RESOURCES – Continued</b>					
<i>Transfers from Other Funds – Svc. Reimb.</i>					
Workers' Comp.	13,949	15,626	0	0	0
<b>Total Svc. Reimb. Transfers</b>	<b>2,602,902</b>	<b>2,865,567</b>	<b>3,341,916</b>	<b>3,311,649</b>	<b>3,311,649</b>
<i>Beginning Fund Balance</i>					
Encumbered	0	0	97,066	80,000	80,000
Unencumbered	673,271	475,276	153,095	649,653	649,653
<b>Total Beginning Fund Balance</b>	<b>673,271</b>	<b>475,276</b>	<b>250,161</b>	<b>729,653</b>	<b>729,653</b>
<b>TOTAL RESOURCES</b>	<b>\$4,877,292</b>	<b>\$5,454,409</b>	<b>\$5,898,331</b>	<b>\$5,905,498</b>	<b>\$5,905,498</b>
<b>REQUIREMENTS</b>					
<i>Bureau Requirements</i>					
Personal Services	\$1,159,286	\$1,303,282	\$1,403,762	\$1,428,488	\$1,505,848
External Materials and Services	2,555,037	2,332,630	3,069,840	2,776,818	2,774,198
<i>Internal Materials and Services</i>					
General	280,981	292,680	288,493	246,713	246,713
Autoport	0	0	0	57,824	57,824
Communications Services	15,703	17,279	16,216	16,056	16,056
Computer Services	0	0	0	1,695	1,695
Facilities Services	0	0	32,585	5,596	5,596
Fleet Operating	35,315	35,681	35,647	43,639	43,639
Ins./Claims Operating	145	951	12,746	15,320	15,320
Portland Bldg. Operating	28,506	28,112	0	0	0
Workers' Comp. Operating	15,187	23,260	30,848	33,489	33,489
	<b>375,837</b>	<b>397,963</b>	<b>416,535</b>	<b>420,332</b>	<b>420,332</b>
Capital Outlay	182,967	316,112	487,833	292,100	372,100
Cash Transfers--Equipment	0	15,000	0	0	0
<b>Total Bureau Requirements</b>	<b>4,273,127</b>	<b>4,364,987</b>	<b>5,377,970</b>	<b>4,917,738</b>	<b>5,072,478</b>
<i>Transfers to Other Funds – Cash</i>					
General – Overhead	128,889	131,639	120,935	180,170	180,170
Fleet Services	0	0	120	848	848
Health Insurance	0	6,608	0	0	0
	<b>128,889</b>	<b>138,247</b>	<b>121,055</b>	<b>181,018</b>	<b>181,018</b>
<i>Contingency</i>					
General Operating Contingency	0	0	399,306	545,094	545,094
Compensation Adjustment	0	0	0	81,648	6,908
Encumbrance Carryover	0	0	0	80,000	0
<b>Total Contingency</b>	<b>0</b>	<b>0</b>	<b>399,306</b>	<b>706,742</b>	<b>552,002</b>
Unappropriated Ending Balance	475,276	951,175	0	100,000	100,000
<b>TOTAL REQUIREMENTS</b>	<b>\$4,877,292</b>	<b>\$5,454,409</b>	<b>\$5,898,331</b>	<b>\$5,905,498</b>	<b>\$5,905,498</b>



# PRINTING AND DISTRIBUTION SERVICES (354)

Printing and Distribution Services Fund (706)

Finance and Administration

## APPROPRIATION SUMMARY

	Actual FY 88-89	Actual FY 89-90	Revised Budget FY 90-91	Proposed FY 91-92	Adopted FY 91-92
<b>EXPENDITURES</b>					
Personal Services	\$1,159,286	\$1,303,282	\$1,403,762	\$1,428,488	\$1,505,848
External Materials and Services	2,555,037	2,332,630	3,069,840	2,776,818	2,774,198
Internal Materials and Services	375,837	404,571	416,535	420,332	420,332
Capital Outlay	182,967	316,112	487,833	292,100	372,100
Cash Transfers-Equipment	0	15,000	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$4,273,128</b>	<b>\$4,371,595</b>	<b>\$5,377,970</b>	<b>\$4,917,738</b>	<b>\$5,072,478</b>
<b>Authorized Full-Time Positions</b>					
Total	34	33	33	32	32
<b>FUNDING SOURCES</b>					
General Fund Discretionary		\$0	\$50,000	\$10,000	\$10,000
<b>Non-Discretionary Resources</b>					
Grants and Donations		0	0	0	0
Contract Revenue		1,838,229	1,917,444	1,673,568	1,673,568
Interagency Services		2,533,366	3,341,916	3,234,170	3,388,910
Bureau/Operating Fund Revenue		0	68,610	0	0
Total Non-Discretionary Resources		\$4,371,595	\$5,327,970	\$4,907,738	\$5,062,478
<b>TOTAL FUNDING</b>		<b>\$4,371,595</b>	<b>\$5,377,970</b>	<b>\$4,917,738</b>	<b>\$5,072,478</b>
<b>PROGRAMS</b>					
Operations		113,956	249,786	246,338	255,405
Copy Services		476,955	572,539	408,012	437,355
Duplicating		1,737,116	2,163,742	2,047,587	2,134,161
Microfilm		155,118	229,033	161,758	166,118
Downtown Service Center		129,579	250,350	0	0
Distribution		\$1,758,871	\$1,912,520	\$2,054,043	\$2,079,439
<b>TOTAL PROGRAM</b>		<b>\$4,371,595</b>	<b>\$5,377,970</b>	<b>\$4,917,738</b>	<b>\$5,072,478</b>

### GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR

The Printing and Distribution Services Division of the Bureau of General Services provides support services to all City bureaus, Multnomah County, and other governmental agencies. These services include printing and binding, microfilming, blueprinting, copy machines and xerography, mail processing, inserting and addressing, and delivery of interoffice mail and supplies. While a majority of the services are provided by in-house personnel, approximately 30% of the reproduction work is performed by outside vendors.

The 1991-92 adopted operating budget totals \$5,072,478, an 5.7% decrease from the 1990-91 revised budget of \$5,377,970. Some of this reduction is due to 1991-92 rates being reduced by 4 - 6% over 1990-91 rates. Large increases in service requests in 1989-90 resulted in the fund having a larger ending fund balance than estimated when the 1990-91 rates were developed. And so General Services reduced its rates in 1991-92 to return approximately half of the extra revenues, with the other half to be used to reduce 1992-93 rates. The rate reductions also helped to reduce the operating costs of those General Fund bureaus affected by the Measure 5 service cutbacks. Service reimbursements from

## PRINTING AND DISTRIBUTION SERVICES (354)

Printing and Distribution Services Fund (706)

Finance and Administration

APPROPRIATION SUMMARY

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General Fund bureaus decreased by approximately \$150,000, about half of which is from reduced rates, while the other half is from cuts in service requests. But the drop in service requests from General Fund bureaus was offset by increases in requests from other funds not supported from property tax revenues. Total service reimbursement revenues for 1991-92 are budgeted to be \$3,311,649, which is only a 1% decrease from the 1990-91 revised budget of \$3,341,916.

The City also provides services to other outside agencies, most notably Multnomah County. General Services estimates that the County will reduce its requests for services by nearly 13%, from \$1,917,444 in 1990-91 to \$1,673,568 in 1991-92. Printing and Distribution Services does not see the need to cut any staff positions at this time, but would be required to layoff staff should the County reduce its level of service requests further.

Beginning July 1, 1991, Printing and Distribution Services will be moving its main operations from the Ford Building at 2505 SE 11th Ave., to the vacant retail space in the First and Jefferson (Autoport) Garage. The Downtown Service Center on the third floor of the Portland Building will also move to the First and Jefferson location, to be combined with the Duplicating Program. All of the printing and copying operations will be a few blocks from the Portland Building and City Hall, eliminating the need for a separate facility in the Portland Building. This will save the Printing and Distribution Services Division approximately \$25,000 each year that it would have paid to rent space in the Portland Building.

The Operations Program includes \$20,000 for payment of incentives to employees under the Division's Gainshare Project, which provides incentive pay for its employees for increased productivity and teamwork which produce cost savings for their customers. This pilot project recently completed its first year, with cost savings of approximately \$24,000, \$8,000 of which was passed on to employees as incentive pay.

This budget also includes a General Fund cash transfer of \$10,000 to support the Photography program, a decrease from the \$50,000 included in the 1990-91 revised budget. This program provides photography services at City functions, many of which are not directly billable to any one bureau. Printing and Distribution Services eliminated the Photographer position for 1991-92, with limited photography services to be provided by existing staff.

### PERFORMANCE OBJECTIVES

The Bureau of General Services submitted the following performance objectives for the Printing and Distribution Services Division:

1. Reduce costs to customers by \$50,000 through Gainshare Project June 30, 1992
2. Increase the use of recycled paper to 90% of available stock December 31, 1991

## PRINTING AND DISTRIBUTION SERVICES (354)

Printing and Distribution Services Fund (706)

Finance and Administration

PROGRAM SUMMARY

<i>Program</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>OPERATIONS</u></b>				
<i>Total Expenditures</i>	\$113,956	\$249,786	\$246,338	\$255,405
<i>Authorized Full-Time Positions</i>	3.20	3.20	2.80	2.80
<i>Performance/Workload Measures:</i>				
Reduced Costs to Customers through Gainshare Project	N/A	\$50,000	\$50,000	\$50,000
Recycled Paper Used, as percentage of Available Stock	N/A	N/A	90%	90%

This program is responsible for planning, controlling, and coordinating the activities of the Division. The Operations Program also performs customer relations, consulting, purchasing, administrative and clerical duties of the division. Additionally, the FY 1991-92 budget includes \$20,000 for incentive monies for the Gainshare Project. This pilot program for the City will return to employees a share of the estimated savings to Printing and Distribution customers resulting from increased productivity by the employees.

### **COPY SERVICES**

<i>Total Expenditures</i>	\$476,955	\$572,539	\$408,012	\$437,355
<i>Authorized Full-Time Positions</i>	1.40	1.40	1.50	1.50
<i>Performance/Workload Measures:</i>				
Percent of Full Service Copiers Serviced on Schedule	NA	100%	100%	100%

This program provides for the procurement, maintenance, and management of the City and County self-service copy machines. Both in-house and vended maintenance are provided. A capital replacement reserve is managed to ensure that all agencies will have adequate copiers when needed. The 1991-92 budget includes \$103,000 for replacement of copiers.

### **DUPLICATING**

<i>Total Expenditures</i>	\$1,737,116	\$2,163,742	\$2,047,587	\$2,134,161
<i>Authorized Full-Time Positions</i>	12.40	12.40	13.70	13.70
<i>Performance/Workload Measures:</i>				
Orders Completed On Schedule	NA	95%	95%	95%

This program provides printing, graphics, photography, and bindery services for the City, County and other governmental agencies. Service levels include delivery times of overnight, 5 day, and 3 week options, all at competitive prices. Any project that can not be done in-house is vended out at the lowest rates, offering savings to customers. This program includes photography services for graphics and high-quality printing needs, as well as maintaining an ongoing photographic file for the City. The 1991-92 budget eliminates the Photographer position, thus reducing General Fund support from \$50,000 in 1990-91 to \$10,000 in 1991-92. Photography services will be performed by existing staff.

## PRINTING AND DISTRIBUTION SERVICES (354)

Printing and Distribution Services Fund (706)

Finance and Administration

PROGRAM SUMMARY

<i>Program</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>MICROFILM</u></b>				
<i>Total Expenditures</i>	\$155,118	\$229,033	\$161,758	\$166,118
<i>Authorized Full-Time Positions</i>	2.00	2.00	2.00	2.00
Performance/Workload Measures:				
Orders Completed On Schedule	NA	95%	95%	95%

This program provides for the microfilming needs of the City and County. Services include the regular updating of zoning, street, and water service maps. This program also provides for the security of the documents, and the quality of service that are not available from vendors. The decrease in the budget is due to reduced requests for this service, and lower equipment replacement costs than in FY 1990-91.

### **DOWNTOWN SERVICE CENTER**

<i>Total Expenditures</i>	\$129,579	\$250,350	\$0	\$0
<i>Authorized Full-Time Positions</i>	2.00	2.00	0.00	0.00
Performance/Workload Measures:				
None				

As of July 1, 1991, the main operations of the Division and the Downtown Service Center on the third floor of the Portland Building will move to the retail space at the First and Jefferson Garage. As such, this program has been combined with the Duplicating Program. With the main printing and copying operations only a few blocks from the Portland Building and City Hall, the need no longer exists for a separate facility.

### **DISTRIBUTION**

<i>Total Expenditures</i>	\$1,758,871	\$1,912,520	\$2,054,043	\$2,079,439
<i>Authorized Full-Time Positions</i>	12.00	12.00	12.00	12.00
Performance/Workload Measures:				
Process US Mail within				
Standard Service Time	NA	100%	100%	100%
Complete Interoffice Mail				
Routes within Standard Service Time	NA	97%	97%	97%

This program is responsible for providing all distribution services to City and County agencies. Services include interoffice and U.S. mail processing, addressing and inserting of mail, and special delivery of numerous and/or large items. The Distribution Program purchases all postage for the City and County, tracks postage expenditures by organization, and bills accordingly. The 1991-92 budget increase represents increased requests for mail services and recent increases in U.S. Postal Service rates.

# PRINTING AND DISTRIBUTION SERVICES (354)

Printing and Distribution Services Fund (706)

Finance and Administration

LINE ITEM APPROPRIATIONS

<i>Expenditure Classification</i>	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
511000 Full-Time Employees	\$758,815	\$833,305	\$900,477	\$887,820	\$938,424
512000 Part-Time Employees	41,582	48,276	49,316	64,089	67,196
514000 Overtime	33,082	51,631	48,828	52,000	54,967
515000 Premium Pay	9,072	10,167	12,365	11,300	11,945
517000 Benefits	316,735	359,903	392,776	413,279	433,316
<b>Total Personal Services</b>	<b>\$1,159,286</b>	<b>\$1,303,282</b>	<b>\$1,403,762</b>	<b>\$1,428,488</b>	<b>\$1,505,848</b>
521000 Professional Services	\$9,855	(\$5,161)	\$5,000	\$27,750	\$27,750
522000 Utilities	0	0	0	0	0
523000 Equipment Rental	2,094	616	3,800	3,400	3,400
524000 Repair & Maintenance	125,645	162,831	218,754	195,700	195,700
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	1,907,012	1,655,195	2,088,574	1,930,399	1,930,399
531000 Office Supplies	(343)	6,982	2,000	3,500	3,500
532000 Operating Supplies	449,255	454,910	662,766	578,104	578,104
533000 Repair & Maintenance Supplies	4,083	727	3,946	3,050	3,050
534000 Minor Equipment	693	2,142	2,400	1,900	1,900
535000 Clothing	897	1,957	1,600	1,700	1,700
539000 Other Commodities	0	225	0	0	0
541000 Education	1,216	1,300	2,550	2,500	2,500
542000 Local Travel	160	164	1,900	1,700	1,700
543000 Out-of-Town Travel	1,035	1,780	3,000	3,500	3,500
544000 External Rent	48,300	48,300	53,550	0	0
545000 Interest	0	0	0	0	0
546000 Refunds	0	0	0	0	0
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	5,135	662	20,000	23,615	20,995
<b>Subtotal External Materials &amp; Services</b>	<b>\$2,555,037</b>	<b>\$2,332,630</b>	<b>\$3,069,840</b>	<b>\$2,776,818</b>	<b>\$2,774,198</b>
551000 Fleet Services	\$35,315	\$35,681	\$35,647	\$43,639	\$43,639
552000 Printing/Distribution	0	0	0	0	0
553000 Facilities Services	28,506	28,112	32,585	5,596	5,596
554000 Communications	15,703	17,279	16,216	16,056	16,056
555000 Data Processing	0	951	1,681	1,695	1,695
556000 Insurance	15,331	29,868	43,594	48,809	48,809
557000 Equipment Lease	0	0	0	0	0
558000 Same Fund Services	0	0	0	0	0
559000 Other Fund Services	280,982	292,680	286,812	304,537	304,537
<b>Subtotal Internal Materials &amp; Services</b>	<b>\$375,837</b>	<b>\$404,571</b>	<b>\$416,535</b>	<b>\$420,332</b>	<b>\$420,332</b>
<b>Total Materials &amp; Services</b>	<b>\$2,930,874</b>	<b>\$2,737,201</b>	<b>\$3,486,375</b>	<b>\$3,197,150</b>	<b>\$3,194,530</b>
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	3,876	4,315	0	0
564000 Equipment	182,967	312,236	483,518	292,100	372,100
565000 Equipment Lease Purchase	0	0	0	0	0
<b>Total Capital Outlay</b>	<b>\$182,967</b>	<b>\$316,112</b>	<b>\$487,833</b>	<b>\$292,100</b>	<b>\$372,100</b>
573000 Cash Transfers - Equipment	\$0	\$15,000	\$0	\$0	\$0
<b>Total Appropriation</b>	<b>\$4,273,128</b>	<b>\$4,371,595</b>	<b>\$5,377,970</b>	<b>\$4,917,738</b>	<b>\$5,072,478</b>

**PRINTING AND DISTRIBUTION SERVICES (354)**

Printing and Distribution Services Fund (706)

Finance and Administration

*FULL-TIME POSITIONS*

Class	Title	Actual FY 88-89		Actual FY 89-90		Revised Budget FY 90-91		Proposed FY 91-92		Adopted FY 91-92	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
0356	Printing/Distrib. Div. Manager	1	39,735	1	46,887	1	51,670	1	51,624	1	54,567
0512	Billing Accountant	1	0	1	29,744	1	31,008	1	31,252	1	33,033
0363	Photo/Reprographics Supervisor	1	47,067	1	36,908	1	38,164	1	38,462	1	40,654
0362	Photographer	0	10,569	1	28,683	1	29,989	0	0	0	0
0354	Reproduction Operator III	3	67,177	3	98,990	4	129,760	4	134,700	4	142,378
0353	Reproduction Coordinator	1	31,481	1	32,356	1	35,714	1	35,988	1	38,039
0351	Reproduction Operator II	5	129,139	4	106,079	3	87,301	3	87,969	3	92,983
0350	Reproduction Operator I	9	160,939	8	176,271	8	191,601	8	195,303	8	206,435
0220	Secretarial Clerk I	1	19,524	1	19,805	1	21,207	1	21,379	1	22,598
0128	Distribution Coordinator	1	29,483	1	39,128	1	34,618	1	35,988	1	38,039
0127	Delivery Driver I	5	121,388	5	121,151	5	132,306	5	133,602	5	141,217
0126	Mail Clerk II	2	32,159	2	25,217	2	39,271	2	46,355	2	48,997
0125	Mail Clerk I	4	70,154	4	72,086	4	77,868	4	75,198	4	79,484
<b>TOTAL FULL-TIME POSITIONS</b>		<b>34</b>	<b>758,815</b>	<b>33</b>	<b>833,305</b>	<b>33</b>	<b>900,477</b>	<b>32</b>	<b>887,820</b>	<b>32</b>	<b>938,424</b>

**WORKERS' COMPENSATION FUND (709)**

**FUND SUMMARY**

	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>RESOURCES</u></b>					
<i>Revenue</i>					
<i>Miscellaneous Revenues</i>					
<i>Interest</i>	176,178	284,842	244,852	349,591	349,591
<i>Other Misc. Revenues</i>	389,955	480,552	309,000	464,146	464,146
<b><i>Total Revenue</i></b>	<b>566,133</b>	<b>765,394</b>	<b>553,852</b>	<b>813,737</b>	<b>813,737</b>
<i>Trans. from Other Funds-Svc. Reimb.</i>					
<i>General</i>	986,776	1,451,487	1,636,040	1,527,115	1,527,115
<i>Buildings Operating</i>	149,619	166,707	139,191	129,649	129,649
<i>Emergency Communications</i>	81,904	122,151	123,977	134,687	134,687
<i>E/R-Civic Stadium</i>	926	2,311	0	0	0
<i>E/R-Memorial Coliseum</i>	49,817	71,358	0	0	0
<i>Golf</i>	4,511	56,470	44,971	45,930	45,930
<i>Hydropower Operating</i>	0	0	6,405	6,127	6,127
<i>Performing Arts Operating</i>	23,873	63,413	0	0	0
<i>PIR</i>	0	0	3,783	6,023	6,023
<i>Sewer System Operating</i>	238,516	450,144	393,998	407,675	407,675
<i>Transportation Operating</i>	865,591	1,120,849	1,007,324	1,076,402	1,076,402
<i>Water</i>	785,226	858,566	772,525	734,478	734,478
<i>Printing/Distribution</i>	15,145	21,263	30,848	33,489	33,489
<i>Communication Services</i>	5,811	7,078	18,448	18,213	18,213
<i>Fleet Operating</i>	251,067	288,593	147,971	127,076	127,076
<i>Facilities Services</i>	0	0	24,687	23,274	23,274
<i>Insurance &amp; Claims Operating</i>	8,943	9,412	0	0	0
	<b>3,467,725</b>	<b>4,689,802</b>	<b>4,350,168</b>	<b>4,270,138</b>	<b>4,270,138</b>
<i>Beginning Fund Balance</i>					
<i>Encumbered</i>	0	0	0	0	0
<i>Unencumbered</i>	1,660,214	2,128,262	3,240,663	4,994,160	4,994,160
<b><i>Total Beginning Fund Balance</i></b>	<b>1,660,214</b>	<b>2,128,262</b>	<b>3,240,663</b>	<b>4,994,160</b>	<b>4,994,160</b>
<b><i>TOTAL RESOURCES</i></b>	<b>\$5,694,072</b>	<b>\$7,583,458</b>	<b>\$8,144,683</b>	<b>\$10,078,035</b>	<b>\$10,078,035</b>

## WORKERS' COMPENSATION FUND (709)

	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
<b><u>REQUIREMENTS</u></b>					
<i>Bureau Requirements</i>					
<i>Personal Services</i>	184,649	189,779	0	0	0
<i>External Materials &amp; Services</i>	2,914,475	2,624,484	3,251,179	3,523,154	3,523,154
<i>Internal Materials &amp; Services</i>					
<i>General</i>	121,034	173,148	878,972	969,796	1,016,630
<i>Printing/Distribution</i>	13,948	15,625	0	0	0
<i>Communications Services</i>	6,916	7,429	0	0	0
<i>Fleet Operating</i>	1,039	1,059	0	0	0
<i>Facilities Services</i>	38,000	36,972	0	0	0
<i>Insurance &amp; Claims Operating</i>	200,037	198,060	0	0	0
	380,974	432,293	878,972	969,796	1,016,630
<i>Capital Outlay</i>	3,363	10,160	13,329	10,000	10,000
<i>Total Bureau Requirements</i>	3,483,461	3,256,716	4,143,480	4,502,950	4,549,784
<i>Contingency</i>					
<i>General Operating Contingency</i>	0	0	3,945,994	5,441,951	5,428,012
<i>COLA Contingency</i>	0	0	0	32,895	0
<i>Encumbrance Carryover</i>	0	0	0	0	0
<i>Total Contingency</i>	0	0	3,945,994	5,474,846	5,428,012
<i>Transfers to Other Funds - Cash</i>					
<i>General-Overhead</i>	82,349	60,560	55,209	100,239	100,239
<i>Health Fund</i>	0	306	0	0	0
	82,349	60,866	55,209	100,239	100,239
<i>Unappropriated Ending Balance</i>	2,128,262	4,265,876	0	0	0
<b>TOTAL REQUIREMENTS</b>	<b>\$5,694,072</b>	<b>\$7,583,458</b>	<b>\$8,144,683</b>	<b>\$10,078,035</b>	<b>\$10,078,035</b>

The Workers' Compensation Fund is responsible for managing the City's Workers' Compensation self-insurance program and for providing loss control services to minimize occupational injury and illness. As in previous years, the Employee Assistance Program (EAP) and the Health & Fitness Program are also included in this Fund. Staff and related Materials & Services for the fund are budgeted in the Office of Finance and Administration (OF&A) appropriation unit in the General Fund, and the Workers' Compensation Fund reimburses the General Fund through an Interagency Agreement.

Expenditures in this fund are primarily for claims payments, which are budgeted to be \$2,957,673 for FY 1991-92, an increase of \$345,905 or 12% from 1990-91. Projected claims payments are based upon the level estimated by an independent actuarial study for the period ending June 30, 1990. The primary resource to this fund is from Interagency (I/A) charges to other city bureaus. I/A charges are decreasing overall by \$80,029 or 2% from the revised 1990-91 charges. This change is primarily due to projected increases in claims payments offset by lower reserve requirements.



## WORKERS' COMPENSATION FUND (709)

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The reserve requirement assumed within this budget is also based upon the last actuarial study. (The actuarial report gives a range for the recommended reserve levels needed to cover outstanding incurred liabilities. This range of estimates is produced by calculating reserves as various confidence levels (ie, probability that actual losses will not exceed the reserve level). In addition to the "range" based on various confidence levels, reserves are stated at a discounted and undiscounted level, where the discounted level takes into account the fact that this fund earns interest on the fund balances. In the past, Risk Management has chosen to use the "undiscounted expected level" as the reserve level to be attained by the fund, although the fund has not yet reached that level but has been operating under a plan to reach full reserve levels over a 5-year period which began in FY 1989-90. This year, based on the a Performance Audit report, Risk Management has chosen to change the reserve level used to the "discounted" amount, which is \$6,535,398 compared with \$8,713,581 for the "undiscounted" level. These reserve requirements are for the period ending June 30, 1990, and annual updates to the actuarial are planned.

The 1991-92 budget assumes that the fund will achieve a reserve or balance of \$5,476,607 by year end. Risk Management expects to reach the full reserve level by 1993-94.

# WORKERS' COMPENSATION (577)

Workers' Compensation Fund (709)

Finance and Administration

LINE ITEM APPROPRIATIONS

<i>Expenditure Classification</i>	<i>Actual FY 88-89</i>	<i>Actual FY 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 91-92</i>	<i>Adopted FY 91-92</i>
511000 Full-Time Employees	\$136,765	\$136,978	\$0	\$0	\$0
512000 Part-Time Employees	799	0	0	0	0
514000 Overtime	245	126	0	0	0
515000 Premium Pay	0	0	0	0	0
517000 Benefits	46,840	52,675	0	0	0
<b>Total Personal Services</b>	<b>\$184,649</b>	<b>\$189,779</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
521000 Professional Services	\$299,608	\$288,456	\$270,031	\$290,401	\$290,401
522000 Utilities	0	0	0	0	0
523000 Equipment Rental	0	0	0	0	0
524000 Repair & Maintenance	1,566	(8)	0	0	0
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	2,590,096	2,305,182	2,981,148	3,232,753	3,232,753
531000 Office Supplies	6,043	4,724	0	0	0
532000 Operating Supplies	0	92	0	0	0
533000 Repair & Maintenance Supplies	0	0	0	0	0
534000 Minor Equipment	0	2,446	0	0	0
535000 Clothing	0	0	0	0	0
539000 Other Commodities	0	0	0	0	0
541000 Education	4,863	5,332	0	0	0
542000 Local Travel	1,612	672	0	0	0
543000 Out-of-Town Travel	2,760	3,531	0	0	0
544000 External Rent	0	0	0	0	0
545000 Interest	0	0	0	0	0
546000 Refunds	0	0	0	0	0
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	7,927	14,057	0	0	0
<b>Subtotal External Materials &amp; Services</b>	<b>\$2,914,475</b>	<b>\$2,624,484</b>	<b>\$3,251,179</b>	<b>\$3,523,154</b>	<b>\$3,523,154</b>
551000 Fleet Services	\$1,039	\$1,059	\$0	\$0	\$0
552000 Printing/Distribution	13,948	15,625	0	0	0
553000 Facilities Services	38,000	36,972	0	0	0
554000 Communications	6,916	7,429	0	0	0
555000 Data Processing	34,783	33,637	0	0	0
556000 Insurance	200,037	198,060	0	0	0
557000 Equipment Lease	0	0	0	0	0
558000 Same Fund Services	0	0	0	0	0
559000 Other Fund Services	86,251	139,511	878,972	969,796	1,016,630
<b>Subtotal Internal Materials &amp; Services</b>	<b>380,974</b>	<b>432,293</b>	<b>878,972</b>	<b>969,796</b>	<b>1,016,630</b>
<b>Total Materials &amp; Services</b>	<b>3,295,449</b>	<b>3,056,777</b>	<b>4,130,151</b>	<b>4,492,950</b>	<b>4,539,784</b>
561000 Land	0	0	0	0	0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	0	0	0	0
564000 Equipment	3,363	10,160	13,329	10,000	10,000
565000 Equipment Lease Purchase	0	0	0	0	0
<b>Total Capital Outlay</b>	<b>\$3,363</b>	<b>\$10,160</b>	<b>\$13,329</b>	<b>\$10,000</b>	<b>\$10,000</b>
573000 Cash Transfers - Equipment	\$0	\$0	\$0	\$0	\$0
<b>Total Appropriation</b>	<b>\$3,483,461</b>	<b>\$3,256,716</b>	<b>\$4,143,480</b>	<b>\$4,502,950</b>	<b>\$4,549,784</b>

