

# THE CITY OF PORTLAND

FY 1992-93 ADOPTED BUDGET



VOLUME I

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 1992-93 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 1992-93 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.

*On the cover is the logo for Portland Future Focus Strategic Plan. FY 1990-91 was the year the City of Portland's first community-wide strategic plan was completed. The Plan addresses social issues as well as land use. The Plan has put Portland on the map as a City on the cutting edge of forming the futures to its preferred specifications.*

---

**City of  
Portland, Oregon  
1992-93 Adopted Budget**

---

**BUDGET COMMITTEE:**

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



---

# Office of Finance and Administration

---

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  
Mindy Feely  
Larry Nelson  
Ruth Roth  
Linda Mary Scott  
Gordon Wilson  
Marion Yee



**TABLE OF CONTENTS**  
**Volume I**

	<u>Page</u>		<u>Page</u>
HOW TO USE THE BUDGET .....	1	Office of Commissioner #3, Public Utilities	138
MAYOR'S FY 1992-93 BUDGET MESSAGE	3	Office of Commissioner #4, Public Safety	143
USER'S GUIDE TO PORTLAND AND ITS BUDGET	7	Bureau of Community Development	148
Portland's Characteristics .....	9	Energy Office .....	160
The Budget Process .....	11	Environmental Commission .....	166
City Financial Organization & Structure	13	Office of Finance and Administration .....	171
Glossary of Terms .....	19	Bureau of Fire, Rescue and Emergency Services	184
BUDGET OVERVIEW .....	29	Bureau of General Services .....	195
Budget and Financial Policies .....	34	Bureau of Intergovernmental Affairs .....	200
Financial Forecast .....	35	Bureau of Licenses .....	205
Budget Summary .....	41	Office of the Mayor .....	212
FINANCIAL SUMMARIES .....	76	Metropolitan Arts Commission .....	218
Total City Budget - Revenues and Expenses	78	Metropolitan Human Rights Commission .....	225
Authorized Full Time Positions .....	79	Office of Neighborhood Associations .....	229
General Fund Revenues and Expenses .....	80	Bureau of Parks .....	237
General Fund by Funding Source .....	81	Bureau of Planning .....	248
Total Revenues and Expenses by Fund by Fiscal Year	82	Bureau of Police .....	256
Summary of Revenues by Fund .....	85	Bureau of Purchases and Stores .....	268
Summary of Fund Expenses .....	88	Special Appropriations .....	274
Summary of Bureau Expenses by Fund .....	91	<u>Operating Funds</u>	
Summary of Bureau Expenses by Managing Agency	94	Assessment Collection .....	281
Tax Levy Computation .....	98	Auto Port .....	282
Statement of Indebtedness .....	99	Buildings .....	288
BUDGET DETAIL - GENERAL FUND		Economic Improvement District Operations	299
<u>General Fund</u>		Emergency Communications .....	301
Office of the City Attorney .....	107	Golf .....	307
Office of the City Auditor .....	113	Hydroelectric Power .....	315
Office of Cable Communications and Franchise Management	121	Northwest I-405 Recreation .....	321
Office of Commissioner #1, Public Affairs	127	Parking Facilities .....	325
Office of Commissioner #2, Public Works	132	Parks System Improvements Fund .....	331
		Portland International Raceway .....	334
		Public Safety Capital Fund .....	340
		Refuse Disposal .....	344
		Sewer System (Environmental Services) .....	351
		Street Lighting .....	366
		Office of Transportation .....	369
		Water .....	394

**TABLE OF CONTENTS (Continued)**  
**Volume I**

**Page**

**Internal Service Funds**

Computer Services . . . . .	411
Communications Services . . . . .	413
Facilities Services . . . . .	424
Fleet Services . . . . .	435
Health Insurance . . . . .	445
Insurance and Claims . . . . .	447
Justice Center . . . . .	451
Printing/Distribution Services . . . . .	456
Workers' Compensation . . . . .	465



**TABLE OF CONTENTS**

**Volume II**

	<u>Page</u>		<u>Page</u>
<u>Agency and Trust Funds</u>		Waterfront Renewal Bond Sinking . . . . .	96
Hydropower Renewal & Replacement . . . . .	1	<u>Federal Funds</u>	
Model Cities Economic		Federal and State Grants . . . . .	97
Development Trust . . . . .	3	Housing and Community Development . . .	99
Portland Parks Trust . . . . .	4	Home Grant Fund . . . . .	106
Public Art Trust . . . . .	12	<u>Retirement Funds</u>	
Sewer System Rate Stabilization . . . . .	14	Fire & Police Disability	
Sewer System Safety Net . . . . .	15	and Retirement . . . . .	107
Sundry Trust Funds . . . . .	16	Fire & Police Disability and	
Water Growth Impact Charge Trust . . . . .	18	Retirement Reserve . . . . .	114
<u>Construction Funds</u>		Supplemental Retirement	
Local Improvement District . . . . .	19	Program Trust . . . . .	115
Construction . . . . .		<u>Revenue &amp; Reserve Funds</u>	
Sewer System Construction . . . . .	27	Convention and Tourism . . . . .	117
Transportation Construction . . . . .	30	General Reserve Fund . . . . .	118
Water Construction . . . . .	32	Sewer System Debt Proceeds . . . . .	119
<u>Debt Service Funds</u>		Transportation Reserve . . . . .	120
Debt Redemption Schedule . . . . .	35	<u>Portland Development Commission</u>	
Airport Way Debt Service . . . . .	74	Funding Sources . . . . .	143
Bancroft Bond interest and Sinking . . . . .	75	Summary of Resources . . . . .	144
Bonded Debt Interest and Sinking . . . . .	76	Summary of Requirements . . . . .	145
Central Eastside Industrial		Appropriation Schedule . . . . .	147
District Debt Service . . . . .	77	Fund Reconciliations . . . . .	151
Convention Center Area		Statement of Bonded	
Debt Service . . . . .	78	Indebtedness . . . . .	154
Downtown Parking Bond Redemption . . . . .	79	Financial Summary . . . . .	203
Golf Revenue Bond Redemption . . . . .	80	Goals & Objectives . . . . .	209
Hydropower Bond Redemption . . . . .	81	<u>Capital Budget</u>	
Improvement Bond Interest & Sinking . . . . .	82	Introduction & Highlights . . . . .	221
Intermediate Debt Service Fund . . . . .	83	Current Year Cost . . . . .	241
Morrison Park East Bond Redemption . . . . .	84	Current Year Oper. & Maint. Costs . . . . .	243
Morrison Park West Bond Redemption . . . . .	85	Current Year Funding Source . . . . .	245
NW Front Avenue Industrial Renewal . . . . .	86		
PIR Bond Redemption . . . . .	87		
Old Town Parking Bond Redemption . . . . .	88		
St. Johns Riverfront Bond Redemption . . . . .	89		
Sewer System Debt Redemption . . . . .	90		
Short-Term Debt Interest & Sinking . . . . .	91		
South Park Debt Service . . . . .	92		
Tennis Facilities Bond Redemption . . . . .	93		
Washington County Supply			
Bond Redemption . . . . .	94		
Water Bond Sinking . . . . .	95		

**TABLE OF CONTENTS (Continued)**  
**Volume II**

**Page**

**Capital Systems**

City Support Facilities .....	247
Cultural & Recreational .....	303
Economic Development .....	333
Sewer .....	351
Transportation .....	397
Water .....	449

**APPENDICES**

Mayor's Message .....	487
Financial Forecast .....	490
Budget Guidelines Resolution .....	535
Comprehensive Fin. Management Policy .....	536
General Fund Reserve Police .....	553
Debt Management Policy .....	558
Investment Policy .....	563
General Reserve Policy .....	569
Interagency Service Policy .....	571
LID Policy .....	578
Bureau Advisory Coordinating Committee Reports .....	574
City Salary & Fringe Benefits .....	590
Appropriation Schedule .....	591
Historical Funds and Appropriations .....	601

*Distinguished Budget Presentation Award*

The Government Finance Officers Association of the United States and Canada (GFOA) presented an award for Distinguished Budget Presentation to the City of Portland for its annual budget for the fiscal year beginning July 1, 1991.

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.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO  
City of Portland,  
Oregon

For the Fiscal Year Beginning  
July 1, 1991

President

Executive Director



## ***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 1992-93 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 1992-93 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.
  - \* A summary of programs that implement Portland Future Focus, the City's Strategic Plan.
- \* **Financial Summaries** -- A series of financial summaries provides the reader with information on revenues, expenses and city positions currently funded for FY 1992-93 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 1992-93 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.

***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) 823-4120

July 7, 1992

**TO THE CITIZENS OF PORTLAND, OREGON:**

Last fiscal year marked a milestone in public budgeting for Portland. Ballot Measure 5, approved by the voters in November of 1990, changed the State property tax system by capping at \$10 the rate that can be applied against assessed value in support of local government services. In response, the budget process was altered to ensure greater opportunities for public testimony, consultation with the business community, and coordination with other governments. The Council trimmed the budget in order to overcome the loss of \$20 million in property tax revenues, of which \$14 million was in the General Fund. The FY 1992-93 budget process built upon these changes in continuing the City's transition to Measure 5.

**FINANCIAL OUTLOOK**

As a result of previous program reductions, the continuation of a strong local economy and growth in assessed values, the financial picture faced by the City in FY 1992-93 initially represented a substantial improvement over the prior year. Not only were revenues sufficient to maintain existing services but they also allowed for increases in such high priority projects as community policing.

While this financial outlook was good news, many uncertainties remain, any one of which could quickly change the financial climate of the City. While our local economy has remained surprisingly strong in comparison to the national economy, this picture could change if growth in the local economy becomes sluggish and affects revenues that support city services.

Measure 5 is the other big uncertainty. The State of Oregon is struggling to reduce its budget by \$1.5 billion in the next biennium to cover replacement costs for schools. The outcome may place greater service demands on Portland or jeopardize the nearly \$8 million in cigarette and liquor taxes that the State of Oregon now shares with the City. The State Legislature in its next session will undoubtedly struggle with the more permanent issue of reforming the entire tax system. The outcome of those deliberations will have significant consequences for local government.

As the Council moved through the budget process, it was well aware of the climate of uncertainty. Care was taken to try to modify the budget in light of new information as it became available. Very late in the budget process, the City Council and I received word that the Oregon Tax Court had ruled that Urban

Renewal collections fell within the \$10 local government Measure 5 limit. If upheld, this decision significantly changes the future year characteristics of the financial forecast. In addition, the Governor had stepped up deliberations on the significant budget problems posed by Measure 5, and made it clear that the State Shared Revenues were in jeopardy.

Given this environment of change, the Council and I took action to temporarily delay implementation of some of the service improvements incorporated into the Adopted Budget. I supported this action because I didn't want to leave office with new programs in the budget only to have a new Mayor be forced to cut those programs in future years.

Council will reconvene on the budget in September when more information is available. At that time, it is anticipated that the Supreme Court will have issued a decision on the lower Tax Court ruling, and we will know whether Tax Increment debt service falls under the Measure 5 lid. In September, Council will have to decide whether to lift the temporary delay of some of the service improvements, or extend the delay on a permanent basis.

## **PUBLIC INVOLVEMENT**

Once again the budget was developed with the full participation of my colleagues on the City Council. It also continued the full participation of the City's 25 budget advisory committees and the Citizen Budget Advisory Committee. Building upon a partnership forged last year, representatives from the business community and various civic groups provided testimony on City service priorities and options for reducing the costs. Association for Portland Progress members have given freely of their time to complete detailed reports on such City services as Parks and Recreation, Environmental Services, Purchasing, and Personnel Services. The Chamber of Commerce has provided testimony on the budget as has the League of Women Voters. The information provided through these sources has been important to the Council in reaching the many hard decisions which were necessary to balance the budget.

## **SERVICE PRIORITIES AND IMPROVEMENTS**

The budget achieves the City's top service objectives in a manner that is both balanced and financially sound. The Council has successfully struggled through the second year of Ballot Measure 5, making difficult choices on allocating resources to the many needs of the City. The budget provides a five-year blueprint which will guide the Council into the future. It maintains reserves while putting resources into programs that reflect the community's priorities. It represents a balanced approach to the budget, one that will continue the transition to community policing, improve the liveability of our neighborhoods, and guards the high environmental and liveability standards that are so important to the quality of life enjoyed by Portland residents.

Specific service improvements that have been incorporated into the budget include:

- **Improved Public Safety.** An additional \$3.9 million has been allocated for critical public safety programs which will continue the City's aggressive implementation of community policing. A total of 60 new police officers will be added to the budget, 40 in FY 1992-93 and 10 during each of the following two fiscal years. The budget also allows continuation of other needed public safety programs, such as: the Regional Drug Initiative, an intergovernmental program providing community based services addressing drug abuse; CHIERS, an inebriate pickup service which frees our police officers to address other public safety needs; domestic violence programs to support the victims of crime; and training dispatchers for Portland's new emergency communication center opening in 1993.



**Future Focus Implementation.** The budget allocates an additional \$621,000 for the implementation elements of Future Focus, the City's strategic plan. The budget continues the City's commitment to celebrating diversity, fighting the tide of racism in the community, and planning for Portland's role in addressing regional population growth. Included is support for expanded district planning; training of citizen mediation volunteers for the efficient resolution of neighborhood problems; diversity and anti-racism training; and neighborhood initiated projects. Bureaus are also redirecting existing programs to assist in the implementation of the plan.

**Arts Plan 2000 Implementation.** The budget challenges the City's regional neighbors to join in supporting the arts. Portland has recognized that its contributions to artistic organizations, facilities, and performances can go much farther if those in the region benefiting from our cultural center pay their fair share. The budget provides an additional \$450,000 in funding for Art programs which is intended to be matched by increased contributions from other metropolitan area governments.

**Service Efficiencies.** The budget invests \$186,000 in operational efficiencies that will cut the cost of government and improve services. A new radio repair shop will be constructed adjacent to the Emergency Communications Center in East Portland. The phone system serving the Portland Building will be replaced with modern equipment. The newly created Environmental Commission is supported to review and provide recommendations to the Council on issues of importance to the future liveability of Portland.

Outside of the General Fund, other major issues are also addressed by this budget. Work will continue in Transportation toward expanding the light rail system, the new Comprehensive Housing Affordability Strategy (CHAS) will be implemented, the mid-county sewer project will get into full swing, and the Bureaus of Water and Environmental Services will continue to respond to new federal regulations. The City will also see the completion of its new Emergency Dispatch Center and opening of a new Police Precinct in Northeast Portland on Martin Luther King Boulevard. These and many other adjustments detailed within the budget will insure that the citizens of Portland not only receive improved services next year but also in the long-term.

## **TECHNICAL ADJUSTMENTS TO THE BUDGET**

State budget law requires that changes in accounting and budgeting practices be identified within the budget message. Only one change is anticipated this year to the so-called "budgetary basis of accounting," the City's rules for determining what counts as a budgeted expense and revenue during a particular fiscal year. Starting in 1992-93 in both the Water and Sewer operating funds, the fund balance shown in the budget will include dollars that are earned but uncollected. These are referred to as "accrued revenues." That is, on any July 1, when water and sewer services have been provided and the customers owe the money but have not yet paid it, the amount they owe is included as revenue to the previous year and therefore part of the budgeted fund balance in the year just beginning. In both Water and Sewer funds, this has the effect of recognizing a higher level of the budgeted fund balance--both beginning and ending--by about \$3.2 million each. In the case of the Water Bureau, this has the effect of reducing the rate increases that would otherwise be needed over the next two years. In the case of the Bureau of Environmental Services, the ratemaking in past years has already included an adjustment for these "accruals," so there is no change to the rates as a result of accruing the sewer revenues. The purpose of making this change is to become more consistent in treating both revenues and expenses in those funds.

## CONCLUSION

This budget is my last as the Mayor of Portland. I would like to thank each of my fellow Council members for their diligence, creativity, and hard work in preparing budgets during my tenure as the Mayor. I would also like to thank the many citizens, the City's shareholders and customers, who through the years have provided me with valuable advice on the services required to sustain our City and preserve the high standard of liveability that exists in Portland.

Sincerely,

A handwritten signature in black ink that reads "Bud". The letters are cursive and fluid, with a large 'B' and 'd'.

J.E. Bud Clark  
Mayor

## USER'S GUIDE TO PORTLAND AND ITS BUDGET

	<u>Page</u>
<b>Index to Users Guide</b>	7
<b>A. Portland: The City and its Budget</b>	
1. City Characteristics	9
2. Form of Government	10
<b>B. The Budget Process</b>	
1. Local Budget Law	11
2. Citizen Involvement Process	12
3. Process Timeline	12
<b>C. City Financial Organization and Structure</b>	
1. Portland's Fund Structure	13
2. Basis of Accounting	14
3. City Debt Management	15
<b>D. Index of Figures in the Users Guide</b>	
1. City of Portland Organization Chart	11
2. Budget Process Timeline	17
<b>Glossary of Terms</b>	19



## **A. 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. The budget is the City's financial plan and an operations guide for the government and its activities. It is also a communications tool, informing residents of the short and long-term issues confronting the city. The budget document reflects the goal of citizens and leaders alike: to maintain and enhance the high quality of life enjoyed by Portland residents.

This is the first year that the budget incorporates the action plans of "Portland Future Focus," the City's strategic plan. Actively embraced by the City Council, this policy will become reality as the City in partnership with the community works to accomplish the vision for Portland in the year 2000.

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

The City of Portland, with a population of 456,664 comprises an area of approximately 138.4 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, a governmental unit responsible for the areas air and marine port facilities, 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. The City also has strong historic preservation and multifamily housing programs. This assistance in the preservation of downtown housing and historic structures has created a unique urban atmosphere. This blending of old and modern facilities enhances the livability of downtown.

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, a 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. The City of Portland is consistently rated as one of the best cities in the United States in which to live and do business. In 1990, Newsweek described Portland as "one of the ten hottest cities in the United States." Parenting Magazine rated the City as one of the top ten cities in which to raise children. Financial World has added its opinion by ranking Portland for two consecutive years as the third best financially managed city in the United States. Another publication, City and State Magazine recently listed Portland as fifth among

the top 50 US cities for its financial management. More recently the City won the Excellence in City Financial Management Award presented by the U.S. Conference of Mayors.

## 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. These assignments can be changed at any time by the Mayor. Traditionally, the Mayor has been the Commissioner of Finance and Administration.

The Auditor receives and maintains all documents relating to the accounts and contracts of the City, including its debts, revenues and other financial affairs. The position is also responsible for conducting financial and performance audits of City bureaus and their functions. Finally, the Auditor's Office also serves as the Council Clerk, responsible for the processing and filing of all official Council actions.

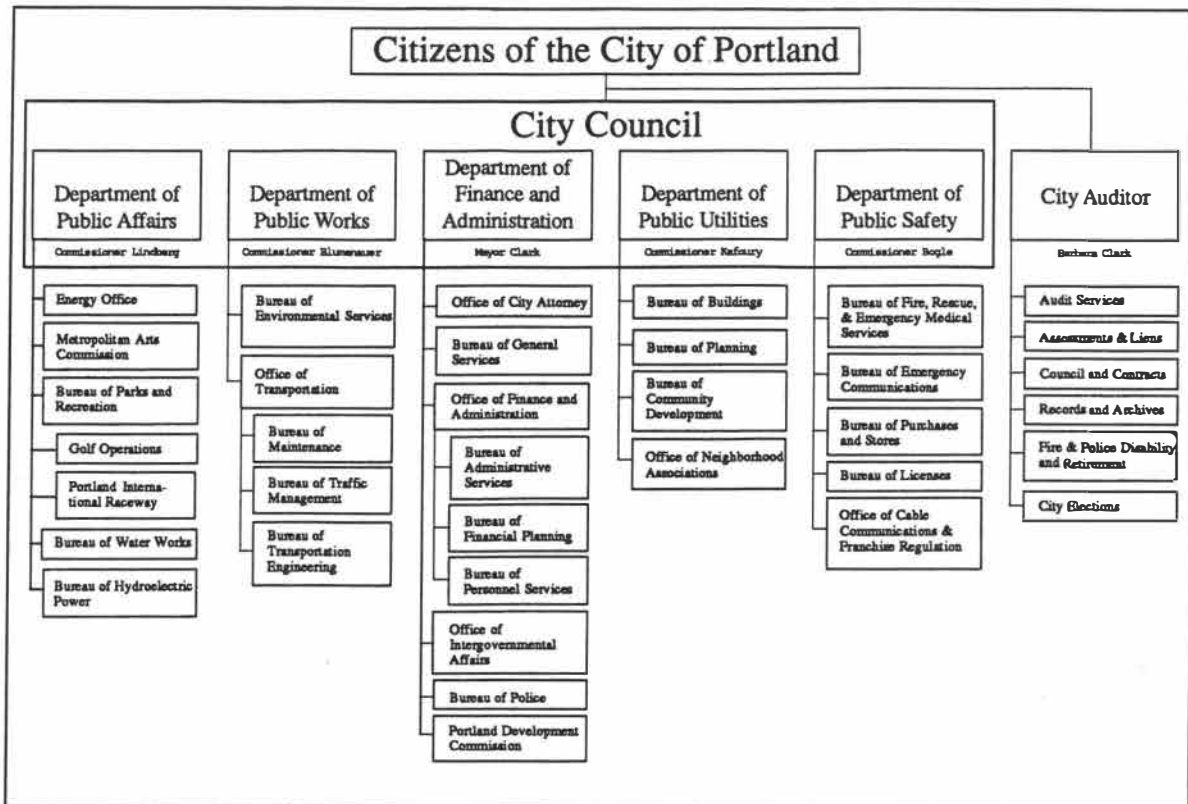


Figure 1

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.

## B. 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:

- To provide standard procedures for preparing, presenting, and administering local budgets; and
- 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 governmental jurisdictions in Multnomah County. The Commission, together with the State Department of Revenue, are responsible for ensuring compliance of budgets with local budget law.

## 2. Citizen Involvement Process

The TSCC, mentioned above, is only one group that monitors budget processes. The City has a Nationally recognized commitment to active participation in its budgetary process. The City uses the following systems to insure this high level of citizen involvement:

•**Neighborhood Needs Requests.** This is a process that is initiated in the Fall of each year, 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.

•**Budget Advisory Committees (BACs):** The committees are made up of citizens appointed by the Commissioner-In-Charge. These people monitor bureau budgets and operations identifying issues for Council consideration. They are the primary vehicle for active citizen participation. Initiated in 1974 with five BACs, today Portland is served by 25 BACs and a Budget Advisory Coordinating Committee (BACC). The BACC reviews and advises the Council on policy and budget matters and serves as the steering committee for the BAC process. Each of the committees is provided with time during the annual Council budget hearings to present their reports.

•**Direct Public Testimony.** In addition to participating in the budget advisory committees, Citizens have several opportunities to personally testify on bureau budget requests. Specifically, citizens have an opportunity to testify at:

•**Annual Budget Hearings.** Normally, the Council holds several days of hearings where the public can testify on any topic. For the last two years an expanded hearings process has been used which allows testimony before development of, and upon approval of the Proposed Budget.

•**Tax Supervising and Conservation Commission Hearing.** The TSCC holds a public hearing on the City's budget. Public testimony is allowed during those hearings.

•**Adopted Budget Hearing.** Testimony is taken at the Council Session for the final approval (adoption) of the budget. This typically occurs in mid to late June.

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 and ends the following June when the Proposed Budget becomes the Adopted Budget. (see Figure 2 at the end of User's Guide). The following is a brief overview of the key components of the budget process:

**October through December** - While bureaus begin development of budget requests, the Bureau of Financial Planning in coordination with other City bureaus present five year financial plans for the major operating funds to the City Council. These plans provide Council with the opportunity early in the budget process to give direction on long-range budget issues. During this period the Council also adopts guidelines and directives for Bureaus to follow in preparing budget requests. They also review and update policies that may effect budgetary decisions.

**December and January** - The Bureau of Financial Planning reviews bureau budget requests. Meanwhile, citizen groups study the same bureau requests and issue reports for the Council.

**February through April** - The Bureau of Financial Planning issues formal written summaries of each budget identifying financial and service related issues for council discussion during the budget hearings. 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 citizens group (the Tax Supervising and Conservation Commission) reviews the Proposed Budget and holds public hearings. The Council makes final decisions and adopts the budget. The final budget document is usually printed and distributed in early July.

On May 3, 1990 the City Council adopted a General Reserve Fund Use Policy. Based upon a review of historical financial trends, the Policy formally recognizes the need for a 10% General Reserve level. The Policy also provides clear guidelines for the withdrawal of funds based upon economic indicators or an emergency of significant magnitude.

## **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, Transportation, and Buildings. Funds such as Water are commonly referred to as "Enterprise" funds because they are self-supporting. 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. Reserve funds hold resources for future use in countering recessionary trends and mitigating mid-year economic downturns.

•**Bonded Debt Funds** -- These funds account for the payment of debt service on general obligation, revenue, assessment improvement, and urban renewal tax increment bonds. These funds are necessary to manage the City's diverse debt portfolio in a manner that insures compliance with security covenants as well as State and Federal regulations.

•**Construction Funds** -- These funds account for major construction projects such as streets, water and sewer improvements. Revenues are received when the City issues bonds and notes for capital projects. They are also received from rates and other recurring sources of income to the City.

•**Federal Funds** -- These funds account for grant revenues received from the federal government, such as Housing and Community Development Block Grant funds.

•**Retirement Funds** -- The City has only one retirement fund which supports 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. These fund 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 budget includes a \$254,000 cash transfer to Fleet Management to cover the cost of new vehicles. The Bureau's budget also includes \$3.6 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 \$2 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, internal service and selected other funds are maintained on an "accrual basis" -- recording revenues at the time they are earned.

The General, Transportation, Special Revenue, Debt Service, Capital, and trust funds are maintained on a "modified" accrual basis. That means revenues are recorded when measurable and available. Expenditures are recorded when the liability is incurred, with the following exceptions:

- Inter-fund 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.
- Eamed, but unpaid, vacations are recorded as expenditures when taken by employees.

### **Financial Reporting**

The comprehensive 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 (GFOA) Certificate of Achievement for Excellence in Financial Reporting for the past nine years. The GFOA is a national organization composed of professionals in the field of public financial management. The group has established stringent criteria for the awards program in order to insure quality, full-disclosure accounting and reporting systems within the public sector.

The City also prepares an Annual Report describing the services performed and the costs of those services in a manner consistent with the annual audit. The report is used with rating agencies, other governments, and with the general public to provide information on the City's financial condition.

## **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.

The City also has an independently elected Auditor responsible by Charter for conducting internal financial and performance audits for specific city services.

## **Basis of Budgeting**

The City's budget is prepared in a manner consistent with its financial structure and as required by Oregon Revised Statutes. All funds are included within the budget along with the organizations and programs which they support. However, unlike the financial basis of reporting, the City's budget is prepared completely on a modified accrual basis. That means that the budget anticipates revenues based upon when they will be actually received and expenditures when they will actually occur. One exception exists to this general rule for the acknowledging of revenues. Property tax revenues are acknowledged within the budget for ninety days after the close of the fiscal year. Items which are not fully expended at year end must be re-budgeted in the following fiscal year.

## **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 Bureau of Financial Planning, 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 City-wide impact of budget adjustments on a quarterly basis. It also ensures that the Council's directives are being followed.

The City also has an automated system for monitoring the financial condition of its General Fund. A Financial Outlook report is issued at the end of each accounting period or thirteen times per year. The report provides Council, city managers, and others with information on the status of General Fund revenues and expenditures in comparison to the budget. The report also forecasts the year-end balance for the General fund.

## **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 which is presently outstanding consists of:

- \$18 million in voter-approved bonds for the Performing Arts Center and remodeling of Civic Stadium.
- \$27 million in Bancroft local improvement district bonds and \$85.6 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** consist of:

- \$80 million in sewer system revenue bonds.
- \$2.4 million in golf and tennis facility revenue bonds.
- \$44 million in hydropower revenue bonds.

- \$14.5 million in parking garage revenue bonds. These bonds are paid entirely by user charges.

**Other bonds consist of:**

- \$95.7 million in urban renewal bonds, which are paid with tax increment property taxes.

- \$43.3 million in certificates of participation and limited tax notes for buildings and equipment (paid by various City organizations).

- \$52.36 million in one and two year local improvement district financing notes (primarily for mid-county sewers).

City general obligation debt can legally reach three percent of the City's assessed value, or \$552 million. The City's low debt level of only \$18.3 million in non-self supporting general obligation debt translates into about \$47 per capita, or a ratio to assessed value of about .114%. This very low debt level has remained basically constant for the last ten years.

For FY 1992-93 the City anticipates issuing the following new debt:

- \$19.38 million in tax increment debt assuming that the Supreme Court over-rules a recent Tax Court decision subjecting this type of financing to the limits of Ballot Measure 5. If that decision is upheld then the City will in all likelihood not proceed with issuing this new debt.

- \$46.4 million in revenue bonds to support Sewer System capital projects.

- \$1.7 million in limited term general obligation notes to support the acquisition of new capital equipment.

- \$10 million in Tax Anticipation notes to support city services between the beginning of the fiscal year and the time that property tax revenues are received by the City.

With these additions and after subtracting anticipated bond redemption, outstanding debt is anticipated to total \$430.4 million by year-end.

In February, 1992, the City refunded 15 separate outstanding bond issues in order to take advantage of lower interest rates. That is, the City took advantage of a good financial market by replacing older higher interest bonds with new lower-interest bonds. The projected present value savings of the four new, lower rate, issues is \$4 million. Included are the following:

- Refunding of pre-1986 General Obligation Improvement Bonds generating \$1.2 million in present value savings and allowing the City to avoid negative arbitrage, or losses, incurred in an economic environment where current portfolio interest rates are below interest on outstanding bonds.

- Water Refunding Bonds are projected to save City water system customers three quarters of a million dollars in present value.

- Parking System Revenue Refunding Bonds for refinancing the Old Town Garage will generate a half a million dollars in present value savings.

- Urban Renewal Refunding Bonds were sold to accomplish two objectives: 1) to achieve a present value savings of \$1.6 million; and 2) to restructure the bonds to accommodate changes in the law in the wake of Ballot Measure 5. The new structure provides the flexibility to use an additional \$7.5 million of existing tax increment collections for short-term financing.

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 1973 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 February, 1992, 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.

<b>MAJOR PHASES OF THE ANNUAL BUDGET PROCESS - FY 1992-93</b>			
<b>Planning &amp; Guidelines</b>	<b>Bureau Budget Request</b>	<b>Council Review &amp; Approval</b>	<b>Final Review &amp; Adoption</b>
<p>October - December *</p> <p>Budget Manual distributed to Bureaus</p> <p>Council reviews General Fund forecast and approves as the Financial Plan</p> <p>Council develops budget guidelines</p> <p>OF&amp;A calculates target allocation for General Fund Bureau</p>	<p>December - January *</p> <p>Bureaus prepare budget requests</p> <p>OF&amp;A reviews bureau budget requests and prepares overviews for Council</p>	<p>February - April *</p> <p>Council reviews bureau budget requests</p> <p>Council hears testimony from the public, Bureau Budget Advisory Committees, and Budget Advisory Committee</p> <p>Council makes the allocation and policy decisions necessary to balance the budget</p> <p>OF&amp;A produces the Proposed Budget document</p> <p>Council gives preliminary approval to budget</p>	<p>May - June *</p> <p>Tax Supervising and Conservation Commission reviews the budget and holds public hearing</p> <p>Council considers updated estimates and makes final decisions for the budget</p> <p>Council adopts the budget</p>

Figure 2





- Approved	The budget as approved by the Budget Committee and subsequently reviewed and certified by the Multnomah County Tax Supervising and Conservation Commission.
- Adopted	The budget as passed by ordinance by Council upon certification by the Multnomah County Tax Supervising and conservation Commission.
Bureau Advisory Committee (BAC)	A committee specific to a particular bureau, consisting of citizens appointed by the Commissioner-in-Charge to advise the bureau on its budget requests and to make recommendations to Council.
Bureau Advisory Coordinating Committee	Composed of representatives of each of the Bureau Advisory Committees, this committee reviews and advises Council on policy and budget matters for the City as a whole. It additionally serves as a steering committee for the Bureau Advisory Committee process.
Bureau Goal	A statement of purpose or policy for a bureau which describes the services provided to meet an identified community need.
Bureau of Financial Planning	The responsibility unit within the Office of Finance and Administration which plans and administers the budget process for the City. This includes the preparation of instructions, analysis of requests, preparation of the Mayor's Proposed Budget document, and the preparation of the Approved and Adopted Budget documents.
Capital Budget	The expenditures scheduled for the first year of the Capital Improvement Plan and included in the budget.
Capital Review Committee	A committee comprised of representatives from each bureau submitting a capital budget, and a member of the BACC. The committee makes recommendations on capital budget requests.
Capital Improvement	An expenditure which adds to the City's fixed assets, has a life expectancy of ten years or more, and requires expenditures of more than \$10,000 for personnel, materials and services and equipment, or major equipment with a purchase price of \$50,000 or greater.
Capital Improvement Plan (CIP)	A multi-year plan approved by the Council listing capital improvement projects, costs and a schedule for completion.
Capital Outlay	A major object category which includes expenditures for land purchase, buildings (purchase or construction), improvements other than building (purchase or construction), or equipment and furniture with a unit cost in excess of \$500



Compensation Plan	The document which lists all position classification in the City, their classification number and the rates of pay authorized. The document is updated quarterly by the Bureau of Personnel and adopted annually by the City Council.
Contingency	An account established for the purpose of meeting unanticipated requirements. Formal Council action is required for transfers from Contingency.
Contract	An agreement whereby the City and an individual, legal or political entity, agree to do certain things. If the City is to provide a service(s) for reimbursement, the bureau to provide 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.)
Current Service Level (CSL)	The cost of providing the same services in the upcoming fiscal year as the bureau provides in the current year.
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).
Equipment	Types of machinery, vehicles, furniture, etc. with a unit cost in excess of \$500 and an expected life of one year or more.
Expenditure	The actual outlay of or obligation to pay cash.
Financial Forecast	Estimates 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.
Fiscal Year (FY)	The twelve-month period beginning July 1 and ending June 30 for which the annual budget of the City is prepared and approved.
Full-Time Position (FTC)	A position which will work at least a minimum work week of 36 hours on an ongoing basis and is specifically authorized by number and classification in the annual budget. It only includes regular full-time positions (not limited-term positions)
Fund	A budgetary and fiscal accounting mechanism for designating a sum of money or other resources set aside for the purpose of providing services and achieving objectives in accordance with state and local laws, regulation or other limitations. Each fund constitutes an independent budgetary, fiscal and accounting entity.

The General Fund is the City's major operating fund and includes all services authorized by Council and the Charter not specifically provided for in other funds. Other funds are restricted to certain specific types of services or activities.

All appropriation units are within one and 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.

- \* **General Fund**

The General Fund includes all general purpose activities of the City supported by property taxes and other non-dedicated revenues such as license and permit fees and state-shared cigarette and liquor tax, etc. Bureaus supported by the General Fund include the Bureaus of Fire, Rescue and emergency services; Police; Parks; Licenses; Purchases and Stores; Planning; Community Development, and the Offices of the City Council and Auditor; Finance and Administration; General Services; Attorney; Neighborhood Associations; Energy; Cable, and the Metropolitan Arts Commission.
- \* **Other Operating Funds**

These funds support agencies which do not receive General Fund support. Exceptions include the Transportation and Buildings Funds which currently receive a cash transfer from the General Fund. They are often referred to as enterprise funds because they operate based on revenue received from the services they provide. The Transportation-related agencies' primary sources of revenue are franchise fees charged to public utilities and the State Gas Tax. Water and sewer rates support those agencies.
- \* **Portland Development Commission**

The Portland Development Commission (PDC) is the City of Portland's urban renewal, economic development and housing rehabilitation agency.
- \* **Revenue and Reserve Funds**

Revenue funds receive revenues from specific sources which can be used for specific purposes only. The revenues need to be transferred to an operating fund in order to be expended. Revenue funds include the Parking Meter, State Tax Street, and State Revenue Sharing.

On May 3, 1990, the City Council adopted a General Reserve Fund Use Policy which 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 sell 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, from time to time, creates accounts from specific purposes which receive revenues such as gifts or bequests to the City. A variety of these small accounts currently exists.
Government Finance Officers Association Distinguished Budget Presentation Award	Highest form of recognition in governmental budgeting. It's attainment represents a significant accomplishment by the management and elected officials of recipients. Budgets are evaluated from effectiveness as a policy document, a financial plan, an operations guide, and a communication device.
Grants	"Grant" is a generic term which means financial assistance received from either State or Federal sources.  "Federal Financial Assistance" means assistance provided by a Federal agency in the form of grants, contracts, cooperative agreements, loans, loan guarantees, property, interest subsidies, insurance, or direct appropriation to individuals. It includes awards received directly from Federal agencies, or indirectly through other units of State and local governments.
Indirect Costs	The general central overhead costs (e.g., payroll, accounts payable, and City Attorney) necessary for the operation of a grant, but which cannot be directly attributable to a specific grant. These costs are computed using the consolidated City-wide Cost Allocation Plan. The bureau administering the grant does not budget these funds, as they do not have use or control of the funds. Indirect costs are, therefore, additional revenues to the operating fund to cover some of the costs of City-wide operation.
Integrated Business Information System (IBIS)	The City's computerized general accounting, budgetary human resources, and purchasing system.

Interagency Service Agreement	An agreement for provision and receipt of services between City bureaus or funds. Their agreement establishes a mutually agreed upon budget amount for anticipated services to be provided and received.
Internal Service Fund Agencies	Bureau of General Services divisions of Fleet Services, Communications Services, Printing/Distribution Services, Facilities Services, the Portland Building and Justice Center. Also the Risk Management Division within the Bureau of Administrative Services which manages the Workers' Compensation and Insurance and Claims Funds.
Job Share Position	A budgeted full-time position shared by two people, who combined, work a total of at least 36 hours per week.
Limited-Term Position	A position, budgeted in line 512000, which has a specified ending date in the authorization.
Line Item (Account)	A classification of appropriation by object of expenditure. (See Account)
Local Budget Law	Oregon Revises Statutes, Chapter 294, prescribes budgeting practices for municipalities within Oregon.
Major Object Codes	Broad categories of expenditures such as personal services, external materials and services, internal materials and services, or capital outlay.
Match	The appropriation and expenditure of <u>City</u> resources as a necessary condition for award of a grant, budgeted in line item 528000.
Modified Accrual Basis	Recording revenues when measure and available and expenditures being recorded when the liability is incurred.
Objective	A desired result of a group of related activities performed by a bureau in which the achievement satisfies part or all of a bureau goal.
Office of Finance and	The appropriation unit composed of the Bureaus of Administrative Services and Financial Planning. OF&A is responsible for planning and administering the budget process for the City.
Package	A group of expenditures which an appropriation unit requests for a specific service and related activities. The package request will provide justification and description of services to be provided, activities, personnel and dollar requirements (e.g. add and reduction packages).

**Part-Time Position**

A position which works less than a 36 hour work week and has no full-time position authority. A part-time position will fit into one of the following categories:

- a. Part-Time, Permanent Position -- A position budgeted for less than 36 hours per week for a total of more than 860 hours per year. The position is eligible for City-paid benefits at 50% of the normal amount paid to full-time City employees.
- b. Part-Time, Temporary Position -- A position budgeted for less than 36 hours per week for a total of less than 860 hours per year. The incumbent is not Civil Service-certified, and is not eligible for benefits.
- c. Part-Time, Seasonal -- A position necessary to meet seasonal peak workloads, emergency workloads of limited duration, necessary vacation relief and other situations involving fluctuating staff requirements; budgeted for a minimum of 36 hours per week, but less than 860 hours per year; the position is not eligible for benefits.

**Performance Measure**

An indicator which measures the degree of accomplishment of an objective. The major types are:

- Effectiveness Measure

A qualitative and/or quantitative extent to which the performance of a series of related tasks achieve a desired result or objective; the ratio of actual to planned accomplishment of a specific objective.

- Efficiency Measure

The extent to which the process utilized by an organization to produce goods and/or services minimizes the use of resources. The ratio of a unit of goods and/or services produced to the amount of resources required to product it.

- Workload Measure

A quantity of work performed.

**Performance Objective**

Goals to establish direction for bureau work plans. Performance objectives are intended to better communicate to the public and policymakers what is being accomplished with public dollars, providing accountability.

**Portland Future Focus (Strategic Planning)**

A community-based strategic planning process to develop a vision for Portland in the year 2000.

**Program**

A cluster of activities and projects which seek to accomplish a common specific objective. Within the budget, programs are typically considered to be a subdivision of an AU budget.

<b>Provider Bureau</b>	A bureau of the City which, through an interagency agreement, either provides specific services to or purchases equipment on behalf of another bureau of the City.
<b>Public Facilities Plan</b>	A support document or documents to the City of Portland's Comprehensive Plan and Capital Improvement Plan. In addition, the facilities plan describes "significant" projects which will support land uses in the City's Comprehensive Plan and other projects listed as short-term (5 years) and long-term (6-20 years) bureau needs. There are two classes of public facilities as follows: <ul style="list-style-type: none"> <li>A. Significant facilities necessary to support land uses designated in the Comprehensive Plan; and</li> <li>B. All other facilities over \$10,000 projected value, including buildings, structures or equipment incidental to the direct operation of significant facilities listed in (A) above.</li> </ul>
<b>Quarterly Budget Review</b>	A report submitted by bureaus after the end of Accounting Periods 3, 6, 10, and 13. The report compares planned to actual appropriation unit expenditures, revenues, and performance measures.
<b>Receiver Bureau</b>	A bureau of the City receiving, through an interagency agreement, specific services or equipment from another bureau of the City. The receiver bureau pays the provider bureau for the service or equipment.
<b>Replacement Equipment</b>	Equipment purchased to be used in place of existing equipment.
<b>Reserves</b>	Resources set-aside for unanticipated, emergency expenses and downturns in the economy.
<b>Responsibility Unit (RU)</b>	Within IBIS, an organizational or cost accumulation unit below the appropriation unit level, usually a division of a large bureau.
<b>Revenue</b>	Money received by the City from external sources during the fiscal year.
<b>Revised Budget</b>	Adopted budget plus any adjustments made through accounting period 6, which annually ends in mid-December.
<b>Special Appropriation</b>	Appropriation units organized to make expenditures not included in a specific bureau.
<b>Strategic Planning (Portland Future Focus)</b>	A community-based strategic planning process to develop a vision for Portland in the year 2000.

Target

Share of General Fund discretionary resources based on the Financial Forecast. Target is based on adopted budget, adjusted for inflation and subtracting one-time requirements.

Tax Supervising & Conservation  
Commission (TSCC)

The State-authorized body which reviews the City budget prior to legislative adoption in order to certify compliance with local budget law.





## BUDGET OVERVIEW

	<u>Page</u>
<b>A. Index to Budget Overview</b>	29
<b>B. Summary</b>	
1. Introduction	31
2. Budget Process	33
<b>C. Budget and Financial Policies</b>	
1. Financial Plan	35
2. Budget Guidelines and Council Directives	35
3. Finance Policies	35
4. Service Policies	35
<b>D. Financial Forecast</b>	
1. Economic Outlook	35
2. Financial Forecast vs. Adopted Budget	36
3. Future Uncertainties	37
<b>E. Budget Summary</b>	
1. Total and Net Budget	41
2. General Fund	44
3. Service Improvements	46
4. Service Highlights	49
5. Service Efficiencies	56
6. Performance Objectives	59
7. Portland Future Focus	61
8. Capital Budget Highlights	64
9. Technical Adjustments	67
<b>F. Conclusion</b>	67
<b>G. Budget and Financial Policies</b>	69
<b>H. Budget Notes</b>	74
<b>I. Index to Figures in the Budget Overview</b>	
1. Adopted Budget Five-Year Forecast	40
2. Forecast Resources/Requirements	41
3. Adopted Budget Prior Year Comparison	42
4. Total Budget Resources vs. Requirements	43
5. General Fund Resources vs. Requirements	45
6. Summary of Service Improvements	48
7. City of Portland - 10 Year Comparison	57
8. Capital Expenditure Summary	65



## A. SUMMARY

### Introduction

The City of Portland FY 1992-93 Budget reflects the second phase of a multi-year transition to Ballot Measure 5, a property tax limitation approved by the voters in November of 1990. The measure created a maximum rate which can be assessed against property for local governments of \$10 per \$1,000 of assessed value. Prior to passage of the measure, growth in the total property tax levied was limited to six percent per year unless otherwise authorized by the voters. The measure resulted in the loss of \$21.2 million in revenues during FY 1991-92 of which \$14 million was in the General Fund. In FY 1992-93 the loss is expected to total \$12 million. In spite of this loss the financial condition in which the City initially prepared its FY 1992-93 budget represents a significant improvement over the prior year.

As a result of prior year program reductions and assessed value growth, combined with continued revenue growth fueled by a strong regional economy, the financial climate in which the FY 1992-93 budget was developed differed significantly from the prior year. The General Fund Financial Forecast issued in December of 1991 and revised in March estimated that in addition to maintaining current service levels, a total of \$6.1 million would be available for improving high priority services during FY 1992-93. Of this amount, the Forecast indicated that \$4.25 million could be allocated to ongoing service enhancements. An additional \$1.9 million was available for one-time projects and programs.

A single and consistent theme in budgeting has prevailed since passage of Ballot Measure 5. That theme is one of financial uncertainty. In spite of this improved financial condition, the City continues to face substantial financial uncertainties which may impair future financial stability and therefore its ability to proceed with a broad array of service improvements.

Beginning with the issuance of financial plans in December and continuing throughout the budget process, the Council struggled with the many uncertainties posed by the continued implementation of

Ballot Measure 5. The Council was clear throughout public discussions on the budget that these uncertainties could significantly change the financial outlook of the City and its ability to address critical service needs. These uncertainties include court challenges to the City's primary tool for financing urban renewal and its storm drainage system. They also include deliberations directed toward restructuring the State tax system and potential budget reductions to address Ballot Measure 5 shortfalls that may either directly or indirectly impact services at the local level.

As the Council moved through the budget process additional information became available on these and other future uncertainties. The likelihood that these uncertainties could become realities led the Council to a decision late in the budget process to delay service improvements previously included within the budget. The Council also directed managers to reduce spending by an amount equivalent to one percent of their budgets for FY 1992-93.

These actions are intended to preserve the long-term financial flexibility of the Council to respond to problems and avoid adverse impact upon services. By the end of September it is hoped that additional information will become available enabling the Council to decide on either proceeding or permanently postponing these service improvements.

Although these financial uncertainties exist, the budget as adopted by the Council will make progress in addressing many critical service requirements within Portland. Council deliberations for the FY 1992-93 General Fund budget centered on the following high priority issues:

- Public Safety Enhancements.** Increasing public safety services, and in particular those services directly supporting implementation of community policing.

- Permanent Funding for Street Lighting.** Finding a permanent and stable funding source to support the City's street lighting system. FY 1991-92 was the final year of a three year special property tax levy supporting the City's street lighting system. Although balances are estimated as sufficient to continue operations through FY 1992-93, it was neces-

sary for the Council to provide direction on a long-term stable alternative revenue source. Options reviewed included use of gas tax revenues, allocation of General Fund resources, and the creation of a new revenue source, such as a user fee.

•**Future Focus Implementation.** Ensuring that bureaus were taking necessary actions to implement Portland Future Focus, the City's strategic plan which was completed in August of FY 1991. A set-aside of \$200,000 was established for the FY 1992-93 budget to cover short-term implementation costs. During budget deliberations, the Council provided direction on the allocation of this set-aside and other existing city resources to insure implementation of the plan's key elements. During FY 1992-93, committees staffed by over 200 community volunteers will continue to develop and monitor the implementation of action plans.

•**Arts 2000+ Plan.** Determining the scale and purpose of public and private art funding both within the City and the region. Completed during FY 1991-92, this regional plan provides direction for maintaining and improving the variety of art and cultural programs enjoyed by area residents. Council provided direction on local levels of support for art programs and its commitment to development of a regional revenue base.

•**Operating Efficiencies.** Reviewing opportunities for the improved efficiency of service delivery systems. Continuing the transition to Ballot Measure 5, Council examined opportunities for improving the efficiency of governmental services. Programs which not only reduced costs but improved service delivery and intergovernmental coordination were reviewed by the Council during budget deliberations.

•**Capital Funding.** Increasing support to meet escalating capital requirements within the City. Recent studies indicate that the City faces significant immediate and long-term capital requirements. Requests submitted by General Fund bureaus total \$26.7 million over the next five fiscal years. Public Facility plans recently completed for General Fund bureaus identified \$72.3 million as being required to meet capital requirements over the next ten fiscal years.

•**Financial Stability.** Maintaining financial flexibility to address future uncertainties. At present, Portland appears to have escaped the recession engulfing most of the United States. In preparing the budget, Council established as a priority maintaining adequate reserve levels to provide flexibility in responding to future economic uncertainty or major unanticipated requirements. The Council closely examined the long-term financial implications of budgetary decisions. Major budget decisions were reviewed by the Council in terms of their financial impact over the next five fiscal years.

In addition to these major General Fund issues, the Council also reviewed and provided direction on a variety of other major service issues. These included:

•**Light Rail Expansion.** A highly successful light rail system has served eastern suburban areas since September of 1986. General Obligation bonds totalling \$125 million approved by the voters in FY 1990-91, combined with Federal Grants totalling \$515 million, State funding totalling \$115 million, and other local match dollars totalling \$21 million, will allow expansion of the system to serve areas West of downtown Portland. It will also support long-range plans for the eventual expansion of the system on the east side of Portland.

•**Mid-County Sewers.** Under a 1986 order from the Oregon Environmental Quality Commission, Portland is required to extend sewer service to about 54,000 residential and commercial customers in the mid-Multnomah County, both within and outside of the City. The total cost of this mandated expansion is approximately \$435 million, of which \$225 million is for the remaining construction of local connector sewers to neighborhoods not yet connected. The remaining time span of the project is about 7 years. The project had significant rate and debt issues requiring direction from the Council during the budget process.

•**Response to New Federal Regulations.** Similar to other major cities throughout the United States, Portland faces significant financial challenges in complying with new federal regulations. The City Bureau of Environmental Services has embarked

upon a long-term program to comply with the Clean Water Act amendments of 1987 and related orders from the State Department of Environmental Quality. Similarly, the Bureau of Water continues programs directed at complying with the Safe Drinking Water Act and new federal Environmental Protection Agency regulations. Water has also assumed a leadership role in development of regional plans and policies for preserving and expanding water systems. The Council deliberated on the financial and budgetary implications of these and other similar issues.

•**Housing Programs.** The National Affordable Housing Act of 1990 requires all jurisdictions seeking Community Development Block Grant funds and other federal housing funds to complete a Comprehensive Housing Affordability Strategy (CHAS). On November 13, 1991 a resolution was jointly adopted by the City of Portland, the City of Gresham, and Multnomah County outlining a five year workplan for meeting area housing needs. Closely related to the CHAS effort is the new Home Investment Partnership Program approved by Congress in November of 1990 and administered by the US Department of Housing and Community Development. This new entitlement program is intended to assist local governments in developing affordable housing for low and moderate income households. Council reviewed each of these programs as part of the budget process.

As indicated in the above, the FY 1992-93 budget deliberations involved many complex service and financial issues. In spite of an uncertain financial climate the Council, through approval of the budget, has set in motion a plan to make substantial progress in meeting its service priorities.

The following overview provides a detailed explanation of decisions related to these and other issues faced by the City of Portland.

### **Budget Process**

Beginning in FY 1991-92 and continuing through the FY 1992-93 deliberations, the Council made significant changes in the annual budget process as an outcome of Measure 5. 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 Bureau of Financial Planning. Although the Proposed Budget primarily reflected the priorities of the Mayor, it was developed through a consensus-building process, with the full participation of Council members. As the focal point of the annual budget hearings, the Proposed Budget 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.

Beginning in FY 1991-92, the Mayor and the Council departed from the normal process described above with the objective of making it more efficient and open to the public. These changes proved to be so successful that the Council opted to retain them for the FY 1992-93 budget. These modifications include the following:

•**Shortened Budget Process.** The Council decided to shorten the budget process time-line by two weeks. This was accomplished by reducing the time available for the production of the actual budget documents. Over the past two fiscal years the length of the annual budget process has been decreased by nearly five weeks.

•**Transition Budget.** As stated earlier, this budget represents the second year in the City's transition to Ballot Measure 5. Because uncertainty exists on implementation of the Measure, Council continues to take a conservative approach to budgeting. The impact of all major budgetary decisions is projected out over the next five years. This ensures that approved programs will be sustainable in the long-term. The approach avoids the instability created by expanding services one year only to turn around and decrease the same service the next year. Similarly, Council continues to refrain from using one-time resources to support ongoing programs. Such actions preserve the Council's future flexibility in adjusting the budget as Ballot Measure 5 continues to be implemented.

•**Consensus Decision-making.** At the outset of the budget process the Mayor and Council once again agreed that every effort would be made to have a budget reflecting a Council consensus. As in the prior fiscal year, hearings were scheduled prior to development of the Proposed Budget. This allowed for public comment on the budget before the Council considered balancing actions. Following the hearings, the Proposed Budget was developed based upon Council direction.

•**Improved Intergovernmental Coordination.** Increased interaction continued among metropolitan area governments. State statutes require local government units residing within the same County to submit "Tax Coordination Plans." These plans are intended to facilitate discussion among jurisdictions and avoid unnecessary competition for limited property tax dollars. Discussions also continued among governments on the consolidation of services. Representatives from Multnomah County and the Metropolitan Service District were invited to testify before the City Council during budget hearings. In June the Governor appointed a special Task Force to review options for streamlining and improving the efficiency of local governments in the three-County metropolitan area. A report with recommendations is expected in September of 1992. While much work will be required in the years ahead in order to re-structure government, the budget continues to support such efforts.

•**Public Participation** The Council also continued its strong commitment to citizen involvement in the budget process. Opportunity for public participation was expanded during budget deliberations. This occurred in the following forms:

**Expanded Budget Hearing Testimony.** Citizens were provided with more opportunity 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 was given an opportunity to address the Council, relative to their assigned bureaus. Similarly, the Budget Advisory Coordinating Committee (BACC) made presentations to the Mayor and Council on city-wide recommendations for balancing the budget. A copy of their report is included in the appendix to the budget. Finally, the Council received testimony from the Joint Budget Advisory Committee on opportunities for service consolidation. This committee included representatives from citizen budget committees in Portland, Multnomah County, and Gresham.

**Business Community Involvement.** The FY 1992-93 process continued opportunities for active participation from the business community and civic organizations. At the invitation of the Council, the Association for Portland Progress, representing the downtown business community, along with the Portland Chamber of Commerce made presentations on approaches to balancing the budget. Throughout the last year, the Association for Portland Progress provided independent consultation to the Council on improving City services. Reports were prepared on the Bureaus of Environmental Services, Parks and Recreation, and Personnel Services. The League of Women Voters was also provided with an opportunity to testify before the Council.

In addition to these opportunities, citizens can also testify before the Tax Supervising and Conservation Commission, discussed earlier in the "User's Guide" section of the budget.

## **B. BUDGET AND FINANCIAL POLICIES**

The budget is not only a financial and operating plan but also a policy document. It applies Council directives in order to meet service priorities, guidelines, and goals. Over the past several years, the Council has adopted policies aimed at providing guidance for the preparation, review and monitoring of the City's budget and overall financial condition. These policies demonstrate the Council's continued

commitment to long-range planning and maintaining financial stability.

In June of 1992, the Council adopted a Comprehensive Financial Policy, consolidating the many individual policies which had been developed over the years as well as creating new policies critical to the financial stability of the city.

To develop and manage the budget, the City employs the following types of policies:

**Financial Plans.** Five year financial plans are developed for the General Fund and other major operating funds of the City. These plans represent the first step in the annual budget process. They offer the Council and the public a long-range picture of not only the financial condition of the City but also of the major service issues it will confront in the years ahead. This information allows the Council to gauge the multi-year implications of decisions made during the annual budget process.

**Council Directives and Decision Guidelines.** Each year the Council meets to discuss what they hope to achieve during the forthcoming budget process. This session identifies service priorities and areas that the Council desires to enhance or focus on during the process. Also identified are management and administrative issues that the Council will address during the process. Finally, Council establishes the guidelines and decision rules that will be applied in the preparation and review of budgets.

**Financial Policies.** The Comprehensive Financial Policy and its subordinate policies provide guidelines and direction for ensuring the continued financial security of the City. These policies address the investment, accounting, debt, budgeting, and financial planning systems of the City.

**Service Plans.** The City maintains many long-range plans each of which provides guidance for service delivery and budget development. Future Focus, the City's strategic plan articulates a vision for the future of the City, and provides guidance for the overall budget. Community Policing, Regional Light Rail, Regional Water, and Arts 2000+ all represent long-range plans providing guidance for specific service areas.

A description of the City's major policies that interact with the budget is provided at the conclusion of the Overview Section. Because of their importance to the budget process, the Financial Plan and Future Focus are discussed in greater detail within the following sections of the Overview.

## C. FINANCIAL FORECAST

### 1. Economic Outlook

Both the national and Oregon economies were weaker during calendar 1991 but the consensus view is that the U.S. economy is emerging from recession and growing slowly. First quarter (calendar 1992) Gross Domestic Product (GDP) growth was 2.7%. The U.S. economy registered a 7.2% unemployment rate during May while Oregon was close behind at 6.9%. Final employment data for calendar 1991 reveal that both the State and regional economies were weaker than indicated by published monthly data. Oregon averaged about a 6% unemployment rate while experiencing negligible employment growth. The overall State data mask the fact that the Portland region did quite well while other areas of the State remain hard hit with 14 counties currently experiencing unemployment rates in excess of 9%. In contrast, the Portland metropolitan area averaged a 4.3% unemployment rate versus 4.1% for calendar 1990.

Both the State and the metro-area experienced sharply higher unemployment rates during the first 5 months of calendar 1992. The metro-area's unemployment rate averaged 6.7% during the January-March period and the preliminary May number is 6%. The State's unemployment rate was 6.9% for May. Much of the increase in unemployment is due to rapid labor force growth as opposed to job layoffs. In-migration continues to fuel population and labor force growth. Despite poorer calendar 1992 employment numbers, both the State and the region outperformed the national economy during 1991. For the U.S. economy as a whole, employment growth was negative and the unemployment rate averaged about 7.2% for calendar 1991.

**Regional.** Although the national recession slowed Oregon's economy, the State still managed, as noted above, to out-perform the national economy during calendar 1991. The principal reason behind Oregon's performance is found in the continued relative health of a diverse Portland regional economy (Clackamas, Yamhill, Multnomah, and Washington Counties). Portland accounts for about half of the jobs in the state and unlike the rest of the State's economy is not very dependent on lumber and related wood products. Thus, during calendar 1991, the unemployment rate remained solidly under 5% and employment growth slowed but remained on a positive track. Since January of 1992, the regional economy has managed to eke out small employment gains but rapid labor force growth has pushed up the area's unemployment rate.

As was the case during 1990, economic growth continues to be fueled by in-migration. The Northwest continues to be an important destination for households shipping goods during 1991 as measured by annual surveys of household moves by United Van Lines and Allied Van Lines.

Both the December 1991 financial forecast and the revised March 1992 financial forecast incorporated a national and regional economic forecast provided by The WEFA Group, a nationally recognized source of economic data. The underlying economic outlook is important because several General Fund revenue sources depend on national and regional economic conditions. For example, utility license/franchise fees, business license fees, and transient lodging taxes amount to about 30% of General Fund revenues and are dependent on business conditions. In addition, most of the City's labor contracts are tied to the annual (December to December) increase in the Portland Consumer Price Index (CPI).

WEFA's national economic forecast continues to call for the national economy to grow slowly over the balance of calendar 1992 and on into 1993. Compared to past recoveries, WEFA expects relatively weak economic growth in the 2% to 3% range. WEFA's regional forecast calls for continued growth in the Portland Metropolitan area but at a slower pace. Most of the recent, early 1992 data, continues to be consistent with this basic outlook. The area has

experienced a rising unemployment rate with in-migration expanding the labor force, out-pacing employment growth. The forecast shows unemployment averaging about 5.5% throughout FY 1992-93. During the first half of calendar 1992 unemployment averaged above 6% but recent data shows some improvement. At present the financial forecast depends on the assumption that both the national and regional economies continue to grow slowly. This should translate into normal revenue growth in business license fees, transient lodging taxes, and utility license fees. At present, and except for Measure 5's continuing impact on property tax revenues, the General Fund's revenue stream remains strong with no apparent signs of weakness.

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

The City's Five Year Financial Forecast was issued in late December of 1991 as a first step in the annual budget process. The Forecast was updated and again released in March of 1992 to include updated economic, expenditure and resource information. Both the initial and the updated forecasts are included within the appendix.

Discretionary revenues are those which are not dedicated to a specific purpose and therefore can be allocated by the Council to any service area. 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 (fee and charges) are also excluded. The March Forecast projected total General Fund "discretionary resources" of \$171.1 million. This was composed of \$161.8 million of revenues and a projected beginning fund balance of about \$9.3 million. This forecast was based upon following assumptions:

Assessed value growth of 5% overall based upon data provided by the Multnomah County Assessor's Office.

Continue compliance with Ballot Measure 5. Preliminary property tax revenue data for FY1991-92 show that the General Fund experienced a revenue loss, as expected, of about \$13.8 million. In addition,



a record 7,000 appeals resulted in about a 0.5% increase in property tax revenues not collected out of the compressed levy, in addition, to delinquency and discounts.

Continued slow economic growth regionally and a presumption that the national economy would begin to recover from the recession.

The March financial forecast was generated using national, state, and regional economic data available through the end of calendar 1991. The updated forecast confirmed that the Council could allocate \$4.2 million to recurring new or expanding services. The forecast also indicated that an additional \$1.9 million was available to support one-time programs such as capital projects. However, several material changes have occurred that may significantly alter the five year forecast outlook and are worth noting in some detail:

The County has updated its estimate of assessed value growth. The County initially estimated a 5% assessed value growth rate. This estimate was used in both the December and March City forecasts. In June, the County revised the FY 1992-93 assessed value growth estimate to between 6% and 7% for the properties that the County directly assesses (commercial and residential). Utility and large industrial properties are centrally assessed by the State Department of Revenue (DOR), but assessed value estimates for these properties will not be available until the Fall of 1992. It now appears likely that assessed value growth will be at least 6%, one full percentage point above the March financial forecast assumption. This should translate into an additional \$1 million in FY 1992-93 property tax revenues.

Other FY 1992-93 resources still appear to be about on target. The beginning balance may be somewhat higher depending on year-end external materials and services expenditures and service reimbursement revenues. The current forecast for year-end FY 1991-92 projects that external materials and service expenditures will bump up at year-end leaving the General Fund with the budgeted FY 1992-93 beginning fund balance of about \$10 million. If expenditures fade at year-end and service reimbursement income increases, the beginning balance could be

anywhere from a few hundred thousand to about \$2 million higher. Finally, transient lodgings and business license taxes grew very strongly at year-end. Both of these revenue categories will come in over budget during FY 1992-93. Transient lodgings will probably come in a few hundred thousand over budget. It is difficult to estimate what will happen to business license revenues until the Bureau of Business Licenses analyzes FY 1991-92 revenues and determines how code changes affected actual FY 1991-92 revenues.

As discussed in the next section, the climate of uncertainty surrounding implementation of Ballot Measure 5 has entered a new phase, with potential severe consequences for the provision of services at the local government level. Court challenges on a variety of local government financial practices and pending state budgetary action may significantly alter the future financial outlook of the City.

In summary, the current economic outlook remains consistent with the budgeted FY 1992-93 revenue stream and it appears that the Council can count on some improvement in property taxes, transient lodgings and business license revenues, and possibly beginning fund balance. The institutional environment surrounding implementation of Measure 5 (the PDC court decision, the Governor's tax package with an assessed value cap, and possible loss of cigarette and liquor tax revenues) is now more uncertain, calling into question whether FY 1992-93 program improvements can be funded in future years.

### **3. Future Uncertainties**

As indicated in the previous section, the Council faced a climate of uncertainty throughout its budget deliberations. These uncertainties led to a Council decision in June to delay for three months implementation of some of the service improvements incorporated into the budget. This action was deemed necessary in order to maintain future financial flexibility should those uncertainties become reality.

Measure 5 continues to be the primary factor generating the air of uncertainty surrounding the FY 1992-93 budget. Foremost among these uncertainties are the following:

**Tax Increment Financing.** In May, the Oregon Tax Court ruled that Urban Renewal collections fall within the \$10 local government Measure 5 limit. The Tax Court decision is being appealed to the Oregon Supreme Court which has agreed to handle the case on an expedited schedule. A decision is expected this Fall.

If the Supreme Court affirms the Tax Court's decision, this radically changes the out-year characteristics of the financial forecast. If the lower court decision is upheld, the City may have to certify, at a minimum, about \$9.2 million of Urban Renewal debt service for collection beginning as early as FY 1993-94. This would further compress local government levies and reduce property tax revenues.

As a rule of thumb, each additional \$1 million of levy reduction, reduces General Fund and Fire & Police and Disability & Retirement property tax revenues by about 55% or \$550,000. The rest of the reduction would fall on the County, the Port, and Metro (Zoo Levy). Alternatively, if the City does not certify annual Urban Renewal debt service for collection thereby eliminating any adverse impact upon other local governments, then the \$9.2 million becomes another General Fund discretionary resource requirement that is not presently included in the Council's 5-year budget strategy. That is, resources that would normally be assigned to other high priority General Fund services will need to be reassigned to meet this debt service requirement.

An adverse court decision also means that the economic development activities that have been so important in enhancing the business climate and livability of Portland will be significantly restricted. Funding for high priority projects will need to come from the City's major operating funds all of which presently have service demands that exceed anticipated resources.

**State of Oregon Budget Actions.** Measure 5 limited the property tax rate to \$15 per \$1,000 assessed value for education 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 1996. The Measure requires the State to replace revenue losses experienced by educational districts only until 1996.

The State of Oregon is struggling to find options for covering the estimated \$1.5 billion in replacement costs for the next biennium, 1993-95. State actions may place additional service demands on local governments and may affect revenues received by the City from liquor and cigarette taxes, which for FY 1992-93 total \$7.6 million. The Governor, in public statements, has said that cigarette and liquor tax revenues distributed to cities and counties may be reduced. This would leave the State with more money to meet Measure 5 required "K-12" funding requirements. The current 5-year financial forecast assumes annual cigarette and liquor tax distributions from the State of about \$7.5 million. Loss of some or all of this revenue stream creates more uncertainty concerning the Council's 5-year budget strategy. A decrease in these revenues would impair the Council's ability to fund and sustain new programs put into the FY 1992-93 budget.

The Governor completed a multi-month process in June to develop a tax package that addresses the significant financial dilemma created by Ballot Measure 5. Over the coming months this package and others will be discussed by the Legislature with the intent of eventually submitting a proposal to the voters. It is presently unclear whether or not such a vote will take place in advance of the Legislature convening in regular session in January. These tax reforms if approved may further impact local government finances by applying caps to assessed value growth and restricting other sources of revenue.

**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 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. Higher assessed values means that local governments will collect more property taxes within the rate limitations of Measure 5.

In FY 1991-92, assessed value growth was substantially higher than anticipated in initial budget estimates. Based upon information provided by the County Assessors Office, assessed value growth has

been estimated at 6% for FY 1992-93. The budget was developed using a 5% assumed growth rate. Actual growth figures will not be available until September. At that time the Council will take action to modify the budget.

Tax reform packages may include some type of assessed value cap. The Governor proposed a property by property 7% assessed value cap for FY1993-94 and FY1994-95. If approved this cap, at a minimum will constrain assessed value growth to about 6% to 6.5%. There is a clear possibility that overall assessed values might grow by as little as 3% or 4%, particularly if commercial, industrial, and utility values grow by an average of about 4% and some residential values (as is always the case) grow by less than 7%. Voter approval of any assessed value cap may materially reduce property tax revenue below what is currently included in the 5-year financial forecast. This may impair the Council's ability to fund and sustain new programs put into the FY 1992-93 budget

•**Intergovernmental Coordination.** Local governments must now share property tax revenues generated within the \$10 limitation, proportional to their share of overall legal levies. If one 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 will have two levies ending at the conclusion of FY 1992-93: the jail and library levies. The Forecast for the FY 1993-94 budget assumes that the County will seek to continue these levies. Any change in the amount of the levies will either negatively or positively impact the City's property tax revenues depending on the type of action taken.

•**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. As part of the FY 1992-93 budget the Council has directed that the system be transitioned to General Fund support by FY 1994-95. This will be accomplished by annually increasing General Fund support and through the temporary use other Transportation revenues.

As indicated in the following section these and other uncertainties resulted in a Council decision in mid-June to delay many of the service improvements originally anticipated for the budget.

#### **4. Five Year Budget Strategy**

The City can be viewed as a large corporation providing a diverse portfolio 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. As stated in earlier sections of the Overview, the Financial Forecast update in March identified \$4.25 million as available for allocation to high priority service improvements. Added to this was \$200,000 set aside for Future Focus projects, bringing the total to \$4.45 million. An additional \$1.87 million was available for one-time projects.

Consistent with the priorities established at the outset of the budget process, a key issue confronted by the Council was the number of new Police Bureau positions and other public safety program enhancements that could be authorized for FY 1992-93 and sustained in future fiscal years while still retaining enough program flexibility to address other high priority service requirements. These other priorities included increased support for art programs, implementation of Future Focus, and the continued pursuit of operating efficiencies. An additional requirement which needed to be resolved during the budget process was identification of a future financing source for the City's Street Lighting system. Balancing these new service requirements was the need to maintain adequate levels of reserve in order to guard against a local slow down in the economy or future actions related to Ballot Measure 5.

Council members spent many hours reviewing various alternatives for addressing these issues. A five year budget forecasting model was developed to assist in examining the long-range implications of each scenario. Variables used in the model included the level of support for new police positions; support for other new or expanded programs; future year funding for street lighting services; and reserve levels. Following extensive deliberations, Council

directed that the following package be used as a basis for developing the budget:

- The hiring of 60 new police officers and associated support staff. Of this total 40 would be hired during FY 1992-93, and ten additional officers in each of the following two fiscal years.
- The transition of the Street Lighting system to General Fund support during the next three fiscal years. This would be accomplished by gradually increasing the General Fund transfer to Transportation, which currently totals just over \$2 million.
- Temporary use of revenues within the Transportation Operating Fund to partially support the Street Lighting program in FY 1993-94 and 1994-95.
- Maintenance of the General Reserve fund at the 10% level required by Council policy.
- Inclusion of Street Lighting in the annual General Fund process for development of the five year capital

budget. This will allow the program to compete with other General Fund bureaus for available capital resources.

Figure 1 graphs the five year financial forecast for this plan. The figure indicates that these service improvements with some minor support from reserves can be sustained over the five year period. The figure also shows that beginning as early as FY 1995-96, a minor amount of appropriation will once again become available for dedication to new or expanded programs.

As indicated in prior sections of the Overview, additional information became available to the Council late in the budget process on future year financial uncertainties. If upheld by the Oregon Supreme Court, a recent Oregon Tax Court decision will have the effect of tax increment financing competing under the \$10 rate limitation established by Ballot Measure 5. The probability that the State will be required to reduce financial support for local governments as it struggles with its own Ballot Measure 5 balancing dilemma also appeared more likely.

### Adopted Budget, 5-Year Forecast (FY 1992-93 to FY 1996-97)

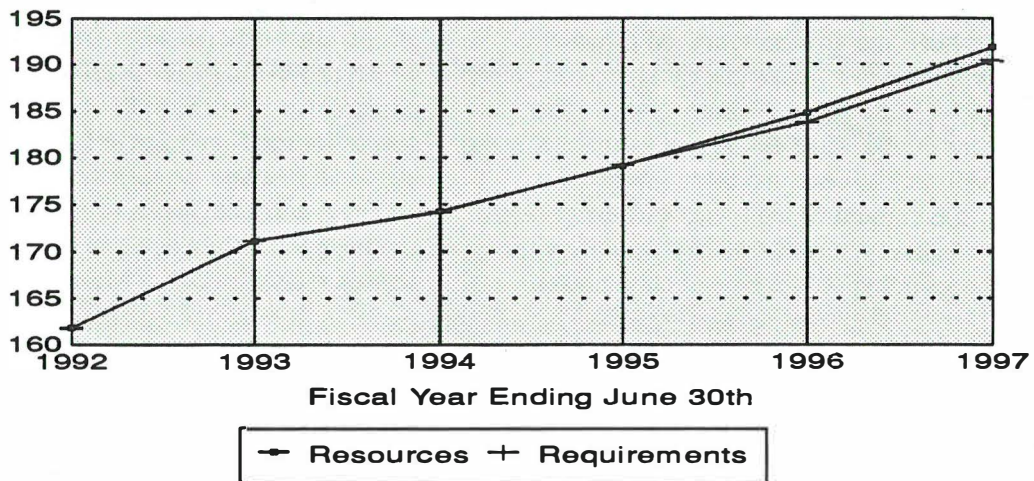


Figure 1

## Forecast Resource - Requirements (FY 1992-93)

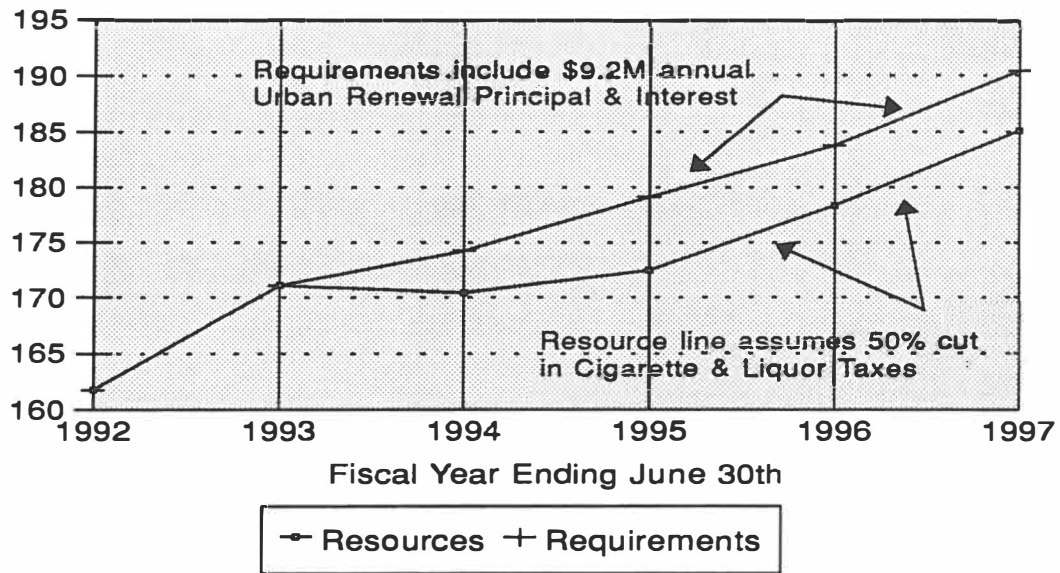


Figure 2

Because these and other uncertainties became more probable as the budget process proceeded, the Council in mid-June convened to reconsider prior budget decisions. Figure 2 provides a five year financial forecast which assumes that the General Fund absorbs nearly \$9 million in tax increment debt service beginning in FY 1993-94. It also assumes a 50% or \$3.6 million loss in state revenues. Finally, the forecast assumes that the City proceeds with service improvements in FY 1992-93, such as the hiring of additional police personnel. Figure 2 clearly indicates that the City will face significant shortfalls beginning in FY 1993-94.

Based upon review of this information, Council opted to temporarily delay many of the service improvements that are included within the budget. Appropriations have been retained within the budget, but bureau managers have been directed to delay implementation until additional information becomes available on court and State action in September. General Fund Bureau managers were also directed to implement actions during the fiscal year to reduce spending by an amount equivalent to 1% of the budget.

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

### D. BUDGET SUMMARY

#### 1. Total and Net Budgets

##### Total Budget

As indicated in Figure 3, 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 Budget for FY 1992-93 totals \$1,169,060,084 representing less than a half of a percent (.5%) increase over the FY 1991-92 Adopted Budget.

<b>FY 1992-93 ADOPTED BUDGET PRIOR YEAR COMPARISON</b>	<b>1991-92 Revised</b>	<b>1992-93 Adopted</b>	<b>Dollar Change</b>	<b>Percent Change</b>
<b><u>ALL FUNDS</u></b>				
Total Budget	\$,1,162,932,628	\$1,169,060,084	\$6,127,456	0.5%
Less: Tax Anticipation Notes and Interfund Transfers	353,227,386	359,699,902	6,472,516	1.8%
Net Budget	809,705,242	809,360,182	(345,060)	0.0%
<b><u>GENERAL FUND</u></b>				
Total Budget	\$214,228,179	\$227,398,019	\$13,169,840	6.1%
Less: Tax Anticipation Notes	10,000,000	10,000,000	0	0.0%
Net Budget	204,228,179	217,398,019	13,169,840	6.4%

**Figure 3**

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 \$809,360,182. This FY 1992-93 "Net Budget," represents a reduction of \$345,060 when compared to the FY 1991-92 Budget. The net budget more accurately reflects the real expenditure level anticipated for the City. Similar to the "Total Legal Budget," the reason that the net budget remains relatively flat when compared to the prior year is a decrease in anticipated debt for the fiscal year. Specifically, debt proceeds declined from \$86.9 million in FY 1991-92 to \$23.9 million in the FY 1992-93 budget. This was the result of changes in both the level and type of debt for installation of sewer systems.

**Figure 4, Total Budget Resources and Requirements**, displays the major funding sources supporting the City's budget. The charts are based upon the "Total Net Budget". As can be seen, total service fees and charges now surpass property tax revenues as the largest city revenue supporting the City's Budget. Service Charges represent 22.8% of the budget whereas property taxes represent 17.6%. As a proportion of the overall budget, service charges increased by nearly 5% whereas property taxes actually declined by about one percent. For FY 1992-93, the city will forego an additional \$11 to \$12 million in property tax revenues as a result of Ballot Measure 5. Also because of the pressure on property taxes, the City will not seek renewal of the Street Lighting levy which generated approximately \$8 to \$9 million annually.

The next largest revenue is Intergovernmental Sources at 11.2% of the total. This category includes grants from the federal government and state shared revenues. Debt Proceeds at 8.7% reflect a decrease from the prior year which was 11%. As the City's combined sewer overflow project gets underway, this category can be expected to grow in future years. Utility license fees generate 3.3%, while Business License revenue is the next largest revenue supporting the budget at 3.1 %.

Beginning fund balances support 25.4% of the budget. Of the \$205.3 million balance total, \$46.3 million is legally required as security for existing debt. Another \$24.7 million is carryover for capital improvement projects. An additional \$21 is contained in Revenue Funds including the General Fund reserve while another \$44.3 million is dedicated to Trust Funds, Retirement Funds, self-insurance and working capital reserves, and equipment replacement reserves. The remaining \$69 million is comprised of the beginning balances of operating funds which will be used to support bureau programs in FY 1992-93.

Figure 4 also 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 inter-fund transactions. As can be seen, the City's utility operations, primarily Water and Environmental Services, are the major consumer of City resources at 33.2%. The next largest category is Public Safety at 23.4%, which includes Police, Fire, Emergency Communications, as well as the Fire and Police Disability and Retirement System.

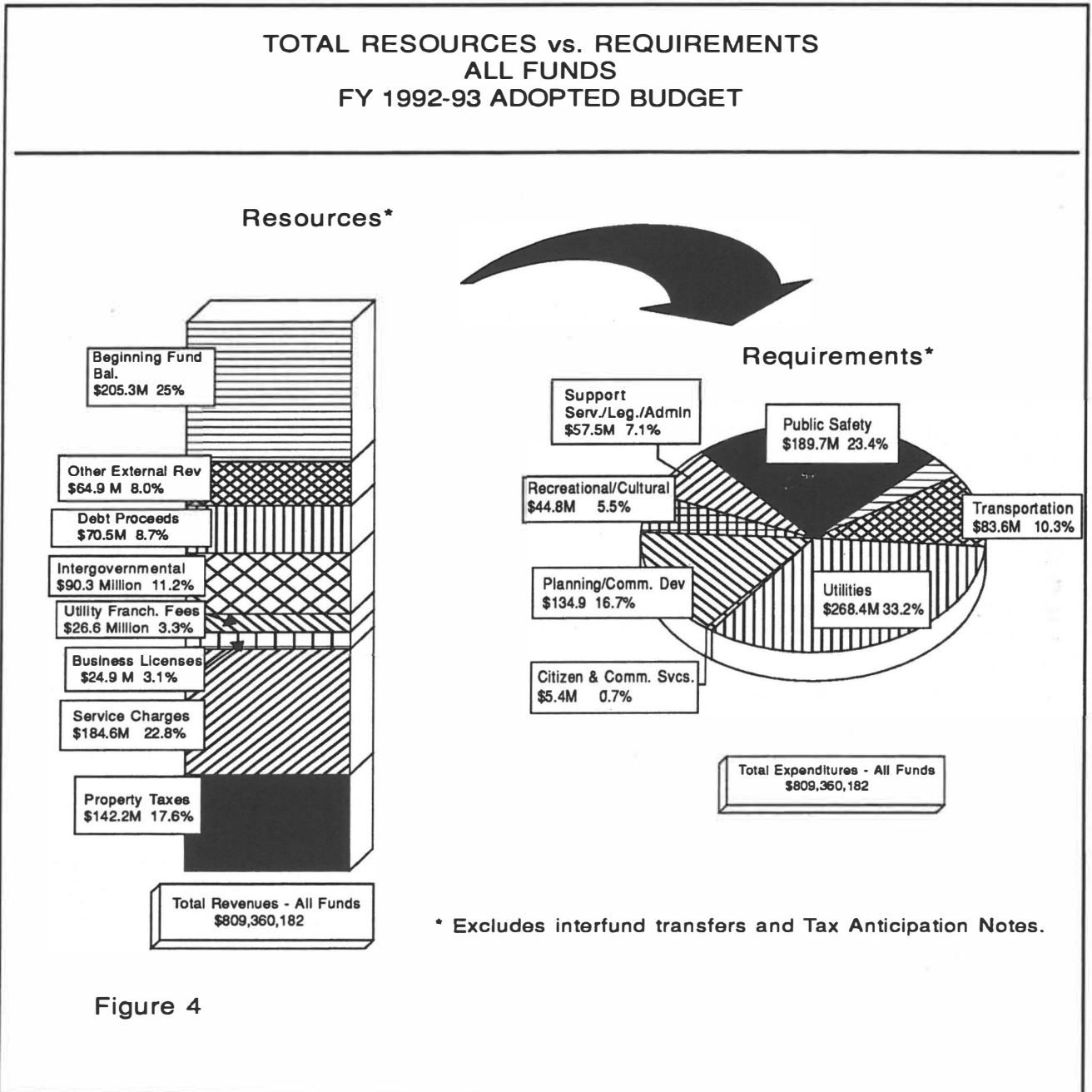


Figure 4

Following Public Safety is Planning and Community Development at 16.7% which includes all of the city's tax increment debt. It also includes new federally supported housing programs. Of the \$134.9 million in this category, \$54 million is for tax increment supported debt; \$26.2 million is for debt service and construction in local improvement districts, \$25.1 million for the federally supported Housing and Community Development program, and \$4.2 for related federal grants. Also included is \$11.9 million for the Buildings Operating fund, and \$3.2 million for the Planning Bureau.

The number of authorized full-time positions is budgeted to increase by nearly 2% or 109 positions. This primarily reflects growth in the number of authorized positions in the Police Bureau for implementation of community policing (60 positions), the Fire Bureau (20 positions), Parks (5 positions), Finance and Administration (7 positions), Environmental Services (6 positions), and the Water Bureau (8 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 3**, the "Legal Budget" for the General Fund totals \$227,398,019 for FY 1992-93. The General Fund increased by \$13.2 million or 6.1% when compared to the FY 1991-92 Adopted Budget.

**Net General Fund Budget** - As indicated in **Figure 3**, removing the \$10 million in TANS results in a "net" General Fund budget of \$217,398,019. The net budget total represents a 6.4% increase over the prior year budget. The Net Budget more accurately

reflects the actual expenditure level expected for the General Fund in FY 1992-93. On the resource side the growth results from a 12% increase in business license and lodging taxes. It also reflects a 10% increase in property tax revenues primarily as a result of assessed value growth. However it is important to remember that as a result of Ballot Measure 5 the City will forego an estimated \$11 to \$12 million in property tax revenues that would have otherwise been available for City services. All other revenues categories increased by less than 5%.

These increases were offset by a significant decrease in the beginning fund balance estimate of 14.5% from prior year. FY 1991-92 was an extraordinary year in terms of beginning balance for two reasons. Bureaus significantly underexpended budgets during FY 1990-91 in preparation for service cuts related to Ballot Measure 5. Those underexpenditures increased the year-end balance. Revenues also came in over anticipated levels reflecting a strong regional economy.

On the expenditure side the 6.4% increase in the Net General Fund budget reflects maintenance of existing service levels and increases in such high priority areas as community policing, support for the arts, and implementation of Future Focus, the City's strategic plan. Many of these service improvements have been placed on hold by the Council pending a Oregon Supreme Court decision on urban renewal financing and the outcome of State budgetary action.

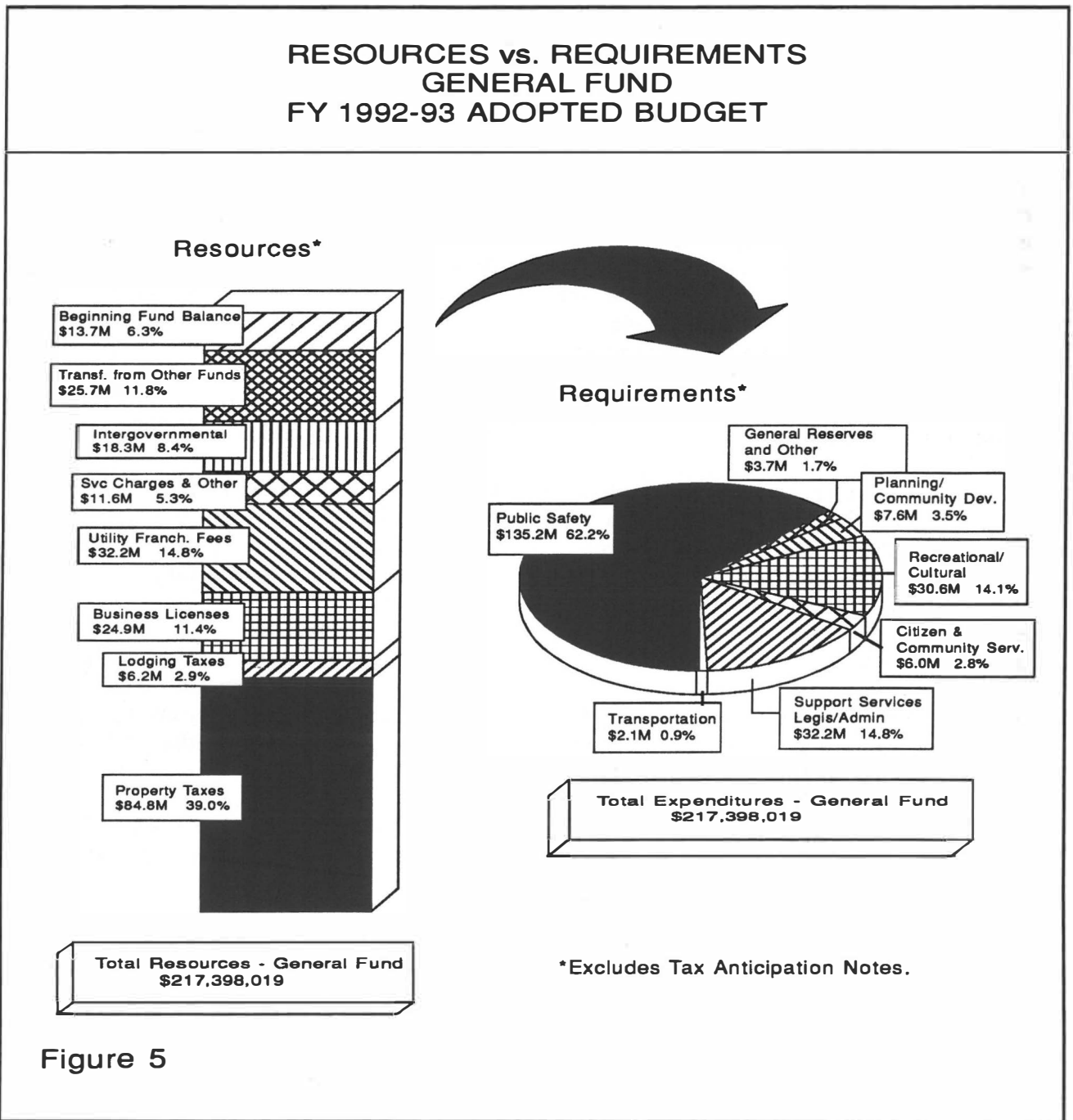
Overall, General Fund positions for FY 1992-93 increased by 98. This primarily reflects the addition of 60 new positions in the Police Bureau of which 40 are new sworn positions. The increase also reflects 20 new positions in the Fire Bureau, of which 12 are trainee fire fighter positions, and 3 are instructors for the training academy. These 15 positions will be funded out of internal savings in the Fire Bureau's budget. In addition, the Fire Bureau has 2 new fee supported positions, 2 position upgrades from part-time to full-time, and a newly created delivery driver position. Finance and Administration shows an increase of 7 positions. Two new positions are being established in Risk Management, two in Computer Services, one in Accounting, as well as an IBIS Project Manager. An additional position is also supported by carryover appropriation in the Bureau



of Personnel to support development of a City-wide employee evaluation system for non-represented employees. All of the new OF&A positions, with the exception of the Accounts Payable Supervisor, are being supported via interagency revenue.

budget. Prior to passage of Measure 5, property taxes generally were around 45% of total General Fund revenues. The other major direct revenues supporting General Fund operations are Utility Franchise Fees at 14.8%, Business License revenues at 11.4%; and Intergovernmental Sources (grants & contracts) at 8.4%. Transfers from Other Funds total 11.8%, which includes payment for administrative and other support services for all City programs.

**Figure 5**, shows the major revenues supporting General Fund services. It is notable that in FY 1992-93 property tax revenue represents 39.% of the



**Figure 5**

As indicated in **Figure 5**, General Fund Resources and Requirements, which is based upon the "Net Budget," the primary consumer of General Fund resources is Public Safety, which represents 62.2% of the total. Overall, the public safety allocation increases by nearly \$5 million from FY 91-92 although it declined as a proportion of the overall General Fund. During FY 1991-92, \$5.3 million was allocated on a one-time basis to support the construction of a new emergency communication center and installation of a new radio system. Similar projects were not re-budgeted in the Public Safety area in FY 1992-93. This decrease in one-time capital was more than offset by the increase in Police positions approved for FY 1992-93.

The next largest service categories in the General Fund are Support Services, which include central administrative, legal, and legislative services; and Recreational and Cultural services. Together these two service areas occupy just over 29% of the total budget. The Recreational and Cultural budget increases by nearly 8% over the prior year primarily as a result of a significant increase in capital funding for park and recreation facilities as well as increased support for art programs.

Planning and Community Development services increase by nearly \$1.5 million or 24% primarily as a result of the PILOT program. This is a new intergovernmental effort involving the city, school district, County, and Housing Authority which is directed toward increasing the availability of low income housing in the area.

Citizen and Community Services increases by \$1.31 million reflecting the first year of the new Construction Trades Internship and First Source Hiring programs. These programs are directed toward increasing employment opportunities for minority or economically disadvantaged residents of Portland. The increase in this category also reflects support for Future Focus and in particular programs directed toward diversity and anti-racism training as well as volunteer neighborhood mediation programs.

#### **4. SERVICE IMPROVEMENTS**

**Figure 6** lists the service improvements contained within the budget as adopted by the City Council and consistent with the initial five year budget strategy. As indicated in the previous section Council directed late in the budget process that many of these actions be delayed until late September. The following is a brief description of the service improvement tentatively included within the budget:

**INCREASED POLICE POSITIONS.** As discussed above, Council directed that 60 new sworn Police positions be added over the next three fiscal years. A total of 40 sworn positions will be added in FY 1992-93 with a minimum of ten additional positions added in each of the following two fiscal years. In addition to the sworn positions, a total of 12 support positions will be added in FY 1992-93. The ongoing cost of adding the 40 sworn and 12 non-sworn positions is \$2,750,000. Further, \$389,424 is included within the budget for such one-time expenditures as vehicles, radios, and uniforms in support of the new positions. Finally, \$254,147 is approved for the Bureau of Personnel Services to support hiring of the additional officers.

**EXPANDED PUBLIC SAFETY.** The budget includes new programs which are equally important in addressing public safety issues within Portland. Included are the following programs:

\$30,000 in support for City participation in the **Regional Drug Initiative** program responsible for designing and implementing intergovernmental education and community involvement programs directed toward reducing the use of illegal drugs.

\$243,194 for the continuation of **CHIERS**, an inebriate pick up service through the Hooper Detoxification Center.

\$108,000 to expand shelter space and support programs for victims of **domestic violence**.

\$50,000 for the continuation of a **District Attorney** position serving the Holladay Park District of Portland.

\$81,079 for the first year operations and maintenance of the **St. Johns Multi-purpose center** which is expected to include a storefront community policing office.

\$238,758 for the training of new personnel for **Fire Dispatch** when it is merged with the Bureau of Emergency Communications in the Spring of 1993.

\$280,000 to maintain service levels in the **Fire Bureau Prevention Division** as a result of proposed new fees not being implemented during FY 1991-92.

**ARTS 2000+ IMPLEMENTATION.** Expanded funding was approved for programs administered by the Metropolitan Arts Commission in support of arts organizations and programs. An additional \$450,000 was approved including \$250,000 as a one-time challenge grant against contributions from other Metro area governments. Also included is the allocation of \$50,000 from cable franchise fees. This increase is in addition to the nearly \$3.7 million dedicated annually by the City to art programs.

**FUTURE FOCUS IMPLEMENTATION.** The approved budget allocates \$602,998 for programs critical to the implementation of Portland Future Focus, the City's recently completed community strategic plan. Included is:

\$155,000 for expanded neighborhood based **district planning**;

\$45,000 to train citizens as **volunteer mediators** to resolve neighborhood disputes;

\$75,000 for **diversity and anti-racism training**.

\$35,000 for enforcement of the City's **civil rights ordinance**;

\$100,000 to serve as match for new **neighborhood initiated projects and programs**.

\$21,998 for continuation of the **First Source Hiring and Construction Trade Internship** programs initiated in FY 1991-92. General Fund support for these programs is expected to be matched by over \$500,000 in support for other City funds.

\$46,000 to support a new staff position in the City's **International Relations Office**. In future years, the position will be supported by other funding sources.

\$125,000 for the continuation of committee activities and staff support necessary for full **strategic plan implementation**.

**MAINTAINS CURRENT SERVICE LEVELS.**

The budget maintains existing service levels for all existing General Fund programs including support for Transportation and Building programs. Parks, Fire, Intergovernmental, Administrative, Legal, Planning, and Citizen support services are all continued at existing service levels. Council allocated \$150,000 above initial funding targets to continue services levels for the Office of the City Attorney, Purchasing, and the Urban Services Program.

**OPERATIONAL EFFICIENCIES.** Included within the budget is \$146,000 to support the General Fund share of costs associated with the construction of a radio repair shop adjacent to the new Emergency Communications center to be located in East Portland. Also included is \$34,891 to cover the first of a three year program for the installation of a new telephone system for Portland Building tenants.

**ENVIRONMENTAL COMMISSION.** A total of \$40,000 is included in support of the newly created Environmental Commission which will provide oversight and recommendations to Council on issues with potential ramifications for the environment. This General Fund allocation will be matched by a like amount from the Bureaus of Environmental Services, Transportation, and Water.

**Figure 6** segregates these service enhancements into categories which reflect Council direction in the budget process. In adopting the budget, Council directed that these service improvements be delayed with the following exceptions:

"The Bureau of Police will proceed with the hiring of 31 new police officers. These applicants had received hiring commitments and are scheduled to enter training during July of 1992.

"Service enhancements that leverage outside resources, create service efficiencies, or build reserves should proceed as originally planned within the budget.

The Council also directed that employees should not be laid off as a result of the decision to delay implementation of the service improvements. After

applying these exceptions, nearly \$2.3 million in service improvements will remain on hold. These are programs that do not presently have filled positions, represent additions to the base budget, and do not directly improve the efficiency of services. Council will meet early in the fiscal year to review updated information on financial uncertainties and to reconsider these service improvements. It is anticipated that a Supreme Court decision on tax increment financing as well as information on state budgetary action will become available by late September.

SUMMARY OF SERVICE IMPROVEMENTS						
	Continuation	Leverages \$	Efficiency	Reserves	Service Enhancements	
					Filled Positions	Unfilled Positions
<b>BASE BUDGET</b>						
Police					1,734,147	1,659,424
RDI		30,000				
CHIERS	218,194					
Fire Inspections	280,000					
Domestic Violence						108,000
Holladay District Attorney	50,000					
St. Johns Multi-Purpose						81,079
Volunteer Mediation						45,000
District Planning						155,000
MHRC - Diversity & Anti-Racism						75,000
Civil Rights Enforcement	35,000					
First Source/Construction Intern	21,998					
Community Initiatives						100,000
Arts 2000					88,720	61,280
New Radio Repair Shop			146,000			
Environmental Commission	40,000					
Urban Services	113,729					
<b>ONE-TIME</b>						
Arts 2000		250,000				
FAD Consolidation			238,758			
FPD&R Pre-Funding				500,000		
CHIERS						25,000
Sister Cities		46,000				
PDX Phone Conversion			34,891			
<b>TOTAL</b>	<b>758,921</b>	<b>326,000</b>	<b>419,649</b>	<b>500,000</b>	<b>1,822,867</b>	<b>2,309,783</b>

Figure 6

## 5. Service Highlights

The following section is intended to provide a brief summary of the budgets for the City's major bureaus. The summaries focus on the services provided by the bureau and major financial, policy, and operational changes programmed for FY 1992-93. Detailed information on these and all other city bureaus is included within the Operating Budget Detail section of the budget document.

### POLICE BUREAU

<b>1991-92 Revised Budget:</b>	<b>\$69,740,031</b>
<b>1992-93 Adopted Budget</b>	<b>74,833,171</b>
<b>\$ Change:</b>	<b>5,093,140</b>
<b>% Change:</b>	<b>7.3%</b>
<b>Full-time Positions:</b>	<b>1,099</b>

The Police Bureau will add 40 sworn and 12 non-sworn positions to continue implementation of Community Policing. In addition, Council made provision for an additional 10 sworn positions to be added in each of two subsequent fiscal years. This expansion in personnel will provide for increased uniformed neighborhood patrols, increased traffic enforcement, and will establish the nucleus of a Youth and Family Services Division.

The budget provides for construction of a replacement outdoor firing range, and purchase of an automated firearms training system, as well as a computerized ID mug system, which is being purchased jointly with Multnomah County.

The Police Bureau will respond to an estimated 250,000 calls for service, and will handle an additional 250,000 information and referral calls. The average weekly on-street officer strength will be 182. An estimated 3,500 cases will be assigned to detectives for investigation, and 2,000 cases will be forwarded to the District Attorney. Approximately \$6 million worth of drugs will be seized, and \$1 million worth of assets will be forfeited.

### BUREAU OF FIRE, RESCUE AND EMERGENCY SERVICES

<b>1991-92 Revised Budget:</b>	<b>\$54,043,259</b>
<b>1992-93 Adopted Budget:</b>	<b>\$54,476,060</b>
<b>\$ Change:</b>	<b>\$432,801</b>
<b>% Change:</b>	<b>0.8%</b>
<b>1992-93 Full-Time Positions:</b>	<b>777</b>

The budget supports the continued operation of 29 Fire Stations which will respond to over 50,000 emergency calls during the fiscal year. The Bureau estimates it will perform 14,000 fire inspections in 92-93. However it is notable that the Bureau's budget was reduced by 57 positions during FY 1991-92 resulting in the closure of two fire stations. The total FY 1992-93 budget supports 20 additional positions which includes 12 new trainee positions and three instructor positions. These 15 positions will be funded out of internal savings within the bureau. City Council also added \$280,000 to offset an anticipated shortfall in fees and charges related to fire inspections. This allocation enabled the Bureau to continue 5 positions that otherwise would have been eliminated. A comprehensive review of fire service in Portland will be completed early in the fiscal year, forming the basis for future year budget submissions.

The total budget includes 14 new capital improvement projects totaling \$1,238,032 and \$608,905 for debt service payments attributable to fire vehicle purchases made in past years. These projects are directed at the completion of the new training center and the maintenance of fire facilities and equipment.

### BUREAU OF PARKS AND RECREATION

<b>1991-92 Revised Budget:</b>	<b>\$26,284,861</b>
<b>1992-93 Adopted Budget:</b>	<b>26,434,772</b>
<b>\$ Change:</b>	<b>149,911</b>
<b>% Change:</b>	<b>1%</b>
<b>Full-Time Positions:</b>	<b>280</b>

The budget supports the continued maintenance and operation 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, and 115 outdoor tennis courts. Central support services are also provided for the City's four golf courses and its international raceway which operated as independent enterprises.

Parks services will continue to operate at a reduced level due to the passage of Ballot Measure 5 which impacted FY 1991-92 through the elimination of 15 positions and reduced levels of maintenance and recreational programs. Service reductions have remained, for the most part invisible to the community largely due to the bureau's implementation of efficiency measures. Moreover, the bureau has offset some of the budget reductions by increasing partnerships with community programs and increasing fee revenues.

The bureau expects higher program revenues in FY 1992-93 due to increased recreation program participation rates. The budget supports five new positions supported through fee revenues and capital improvement dollars. The budget includes \$1.7 million for capital projects focused on improving service efficiency and restoring aging facilities. The Bureau will also continue to automate its financial and management systems.

**BUREAU OF COMMUNITY DEVELOPMENT**  
(General Fund, HCD Block Grant, and HOME Grant).

<b>1991-92 Revised Budget:</b>	<b>\$23,637,649</b>
<b>1992-93 Adopted Budget</b>	<b>32,606,838</b>
<b>\$ Change:</b>	<b>8,969,189</b>
<b>% Change:</b>	<b>38%</b>
<b>Full Time Positions:</b>	<b>12</b>

The Bureau of Community Development (BCD) is responsible for housing, community, and human service programs directed toward improving economic and living conditions within the City. Included within the above total for FY 1992-93 is \$3.8 million in budgeted General Fund programs, \$24.5 million for the Federal Housing and Community Development Block Grant program, and \$4.3 million for the new Home Grant program.

The General Fund BCD budget reflects the receipt of \$1,240,000 from the Housing Authority of Portland

as a payment in lieu of taxes (PILOT). By agreement with the Housing Authority, this will be dedicated to enhancing low income housing production. In addition, \$243,194 is added in 1992-93 to continue the Central City Concern Hooper Inebriate Emergency Response Service (CHIERS), an inebriate pickup and detoxification service that was formerly funded primarily by Multnomah County. In the face of termination by the County, the CHIERS program is assumed by the City in large part because the CHIERS emergency response to inebriates saves time and money for the Police and Fire bureaus, who would otherwise have to respond to those calls. Also in the 1992-93 BCD General Fund budget is \$100,000 for a Youth Empowerment program to allow the City to work with service providers to provide career opportunities for youth in non-subsidized work.

The Housing and Community Development (HCD) Block Grant budget includes a \$5,000,000 increase in loan money supplied by private banks for housing rehabilitation and homestead capital. These funds are a pass-through amount; they are required by HUD regulations to be included in the City's budget, but the City does not actually control the funds. The budget also allocates \$3,580,000 of Block Grant funds that had been previously set aside for implementation of the Comprehensive Housing Affordability Strategy (CHAS). Some of the individual programs receiving funding from the CHAS include the rehabilitation of Single-Room Occupancy Hotels for low-income or special needs populations, subsidized housing loans, and self-help or capacity-building grants to non-profit community development organizations. In addition to the HCD Block Grant, the 1992-93 budget includes a \$4,297,000 grant (referred to as the HOME grant) from the U.S. Department of Housing and Urban Development for the development of affordable housing.

**OFFICE OF FINANCE AND ADMINISTRATION**

<b>1991-92 Revised Budget:</b>	<b>\$13,129,707</b>
<b>1992-93 Adopted Budget:</b>	<b>14,076,397</b>
<b>\$ Change:</b>	<b>946,690</b>
<b>% Change:</b>	<b>7.2%</b>
<b>Full-Time Positions:</b>	<b>169</b>

The City's central administrative and management functions are housed within the Office of Finance and Administration (OFA). These functions include personnel, budgeting, financial planning, risk management, accounting, treasury, debt management, affirmative action, strategic planning, and annexation services.

The City of Portland and Multnomah County entered into an intergovernmental agreement to consolidate affirmative action programs on July 1, 1991 to reduce program duplication among the two governments. This consolidation is reflected in the 1992-93 budget for the Office of Finance and Administration (OF&A).

The Personnel Services budget contains resources to support the recruitment of police officers as part of the Community Policing emphasis. In addition, the Personnel Program will be developing a performance evaluation system and pay-for-performance plan for non-represented employees during 1992-93.

OF&A received funding to continue implementation of the Portland Future Focus Plan. Also in the 1992-93 budget, the Urban Services program is continued at approximately the FY 1991-92 level and expects an increase in annexing activities in FY 1992-93. A Project Manager position to oversee the development of the City's accounting and financial information system (IBIS) was created during FY 1991-92 and is continued in the 1992-93 budget, with partial funding coming from Environmental Services, Transportation, and Water.

The 1992-93 Risk Management budget adds two positions to enhance loss control services and the administration of employee benefits, as well to meet increasing demands in the area of liability and Worker's Compensation. Computer Services has created two positions in response to the Computer Services Strategic Plan which will expand computer and communications support. These positions are funded through interagency charges to other City bureaus.

In addition to completing major annual documents such as the City budget and comprehensive annual financial report, OFA will complete 950,000 treasury

transactions, process over 1900 insurance claims, process 88,000 invoices, process 4,300 applications for employment, conduct 65 employment examinations, issue \$107.8 million in new debt, and annex an estimated \$100 million in property and 5000 new residents to the City next fiscal year.

#### METROPOLITAN ARTS COMMISSION

<b>1991-92 Revised Budget:</b>	<b>\$1,159,356</b>
<b>1992-93 Adopted Budget:</b>	<b>1,378,046</b>
<b>\$ Change:</b>	<b>218,690</b>
<b>% Change:</b>	<b>19%</b>
<b>Full-Time Positions:</b>	<b>9</b>

The Metropolitan Arts Commission is funded jointly by the City (60%) and Multnomah County (40%). The Commission is charged with furthering the development of the arts and its availability to the public in the City of Portland and Multnomah County. The FY 1992-93 budget reflects the approval of an additional \$450,000 including \$250,000 as a one-time challenge grant against contributions from other Metro area governments. The balance, \$50,000, will come from cable franchise fees. Funding support with the use of franchise fees will be re-evaluated at the end of the year to determine the level of funding in future years. This level of additional funding reflects the Council's commitment to the implementation of the Arts 2000 Plan completed during FY 1991-92.

The Commission will use these additional resources to leverage up to a \$1 million dollar grant from the National Endowment for the Arts Foundation to provide further assistance to the region's art system. The budget supports eight positions, an increase of three positions from the current year. An estimated 2.9 million residents of and visitors to Multnomah County will be served by art programs with 500,000 youth and family members receiving art education. Seven new public art projects supported through the "1% for the Arts Program" are expected to be completed during the year.

## OFFICE OF NEIGHBORHOOD ASSOCIATIONS

<b>1991-92 Revised Budget:</b>	<b>\$2,517,267</b>
<b>1992-93 Adopted Budget:</b>	<b>2,568,455</b>
<b>\$ Change:</b>	<b>50,188</b>
<b>% Change:</b>	<b>2%</b>
<b>Full-Time Positions:</b>	<b>16</b>

In FY 1992-93 ONA will continue support for 88 Neighborhood Associations and seven district coalition offices as well as the coordination of 25 bureau advisory committees through the Office of Neighborhood Associations. These organizations form the backbone of the City's nationally recognized citizen participation system.

On March, 1992, a Mayor's Executive Order transferred the Metropolitan Human Relations Commission out of the Office of Neighborhood Associations and reconstituted it as a separate agency, renamed the Metropolitan Human Rights Commission, under the direction of the Mayor. The new Commission is jointly funded by the City and Multnomah County. The budget also adds \$25,265 for expanding anti-racism training city-wide.

## BUREAU OF PLANNING

<b>1991-92 Revised Budget:</b>	<b>\$3,954,723</b>
<b>1992-93 Adopted Budget:</b>	<b>3,826,034</b>
<b>\$ Change:</b>	<b>(128,689)</b>
<b>% Change:</b>	<b>(3.3%)</b>
<b>Full-Time Positions:</b>	<b>59</b>

As the City's central planning support agency, the Bureau of Planning will conduct 880 land use and design reviews as well as perform 2,800 plan reviews to insure compliance with city comprehensive land use planning regulations next fiscal year. The budget will support the completion of the Albina Community Plan, continued work on the Outer Southeast Community Plan and the initiation one additional district plan to develop a community plan for addressing issues of city-wide interest.

The budget represents a reduction of three positions compared to the previous year. This reduction results from an expected slow down in land development activity resulting in a decline in related fee income.

## BUREAU OF BUILDINGS

<b>1991-92 Revised Budget:</b>	<b>\$10,334,039</b>
<b>1992-93 Adopted Budget:</b>	<b>10,470,67</b>
<b>\$ Change:</b>	<b>136,638</b>
<b>% Change:</b>	<b>1.3%</b>
<b>Full-Time Positions:</b>	<b>151</b>

The budget will support the completion of 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 budget continues a multi-year transition to combination inspections so that all residential construction needs can be addressed by one combination inspector instead of four specialty inspectors. The Bureau will raise fees for construction permits and plan review by an average of 7%, generating \$600,000 in additional revenue. Permit fees have not been raised since FY 1988-89 due to a healthy economy.

## BUREAU OF EMERGENCY COMMUNICATIONS

<b>FY 1991-92 Revised Budget:</b>	<b>\$8,960,639</b>
<b>FY 1992-93 Adopted Budget:</b>	<b>9,507,533</b>
<b>\$ Change:</b>	<b>546,914</b>
<b>% Change:</b>	<b>6%</b>
<b>Full Time Positions:</b>	<b>129</b>

The recent installation of a non-emergency number at BOEC has reduced the number of emergency calls received. BOEC expects to receive 550,000 emergency 911 calls, and 350,000 non emergency calls. In FY 1992-93, BOEC will install an automated call attendant switch for the non-emergency number that will permit residents to self direct their calls based upon need to a telephone reporting unit, a mail out



report desk or the information and referral unit at the Portland Police Bureau. This should further reduce the number of calls received and processed on the BOEC non-emergency number and will allow for better service for 911 calls.

An add package supports 13 limited terms positions to cover training of additional personnel associated with the fire dispatch function. BOEC will assume this responsibility in 1993-94 with the installation of the new CAD system and the move to the new emergency dispatch facility. These positions are in addition to the 129 full-time positions supported next fiscal year.

### GOLF OPERATING FUND

<b>1991-92 Revised Budget:</b>	<b>\$5,119,936</b>
<b>1992-93 Adopted Budget:</b>	<b>5,067,474</b>
<b>\$ Change:</b>	<b>52,462</b>
<b>% Change:</b>	<b>1%</b>
<b>1992-93 Full-Time Positions:</b>	<b>28</b>

The City's golf program will continue on-going day-to-day operations and maintenance of the City's four golf courses covering 680 acres. This program receives management oversight and administrative support services from the Bureau of Parks and Recreation. The courses are self-supporting and are financed primarily through green fee revenues and capital improvement bonds. The program provides for attractive and playable golf facilities and support services.

A portion of green fee revenues (\$.50/nine holes) is transferred to a separate youth recreation program Trust Fund established within the Bureau of Parks and Recreation. The bureau uses these funds to leverage existing youth programs by forming partnerships with other youth serving and community agencies and to enhance its own at-risk youth programs.

### PORTLAND INTERNATIONAL RACEWAY

<b>1991-92 Revised Budget:</b>	<b>\$521,208</b>
<b>1992-93 Adopted Budget:</b>	<b>612,503</b>
<b>\$ Change:</b>	<b>(91,295)</b>
<b>% Change:</b>	<b>(15%)</b>
<b>1992-93 Full-Time Positions:</b>	<b>4</b>

The Portland International Raceway is a self-sustaining motor-sports facility for the recreational use of the community. The raceway draws over 250,000 spectators at 135 events (including the Rose Festival Cup Race and the Budweiser/G.I. Joe's 200) and is in use nearly every day of the year. The Raceway receives management oversight and administrative support from the Bureau of Parks and Recreation.

### BUREAU OF ENVIRONMENTAL SERVICES - SEWER OPERATING FUND

<b>1991-92 Revised Budget:</b>	<b>\$96,793,851</b>
<b>1992-93 Adopted Budget:</b>	<b>132,664,895</b>
<b>\$ Change:</b>	<b>35,871,044</b>
<b>% Change:</b>	<b>37.1%</b>
<b>Full-Time Positions:</b>	<b>385</b>

The Bureau of Environmental Services will continue to provide sanitary sewer and storm drainage services to 108,000 residential, 11,000 commercial, and 6 wholesale customers, as well as taking the lead in addressing environmental problems and meeting federal and State mandates regarding water quality. An additional 6 positions assigned to the Environmental Services budget for 1992-93 are actually transfers from other bureaus; net of these transfers, the Environmental Services authorized position strength is the same in 1992-93 as in 1991-92.

The operating budget is approximately the same as the previous year plus inflation, with the significant exception of the Mid-County Sewer Financial Assistance Program. The purpose of this program is to help approximately 54,000 Mid-County property owners with the up-front capital cost of connecting to City sewers in compliance with State environmental mandates. This assistance program adds \$14.5 million in one-time cost to the operating budget (\$4.5 million to start up a loan program and \$10.0

million in refunds to property owners who have already connected to the sewer system), as well as adding approximately \$28.3 million to the capital budget that was formerly paid directly from the LID Construction Fund.

The effect of the Mid-County program is seen most clearly as follows:

Environ. Svcs Budget (\$ million)	Revised <u>1991-92</u>	Adopted <u>1992-93</u>
Operating:		
Base	44.9	46.6
Mid-County Assistance	<u>0</u>	<u>14.5</u>
Total Operating	44.9	61.1
Capital:		
Base	51.9	43.3
Mid-County Assistance	<u>0</u>	<u>28.3</u>
Total Capital	<u>51.9</u>	<u>71.6</u>
Total Oper. & Capital	\$96.8	\$132.7

The total impact of the mid-county sewer project next fiscal year stands at \$42 million.

**REFUSE DISPOSAL FUND**  
(Bureau of Environmental Services)

<b>1991-92 Revised Budget:</b>	<b>\$4,425,725</b>
<b>1992-93 Adopted Budget:</b>	<b>2,353,925</b>
<b>\$ Change:</b>	<b>(2,071,800)</b>
<b>% Change:</b>	<b>(46.8%)</b>
<b>Full-Time Positions:</b>	<b>11</b>

The Refuse Disposal Fund will continue implementing the residential solid waste franchising program started on February 3, 1992 and the accompanying increase in the promotion of recycling activities. The total costs will be less than in the previous year primarily because of the one-time expense in 1991-92 of purchasing recycling containers for every single-family household in Portland. Because the franchising program will be in place for a full year instead a partial year, 1992-93 will see an increase in the ongoing cost of administering the program. The

installation of recycling centers at multi-family dwellings will receive particular emphasis during 1992-93. Franchise rates will be reviewed during the year in accordance with the City's agreement with local garbage haulers. The program also expects to fully implement the yard debris pickup program during the fiscal year. The 11 positions authorized in 1991-92 as part of the franchising effort are continued in the new fiscal year.

**OFFICE OF TRANSPORTATION**

<b>1991-92 Revised Budget:</b>	<b>\$82,136,489</b>
<b>1992-93 Adopted Budget:</b>	<b>80,554,816</b>
<b>\$ Change:</b>	<b>2,918,327</b>
<b>% Change:</b>	<b>4%</b>
<b>Full-Time Positions:</b>	<b>700</b>

Transportation supports programs necessary to not only maintain and expand the City's extensive road system but also to conduct long-range planning and neighborhood based traffic management planning. The program also supports the City's signalization and street lighting systems.

Street preservation activity for FY 1992-93 will reduce the paving backlog by 8 miles, from 396 miles or \$30 million in value to 388 miles or \$29.4 million in value. This work includes 52 miles of overlay and 50 miles of resealing. An additional three miles of major reconstruction is also supported.

The Street Lighting system maintains 44,000 street lights. Approximately 250 new lights will be installed within residential neighborhoods, and approximately 100 lights in the vicinity of the Oregon Convention Center and Lloyd Center Business District. The Street Lighting property tax levy expired in FY 1991-92. In order to continue funding street light services the remaining balance in the fund will be used for 1992-93. A three year transition plan to full General Fund support for the street light funding begins in FY 1993-94. It is expected that the General Fund will support all of Street Light Operations and Maintenance beginning in FY 1996-97. The General Fund will make a transfer to the Transportation Fund in the amount of \$2,050,077, in support of Transportation programs.

The Transportation Capital Improvement program totals \$22,518,621, and includes 65 projects. These include projects in the areas of Street Improvements, Transit, Alternative Modes of Transportation (such as bicycle and pedestrian pathways), and Road Preservation and Rehabilitation.

**BUREAU OF WATER WORKS**

<b>1991-92 Revised Budget:</b>	<b>\$53,258,072</b>
<b>1992-93 Adopted Budget:</b>	<b>50,981,914</b>
<b>\$ Change:</b>	<b>2,276,158</b>
<b>% Change:</b>	<b>4.3%</b>
<b>Full-Time Positions:</b>	<b>502</b>

The FY 1992-93 budget for the Water Bureau supports an operating budget of \$36,421,914 and a Capital Improvement Program of \$14,560,000. The budget supports the provision of water service to 135,000 residential, 17,500 commercial, and 23 contractual accounts. Of the \$44.8 million in revenues generated by water sales during FY 1992-93, 82% will be from customers inside the City. The Water Bureau provides service to nearly one-third of the state's population. Water is addressing 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, a revenue increases of 4% is anticipated within the budget. This means that average household monthly bills will increase by an average of \$.69 per month.

The Water Bureau, at the direction of the Council, has assumed a leadership role in developing a regional water resource plan. Other top priority projects and accomplishments for the Bureau in FY 1992-93 include pursuing the following: Affirmative Action employment; implementation of the Water Conservation Plan; implementation of a public information program; and implementation of the Customer Billing and Information System (CBIS). The budget includes \$1.8 million to accomplish these Bureau-established objectives.

The Bureau of Water is also responsible for the operation of the Bull Run Hydroelectric System which makes beneficial use of the previously unhar-

nessed stream flow 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. The system generates 85 million kilowatt hours in electricity which is distributed through agreement with Portland General Electric. This is enough electricity to operate 6400 households annually. This system is administered as an enterprise operation with a fund that is independent of the Water Operating Fund.

**BUREAU OF GENERAL SERVICES**  
(Administration, Internal Services, & Parking Garages)

<b>1991-92 Revised Budget:</b>	<b>\$42,349,965</b>
<b>1992-93 Adopted Budget:</b>	<b>45,685,415</b>
<b>\$ Change:</b>	<b>3,335,447</b>
<b>% Change:</b>	<b>7.88%</b>
<b>Full-Time Positions:</b>	<b>157</b>

The Bureau provides centralized operational support services to all City bureaus. General Services is comprised of five divisions: Administration, Fleet, Communications Services, Printing and Distribution and Facilities Services. Administrative Services also manages the Parking Facilities Fund, Autoport Fund, Justice Center and NW I-405 Fund. The following is a brief summary of changes underway in these service areas.

Communications maintains all city communication and electronic systems including radios, telephones, and cable systems. Of special note within the budget is the continued conversion to a new telephone system within the Portland Building and construction of a new Radio Repair Shop, estimated to cost \$1.5 million. The Division will also be actively involved in the relocation of the City's Emergency Communications Center to a new facility.

Fleet acquires and maintains most of the City's sedans and heavy equipment. Fleet will provide 90% fleet availability for use on a daily basis, and will respond to 5,000 preventive maintenance work orders on vehicles. The total fleet is approximately 1,900 vehicles. Fleet will reduce 1 position without a reduction in service through implementation of a new light vehicle mechanic position.

Printing provides quality printing, copying, and distribution services to all City agencies. The budget is designed to will meet guaranteed flow times for duplication services 95% of the time, and reduce costs to customers by \$50,000 through the Gainshare Project. This program enables employees to share in the savings and productivity improvements derived from efficiency measures. With the move to the Autoport, and the closure of the Portland Building Copy Center, all printing and copying is now consolidated at one location. The closing of the Portland Building Copy Center will save approximately \$25,000 in rental costs.

Facilities provides building maintenance services to over 37 City facilities, and will manage major new CIP projects such as the construction of the new Emergency Communication Center, the new Police precinct in Northeast Portland and construction of a new firing range for the Police Bureau.

Parking Garages (Autoport and Parking Facilities) The City operates seven publicly owned parking garages which provide a total of 3,210 parking spaces for the downtown area. These garages are self supporting through the generation of nearly \$5.6 million in parking fee revenue and retail rental income.

**FIRE AND POLICE DISABILITY AND RETIREMENT**

1991-92 Revised Budget:	\$37,497,334
1992-93 Adopted Budget:	38,806,362
\$ Change:	1,309,028
% Change:	4%
Full Time Positions:	0

This fund supports retirement and disability benefits for the City's fire and police personnel. The system is anticipated to administer an estimated 1200 pensions next year and will process nearly 3700 medical and disability leave claims. A property tax rate estimated at \$2.09 per \$1,000 assessed value will be applied in FY 1992-93 in support of the system. The City Charter limits the rate to a maximum of \$2.80. The rate has been set high enough to overcome compression due to Measure 5 and still

yield a property tax levy sufficient to meet all retirement and disability obligations.

Retirement expenses are up \$2.6 million from 1991-92 due to increases mandated by Oregon Senate Bill 656 to partially offset State of Oregon taxes that retirees are now required to pay. The disability and death benefits budget has dropped \$1.4 million due to changes in the disability provisions of the new plan under which members receive a per cent of pay for time lost through injury or illness.

The above describe some of the major services provided through City programs. Many, many other services exist which are described in detail within the Operating Budget Detail section of this document.

**6. Service Efficiencies**

A primary goal of the city is to provide a wide range of publicly required services at the lowest possible cost. Over the years the City has developed a clear record of responding to not only increasing demands for service but also becoming more efficient. As can be seen in **Figure 7**, primarily as a result of annexations, the City's population has increased by 24% or 89,664 people between 1982 and 1992. Yet during this same, period the number of City employees per 1000 population declined from slightly over 11 to around 10. During this same period the General Fund budget per 1000 population, removing the impact of inflation, increased annually by an average of only 2.7%. Similarly both the General Fund and Total Budget when measured per 1000 population increased by an average of less than one per cent per year. The trend is clearly toward efficiently serving a increasing population and service area.

CITY OF PORTLAND - 10 YEAR COMPARISON					
	1982	1992	1992 Constant \$	% Change *	Annual % Change
Population	367,000	456,664		24.43%	
SQ Miles	110.5	138.4		25.25%	
FTE	4051	4671		15.30%	
FTE/1000 pop	11.04	10.23		-7.32%	
FTE/Sq Miles	36.66	33.75		-7.94%	
General Fund Budget	118,814,796	215,217,816	155,041,000	30.49%	2.70%
Total Budget	443,144,619	793,468,700	570,356,167	28.71%	2.56%
GF Budget/1000 pop	323,746	471,283	339,508	4.87%	0.48%
Total Budget/1000 pop	1,207,479	1,737,533	1,279,744	5.98%	0.58%

**Figure 7**

*\*Note: Percent change is expressed in terms of constant dollars*

The City has been and continues to take concrete steps to serve the public more efficiently. Some examples of these efficiencies and service improvements are the following:

**•POLICE**

-In 1990, Portland experienced 30% fewer crimes per capita than in 1988 and received faster response to higher priority crimes. Police dispatches to emergency calls dropped by 15%, as did reports taken over the phone. In addition, Part I crimes declined by 28% during this period.

-The False Alarm Prevention program has led to a 26% reduction in alarm incidents since 1989, from 38,021 to 30,852. This translates into almost 8,000 fewer calls dispatched. Fewer false alarms means a decrease in the unproductive use of police officer time.

-The Police Bureau has achieved a 15% reduction in court overtime, due to innovations in officer scheduling and cooperative efforts with the court and District Attorney.

-Average travel time to high priority police calls has declined by 9% since 1988.

-These improvements in crime have been accomplished with 1.88 officers per 1,000 residents, as compared to an average of 2.4 per 1000 residents in other comparable cities.

**•TRANSPORTATION**

-Recycling concrete, street debris, leaves and asphalt waste each year from the street cleaning operation results in a savings of \$1.25 million in dumping costs, and saves more than 115,000 cubic yards of landfill space.

-City crews will clean 60% more curb miles of streets in FY 1991-92 than in FY 1990-91 with 12 fewer employees.

-This year, street repair crews will increase the work accomplished (measured in square yards repaired) by 18% over 1990-91 with 2 fewer employees. The City has also decreased the street maintenance backlog by 7% over the past three fiscal years.

Overall streets receiving maintenance in 1990-91 increased by 8% over the prior year.

-Over the past two years the number of lane miles of improved street increased slightly (2%) while expenditures, in constant dollars, for maintenance and sweeping programs dropped by 11%. Portland's budget per capita for street maintenance was \$30.81 in 1990-91, about 31% less than the \$40.25 average for comparable cities.

#### •WATER

-The Bureau of Water Works staffing level for FY 1991-92 remains the same as it was in FY 1972-73: 494 full-time employees. During this same period the population served grew from 648,000 to 717,000 an increase of over 10%.

-The \$50 million Portland Hydroelectric Project is being managed by three staff members in 1992-93 compared to five staff members in 1991-92

#### •BUILDINGS

-The Bureau of Buildings, over the last two years, has cross-trained employees in order to merge its Structural and Mechanical Inspections sections. With cross-training, the Bureau has also established a Combination Inspection program under which a single inspector is qualified to inspect the structural, mechanical, electrical, and plumbing components of a one- or two-family dwelling, instead of having four separate inspectors visit the same house under construction.

#### •ENVIRONMENTAL SERVICES

-The Bureau of Environmental Services has undertaken several complex projects to improve the environment and meet federal or State mandates: the extension of sewers to the Mid-Multnomah County area; the franchising of residential solid waste collection, with dramatic improvements in recycling rates; the achievement of increasingly stringent requirements for operating permits in treatment plants; the development of management plans to reduce pollution from stormwater runoff; and the beginning stages of a major capital program to reduce the incidence of Combined Sewer Overflows.

-In spite of sharp rate increases in recent years and growth in the Bureau's budget needed to carry out these projects, the Bureau still provides sewer and drainage services for less cost to the ratepayer than most comparable jurisdictions in Oregon and the West Coast. At \$11.40 in FY 1990-91, Portland's rates were well below the sewer rate assessed in Seattle, San Francisco, or San Diego. Operating costs per capita are \$80.32 in Portland compared to a \$90.32 average for other jurisdictions.

-The bureau has significantly increased monitoring and enforcement of industrial discharges. Industrial permits issued increased by 54% over the last three years while enforcement actions increased by 500%.

#### •FIRE, RESCUE, AND EMERGENCY SERVICES

-The number of Fire responses declined by 17% during the last three years. Structural fires during the same period declined by 18%. Loss as a percent of property exposed decreased by 19%.

-Average number of inspections per Fire Inspector completed each day increased by 49%, from 2.12 to 3.16, during this past year.

-These service improvements occurred while the bureau was becoming more efficient. Average per capita cost of Fire and EMS protection is \$75.29 in FY 1991-92 compared with \$88.07 in FY 1990-91. Since 1983 the Bureau has closed six fire stations and seven apparatus companies without a negative impact upon response times to emergencies. During that same period the Bureau fire apparatus staffing has declined from 559 to 472.

#### •GENERAL SERVICES

-In the early 1980's, a Fleet Services staff of 82 employees was responsible for 1,400 vehicles. Today, a staff of 75 employees is responsible for 1,900 vehicles. In the past three years, the percentage of vehicles operational and on the road every day has increased from 80% to 92%.

-In the past year, the Printing and Distribution operation has consolidated from two locations to one location downtown. Its success in completing customer print jobs within 24 hours has increased by 50%. The Center competitively bid against private sector businesses, and was awarded a contract for the provision of printing services to Multnomah County. The Printing and Distribution operation has also implemented a Gainsharing Program.

-The City has reached agreements with other government jurisdictions that create joint savings in fuel stations for vehicles, cellular phone service, microwave communications, and radio communications. These contracts spread costs over a larger customer base thereby reducing average unit costs.

#### •PARKS AND RECREATION

-While the population and area served by the Bureau has increased, staffing has remained relatively flat over the last three years. The Bureau's per capita spending of \$55.32 remains below the \$56.64 average for comparable cities. For example the City of Seattle spends over \$80 per capita for park and recreation services.

-The recreation programs have increasingly used volunteers, private partnerships, and neighborhood groups to leverage full-time staff. The bureau presently has nearly 4000 citizens donating an estimated 120,000 hours of work valued at over \$700,000 in support of park programs. For labor intensive tasks such as litter pickup, leaf pickup, and trail improvement the Bureau is increasingly contracting out to alternative community service crews through local corrections programs. These crews provide services at cost substantially lower than could be obtained elsewhere while providing an important rehabilitation corrections program.

Other bureaus are engaged in both large and small efforts to improve efficiency. For example the Office of Finance and Administration is completing installation of a new Integrated Business Information System serving the financial, purchasing, treasury, and human service needs of the City. City bureaus are also using optical digital scanning technology for storing data, easing access, and significantly reducing the need for paper files.

To contain legal cost, the City Attorney's Office is increasing use of paralegal staff in lieu of additional attorneys. A city-wide geographic information system is being created which will allow bureaus, other governments, and private utilities to share base maps and information critical to the provision of services. Portland continues to be actively committed to providing services to its shareholders at the least possible cost.

#### 7. Performance Objectives

In addition to providing the wide array of services described above, 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 1992-93 significant objectives include the following:

##### a)PUBLIC SAFETY

**Fire Study.** 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. The study is anticipated to be completed during the Fall of 1992.

**Community Policing.** 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 plus the hiring of an additional 60 new police officers over the next three fiscal years. The Bureau has proceeded with the hiring of 31 of these positions. The remaining sworn and non-sworn positions will be placed on hold until additional information is received on court and State budgetary actions related to Ballot Measure 5. This is anticipated to be in late September.

Also included is increased emphasis on minority and female recruitment and hiring with the objective that 18.8% of all new hires are from these groups. The Neighborhood Response Team in North Precinct, the Iris Court Project, the Old Town Storefront, and the Hollywood District Storefront also continue next

fiscal year. Finally the Police Bureau will continue to develop partnerships with the community and other service agencies within the criminal justice system. The Bureau proposed using 3,440 volunteer hours in its community policing efforts.

**New Radio System.** Complete installation 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.

**New Communication and Radio Repair Facilities.** Complete 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. A new Radio Repair Shop will also be built adjacent to this new center.

**Dispatch Training.** Initiate training of emergency dispatch personnel on the new computer aided dispatch system and for assuming responsibility for fire dispatch.

## **b) PARKS, RECREATION, AND CULTURAL SERVICES**

**Computer System.** A new automated recreation scheduling and maintenance management system will be implemented during FY 1992-93.

**Fee Study.** Completion of a cost of service study for purposes of establishing a rational and equitable model for assessing fees for service.

**Arts 2000+ Plan.** Implement Phase I of the Arts 2000+ Plan which includes increasing grants to major art organizations; designing and funding programs to stabilize small and emerging multi-cultural organization through grants and technical assistance training and ; increasing free and low cost arts events and activities.

## **c) COMMUNITY DEVELOPMENT AND HOUSING SERVICES**

**Inspections.** Complete 95% of all commercial and residential inspections within 24 hours of the time they are requested.

**CHAS.** Implementation of the Comprehensive Housing Affordability Strategy designed to create a regional blueprint for area housing programs as required by the Federal Government.

**Albina Community Plan.** Adoption by Council of the Albina Community Plan by September 30, 1992. The plan will provide a detailed set of neighborhood district plans to guide housing, community, and economic development activities for inner northeast Portland area.

**Liveable City Project.** Continuation of the Liveable City Project which through a community involvement process will identify approaches for accommodating up to 100,000 new City residents over the next 20 years while maintaining neighborhood liveability.

**Community Training.** Expansion of the Citizen Participation Training program to include the general public as well as neighborhood associations.

**Neighborhood Association Evaluation.** Complete a comprehensive evaluation of Neighborhood Associations based upon the adopted Office of Neighborhood Association Guidelines.

**Inspection Programs.** Full implementation of the new one and two family dwellings inspection program using inspectors cross-trained for structural, electrical, mechanical, and plumbing inspections.

**Energy Conservation.** Weatherize 1,600 low to moderate income apartment units.

## **d) MANAGEMENT IMPROVEMENTS**

**Environmental Commission.** Continued development of the recently created Environmental Commission with the objective of articulating a long-range environmental vision for the City and the identification of strategies to ensure its realization.



**Internship Program.** Continued implementation of the Construction Trades Internship and First Source Hiring programs. A total of 20 internship positions will be filled within City bureaus for purposes of preparing individuals from economically depressed areas of the City for appointment to internship programs in the construction trades. The First Source Hiring program is designed to increase the hiring of economically disadvantaged residents by existing and future businesses within the City.

**Telecommunication Plan.** Completion of a "Year 2000 Telecommunication Plan" integrating and coordinating the development of data, telephone and cable technologies by December of 1992.

**Future Focus.** Continued implementation of Portland Future Focus, the city's strategic plan which was completed in September of 1991. Activities will include continued public outreach, support for committee activities involving over 200 citizens, and monitoring implementation of the overall plan.

**Budget Automation.** Complete automation of the City's budget monitoring system as well as the accounts receivable, fixed assets, and project tracking modules of the Integrated Business Information System.

**Performance Evaluation.** Implement a non-represented employee performance evaluation system tied to the new classification and compensation plan.

**Affirmative Action.** Aggressively pursue the achievement of affirmative action goals by attracting and retaining qualified women and minorities in City employment through targeted outreach programs and city hiring practices.

**Performance and Financial Audits.** Complete ten audits including major performance audits, financial control studies, and franchise audits.

**Franchise Negotiations.** Complete new franchise agreements with Digital Direct, Western Union, MCI Communications, and General Telephone as well as Paragon Cable.

## C. PUBLIC WORKS

**Water Conservation.** Improved water conservation through the implementation of the Bureau of Water Conservation Plan during FY 1992-93.

**Light Rail Expansion.** Complete final design and funding agreement for the Westside Light Rail Project and begin construction by October of 1993.

**Airport Way.** Complete construction of the \$22 million Airport Way project which will assist economic development in the Columbia South Shore area of Portland.

**Transit Mall Extension.** Assist in the completion of the final design and begin construction of the Transit Mall extension in January of 1993. This project will extend the Transit Mall north to Union Railway Station and complement the redevelopment of the North of Burnside District and Old Town Areas of downtown Portland.

**Sewer Construction.** Complete construction of 41 miles of sanitary sewer in outer east Portland allowing the disconnection of an estimated 4000 cess-pools.

**CSO Plan.** Complete the Combined Sewer Overflow Facilities Plan to the State Department of Environment Quality as required by the Clean Rivers Program adopted by the Council in April of 1989.

**Recycling Programs.** Increase participation in residential recycling programs to 75% by July 1, 1993.

**Regional Water Plan.** Actively pursue development of a long-range regional water supply plan.

## 8. Portland Future Focus Highlights

As stated earlier within the overview, during the budget process Council allocated an additional \$603,000 to programs which directly implement Portland Future Focus. Included were such programs as volunteer mediation training, expanded district planning, community cultural diversity and anti-racism training, and community initiative projects.

While it was necessary to add support for these particular programs, it needs emphasizing that by far the majority of the fundamental activities necessary to implement the plan will be accomplished within existing budgets. Highlights of some of the major activities included within bureau budgets which directly support implementation of Portland Future Focus include the following:

**DIVERSITY.** The plan calls for Portland to embrace diversity and eliminate bigotry.

**-Bias Crime Unit.** The Police Bureau has created a "Bias Crime Unit" in support of the cultural diversity goals.

**-Neighborhood Inspection Program.** Through the Bureau of Building's involvement in the Comprehensive Housing Affordability Strategy, inspection activities will be refocused to the neighborhood level. Existing budgetary resources totalling just over \$1 million will be allocated for this purpose.

**-Metropolitan Human Relations Commission.** The budget supports the continued operations of the recently reorganized Commission which is charged with advocating the interests of minority groups within the City. The budget provides for enhanced community cultural awareness training.

**REGIONAL GROWTH:** Future Focus calls for managing regional growth to provide effective public service at the lowest responsible cost, to slow environmental degradation, and to enhance the quality of life. The following activities included within the FY 1992-93 budget directly support this goal:

**-Housing Infill.** The Bureau of Planning is developing a strategy for allowing greater infill for housing development thereby allowing Portland to accommodate a larger portion of projected regional population growth.

**-Environmental Commission.** This Commission, established on July 10, 1991, will provide guidance to the Council on environmental issues of importance to the city and the region. A budget of \$160,000 is

approved for FY 1992-93. The Commission is charged with instituting ecosystem protection, restoration, and management through the integration of landscape ecology, protection of open space, wildlife refuge parks, crop lands and the maintenance of air and water quality with economic development.

**-Environmental Service Programs.** All Bureau of Environmental Services programs are directed toward ensuring the ongoing protection of natural resources through the provision of sewer treatment, solid waste disposal, wetland management, and recycling programs. In addition, the Bureau is assisting in the creation of linked greenways and greenspaces by supporting stream "friend groups" and the Urban Streams Council.

**-District Planning.** The Bureau of Planning continues to invest in the development of district plans which in a matter consistent with the goals of Portland Future Focus.

**-Regional Water Plan.** As part of its mission of preserving the City's water source and delivery system, the Water Bureau has at Council direction assumed a leadership role in developing a regional water resource plan.

**-Urban Services Program.** Support is continued for this program which is charged with coordinating the City's annexation programs in order incorporate areas requiring municipal services.

**CRIME, VIOLENCE, AND VICTIM SUPPORT.** Future Focus calls for reducing crime, eliminating violence, improving support to victims. Programs contained within the budget directly supporting this goal include the following:

**-Community Policing.** The entire Police Bureau budget is directed toward the achievement of five Future Focus goals. The Bureau budget supports:

-The continuation and expansion of community based service programs such as the Iris Court Community Policing Project which assists residents in making long-term positive changes, the Gang Enforcement Team, Community Contact Offices, and neighborhood crime prevention programs.

-Providing a timely and effective response to public safety concerns beginning with initial responses to crime. Activities in this area include the development of neighborhood partnership agreements, use of neighborhood liaison officers, and use of a multi-agency approach in high-crime areas. To ensure that sworn officers have a more proactive time for the implementation of community policing Council will add a total of 60 new sworn positions by the end of FY 1994-95.

-The creation of the Justice Coordinating Council, the Citizens Crime Commission, and the Chief's Forum has directly supported improved the inter-governmental coordination objectives of Portland Future Focus.

**-Neighborhood Mediation.** The budget continues \$240,054 in support for neighborhood mediation programs. This program uses trained mediators to resolve conflicts in neighborhoods that might otherwise require police services. Included within the budget is \$45,000 for a new program to train volunteers to provide mediation services thereby significantly increasing the service capabilities of this program.

**-Crime Prevention Services.** Both the Office of Neighborhood Associations and the Police Bureau provide extensive crime prevention services. The former provides training and consultation to neighborhoods on actions to avoid crime against both property and person. The Police Bureau provides training and consultation to area businesses.

**-Community Services.** The Bureau of Community development includes \$451,000 in direct support for programs directed at aiding the victims of crime or which reduce the burden placed upon public safety agencies. Included is \$108,000 to support victims of domestic violence; \$243,000 in support of CHIERS, an inebriate pickup service in the downtown area; and \$100,000 in support of an alternative sentencing program directed at repeat drug offenders.

**ECONOMY.** Future Focus calls for Portland to capitalize on its location on the Pacific Rim and increase international trade. Programs contained within the budget which directly support this area include the following.

**-Portland Development Commission.** As the lead agency for the city in the area of economic development, PDC is charged with convening regional economic development organizations for purposes of identifying key industries which should be targeted for development. It also manages development of economically depressed in coordination with such groups as the NE Economic Development Alliance and the Albina Community. The "Job Net" program administered by PDC provides an active list of available employees to existing and prospective enterprises. The program actively recruits and refers individuals from minority and economically disadvantaged groups. PDC also has active economic development programs underway in such areas as Columbia Southshore which will serve to increase job opportunities and strengthen the economy.

**-The City's International Relations Office,** assigned to the Office of the Mayor, supports programs critical to maintaining economic and cultural contact with other areas of the world, and in particular the pacific rim countries. Programs, such as the Ambassador Program, assist in developing active relations important to international business.

**PREPARE FOR WORKFORCE AND HIGHER EDUCATION.** Future Focus calls for graduating all children from high school with the ability to read, write, compute, and reason and with the skills enabling them to succeed in the workforce or in post-secondary education. Budgeted program in support of this activity area include the following:

**-Community School Program.** The Bureau of Parks and Recreation budget provides \$432,000 in support for the community school program which provides art and other services to at risk youth as well as adults.

**-Youth Employment Programs.** The Park and Water bureaus both have active youth employment programs. About 50 youth are provided with employment during the summer months.

**-Summer Playground Program.** Funded at approximately \$228,000, this program provides organized play activities; field trips, crafts, and other activities for youth through the neighborhood park system.

**-Youth Trust Fund.** Established in June of 1991, this fund is supported by a golf fee surcharge provides matching grants to organization serving youth at risk. Examples of programs receiving support include the Police Athletic League, YMCA, Oregon Museum of Science and Industry and Boys and Girls Clubs.

**LEADERSHIP.** Future Focus calls for attaining stronger, innovative, more responsive elected and citizen leadership.

The city has taken a leadership role on many issues of importance to the region. Examples include active participation in the Leader's Roundtable, an inter-governmental group coordinating educational program directed at youth; the Art 2000 Plan; the Regional Water Plan; Mid-County Sewer Plan; the greenway plan; and community policing. The City is also actively participating in the development of a Charter for the Metropolitan Service District, the areas regional government.

Over the next year committees will continue to work to refine action plans and to monitor the progress of all community participants in implementing the plan. As the City continues its transition to the plan, Bureaus will increasingly be called upon to realign and refocus programs to support achievement of the plan's goals.

## **9. 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 as well as an expanding backlog of required capital demands have served to heighten the need for long-range and comprehensive capital planning. Additionally, the impact of capital budget plans on fees for service and city debt must also be carefully considered, particularly in light of federal regulations, such as the amendments to the Clean River Act. The recently completed long-range public facility plans for General Fund bureaus indicate that

\$15.6 million in capital requirements presently exist and that an additional \$56.7 million will be required over the next ten years.

For these reasons, City bureaus are required to annually submit five-year capital plans. Requests are 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 1992-93 proposed budget. This committee is composed of managers from each of the City's major capital bureaus, the Bureau of Financial Planning, and members from the citizen Budget Advisory Coordinating Committee. A copy of the Committees report is included within the appendix. The complete five year capital budget for the City is included within Volume II of the Adopted Budget. Summary descriptions of capital projects are also provided in the sections for each bureau and fund.

As summarized in **Figure 8, Capital Budget Summary**, the Budget includes \$149.1 million in capital projects for FY 1992-93, of which \$4.5 million is in support of General Fund service areas. Also included is \$424,225 for debt payments on the City's Master Lease or short term debt program. This debt service supports capital purchases of \$1.7 million. The 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 insufficient funding. Repayment of the lease debt is then repaid over three to five years depending, on the terms of the Master Lease agreement.

The General Fund capital budget is significantly higher than prior years in recognition of Council's commitment to reducing existing capital deficiencies. The council allocated \$4 million at the outset of the budget process for capital projects, double the amount budgeted in prior years.

FY 1992-93 Capital Expenditure Summary				
Bureau/Fund	Capital	Master Lease		Combined Total
		Current Year Master Lease	New Purchase Total Cost	
<b>General Fund</b>				
Office of City Auditor	54,945	0		54,945
Bureau of Fire	1,690,154	166,375	665,500	2,522,029
Bureau of General Services	852,714	132,834	531,334	1,516,882
Bureau of Parks	1,866,215	68,140	274,878	2,209,233
<b>Subtotal General Fund Programs</b>	<b>4,464,028</b>	<b>367,349</b>	<b>1,471,712</b>	<b>6,303,089</b>
<b>Other Funds</b>				
Computer Services	361,293	56,876	227,505	645,674
Environmental Services	71,701,437			71,701,437
Bureau of General Services	10,908,845			10,665,845
Golf	945,000			945,000
PIR	105,000			105,000
Public Safety Capital	5,585,000			5,585,000
Portland Development Commission	17,952,419			17,952,419
Office of Transportation	22,518,621			22,518,621
Bureau of Water Works	14,560,000			14,560,000
<b>Subtotal Other Fund Programs</b>	<b>144,637,615</b>	<b>56,876</b>	<b>227,505</b>	<b>144,921,996</b>
<b>Total All Funds</b>	<b>149,101,643</b>	<b>424,225</b>	<b>1,699,217</b>	<b>151,225,085</b>

Figure 8

The Portland Development Commission, a 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. As mentioned in earlier sections of this Overview, a recent Oregon Tax Court decision jeopardizes the use of this financing technique in future years. The decision has been appealed to the Oregon Supreme Court which is expected to render a decision in late September. Depending on the nature of that decision, it may require significant amendments to the proposed capital program for the Development Commission.

Assuming continued authority to use the tax increment financing, for FY 1992-93, the Commission is expected to make nearly \$18 million in capital investments. Over the next five years the Commission has planned just over \$75 million in capital project.

Figure 8 details the capital budget by bureau. Highlights of projects supported by the FY 1992-93 General Fund capital budget include the following:

**Communications Systems.** Provision has been made within the budget to construct a new Radio Repair Shop adjacent to the new Emergency Communications Center. The Shop is expected to cost \$1.5 million and will be financed over a ten year period. The General Fund share of the annual cost is estimated at \$146,000.

**Fire Service.** The budget includes \$306,315 to complete the new Fire Training Center, a project initiated during FY 1991-92. In addition to the completion of this project, an additional \$931,717 has been budgeted for fire service capital improvements, including \$832,000 for the purchase of a new Fire Truck through the City's master lease program, \$325,000 for cleanup of the Linnton Oil Training Grounds, and \$82,750 for the removal of asbestos within bureau facilities.

**Police Services.** In the area of Police services, \$1.3 million has been budgeted in support of facility improvements. Specific projects include:

\$107,409 for continued improvements to East Precinct;

\$182,175 for interior improvements for the new Precinct to be located on Martin Luther King Boulevard in NE Portland; and

\$245,352 for improvements to other facilities.

\$160,000 for construction of a new firing range adjacent to the City's vehicle storage facility on St. Helens Road in North Portland.

**Parks and Recreation Services.** Over \$1.7 million in General Fund support has been included for improvements to parks and recreational facilities. Specific projects include \$500,000 for irrigation systems; \$500,000 for renovation of the Matt Dishman Community Center; \$290,000 for repairs to the Multnomah Art Center heating and ventilation system; \$106,000 for repairs to Wilson Pool; and \$197,278 for completion the implementation of a automated recreation and maintenance bureau management system.

**General Facility Improvements.** A total of \$322,781 is included within the budget for the maintenance oriented improvements to General Fund facilities. Notable projects include \$85,888 for upgrading the heating and ventilation system at the Chimney Park Records Center; \$98,208 for the next phase of the fuel management program to ensure compliance with new federal regulations governing fuel tanks; \$106,160 for improvements to City Hall; and \$32,525 for maintenance projects in the Portland Building.

As stated earlier, of the \$116.6 million in capital requirements anticipated over the next five fiscal years nearly 96%, or \$42.3 million, will be in non-General Fund operations, primarily sewer and water services. Highlights of projects included in the FY 1992-93 Budget for these other funds include the following:

**Environmental Services:** Projects total \$71.7 million for FY 1992-93 and are projected to total \$302 million over the next five years. Key areas of emphasis in FY 1992-93 include \$32.1 million for mid-county sewer installation, \$9.5 million for upgrading system maintenance and reliability, \$9.7 million for improvements to sewage treatment systems, and \$9.4 million for the combined sewer overflow program. The balance of the capital budget will support storm water and system development projects.

**Water:** Projects totalling \$14.5 million are included within the budget and are projected to total over \$50 million during the next five fiscal years. Of the total \$8.2 million is for maintenance of the water distribution system, \$1.6 million is for the water supply system; and \$2.1 million is for water quality improvements.

**Transportation:** Projects total \$22.5 million for FY 1992-93 including \$16.2 million for street improvements, \$3.8 million for further development of the west side light rail and the Central City Trolley; \$1 million in support of alternative transportation programs such as bicycle and pedestrian improvement programs; and \$1.5 million for street preservation and rehabilitation projects.

**Golf.** The budget includes \$945,000 for improvements to West Delta Park Dike, completion of the Eastmoreland Maintenance Building, renovation of the Heron Lake golf cart paths, and remodeling of the Progress Down course.

**Portland International Raceway.** The \$105,000 budget includes support for the extension of a water main and purchase of a garbage compactor.

## 9. 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 actions are directed toward simplifying and streamlining budgets or in improving the efficiency of the accounting system.

Only one change is anticipated this year to the so-called "budgetary basis of accounting" which is the City's rules for determining what counts as a budgeted expense and revenue during a particular fiscal year. Starting in 1992-93 in both the Water and Sewer operating funds, the fund balance shown in the budget will include dollars that are earned but uncollected. These are referred to as "accrued revenues." That is, on any July 1, when water and sewer services have been provided and the customers owe the money but have not yet paid it, the amount they owe is included as revenue to the previous year and therefore part of the budgeted fund balance in the year just beginning.

In both Water and Sewer funds, this has the effect of recognizing a higher level of the budgeted fund balance-both beginning and ending-by about \$3.2 million each. In the case of the Water Bureau, this has the effect of reducing the rate increases that would otherwise be needed over the next two years. In the case of the Bureau of Environmental Services, the ratemaking in past years has already included an adjustment for these "accruals," so there is no change to the rates as a result of accruing the sewer revenues. The purpose of making this change is to treat revenues and expenditures the same way in both operations.

## CONCLUSION

The FY 1992-93 Budget represents the second in a multi-year transition to Ballot Measure 5, the property tax limitation. Although the budget has been completed in an environment of uncertainty, it represents a long-range and fiscally sound plan for maintaining and in some cases enhancing city service levels. However the recent Tax Court decision subjecting tax increment financing to the restrictions

of Ballot Measure 5 coupled with State budgetary and tax reform action may require adjustments to the budget in order to insure this stability over the next five years.

In order to preserve future flexibility the Council has delayed some service improvements, imposed a spending reduction plan, and will continue to deliberate on the budget through September, at which time a Supreme Court decision is expected to be rendered on tax increment financing and additional information should be available on State budgetary actions.

The economic and financial outlook for the Portland area has remained strong, especially when compared to other areas of the Nation. Strength in the local economy has continued to fuel growth in such critical General Fund revenues business licenses, utility franchise fees, and lodging taxes. This growth, combined with prior year program cuts, growth in assessed value, and the application of sound fiscal policy by the Council produced a financial climate that initially represented a significant improvement over FY 1991-92, the first year that Ballot Measure 5 took effect.

As Adopted, the General Fund budget maintains current services and has the potential of making significant progress in implementing community policing, the City's number one priority. An additional 40 officers are supported with a commitment to add an additional 10 officers in each of the next two fiscal years. The budget also provides support outside the Police Bureau for public safety programs such as support for victims of domestic crime, youth programs, CHIERS, emergency dispatch, and regional drug programs.

Not only does the budget represent a transition to Ballot Measure 5, but also to a new system for focusing city services. This is the first budget to incorporate Future Focus, the City's strategic plan. All city bureaus have been called upon to reallocate resources to support achievement of Future Focus goals. The Council's commitment to the plan is demonstrated through the addition of \$603,000 to support programs necessary to implement high priority strategies. Included is support for district

planning, community employment programs, cultural and anti-racism training, neighborhood projects, and ongoing implementation of the plan. Bureau budgets have also been evaluated and "re-focused" to support achievement of the plans vision for the City's future. Throughout the year community leaders will continue to meet and refine action plans for achievement of the many Future Focus goals critical to the future of Portland.

The budget also represents the first year for implementation of the recently completed Arts 2000+ plan which provides a long-range vision for the areas art and cultural programs. The budget provides increased support for Art programs to forestall closure of many worthwhile programs while furthering implementation of the Plan.

The budget continues City efforts to improve efficiency through such actions as updating facilities that support the provision of services. Work continues on the construction of a new Emergency Dispatch and Radio Repair facility, relocation of North Precinct to a new location on Martin Luther King Boulevard, and installation of new radio system. These and other actions represent the Council's continued commitment to addressing the City's many capital needs.

The budget also provides Council direction to transition the Street Lighting system to General Fund support over the next several fiscal years. Funding for this system was a victim of Ballot Measure 5 because of an inability to renew the special property tax that has supported the program for over a decade without harming General Fund revenues.

Outside the General Fund, the budget addresses other major service issues. Work on the Mid-County sewer project continues along with implementation of the associated financial assistance program to ease the cost borne by residential property owners effected by the project. The residential recycling program will be fully implemented during the fiscal year. The Water Bureau will continue to take the lead in regional planning necessary for meeting future water demands while preserving water quality. Transportation work continues not only to preserve City streets, but to inovatively address future needs.

Transportation will continue to work on the expansion of the light rail system and the development of a downtown trolley system. Work will begin on expanding the downtown transportation mall.

The budget also supports significant capital investment in the City's infrastructure. Overall \$151 million will be expended on a wide range of projects. Of this amount \$424,225 is included for Master Lease payments, which is leveraging a total of \$1.7 million in capital project funding. The Council allocated \$4.5 million to General Fund capital projects, double the amount that was included in prior years. Projects will not only make significant headway in addressing the expanding capital needs but will also improve program efficiency, improve the safety of Portland citizens and city employees, as well as protect the environment.

In spite of the many uncertainties presented by passage of Ballot Measure 5 the FY 1992-93 budget preserves the City's future financial stability while providing a balanced array of services which are critical to the nationally recognized quality of life savored by Portland residents. Through the Council's continued careful consideration of the budget these services will be sustainable in future year. The Council will continue to closely monitor the budget throughout the year to insure that this objective of stability continues to be achieved in the years ahead.



## BUDGET AND FINANCIAL POLICIES

As stated within the Overview Section, the City has many policies that interact with and provide direction in making budgetary decisions. The recent approval of a Comprehensive Financial Policy demonstrates Council's commitment to establishing policies that not only insure long term stability for the delivery of City services.

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 Policy
9. Local Improvement District Financing Policy

### Service Policies

10. Community Policing
11. Light Rail
12. Water Plan
13. Environmental
14. Art 2000 Plan

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. The following is a brief description of those policies.

#### 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 needs for service, capital, and compensation increases.

- Establishes funding targets for City bureaus.

It was the FY 1992-93 Financial Plan that established that resources would be sufficient to maintain existing service levels within the general fund plus the addition of \$4.25 million in high priority ongoing services and \$ 1.9 million in additional one-time projects or programs. Because of the significance of this plan in the City's annual budget process, it is discussed in detail within the previous Overview section.

#### 2. Budget Guidelines and Council Directives

Shortly after issuance of the Financial Forecast each year, the Council approves Budget Guidelines. 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 as a starting point in developing budget requests.

- prepare reduction and add packages to give the Council a basis for decisions or plans on service levels.

- 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.

- the definition of bureau specific and overhead revenues as non-discretionary and the requirement that all proposed new fees and charges be of an on-going rather than a one-time nature.

- a requirement new to the 1992-93 budget process that all of the City’s major operating funds, like the General Fund prepare five year financial forecasts for presentation to the Council as the first step in the budget process.

- the development of quantitative performance measures relevant to the overall evaluation of bureau performance.

## 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” continue to be given priority in budget deliberations.

- that public safety programs, especially those directed toward implementation of community policing will be given priority in allocating available resources above current service levels.

- that a long-term funding alternative for the continuation of street lighting would be identified as part of the budget process.

- that programs which generate discretionary revenues in support of other City programs 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 guidelines approved by the Council is included in the appendix.

## FINANCE POLICIES

**3. Comprehensive Financial Policy** - Approved by Council on June 17, 1992, this policy represents the culmination of City efforts to establish broad guidelines for managing a diverse financial portfolio. The document and its subordinate policies provide guidance in the areas of financial planning, budgeting, accounting, auditing, as well as treasury and debt management.

**4. 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 Fund Financial Forecast and the annual budget.

The Council has successfully developed a General Fund cash reserve which is estimated to total \$21 million by the end of FY 1992-93, equal to the required 10%. 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

affect 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** - Over the past four years, the Council has followed a practice of limiting total annual compensation (wages, salaries, and benefits) to the growth in the Portland Consumer 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. All of the City's major labor contracts now include a cap on health benefit increases. Resolution 34924 enacting this policy is included within the appendix.

**6. Revenue Policy** - Approved on June 17, 1992 this policy that outline responsibilities for collecting and monitoring revenues. "Discretionary" resources was redefined. Guidelines were set up that make bureaus responsible for revenue collection. Direction has been provided for the allocation of surplus revenues. The policy, 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 over a decade, 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** - Three 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, vehicle usage, communications, insurance, computer, and facility services. The policy has been applied in developing the FY 1992-93 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.

#### **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 of community policing. The plan called for the addition of 200 positions in order to implement community policing. Council has made significant progress in moving toward that goal. Passage of Measure 5, however, significantly reduced resources in support of reaching that end. But the Council's commitment to the Community Policing Plan remains strong. With the addition of the 40 new Police officers proposed within the FY 192-93 budget, a total of 120 new positions will have been added against the 200 target. Council also directed that at a minimum an additional 20 police officer positions be added during the following two fiscal years.

**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. By the end of FY 1991-92 the City will have dedicated \$5.6 million to expansion of the light rail system. The FY 1992-93 budget includes an additional \$3.5 million in 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 regional transportation authority, 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. In February of 1992, the Water Bureau in coordination with other water providers in the metropolitan area, completed a series of studies which analyzed the potential demand for water in the region. The next step is the development of a comprehensive integrated water supply plan for the region. This plan provides guidance to the bureau in completing long-term capital and financial plans.

**13. Environmental Services Policy** - The FY 1992-93 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 collection and treatment systems. Investment of this nature will include programs to monitor and manage stormwater, combined sewer overflows (CSO), and industrial waste. It is estimated that compliance with just the CSO abatement mandate will cost between \$500 million to \$1 billion over the next 15 to 20 years.

b) **Solid Waste.** The Council adopted Ordinance 162497 on September 26, 1990 which directed the Bureau of

Environmental Services to establish garbage collection districts, expand neighborhood based recycling programs, and to assess a garbage collection franchise fee. The FY 1992-93 budget supports the continuation of this district system as well as a fully implemented recycling programs.

c) **Mid-County Sewer Installation Financial Assistance.** To ease the financial burden on single-family property owners associated with sewer installation, in FY 1991-92 the Council authorized a financial assistance package that is expected to total \$75.4 million in today's dollars, which reduces the costs charged to adjacent single family property owners by an average of about one-third. This program will require the issuance of about \$65 million in additional debt which will result in future sewer rates approximately 10% higher than would be the case with no assistance. Because sewer rates are set biennially and the 1992-93 rates have already been adopted, the rate impact of the mid-County assistance program will begin in 1993-94.

d) **Environmental Commission.** Ordinance 164432 approved by the Council in July of 1991 established an Environmental Commission, the mission of which is to ensure that the impact of decisions on natural resources and environmental quality are given a high level of consideration in the City's various decision making processes. The Commission conducts studies of major environmental issues confronting the city including findings from public testimony, and as appropriate, issues findings and recommendations to the City Council.

**14. Arts Plan 2000+.** Presented to Council in July of 1991, this Plan culminated an eighteen-month planning process launched by the City of Portland, the Metropolitan Service District, other regional governments and private sector entities. The study reviewed the regional art industry and established goals and priorities for cultural development. The plan now serves as the City's cultural policy.

**15. Comprehensive Housing Affordability Strategy (CHAS).** In November of 1991 the City of Portland, Multnomah County, and the City of Gresham jointly adopted a resolution adopting a county-wide Comprehensive Housing Affordability Strategy. The plan outlines a five year workplan on housing needs and strategies and sets goals for addressing those needs. Included within the FY 1992-93 budget is implementation

of the first year action plans which will improve housing capacity, coordinate county-wide housing programs, stabilize funding for the homeless, and increase housing for low-income and special needs groups. Primary funding for these programs will come from the participant jurisdictions' Federal Housing and Community Development Block grant entitlement as well as an anticipated additional entitlement from the new HOME Investment partnership program.

## **BUDGET NOTES**

During the development of the FY 1992-93 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.

Council directed that the following budget notes be incorporated into the Adopted Budget:

### **OFFICE OF FINANCE AND ADMINISTRATION**

#### **Utility Relocation Costs**

The Office of Finance and Administration will convene a meeting involving the Bureaus of Environmental Services, Transportation, and Water regarding the utility relocation costs associated with expansion of the Light Rail. A report to Council summarizing findings and recommendations will be submitted to the Council early in FY 1992-93.

#### **Future Focus**

As part of the annual budget process a guideline will be established calling upon City bureaus to support the implementation of Future Focus, the City's strategic

plan through the use of existing resources. As part of this policy, bureaus will continue to demonstrate through annual budget requests actions taken to support achievement of Future Focus goals.

### **BUREAU OF FIRE**

#### **Training Portions**

The Bureau of Fire will report each accounting period on total accrued labor savings and the amount allocated in support of the 15 training positions authorized but not funded within the FY 1992-93 budget. These will be limited term positions, eliminated following completion of training programs and subject to annual review in the budget process.

### **METROPOLITAN ARTS COMMISSION**

#### **Regional Art Support**

The City Council is committed to working with the private sector and other area governments in developing a stable regional financial base for art programs. The FY 1992-93 Budget includes an additional \$450,000 in support for Art Programs in response to Arts Plan 2000. Continuation of \$150,000 of this amount in FY 1992-94 will be contingent upon Council's review of regional funding issues. Cable Franchise fees supporting cable access service will support \$50,000. Of the total \$250,000 represents a one-time allocation to match contributions from other governments in the region. The Metropolitan Arts Commission, with the consultation of the Bureau of Financial Planning, shall develop guidelines for the allocation of the \$250,000 as match against other regional funding. This policy shall be presented to the City council prior to expenditure of this one-time appropriation.

## FINANCIAL SUMMARIES

	<u>Page</u>
<b>A. Index to Financial Summaries</b>	
<b>B. Guide to Financial Summaries</b>	
• Total City Budget - Revenues and Expenses	76
• Major Types of Expenditures	76
• Summary of Authorized Full-Time Positions	76
• General Fund Summaries	76
• Discretionary vs. Non-Discretionary	77
• Four Summaries by Fund	77
• Summary by Managing Agency	77
• Summaries of Tax Levies	77
<b>C. Tables</b>	
1. Total City Budget - Revenues and Expenses	78
2. Summary of Authorized Full-Time Positions	79
3. General Fund Revenues and Expenses	80
4. General Fund Budget by Funding Source - FY 1992-9813	
5. Total Revenue and Expenses by Fund by Fiscal Year	82
6. Summary of Revenues by Fund - FY 1992-93	85
7. Summary of Fund Expenses - FY 1992-93	88
8. Summary of Bureau Expenses by Fund - FY 1992-93	91
9. Summary of Bureau Expenses by Managing Agency	94
10. Tax Levy Computation	98
11. Statement of Indebtedness	99

## GUIDE TO THE FINANCIAL SUMMARIES

The "Financial Summaries" section contains a variety of tables intended to help the reader view the 1992-93 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.

### Total City Budget - Revenues and Expenses

The first summary (Table 1) offers the broadest picture: the entire City budget condensed onto one page, comparing 1992-93 with 1991-92. 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 familiarity, 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 and external materials and services, capital outlay, and a less-frequently

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.

The citywide totals contained in Table 1 and other summaries contain not just the sum of the various funds but also a "net budget" figure. The net budget subtracts the "double count" that results from interfund transfers and tax anticipation notes (short-term debt that double counts the property tax revenue).

### 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 1992-93 Budget to what was in the 1991-92 Budget.

### 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 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 grants and donations; contract revenues; "interagency" service agreements with another City bureau; "bureau program 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 1992-93 is \$217.4 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 \$171.6 million. The City Council can opt to dedicate discretionary resources to any service area. For 1992-93, 70% of the discretionary General Fund budget is 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 1992-93 Budget but also in past years.

Table 6, the "Summary of Revenues by Fund," breaks out the 1992-93 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 1992-93 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 in the General Fund.

#### Summary by Managing Agency

The "Summary of Bureau Expenses By Managing Agency" (Table 9) shows the total bureau expenses for 1991-92 and 1992-93, 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.

# 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.

	<i>Revised</i> FY 1991-92	<i>Adopted</i> FY 1992-93
<b><u>TOTAL REVENUES – All Funds</u></b>		
<i>External Revenues</i>		
Property Taxes	\$148,124,796	\$142,242,953
Other Taxes	6,550,243	7,461,515
Licenses and Permits	56,997,081	61,042,208
Service Charges	145,381,277	184,646,394
Intergovernmental	79,031,187	90,273,568
Miscellaneous	47,082,155	47,924,424
Debt Proceeds	99,173,628	80,468,003
<i>Total External Revenues</i>	<u>\$582,340,367</u>	<u>\$614,059,065</u>
<i>Transfers from Other Funds</i>		
Service Reimbursements	152,557,349	167,720,292
Cash Transfers	190,045,115	181,979,610
<i>Total Transfers from Other Funds</i>	<u>\$342,602,464</u>	<u>\$349,699,902</u>
<i>Beginning Fund Balances</i>	<u>237,989,797</u>	<u>205,301,117</u>
<b>TOTAL BUDGET</b>	<b>\$1,162,932,628</b>	<b>\$1,169,060,084</b>
<i>Less Interfund Transfers &amp; Tax Anticipation Notes</i>	<u>(353,227,386)</u>	<u>(359,699,902)</u>
<b>NET BUDGET</b>	<b>\$809,705,242</b>	<b>\$809,360,182</b>
<b><u>TOTAL EXPENSES – All Funds</u></b>		
<i>Bureau Expenses</i>		
Personal Services	\$238,185,780	\$246,105,279
External Materials & Services	226,030,267	237,317,081
Internal Materials & Services	152,966,485	167,720,292
Capital Outlay	99,161,410	109,305,383
Equipment Cash Transfers	1,483,248	1,620,189
<i>Total Bureau Expenses</i>	<u>\$717,827,190</u>	<u>\$762,068,224</u>
<i>Fund-Level Expenses</i>		
Debt Retirement	106,552,901	77,051,138
Fund-Level Cash Transfers	188,777,653	180,359,421
Contingency	83,485,685	96,902,423
Unappropriated Ending Fund Balance	66,037,949	52,440,128
Inventory Increases	251,250	238,750
<i>Total Fund-Level Expenses</i>	<u>\$445,105,438</u>	<u>\$406,991,860</u>
<b>TOTAL BUDGET</b>	<b>\$1,162,932,628</b>	<b>\$1,169,060,084</b>
<i>Less Interfund Transfers &amp; Tax Anticipation Notes</i>	<u>(353,227,386)</u>	<u>(359,699,902)</u>
<b>NET BUDGET</b>	<b>\$809,705,242</b>	<b>\$809,360,182</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 1992-93, 1991-92 and 1990-91. Limited-term or part-time employees are not included.

<b>ALL FUNDS</b>	<b>Actual FY 1990-91</b>	<b>Revised Budget FY 1991-92</b>	<b>Adopted Budget FY 1992-93</b>
<b><u>GENERAL FUND</u></b>			
City Attorney	39	39	36
City Auditor	48	50	50
Cable Communication & Franchise Mgt	4	4	4
Commissioner #1, Public Affairs	10	7	7
Commissioner #2, Public Works	9	7	7
Commissioner #3, Public Utilities	9	7	7
Commissioner #4, Public Safety	10	7	7
Community Development	11	11	12
Energy Office	5	4	6
Environmental Commission	0	0	2
Finance & Administration	164	162	169
Fire, Rescue & Emergency Services	839	757	777
General Services	18	18	18
Intergovernmental Affairs	4	4	4
Licenses	31	29	29
Mayor	14	12	12
Metro Arts Commission	7	6	9
Metropolitan Human Rights Commission	0	0	5
Neighborhood Associations	19	17	16
Parks	286	275	280
Planning	62	62	59
Police	1,035	1,039	1,099
Purchases and Stores	18	16	16
<b>TOTAL GENERAL FUND</b>	<b>2,642</b>	<b>2,533</b>	<b>2,631</b>
<b><u>OTHER FUNDS</u></b>			
Buildings	144	150	151
Communications Services	14	16	16
Emergency Communications	125	129	129
Environmental Services	328	379	385
Facilities Services	22	22	22
Fleet Services	76	76	75
Golf	23	23	28
Hydro Power	3	3	3
Ptld International Raceway (PIR)	4	4	4
Printing & Distribution	32	25	26
Public Safety Capital	1	1	1
Refuse Disposal	5	11	11
Transportation	691	709	700
Water	490	494	502
<b>TOTAL OTHER FUNDS</b>	<b>1,958</b>	<b>2,042</b>	<b>2,053</b>
<b>TOTAL CITY excluding PDC</b>	<b>4,600</b>	<b>4,575</b>	<b>4,684</b>
Portland Development Commission	135	139	139
<b>TOTAL CITY Including PDC</b>	<b>4,735</b>	<b>4,714</b>	<b>4,823</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.

	Discretionary Budget		Total Budget	
	Revised FY 1991-92	Adopted FY 1992-93	Revised FY 1991-92	Adopted FY 1992-93
<b>REVENUES</b>				
Property Taxes	\$77,024,116	\$84,751,231	\$77,024,116	\$84,751,231
Lodging Taxes	5,498,191	6,215,314	5,498,191	6,215,314
Business Licenses	22,220,983	24,889,694	22,220,983	24,889,694
Utility Franchise Fees	30,690,698	32,242,904	30,690,698	32,242,904
Service Charges and Other	3,135,477	3,508,670	10,454,129	11,613,989
Intergovernmental	7,124,855	8,851,222	16,929,045	18,280,269
Transfers from Other Funds/Agencies	1,327,739	1,317,861	25,375,109	25,690,371
Beginning Fund Balance	16,035,908	9,853,692	16,035,908	13,714,247
<b>GENERAL FUND REVENUES</b>	<b>\$163,057,967</b>	<b>\$171,630,588</b>	<b>\$204,228,179</b>	<b>\$217,398,019</b>
<b>EXPENSES</b>				
City Attorney	\$990,691	\$916,548	\$2,787,122	\$2,870,193
City Auditor	973,097	1,308,555	3,271,135	3,548,220
Cable & Franchise Mgt	718,336	865,808	763,922	865,808
Commissioner #1	190,578	253,256	544,101	555,830
Commissioner #2	187,955	245,968	533,009	543,407
Commissioner #3	210,444	250,781	538,343	551,073
Commissioner #4	195,388	240,241	543,265	543,386
Community Development	1,356,787	1,679,913	2,330,359	3,774,205
Energy	123,171	120,797	393,085	312,051
Environmental Commission	0	40,000	0	160,000
Finance & Administration	3,411,079	3,392,515	13,129,707	14,076,397
Fire	46,475,006	47,967,053	54,043,259	54,476,060
General Services	0	0	1,145,575	1,236,605
Intergovernmental Affairs	152,679	165,600	466,365	496,169
Licenses	1,294,184	1,309,465	1,612,375	1,652,556
Mayor	506,492	498,828	1,463,371	1,215,575
Metropolitan Arts	581,420	1,009,498	1,159,356	1,378,046
Metro Human Rights	0	148,639	0	247,284
Neighborhood Associations	2,345,619	2,494,929	2,517,267	2,568,455
Parks & Recreation	18,363,016	18,715,457	26,284,861	26,434,772
Planning	2,137,092	2,270,223	3,954,723	3,826,034
Police	66,941,460	71,781,487	69,740,032	74,833,171
Purchases & Stores	326,240	366,334	1,015,068	1,028,154
Special Appropriations	4,206,955	7,705,494	4,437,591	8,321,068
<b>Total Bureau Expenses</b>	<b>\$151,687,689</b>	<b>\$163,747,389</b>	<b>\$192,673,891</b>	<b>\$205,514,519</b>
Transfers to Other Funds	\$3,563,672	\$4,208,872	\$3,747,682	\$4,348,618
Contingency-Operating & Unforeseen	2,394,077	3,614,327	2,394,077	7,474,882
Contingency-Public Safety Capital	5,352,529	0	5,352,529	0
Inventory Increases	60,000	60,000	60,000	60,000
<b>GENERAL FUND EXPENSES</b>	<b>\$163,057,967</b>	<b>\$171,630,588</b>	<b>\$204,228,179</b>	<b>\$217,398,019</b>

Note: Tax Anticipation Notes (\$10 million in both years) are excluded. 1992-93 Contingency includes \$3,860,555 for encumbrance carryover. Franchise Fees and Intergovernmental Revenue amounts include dollars transferred from other funds for those purposes.

**GENERAL FUND BUDGET BY FUNDING SOURCE - FY 1992-93**

*Table 4*

*This table displays the 1992-93 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	84,751,231	84,751,231	0	0	0	0	0
Lodging Taxes	6,215,314	6,215,314	0	0	0	0	0
Business Licenses	24,889,694	24,889,694	0	0	0	0	0
Util Franchise Fees	32,242,904	32,242,904	0	0	0	0	0
Svc Charges/Other	11,613,989	3,508,670	0	0	0	8,105,319	0
Intergovernmental	18,280,269	8,851,222	712,237	8,365,364	0	0	351,446
Interfund Transfers	25,690,371	1,317,861	0	0	15,859,218	0	8,513,292
Beginning Balance	13,714,247	9,853,692	0	0	0	3,860,555	0
<b>TOTAL REVENUES</b>	<b>217,398,019</b>	<b>171,630,588</b>	<b>712,237</b>	<b>8,365,364</b>	<b>15,859,218</b>	<b>11,965,874</b>	<b>8,864,738</b>
<b>EXPENSES</b>							
City Attorney	2,870,193	916,548	0	0	1,089,405	0	864,240
City Auditor	3,548,220	1,308,555	0	5,395	1,192,356	139,976	901,938
Cable & Franchise	865,808	865,808	0	0	0	0	0
Commissioner #1	555,830	253,256	0	0	0	0	302,574
Commissioner #2	543,407	245,968	0	0	0	0	297,439
Commissioner #3	551,073	250,781	0	0	0	0	300,292
Commissioner #4	543,386	240,241	0	0	0	0	303,145
Community Develop	3,774,205	1,679,913	0	1,240,000	854,292	0	0
Energy	312,051	120,797	86,455	0	104,799	0	0
Environ Commission	160,000	40,000	0	0	120,000	0	0
Finance & Admin	14,076,397	3,392,515	0	55,500	6,035,516	82,095	4,510,771
Fire	54,476,060	47,967,053	15,108	4,772,128	0	1,721,771	0
General Services	1,236,605	0	0	0	1,236,605	0	0
Intergovt Affairs	496,169	165,600	0	10,000	124,876	0	195,693
Licenses	1,652,556	1,309,465	0	0	22,991	320,100	0
Mayor	1,215,575	498,828	208,185	0	0	5,920	502,642
Metropolitan Arts	1,378,046	1,009,498	0	286,184	82,364	0	0
Metro Human Rights	247,284	148,639	0	98,645	0	0	0
Neighborhood Assoc	2,568,455	2,494,929	0	73,526	0	0	0
Parks & Recreation	26,434,772	18,715,457	250,000	411,195	3,548,472	3,509,648	0
Planning	3,826,034	2,270,223	0	150,500	560,127	845,184	0
Police	74,833,171	71,781,487	152,489	1,262,291	218,596	1,418,308	0
Purchases & Stores	1,028,154	366,334	0	0	53,245	62,317	546,258
Special Approp	8,321,068	7,705,494	0	0	615,574	0	0
Total Bureau Expenses	205,514,519	163,747,389	712,237	8,365,364	15,859,218	8,105,319	8,724,992
Interfund Transfers	4,348,618	4,208,872	0	0	0	0	139,746
Contingency-Total	7,474,882	3,614,327	0	0	0	3,860,555	0
Inventory Increases	60,000	60,000	0	0	0	0	0
<b>TOTAL EXPENSES</b>	<b>217,398,019</b>	<b>171,630,588</b>	<b>712,237</b>	<b>8,365,364</b>	<b>15,859,218</b>	<b>11,965,874</b>	<b>8,864,738</b>

*Note: Tax Anticipation Notes (\$10 million in 1992-93) are excluded. 1992-93 Contingency includes \$3,860,555 for encumbrance carryover. Franchise Fees and Intergovernmental Revenue amounts include dollars transferred from other funds for those purposes.*

**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 1992-93 budget and for prior fiscal years.*

<i>Fund Type Fund</i>	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>OPERATING FUNDS</u></b>					
<i>General Fund</i>	217,348,122	212,287,830	214,228,179	225,217,816	227,398,019
<i>Assess. Collection</i>	495,700	489,526	508,000	485,000	485,000
<i>Auto Port</i>	928,250	1,144,188	1,698,814	1,724,301	1,724,301
<i>Buildings</i>	12,036,688	14,705,608	14,251,811	13,904,016	14,114,210
<i>Econ Improve Dist</i>	1,637,181	1,636,592	1,830,000	1,566,200	1,566,200
<i>Emerg. Commun.</i>	7,882,506	8,642,098	10,148,484	10,104,362	10,104,362
<i>Golf</i>	4,346,057	4,818,346	11,281,955	6,521,596	6,521,596
<i>Hydropower</i>	437,165	405,624	574,052	593,700	593,700
<i>NW I-405 Rec</i>	960,429	1,126,273	1,203,050	792,315	792,315
<i>Parking Facilities</i>	5,610,270	5,887,722	6,671,573	7,812,477	7,812,477
<i>Parks System Imprmt</i>	2,357,633	4,852,369	4,239,798	3,204,707	3,204,707
<i>PIR</i>	632,990	689,675	788,369	638,504	638,504
<i>Pub. Safety Capital</i>	2,423,473	4,879,804	6,230,164	8,285,849	9,105,849
<i>Refuse Disposal</i>	3,082,871	3,405,944	5,913,485	4,969,459	4,545,016
<i>Sewer Operating</i>	53,835,219	81,775,478	119,150,677	189,425,593	189,667,797
<i>Street Lighting</i>	16,451,218	18,582,286	14,928,221	7,860,416	7,942,416
<i>Transportation</i>	63,752,567	76,725,358	106,515,285	95,327,055	96,191,386
<i>Water</i>	56,499,866	64,457,816	78,048,551	78,686,589	78,686,589
<i>Total Operating Funds</i>	450,718,205	506,512,537	598,210,468	657,119,955	661,094,444
<b><u>INTERNAL SERVICE FUNDS</u></b>					
<i>Communications</i>					
<i>Communications Svcs</i>	7,807,829	7,366,775	5,741,690	3,376,118	6,273,737
<i>Special Appropriation</i>	146,073	274,318	4,371,531	8,499,419	8,499,419
<i>Communications</i>	7,953,902	7,641,093	10,113,221	11,875,537	14,773,156
<i>Computer Services</i>	0	0	3,440,725	4,005,510	4,006,010
<i>Facilities Svcs</i>	4,915,024	11,108,413	11,567,535	13,443,627	13,440,627
<i>Fleet Services</i>	13,056,397	17,527,689	16,934,723	18,665,583	19,130,306
<i>Health Insurance</i>	11,732,356	13,593,260	19,128,246	17,079,274	17,079,274
<i>Insurance &amp; Claims</i>	6,596,402	7,012,693	7,058,746	7,578,950	7,578,950
<i>Justice Center</i>	2,286,640	2,313,187	2,900,067	2,585,846	2,585,846
<i>Printng &amp; Distrib</i>	5,454,409	6,601,369	4,924,107	5,755,597	5,780,597
<i>Workers' Comp</i>	7,583,458	9,319,706	10,078,035	11,347,752	11,347,752
<i>Total Internal Svc Funds</i>	59,578,588	75,117,410	86,145,405	92,337,676	95,722,518
<b><u>AGENCY AND TRUST FUNDS</u></b>					
<i>Hydro Renew/Repl.</i>	6,155,984	6,651,539	6,867,900	6,748,000	6,748,000
<i>Model Cities Dev</i>	206,428	216,492	168,428	93,054	93,054
<i>Portld Parks Trsts</i>	725,234	704,476	992,046	1,223,036	1,297,866
<i>Public Art Trust</i>	264,266	410,199	360,895	578,423	578,423
<i>Sewer Rate Stabiliz</i>	11,113,902	9,658,829	6,315,730	6,241,110	6,241,110
<i>Sewer Safety Net</i>	131,313	1,528,745	884,000	1,127,500	1,127,500
<i>Sundry Trusts</i>	57,695	62,174	62,479	75,000	75,000
<i>Water Growth Impct</i>	825,502	903,774	980,359	1,020,156	1,020,156
<i>Total Agency &amp; Trust</i>	19,480,324	20,136,228	16,631,837	17,106,279	17,181,109

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

*Table 5*

<i>Fund Type Fund</i>	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>CONSTRUCTION FUNDS</u></b>					
<i>LID</i>	15,201,385	96,592,515	50,978,227	26,848,089	26,848,089
<i>Sewer System</i>	24,727,044	26,130,346	55,732,256	74,441,102	74,441,102
<i>Transportation</i>	13,311,628	0	23,233,137	0	0
<i>Water</i>	12,920,561	31,212,055	32,320,684	23,922,324	23,922,324
<i>Total Construction Funds</i>	66,160,618	153,934,916	162,264,304	125,211,515	125,211,515
<b><u>DEBT SERVICE FUNDS</u></b>					
<i>Airport Way</i>	1,647,827	3,622,709	5,247,166	5,547,397	5,638,763
<i>Bancroft</i>	2,813,080	4,488,003	3,681,000	4,200,000	4,206,007
<i>Bonded Debt</i>	4,080,528	4,058,000	4,116,380	4,063,923	4,063,923
<i>Central Eastside</i>	488,204	1,696,825	3,673,179	2,407,085	2,252,106
<i>Convention Ctr</i>	0	0	1,155,304	4,236,551	4,423,841
<i>Downtown Parking</i>	127,983	127,266	108,000	53,813	53,831
<i>Golf Revenue</i>	279,873	747,473	413,121	541,348	541,381
<i>Hydropower</i>	17,195,124	9,930,008	10,975,200	10,131,500	10,131,771
<i>Improve Bond</i>	11,486,228	11,786,954	11,720,900	0	0
<i>Intermediate Debt</i>	1,569,020	1,463,475	3,464,648	1,109,308	1,109,308
<i>Morrison Park E.</i>	1,054,616	1,023,671	1,022,800	798,634	798,681
<i>Morrison Park W.</i>	790,899	777,965	778,266	672,744	672,783
<i>NW Front</i>	12,969,840	15,077,300	16,132,000	0	0
<i>Old Town Parking</i>	978,994	586,696	708,096	681,078	706,339
<i>PIR Bond</i>	337,871	344,130	316,344	339,758	339,804
<i>Sewer System Debt</i>	7,149,963	30,744,036	9,903,279	14,293,980	14,293,980
<i>St Johns Riverfront</i>	54,971	92,247	104,400	80,925	80,951
<i>Short Term Debt</i>	23,453,680	10,740,053	10,409,133	10,500,000	10,500,000
<i>South Park Renewal</i>	8,617,349	12,557,183	14,662,000	8,047,260	8,478,734
<i>Tennis Facilities</i>	92,087	77,427	79,346	66,538	66,538
<i>Wash. Cnty Supply</i>	4,010,849	3,958,516	3,901,101	3,898,282	3,898,348
<i>Water Bond Sinking</i>	12,377,856	12,356,005	12,954,533	9,318,135	9,318,135
<i>Waterfront Renewal</i>	36,154,244	38,161,796	41,658,000	31,572,912	31,639,856
<i>Total Debt Svc Funds</i>	147,731,086	164,417,738	157,184,196	112,561,171	113,215,080
<b><u>FEDERAL FUNDS</u></b>					
<i>Federal Grants</i>	12,034,760	7,261,871	8,803,847	7,458,346	6,971,883
<i>HOME Grant</i>					4,297,000
<i>Hsng &amp; Comm Dev</i>	8,488,575	7,867,786	21,670,634	17,906,000	25,146,000
<i>Total Federal Funds</i>	20,523,335	15,129,657	30,474,481	25,364,346	36,414,883
<b><u>RETIREMENT FUNDS</u></b>					
<i>F &amp; P Disab/Retire</i>	35,682,788	40,111,039	38,564,375	40,048,662	40,798,662
<i>FPDR Reserve</i>	750,000	750,000	750,000	750,000	750,000
<i>Supp Retire Prog Trst</i>	375,931	395,965	403,819	399,355	399,355
<i>Total Retirement Funds</i>	36,808,719	41,257,004	39,718,194	41,198,017	41,948,017

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

*Table 5*

<i>Fund Type</i> <i>Fund</i>	<i>Actual</i> <i>FY 89-90</i>	<i>Actual</i> <i>FY 90-91</i>	<i>Revised Budget</i> <i>FY 91-92</i>	<i>Proposed</i> <i>FY 92-93</i>	<i>Adopted</i> <i>FY 92-93</i>
<b><u>REVENUE AND RESERVE FUNDS</u></b>					
<i>Conventn. &amp; Tourism</i>	1,012,890	1,108,455	1,054,939	1,255,701	1,255,701
<i>General Reserve</i>	13,152,284	20,716,124	22,159,763	22,699,191	22,699,191
<i>Transp. Reserve</i>	0	0	0	6,636,721	6,636,721
<i>Sewer Debt Proceeds</i>	58,706,748	53,151,127	49,089,041	47,680,905	47,680,905
<b><i>Total Revenue/Reserve</i></b>	<b>72,871,922</b>	<b>74,975,706</b>	<b>72,303,743</b>	<b>78,272,518</b>	<b>78,272,518</b>
<b><u>HISTORICAL FUNDS</u></b>					
<i>E/R Civic Stadium</i>	1,804,899	0	0	0	0
<i>E/R Performing Arts Center Opg</i>	3,319,034	0	0	0	0
<i>Federal Revenue Sharing</i>	12,168	0	0	0	0
<i>Fire &amp; Police Supp Retirement</i>	379,815	0	0	0	0
<i>E/R Mem. Coliseum</i>	10,093,750	2,582,442	0	0	0
<i>City Facilities Acq</i>	490,620	129,054	0	0	0
<i>St John Landfill</i>	922,298	991,568	0	0	0
<i>Performing Arts</i>	228,932	119,543	0	0	0
<i>Parking Meter</i>	6,908,935	7,739,144	0	0	0
<i>State Rev. Sharing</i>	2,112,633	2,294,681	0	0	0
<i>State Tax Street</i>	19,249,850	22,547,384	0	0	0
<i>Street Light Replace</i>	343,430	715,883	0	0	0
<b><i>Total Historical Funds</i></b>	<b>45,866,364</b>	<b>37,119,699</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>TOTAL ALL FUNDS</u></b>	<b>919,739,161</b>	<b>1,088,600,895</b>	<b>1,162,932,628</b>	<b>1,149,171,477</b>	<b>1,169,060,084</b>



**SUMMARY OF REVENUES BY FUND – FY 1992–93**

*Table 6*

*This table shows the revenue estimated to be received by each fund in FY 1992–93, grouped by major revenue types.*

<i>Fund Type</i> <i>Fund</i>	<i>Property</i> <i>Taxes</i>	<i>Svc Charges &amp;</i> <i>License/Permits</i>	<i>Other External</i> <i>Revenue</i>	<i>Interfund</i> <i>Revenue</i>	<i>Beginning</i> <i>Balance</i>	<i>Total</i> <i>Revenue</i>
<b><u>OPERATING FUNDS</u></b>						
<i>General Fund</i>	84,751,231	56,045,604	39,021,069	33,865,868	13,714,247	227,398,019
<i>Assess Collection</i>	0	0	25,000	0	460,000	485,000
<i>Auto Port</i>	0	863,244	33,218	545,887	281,952	1,724,301
<i>Buildings</i>	0	7,235,600	556,000	2,190,421	4,132,189	14,114,210
<i>Econ Improvement Dist</i>	0	0	1,466,200	0	100,000	1,566,200
<i>Emerg Communications</i>	0	15,000	4,157,641	5,851,207	80,514	10,104,362
<i>Golf Operating</i>	0	4,139,211	194,500	0	2,187,885	6,521,596
<i>Hydropower</i>	0	0	447,700	86,000	60,000	593,700
<i>NW I-405 Recreation</i>	0	158,933	34,980	0	598,402	792,315
<i>Parking Facilities</i>	0	4,610,286	160,160	17,688	3,024,343	7,812,477
<i>Parks System Imprmt</i>	150,000	0	15,000	0	3,039,707	3,204,707
<i>PIR</i>	0	563,794	20,000	0	54,710	638,504
<i>Pub Safety Capital</i>	145,507	0	387,635	0	8,572,707	9,105,849
<i>Refuse Disposal</i>	0	2,799,203	100,000	395,813	1,250,000	4,545,016
<i>Sewer Operating</i>	0	96,600,974	644,145	81,340,434	11,082,244	189,667,797
<i>Street Lighting</i>	180,000	0	329,736	0	7,432,680	7,942,416
<i>Transportation</i>	0	10,390,386	43,885,091	30,350,395	11,565,514	96,191,386
<i>Water</i>	0	47,672,465	2,100,998	16,352,935	12,560,191	78,686,589
<i>Total Operating Funds</i>	<b>85,226,738</b>	<b>231,094,700</b>	<b>93,579,073</b>	<b>170,996,648</b>	<b>80,197,285</b>	<b>661,094,444</b>
<b><u>INTERNAL SERVICE FUNDS</u></b>						
<i>Communications Svcs</i>	0	233,000	254,000	9,537,334	4,748,822	14,773,156
<i>Computer Services</i>	0	0	252,372	3,562,270	191,368	4,006,010
<i>Facilities Svcs</i>	0	260,439	1,985,484	9,524,488	1,670,216	13,440,627
<i>Fleet Services</i>	0	5,000	392,000	14,665,750	4,067,556	19,130,306
<i>Health Insurance</i>	0	12,045,147	989,448	0	4,044,679	17,079,274
<i>Insurance &amp; Claims</i>	0	0	240,348	3,695,313	3,643,289	7,578,950
<i>Justice Center</i>	0	0	76,290	2,389,880	119,676	2,585,846
<i>Printing &amp; Distribution</i>	0	224,196	970,136	3,686,265	900,000	5,780,597
<i>Workers' Comp</i>	0	0	497,717	4,699,672	6,150,363	11,347,752
<i>Total Internal Svc Funds</i>	<b>0</b>	<b>12,767,782</b>	<b>5,657,795</b>	<b>51,760,972</b>	<b>25,535,969</b>	<b>95,722,518</b>
<b><u>AGENCY AND TRUST FUNDS</u></b>						
<i>Hydro Renew/Repl.</i>	0	0	290,000	0	6,458,000	6,748,000
<i>MC Econ Dev</i>	0	0	40,000	0	53,054	93,054
<i>Portld Parks Trusts</i>	0	467,000	75,103	63,000	692,763	1,297,866
<i>Public Art Trust</i>	0	0	323,000	69,705	185,718	578,423
<i>Sewer Rate Stabiliz</i>	0	0	190,456	0	6,050,654	6,241,110
<i>Sewer Safety Net</i>	0	0	1,127,500	0	0	1,127,500
<i>Sundry Trusts</i>	0	0	6,000	0	69,000	75,000
<i>Water Growth Impact</i>	0	0	56,381	0	963,775	1,020,156
<i>Total Agency/Trust Fund</i>	<b>0</b>	<b>467,000</b>	<b>2,108,440</b>	<b>132,705</b>	<b>14,472,964</b>	<b>17,181,109</b>

**SUMMARY OF REVENUES BY FUND – FY 1992–93**

*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	484,120	25,232,354	631,615	500,000	26,848,089
<i>Sewer Construction</i>	0	140,000	147,421	73,778,851	374,830	74,441,102
<i>Water Construction</i>	0	625,000	622,724	10,319,942	12,354,658	23,922,324
<i>Total Construction Funds</i>	0	1,249,120	26,002,499	84,730,408	13,229,488	125,211,515
<b><u>BONDED DEBT FUNDS</u></b>						
<i>Airport Way</i>	2,061,085	0	221,056		3,356,622	5,638,763
<i>Bancroft</i>	0	0	3,856,007	0	350,000	4,206,007
<i>Bonded Debt</i>	3,503,434	0	15,000	0	545,489	4,063,923
<i>Central Eastside</i>	892,581	0	74,586	0	1,284,939	2,252,106
<i>Convention Center</i>	4,383,106	0	3,191	0	37,544	4,423,841
<i>Downtown Parking</i>	0	0	1,588	0	52,243	53,831
<i>Golf Revenue</i>	0	0	15,034	91,754	434,593	541,381
<i>Hydropower</i>	0	0	3,952,271	250,000	5,929,500	10,131,771
<i>Intermediate Debt Service</i>	0	0	0	1,109,308	0	1,109,308
<i>Morrison Park E.</i>	0	0	21,772	154,487	622,422	798,681
<i>Morrison Park W.</i>	0	0	18,354	215,811	438,618	672,783
<i>Old Town Parking</i>	0	0	1,261	689,265	15,813	706,339
<i>PIR Bond</i>	0	110,000	13,278	0	216,526	339,804
<i>Sewer System Debt</i>	0	0	10,030	14,278,950	5,000	14,293,980
<i>St Johns Riverfront</i>	50,664	0	949	0	29,338	80,951
<i>Short Term Debt</i>	0	0	500,000	10,000,000	0	10,500,000
<i>South Park Renewal</i>	3,409,964	0	187,296	0	4,881,474	8,478,734
<i>Tennis Facilities</i>	0	0	1,899	19,385	45,254	66,538
<i>Wash. County Supply</i>	0	0	1,502,763	134,581	2,261,004	3,898,348
<i>Water Bond Sinking</i>	0	0	95,238	7,594,897	1,628,000	9,318,135
<i>Waterfront Renewal</i>	6,290,864	0	1,098,558	0	24,250,434	31,639,856
<i>Total Debt Svc Funds</i>	20,591,698	110,000	11,590,131	34,538,438	46,384,813	113,215,080
<b><u>FEDERAL FUNDS</u></b>						
<i>Federal Grants</i>	0	0	6,971,883	0	0	6,971,883
<i>Home Grant Fund</i>	0	0	4,297,000	0	0	4,297,000
<i>Housing/Comm Dev</i>	0	0	25,146,000	0	0	25,146,000
<i>Total Federal Funds</i>	0	0	36,414,883	0	0	36,414,883
<b><u>RETIREMENT FUNDS</u></b>						
<i>F &amp; P Disab/Retirement</i>	36,424,517	0	280,714	750,000	3,343,431	40,798,662
<i>FPDR Reserve</i>	0	0	0	0	750,000	750,000
<i>Supp Retire Prog Trust</i>	0	0	19,800	0	379,555	399,355
<i>Total Retirement Funds</i>	36,424,517	0	300,514	750,000	4,472,986	41,948,017

**SUMMARY OF REVENUES BY FUND – FY 1992–93**

*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><i>REVENUE AND RESERVE FUNDS</i></b>						
<i>Convention/Tourism</i>	0	0	1,255,701	0	0	1,255,701
<i>General Reserve</i>	0	0	1,191,604	500,000	21,007,587	22,699,191
<i>Transportation Reserve</i>	0	0	345,990	6,290,731	0	6,636,721
<i>Sewer Debt Proceeds</i>	0	0	47,680,880	0	25	47,680,905
<i>Total Revenue/Reserve</i>	0	0	50,474,175	6,790,731	21,007,612	78,272,518
<b><i>ALL FUNDS:</i></b>						
<b><i>TOTAL BUDGET</i></b>	142,242,953	245,688,602	226,127,510	349,699,902	205,301,117	1,169,060,084
<i>Less Interfund Transfers and Tax Anticip Notes</i>	0	0	10,000,000	349,699,902	0	359,699,902
<b><i>NET BUDGET</i></b>	142,242,953	245,688,602	216,127,510	0	205,301,117	809,360,182

**SUMMARY OF FUND EXPENSES – FY 1992–93**

*Table 7*

*This table summarizes the total expenses budgeted in each fund for FY 1992–93, 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.*

<i>Fund Type Fund</i>	<i>Bureau Expenses</i>	<i>Cash Transfers To Other Funds</i>	<i>Contingency</i>	<i>Unapprop. Ending Bal.</i>	<i>Other Expenses</i>	<i>Total Fund Expenses</i>
<b><u>OPERATING FUNDS</u></b>						
<i>General Fund</i>	205,514,519	14,348,618	7,474,882	0	60,000	227,398,019
<i>Assess. Collection</i>	57,546	1,327	426,127	0	0	485,000
<i>Auto Port</i>	703,450	134,445	645,169	0	241,237	1,724,301
<i>Buildings</i>	10,460,477	496,184	1,376,320	1,781,229	0	14,114,210
<i>Econ Improve Dist</i>	1,566,200	0	0	0	0	1,566,200
<i>Emerg. Commun.</i>	9,507,533	192,664	404,165	0	0	10,104,362
<i>Golf</i>	5,067,474	204,201	1,249,921	0	0	6,521,596
<i>Hydropower</i>	437,759	41,513	114,428	0	0	593,700
<i>NW I-405 Rec</i>	139,422	6,094	646,799	0	0	792,315
<i>Parking Facilities</i>	3,260,905	1,249,344	3,302,228	0	0	7,812,477
<i>Parks System Imprmt</i>	1,408,675	30,103	1,765,929	0	0	3,204,707
<i>PIR</i>	521,208	36,680	80,616	0	0	638,504
<i>Pub. Safety Capital</i>	5,254,334	3,318,373	533,142	0	0	9,105,849
<i>Refuse Disposal</i>	2,362,925	245,301	236,790	1,700,000	0	4,545,016
<i>Sewer Operating</i>	132,664,895	46,824,512	6,978,390	3,200,000	0	189,667,797
<i>Street Lighting</i>	7,781,496	104,670	30,000	0	26,250	7,942,416
<i>Transportation</i>	80,554,816	8,798,387	6,738,183	0	100,000	96,191,386
<i>Water</i>	50,981,914	22,388,549	5,263,626	0	52,500	78,686,589
<b>Total Operating Funds</b>	<b>518,245,548</b>	<b>98,420,965</b>	<b>37,266,715</b>	<b>6,681,229</b>	<b>479,987</b>	<b>661,094,444</b>
<b><u>INTERNAL SERVICE FUNDS</u></b>						
<i>Communications</i>						
<i>Communications Svcs</i>	5,069,824	149,313	514,600	150,000	390,000	6,273,737
<i>Special Appropriation</i>	8,499,419	0	0	0	0	8,499,419
<i>Communications</i>	13,569,243	149,313	514,600	150,000	390,000	14,773,156
<i>Computer Services</i>	3,478,995	41,374	125,140	0	360,501	4,006,010
<i>Facilities Svcs</i>	10,138,824	310,276	1,729,698	0	1,261,829	13,440,627
<i>Fleet Services</i>	17,078,629	405,351	950,393	565,000	130,933	19,130,306
<i>Health Insurance</i>	12,399,118	83,975	4,596,181	0	0	17,079,274
<i>Insurance &amp; Claims</i>	3,441,174	59,777	4,077,999	0	0	7,578,950
<i>Justice Center</i>	1,371,161	12,470	162,215	0	1,040,000	2,585,846
<i>Printng &amp; Distrib</i>	4,892,024	173,794	430,181	284,598	0	5,780,597
<i>Workers' Comp</i>	4,590,041	89,448	6,668,263	0	0	11,347,752
<b>Total Internal Svc Funds</b>	<b>70,959,209</b>	<b>1,325,778</b>	<b>19,254,670</b>	<b>999,598</b>	<b>3,183,263</b>	<b>95,722,518</b>
<b><u>AGENCY AND TRUST FUNDS</u></b>						
<i>Hydro Renew/Repl.</i>	0	300,000	6,448,000	0	0	6,748,000
<i>Model Cities Dev</i>	93,054	0	0	0	0	93,054
<i>Portld Parks Trsts</i>	556,086	0	719,880	21,900	0	1,297,866
<i>Public Art Trust</i>	512,442	0	65,981	0	0	578,423
<i>Sewer Rate Stabiliz</i>	0	6,241,110	0	0	0	6,241,110
<i>Sewer Safety Net</i>	1,127,500	0	0	0	0	1,127,500
<i>Sundry Trusts</i>	0	63,000	12,000	0	0	75,000
<i>Water Growth Impct</i>	0	0	0	1,020,156	0	1,020,156
<b>Total Agency &amp; Trust</b>	<b>2,289,082</b>	<b>6,604,110</b>	<b>7,245,861</b>	<b>1,042,056</b>	<b>0</b>	<b>17,181,109</b>

SUMMARY OF FUND EXPENSES – FY 1992–93

Table 7

<i>Fund Type Fund</i>	<i>Bureau Expenses</i>	<i>Cash Transfers To Other Funds</i>	<i>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>	5,335,887	72,482	2,454,720	0	18,985,000	26,848,089
<i>Sewer System</i>	71,726,537	2,609,488	105,077	0	0	74,441,102
<i>Transportation</i>	0	0	0	0	0	0
<i>Water</i>	0	14,431,941	2,164,791	7,325,592	0	23,922,324
<i>Total Construction Funds</i>	77,062,424	17,113,911	4,724,588	7,325,592	18,985,000	125,211,515
<b><u>DEBT SERVICE FUNDS</u></b>						
<i>Airport Way</i>	1,527,595	0	0	3,666,168	445,000	5,638,763
<i>Bancroft</i>	1,701,007	0	0	0	2,505,000	4,206,007
<i>Bonded Debt</i>	909,935	0	0	523,988	2,630,000	4,063,923
<i>Central Eastside</i>	67,500	0	0	1,084,606	1,100,000	2,252,106
<i>Convention Ctr</i>	360,000	0	0	63,841	4,000,000	4,423,841
<i>Downtown Parking</i>	1,143	2,688	0	0	50,000	53,831
<i>Golf Revenue</i>	131,881	0	0	229,500	180,000	541,381
<i>Hydropower</i>	3,241,109	0	0	5,995,662	895,000	10,131,771
<i>Improve Bond</i>	0	0	0	0	0	0
<i>Intermediate Debt</i>	190,720	0	0	0	918,588	1,109,308
<i>Morrison Park E.</i>	197,770	0	0	395,911	205,000	798,681
<i>Morrison Park W.</i>	164,435	0	0	333,348	175,000	672,783
<i>NW Front</i>	0	0	0	0	0	0
<i>Old Town Parking</i>	500,526	0	0	15,813	190,000	706,339
<i>PIR Bond</i>	19,219	0	0	210,585	110,000	339,804
<i>Sewer System Debt</i>	5,771,848	0	0	6,217,132	2,305,000	14,293,980
<i>St Johns Riverfront</i>	4,140	0	0	811	76,000	80,951
<i>Short Term Debt</i>	500,000	0	0	0	10,000,000	10,500,000
<i>South Park Renewal</i>	988,490	0	0	1,120,244	6,370,000	8,478,734
<i>Tennis Facilities</i>	6,663	0	0	34,875	25,000	66,538
<i>Wash. Cnty Supply</i>	1,064,063	0	0	2,254,285	580,000	3,898,348
<i>Water Bond Sinking</i>	3,788,462	0	0	1,717,623	3,812,050	9,318,135
<i>Waterfront Renewal</i>	2,919,950	0	0	10,649,906	18,070,000	31,639,856
<i>Total Debt Svc Funds</i>	24,056,456	2,688	0	34,514,298	54,641,638	113,215,080
<b><u>FEDERAL FUNDS</u></b>						
<i>Federal Grants</i>	1,078,230	5,893,653	0	0	0	6,971,883
<i>HOME Grant</i>	3,760,405	0	536,595	0	0	4,297,000
<i>Hsng &amp; Comm Dev</i>	24,535,633	402,988	207,379	0	0	25,146,000
<i>Total Federal Funds</i>	29,374,268	6,296,641	743,974	0	0	36,414,883
<b><u>RETIREMENT FUNDS</u></b>						
<i>F &amp; P Disab/Retire</i>	38,806,362	61,597	1,930,703	0	0	40,798,662
<i>FPDR Reserve</i>	0	750,000	0	0	0	750,000
<i>Supp Retire Prog Trst</i>	22,000	0	0	377,355	0	399,355
<i>Total Retirement Funds</i>	38,828,362	811,597	1,930,703	377,355	0	41,948,017

SUMMARY OF FUND EXPENSES - FY 1992-93

Table 7

<i>Fund Type Fund</i>	<i>Bureau Expenses</i>	<i>Cash Transfers To Other Funds</i>	<i>Contingency</i>	<i>Unapprop. Ending Bal.</i>	<i>Other Expenses</i>	<i>Total Fund Expenses</i>
<b>REVENUE AND RESERVE FUNDS</b>						
<i>Conventn. &amp; Tourism</i>	1,252,875	2,826	0	0	0	1,255,701
<i>General Reserve</i>	0	1,100,000	21,599,191	0	0	22,699,191
<i>Transp. Reserve</i>	0	1,000,000	4,136,721	1,500,000	0	6,636,721
<i>Sewer Debt Proceeds</i>	0	47,680,905	0	0	0	47,680,905
<i>Total Revenue/Reserve</i>	1,252,875	49,783,731	25,735,912	1,500,000	0	78,272,518
<b>ALL FUNDS:</b>						
<b>TOTAL BUDGET</b>	762,068,224	180,359,421	96,902,423	52,440,128	77,289,888	1,169,060,084
<i>Less Interfund Transfers and Tax Anticip Notes</i>	169,340,481	180,359,421	0	0	10,000,000	359,699,902
<b>NET BUDGET</b>	592,727,743	0	96,902,423	52,440,128	67,289,888	809,360,182

**SUMMARY OF BUREAU EXPENSES BY FUND – FY 1992–93**

*Table 8*

*This table summarizes the major types of expenses included in bureau budgets for FY 1992–93, 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>	2,380,151	203,613	261,083	25,346		2,870,193
<i>City Auditor</i>	2,488,679	299,149	590,065	84,439	85,888	3,548,220
<i>Cable</i>	248,329	579,427	38,052			865,808
<i>Comm #1, Public Affairs</i>	445,441	18,050	92,339			555,830
<i>Comm #2, Public Works</i>	441,187	24,000	78,220			543,407
<i>Comm #3, Public Util</i>	458,612	19,926	70,635	1,900		551,073
<i>Comm #4, Public Safety</i>	428,685	19,600	91,601	3,500		543,386
<i>Community Develop</i>	791,296	2,919,997	62,912			3,774,205
<i>Energy</i>	196,408	66,769	48,874			312,051
<i>Environ. Commission</i>	114,068	18,649	23,033	4,250		160,000
<i>Finance &amp; Administration</i>	8,560,568	2,775,482	2,698,491	41,856		14,076,397
<i>Fire</i>	45,419,920	3,493,136	3,737,922	1,816,819	8,263	54,476,060
<i>General Services</i>	847,322	77,256	291,827	20,200		1,236,605
<i>Intergovernmental Affairs</i>	263,162	195,614	37,393			496,169
<i>Licenses</i>	1,255,181	56,174	333,201	8,000		1,652,556
<i>Mayor</i>	681,698	324,872	207,005	2,000		1,215,575
<i>Metro Arts</i>	414,673	878,023	79,850	5,500		1,378,046
<i>Metro Human Rights</i>	203,502	43,782				247,284
<i>Neighborhood Assns</i>	748,143	1,507,207	254,848		58,257	2,568,455
<i>Parks</i>	15,609,951	5,447,169	2,734,249	2,623,453	19,950	26,434,772
<i>Planning</i>	2,949,934	258,101	604,999	13,000		3,826,034
<i>Police</i>	54,183,612	3,552,658	15,624,705	546,587	925,609	74,833,171
<i>Purchasing</i>	779,502	49,350	199,302			1,028,154
<i>Special Appropriations</i>	324,200	7,782,654	214,214			8,321,068
<b>Total General Fund</b>	<b>140,234,224</b>	<b>30,610,658</b>	<b>28,374,820</b>	<b>5,196,850</b>	<b>1,097,967</b>	<b>205,514,519</b>
<b><u>OPERATING FUNDS</u></b>						
<i>Assess. Collection</i>		3,000	54,546			57,546
<i>Auto Port</i>		328,494	374,956			703,450
<i>Buildings</i>	7,770,950	1,119,059	1,460,274	100,194	10,000	10,460,477
<i>Econ Improve Dist</i>		1,566,200				1,566,200
<i>Emerg. Commun.</i>	6,685,473	308,615	2,117,955	395,490		9,507,533
<i>Golf</i>	1,588,449	956,254	725,541	1,797,230		5,067,474
<i>Hydropower</i>	169,154	120,500	142,405	5,000	700	437,759
<i>NW I-405 Rec</i>		30,111	109,311			139,422
<i>Parking Facilities</i>		2,177,490	683,415	400,000		3,260,905
<i>Parks System Imprmt</i>			392,882	1,015,793		1,408,675
<i>PIR</i>	239,881	148,000	58,327	75,000		521,208
<i>Pub. Safety Capital</i>	67,617	24,500	2,752	5,115,000	44,465	5,254,334
<i>Refuse Disposal</i>	602,905	727,000	405,820	618,200	9,000	2,362,925
<i>Sewer Operating</i>	21,349,857	38,042,074	18,958,987	54,290,577	23,400	132,664,895
<i>Street Lighting</i>			7,781,496			7,781,496
<i>Transportation</i>	35,711,929	22,206,281	12,732,345	9,904,261		80,554,816
<i>Water</i>	24,610,829	10,652,387	7,224,561	8,059,480	434,657	50,981,914
<b>Total Operating Funds</b>	<b>98,797,044</b>	<b>78,409,965</b>	<b>53,225,573</b>	<b>81,776,225</b>	<b>522,222</b>	<b>312,731,029</b>

**SUMMARY OF BUREAU EXPENSES BY FUND – FY 1992–93**

*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>Communications</i>						
<i>Communications Svcs</i>	902,741	3,493,683	428,243	245,157		5,069,824
<i>Special Appropriation</i>	<u>61,635</u>	<u>73,900</u>	<u>118,257</u>	<u>8,245,627</u>		8,499,419
<i>Total Communications</i>	964,376	3,567,583	546,500	8,490,784		13,569,243
<i>Computer Services</i>		58,039	3,100,351	320,605		3,478,995
<i>Facilities Svcs</i>	1,198,388	7,076,047	788,803	1,075,586		10,138,824
<i>Fleet Services</i>	3,682,002	3,880,370	1,059,467	8,456,790		17,078,629
<i>Health Insurance</i>		11,918,700	480,418			12,399,118
<i>Insurance &amp; Claims</i>		2,053,143	1,388,031			3,441,174
<i>Justice Center</i>		444,400	926,761			1,371,161
<i>Printing &amp; Distrib</i>	1,229,245	2,798,933	460,946	402,900		4,892,024
<i>Workers' Comp</i>		3,264,229	1,325,812			4,590,041
<i>Total Internal Svc Funds</i>	7,074,011	35,061,444	10,077,089	18,746,665	0	70,959,209
<b><u>AGENCY AND TRUST FUNDS</u></b>						
<i>Hydro Renew/Repl.</i>						0
<i>Model Cities Dev</i>		93,054				93,054
<i>Portld Parks Trsts</i>		147,543	353,543	55,000		556,086
<i>Public Art Trust</i>		430,078	82,364			512,442
<i>Sewer Rate Stabiliz</i>						0
<i>Sewer Safety Net</i>		1,127,500				1,127,500
<i>Sundry Trusts</i>						0
<i>Water Growth Impct</i>						0
<i>Total Agency &amp; Trust</i>	0	1,798,175	435,907	55,000	0	2,289,082
<b><u>CONSTRUCTION FUNDS</u></b>						
<i>LID</i>		200,000	1,609,744	3,526,143		5,335,887
<i>Sewer System</i>			71,726,537			71,726,537
<i>Transportation</i>						0
<i>Water</i>						0
<i>Total Construction Funds</i>	0	200,000	73,336,281	3,526,143	0	77,062,424
<b><u>DEBT SERVICE FUNDS</u></b>						
<i>Airport Way</i>		1,527,595				1,527,595
<i>Bancroft</i>		1,701,007				1,701,007
<i>Bonded Debt</i>		909,935				909,935
<i>Central Eastside</i>		67,500				67,500
<i>Convention Ctr</i>		360,000				360,000
<i>Downtown Parking</i>		1,143				1,143
<i>Golf Revenue</i>		131,881				131,881
<i>Hydropower</i>		3,241,109				3,241,109
<i>Improve Bond</i>						0
<i>Intermediate Debt</i>		190,720				190,720
<i>Morrison Park E.</i>		197,770				197,770
<i>Morrison Park W.</i>		164,435				164,435



SUMMARY OF BUREAU EXPENSES BY FUND – FY 1992–93

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><i>(DEBT SERVICE FUNDS CON'T)</i></b>						
<i>NW Front</i>						0
<i>Old Town Parking</i>		500,526				500,526
<i>PIR Bond</i>		19,219				19,219
<i>Sewer System Debt</i>		5,771,848				5,771,848
<i>St Johns Riverfront</i>		4,140				4,140
<i>Short Term Debt</i>		500,000				500,000
<i>South Park Renewal</i>		988,490				988,490
<i>Tennis Facilities</i>		6,663				6,663
<i>Wash. Cnty Supply</i>		1,064,063				1,064,063
<i>Water Bond Sinking</i>		3,788,462				3,788,462
<i>Waterfront Renewal</i>		2,919,950				2,919,950
<i>Total Debt Svc Funds</i>	0	24,056,456	0	0	0	24,056,456
<b><i>FEDERAL FUNDS</i></b>						
<i>Federal Grants</i>		1,078,230				1,078,230
<i>HOME Grant</i>		3,760,405				3,760,405
<i>Hsng &amp; Comm Dev</i>		22,711,706	1,823,927			24,535,633
<i>Total Federal Funds</i>	0	27,550,341	1,823,927	0	0	29,374,268
<b><i>RETIREMENT FUNDS</i></b>						
<i>F &amp; P Disab/Retire</i>		38,378,158	423,704	4,500		38,806,362
<i>FPDR Reserve</i>						0
<i>Supp Retire Prog Trst</i>		22,000				22,000
<i>Total Retirement Funds</i>	0	38,400,158	423,704	4,500	0	38,828,362
<b><i>REVENUE AND RESERVE FUNDS</i></b>						
<i>Conventn. &amp; Tourism</i>		1,229,884	22,991			1,252,875
<i>General Reserve</i>						0
<i>Transp. Reserve</i>						0
<i>Sewer Debt Proceeds</i>						0
<i>Total Revenue/Reserve</i>	0	1,229,884	22,991	0	0	1,252,875
<b><i>ALL FUNDS:</i></b>						
<b><i>TOTAL BUDGET</i></b>	246,105,279	237,317,081	167,720,292	109,305,383	1,620,189	762,068,224
<i>Less Interfund Transfers and Tax Anticip Notes</i>	0	0	167,720,292	0	1,620,189	169,340,481
<b><i>NET BUREAU EXPENSES</i></b>	246,105,279	237,317,081	0	109,305,383	0	592,727,743

**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	<i>Revised 1991-92</i>	<i>Adopted 1992-93</i>
<b><i>Bureau of Buildings</i></b>	10,334,039	10,460,477
<i>Office of Cable Communications and Franchise Mgt.</i>	763,922	865,808
<i>Office of City Attorney</i>	2,787,122	2,870,193
<i>Office of City Auditor</i>	3,271,135	3,548,220
<i>Bancroft Bond Interest &amp; Sinking</i>	1,653,079	1,701,007
<i>Economic Improvement District</i>	1,830,000	1,566,200
<i>Improve Bond Interest &amp; Sinking</i>	1,077,693	0
<i>LID Construction</i>	21,412,689	5,335,887
<i>S/A Vintage Trolley Assessments</i>	5,917	0
<i>S/A EID Assessments</i>	60,565	30,975
<i>Total</i>	29,311,078	12,182,289
<i>Bureau of Community Development</i>	2,330,359	3,774,205
<i>Housing &amp; Community Development</i>	21,307,292	24,535,633
<i>HOME Grant</i>	0	3,760,405
<i>Total</i>	23,637,651	32,070,243
<i>Office of Commissioner #1, Public Affairs</i>	544,101	555,830
<i>Office of Commissioner #2, Public Works</i>	533,009	543,407
<i>Office of Commissioner #3, Public Utilities</i>	538,343	551,073
<i>Office of Commissioner #4, Public Safety</i>	543,265	543,386
<i>Model Cities Econ Development Trust</i>	168,428	93,054
<i>Public Safety Capital</i>	6,183,129	5,254,334
<i>S/A Fire Study</i>	200,000	0
<i>Total</i>	7,094,822	5,890,774
<i>Bureau of Emergency Communications</i>	8,960,639	9,507,533
<i>Energy Office</i>	393,085	312,051
<i>S/A Block by Block Weatherization</i>	190,714	172,822
<i>Total</i>	583,799	484,873
<i>Environmental Commission</i>	0	160,000
<i>Bureau of Environmental Services</i>	96,793,851	132,664,895
<i>Refuse Disposal</i>	4,425,725	2,362,925
<i>Sewer Debt Proceeds</i>	0	0
<i>Sewer Rate Stabilization</i>	0	0
<i>Sewer Safety Net</i>	884,000	1,127,500
<i>Sewer System Construction</i>	52,356,964	71,726,537
<i>Sewer System Debt Service</i>	7,732,879	5,771,848
<i>St Johns Landfill End Use</i>	0	0
<i>Total</i>	162,193,419	213,653,705

**SUMMARY OF BUREAU EXPENSES BY MANAGING AGENCY**

*Table 9*

Bureau/Fund	<i>Revised 1991-92</i>	<i>Adopted 1992-93</i>
<i>Office of Finance &amp; Administration</i>	13,129,707	14,076,397
<i>Computer Services</i>	3,367,969	3,478,995
<i>Health Insurance</i>	16,426,761	12,399,118
<i>Insurance &amp; Claims</i>	3,199,841	3,441,174
<i>Workers' Compensation</i>	4,552,322	4,590,041
<i>S/A Affirmative Action</i>	96,365	89,780
<i>S/A IBIS Implementation</i>	272,466	183,174
<i>S/A Construction Trades Interns</i>	0	577,300
<i>Total</i>	41,045,431	38,835,979
 <i>Misc. Financial – Managed by OF&amp;A:</i>		
<i>Airport Way Debt Service</i>	1,553,515	1,527,595
<i>Assessment Collection</i>	53,224	57,546
<i>Bonded Debt Interest &amp; Sinking</i>	1,035,891	909,935
<i>Central Eastside Debt Service</i>	93,634	67,500
<i>Convention Center Debt Service</i>	57,632	360,000
<i>Federal Grants</i>	1,495,746	1,078,230
<i>General Reserve</i>	0	0
<i>Intermediate Debt</i>	1,321,977	190,720
<i>NW Front Debt Service</i>	600,000	0
<i>St Johns Debt Service</i>	2,384	4,140
<i>Short Term Debt Interest &amp; Sinking</i>	409,133	500,000
<i>South Park Renewal Debt Service</i>	1,093,029	988,490
<i>Sundry Trusts</i>	0	0
<i>Supplemental Retirement Program Trust</i>	22,000	22,000
<i>Waterfront Renewal Debt Service</i>	5,183,002	2,919,950
<i>S/A Compensation Adjustments</i>	1,372,189	4,790,323
<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>	0	0
<i>S/A Unemployment Insurance</i>	200,000	200,000
<i>Total</i>	14,505,356	13,628,429
 <i>Bureau of Fire, Rescue and Emerg. Services</i>	 54,043,259	 54,476,060
<i>Fire &amp; Police Disability and Retirement</i>	37,497,334	38,806,362
<i>FPDR Reserve</i>	0	0
<i>Total</i>	37,497,334	38,806,362

**SUMMARY OF BUREAU EXPENSES BY MANAGING AGENCY**

*Table 9*

<b>Bureau/Fund</b>	<b>Revised 1991-92</b>	<b>Adopted 1992-93</b>
<b><i>Bureau of General Services</i></b>	<b>1,145,575</b>	<b>1,236,605</b>
<i>Communications Services</i>	5,109,875	5,069,824
<i>Communications Services Spec. Approp.</i>	4,583,930	8,499,419
<i>Auto Port</i>	1,279,966	703,450
<i>Downtown Parking Debt Service</i>	5,625	1,143
<i>S/A Downtown Services</i>	442,085	474,762
<i>Facilities Services</i>	9,668,928	10,138,824
<i>Fleet Services</i>	15,929,649	17,078,629
<i>Justice Center</i>	1,787,848	1,371,161
<i>Morrison Park E. Debt Service</i>	280,640	197,770
<i>Morrison Park W. Debt Service</i>	188,633	164,435
<i>NW I-405 Recreation</i>	603,808	139,422
<i>Old Town Parking Debt Service</i>	566,161	500,526
<i>Parking Facilities</i>	3,245,207	3,260,905
<i>Printing &amp; Distribution Services</i>	4,257,158	4,892,024
<b><i>Total</i></b>	<b>49,095,088</b>	<b>53,728,899</b>
<b><i>Office of Intergovernmental Affairs</i></b>	<b>466,365</b>	<b>496,169</b>
<b><i>Bureau of Licenses</i></b>	<b>1,612,375</b>	<b>1,652,556</b>
<i>Convention &amp; Tourism</i>	1,041,768	1,252,875
<i>S/A Business License Refunds</i>	1,156,154	1,409,662
<b><i>Total</i></b>	<b>3,810,297</b>	<b>4,315,093</b>
<b><i>Office of the Mayor</i></b>	<b>1,463,371</b>	<b>1,215,575</b>
<i>S/A City Memberships &amp; Dues</i>	329,136	350,270
<i>S/A Regional Drug Initiative</i>	0	30,000
<i>S/A PSU Institute for Metro Studies</i>	100,000	0
<b><i>Total</i></b>	<b>1,892,507</b>	<b>1,595,845</b>
<b><i>Metropolitan Arts Commission</i></b>	<b>1,159,356</b>	<b>1,378,046</b>
<i>Public Art Trust</i>	277,395	512,442
<b><i>Total</i></b>	<b>1,436,751</b>	<b>1,890,488</b>
<b><i>Metro Human Rights Commission</i></b>	<b>0</b>	<b>247,284</b>
<b><i>Office of Neighborhood Associations</i></b>	<b>2,517,267</b>	<b>2,568,455</b>

**SUMMARY OF BUREAU EXPENSES BY MANAGING AGENCY**

*Table 9*

Bureau/Fund	<i>Revised 1991-92</i>	<i>Adopted 1992-93</i>
<i>Bureau of Parks and Recreation</i>	26,284,861	26,434,772
<i>Golf</i>	5,119,936	5,067,474
<i>Golf Revenue Debt Service</i>	156,594	131,881
<i>Parks System Improvements</i>	4,004,241	1,408,675
<i>Ptld International Raceway (PIR)</i>	612,503	521,208
<i>PIR Bonded Debt Service</i>	38,547	19,219
<i>Portland Parks Trusts</i>	475,202	556,086
<i>Tennis Facilities Debt Service</i>	8,288	6,663
<i>Total</i>	36,700,172	34,145,978
<i>Bureau of Planning</i>	3,954,723	3,826,034
<i>Bureau of Police</i>	69,740,032	74,833,171
<i>Bureau of Purchasing</i>	1,015,068	1,028,154
<i>Office of Transportation</i>	77,683,356	80,554,816
<i>Transportation Reserve</i>	0	0
<i>Street Lighting</i>	10,042,345	7,781,496
<i>Total</i>	87,725,701	88,336,312
<i>Bureau of Water</i>	53,258,072	50,981,914
<i>Washington County Supply Debt Svc</i>	1,558,556	1,064,063
<i>Water Bond Sinking</i>	5,687,323	3,788,462
<i>Water Construction</i>	0	0
<i>Water Growth Impact Trust</i>	0	0
<i>Hydropower Operating</i>	452,301	437,759
<i>Hydropower Renewal &amp; Replacement</i>	0	0
<i>Hydropower Debt Service</i>	4,143,643	3,241,109
<i>Total</i>	65,099,895	59,513,307
<b>ALL FUNDS - TOTAL BUREAU EXPENSES</b>	<b>717,827,190</b>	<b>762,068,224</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. The table also shows the amount of tax increment collections planned to be certified for the City's urban renewal districts, assuming that the State Supreme Court upholds the Legislature's interpretation of tax increment under Measure 5. Under this interpretation, tax increment collected in order to pay bonded debt service falls outside Measure 5's property tax rate limit. The figures below may change if the Court rules otherwise.

	<u>Fiscal Year 1992-93:</u>						
	Total	General	Parks System Improvements Levy	Public Safety Capital Levy	Bonded Debt	Street Lighting	Fire & Police, Disability & Retirement
Total Budget Requirements	\$292,513,576	\$227,398,019	\$3,204,707	\$9,105,849	\$4,063,923	\$7,942,418	\$40,798,862
Less: Budgeted Resources,							
Except Taxes To Be Levied	(174,023,992)	(146,537,882)	(3,204,707)	(9,105,849)	(801,636)	(7,942,418)	(6,431,502)
Equals: Taxes Needed To Balance	\$118,489,584	\$80,860,137	\$0	\$0	\$3,262,287	\$0	\$34,367,160
Add: Taxes Estimated Not To Be Received During Ensuing Year Due To:							
Delinquency & Discount	10,904,377	7,520,803	0	0	293,339	0	3,090,235
Measure 5 Compression	18,815,644	13,203,777	0	0	0	0	5,611,867
Total Taxes To Be Levied	\$148,209,605	\$101,584,717	\$0	\$0	\$3,555,626	\$0	\$43,069,262
Legal Basis of Taxes To Be Levied							
Within 6%	\$101,584,717	\$101,584,717	\$0	\$0	\$0	\$0	\$0
Outside 6%	43,069,262	0	0	0	0	0	43,069,262
Not Subject to 6% Limitation	3,555,626	0	0	0	3,555,626	0	0
Total Taxes To Be Levied	\$148,209,605	\$101,584,717	\$0	\$0	\$3,555,626	\$0	\$43,069,262

<u>Fiscal Year 1991-92:</u>							
Total Budget Requirements	\$282,237,925	\$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	(172,291,972)	(143,229,996)	(2,177,122)	(4,364,369)	(824,407)	(12,645,749)	(9,050,329)
Equals: Taxes Needed To Balance	\$109,945,953	\$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	\$9,438,071	6,107,143	155,873	160,165	282,592	198,729	2,533,569
Measure 5 Compression	\$27,240,616	18,218,478	461,335	474,040	0	588,178	7,498,585
Total Taxes To Be Levied	\$146,624,640	\$95,468,935	\$2,433,000	\$2,500,000	\$3,574,565	\$3,101,940	\$39,546,200

## URBAN RENEWAL CERTIFICATIONS

Urban Renewal District	Estimated Maximum Tax Increment Available	Max. Certification Not Subject to Measure 5			Amount Certified	Amount Estimated To Be Collected
		FY 1992-93 Bonded Debt Service	Est. Taxes Not Received Due to Delinq/Discount	Total		
Airport Way	\$3,783,943	\$1,972,598	\$162,739	\$2,135,335	\$2,135,335	\$1,972,598
Central Eastside	3,773,194	817,500	67,444	884,944	884,944	817,500
Convention Center	4,405,718	4,360,000	359,700	4,719,700	4,719,700	4,360,000
NW Front Avenue	0	0	0	0	0	0
St. Johns Riverfront	50,655	50,140	4,137	54,277	54,277	50,140
South Park Blocks	5,470,486	3,358,490	277,075	3,635,565	3,635,565	3,358,490
Downtown Waterfront	17,868,801	5,989,950	494,171	6,484,121	6,484,121	5,989,950
Total	\$35,352,597	\$18,548,676	\$1,365,266	\$17,913,942	\$17,913,942	\$16,548,676

# 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, 1991	July 1, 1992	July 1, 1991	July 1, 1992
<b>LONG-TERM DEBT</b>				
General Obligation Bonds	\$140,716,985	\$130,820,152	\$0	\$0
Revenue Bonds	141,185,000	140,985,000	0	0
Tax Increment Bonds	104,303,704	95,699,704	0	0
Certificates of Participation	40,734,861	37,711,054	0	0
Limited Tax General Obligation Notes	4,362,809	5,682,718	0	0
Interest Bearing Warrants	54,301,544	52,363,548	0	0
<b>TOTAL INDEBTEDNESS</b>	<b>\$485,604,903</b>	<b>\$463,262,176</b>	<b>\$0</b>	<b>\$0</b>

**SHORT-TERM BORROWING - FY 1992-93**

	Est. Amount to be Borrowed	Estimated Interest Rate	Estimated Interest Cost
General Fund	\$10,000,000	5.000%	\$500,000

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, 1992, reflects bond sales during the 1991-92 fiscal year, and redemption of principal on issues sold in previous years. Estimated outstanding debt as of July 1, 1993, reflects sales anticipated during the 1992-93 fiscal year, and redemption of principal on issues previously sold.

Debt Outstanding July 1, 1991		\$485,604,903
Golf Revenue Bonds	2,295,000	
Taxable Tax Increment Bonds	9,761,892	
Equipment LTGO Notes	2,931,646	
DEQ Assessment Bonds	10,935,000	
Parking Refunding Bonds	6,810,000	
Bancroft Refunding Bonds	2,745,000	
Water Refunding Bonds	10,495,000	
Waterfront Refunding Tax Increment Bonds	45,010,000	
New Debt Issued FY 1991-92	120,073,538	120,073,538
Debt Redeemed during FY 1991-92		(142,416,265)
Estimated Debt Outstanding July 1, 1992		<u>\$463,262,176</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 (101)

FUND SUMMARY

	Actual FY 1989-90	Actual FY 1990-91	Revised Budget FY 1991-92	Proposed FY 1992-93	Adopted FY 1992-93
<b>RESOURCES</b>					
<b>Revenue</b>					
<b>Property Taxes</b>					
Current Year Taxes	78,070,968	83,952,436	71,143,314	80,860,137	80,860,137
Prior Years Taxes	4,479,624	4,273,514	5,526,586	3,535,525	3,535,525
Payment in Lieu of Taxes	449,316	494,192	354,216	355,569	355,569
<b>Total Property Taxes</b>	<b>82,999,908</b>	<b>88,720,142</b>	<b>77,024,116</b>	<b>84,751,231</b>	<b>84,751,231</b>
<b>Other Taxes</b>					
Lodging Tax	5,050,711	5,466,850	5,498,191	6,215,314	6,215,314
<b>Licenses &amp; Permits</b>					
Business Licenses	19,804,689	21,817,433	22,220,983	24,889,694	24,889,694
Public Util License-External	23,683,700	24,346,435	24,858,193	25,064,225	25,064,225
Construction Permits	0	0	0	0	150,000
Other Permits	821,777	804,886	1,585,684	1,375,481	1,215,850
	44,310,166	46,968,754	48,664,860	51,329,400	51,319,769
<b>Service Charges &amp; Fees</b>					
Parking Fees	9,652	6,872	0	8,000	8,000
Park & Recreation Fees	2,143,298	2,395,499	2,904,982	3,025,705	3,025,705
Concessions	2,515	1,290	4,000	2,000	2,000
Rents & Reimbursements	294,230	368,323	194,585	322,567	322,567
Miscellaneous	1,162,169	1,145,869	1,756,391	1,373,828	1,367,563
	3,611,864	3,917,853	4,859,958	4,732,100	4,725,835
<b>State Sources</b>					
State Shared Revenue	4,097,354	4,195,312	6,271,486	7,578,056	7,578,056
State Cost Sharing	32,260	20,276	0	0	0
	4,129,614	4,215,588	6,271,486	7,578,056	7,578,056
<b>Local Government Sources</b>					
Local Shared Revenue	588,061	629,765	570,292	988,585	988,585
Locally Admin Fed Funds	0	71,407	161,549	50,000	50,000
Overhead Charge-PDC	5,873	299,701	441,832	351,446	351,446
Multnomah Co Cost Sharing	799,304	896,401	833,527	798,662	803,866
Local Cost Sharing	9,062,552	8,688,658	6,678,735	6,028,095	7,511,498
	10,455,790	10,585,932	8,685,935	8,216,788	9,705,395
<b>Miscellaneous Revenues</b>					
Sales of Real Property	22,775	9,600	0	0	0
Sales of Equipment	23,207	32,771	0	0	0
Sales-Miscellaneous	104,018	204,340	92,958	140,958	140,958
Refunds	57,606	85,239	73,876	98,500	98,500
Interest on Investments	2,149,329	1,502,204	1,645,772	1,473,670	1,473,670
Interest Income-Other	477,017	120,890	254,196	0	0
Private Grants & Donations	153,845	32,050	9,000	0	0
Bond Sales-Short Term Notes	22,055,440	10,009,600	10,000,000	10,938,059	10,938,059
Other Misc Revenues	930,350	1,545,058	1,970,883	2,855,221	2,871,117
	25,973,587	13,541,752	14,046,685	15,506,408	15,522,304
<b>Total External Revenue</b>	<b>176,531,640</b>	<b>173,416,871</b>	<b>165,051,231</b>	<b>178,329,297</b>	<b>179,817,904</b>

business Lic.  
PP = 54.66  
use \$10 PP

4.86, 664  
54.58 PP  
see next page

456,681 PP  
\$16.59/PP

2.16 PP  
18.75 PP  
revenue sharing

## GENERAL FUND (101)

## FUND SUMMARY

	<i>Actual FY 1989-90</i>	<i>Actual FY 1990-91</i>	<i>Revised Budget FY 1991-92</i>	<i>Proposed FY 1992-93</i>	<i>Adopted FY 1992-93</i>
<b>RESOURCES</b>					
<i>Transfers from Other Funds—Cash</i>					
<i>Overhead</i>					
<i>Assessment Collection</i>	3,447	6,010	8,991	1,327	1,327
<i>Buildings</i>	543,776	489,398	422,582	481,999	481,999
<i>Auto Port Operating</i>	4,452	12,600	14,479	13,650	13,650
<i>E/R—Convention Center</i>	0	0	0	0	0
<i>Emergency Communications</i>	151,703	142,409	200,063	189,265	189,265
<i>E/R—Civic Stadium</i>	17,693	0	0	0	0
<i>E/R—Memorial Coliseum</i>	91,547	0	0	0	0
<i>Fire/Police Disab/Retire</i>	14,477	24,477	92,129	61,597	61,597
<i>Golf</i>	104,977	101,369	164,767	112,194	112,194
<i>Hydropower Operating</i>	37,243	47,243	110,598	40,775	40,775
<i>LID Construction</i>	29,434	0	0	72,482	72,482
<i>NW I-405 Recreation</i>	1,336	11,336	10,985	6,094	6,094
<i>Parking Facilities</i>	13,075	23,075	83,533	69,929	69,929
<i>Parks System Improvements</i>	0	10,000	33,982	30,103	30,103
<i>Performing Arts Operating</i>	86,068	0	0	0	0
<i>Public Safety Capital</i>	0	7,205	39,880	35,932	35,932
<i>Ptld Intl Raceway</i>	13,847	23,847	56,954	36,680	36,680
<i>Refuse Disposal</i>	4,570	13,403	58,118	63,538	63,538
<i>Sewer Operating</i>	1,233,738	1,357,112	1,782,841	1,936,883	1,936,883
<i>Street Lighting</i>	34,720	44,720	122,313	104,670	104,670
<i>St Johns Landfill End Use</i>	0	5,265	0	0	0
<i>Transportation Operating</i>	2,232,185	2,381,332	2,414,264	2,257,815	2,257,815
<i>Water Operating</i>	1,550,423	1,395,381	1,583,731	1,730,883	1,730,883
<i>Convention &amp; Tourism</i>	1,223	6,879	13,171	2,826	2,826
<i>Sewer Construction</i>	88,809	85,922	0	0	0
<i>Street Lighting Capital Repl.</i>	0	4,886	0	0	0
<i>Transportation Const</i>	0	0	0	0	0
<i>Printing/Distribution</i>	131,639	120,935	180,170	172,273	172,273
<i>Communications Svcs</i>	132,054	145,259	165,022	148,921	148,921
<i>Computer Services</i>	0	0	0	36,110	36,110
<i>Fleet Services</i>	292,528	321,781	413,921	404,251	404,251
<i>Health Insurance</i>	31,650	41,650	112,871	83,975	83,975
<i>Insurance &amp; Claims</i>	138,915	141,931	91,642	59,777	59,777
<i>Justice Center</i>	17,254	20,802	27,377	12,470	12,470
<i>Facilities Services</i>	37,826	70,000	164,585	257,425	257,425
<i>Workers' Compensation</i>	60,560	55,209	100,239	89,448	89,448
<i>Water Construction</i>	0	0	0	0	0
	7,101,169	7,111,436	8,469,208	8,513,292	8,513,292
<i>Revenue Funds</i>					
<i>State Revenue Sharing</i>	1,925,635	1,980,780	0	0	0
<i>General Reserve</i>	0	0	1,100,000	1,100,000	1,100,000
	1,925,635	1,980,780	1,100,000	1,100,000	1,100,000

GENERAL FUND (101)

FUND SUMMARY

	Actual FY 1989-90	Actual FY 1990-91	Revised Budget FY 1991-92	Proposed FY 1992-93	Adopted FY 1992-93
<b>RESOURCES</b>					
<i>Transfers from Other Funds-Cash</i>					
<i>Utility License Fees-Internal</i>					
Water Operating	2,342,946	2,548,500	2,724,665	2,807,548	2,807,548
Sewer Operating	2,286,933	2,762,057	3,146,037	4,371,131	4,371,131
	4,629,879	5,310,557	5,870,702	7,178,679	7,178,679
				<i>Pub utils + 25,064,225</i>	
<i>Miscellaneous</i>					
Parking Facil-Tax Offset	92,972	206,073	122,526	119,852	119,852
Auto Port-Tax Offset	31,562	37,062	28,213	33,009	33,009
Refuse Disp-Bus Lic Offset	0	0	77,260	65,000	65,000
HCD-Indirect	199,428	207,313	187,903	242,898	242,898
Federal Grants-Indirect	0	55,475	95,174	41,683	41,683
Federal Grants-Direct	1,093,396	1,476,773	1,688,547	712,237	712,237
Fleet Operating	0	105,000	3,118	0	0
Health Insurance	14,794	0	0	0	0
Printing & Distribution	0	0	1,299	0	0
Communications	0	0	780	0	0
Insurance & Claims	0	0	2,079	0	0
Facilities Services	0	0	3,898	0	0
Transportation Operating	0	0	27,024	0	0
Emergency Communications	0	0	5,197	0	0
Buildings	0	0	4,677	0	0
Golf	0	0	520	0	0
PIR	0	0	780	0	0
	1,432,152	2,087,696	2,210,797	1,214,679	1,214,679
<i>Transfers from Other Funds - Svc Reimbursement</i>					
Assessment Collection	41,748	44,009	48,159	52,476	52,476
Buildings	105,785	95,861	132,066	130,632	130,632
Auto Port	120,424	33,377	31,907	31,192	31,192
Emergency Communications	116,551	5,367	0	0	0
Convention & Tourism	0	19,591	22,991	22,991	22,991
E/R-Memorial Coliseum	2,875	0	0	0	0
E/R-Civic Stadium	420	0	0	0	0
Golf	218,034	178,672	473,640	533,808	533,808
Housing & Community Develop	1,182,486	1,030,525	1,133,220	1,220,359	1,220,359
Hydropower Operating	3,880	5,675	5,500	6,000	6,000
NW I-405 Recreation	44,899	1,854	7,136	7,011	7,011
Parking Facilities	820,027	76,026	79,389	79,341	79,341
Parks System Improvements	88,054	158,090	257,640	392,882	392,882
Performing Arts Operating	111,293	0	0	0	0
Ptld Intl Raceway	18,721	10,199	28,472	26,862	26,862
Public Arts Trust	14,653	35,833	42,112	82,364	82,364
Refuse Disposal	21,659	61,983	25,000	42,500	42,500
Sewer Operating	510,453	621,027	725,858	1,041,006	1,086,758
Transportation Operating	966,130	1,073,171	3,000,116	2,119,298	2,201,298

*Franchise Fees*  
~~132,268,000~~  
 456,664  
 70.64

**GENERAL FUND (101)**

**FUND SUMMARY**

	<i>Actual FY 1989-90</i>	<i>Actual FY 1990-91</i>	<i>Revised Budget FY 1991-92</i>	<i>Proposed FY 1992-93</i>	<i>Adopted FY 1992-93</i>
<b>RESOURCES</b>					
<i>Transfers from Other Funds – Svc Reimbursement, continued</i>					
<i>Water Operating</i>	999,200	1,034,519	262,197	394,435	394,435
<i>LID Construction</i>	574,714	628,178	774,560	792,533	792,533
<i>Portland Parks Trust</i>	270,587	92,858	286,719	353,543	353,543
<i>Fire/Police Disab/Retire</i>	233,815	234,278	358,258	366,664	366,664
<i>Computer Services</i>	0	0	3,019,699	3,100,351	3,100,351
<i>Printing/Distribution</i>	293,630	289,165	246,713	249,913	249,913
<i>Communications Svcs</i>	243,932	238,987	245,108	293,020	293,020
<i>Communications S/A</i>			4,055	3,400	3,400
<i>Facilities Services</i>	1,284,913	225,418	325,106	430,226	430,226
<i>Fleet Services</i>	467,480	277,196	241,875	277,191	277,191
<i>Health Insurance</i>	340,103	361,687	343,050	480,418	480,418
<i>Insurance &amp; Claims</i>	506,454	1,152,789	1,271,101	1,388,031	1,388,031
<i>Justice Center</i>	696,069	38,023	16,028	12,993	12,993
<i>Master Lease</i>	0	0	605,000	0	0
<i>Workers' Compensation</i>	173,148	836,315	1,019,168	1,325,812	1,325,812
	10,472,137	8,860,673	15,031,843	15,257,252	15,385,004
<i>Intrafund Agency Reimbursable</i>	2,103,350	2,175,865	458,490	474,214	474,214
<i>Transfer-Residual Fund Equity</i>					
<i>F&amp;PD&amp;R Supplemental</i>	(423)	0	0	0	0
<i>Federal Revenue Sharing</i>	12,168	0	0	0	0
<i>E/R Rec. Memorial Coliseum</i>	0	(119,401)	0	0	0
<i>E/R Rec. Performing Arts Constr</i>	0	119,543	0	0	0
<i>State Revenue Sharing</i>	0	313,901	0	0	0
	11,745	314,043	0	0	0
<i>Beginning Fund Balance</i>					
<i>Unencumbered</i>	13,140,415	13,205,751	14,204,301	9,289,848	9,763,912
<i>Encumbered</i>	0	0	1,831,607	3,860,555	3,950,335
	13,140,415	13,205,751	16,035,908	13,150,403	13,714,247
<b>TOTAL RESOURCES</b>	<b>217,348,122</b>	<b>214,463,672</b>	<b>214,228,179</b>	<b>225,217,816</b>	<b>227,398,019</b>

**REQUIREMENTS**

*Bureau Requirements*

<i>Personal Services</i>	119,646,106	129,180,580	135,016,610	139,973,075	140,234,224
<i>External Materials &amp; Services</i>	21,693,508	20,821,505	25,624,015	28,888,898	30,610,658
<i>Internal Materials &amp; Services</i>					
<i>Auto Port</i>	22,677	40,528	271,074	271,280	271,280
<i>Buildings</i>	1,000	1,000	1,000	1,000	1,000
<i>Emergency Communications</i>	4,047,345	4,276,888	5,809,812	5,851,207	5,851,207
<i>Sewer Operating</i>	3,740	372	0	0	0
<i>Transportation Operating</i>	119,025	125,534	0	0	0
<i>Water Operating</i>	49,424	22,649	51,575	19,925	19,925
<i>Computer Services</i>	0	0	2,003,998	2,264,343	2,264,843

**GENERAL FUND (101)**

**FUND SUMMARY**

	<i>Actual FY 1989-90</i>	<i>Actual FY 1990-91</i>	<i>Revised Budget FY 1991-92</i>	<i>Proposed FY 1992-93</i>	<i>Adopted FY 1992-93</i>
<b>REQUIREMENTS</b>					
<i>Internal Materials &amp; Services, continued</i>					
<i>Printing/Distribution</i>	1,482,228	1,778,419	1,632,785	1,824,384	1,849,384
<i>Master Lease</i>	1,185,465	1,375,902	1,457,595	891,115	891,115
<i>Facilities Acquisition</i>	490,620	0	0	0	0
<i>Communications Svcs</i>	1,884,883	2,065,701	1,897,026	2,308,009	2,309,110
<i>Fleet Services</i>	3,682,794	4,538,288	4,323,762	5,015,120	5,002,179
<i>Insurance &amp; Claims</i>	1,777,201	1,736,686	1,694,226	2,164,320	2,164,320
<i>Justice Center</i>	2,082,509	2,135,371	2,718,869	2,389,880	2,389,880
<i>Facilities Services</i>	1,051,910	2,416,218	2,498,204	3,231,515	3,231,515
<i>Workers' Compensation</i>	1,451,487	1,636,034	1,527,115	1,654,848	1,654,848
<i>Same Fund</i>	2,103,350	2,176,223	457,362	474,214	474,214
	<u>21,435,658</u>	<u>24,325,813</u>	<u>26,344,403</u>	<u>28,361,160</u>	<u>28,374,820</u>
<i>Capital Outlay</i>	2,224,363	1,818,407	5,009,445	4,896,850	5,196,850
<i>Cash Transfer--Bureau Approps.</i>					
<i>Printing/Distribution</i>	9,300	31,323	8,950	4,900	4,900
<i>Commun Services</i>	125,355	188,125	43,223	21,363	32,563
<i>Fleet Services</i>	413,946	268,119	117,870	273,950	313,950
<i>Water Constr--Asset Sale</i>	41,000	0	0	0	0
<i>Transportation</i>	0	0	35,775	0	0
<i>Facilities</i>	0	0	432,600	586,554	746,554
	<u>589,601</u>	<u>487,567</u>	<u>638,418</u>	<u>886,767</u>	<u>1,097,967</u>
<b>Total Bureau Requirements</b>	<b>165,589,236</b>	<b>176,633,872</b>	<b>192,632,891</b>	<b>203,006,750</b>	<b>205,514,519</b>
<b>Fund-Level Requirements</b>					
<i>Contingency</i>					
<i>Gen. Operating Contingency</i>	0	0	2,670,077	3,611,893	3,614,327
<i>Conting--Pub Safety Capital</i>	0	0	5,076,529	0	0
<i>Levy Option Contingency</i>	0	0	0	0	0
<i>Encumbrance Carryover</i>	0	0	0	3,860,555	3,860,555
	<u>0</u>	<u>0</u>	<u>7,746,606</u>	<u>7,472,448</u>	<u>7,474,882</u>
<i>Transfers to Other Funds - Cash</i>					
<i>NW I-405 Recreation</i>	50,075	0	0	0	0
<i>Tennis Debt Redemption</i>	36,875	17,303	33,288	19,385	19,385
<i>Transportation</i>	2,410,805	3,460,805	1,751,600	2,050,077	2,050,077
<i>Short-term Debt</i>	22,055,440	10,000,000	10,009,795	10,000,000	10,000,000
<i>Fire &amp; Police Supp Retire</i>	296,604	0	0	0	0
<i>Housing &amp; Comm Develop</i>	25,084	0	0	0	0
<i>Printing/Distribution</i>	0	19,573	10,000	10,000	10,000
<i>Public Arts Trust</i>	12,878	0	0	0	0
<i>Health Insurance</i>	641,214	0	0	0	0
<i>Insurance &amp; Claims</i>	50,000	0	0	0	0
<i>CETA</i>	587,790	0	0	0	0
<i>Buildings</i>	1,622,194	1,240,348	1,117,002	1,174,461	1,174,461

**GENERAL FUND (101)**

**FUND SUMMARY**

	<i>Actual FY 1989-90</i>	<i>Actual FY 1990-91</i>	<i>Revised Budget FY 1991-92</i>	<i>Proposed FY 1992-93</i>	<i>Adopted FY 1992-93</i>
<b><u>REQUIREMENTS</u></b>					
<i>Autoport</i>	0	0	0	0	0
<i>Facilities Services</i>	0	965,529	675,969	595,487	265,487
<i>Fleet Services</i>	0	13,239	93,531	98,208	98,208
<i>Water Construction</i>	208,500	123,785	0	0	0
<i>Hydro</i>	110,000	0	41,497	0	0
<i>Parking Facilities</i>	0	15,000	15,000	15,000	15,000
<i>General Reserve</i>	10,370,513	6,334,116	0	500,000	500,000
<i>Communications</i>	0	0	0	146,000	146,000
<i>Computer Services</i>	0	0	0	70,000	70,000
	<b>38,477,972</b>	<b>22,189,698</b>	<b>13,747,682</b>	<b>14,678,618</b>	<b>14,348,618</b>
<i>Other Requirements</i>					
<i>Increase in Stores Stock</i>	116,163	0	60,000	60,000	60,000
<i>Unapprop. Ending Balance</i>	13,205,751	15,640,102	0	0	0
<b>Total Fund-Level Requirements</b>	<b>51,799,886</b>	<b>37,829,800</b>	<b>21,554,288</b>	<b>22,211,066</b>	<b>21,883,500</b>
<b>TOTAL REQUIREMENTS</b>	<b>217,389,122</b>	<b>214,463,672</b>	<b>214,187,179</b>	<b>225,217,816</b>	<b>227,398,019</b>

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

General Fund (101)

Finance and Administration

**APPROPRIATION SUMMARY**

	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>EXPENDITURES</u></b>					
<i>Personal Services</i>	\$1,984,216	\$2,042,209	\$2,371,063	\$2,380,151	\$2,380,151
<i>External Materials and Services</i>	161,998	192,389	190,960	203,613	203,613
<i>Internal Materials and Services</i>	118,678	194,149	202,801	261,083	261,083
<i>Capital Outlay</i>	16,253	19,407	22,298	25,346	25,346
<i>Cash Transfers-Equipment</i>	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$2,281,145</b>	<b>\$2,448,154</b>	<b>\$2,787,122</b>	<b>\$2,870,193</b>	<b>\$2,870,193</b>
<b><u>Authorized Full-Time Positions</u></b>					
<i>Total</i>	37.0	39.0	39.0	36.0	36.0
<i>General Fund Discretionary</i>	21.46	16.80	9.34	11.53	11.53
<b><u>FUNDING SOURCES</u></b>					
<i>General Fund Discretionary</i>		\$1,062,423	\$990,691	\$916,548	\$916,548
<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>		853,297	1,051,425	1,089,405	1,089,405
<i>Bureau Program Program Revenue</i>		17,528	0	0	0
<i>Overhead Recovery</i>		514,906	745,006	864,240	864,240
<i>Total Non-Discretionary Resources</i>		\$1,385,731	\$1,796,431	\$1,953,645	\$1,953,645
<b>TOTAL FUNDING</b>		<b>\$2,448,154</b>	<b>\$2,787,122</b>	<b>\$2,870,193</b>	<b>\$2,870,193</b>
<b><u>PROGRAMS</u></b>					
<i>General Legal Services</i>		\$1,223,185	\$1,365,975	\$0	\$0
<i>Special Legal Services</i>		\$790,394	\$1,063,039	\$0	\$0
<i>Administration</i>		\$434,575	\$358,108	\$387,045	\$387,045
<i>Legal Services</i>		\$0	\$0	\$2,483,148	\$2,483,148
<b>TOTAL PROGRAMS</b>		<b>\$2,448,154</b>	<b>\$2,787,122</b>	<b>\$2,870,193</b>	<b>\$2,870,193</b>

**GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR**

The Office of the City Attorney provides legal services to the Portland City Council, City bureaus, boards, commissions, agencies and to individual City employees. 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. This legal work includes representing and defending the City in litigation and providing consultive legal work.

The Office of the City Attorney is comprised of two programs compared to three in the FY 1991-92: Legal Services and Administration. The Legal Services program combines two previously separate programs (General Legal Services and Special Legal Services). The budget reflects a \$83,071 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, this budget includes \$26,107 for the continuation of workload associated with employment litigation, condemnation cases, labor law matters and litigation. The appropriation will support a current half-time Deputy City Attorney.

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

General Fund (101)

Finance and Administration

**APPROPRIATION SUMMARY**

**BUREAU MANAGEMENT OBJECTIVES**

The budget reflects a decrease of three positions from FY 1991-92 -- from 39 to 36. The reduction is due to the reclassification of three positions to part-time. The reclassification will allow other full-time attorneys to be reclassified upwards to provide the Office with staffing requirements necessary to deal with both increased and more complex workloads.

The Office's agenda for FY 1992-93 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 develop and refine a comprehensive office computer network design to provide for future requirements in handling legal opinions, case files, research and office records and communications.

To continue to find ways to contain and limit operational costs

	<i>Actual</i>	<i>Revised Budget</i>	<i>Proposed</i>	<i>Adopted</i>
	<i>FY 90-91</i>	<i>FY 91-92</i>	<i>FY 92-93</i>	<i>FY 92-93</i>

**EFFECTIVENESS MEASURES**

Save on costs associated with  
Outside Legal Council usage\*

\$117,331	\$550,380	\$114,812	\$114,812
(FY 88-89)	(FY 89-90)	(FY 90-91)	(FY 90-91)

\*amount represents prior full year expenditures

**EFFICIENCY MEASURE**

Produce legal documents

18,400	19,000	19,250	19,250
--------	--------	--------	--------



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

General Fund (101)

Finance and Administration

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>GENERAL LEGAL SERVICES</u></b>				
<i>Total Expenditures</i>	\$1,223,185	\$1,365,975	\$0	\$0
<i>General Fund Discretionary Expenditures</i>	627,846	\$632,583	\$0	\$0
<i>Authorized Full-Time Positions</i>	13.00	11.00	0.00	0.00
<i>Workload Measures:</i>				
Litigation Court Cases Handled	857	905	*	*
Legal Documents Produced	17,888	18,400	*	*

See Legal Services Program

<b><u>SPECIAL LEGAL SERVICES</u></b>				
<i>Total Expenditures</i>	\$790,394	\$1,063,039	\$0	\$0
<i>General Fund Discretionary Expenditures</i>	\$0	\$0	\$0	\$0
<i>Authorized Full-Time Positions</i>	23.10	26.00	0.00	0.00
<i>Workload Measures:</i>				
Litigation Handled	N/A	400	*	*
Est. Legal Svcs Handled/Attorney	N/A	210	*	*

See Legal Services Program

<b><u>ADMINISTRATION</u></b>				
<i>Total Expenditures</i>	\$434,575	\$358,108	\$387,045	\$387,045
<i>General Fund Discretionary Expenditures</i>	358,108	358,108	387,045	387,045
<i>Authorized Full-Time Positions</i>	2.90	2.00	3.52	3.52
<i>Workload Measures:</i>				
Hours of LAN Computer Support	2,175	2,080	2,000	2,000
Customer/Client Calls Processed per Day	190	210	210	210

The Administration program provides administrative support to the law office and directly assists the Legal Services program with materials and services funding and office administrative support personnel. The program continues all existing services.

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

General Fund (101)

Finance and Administration

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>LEGAL SERVICES</u></b>				
<i>Total Expenditures</i>	\$0	\$0	\$2,483,148	\$2,483,148
<i>General Fund Discretionary Expenditures</i>	0	0	529,503	529,503
<i>Authorized Full-Time Positions</i>	0.00	0.00	32.48	32.48
<i>Workload Measures:</i>				
<i># of Litigation Court Cases Handled</i>	905	975	975	975
<i>Est.Av.#of Legal Matters/Attorney/Day</i>	*	*	21	21

This program provides legal services to the City Council, agencies and programs. Legal representation is also provided to City employees under the Oregon Tort Claims Act. In FY 1992-93, this program combines two previously separate programs: General Legal Services and Special Legal Services. The program includes both General Fund and interagency paid services. This reorganization better reflects the Office's operation. This program includes attorneys, paralegal assistants, legal assistants, and the interagency-paid portion of administrative overhead expenses in support of positions on retainer to interagency receivers for specialized services.

Legal Services contained within this program include labor and employment law, taxation, revenue and fee issues, fiscal work, insurance matters, public records, matters relating to facilities and lands, City Council matters, City bureau issues and many other requirements. The program also provides services in the following areas: 1) Tort litigation; 2) Workers Compensation claim defense; 3) Water Bureau and Sewage System; and 4) Fire and Police Disability Fund.

This budget allows for the City Attorney to continue the same level of service as in FY 1991-92. Moreover, this budget reflects the approval of \$26,107 to continue current service level workload associated with employment litigation, condemnation cases, labor law matters and litigation. The package supports an existing half-time Deputy City Attorney.

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

**General Fund (101)**

**Finance and Administration**

**LINE ITEM APPROPRIATIONS**

<i>Expenditure Classification</i>	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
511000 Full-Time Employees	\$1,452,657	\$1,498,745	\$1,702,284	\$1,605,189	\$1,605,189
512000 Part-Time Employees	21,308	247	41,803	156,854	156,854
514000 Overtime	117	3,978	0	0	0
515000 Premium Pay	15,288	0	0	0	0
517000 Benefits	494,846	539,239	626,976	618,108	618,108
<b>Total Personal Services</b>	<b>\$1,984,216</b>	<b>\$2,042,209</b>	<b>\$2,371,063</b>	<b>\$2,380,151</b>	<b>\$2,380,151</b>
521000 Professional Services	\$34,839	\$19,810	\$15,000	\$15,000	\$15,000
522000 Utilities	0	0	0	0	0
523000 Equipment Rental	0	0	2,000	0	0
524000 Repair & Maintenance	6,875	8,823	18,500	20,000	20,000
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	35,163	92,649	62,000	71,129	71,129
531000 Office Supplies	22,459	13,404	24,100	21,700	21,700
532000 Operating Supplies	40,838	34,644	42,160	45,000	45,000
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	0	0	0	0	0
541000 Education	14,462	14,611	16,400	17,170	17,170
542000 Local Travel	1,331	756	1,000	1,000	1,000
543000 Out-of-Town Travel	5,531	7,692	9,800	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	500	0	0	2,814	2,814
<b>Subtotal External Materials &amp; Services</b>	<b>\$161,998</b>	<b>\$192,389</b>	<b>\$190,960</b>	<b>\$203,613</b>	<b>\$203,613</b>
551000 Fleet Services	\$3,587	\$3,912	\$5,059	\$5,693	\$5,693
552000 Printing/Distribution	24,404	34,685	35,419	37,661	37,661
553000 Facilities Services	16,802	64,501	67,718	100,342	100,342
554000 Communications	48,762	39,511	37,206	47,989	47,989
555000 Data Processing	1,041	2,478	1,793	1,998	1,998
556000 Insurance	7,404	49,062	55,606	67,400	67,400
557000 Equipment Lease	16,546	0	0	0	0
558000 Same Fund Services	132	0	0	0	0
559000 Other Fund Services	0	0	0	0	0
<b>Subtotal Internal Materials &amp; Services</b>	<b>\$118,678</b>	<b>\$194,149</b>	<b>\$202,801</b>	<b>\$261,083</b>	<b>\$261,083</b>
<b>Total Materials &amp; Services</b>	<b>\$280,676</b>	<b>\$386,538</b>	<b>\$393,761</b>	<b>\$464,696</b>	<b>\$464,696</b>
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	0	0	0	0
564000 Equipment	16,253	19,407	22,298	25,346	25,346
<b>Total Capital Outlay</b>	<b>\$16,253</b>	<b>\$19,407</b>	<b>\$22,298</b>	<b>\$25,346</b>	<b>\$25,346</b>
573000 Cash Transfers - Equipment	\$0	\$0	\$0	\$0	\$0
<b>Total Appropriation</b>	<b>\$2,281,145</b>	<b>\$2,448,154</b>	<b>\$2,787,122</b>	<b>\$2,870,193</b>	<b>\$2,870,193</b>

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

General Fund (101)

Finance and Administration

**FULL-TIME POSITIONS**

Class	Title	Actual FY 89-90		Actual FY 90-91		Revised Budget FY 91-92		Proposed FY 92-93		Adopted FY 92-93	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
715	City Attorney	1	67,163	1	71,828	1	74,572	1	74,291	1	74,291
714	Chief Deputy City Attorney	1	59,051	1	63,157	1	65,578	2	128,079	2	128,079
713	Senior Deputy City Attorney	4	207,748	4	223,443	4	232,358	8	462,864	8	462,864
712	Deputy City Attorney III	10	520,820	13	597,180	13	682,261	6	320,018	6	320,018
711	Deputy City Attorney II	2	42,869	2	84,310	2	89,970	1	44,704	1	44,704
710	Deputy City Attorney I	1	36,026	3	61,777	3	110,267	3	114,353	3	114,353
819	Administrative Assistant I	1	30,264	1	31,066	1	31,228	1	33,294	1	33,294
709	Paralegal Assistant	0	0	1	23,669	2	61,801	2	65,016	2	65,016
708	Law Clerk	3	85,991	1	60,578	0	0	0	0	0	0
554	Administrative Services Officer	0	0	1	34,247	1	40,865	1	43,139	1	43,139
379	Assistant MIS Analyst	0	0	1	28,193	1	31,138	1	32,887	1	32,887
240	Legal Secretary (Assistant)	7	177,120	9	194,540	9	257,078	8	240,191	8	240,191
114	Clerical Specialist	2	45,344	1	24,757	1	25,168	2	46,353	2	46,353
220	Secretarial Clerk I	1	20,342	0	0	0	0	0	0	0	0
720	Hearings Officer	2	101,878	0	0	0	0	0	0	0	0
245	Hearings Clerk	2	58,041	0	0	0	0	0	0	0	0
245	Council Reporter	0	0	0	0	0	0	0	0	0	0
<b>TOTAL FULL-TIME POSITIONS</b>		<b>37</b>	<b>1,452,657</b>	<b>39</b>	<b>1,498,745</b>	<b>39.0</b>	<b>1,702,284</b>	<b>36.0</b>	<b>1,605,189</b>	<b>36.0</b>	<b>1,605,189</b>

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

General Fund (101)

Non-Departmental

**APPROPRIATION SUMMARY**

	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>EXPENDITURES</u></b>					
<i>Personal Services</i>	\$1,781,111	\$2,060,981	\$2,396,122	\$2,488,679	\$2,488,679
<i>External Materials and Services</i>	151,194	194,579	284,197	269,149	299,149
<i>Internal Materials and Services</i>	411,748	811,777	548,053	590,065	590,065
<i>Capital Outlay</i>	31,937	71,684	42,763	84,439	84,439
<i>Cash Transfers-Equipment</i>	0	0	0	85,888	85,888
<b>TOTAL EXPENDITURES</b>	<b>\$2,375,990</b>	<b>\$3,139,021</b>	<b>\$3,271,135</b>	<b>\$3,518,220</b>	<b>\$3,548,220</b>
<b><u>Authorized Full-Time Positions</u></b>					
<i>Total</i>	43	48	50	50	50
<i>General Fund Discretionary</i>	30	20.30	13.90	16.35	16.35
<b><u>FUNDING SOURCES</u></b>					
<i>General Fund Discretionary</i>		\$1,335,857	\$973,097	\$1,278,555	\$1,308,555
<b><u>Non-Discretionary Resources</u></b>					
<i>Grants and Donations</i>		0	0	0	0
<i>Contract Revenue</i>		5,059	5,395	7,395	7,395
<i>Interagency Services</i>		833,110	1,258,950	1,192,356	1,192,356
<i>Bureau Program Revenue</i>		51,354	20,000	137,976	137,976
<i>Overhead Recovery</i>		913,641	1,013,693	901,938	901,938
<i>Total Non-Discretionary Resources</i>		\$1,803,164	\$2,298,038	\$2,239,665	\$2,239,665
<b>TOTAL FUNDING</b>		<b>\$3,139,021</b>	<b>\$3,271,135</b>	<b>\$3,518,220</b>	<b>\$3,548,220</b>
<b><u>PROGRAMS</u></b>					
<i>Assessments and Liens</i>		\$681,155	\$851,846	\$902,677	\$902,677
<i>Administration</i>		323,418	\$350,286	366,605	366,605
<i>Audit Services</i>		649,997	\$754,115	763,279	793,279
<i>City Recorder</i>		1,031,090	\$758,749	911,151	911,151
<i>FPD &amp; R Administration</i>		200,558	\$242,596	254,242	254,242
<i>Hearings Officers</i>		\$252,803	\$313,543	\$320,266	\$320,266
<b>TOTAL PROGRAM</b>		<b>\$3,139,021</b>	<b>\$3,271,135</b>	<b>\$3,518,220</b>	<b>\$3,548,220</b>

**GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR**

The mission of the City Auditor 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 audit, record-keeping and financial service functions.

The Auditor's Office budget is comprised of six program areas: Administration, City Recorder, Assessments and Liens, Audit Services, Fire and Police Disability and Retirement Administration, and the Hearing Officers.

The Auditor's FY 92/93 budget is \$3,548,220. This amount includes \$3,377,387 to cover all services current provided by the Auditor in the six program areas, \$30,000 in carryover appropriation for an audit of the IBIS system, and \$140,833 for two capital improvement projects. The budget maintains the current staffing level positions.

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

General Fund (101)

Non-Departmental

***APPROPRIATION SUMMARY***

---

In FY 1992-93, the Auditor's Office anticipates a significant change in the Assessment and Lien's Division's response to the Mid County Sewer Project. Beginning in late FY 1991-92, the project will be converted from an LID process to a capital improvement project. The Auditor's Office will retain responsibility for assessment financing, lien recording, billing and collection and the Bureau of Environmental Services will handle project financing, accounting and cost apportionment. While this change means that the Auditor's Office will no longer be processing LID assessments, they will be handling an increased number of installment contracts for Sewer System Development Charges, as well as processing more than 10,000 account adjustments which will be required by the retroactive application of City financial assistance to affected Mid County property owners.

The capital improvement projects included in the Auditor's FY 1992-93 budget are the STAR Computer Upgrade (\$54,945) and HVAC Improvements for the Chimney Park Records Center (\$85,888). The computer upgrade will increase user capacity of the computer system currently in use at the Records Center, and improve performance through faster Central Processing Unit (CPU) and disks. The system will enhance the Auditor's ability to maintain and retrieve records, and manage retention schedules. The HVAC project will provide improvements to the ventilation and cooling systems in the vault storage areas. The current systems are inadequate to keep temperatures low enough to prevent deterioration of film, computer disks, and records.

**MANAGEMENT OBJECTIVES**

The Office of City Auditor plans to accomplish the following top priority projects during FY 1992/93:

- \* Obtain first time peer review of compliance with professional standards for auditing by February 1, 1993.
- \* Develop eight records management plans for various City bureaus by June 30, 1993.
- \* Assimilate changes in Mid-County sewer program financing during FY 1992-93.
- \* Develop a workload tracking system to enable the Auditor's Office to recover the full costs of service provided by the hearings Officers by June 30, 1993.
- \* Complete the first phase of a long term model to forecast Police and Fire Disability and Retirement costs, historical and projected, by December 1, 1992.

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

**General Fund (101)**

Non-Departmental

**APPROPRIATION SUMMARY**

<u>EFFECTIVENESS MEASURES</u>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
Audit Recommendations Implemented/Resolved	*	*	90%	90%
% of Liens That Are Open	*	>10%	>10%	>10%
Return to Work for Public Safety Officers	*	*	95%	95%
% of Hearings Officer Decisions in 15 Days	*	*	100%	100%
 <u>EFFICIENCY MEASURES</u>				
Audit Time Staff Spent on Direct Audit	*	70%	70%	70%
Select Least Cost Alternative in Five	*	*	5 tests	5 tests
Tests of Key Services with Private Sector			100%	100%

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

General Fund (101)

Non-Departmental

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>ASSESSMENTS AND LIENS</u></b>				
<i>Total Expenditures</i>	\$681,155	\$851,846	\$902,677	\$902,677
<i>General Fund Discretionary Expenditures</i>	35,893	96,468	99,785	99,785
<i>Authorized Full-Time Positions</i>	9.00	13.00	13.00	13.00
<i>Performance/Workload Measures:</i>				
New assessment accounts (liens)	5,800	6,850	7,878	6,850
Payments processed	N/A	80,000	92,000	80,000

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.

**ADMINISTRATION**

<i>Total Expenditures</i>	N/A	\$350,286	\$366,605	\$366,605
<i>General Fund Discretionary Expenditures</i>	N/A	190,286	190,285	190,285
<i>Authorized Full-Time Positions</i>	N/A	5.00	5.00	5.00
<i>Performance/Workload Measures:</i>				
Employee perf. evals. completed	N/A	100%	100%	100%
Expenditures w/in budgeted amounts	N/A	100%	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).



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

General Fund (101)

Non-Departmental

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>AUDIT SERVICES</u></b>				
<i>Total Expenditures</i>	\$649,997	\$754,115	\$763,279	\$793,279
<i>General Fund Discretionary Expenditures</i>	342,066	380,131	344,279	374,279
<i>Authorized Full-Time Positions</i>	10.00	10.00	10.00	10.00
<i>Performance/Workload Measures:</i>				
Perf. Audits Completed	7	6	6	6
Financial/Franchise Audits Completed	4	4	4	4

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 Adopted Budget reflects the carryover of \$30,000 to perform an audit of the IBIS system. This project was originally budgeted in FY 91/92.

**CITY RECORDER**

<i>Total Expenditures</i>				
<i>General Fund Discretionary Expenditures</i>	\$1,031,090	\$758,749	\$911,151	\$911,151
<i>Authorized Full-Time Positions</i>	609,721	\$267,645	\$593,138	593,138
<i>Performance/Workload Measures:</i>				
# of Agenda Items	N/A	2,000	2,000	2,000
# of warrants processed	166,270	190,000	190,000	190,000
Contracts monitored	2,028	1,600	2,100	2,100
Records retrieval requests	36,064	20,000	35,000	35,000
Records destroyed (tons)	13	25	15	15
# of ret.schedules prepared/implemented	N/A	6	6	6

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.

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

General Fund (101)

Non-Departmental

**PROGRAM SUMMARY**

---

<i>Program</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<hr/>				
<b><u>FPD &amp; R ADMINISTRATION</u></b>				
<i>Total Expenditures</i>	\$200,558	\$242,596	\$254,242	\$254,242
<i>General Fund Discretionary Expenditures</i>	0	0	0	0
<i>Authorized Full-Time Positions</i>	7.00	6.00	6.00	6.00

***Performance/Workload Measures:***

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.

---

**HEARINGS OFFICERS**

<i>Total Expenditures</i>	\$252,803	\$313,543	\$320,266	\$320,266
<i>General Fund Discretionary Expenditures</i>	155,909	38,567	51,068	51,068
<i>Authorized Full-Time Positions</i>	4.00	4.00	4.00	4.00
<b><i>Performance/Workload Measures:</i></b>				
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

The Hearings Officers Program encompasses two hearings functions – Code and Land Use. The Code Hearings Officer provides enforcement for City Code provisions in proceedings initiated by the Bureau of Buildings, and Fire, Rescue and Emergency Services. The Code Hearings Officer also hears appeals from code enforcement determinations made by the Bureau of Buildings, Police, Licenses and Environmental Services, and hears appeals of vehicle tows ordered by the Bureaus of Traffic Management, Police, Buildings, and the Port of Portland.

The Land Use Hearings Officer provides a public process for review of land use permit applications. The Land Use Hearings Officer ensures that land use applications are reviewed in a fair and open process and that the decisions rendered are legally supportable.

The Land Use Program of the Bureau of Planning and the Codes Enforcement and Neighborhood Improvement Programs of the Bureau of Buildings support their respective Hearings Officers through fees charged for their services. The Bureau of Buildings passes on its fees via interagency agreement while the Bureau of Planning has established a system to deposit Land Use Hearings fees directly in the Auditor's Office revenue codes.

**OFFICE OF THE CITY AUDITOR (336)**  
**General Fund (101)**  
**Non-Departmental**

**LINE ITEM APPROPRIATIONS**

<i>Expenditure Classification</i>	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
511000 Full-Time Employees	\$1,264,677	\$1,448,613	\$1,703,374	\$1,771,235	\$1,771,235
512000 Part-Time Employees	40,866	60,272	42,945	41,617	41,617
514000 Overtime	1,705	5,257	152	158	158
515000 Premium Pay	5,754	4,493	8,450	8,816	8,816
517000 Benefits	468,109	542,346	641,201	666,853	666,853
<b>Total Personal Services</b>	<b>\$1,781,111</b>	<b>\$2,060,981</b>	<b>\$2,396,122</b>	<b>\$2,488,679</b>	<b>\$2,488,679</b>
521000 Professional Services	\$84,783	\$108,371	\$142,571	\$124,956	\$154,956
522000 Utilities	0	0	0	0	0
523000 Equipment Rental	0	0	0	0	0
524000 Repair & Maintenance	13,767	7,860	29,849	28,008	28,008
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	6,579	17,637	29,770	29,005	29,005
531000 Office Supplies	16,477	15,801	31,031	34,782	34,782
532000 Operating Supplies	7,420	14,190	9,339	8,799	8,799
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	7,106	10,011	12,055	12,465	12,465
542000 Local Travel	3,281	6,499	6,028	6,311	6,311
543000 Out-of-Town Travel	6,877	9,112	10,008	10,411	10,411
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	4,904	5,098	13,546	14,412	14,412
<b>Subtotal External Materials &amp; Services</b>	<b>\$151,194</b>	<b>\$194,579</b>	<b>\$284,197</b>	<b>\$269,149</b>	<b>\$299,149</b>
551000 Fleet Services	\$190	\$879	\$1,239	\$1,242	\$1,242
552000 Printing/Distribution	98,100	124,067	111,232	119,696	119,696
553000 Facilities Services	50	375,584	132,899	139,789	139,789
554000 Communications	33,440	38,361	34,430	41,957	41,957
555000 Data Processing	224,647	210,675	206,617	225,495	225,495
556000 Insurance	36,631	62,211	61,636	61,886	61,886
557000 Equipment Lease	0	0	0	0	0
558000 Same Fund Services	18,055	0	0	0	0
559000 Other Fund Services	635	0	0	0	0
<b>Subtotal Internal Materials &amp; Services</b>	<b>\$411,748</b>	<b>\$811,777</b>	<b>\$548,053</b>	<b>\$590,065</b>	<b>\$590,065</b>
<b>Total Materials &amp; Services</b>	<b>\$562,942</b>	<b>\$1,006,356</b>	<b>\$832,250</b>	<b>\$859,214</b>	<b>\$889,214</b>
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	0	0	84,439	84,439
564000 Equipment	31,937	71,684	42,763	0	0
<b>Total Capital Outlay</b>	<b>\$31,937</b>	<b>\$71,684</b>	<b>\$42,763</b>	<b>\$84,439</b>	<b>\$84,439</b>
573000 Cash Transfers - Equipment	\$0	\$0	\$0	\$85,888	\$85,888
<b>Total Appropriation</b>	<b>\$2,375,990</b>	<b>\$3,139,021</b>	<b>\$3,271,135</b>	<b>\$3,518,220</b>	<b>\$3,548,220</b>

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

General Fund (101)

Non-Departmental

*FULL-TIME POSITIONS*

Class	Title	Actual FY 89-90		Actual FY 90-91		Revised Budget FY 91-92		Proposed FY 92-93		Adopted FY 92-93	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
0003	City Auditor	1	55,099	1	58,933	1	57,892	1	57,671	1	57,671
0114	Clerical Specialist	3	47,909	2	43,882	3	63,240	3	66,771	3	66,771
0120	Credit Relations Representative	2	44,769	1	27,999	0	0	0	0	0	0
0140	Data Entry Clerk	0	8,874	0	0	0	0	0	0	0	0
0220	Secretarial Clerk I	2	38,473	2	32,537	1	22,525	1	22,509	1	22,509
0221	Secretarial Clerk II	5	102,327	3	70,939	3	73,776	3	73,477	3	73,477
0230	Administrative Secretary	0	14,945	1	22,541	1	22,792	1	26,246	1	26,246
0245	Hearings Clerk	0	0	2	61,654	2	64,625	2	64,394	2	64,394
0346	Word Processing Operator II	0	0	0	0	0	0	0	0	0	0
0378	Word Processing Supervisor	0	0	0	0	0	0	0	0	0	0
0510	Accounting Assistant	1	12,470	0	0	0	0	0	0	0	0
0514	Associate Accountant	0	0	1	0	1	23,962	1	27,214	1	27,214
0515	Senior Accountant	0	5,377	1	32,238	1	35,226	1	35,099	1	35,099
0520	Chief Deputy City Auditor	1	48,340	1	51,614	1	53,592	1	53,390	1	53,390
0522	Principal Deputy Auditor	3	121,976	3	131,129	3	136,851	3	136,305	3	136,305
0524	Senior Deputy Auditor	4	81,130	4	118,762	4	135,965	4	140,815	4	140,815
0525	Assistant Deputy Auditor	5	132,829	4	117,401	8	175,879	8	203,124	8	203,124
0536	Management Auditor	1	16,514	2	63,645	2	77,896	2	79,302	2	79,302
0537	Senior Management Auditor	6	247,184	6	216,563	6	244,970	6	261,752	6	261,752
0538	Director of Audits	1	56,389	1	61,038	1	62,609	1	62,369	1	62,369
0558	EDP Auditor	1	21,477	0	0	0	0	0	0	0	0
0720	Hearing Officer	0	0	2	67,991	2	107,007	2	108,054	2	108,054
0816	Administrative Analyst Technician	0	0	1	25,030	0	0	0	0	0	0
0819	Administrative Assistant I	1	29,449	0	0	1	28,092	1	31,170	1	31,170
0827	Management Analyst	0	0	2	36,170	2	71,249	2	79,302	2	79,302
0829	Financial Analyst	1	34,647	1	38,207	1	39,812	1	39,651	1	39,651
0900	Staff Assistant	1	31,665	1	29,460	0	0	0	0	0	0
0919	Records Management Analyst	2	39,955	2	62,120	2	67,168	2	67,693	2	67,693
0923	Records Management Technician	0	0	2	28,016	2	56,716	2	59,926	2	59,926
0925	Records Management Officer	1	31,818	1	15,094	1	45,617	1	39,234	1	39,234
3212	Assessment Analyst	1	41,061	1	35,650	1	35,913	1	35,767	1	35,767
<b>TOTAL FULL-TIME POSITIONS</b>		<b>43</b>	<b>1,264,677</b>	<b>48</b>	<b>1,448,613</b>	<b>50</b>	<b>1,703,374</b>	<b>50</b>	<b>1,771,235</b>	<b>50</b>	<b>1,771,235</b>

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

General Fund (101)

Public Affairs

*APPROPRIATION SUMMARY*

	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>EXPENDITURES</u></b>					
<i>Personal Services</i>	\$163,371	\$225,758	\$247,781	\$248,329	\$248,329
<i>External Materials and Services</i>	595,417	699,653	481,564	579,427	579,427
<i>Internal Materials and Services</i>	35,231	33,201	33,577	38,052	38,052
<i>Capital Outlay</i>	800	1,995	1,000	0	0
<i>Cash Transfers-Equipment</i>	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$794,819</b>	<b>\$960,607</b>	<b>\$763,922</b>	<b>\$865,808</b>	<b>\$865,808</b>
<b><u>Authorized Full-Time Positions</u></b>					
<i>Total</i>	3	4	4	4	4
<i>General Fund Discretionary</i>	3	4	4	4	4
<b><u>FUNDING SOURCES</u></b>					
<i>General Fund Discretionary</i>		\$960,607	\$763,922	\$865,808	\$865,808
<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
<i>Total Non-Discretionary Resources</i>		\$0	\$0	\$0	\$0
<b>TOTAL FUNDING</b>		<b>\$960,607</b>	<b>\$763,922</b>	<b>\$865,808</b>	<b>\$865,808</b>
<b><u>PROGRAMS</u></b>					
<i>Cable Communications</i>		\$832,771	\$598,845	\$710,638	\$710,638
<i>Franchise Management</i>		127,836	165,077	155,170	155,170
<b>TOTAL PROGRAM</b>		<b>\$960,607</b>	<b>\$763,922</b>	<b>\$865,808</b>	<b>\$865,808</b>

**GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR**

This Bureau provides oversight for Utility License and Franchise revenues, the City's second largest source of revenue, identifies new sources of revenue that could arise from the city's franchising authority, and assures that the city meets its federal legal responsibilities in cable television regulation -- including protecting consumers in a monopoly marketplace.

This bureau administers two programs: Cable Communications and Franchise Management. Overall the Cable Office budget is \$865,808 which is \$101,886 more than the FY 1991-92 Revised Budget. The Access payment is \$537,551 which is \$147,045 more than the FY 1991-92 Revised Budget primarily due to a technical adjustment made this year which enabled the Cable Bureau not to reduce the PCA/MCA contract. Under the present agreement the Cable Office is required to allocate 40% of cable franchise fee revenue to Portland Cable Access. The agreement allows the Council to drop PCA's funding to 20% of franchise fee revenue provided that a public hearing is held and a report is received from the Cable Regulatory Commission. Last year the contract was reduced as a result of Ballot Measure 5. This year funding represents the restoration of the PCA/MCA contract. However, an agreement was made during the budget process between the Metro Arts Commission and Cable Communications and Franchise Management to dedicate \$50,000 of Public Access funds to increase the City's investment in the Arts system. This agreement will be re-evaluated at the end of the year and a recommendation will be made regarding funding for future years.

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

General Fund (101)

Public Affairs

*APPROPRIATION SUMMARY*

**BUREAU MANAGEMENT OBJECTIVES**

The Bureau's management objectives and performance targets for FY 1992-93 include the following:

1. Research and negotiate new franchise agreements and contracts, including Digital Direct, Western Union, MCI Communications Inc., and GTE.
2. Begin the federally-mandated franchise renewal process with Paragon Cable Company as required the 1984 Cable Act.
3. Conduct contract renewal negotiations with Portland Cable Access.
4. Develop with other City agencies, a telecommunications plan to guide future City decisions related to the use of telecommunications internally and citywide.
5. Set up and administer a dedicated Public, Educational and Governmental (PEG) Access Capital Fun per the TCI franchise as required by the 1984 Cable Act which requires that any funds received over th 5% franchise fee only be allocated for use for (PEG) access.
6. Implement, if necessary, consolidation of cable offices with East County jurisdictions.

	<i>Actual</i> <i>FY 90-91</i>	<i>Revised Budget</i> <i>FY 91-92</i>	<i>Proposed</i> <i>FY 92-93</i>	<i>Adopted</i> <i>FY 92-93</i>
<b><u>EFFECTIVENESS MEASURES</u></b>				
Conduct Annual Cable consumer satisfaction survey.	*	1	1	1
Average Response Time for complaints	*	2 days	2 days	2 days
Cable Users Trained (PCA)	*	1,100	1,400	1,400
<b><u>EFFICIENCY MEASURES</u></b>				
Decrease the cost of Cable Regulation per subscriber.	*	\$1.56	\$1.79	\$1.79
Maintain cost per trained user (PCA).	*	*	\$423	\$423

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

General Fund (101)

Public Affairs

*PROGRAM SUMMARY*

<i>Program</i>	<i>Actual FY 90-91</i>	<i>Revised FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>CABLE COMMUNICATIONS</u></b>				
<i>Total Expenditures</i>	\$832,771	\$598,845	\$710,638	\$710,638
<i>General Fund Discretionary Expenditures</i>	832,771	598,845	710,638	710,638
<i>Authorized Full-Time Positions</i>	2.00	2.00	2.00	2.00
<i>Workload Measures:</i>				
Franchises/contract administered	11	11	11	11
Complaints Handled	443	480	550	550
CRC Meetings Staffed	15	23	23	23
Users Trained (PCA)	*	1,100	1,400	1,400
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 federal responsibilities in cable television regulation.

This program consists of four major activities. First, the program administers franchises with Paragon Cable, TCI, and Columbia Cable (serving approximately 95,000 households). Second, the program oversees the City's contract with PCA. 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 and advocates for municipal-friendly state and national cable policy development through its participation on the board of the National Association of Telecommunications Officers and Administrators (NATOA) affiliated with the National League of Cities (NLC)

Projects for the cable program in FY 92-93 include: 1) Initiating a major franchise renewal process with the eastside cable operator; 2) Conducting contract negotiating with Portland Cable Access (PCA); 3) Leading other city agencies in the development of a city-wide telecommunications plan and increased utilization of cable to promote cost avoidance; and 4) Continuing heavy involvement in the development of model cable legislation before U.S. Congress through NATOA and the NLC.

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

General Fund (101)

Public Affairs

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 90-91</i>	<i>Revised FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>FRANCHISE MANAGEMENT</u></b>				
<i>Total Expenditures</i>	\$127,836	\$165,077	\$155,170	\$155,170
<i>General Fund Discretionary Expenditures</i>	127,836	165,077	155,170	155,170
<i>Authorized Full-Time Positions</i>	2.00	2.00	2.00	2.00
<i>Workload Measures:</i>				
Franchise negotiations	5	4	4	4
Franchises Administered	13	15	18	18

The purpose of this program is to oversee the collection of the City's second largest source of revenue which is Utility Licenses and Franchise Fees 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 franchises and includes coordination with other bureaus to develop, negotiate and administer franchises with utility and other companies requesting use of the right of way. Second, the program is responsible for aggressively negotiating, collecting and monitoring franchise fee payments. Third, the program staff determines the scope of and oversees audits of the utility franchisees to verify revenues. Fourth, the program monitors the City's fiscal and legal interests in the utility and franchise- related activities of the State Legislature and Public Utilities Commission (PUC).

Projects for the utilities program next year include: 1) Negotiating four new franchises. These negotiation may produce new revenue sources for the City, but no projections can be made at this time; 2) Development of a city-wide telecommunications plan promoting the use of the Cable; 3) Monitoring and advocating the City's fiscal and legal interest before the PUC and State Legislature.



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

General Fund (101)

Public Affairs

*LINE ITEM APPROPRIATIONS*

<i>Expenditure Classification</i>	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
511000 Full-Time Employees	\$113,334	\$160,292	\$177,356	\$178,136	\$178,136
512000 Part-Time Employees	0	0	0	500	500
514000 Overtime	0	706	500	400	400
515000 Premium Pay	799	0	0	0	0
517000 Benefits	49,238	64,760	69,925	69,293	69,293
<b>Total Personal Services</b>	<b>\$163,371</b>	<b>\$225,758</b>	<b>\$247,781</b>	<b>\$248,329</b>	<b>\$248,329</b>
521000 Professional Services	\$496,003	\$559,838	\$428,413	\$480,405	\$480,405
522000 Utilities	0	0	0	0	0
523000 Equipment Rental	0	0	0	0	0
524000 Repair & Maintenance	2,094	1,378	1,200	1,763	1,763
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	83,557	119,450	43,251	83,554	83,554
531000 Office Supplies	1,300	957	1,000	1,552	1,552
532000 Operating Supplies	0	1,024	0	1,036	1,036
533000 Repair & Maintenance Supplies	0	0	0	0	0
534000 Minor Equipment	0	334	400	421	421
535000 Clothing	0	0	0	0	0
539000 Other Commodities	0	0	0	0	0
541000 Education	2,300	2,965	1,300	2,368	2,368
542000 Local Travel	0	0	0	0	0
543000 Out-of-Town Travel	4,500	9,159	3,000	5,155	5,155
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	5,663	4,548	3,000	3,173	3,173
<b>Subtotal External Materials &amp; Services</b>	<b>\$595,417</b>	<b>\$699,653</b>	<b>\$481,564</b>	<b>\$579,427</b>	<b>\$579,427</b>
551000 Fleet Services	\$800	\$794	\$1,032	\$1,553	\$1,553
552000 Printing/Distribution	9,382	9,067	8,968	9,391	9,391
553000 Facilities Services	10,473	12,563	13,530	13,841	13,841
554000 Communications	3,620	3,679	2,951	4,369	4,369
555000 Data Processing	956	254	414	438	438
556000 Insurance	0	6,844	6,682	8,460	8,460
557000 Equipment Lease	0	0	0	0	0
558000 Same Fund Services	10,000	0	0	0	0
559000 Other Fund Services	0	0	0	0	0
<b>Subtotal Internal Materials &amp; Services</b>	<b>\$35,231</b>	<b>\$33,201</b>	<b>\$33,577</b>	<b>\$38,052</b>	<b>\$38,052</b>
<b>Total Materials &amp; Services</b>	<b>\$630,648</b>	<b>\$732,854</b>	<b>\$515,141</b>	<b>\$617,479</b>	<b>\$617,479</b>
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	0	0	0	0
564000 Equipment	800	1,995	1,000	0	0
565000 Equipment Lease Purchase	0	0	0	0	0
<b>Total Capital Outlay</b>	<b>\$800</b>	<b>\$1,995</b>	<b>\$1,000</b>	<b>\$0</b>	<b>\$0</b>
573000 Cash Transfers - Equipment	\$0	\$0	\$0	\$0	\$0
<b>Total Appropriation</b>	<b>\$794,819</b>	<b>\$960,607</b>	<b>\$763,922</b>	<b>\$865,808</b>	<b>\$865,808</b>

OFFICE OF CABLE COMMUNICATIONS AND FRANCHISE MANAGEMENT (300)

General Fund (101)

Public Affairs

FULL-TIME POSITIONS

Class	Title	Actual FY 89-90		Actual FY 90-91		Revised Budget FY 91-92		Proposed FY 92-93		Adopted FY 92-93	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
3258	Cable Communications Director	1	49,746	1	53,973	1	57,269	1	57,044	1	57,044
0545	Admin. Services Officer II	0	1,252	1	43,934	1	51,599	1	51,407	1	51,407
0828	Senior Management Analyst	1	39,440	0	0	0	0	0	0	0	0
0827	Management Analyst	0	937	1	36,296	1	39,812	1	39,651	1	39,651
0819	Administrative Assistant I	0	0	0	0	0	0	0	0	0	0
0245	Hearings Clerk	0	0	1	26,089	1	28,676	1	30,034	1	30,034
0221	Secretarial Clerk II	1	21,959	0	0	0	0	0	0	0	0
<b>TOTAL FULL-TIME POSITIONS</b>		<b>3</b>	<b>113,334</b>	<b>4</b>	<b>160,292</b>	<b>4</b>	<b>177,356</b>	<b>4</b>	<b>178,136</b>	<b>4</b>	<b>178,136</b>

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

General Fund (101)

Public Affairs

**APPROPRIATION SUMMARY**

	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>EXPENDITURES</u></b>					
<i>Personal Services</i>	\$746,024	\$486,503	\$435,839	\$445,441	\$445,441
<i>External Materials and Services</i>	73,925	77,906	20,100	18,050	18,050
<i>Internal Materials and Services</i>	60,301	85,020	83,604	92,339	92,339
<i>Capital Outlay</i>	2,000	4,609	4,558	0	0
<i>Cash Transfers-Equipment</i>	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$882,250</b>	<b>\$654,038</b>	<b>\$544,101</b>	<b>\$555,830</b>	<b>\$555,830</b>
<b><u>Authorized Full-Time Positions</u></b>					
<i>Total</i>	15	10	7	7	7
<i>General Fund Discretionary</i>	7	5	3	3	3
<b><u>FUNDING SOURCES</u></b>					
<i>General Fund Discretionary</i>		\$351,739	\$190,578	\$253,256	\$253,256
<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 Program Revenue</i>		0	0	0	0
<i>Overhead Recovery</i>		302,299	353,523	0	0
<b>Total Non-Discretionary Resources</b>		<b>\$302,299</b>	<b>\$353,523</b>	<b>\$302,574</b>	<b>\$302,574</b>
<b>TOTAL FUNDING</b>		<b>\$654,038</b>	<b>\$544,101</b>	<b>\$555,830</b>	<b>\$555,830</b>
<b><u>PROGRAMS</u></b>					
<i>Policy and Management Support</i>		\$654,038	\$544,101	\$555,830	\$555,830
<b>TOTAL PROGRAMS</b>		<b>\$654,038</b>	<b>\$544,101</b>	<b>\$555,830</b>	<b>\$555,830</b>

**GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR**

This Office is organized to fulfill the mandates of the City Charter. The Policy and Management Support Program directly supports the legislative and administrative work of the Commissioner.

The Commissioner is responsible for the administration of the Bureau of Parks and Recreation, Bureau of Water Works, Metropolitan Arts Commission, Portland Energy Office, Portland International Raceway, and the Willamette River Development Project.

The Commissioner has liaison responsibilities to Metropolitan Exposition-Recreation Commission, Rose Festival Association, League of Oregon Cities, National League of Cities, Pioneer Courthouse Square, Film & Video Office, and the Water Resources Advisory Committee.

As a member of the City Council, the Commissioner is also responsible for participating in policy and development and decision-making for the City as a whole.

Overall, the Commissioner of Public Affairs reflects a \$11,729 increase from the 1991-92 Revised Budget due to inflation. The total staffing level remains the same as last year with 7 positions.

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

General Fund (101)

Public Affairs

*APPROPRIATION SUMMARY*

**BUREAU MANAGEMENT OBJECTIVES**

The Office of the Commissioner of Public Affairs' management objectives and performance targets for FY 1992-93 include the following:

**Parks**

- \* Develop a plan for addressing deferred maintenance needs.
- \* Create coherent data base for evaluating our ability to serve youth.
- \* Complete Capital Improvement Projects on schedule.

**Water**

- \* Present first stage of new supply/demand strategy.
- \* Quality participation in Metro Charter process.

**Arts**

- \* Broaden regional participation in arts funding.
- \* Create a stable regional arts funding proposal supported by governments and businesses.

	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
--	----------------------------	------------------------------------	------------------------------	-----------------------------

**EFFECTIVENESS MEASUREMENTS**

Respond to 95% of citizen comments/request for assistance and bureau requests, within 24 hours.	*	95%	95%	95%
Respond to 95% of written correspondence within 5 working days to letter received.	*	95%	95%	95%
Pass 90% of Council resolutions, ordinances, and agreements to implement objectives.	*	90%	90%	90%

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

General Fund (101)

Public Affairs

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>POLICY AND MANAGEMENT SUPPORT</u></b>				
<i>Total Expenditures</i>	\$654,038	\$544,101	\$555,830	\$555,830
<i>General Fund Discretionary Expenditures</i>	351,739	190,578	253,256	253,256
<i>Authorized Full-Time Positions</i>	10.00	7.00	7.00	7.00
<i>Workload Measures:</i>				
Community Outreach (65 per week)	N/A	N/A	80%	80%
Avg. Wkly. Min. Hrs. to Research etc. (28)	N/A	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.

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

**General Fund (101)**

**Public Affairs**

**LINE ITEM APPROPRIATIONS**

<i>Expenditure Classification</i>	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
511000 Full-Time Employees	\$525,740	\$313,710	\$307,768	\$318,845	\$318,845
512000 Part-Time Employees	35,622	13,461	0	6,225	6,225
514000 Overtime	0	0	0	0	0
515000 Premium Pay	0	129	0	0	0
517000 Benefits	184,662	159,203	128,071	120,371	120,371
<b>Total Personal Services</b>	<b>\$746,024</b>	<b>\$486,503</b>	<b>\$435,839</b>	<b>\$445,441</b>	<b>\$445,441</b>
521000 Professional Services	\$4,000	\$60,000	\$3,500	\$3,000	\$3,000
522000 Utilities	0	0	0	0	0
523000 Equipment Rental	500	0	100	100	100
524000 Repair & Maintenance	4,371	300	2,500	2,000	2,000
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	18,555	3,288	3,000	2,500	2,500
531000 Office Supplies	4,400	2,467	3,000	2,950	2,950
532000 Operating Supplies	0	0	0	0	0
533000 Repair & Maintenance Supplies	0	0	0	0	0
534000 Minor Equipment	0	0	0	1,000	1,000
535000 Clothing	0	0	0	0	0
539000 Other Commodities	1,500	607	1,000	1,000	1,000
541000 Education	2,329	1,760	1,500	3,000	3,000
542000 Local Travel	1,100	0	0	0	0
543000 Out-of-Town Travel	25,065	7,364	4,500	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	12,105	2,120	1,000	1,000	1,000
<b>Subtotal External Materials &amp; Services</b>	<b>\$73,925</b>	<b>\$77,906</b>	<b>\$20,100</b>	<b>\$18,050</b>	<b>\$18,050</b>
551000 Fleet Services	\$8,717	\$7,674	\$9,518	\$10,193	\$10,193
552000 Printing/Distribution	12,845	8,373	9,323	8,674	8,674
553000 Facilities Services	16,597	32,397	33,996	36,959	36,959
554000 Communications	17,714	16,520	14,421	14,886	14,886
555000 Data Processing	296	1,101	767	499	499
556000 Insurance	4,132	18,955	15,579	21,128	21,128
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 and Services</b>	<b>\$60,301</b>	<b>\$85,020</b>	<b>\$83,604</b>	<b>\$92,339</b>	<b>\$92,339</b>
<b>Total Materials &amp; Services</b>	<b>\$134,226</b>	<b>\$162,926</b>	<b>\$103,704</b>	<b>\$110,389</b>	<b>\$110,389</b>
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	0	0	0	0
564000 Equipment	2,000	4,609	4,558	0	0
<b>Total Capital Outlay</b>	<b>\$2,000</b>	<b>\$4,609</b>	<b>\$4,558</b>	<b>\$0</b>	<b>\$0</b>
573000 Cash Transfers - Equipment	\$0	\$0	\$0	\$0	\$0
<b>Total Appropriation</b>	<b>\$882,250</b>	<b>\$654,038</b>	<b>\$544,101</b>	<b>\$555,830</b>	<b>\$555,830</b>

OFFICE OF COMMISSIONER #1, PUBLIC AFFAIRS (193)

General Fund (101)

Public Affairs

FULL-TIME POSITIONS

Class	Title	Actual FY 89-90		Actual FY 90-91		Revised Budget FY 91-92		Proposed FY 92-93		Adopted FY 92-93	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
0002	City Commissioner	1	58,635	1	62,987	1	61,801	1	63,820	1	63,820
0900	Staff Assistant	0	0	0	0	0	0	0	0	0	0
0824	Executive Assistant	2	70,048	2	41,074	1	53,592	1	55,526	1	55,526
0823	Commissioner's Assistant III	1	37,478	1	17,100	0	0	0	0	0	0
0822	Commissioner's Assistant II	4	121,616	4	136,004	3	132,757	3	137,523	3	137,523
0821	Commissioner's Assistant I	2	78,090	2	56,545	2	59,818	2	61,976	2	61,976
0760	Human Resources Coordinator I	0	0	0	0	0	0	0	0	0	0
0813	City-County Community Liaison	1	35,256	0	0	0	0	0	0	0	0
3140	Engineering Technician	1	28,745	0	0	0	0	0	0	0	0
0891	Energy Advisor	1	43,456	0	0	0	0	0	0	0	0
0819	Administrative Assistant I	1	30,264	0	0	0	0	0	0	0	0
0820	Administrative Assistant II	0	0	0	0	0	0	0	0	0	0
0221	Secretarial Clerk II	1	22,152	0	0	0	0	0	0	0	0
<b>TOTAL FULL-TIME POSITIONS</b>		<b>15</b>	<b>525,740</b>	<b>10</b>	<b>313,710</b>	<b>7</b>	<b>307,768</b>	<b>7</b>	<b>318,845</b>	<b>7</b>	<b>318,845</b>

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

General Fund (101)

Public Works

**APPROPRIATION SUMMARY**

	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>EXPENDITURES</u></b>					
<i>Personal Services</i>	\$469,579	\$461,146	\$429,500	\$439,052	\$441,187
<i>External Materials and Services</i>	32,938	17,787	20,820	22,300	24,000
<i>Internal Materials and Services</i>	35,384	84,823	81,911	84,055	78,220
<i>Capital Outlay</i>	4,413	0	0	0	0
<i>Cash Transfers-Equipment</i>	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$542,314</b>	<b>\$563,756</b>	<b>\$532,231</b>	<b>\$545,407</b>	<b>\$543,407</b>
<b><u>Authorized Full-Time Positions</u></b>					
<i>Total</i>	9	9	7	7	7
<i>General Fund Discretionary</i>	5	3	3	3	3
<b><u>FUNDING SOURCES</u></b>					
<i>General Fund Discretionary</i>		\$261,457	\$187,177	\$247,968	\$245,968
<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 Program Revenue</i>		0	0	0	0
<i>Overhead Recovery</i>		302,299	345,054	297,439	297,439
<i>Total Non-Discretionary Resources</i>		\$302,299	\$345,054	\$297,439	\$297,439
<b>TOTAL FUNDING</b>		<b>\$563,756</b>	<b>\$532,231</b>	<b>\$545,407</b>	<b>\$543,407</b>
<b><u>PROGRAMS</u></b>					
<i>Administration</i>		\$563,756	\$532,231	\$545,407	\$543,407
<b>TOTAL PROGRAMS</b>		<b>\$563,756</b>	<b>\$532,231</b>	<b>\$545,407</b>	<b>\$543,407</b>

**GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR**

The Office of the Commissioner of Public Works is organized to assure informed Council participation, bureau oversight and administration, policy analysis and initiation and improved community access and participation in every aspect of local government.

The Commissioner of Public Works is responsible for the administration of the Office of Transportation including the Bureaus of Traffic Management, Transportation Engineering, Maintenance, and the Director's Office and also the Bureau of Environmental Services.

As a member of the City Council, the Commissioner participates in policy development, legislation and budget approval for the City as a whole.

Overall, the budget reflects a \$11,176 increase from the FY 1991-92 Revised budget due to inflation. The \$2,000 decrease between the Proposed and Adopted budget reflects the Commissioner's decision to decline the use of a City Vehicle and return the savings to the General Fund. The total staffing level reflects no change from the previous year.



BUREAU MANAGEMENT OBJECTIVES

The Office of the Commissioner of Public Work's management objectives and performance targets for FY 1992-93 include the following:

General

As a member of Council, work to reduce crime in Portland neighborhoods, continue to implement Community Policing, promote neighborhood public safety activities and crime prevention outreach. Promote greater linkages between Fire and Community Policing through participation in the Fire Study.

Implement Future Focus recommendations.

Increase productivity and efficiency of City service delivery, reduce costs, promote coordination and consolidation of government services.

Increase the involvement of citizens in every aspect of local government and their Community to support families and children throughout the community. Actively involve people in planning and evaluating city services, supporting and enhancing neighborhood public safety activities.

Actively promote diversity in the City's workforce and community, oppose racism and violence, work with Council to achieve city-wide affirmative action goals and implementation of the Americans with Disabilities Act.

Office of Transportation

Implement the plan for the financing of street lights without the dedicated source of a street light levy, using utility franchise fees.

Implement the recommendations of the Arterial Streets Classification Policy including a collector recovery program to increase neighborhood traffic and pedestrian safety and neighborhood livability.

Continue to implement elements of Community Traffic Safety Initiative: Reclaiming Our Streets including expanded bicycle and pedestrian programs.

Present first phase of central city's collector/distributor streetcar system and Convention Center/Blazer arena street projects.

Complete the Central City Transportation Management Plan to increase transit use, promote economic development and improve air quality in the Metropolitan region.

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

General Fund (101)

Public Works

**APPROPRIATION SUMMARY**

**Bureau of Environmental Services**

Continue to implement the Clean Rivers Program and a multi-objective approach to solving water quality problems in a cost effective and environmentally sound manner.

Meet every deadline in the Stipulated Final Order of the Department of Environmental Quality in addressing Combined Sewer Overflows (CSO).

Complete the CSO Facilities Plan and Equity Study with active and focused community participation and analysis.

Reduce costs and shorten construction timeline of Mid County Sewer Project. Implement Council adopted changes to Mid County Sewer financing program.

Evaluate the new curbside Recycling Program, add waste paper to recyclables picked up, re-examine rates and modify to achieve recycling goals.

Solicit, evaluate and implement where appropriate, recommendations to reduce the cost of sewer, solid waste and recycling services.

<i>Actual</i> <i>FY 90-91</i>	<i>Revised Budget</i> <i>FY 91-92</i>	<i>Proposed</i> <i>FY 92-93</i>	<i>Adopted</i> <i>FY 92-93</i>
----------------------------------	--	------------------------------------	-----------------------------------

**EFFECTIVENESS MEASURES**

1. Respond to 90% of citizen comments/ requests for assistance and bureau requests, within 24 hours.	*	90%	90%	90%
2. Respond to 90% of written correspondence within 5 working days from the time received.	*	90%	90%	90%
3. Pass 90% of Council resolutions, ordinance, and agreements to implement objectives.	*	90%	90%	90%

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

General Fund (101)

Public Works

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>ADMINISTRATION</u></b>				
<i>Total Expenditures</i>	\$563,756	\$532,231	\$545,407	\$543,407
<i>General Fund Discretionary Expenditures</i>	261,457	187,177	247,968	245,968
<i>Authorized Full-Time Positions</i>	9.00	7.00	7.00	7.00
<i>Workload Measures:</i>				
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. The budgeted funding level maintains services and staffing of the prior year.

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

**General Fund (101)**

**Public Works**

**LINE ITEM APPROPRIATIONS**

Expenditure Classification	Actual FY 89-90	Actual FY 90-91	Revised Budget FY 91-92	Proposed FY 92-93	Adopted FY 92-93
511000 Full-Time Employees	\$273,667	\$289,830	\$296,462	\$308,106	\$308,106
512000 Part-Time Employees	67,253	10,343	18,390	16,009	18,144
514000 Overtime	0	0	0	0	0
515000 Premium Pay	0	0	0	0	0
517000 Benefits	128,659	160,973	114,648	114,937	114,937
<b>Total Personal Services</b>	<b>\$469,579</b>	<b>\$461,146</b>	<b>\$429,500</b>	<b>\$439,052</b>	<b>\$441,187</b>
521000 Professional Services	\$15,078	\$3,162	\$7,000	\$7,500	\$7,500
522000 Utilities	0	0	0	0	0
523000 Equipment Rental	0	0	0	0	0
524000 Repair & Maintenance	2,000	363	2,500	2,500	2,500
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	0	0	1,000	1,000	1,000
531000 Office Supplies	3,000	1,767	1,000	1,500	1,500
532000 Operating Supplies	1,800	884	600	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	4,000	8,496	3,500	4,000	4,000
541000 Education	1,500	1,455	1,620	2,000	2,000
542000 Local Travel	0	0	600	300	2,000
543000 Out-of-Town Travel	5,560	1,540	3,000	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	0	120	0	0	0
<b>Subtotal External Materials &amp; Services</b>	<b>\$32,938</b>	<b>\$17,787</b>	<b>\$20,820</b>	<b>\$22,300</b>	<b>\$24,000</b>
551000 Fleet Services	\$7,527	\$6,728	\$8,219	\$6,870	\$1,035
552000 Printing/Distribution	8,434	9,144	10,369	9,477	9,477
553000 Facilities Services	0	32,397	33,996	36,959	36,959
554000 Communications	14,009	16,160	11,243	11,571	11,571
555000 Data Processing	250	336	562	493	493
556000 Insurance	491	20,058	17,522	18,685	18,685
557000 Equipment Lease	4,673	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>\$35,384</b>	<b>\$84,823</b>	<b>\$81,911</b>	<b>\$84,055</b>	<b>\$78,220</b>
<b>Total Materials &amp; Services</b>	<b>\$68,322</b>	<b>\$102,610</b>	<b>\$102,731</b>	<b>\$106,355</b>	<b>\$102,220</b>
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	0	0	0	0
564000 Equipment	4,413	0	0	0	0
<b>Total Capital Outlay</b>	<b>\$4,413</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>\$542,314</b>	<b>\$563,756</b>	<b>\$532,231</b>	<b>\$545,407</b>	<b>\$543,407</b>

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

General Fund (101)

Public Works

*FULL-TIME POSITIONS*

Class	Title	Actual FY 89-90		Actual FY 90-91		Revised Budget FY 91-92		Proposed FY 92-93		Adopted FY 92-93	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
0002	City Commissioner	1	58,635	1	62,709	1	61,601	1	61,368	1	61,368
0824	Executive Assistant	1	45,718	1	51,614	1	49,316	1	53,390	1	53,390
0823	Commissioner's Assistant III	1	41,226	1	47,346	1	53,592	2	97,385	2	97,385
0822	Commissioner's Assistant II	1	29,952	0	11,999	1	41,894	1	38,482	1	38,482
0821	Commissioner's Assistant I	3	65,936	5	88,768	2	65,799	1	32,406	1	32,406
0900	Administrative Secretary	1	19,720	1	24,039	1	24,260	1	25,077	1	25,077
7450	Community Service Aide I	1	12,480	0	3,355	0	0	0	0	0	0
<b>TOTAL FULL-TIME POSITIONS</b>		<b>9</b>	<b>273,667</b>	<b>9</b>	<b>289,830</b>	<b>7</b>	<b>296,462</b>	<b>7</b>	<b>308,106</b>	<b>7</b>	<b>308,106</b>

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

General Fund (101)

Public Utilities

**APPROPRIATION SUMMARY**

	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>EXPENDITURES</u></b>					
<i>Personal Services</i>	\$458,999	\$340,604	\$446,434	\$458,612	\$458,612
<i>External Materials and Services</i>	5,170	11,663	16,900	19,926	19,926
<i>Internal Materials and Services</i>	34,156	96,919	75,009	70,635	70,635
<i>Capital Outlay</i>	0	0	0	1,900	1,900
<i>Cash Transfers-Equipment</i>	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$498,325</b>	<b>\$449,186</b>	<b>\$538,343</b>	<b>\$551,073</b>	<b>\$551,073</b>
<b><u>Authorized Full-Time Positions</u></b>					
<i>Total</i>	9	9	7	7	7
<i>General Fund Discretionary</i>	4	4	3	3	3
<b><u>FUNDING SOURCES</u></b>					
<i>General Fund Discretionary</i>		\$165,781	\$210,444	\$250,781	\$250,781
<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 Program Revenue</i>		0	0	0	0
<i>Overhead Recovery</i>		283,405	327,899	300,292	300,292
<b>Total Non-Discretionary Resources</b>		<b>\$283,405</b>	<b>\$327,899</b>	<b>\$300,292</b>	<b>\$300,292</b>
<b>TOTAL FUNDING</b>		<b>\$449,186</b>	<b>\$538,343</b>	<b>\$551,073</b>	<b>\$551,073</b>
<b><u>PROGRAMS</u></b>					
<i>Policy Development and Administration</i>		\$449,186	\$538,343	\$551,073	\$551,073
<b>TOTAL PROGRAMS</b>		<b>\$449,186</b>	<b>\$538,343</b>	<b>\$551,073</b>	<b>\$551,073</b>

**GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR**

The Office of the Commissioner of Public Utilities consists of one program: Policy and Development and Administration. The office is organized to fulfill mandates of the Charter of the City of Portland, Chapter II.

The Commissioner of Public Utilities is responsible for administration of the Bureau of Buildings, the Planning Bureau, the Office of Neighborhood Associations, and the Bureau of Community Development.

Liaison responsibilities include the Planning Commission, the Housing Authority of Portland, the Private Industry Council, and Portland Development Commission Housing Programs and Economic Development, Regional Policy Advisory Committee, Funders Advisory Committee, Neighborhood Partnership Fund.

The Commissioner of Public Utilities also chairs the Police Internal Investigations Auditing Committee and participates in legislative decisions affecting all city bureaus and policies.

Overall, the proposed budget reflects a \$12,730 increase from the revised budget due to inflation. The total staffing level reflects no change from the previous year.

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

General Fund (101)

Public Utilities

*APPROPRIATION SUMMARY*

**BUREAU MANAGEMENT OBJECTIVES**

The Office of the Commissioner of Public Utilities' management objectives and performance targets for FY 1992-93 include the following:

**1. Implement Portland's Future Focus Plan.**

Maximize citizen participation.

Develop strategies to manage regional growth e.g., liveable City Initiative – increase percentage of new housing in the City while preserving character and integrity of neighborhoods.

Develop Community Leadership Training projects.

Enhance opportunities for minority contractors.

**2. Implement the Comprehensive Housing Affordability Strategy (CHAS).**

Expand capacity of existing housing delivery system, support creation of technical assistance to non-profits, encourage new sources of financing.

Provide county wide-housing commission, develop strategies to allocate local and federal dollars.

Increase housing production and preservation goals for low-income and special needs groups and the homeless.

Create more affordable rental and homeownership opportunities.

**3. Coordination of Neighborhood Development and Planning.**

Assure integrated process accomplishing updating of land use plans while guiding community development resources allocation to affected neighborhoods.

Respond to community initiatives with targeted funding.

	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>EFFECTIVENESS MEASURES</u></b>				
1. Respond to 95% of citizen comments/request for assistance and bureau requests, within 24 hours.	*	95%	95%	95%
2. Respond to 95% of written correspondence within 5 working days to letter received.	*	95%	95%	95%
3. Pass 90% of Council resolutions, ordinance, and agreements to implement objectives	*	90%	90%	90%

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

General Fund (101)

Public Utilities

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>POLICY DEVELOPMENT AND ADMINISTRATION</u></b>				
<i>Total Expenditures</i>	\$449,186	\$538,343	\$551,073	\$551,073
<i>General Fund Discretionary Expenditures</i>	165,781	\$210,444	\$250,781	\$250,781
<i>Authorized Full-Time Positions</i>	9.00	7.00	7.00	7.00
<i>Performance/Workload Measures:</i>				
Council Items Introduced	N/A	350	200	200
# Of Resp. to Citizens Req. For Svc	N/A	1,100	1,700	1700
Community Meeting Attended	N/A	120	220	220

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 included receiving and responding to constituent inquires and requests for service. The program includes an internship program to provide young citizens the opportunity to learn about and participate in local government. The budgeted funding level maintains services and staffing of the prior year.



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

General Fund (101)

Public Utilities

**LINE ITEM APPROPRIATIONS**

<i>Expenditure Classification</i>	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
511000 Full-Time Employees	\$335,500	\$233,191	\$280,638	\$297,546	\$297,546
512000 Part-Time Employees	0	47	44,835	41,034	41,034
514000 Overtime	0	90	0	0	0
515000 Premium Pay	0	0	0	0	0
517000 Benefits	123,499	107,276	120,961	120,032	120,032
<b>Total Personal Services</b>	<b>\$458,999</b>	<b>\$340,604</b>	<b>\$446,434</b>	<b>\$458,612</b>	<b>\$458,612</b>
521000 Professional Services	\$0	\$4,886	\$4,000	\$7,000	\$7,000
522000 Utilities	0	0	0	0	0
523000 Equipment Rental	0	0	0	0	0
524000 Repair & Maintenance	1,511	430	500	2,000	2,000
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	0	78	2,000	0	0
531000 Office Supplies	588	2,829	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	184	0	500	0	0
535000 Clothing	0	0	0	0	0
539000 Other Commodities	446	1,144	1,000	2,500	2,500
541000 Education	95	1,209	2,000	2,000	2,000
542000 Local Travel	44	203	400	426	426
543000 Out-of-Town Travel	1,738	237	2,000	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	564	647	2,000	0	0
<b>Subtotal External Materials &amp; Services</b>	<b>\$5,170</b>	<b>\$11,663</b>	<b>\$16,900</b>	<b>\$19,926</b>	<b>\$19,926</b>
551000 Fleet Services	\$6,881	\$4,438	\$3,634	\$3,684	\$3,684
552000 Printing/Distribution	5,123	4,051	8,539	4,497	4,497
553000 Facilities Services	0	32,574	33,996	36,959	36,959
554000 Communications	9,478	9,813	9,767	10,156	10,156
555000 Data Processing	156	383	580	493	493
556000 Insurance	12,518	45,660	18,493	14,846	14,846
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>\$34,156</b>	<b>\$96,919</b>	<b>\$75,009</b>	<b>\$70,635</b>	<b>\$70,635</b>
<b>Total Materials &amp; Services</b>	<b>\$39,326</b>	<b>\$108,582</b>	<b>\$91,909</b>	<b>\$90,561</b>	<b>\$90,561</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	1,900	1,900
<b>Total Capital Outlay</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,900</b>	<b>\$1,900</b>
573000 Cash Transfers - Equipment	\$0	\$0	\$0	\$0	\$0
<b>Total Appropriation</b>	<b>\$498,325</b>	<b>\$449,186</b>	<b>\$538,343</b>	<b>\$551,073</b>	<b>\$551,073</b>

OFFICE OF COMMISSIONER #3, PUBLIC UTILITIES (192)

General Fund (101)

Public Utilities

FULL-TIME POSITIONS

Class	Title	Actual FY 89-90		Actual FY 90-91		Revised Budget FY 91-92		Proposed FY 92-93		Adopted FY 92-93	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
0002	City Commissioner	1	58,635	1	44,282	1	61,601	1	61,366	1	61,366
0824	Executive Assistant	0	0	1	26,015	1	53,592	1	53,390	1	53,390
0823	Commissioner's Assistant III	2	81,578	1	43,112	1	45,306	1	45,143	1	45,143
0822	Commissioner's Assistant II	4	143,605	5	69,836	1	42,872	1	42,741	1	42,741
0821	Commissioner's Assistant I	1	31,845	1	39,532	2	54,736	2	67,460	2	67,460
0230	Administrative Secretary	0	0	0	10,414	1	22,531	1	27,446	1	27,446
0221	Secretary Clerk II	1	19,837	0	0	0	0	0	0	0	0
<b>TOTAL FULL-TIME POSITIONS</b>		<b>9</b>	<b>335,500</b>	<b>9</b>	<b>233,191</b>	<b>7</b>	<b>280,638</b>	<b>7</b>	<b>297,546</b>	<b>7</b>	<b>297,546</b>

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

General Fund (101)

Public Safety

**APPROPRIATION SUMMARY**

	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>EXPENDITURES</u></b>					
<i>Personal Services</i>	\$551,274	\$443,153	\$434,605	\$428,685	\$428,685
<i>External Materials and Services</i>	26,543	30,528	17,100	19,600	19,600
<i>Internal Materials and Services</i>	64,190	104,076	91,560	91,601	91,601
<i>Capital Outlay</i>	4,000	3,148	0	3,500	3,500
<i>Cash Transfers-Equipment</i>	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$646,007</b>	<b>\$580,905</b>	<b>\$543,265</b>	<b>\$543,386</b>	<b>\$543,386</b>
<b><u>Authorized Full-Time Positions</u></b>					
<i>Total</i>	10	10	7	7	7
<i>General Fund Discretionary</i>	5	5	3	3	3
<b><u>FUNDING SOURCES</u></b>					
<i>General Fund Discretionary</i>		\$248,283	\$195,388	\$245,947	\$245,947
<b><u>Non-Discretionary Resources</u></b>					
<i>Grants and Donations</i>		5,762	0	0	0
<i>Contract Revenue</i>		0	0	0	0
<i>Interagency Services</i>		0	0	0	0
<i>Bureau Program Revenue</i>		0	0	0	0
<i>Overhead Recovery</i>		326,860	347,877	297,439	297,439
<b>Total Non-Discretionary Resources</b>		<b>\$332,622</b>	<b>\$347,877</b>	<b>\$297,439</b>	<b>\$297,439</b>
<b>TOTAL FUNDING</b>		<b>\$580,905</b>	<b>\$543,265</b>	<b>\$543,386</b>	<b>\$543,386</b>
<b><u>PROGRAMS</u></b>					
<i>Administration</i>		\$523,188	\$543,265	\$543,386	\$543,386
<i>Interstate Firehouse Cultural Center (IFCC)</i>		57,717	0	0	0
<b>TOTAL PROGRAMS</b>		<b>\$580,905</b>	<b>\$543,265</b>	<b>\$543,386</b>	<b>\$543,386</b>

**GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR**

The Office of the Commissioner of Public Safety consists of one program: Administration. This program includes all personnel and material resources to fulfill the Commissioner's policy setting, legislative, and bureau management responsibilities as outlined in Chapter 2 of the Portland Charter.

The Commissioner of Public Safety is responsible for the Bureau of Fire, Rescue and Emergency Services; the Bureau of Emergency Communication; the Bureau of Licenses, the Bureau of Purchases and Stores; and the Office of Cable Communications and Franchise Management.

The total staffing level reflects no change from the previous year.

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

General Fund (101)

Public Safety

*APPROPRIATION SUMMARY*

**BUREAU MANAGEMENT OBJECTIVES**

The Office of the Commissioner of Public Safety's management objectives and performance targets for FY 1992-93 include the following:

- \* Management and oversight of bureau's assigned to the Commissioner of Public Safety.
- \* Outreach to citizens, businesses, and community groups through community forums, public meetings and other outreach efforts.
- \* Increase efforts to provide employment and contracting opportunities for minorities and other under utilized classes in all aspects of City business.
- \* Complete the Comprehensive Study of the Portland Bureau of Fire, Rescue, and Emergency Services.
- \* Coordinate the Community Harmony Committee with the strategies developed in Portland's Future Focus Plan.
- \* Integration of Portland Fire Alarm Dispatch Office with Bureau of Emergency Communication.

<i>Actual</i>	<i>Revised Budget</i>	<i>Proposed</i>	<i>Adopted</i>
<i>FY 90-91</i>	<i>FY 91-92</i>	<i>FY 92-93</i>	<i>FY 92-93</i>

**EFFECTIVENESS**

1. Respond to 90% of citizen comments/ request for assistance and bureaus requests, within 24 hours.	*	90%	90%	90%
2. Respond to 95% of written correspondence within 5 working days to letter received.	*	95%	95%	95%
3. Pass 90% of Council resolutions, ordinances, and agreements to implement objectives.	*	90%	90%	90%

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

General Fund (101)

Public Safety

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>ADMINISTRATION</u></b>				
<i>Total Expenditures</i>	\$523,188	\$543,265	\$543,386	\$543,386
<i>General Fund Discretionary Expenditures</i>	190,566	195,388	245,947	245,947
<i>Authorized Full-Time Positions</i>	9.00	7.00	7.00	7.00
<i>Workload Measures:</i>				
Citizen Contacts	3,950	3,500	3,500	3,500
Citizen Problems Resolved	943	800	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. The budgeted funding level maintains services and staffing of the prior year.

**INTERSTATE FIREHOUSE CULTURAL CENTER (IFCC)**

<i>Total Expenditures</i>	\$57,717	\$0	\$0	\$0
<i>General Fund Discretionary Expenditures</i>	57,717	0	0	0
<i>Authorized Full-Time Positions</i>	10.00	0.00	0.00	0.00
<i>Workload Measures:</i>				
Plays Produced	8	N/A	N/A	N/A
Art Exhibits Sponsored	12	N/A	N/A	N/A
Classes Conducted	30	N/A	N/A	N/A
Summer Youth Camps	2	N/A	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 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
511000 Full-Time Employees	\$406,272	\$324,082	\$319,930	\$312,921	\$312,921
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	145,002	119,071	114,675	115,764	115,764
<b>Total Personal Services</b>	<b>\$551,274</b>	<b>\$443,153</b>	<b>\$434,605</b>	<b>\$428,685</b>	<b>\$428,685</b>
521000 Professional Services	\$1,500	\$2,894	\$2,100	\$4,600	\$4,600
522000 Utilities	4,567	6,722	0	0	0
523000 Equipment Rental	250	0	0	0	0
524000 Repair & Maintenance	0	0	0	0	0
528000 Local Match Payment	0	0	0	2,300	2,300
529000 Miscellaneous Services	3,046	5,038	2,900	3,600	3,600
531000 Office Supplies	5,500	11,423	3,600	0	0
532000 Operating Supplies	750	621	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	1,850	582	1,500	1,300	1,300
541000 Education	1,000	200	1,000	2,000	2,000
542000 Local Travel	0	0	0	0	0
543000 Out-of-Town Travel	5,960	499	4,000	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	2,120	2,549	2,000	1,800	1,800
<b>Subtotal External Materials &amp; Services</b>	<b>\$26,543</b>	<b>\$30,528</b>	<b>\$17,100</b>	<b>\$19,600</b>	<b>\$19,600</b>
551000 Fleet Services	\$11,427	\$9,704	\$9,043	\$9,986	\$9,986
552000 Printing/Distribution	21,144	21,109	14,570	12,442	12,442
553000 Facilities Services	0	33,865	36,892	36,959	36,959
554000 Communications	15,944	16,582	10,726	11,781	11,781
555000 Data Processing	600	413	683	1,012	1,012
556000 Insurance	13,449	22,148	19,646	19,421	19,421
557000 Equipment Lease	0	0	0	0	0
558000 Same Fund Services	1,626	255	0	0	0
559000 Other Fund Services	0	0	0	0	0
<b>Subtotal Internal Materials &amp; Services</b>	<b>\$64,190</b>	<b>\$104,076</b>	<b>\$91,560</b>	<b>\$91,601</b>	<b>\$91,601</b>
<b>Total Materials &amp; Services</b>	<b>\$90,733</b>	<b>\$134,604</b>	<b>\$108,660</b>	<b>\$111,201</b>	<b>\$111,201</b>
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	0	0	0	0
564000 Equipment	4,000	3,148	0	3,500	3,500
<b>Total Capital Outlay</b>	<b>\$4,000</b>	<b>\$3,148</b>	<b>\$0</b>	<b>\$3,500</b>	<b>\$3,500</b>
573000 Cash Transfers - Equipment	\$0	\$0	\$0	\$0	\$0
<b>Total Appropriation</b>	<b>\$646,007</b>	<b>\$580,905</b>	<b>\$543,265</b>	<b>\$543,386</b>	<b>\$543,386</b>

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

General Fund (101)

Public Safety

*FULL-TIME POSITIONS*

Class	Title	Actual FY 89-90		Actual FY 90-91		Revised Budget FY 91-92		Proposed FY 92-93		Adopted FY 92-93	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
0002	City Commissioner	1	58,635	1	62,644	1	61,601	1	61,601	1	61,601
0824	Executive Assistant	1	47,837	1	52,103	1	53,592	1	53,592	1	53,592
0823	Commissioner's Assistant III	3	90,525	2	69,629	2	98,633	2	91,624	2	91,624
0822	Commissioner's Assistant II	2	121,718	2	44,269	0	0	0	0	0	0
0821	Commissioner's Assistant I	1	32,446	2	35,578	2	79,114	2	79,114	2	79,114
0230	Administrative Secretary	1	25,554	1	26,502	1	26,990	1	26,990	1	26,990
4327	Recreation Instructor III	1	29,557	1	33,357	0	0	0	0	0	0
<b>TOTAL FULL-TIME POSITION</b>		<b>10</b>	<b>406,272</b>	<b>10</b>	<b>324,082</b>	<b>7</b>	<b>319,930</b>	<b>7</b>	<b>312,921</b>	<b>7</b>	<b>312,921</b>

**BUREAU OF COMMUNITY DEVELOPMENT (540)**

General Fund (101)

Public Utilities

**APPROPRIATION SUMMARY**

	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>EXPENDITURES</u></b>					
<i>Personal Services</i>	\$489,168	\$601,238	\$652,409	\$748,996	\$791,296
<i>External Materials and Services</i>	1,708,220	1,532,204	1,621,887	1,617,527	2,919,997
<i>Internal Materials and Services</i>	31,651	50,866	55,461	62,912	62,912
<i>Capital Outlay</i>	11,389	8,049	0	0	0
<i>Cash Transfers-Equipment</i>	0	0	600	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$2,240,428</b>	<b>\$2,192,357</b>	<b>\$2,330,357</b>	<b>\$2,429,435</b>	<b>\$3,774,205</b>
<b><u>Authorized Full-Time Positions</u></b>					
<i>Total</i>	11	11	11	13	14
<i>General Fund Discretionary</i>	3.00	1.00	1.00	1.50	1.50
<b><u>FUNDING SOURCES</u></b>					
<i>General Fund Discretionary</i>		\$1,309,381	\$1,356,785	\$1,575,143	\$1,679,913
<b><u>Non-Discretionary Resources</u></b>					
<i>Grants and Donations</i>		147,873	195,499	0	1,240,000
<i>Contract Revenue</i>		93,663	20,560	0	0
<i>Interagency Services</i>		641,365	757,513	854,292	854,292
<i>Bureau Program Revenue</i>		75	0	0	0
<i>Overhead Recovery</i>		0	0	0	0
<i>Total Non-Discretionary Resources</i>		\$882,976	\$973,572	\$854,292	\$2,094,292
<b>TOTAL FUNDING</b>		<b>\$2,192,357</b>	<b>\$2,330,357</b>	<b>\$2,429,435</b>	<b>\$3,774,205</b>
<b><u>PROGRAMS</u></b>					
<i>HCD Administration</i>		\$476,918	\$578,765	\$578,115	\$578,115
<i>HOME Administration</i>		100,998	91,428	90,506	90,506
<i>Housing &amp; Community Dev. Commission</i>		67,180	87,821	185,671	185,671
<i>City-School Liaison</i>		84,477	79,540	89,000	89,000
<i>CHIERS</i>		35,000	36,750	243,194	243,194
<i>NE Workforce Center</i>		45,000	115,000	95,400	95,400
<i>Private Industry Council</i>		586,522	468,260	437,460	437,460
<i>Youth Programs</i>		16,000	91,000	110,857	110,857
<i>Prostitution Alternatives</i>		189,616	93,000	95,632	95,632
<i>Emergency Services</i>		41,840	181,294	93,000	93,000
<i>Business Retention</i>		125,000	112,000	102,600	102,600
<i>Community Initiatives</i>		0	0	100,000	100,000
<i>Drug Diversion</i>		0	100,000	100,000	100,000
<i>Domestic Violence</i>		0	0	108,000	112,770
<i>POP Youth Employment</i>		0	0	0	100,000
<i>PILOT Programs</i>		0	0	0	1,240,000
<i>Historical Programs</i>		423,806	295,499	0	0
<b>TOTAL PROGRAM</b>		<b>\$2,192,357</b>	<b>\$2,330,357</b>	<b>\$2,429,435</b>	<b>\$3,774,205</b>



## BUREAU OF COMMUNITY DEVELOPMENT (540)

General Fund (101)

Public Utilities

APPROPRIATION SUMMARY

---

### 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 the Housing and Community Development Commission (HCDC), a new program to implement the Comprehensive Housing Affordability Strategy (CHAS). It manages the HCD Fund (money the City receives from the federal government and the HOME Program) which allocates about \$10 million of federal dollars each year to needy individuals and neighborhoods.

Three of the budget programs within BCD carry out these functions and are reimbursed from the HCD Fund: HCD Administration, HCDC/CHAS (replacing Resource Development Program), and HOME Administration (replacing Neighborhood Revitalization Program).

The budget approves transfer of one City Planner from the Bureau of Planning and a new Clerical Specialist position to provide support to the HCDC/CHAS and HOME Administration Programs.

The FY 1992-93 budget for the Bureau of Community Development is \$3,774,205, which is \$1,443,848 higher than the current year's budget. The Bureau requests a total of 14 full-time positions in FY 1992-93, compared with 11 positions in the current year.

Even though the budget ended up at a higher level compared to the FY 1991-92 budget, the process of scrutinizing the budget resulted in determining the ability of the programs to continue reasonable services with reduced funding, leverage or combine with other funding sources, to serve the most difficult populations for which other resources are limited or not available, to complete commitments and one-time funding, to meet obligations to other agencies and to provide direct services to low-income residents. In allocating the available dollars, the Bureau concentrated on programs oriented to low-income or needy populations with some guidelines developed by the Bureau's Citizens' Advisory Committee. Highlights of the guidelines were extensive and includes priorities such as "programs with multiple beneficiaries" and "programs that empower persons to enable them to find long term solutions to their problems," as well as guidelines such as "programs that use City funds to leverage other funds, in-kind donations, or volunteer labor" and "programs that serve youth and children and that serve or help maintain the integrity of families."

Among these programs, the City School Liaison, Drug Diversion and Prostitution Alternatives programs are included in the budget to support current services. The Emergency Services, Private Industry Council (PIC), Business Retention and the NE Workforce Center programs have been reduced to provide funding for the Drug Diversion program. The completion of the transfer of the responsibility for the Youth Service Centers from the City to the County occurred in FY 1991-92. This program is not included in the FY 1992-93 budget. In addition, the budget allocates \$243,194 to continue the Central City Concern Hooper Inebriate Emergency Response Service (CHIERS) and \$100,000 for a Youth Empowerment program to provide career opportunities for youth. Also, in the budget is \$1,240,000 from the Housing Authority of Portland as a Payment In Lieu of Taxes (PILOT) for enhancing low income housing production.

**BUREAU OF COMMUNITY DEVELOPMENT (540)**

General Fund (101)

Public Utilities

*APPROPRIATION SUMMARY***BUREAU MANAGEMENT OBJECTIVES****Bureau Administration**

Implement the recently completed Comprehensive Housing Affordability Strategy (CHAS).

Improve the quality and livability of low income neighborhoods which are experiencing blight and deterioration.

Assist in providing programs which meet the needs of low income households/individuals.

**Housing**

Increase capacity of non-profit community development corporations to provide low income housing opportunities.

Assistance to low income homeowners in mid-county who are required to hook up to sewers.

**Neighborhood Improvements**

Complete all existing capital improvement projects (e.g., street construction).

Continue the newly developed process of District Planning, beginning a new district plan and completing the current plan.

**Economic Development**

Increase employment opportunities, with a focus on low income N/NE Portland minority residents.

**Community Services**

Maintain services needed by low income persons while remaining in compliance with federal limitations on such programs.

<b><u>EFFECTIVENESS MEASURES</u></b>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
% Programs Monitored	100%	100%	100%	100%
% Completion of Reports on Time	*	90%	90%	90%
% Program Reports on Time	*	90%	90%	90%
No. Findings on Programs	*	17	17	17
Drug Diversion – % Clients Remaining Clean/Sober	*	80%	80%	80%
Conservation Energy Program – % Clients Using Materials	*	90%	90%	90%
<b><u>EFFICIENCY MEASURES</u></b>				
Bureau Admin. – % Total HCD Program	*	*	3.5%	3.5%
Bureau Admin. % HOME Budget	*	*	2%	2%
Transition Projects Cost/Bed Night	*	*	\$5.65	\$5.65
Franciscan Ent. Cost/Unit Housing	*	*	\$16,000	\$16,000

**BUREAU OF COMMUNITY DEVELOPMENT (540)**

General Fund (101)

Public Utilities

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>HCD ADMINISTRATION</u></b>				
<i>Total Expenditures</i>	\$476,918	\$578,765	\$578,115	\$578,115
<i>General Fund Discretionary Expenditures</i>	0	0	0	0
<i>Authorized Full-Time Positions</i>	7.00	8.00	8.00	8.00
<i>Workload Measures:</i>				
Number of Fair Housing Calls Handled	605	400	400	400
Number of Fair Housing Workshops	14	5	5	5
Number of On-site Program Monitorings	66	80	63	63
Number of On-site Fiscal Monitorings	*	*	50	50
Number of Findings	*	*	17	17
Number of Contracts Dev./Written	*	*	65	65

The budget supports continuation of all current services to administer the \$10 million 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 General Fund budget.

**HOME ADMINISTRATION**

<i>Total Expenditures</i>	\$100,998	\$91,428	\$90,506	\$90,506
<i>General Fund Discretionary Expenditures</i>	0	0	0	0
<i>Authorized Full-Time Positions</i>	2.00	1.00	1.50	1.50
<i>Workload Measures:</i>				
Complete HOME Applic./Certifications	*	*	1	1
No. Contracts/Agreemts. HOME Projects	*	*	6	6
Prepare Annual HUD Report	*	*	1	1
Annual Monitoring HOME Program	*	*	1	1

The former Neighborhood Revitalization Program is now the HOME Administration Program. This budget supports 1.5 staff to administer the new HOME grant.

A new Home Investment Partnership Program approved by Congress in November of 1990 is intended to assist local governments in developing affordable housing for low and moderate income households. The Portland HOME Consortium (Portland, Multnomah County, and Gresham) will receive approximately \$4.3 million in funds for federal FY 1992. Portland is the lead jurisdiction of the consortium.

**BUREAU OF COMMUNITY DEVELOPMENT (540)**

General Fund (101)

Public Utilities

*PROGRAM SUMMARY*

<i>Program</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>HOUSING &amp; COMMUNITY DEV. COMMISSION</u></b>				
<i>Total Expenditures</i>	\$67,180	\$87,821	\$185,671	\$185,671
<i>General Fund Discretionary Expenditures</i>	0	0	0	0
<i>Authorized Full-Time Positions</i>	1.00	1.00	2.00	2.00
<i>Workload Measures:</i>				
Prepare CHAS Update FY 1992-93	*	*	1	
No. Meetings with HCDC Staff & Advisory/Technical Committees	*	*	24	24
Recommendation Reports CHAS Budgets	*	*	12	12
Annual Evaluation Report on CHAS	*	*	1	1

The former Resource Development Program is now the Housing and Community Development Commission (HCDC) Program. This program establishes support services to a new citizen HCDC to assist in countywide housing policy and planning, budget review and recommendation, resource development, program evaluation to link housing development with supportive services. This program was recommended by the Comprehensive Housing Affordability Strategy (CHAS) adopted by the Cities of Portland and Gresham, and Multnomah County, a five year workplan outlining housing needs and strategies.

This program will also assume the responsibilities of the current BCD Resource Development program. The staff will be situated in the Portland Bureau of Community Development and will be cooperatively funded and staffed by the participating jurisdictions on a fair allocation basis.

**CITY-SCHOOL LIAISON**

<i>Total Expenditures</i>	\$84,477	\$79,540	\$89,000	\$89,000
<i>General Fund Discretionary Expenditures</i>	74,651	59,481	89,000	89,000
<i>Authorized Full-Time Positions</i>	1.00	1.00	1.50	1.50
<i>Workload Measures:</i>				
No. Leaders Roundtable/Meetings Staffed	60	36	*	*
No. Pilot Projects Coordinated	2	1	3	3
Pct. of Portland Investment Program Participants Completed High School	90%	80%	90%	90%
Pct. of Portland Investment Programs Targeted to Designated Neighborhoods	80%	80%	100%	100%
No. Constituent & School Contacts	143	90	200	200

The budget supports continuation of the current services and restores the City-School Liaison position from 36 hours to 40 hours per week. The hours were cut back in FY 1991-92 as a Ballot Measure 5 reduction. This position coordinates the Leaders Roundtable and the Portland Investment Plan. The Leaders Roundtable is a cooperative effort of the City, Multnomah County, Portland District #1, the Private Industry, and the Chamber of Commerce to reduce school dropouts and increase youth training and employment.

**BUREAU OF COMMUNITY DEVELOPMENT (540)**

General Fund (101)

Public Utilities

*PROGRAM SUMMARY*

<i>Program</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>CHIERS</u></b>				
<i>Total Expenditures</i>	\$35,000	\$36,750	\$243,194	\$243,194
<i>General Fund Discretionary Expenditures</i>	35,000	36,750	243,194	243,194
<i>Authorized Full-Time Positions</i>	0.00	0.00	0.00	0.00
<i>Workload Measures:</i>				
No. of Emergency Calls	*	*	325	325
No. of Non-Emergency Calls	*	*	2,000	2,000
No. of Individuals Evaluated	*	*	5,000	5,000

The budget supports continuation of all current services and approves \$25,000 for the purchase of a new van. CHIERS, the Central City-Hooper Inebriate Emergency Response Service, provides funding for a contract 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 program was jointly funded by the County and the City, however, the County eliminated funding in September of 1991 due to budget reductions. The City Council authorized the continuation of the contract with Central City Concern for the CHIERS Program.

**NE WORKFORCE CENTER**

<i>Total Expenditures</i>	\$45,000	\$115,000	\$95,400	\$95,400
<i>General Fund Discretionary Expenditures</i>	45,000	115,000	95,400	95,400
<i>Authorized Full-Time Positions</i>	0.00	0.00	0.00	0.00
<i>Workload Measures:</i>				
No. Clients Served	*	*	1,200	1,200

The FY 1992-93 budget continues support for 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.

**BUREAU OF COMMUNITY DEVELOPMENT (540)**

General Fund (101)

Public Utilities

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>PRIVATE INDUSTRY COUNCIL</u></b>				
<i>Total Expenditures</i>	\$586,522	\$468,260	\$437,460	\$437,460
<i>General Fund Discretionary Expenditures</i>	442,168	468,260	437,460	437,460
<i>Authorized Full-Time Positions</i>	0.00	0.00	0.00	0.00
<i>Workload Measures:</i>				
No. of Youth Participating In:				
Outside In	32	25	25	25
Graffiti Project	23	15	15	15
Neighborhood Connections	38	20	20	20
Self Enhancement	176	153	100	100
Work Experience/Continuum	494	50	126	126
Youth in Careers & Culture	*	*	5	5
Community Pride	*	63	60	60

The budget supports continuation of current services to a group of programs 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), Neighborhood Connection (linking at-risk youth with small minority-owned businesses in Northeast Portland), Community Pride (neighborhood cleanup of abandoned and foreclosed properties employing at-risk youths) and Youth in Careers and Culture (employment skills for Hispanic and Native American youth).

**YOUTH PROGRAMS**

<i>Total Expenditures</i>	\$16,000	\$91,000	\$110,857	\$110,857
<i>General Fund Discretionary Expenditures</i>	16,000	91,000	110,857	110,857
<i>Authorized Full-Time Positions</i>	0.00	0.00	0.00	0.00
<i>Workload Measures:</i>				
SE Asian Outreach, # Youth/Families	61	55	55	55
TLC-TnT, # Youth	372	400	400	400
Oregon Outreach, # Youth	125	150	175	175
NE Coalition Youth Outreach, # Youth	*	50	50	50
Anti-Racism, # Workshops	32	*	*	*
Workshops/Training, # Participants	*	350	350	350

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), and TLC-TnT (activities to build self-esteem in at risk youth). Because of the shortage of General Fund dollars, the coordination function will be scaled back during FY 1992-93. The funding allocation is:

	<u>FY 91-92</u>	<u>FY 92-93</u>
Youth Outreach	21,000	22,003
SE Asian Outreach	16,000	16,000
Youth Resource Desk	9,000	12,046
TLC/TnT	10,000	16,543
Anti-Racism Action Plan	28,140	29,265
Coordination	6,860	0
Drop In Services	0	0
Graffiti Employment Projec	0	15,000
<b>TOTAL</b>	<b>91,000</b>	<b>110,857</b>

**BUREAU OF COMMUNITY DEVELOPMENT (540)**

General Fund (101)

Public Utilities

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>PROSTITUTION ALTERNATIVES</u></b>				
<i>Total Expenditures</i>	\$189,616	\$93,000	\$95,632	\$95,632
<i>General Fund Discretionary Expenditures</i>	105,916	93,000	95,632	95,632
<i>Authorized Full-Time Positions</i>	0.00	0.00	0.00	0.00
<i>Workload Measures:</i>				
# Clients in Case Management	71	60	60	60
# Clients Drop In Services	*	25	25	25

The budget supports continuation of current services to assist prostitutes and their children to achieve legal lifestyles. These services have been provided as a joint City/County program. This service in the past has been provided by a contract between the City and County, and the County Community Corrections program contracts directly with the Council for Prostitution Alternatives (CPA).

**EMERGENCY SERVICES**

<i>Total Expenditures</i>	\$41,840	\$181,294	\$93,000	\$93,000
<i>General Fund Discretionary Expenditures</i>	41,840	181,294	93,000	93,000
<i>Authorized Full-Time Positions</i>	0.00	0.00	0.00	0.00
<i>Workload Measures:</i>				
# Households Served	611	2,937	2,937	2,937
# Hrs. Child Care for Homeless Parents	9,650	9,650	9,650	9,650
# Prescription Medications Provided	441	560	560	560
# Households—Emerg. Utility Assistance	84	80	80	80
# Homeless Families Helped with Transp.	778	1,110	1,110	1,110
# Homeless Youth Helped with Transp.	468	550	550	550
# Homeless Families Helped with Long Distance Transportation	66	66	66	66

The Emergency Services program consists of funding for non-profit agencies who provide emergency basic needs, such as shelter, energy assistance, prescription medicines, child care and transportation for homeless families. The FY 1991-92 budget included \$88,294 of encumbered contracts that were carried over from one year to the next which makes it appear that there is a decrease in the current year allocation for this program. However, the budget supports a continuation of current services.

**BUREAU OF COMMUNITY DEVELOPMENT (540)**

General Fund (101)

Public Utilities

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>BUSINESS RETENTION</u></b>				
<i>Total Expenditures</i>	\$125,000	\$112,000	\$102,600	\$102,600
<i>General Fund Discretionary Expenditures</i>	125,000	112,000	102,600	102,600
<i>Authorized Full-Time Positions</i>	0.00	0.00	0.00	0.00
<i>Workload Measures:</i>				
# Companies Contacted	3,500	500	500	500
# Companies Assisted	125	50	50	50

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 FY 1992-93 includes directly assisting 50 companies with expansion or relocation problems, surveying 500 Portland businesses, and distributing 2500 Business Resource Directories.

**COMMUNITY INITIATIVES**

<i>Total Expenditures</i>	\$0	\$0	\$100,000	\$100,000
<i>General Fund Discretionary Expenditures</i>	0	0	100,000	100,000
<i>Authorized Full-Time Positions</i>	0.00	0.00	0.00	0.00
<i>Workload Measures:</i>				
# of Projects	*	*	5	5

The budget approves one-time funding of \$100,000 to provide flexible funding and expansion of community and neighborhood based organization projects promoting self-enhancement that would not be eligible under the federal HCD regulations.

**DRUG DIVERSION**

<i>Total Expenditures</i>	\$0	\$100,000	\$100,000	\$100,000
<i>General Fund Discretionary Expenditures</i>	0	100,000	100,000	100,000
<i>Authorized Full-Time Positions</i>	0.00	0.00	0.00	0.00
<i>Workload Measures:</i>				
# Clients Enrolled	*	600	600	600
# Acupuncture Clinics Held	*	700	700	700

The budget supports continuation of current services to provide a diversion alternative for felony drug cases which includes chemical dependency counseling supported by acupuncture treatment. Offenders arrested for drug-related crimes are interviewed/assessed prior to arraignment. Upon arraignment these drug abusers are given the choice of the Diversion Program or adjudication. Choosing this program will result in same day treatment in an acupuncture clinic and enrollment in the PAAC Program. The PAAC Program is a chemical dependency treatment program utilizing education, group therapy and case management, supported by chemical dependency acupuncture. All participants are tested periodically for drug use. The State has provided a three year grant at \$300,000 each year for this program.



**BUREAU OF COMMUNITY DEVELOPMENT (540)**

General Fund (101)  
Public Utilities

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>DOMESTIC VIOLENCE</u></b>				
<i>Total Expenditures</i>	\$0	\$0	\$108,000	\$112,770
<i>General Fund Discretionary Expenditures</i>	0	0	108,000	112,770
<i>Authorized Full-Time Positions</i>	0.00	0.00	0.00	0.00
<i>Workload Measures:</i>				
Performance Measures are being developed				

The budget approves funding for a new program to provide assistance to victims of domestic violence and for expansion of shelter spaces and support services programs.

**POP YOUTH EMPLOYMENT**

<i>Total Expenditures</i>	\$0	\$0	\$0	\$100,000
<i>General Fund Discretionary Expenditures</i>	0	0	0	100,000
<i>Authorized Full-Time Positions</i>	0.00	0.00	0.00	0.00
<i>Workload Measures:</i>				
# Youth Served	*	*	*	100

The budget approves funding for a new program to provide funds to develop a youth employment program aimed at finding non-subsidized private sector jobs for at risk youth.

**PILOT PROGRAMS**

<i>Total Expenditures</i>	\$0	\$0	\$0	\$1,240,000
<i>General Fund Discretionary Expenditures</i>	0	0	0	0
<i>Authorized Full-Time Positions</i>	0.00	0.00	0.00	1.00
<i>Workload Measures:</i>				
Performance Measures are being developed	*	*	*	*

The budget reflects the receipt of \$1,240,000 from the Housing Authority of Portland as a Payment In Lieu of Taxes (PILOT). By agreement with the Housing Authority, these funds will be dedicated to enhancing low income housing production.

**HISTORICAL PROGRAMS**

<i>Total Expenditures</i>	\$423,806	\$295,499	\$0	\$0
<i>General Fund Discretionary Expenditures</i>	423,806	100,000	0	0
<i>Authorized Full-Time Positions</i>	0.00	0.00	0.00	0.00
<i>Workload Measures:</i>				

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 FY 1992-93 budget. The \$295,499 shown above is from the Emergency Shelter Grant and the Youth Service Centers. The annual grant of \$195,499 represents carryover from encumbered contracts from FY 1991-92. However there will probably be a grant for FY 1992-93, because it has not been awarded and the amount is unknown, no current year funding is included for FY 1992-93. The Youth Service Centers program was not budgeted because an agreement with the County to end support for five Youth Service Centers by FY 1992-93.

**BUREAU OF COMMUNITY DEVELOPMENT (540)**

**General Fund (101)**

**Public Utilities**

**LINE ITEM APPROPRIATIONS**

<i>Expenditure Classification</i>	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
511000 Full-Time Employees	\$349,268	\$413,796	\$461,082	\$520,577	\$550,575
512000 Part-Time Employees	7,420	22,445	10,459	25,461	25,461
514000 Overtime	0	0	0	0	0
515000 Premium Pay	76	789	1,057	600	600
517000 Benefits	132,404	164,208	179,811	202,358	214,660
<b>Total Personal Services</b>	<b>\$489,168</b>	<b>\$601,238</b>	<b>\$652,409</b>	<b>\$748,996</b>	<b>\$791,296</b>
521000 Professional Services	\$15,160	\$5,912	\$37,000	\$50,000	\$50,000
522000 Utilities	2,231	0	0	0	0
523000 Equipment Rental	159	0	0	0	0
524000 Repair & Maintenance	601	5,561	2,937	3,570	3,570
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	1,630,501	1,453,967	1,513,401	1,496,543	2,799,013
531000 Office Supplies	6,723	6,036	5,050	3,714	3,714
532000 Operating Supplies	0	2	0	0	0
533000 Repair & Maintenance Supplies	0	0	0	0	0
534000 Minor Equipment	354	0	0	0	0
535000 Clothing	0	0	0	0	0
539000 Other Commodities	2,000	1,609	3,150	1,300	1,300
541000 Education	5,537	7,582	5,296	6,400	6,400
542000 Local Travel	1,425	3,070	2,650	3,200	3,200
543000 Out-of-Town Travel	6,727	6,477	10,003	9,600	9,600
544000 External Rent	30,476	35,100	32,400	32,900	32,900
545000 Interest	0	0	0	0	0
546000 Refunds	0	0	0	0	0
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	6,326	6,888	10,000	10,300	10,300
<b>Subtotal External Materials &amp; Services</b>	<b>\$1,708,220</b>	<b>\$1,532,204</b>	<b>\$1,621,887</b>	<b>\$1,617,527</b>	<b>\$2,919,997</b>
551000 Fleet Services	\$1,589	\$1,152	\$2,581	\$2,795	\$2,795
552000 Printing/Distribution	14,655	15,993	23,898	23,261	23,261
553000 Facilities Services	0	0	0	0	0
554000 Communications	12,583	14,608	10,493	13,008	13,008
555000 Data Processing	733	892	976	1,263	1,263
556000 Insurance	2,091	18,221	17,513	22,585	22,585
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>\$31,651</b>	<b>\$50,866</b>	<b>\$55,461</b>	<b>\$62,912</b>	<b>\$62,912</b>
<b>Total Materials &amp; Services</b>	<b>\$1,739,871</b>	<b>\$1,583,070</b>	<b>\$1,677,348</b>	<b>\$1,680,439</b>	<b>\$2,982,909</b>
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	0	0	0	0
564000 Equipment	11,389	8,049	0	0	0
<b>Total Capital Outlay</b>	<b>\$11,389</b>	<b>\$8,049</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
573000 Cash Transfers - Equipment	\$0	\$0	\$600	\$0	\$0
<b>Total Appropriation</b>	<b>\$2,240,428</b>	<b>\$2,192,357</b>	<b>\$2,330,357</b>	<b>\$2,429,435</b>	<b>\$3,774,205</b>

**BUREAU OF COMMUNITY DEVELOPMENT (540)**

General Fund (101)

Public Utilities

*FULL-TIME POSITIONS*

Class	Title	Actual FY 89-90		Actual FY 90-91		Revised Budget FY 91-92		Proposed FY 92-93		Adopted FY 92-93	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
3246	Director of Community Develop.	1	49,615	1	44,298	1	53,903	1	55,374	1	55,374
7481	Community Specialist II	0	0	0	0	0	0	0	0	0	0
7462	Human Services Coordinator	0	0	0	0	0	0	0	0	0	0
3245	Program Manager	0	0	3	124,482	3	145,780	3	145,780	3	145,780
3244	HCD Coordinator	5	152,091	2	80,630	2	87,067	2	87,067	2	87,067
3243	HCD Representative	1	31,304	1	33,794	1	34,761	1	34,761	2	64,759
3229	Planner A	0	0	0	0	0	0	1	34,556	1	34,556
0863	Grants Analyst	1	35,859	1	39,637	1	39,812	1	39,812	1	39,812
0819	Administrative Assistant	0	0	1	30,025	1	33,608	1	33,608	1	33,608
0813	City School Liaison	1	40,384	1	39,810	1	39,810	1	44,078	1	44,078
0222	Secretarial Assistant	2	40,015	1	21,120	1	26,341	1	26,341	1	26,341
0114	Clerical Specialist	0	0	0	0	0	0	1	19,200	1	19,200
<b>TOTAL FULL-TIME POSITIONS</b>		<b>11</b>	<b>349,268</b>	<b>11</b>	<b>413,796</b>	<b>11</b>	<b>461,082</b>	<b>13</b>	<b>520,577</b>	<b>14</b>	<b>550,575</b>

**ENERGY OFFICE (302)**

General Fund (101)

Public Affairs

**APPROPRIATION SUMMARY**

	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>EXPENDITURES</u></b>					
<i>Personal Services</i>	\$0	\$200,068	\$215,494	\$196,408	\$196,408
<i>External Materials and Services</i>	\$0	\$81,509	\$132,084	\$66,769	\$66,769
<i>Internal Materials and Services</i>	\$0	\$57,369	\$44,612	\$48,874	\$48,874
<i>Capital Outlay</i>	\$0	\$5,048	\$895	\$0	\$0
<i>Cash Transfers-Equipment</i>	\$0	\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$343,994</b>	<b>\$393,085</b>	<b>\$312,051</b>	<b>\$312,051</b>
<b><u>Authorized Full-Time Positions</u></b>					
<i>Total</i>	0	5	4	6	6
<i>General Fund Discretionary</i>	0.00	1.60	0.75	0.75	0.75
<b><u>FUNDING SOURCES</u></b>					
<i>General Fund Discretionary</i>		\$101,841	\$123,171	\$120,797	\$120,797
<b><u>Non-Discretionary Resources</u></b>					
<i>Grants and Donations</i>		212,394	173,157	86,455	86,455
<i>Contract Revenue</i>		0	0	0	0
<i>Interagency Services</i>		29,759	90,885	104,799	104,799
<i>Bureau Program Revenue</i>		0	5,872	0	0
<i>Overhead Recovery</i>		0	0	0	0
<i>Total Non-Discretionary Resources</i>		\$242,153	\$269,914	\$191,254	\$191,254
<b>TOTAL FUNDING</b>		<b>\$343,994</b>	<b>\$393,085</b>	<b>\$312,051</b>	<b>\$312,051</b>
<b><u>PROGRAMS</u></b>					
<i>Administration</i>		\$101,841	108,414	\$103,410	\$103,410
<i>Energy Efficiency</i>		231,127	272,200	195,679	195,679
<i>Block-By-Block Administration</i>		11,026	12,471	12,962	12,962
<b>TOTAL PROGRAMS</b>		<b>\$343,994</b>	<b>\$393,085</b>	<b>\$312,051</b>	<b>\$312,051</b>

**GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR**

The Portland Energy Office helps local residents and businesses save money by using energy more 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. Of significant interest is the City's participation in the international CO2 Reduction Project to reduce carbon monoxide in the environment.

The Energy Office's budget request reflects an \$83,000 reduction from the current revised budget. The Office's reduced budget can be attributed to reduced grant and contract revenue. It is anticipated that grants will be forthcoming prior to the end of FY 1991-92 to be carried over in FY 1992-93. This budget

**ENERGY OFFICE (302)**

General Fund (101)

Public Affairs

**APPROPRIATION SUMMARY**

supports a total of six positions, an increase of two from the current year. These positions will be supported by identified grant revenues The positions are: one Engineering Technician II and one Human Relations Specialist.

The budget reflects the continuation of the new Energy Savings Program which will decrease energy costs in City owned buildings, fleet and facilities. The goal of the Energy Office is to identify \$200,000 in energy savings improvements in FY 1992-93. In FY 1992-93 the Office will set up a mechanism for funding these improvements by June 30, 1993.

**BUREAU MANAGEMENT OBJECTIVES**

In FY 1992-93, the Energy Office intends to:

- \* Implement the 1990 Energy Policy. The goal of this policy is to promote a sustainable energy future by increasing energy efficiency in all sectors of the City by ten percent by the year 2000.
- \* Facilitate the weatherization of 1,600 low-to-moderate income apartment units.
- \* Weatherize 200 low-income homes through the Block-By-Block Program.
- \* Identify energy saving projects, including improved operations and maintenance, in City facilities that will result in \$200,000 in annual energy savings between July 1,1992 and June 30, 1993.
- \* Work with at least 15 businesses to promote energy efficiency and sustainable business practices.
- \* Renegotiate contracts with Portland General Electric and Pacific Power to provide funding for multi-family weatherization by June 30, 1993.
- \* Assist Bureau of Environmental Services Recycling Division in setting up recycling systems for approximately 7,800 multi-family dwelling units.
- \* Develop an energy efficient transportation plan for City fleet, including alternative vehicle fuels, and work the Clean Air Business Alliance to develop a model plan for downtown businesses by June 30, 1993.
- \* Develop a draft CO2 Reduction Plan for the City by June 30, 1993.
- \* Acquire at least \$150,000 in grants and contracts to implement the City's Energy Policy by June 30, 1993.

	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
--	----------------------------	------------------------------------	------------------------------	-----------------------------

**EFFECTIVENESS MEASURE**

Percentage of apartment units weatherized	*	*	100%	100%
---	---	---	------	------

**EFFICIENCY MEASURE**

Program cost per apartment unit	*	\$62.36	\$64.81	\$64.81
---------------------------------	---	---------	---------	---------

**ENERGY OFFICE (302)**

General Fund (101)

Public Affairs

**APPROPRIATION SUMMARY**

	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>BLOCK-BY-BLOCK ADMINISTRATION</u></b>					
<i>Total Expenditures</i>		\$11,026	\$12,471	\$12,962	\$12,962
<i>General Fund Discretionary Expenditures</i>		0	0	0	0
<i>Authorized Full-Time Positions</i>		0.25	0.25	0.25	0.25
<i>Workload Measures:</i>					
Free Weatherization Kits Provided		*	*	300	300
Houses Weatherized		*	240	200	200

The Block-by-Block program provides basic weatherization at no cost to eligible low-income households. Block-by-Block's primary objective is to increase the energy efficiency of low income households, reduce the monthly utility costs, and improve home comfort. This objective is accomplished by providing two energy fairs where a free kit of do-it-yourself/weatherization and energy materials is given to each BBB participant. In addition to the fairs, neighborhood associations are enlisted to help with the program outreach and marketing including door-to-door canvassing and flyer distribution. Each participant's home is then audited, and major weatherization work including sealing air leaks and insulation (usually in the attic) is performed by licensed contractors.

The funding for this program is maintained in a Special Appropriation totalling \$172,822 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% FTE for the Block-by-Block Manager. The balance of the Special Appropriation is used to contract weatherization services through Multnomah County.

**ENERGY OFFICE (302)**

General Fund (101)

Public Affairs

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>ADMINISTRATION</u></b>				
<i>Total Expenditures</i>	\$101,841	\$108,414	\$103,410	\$103,410
<i>General Fund Discretionary Expenditures</i>	101,841	108,414	103,410	103,410
<i>Authorized Full-Time Positions</i>	0.75	0.75	0.75	0.75
<i>Workload Measures:</i>				
Information and Referral	400	400	400	400
Min. grant/contract funding acquired	*	\$150,000	\$150,000	\$150,000
Energy Commission Meetings	9	9	6	6
Grant Proposals Developed	3	3	4	4

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 for the new Energy Savings program aimed at saving energy bills for the Police, Fire, and Parks Bureaus.

**ENERGY EFFICIENCY**

<i>Total Expenditures</i>	\$231,127	\$272,200	\$195,679	\$195,679
<i>General Fund Discretionary Expenditures</i>	0	14,753	17,387	17,387
<i>Authorized Full-Time Positions</i>	4.25	3.00	5.00	5.00
<i>Workload Measures:</i>				
Apartments Weatherized	1,500	1,500	1,600	1,600
Apartment Recycling Stations Set-Up	200	200	225	225
Training Sessions	*	11	*	*
Energy Audits	*	20	*	*
Estimated Annual Energy Savings	*	\$200,000	\$200,000	\$200,000
Fleet Vehicles Converted	*	*	*	*
Number of Businesses Served	*	*	15	15
Develop Plans with Clean Air Business Alliance	*	*	1	1
Develop Draft CO2 Reduction Plan	*	*	1	1

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 relies predominately on outside funding.

**ENERGY OFFICE (302)**

General Fund (101)

Public Affairs

*LINE ITEM APPROPRIATIONS*

<i>Expenditure Classification</i>	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
511000 Full-Time Employees	\$0	\$124,461	\$145,732	\$143,599	\$143,599
512000 Part-Time Employees	0	23,653	10,228	0	0
514000 Overtime	0	0		0	0
515000 Premium Pay	0	491	700	0	0
517000 Benefits	0	51,463	58,834	52,809	52,809
<b>Total Personal Services</b>	<b>\$0</b>	<b>\$200,068</b>	<b>\$215,494</b>	<b>\$196,408</b>	<b>\$196,408</b>
521000 Professional Services	\$0	\$38,504	\$74,139	\$56,558	\$56,558
522000 Utilities	0	0	0	0	0
523000 Equipment Rental	0	0	0	0	0
524000 Repair & Maintenance	0	1,671	700	200	200
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	0	14,446	36,722	500	500
531000 Office Supplies	0	1,907	2,234	641	641
532000 Operating Supplies	0	3,764	0	0	0
533000 Repair & Maintenance Supplies	0	0	500	405	405
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	4,228	2,421	2,124	2,124
542000 Local Travel	0	811	1,819	841	841
543000 Out-of-Town Travel	0	10,159	12,076	5,000	5,000
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	0	6,019	1,473	500	500
<b>Subtotal External Materials &amp; Services</b>	<b>\$0</b>	<b>\$81,509</b>	<b>\$132,084</b>	<b>\$66,769</b>	<b>\$66,769</b>
551000 Fleet Services	\$0	\$13,297	\$500	\$1,553	\$1,553
552000 Printing/Distribution	0	6,771	3,808	6,348	6,348
553000 Facilities Services	0	22,250	22,650	24,815	24,815
554000 Communications	0	4,790	4,640	7,311	7,311
555000 Data Processing	0	669	571	440	440
556000 Insurance	0	9,592	12,443	8,407	8,407
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>\$57,369</b>	<b>\$44,612</b>	<b>\$48,874</b>	<b>\$48,874</b>
<b>Total Materials &amp; Services</b>	<b>\$0</b>	<b>\$138,878</b>	<b>\$176,696</b>	<b>\$115,643</b>	<b>\$115,643</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	5,048	895	0	0
<b>Total Capital Outlay</b>	<b>\$0</b>	<b>\$5,048</b>	<b>\$895</b>	<b>\$0</b>	<b>\$0</b>
573000 Cash Transfers - Equipment	\$0	\$0	\$0	\$0	\$0
<b>Total Appropriation</b>	<b>\$0</b>	<b>\$343,994</b>	<b>\$393,085</b>	<b>\$312,051</b>	<b>\$312,051</b>



**ENERGY OFFICE (302)**

General Fund (101)

Public Affairs

*FULL-TIME POSITIONS*

Class	Title	Actual FY 89-90		Actual FY 90-91		Revised Budget FY 91-92		Proposed FY 92-93		Adopted FY 92-93	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
0891	Energy Director	0	0	1	29,055	1	48,988	1	52,136	1	52,136
7460	Human Resources Coordinator I	0	0	0	0	0	0	0	0	0	0
0813	City-Community Liaison	0	0	1	28,448	1	37,100	1	22,465	1	22,465
3140	Engineering Technician	0	0	0	0	1	36,800	0	0	0	0
3180	Engineering Technician II	0	0	0	0	0	0	1	21,773	1	21,773
3108	Technician II	0	0	1	36,313	0	0	0	0	0	0
0819	Administrative Assistant I	0	0	1	6,892	0	0	0	0	0	0
0221	Secretarial Clerk II	0	0	1	23,753	1	22,844	1	24,492	1	24,492
0809	Urban Services Coordinator	0	0	0	0	0	0	1	14,349	1	14,349
7456	Human Resources Specialist II	0	0	0	0	0	0	1	8,384	1	8,384
<b>TOTAL FULL-TIME POSITIONS</b>		<b>0</b>	<b>0</b>	<b>5</b>	<b>124,461</b>	<b>4</b>	<b>145,732</b>	<b>6</b>	<b>143,599</b>	<b>6</b>	<b>143,599</b>

**ENVIRONMENTAL COMMISSION (301)**

General Fund (101)  
Finance & Administration

**APPROPRIATION SUMMARY**

	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>EXPENDITURES</u></b>					
<i>Personal Services</i>	\$0	\$0	\$0	\$114,068	\$114,068
<i>External Materials and Services</i>	0	0	0	18,649	18,649
<i>Internal Materials and Services</i>	0	0	0	23,033	23,033
<i>Capital Outlay</i>	0	0	0	4,250	4,250
<i>Cash Transfers-Equipment</i>	0	0	0	0	0
<b><i>TOTAL EXPENDITURES</i></b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$160,000</b>	<b>\$160,000</b>
<b><u>Authorized Full-Time Positions</u></b>					
<i>Total</i>	0	0	0	2	2
<i>General Fund Discretionary</i>	0.0	0.0	0.0	0.0	0.0
<b><u>FUNDING SOURCES</u></b>					
<i>General Fund Discretionary</i>		\$0	\$0	\$40,000	\$40,000
<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	120,000	120,000
<i>Bureau Program Revenue</i>		0	0	0	0
<i>Overhead Recovery</i>		0	0	0	0
<b><i>Total Non-Discretionary Resources</i></b>		<b>\$0</b>	<b>\$0</b>	<b>\$120,000</b>	<b>\$120,000</b>
<b><i>TOTAL FUNDING</i></b>		<b>\$0</b>	<b>\$0</b>	<b>\$160,000</b>	<b>\$160,000</b>
<b><u>PROGRAMS</u></b>					
<i>Administration</i>		\$0	\$0	\$160,000	\$160,000
<b><i>TOTAL PROGRAMS</i></b>		<b>\$0</b>	<b>\$0</b>	<b>\$160,000</b>	<b>\$160,000</b>

**GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR**

The Environmental Commission is a City organization created by Council through approval of Ordinance #164432 in July of 1991. An Acting Director position was created to staff the Commission in FY 1991-92

The Commission's mission is to ensure that City decision makers and the public have a clear grasp of the consequences of their actions on natural resources and environmental quality before decisions are made or foregone. To accomplish this task, the Environmental Commission will hold meetings at least once a month, take testimony, study environmental issues, and report its findings and recommendations to City Council when appropriate.

The Commission's FY 1992-93 budget of \$160,000 is comprised of \$40,000 from the General Fund and the balance divided equally amongst environmentally related City bureaus. These bureaus are: Transportation, Water and Environmental Services. The budget provides for a two positions and materials and services requirements.

**ENVIRONMENTAL COMMISSION (301)**

General Fund (101)

Finance & Administration

*APPROPRIATION SUMMARY*

The Commission's first program is a Portland Ecosystem Scan, to collect baseline data about the City's natural resources, air, water, land, plants, fish and wildlife.

**BUREAU MANAGMENT OBJECTIVES**

- To articulate a long-range environmental vision for the City and suggest strategies by which it can be realized by June 30, 1993
- To collate and publish a Portland Ecosystem Scan by December 31, 1992
- Hold three public hearings and recommend policy
- Win one environmental award

<i>Actual</i> <i>FY 90-91</i>	<i>Revised Budget</i> <i>FY 91-92</i>	<i>Proposed</i> <i>FY 92-93</i>	<i>Adopted</i> <i>FY 92-93</i>
----------------------------------	--	------------------------------------	-----------------------------------

**Efficiency Measures**

Provide commission documents by spec. deadlines	•	•	•	•
Respond to requests from the public within 3 days	•	•	80%	80%
<b>Effectiveness Measures</b>				
Produce reports on environmental issues	•	•	3	3
Hold public hearings and recommend policy	•	•	3	3
Win environmental award	•	•	1	1

**ENVIRONMENTAL COMMISSION (301)**

General Fund (101)

Finance & Administration

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>ADMINISTRATION</u></b>				
<i>Total Expenditures</i>	\$0	\$0	\$160,000	\$160,000
<i>General Fund Discretionary Expenditures</i>	\$0	\$0	40,000	40,000
<i>Authorized Full-Time Positions</i>	0	0	2.00	2.00
<i>Workload Measures:</i>				
Public Meeting Held	*	*	12	12
Env. Issue Reports	*	*	3	3

See Appropriation Unit Summary

**ENVIRONMENTAL COMMISSION (301)**

General Fund (101)

Finance & Administration

**LINE ITEM APPROPRIATIONS**

<i>Expenditure Classification</i>	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
511000 Full-Time Employees	\$0	\$0	\$0	\$81,431	\$81,431
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	\$32,637	\$32,637
<b>Total Personal Services</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$114,068</b>	<b>\$114,068</b>
521000 Professional Services	\$0	\$0	\$0	\$2,000	\$2,000
522000 Utilities	\$0	\$0	\$0	\$400	\$400
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	\$2,000	\$2,000
531000 Office Supplies	\$0	\$0	\$0	\$800	\$800
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	\$300	\$300
541000 Education	\$0	\$0	\$0	\$300	\$300
542000 Local Travel	\$0	\$0	\$0	\$500	\$500
543000 Out-of-Town Travel	\$0	\$0	\$0	\$5,000	\$5,000
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	\$0	\$0	\$0	\$7,349	\$7,349
<b>Subtotal External Materials &amp; Services</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$18,649</b>	<b>\$18,649</b>
551000 Fleet Services	\$0	\$0	\$0	\$100	\$100
552000 Printing/Distribution	\$0	\$0	\$0	\$4,700	\$4,700
553000 Facilities Services	\$0	\$0	\$0	\$10,000	\$10,000
554000 Communications	\$0	\$0	\$0	\$2,333	\$2,333
555000 Data Processing	\$0	\$0	\$0	\$725	\$725
556000 Insurance	\$0	\$0	\$0	\$5,175	\$5,175
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>\$0</b>	<b>\$23,033</b>	<b>\$23,033</b>
<b>Total Materials &amp; Services</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$41,682</b>	<b>\$41,682</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	\$4,250	\$4,250
<b>Total Capital Outlay</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,250</b>	<b>\$4,250</b>
573000 Cash Transfers - Equipment	\$0	\$0	\$0	\$0	\$0
<b>Total Appropriation</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$160,000</b>	<b>\$160,000</b>

**ENVIRONMENTAL COMMISSION (301)**

General Fund (101)

Finance & Administration

*FULL-TIME POSITIONS*

Class	Title	Actual FY 89-90		Actual FY 90-91		Revised Budget FY 91-92		Proposed FY 92-93		Adopted FY 92-93	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
0960	Director	0	0	0	0	0	0	1	52,137	1	52,137
0222	Intergovernmental Specialist	0	0	0	0	0	0	1	29,294	1	29,294
<b>TOTAL FULL-TIME POSITIONS</b>											
		0	0	0	0	0	0	2	81,431	2	81,431

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

General Fund (101)

Finance and Administration

*APPROPRIATION SUMMARY*

	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>EXPENDITURES</u></b>					
<i>Personal Services</i>	\$5,730,619	\$7,374,560	\$8,181,205	\$8,518,449	\$8,560,568
<i>External Materials and Services</i>	1,942,611	2,472,431	2,511,380	2,680,902	2,775,482
<i>Internal Materials and Services</i>	1,775,800	2,404,660	2,316,735	2,672,190	2,698,491
<i>Capital Outlay</i>	93,309	167,858	114,387	41,856	41,856
<i>Cash Transfers-Equipment</i>	0	0	6,000	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$9,542,339</b>	<b>\$12,419,509</b>	<b>\$13,129,707</b>	<b>\$13,913,397</b>	<b>\$14,076,397</b>
<b><u>Authorized Full-Time Positions</u></b>					
<i>Total</i>	129	164	162	168	169
<i>General Fund Discretionary</i>	0	49.55	39.09	40.66	41.66
<b><u>FUNDING SOURCES</u></b>					
<i>General Fund Discretionary</i>		\$3,884,135	\$3,411,079	\$3,229,515	\$3,392,515
<b><u>Non-Discretionary Resources</u></b>					
<i>Grants and Donations</i>		0	0	0	0
<i>Contract Revenue</i>		139,888	64,906	55,500	55,500
<i>Interagency Services</i>		5,183,570	5,378,119	6,035,516	6,035,516
<i>Bureau Program Revenue</i>		15,136	59,328	82,095	82,095
<i>Overhead Recovery</i>		3,196,780	4,216,275	4,510,771	4,510,771
<i>Total Non-Discretionary Resources</i>		<b>\$8,535,374</b>	<b>\$9,718,628</b>	<b>\$10,683,882</b>	<b>\$10,683,882</b>
<b>TOTAL FUNDING</b>		<b>\$12,419,509</b>	<b>\$13,129,707</b>	<b>\$13,913,397</b>	<b>\$14,076,397</b>
<b><u>PROGRAMS</u></b>					
<i>Administrative Services</i>		\$8,183,761	\$8,822,962	\$9,660,885	\$9,660,885
<i>Financial Planning</i>		776,018	982,279	977,444	1,035,773
<i>Urban Services</i>		448,530	240,885	267,105	267,105
<i>Affirmative Action</i>		385,346	349,307	332,551	332,551
<i>Personnel</i>		1,918,114	2,165,268	2,249,523	2,339,523
<i>Debt Management</i>		408,183	423,896	285,487	285,487
<i>Strategic Planning</i>		299,557	145,110	140,402	155,073
<b>TOTAL PROGRAM</b>		<b>\$12,419,509</b>	<b>\$13,129,707</b>	<b>\$13,913,397</b>	<b>\$14,076,397</b>

**GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR**

The Office of Finance and Administration (OF&A) is charged with responsibility for and managing the City's financial activities to ensure fiscal soundness and integrity; managing the City's personnel system; the Affirmative Action Program to ensure representation in the City's workforce of women and minorities; the City's Urban Services Program which impacts City revenues and service levels; and the City's computer and insurance related business and services.

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 Collective Bargaining Agreements.

# OFFICE OF FINANCE & ADMINISTRATION (307)

General Fund (101)

Finance and Administration

*APPROPRIATION SUMMARY*

The Office of Finance and Administration has made significant contributions to the improved financial condition and internal operations of the City. The creation and implementation of financial policies and financial forecasting and reporting systems have retained the City's Aaa bond rating and led to the creation of an historic General Reserve Fund to compensate for unexpected financial setbacks and recessions. The Reserve Fund will be critical to providing flexibility in addressing future uncertainties associated with economic downturns and major unanticipated emergencies. The City was notified in mid January that it had received the Excellence in Financial Management award sponsored by the United States Conference of Mayors and AMBAC. The City also has received the Distinguished Budget Presentation Award from the Government Finance Officers Association (GFOA) for both its FY 1990-91 and 1991-92 Adopted Budgets. Further, the City has consistently received the Certificate for Achievement in Government Financial Reporting from GFOA over the past ten years.

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

Changes to the Office budget from FY 1991-92 to 1992-93 include the following:

The City of Portland and Multnomah County entered into an Intergovernmental agreement to consolidate affirmative action programs on July 1, 1991 to reduce program duplication among the two governments, assuring that each government meets the regulatory requirement monitoring, reporting, planning and implementing programs for ensuring diversity in the workforce. The Affirmative Action program continues to receive significant focus during FY 1992-93. The program is continued at current service levels by the City in the FY 1992-93 budget. A Personnel Analyst III position is reclassified to a Personnel Analyst II. The Personnel Analyst III position was the City's Affirmative Action Officer position; as a result of the merger of the City and County programs the reclass reflects current staffing level requirements. Responsibility for affirmative action training has shifted from Personnel to the Affirmative Action Office.

The Bureau of Financial Planning has reclassified two positions. A Senior Management Analyst will be reclassified to an Economist I to assist the Urban Economist in maintaining the General Fund financial model, preparation of accounting period and quarterly financial updates of the General Fund financial condition. The position will also assist in the review of financial plans for other major City funds, the completion or review of cost of service studies for City bureaus, and the review of rate ordinances. Special projects will include assisting with the financial analysis for labor negotiations and debt management related activity. An assistant Management Analyst position is reclassified to a Management Analyst. This proposal reflects the current level of staffing and distribution of responsibilities. Personnel, printing and graphic costs for preparation of the annual financial report have been removed from the Financial Planning program and are included in the debt program to more accurately reflect the true cost of debt related activity. The change between the Proposed and Adopted budget reflects a \$58,000 carryover for the development and implementation of a business improvement plan for OF&A. The \$58,000 will be used throughout OF&A and is simply located in the Financial Planning Program for tracking purposes.

The Urban Services Program received additional resources in order to restore the program to approximately FY 1990-91 levels. Materials and services were slightly increased to support an expected increase in annexing activities in FY 1992-93.



## OFFICE OF FINANCE & ADMINISTRATION (307)

General Fund (101)

Finance and Administration

*APPROPRIATION SUMMARY*

The Personnel Program received additional resources to restore a Personnel I Analyst and a Clerk I in support of Community Policing recruitment, which is a cooperative effort between the Personnel Bureau and the Police Bureau, to increase and refocus recruitment and selection activities in order to provide the number of and diversity in police officer hires needed to implement the community policing program. A half-time clerical position is included to support the City's Construction Trades Intern Program. The position is supported through an interagency with the Construction Trades Intern Special Appropriation. The change between the Proposed and Adopted budget reflects the addition of \$90,000 for developing a performance evaluation system and pay-for-performance plan for non-represented employees during FY 1992-93. A Personnel Analyst I position is included to support this effort.

The Strategic Planning Program received resources to restore continued implementation of the Portland Future Focus Plan (Strategic Plan). The change between the Proposed and Adopted budget reflects the carryover of approximately \$15,000 for continuation of the program.

The Bureau of Administrative Services created an IBIS Project Manager position at mid-year FY 91-92. Environmental Services, Transportation, Water and the General Fund share equally in the cost of the position and associated materials and services. Funding comes to the Office of Finance and Administration through an interagency between the IBIS Special Appropriation and OF&A.

The Accounting Division restored the Accounts Payable Supervisor position, which was eliminated in FY 1991-92 within FY 1992-93 discretionary resources.

The Computer Services section in response to the Computer Services Strategic Plan, has been enhanced by the creation of two new positions, Data Coordinator and Technician and the transfer of a position from the Technical Services Section. The Data Coordinator position is funded from General Fund discretionary appropriation and the Technician is funded half by discretionary and half by Interagency resources.

Risk Management has created two new positions. A Personnel Technician is added to Employee Benefits. The Labor/Management Committee has approved this action to support increased activity in the benefits program. Funding is supported through an increased benefits administration surcharge which is added to all medical premiums. A Clerical Specialist is added to address needs related to Loss Control, BOLI Claims, Fitness Programs and Employee Benefits, as well as increasing demands from Liability and Worker's Compensation. The addition of this position responds to the Wyatt Report which identified clerical staffing needs in this area. All Risk increases are funded through interagency rates.

The overall budget for FY 1992-93 is \$14,076,397 compared to \$13,129,707 for the revised FY 1991-92. The total positions are 169 compared to 162 in the revised FY 1991-92.

### BUREAU MANAGEMENT OBJECTIVES

The Bureau's management objectives and performance targets for FY 1992-93 include the following:

- \* Implementation of the IBIS Accounts Receivable, Fixed Assets and Project Tracking modules.
- \* Continue to cooperatively seek solutions to rising benefit costs through the Labor/Management Committee.
- \* Continue to provide management of the implementation of the Portland Future Focus project.

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

General Fund (101)

Finance and Administration

*APPROPRIATION SUMMARY*

**BUREAU MANAGEMENT OBJECTIVES (Continued)**

- \* Continue refinement and implementation of program budgeting, including enhancement of performance/workload measures and issues identification.
- \* Automate quarterly budget process with the objective of producing more timely reports and decreasing the staff commitment throughout the City necessary to produce the report.
- \* Automate Council Calendar process with the objective of producing more timely reports and decreasing the staff commitment throughout the City necessary to produce the report.
- \* 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 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.
- \* To develop and implement a non-represented employee performance evaluation system which is tied to the new compensation structure.

	<i>Actual</i> <i>FY 90-91</i>	<i>Revised Budget</i> <i>FY 91-92</i>	<i>Proposed</i> <i>FY 92-93</i>	<i>Adopted</i> <i>FY 92-93</i>
<b><u>EFFECTIVENESS MEASURES</u></b>				
General Fund Forecast Within 3% of Actual	*	*	3%	3%
% Bureau Overexpenditure of Total Budget	*	*	2%	2%
Number days it takes Accounts Payable to pay a bill from the date of receipt on invoice and or receiving report, (turnaround time)	17-20	10-15	10-15	10-15
Number of days after end of fiscal year to issue comprehensive Annual Financial Report	210	150-175	150-175	150-175
% of computer program problems resolved within 1 day	*	*	90%	90%
Closure of Liability Claim Adjusters' cases within 180 days	*	*	75%	75%

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

General Fund (101)

Finance and Administration

**APPROPRIATION SUMMARY**

	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>EFFECTIVENESS MEASURES (Continued)</u></b>				
Classification/Compensation review completed in 30 days or less	*	*	90%	90%
Length of Time to establish Eligibility Lists (in months)	*	2.25	2.0	2.0
<b><u>EFFICIENCY MEASURES</u></b>				
Control Programming Analyst Rate (\$/hr)	38.36	39.90	40.70	40.70
Decrease IBM computer Use Rate (\$/Sec.)	.5497	.2226	.1664	.1664
Direct Personal Services Cost per classification review	*	*	\$82	\$82
Direct Personal Services Cost per exam administered	*	\$7,924	\$4,605	\$4,605
Direct Personal Services Cost per training participant	*	*	\$15	\$15

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

General Fund (101)  
 Finance and Administration

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>ADMINISTRATIVE SERVICES</u></b>				
<i>Total Expenditures</i>	\$8,183,761	\$8,822,962	\$9,660,885	\$9,660,885
<i>General Fund Discretionary Expenditures</i>	1,125,872	1,316,475	1,232,956	1,248,852
<i>Authorized Full-Time Positions</i>	107.03	107.55	113.50	113.50
<i>Workload Measures:</i>				
CPU Seconds Used (millions)	26	33	40	33
Number of PC's Supported	800	900	1,000	900
Grants with Fiscal Activity	87	70	70	70
New Claims Filed-Liability	1,338	1,408	1,289	1,408
New Claims Filed-Workers' Comp.	508	542	559	542
Treasury Transactions	846,299	950,000	950,000	900,000
Investments Managed	\$375 million	\$375 million	\$375 million	\$375 million
No. of Invoices Processed	91,354	88,000	88,000	88,000

The Administrative Services Program includes the Bureau of Administrative Services which is composed of the Accounting, Treasury, Computers, Grants Compliance, and Risk Management services of the City, as well as IBIS (Integrated Business Information System) project management. The Administration program has created an IBIS Project Manager position. The position was created in FY 91-92 at mid-year. Environmental Services, Transportation, Water and the General Fund share equally in the cost of the position and associated materials and services. Funding comes to the Office of Finance and Administration through an interagency between the IBIS Special Appropriation and OF&A.

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 Accounting Division restored the Accounts Payable Supervisor position which was eliminated in FY 1991-92 within FY 1992- 93 discretionary resources.

The Treasury Division is responsible for the management of the City's cash and investment services, and represents 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.

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

The Computer Division is responsible for maintaining systems and programming services, providing IBM and other 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 long-range automation planning for the City. The Computer Services section, in response to the Computer Services Strategic Plan, has been enhanced by the creation of two new positions, Data Coordinator and Technician and the transfer of a position from the Technical Services Section.

*Program*

---

**ADMINISTRATIVE SERVICES (Continued)**

Risk Management has three major sections: Insurance and Claims, Workers' Compensation, and Employee Benefits. Insurance and Claims 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 and negotiating settlements. In addition, this section is responsible for managing the commercial insurance portfolio and the liability self-insurance fund. Workers' Compensation is responsible for managing the workers' compensation self-insurance fund 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 here. 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. Funding of the Administrative Services Program allows for continuation of all existing services.

Risk Management created two new positions. A Personnel Technician is added to Employee Benefits. The Labor/Management Committee has approved this action to support increased activity in the benefits program. Funding is supported through an increased benefits administration surcharge which is added to all medical premiums. A Clerical specialist is added to address needs related to Loss Control, BOLI Claims, Fitness Programs and Employee Benefits as well as increasing demands from Liability and Worker's Compensation. The addition of this position responds to the Wyatt Report which identified clerical staffing needs in this area. Administration and operating costs for the Risk functions reside in the General Fund and are funded through interagencies with the three respective funds. All Risk costs are funded through interagency rates.

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

General Fund (101)

Finance and Administration

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>FINANCIAL PLANNING</u></b>				
<i>Total Expenditures</i>	\$776,018	\$982,279	\$977,444	\$1,035,773
<i>General Fund Discretionary Expenditures</i>	452,841	407,445	240,581	298,581
<i>Authorized Full-Time Positions</i>	12.60	12.80	12.70	12.70
<i>Workload Measures:</i>				
Council Calendar Reviews Issued on Time	90%	90%	90%	90%
Hrs. Spent on Citizen Participation	250	250	250	250
General Fund Forecast within 3% of actual	N/A	N/A	3%	3%
% Original Workplan Accomplished	N/A	N/A	75%	75%
% Bureau Overexpenditure of Total Budget	N/A	N/A	2%	2%
% Budget Documents Issued on Time	N/A	N/A	95%	95%

The Bureau of Financial Planning includes the functions of budget preparation and administration, long-range forecasting, revenue analysis, council support, and special projects. The primary responsibility of the program is to monitor and manage revenue and expenditures in a manner directed toward insuring the long-term financial stability for the City. Funding of the Financial Planning Program allows for continuation of all existing services. The Adopted budget includes a \$58,000 carryover for the development and implementation of a business improvement plan for OF&A. The \$58,000 will be used throughout OF&A and is simply located in the Financial Planning Program for tracking purposes.

The Bureau of Financial Planning has reclassified two positions. A Senior Management Analyst will be reclassified to an Economist I to assist the Urban Economist in maintaining the General Fund financial model, preparation of accounting period and quarterly financial updates of the General Fund financial condition. The position will also assist in the review of financial plans for other major City funds, the completion or review of cost of service studies for City bureaus, and the review of rate ordinances. Special projects will include assisting with the financial analysis for labor negotiations and debt management related activity. An assistant Management Analyst position is reclassified to a Management Analyst. This proposal reflects the current level of staffing and distribution of responsibilities. Personnel, printing and graphic costs for preparation of the annual financial report have been removed from the Financial Planning program and are included in the debt program to more accurately reflect the true cost of debt related activity.

<b><u>URBAN SERVICES</u></b>				
<i>Total Expenditures</i>	\$448,530	\$240,885	\$267,105	\$267,105
<i>General Fund Discretionary Expenditures</i>	179,360	164,552	172,833	172,833
<i>Authorized Full-Time Positions</i>	6.48	3.30	3.25	3.25
<i>Workload Measures:</i>				
Annexation Cases	11	14	15	14
Population Added	5,471	1,367	5,000	5,000
Property Value Added	\$104 million	\$25 million	\$100 million	\$100 million
Land Area Annexed	548 Acres	75 Acres	320 Acres	320 Acres

This program is responsible for providing municipal services to specific unincorporated urban areas which surround Portland, and to ensure the continued growth of the metropolitan region's central city.

The Urban Services program was scaled back 55% in FY 1991-92 as a response to fiscal uncertainties resulting from Ballot Measure 5. Funding for FY 1992-93 provides increased materials and services, canvasser services, Boundary Commission filing fees, and printing for informational material to support an increased level of annexation. Annexation is becoming more attractive to unincorporated residents due to: continued reductions, cuts or lack of service by Multnomah County in unincorporated areas; and flattening of property taxes as a result of Ballot Measure 5. The tax cost differential in joining Portland is reduced and it is understood that further decreases will occur as the measure is fully implemented. And lastly, a city-backed financing package for property owners in the mid-county sewer project area is available to City residents.

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

General Fund (101)

Finance and Administration

*PROGRAM SUMMARY*

<i>Program</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>PERSONNEL</u></b>				
<i>Total Expenditures</i>	\$1,918,114	\$2,165,268	\$2,249,523	\$2,339,523
<i>General Fund Discretionary Expenditures</i>	1,372,968	1,099,295	1,256,042	1,330,146
<i>Authorized Full-Time Positions</i>	30.05	29.60	29.60	30.60
<i>Workload Measures:</i>				
Total Training Participant Hours	14,626	11,844	11,844	11,844
Hours Spent on Class./Comp. Reviews	2,883	2,650	2,560	2,560
Hours Spent on Collective Bargaining	2,130	562	2,228	2,228
Hours Spent Developing Personnel Policy	410	283	1,900	1,900
Hours Spent on Contract Administration	6,200	3,800	3,800	3,800
Number of Exams Conducted	N/A	39	65	65
Applications Rec'd/Processed	N/A	2,886	4,300	4,300

The Bureau of Personnel Services is responsible for the timely recruitment and selection of qualified applicants for City employment, with a special focus and emphasis on Affirmative Action outreach. The bureau monitors the return to work program for injured workers, and labor negotiations and contract administration of the City's seven labor agreements. The bureau monitors and maintains the City's classification and compensation policies and systems for coordinating City-wide training and education programs. The programs include affirmative action workforce diversity training, and tuition reimbursement programs. Lastly, the bureau monitors and coordinates the Work Study program and maintains centralized personnel records and files. The Adopted Budget includes \$90,000 for developing a performance evaluation system and pay-for-performance plan for non-represented employees during 1992-93. A Personnel Analyst I position is included to support this effort.

The Personnel Program received additional resources to restore a Personnel I and a Clerk I in support of Community Policing recruitment which is a cooperative effort between the Personnel Bureau and the Police Bureau to increase and refocus recruitment and selection activities in order to provide the number of and diversity in police officer hires needed to implement the community policing program. A half-time clerical position is included to support the City's Construction Trades Intern Program. The position is supported through an interagency with the Construction Trades Intern Special Appropriation.

**DEBT MANAGEMENT**

<i>Total Expenditures</i>	\$408,183	\$423,896	\$285,487	\$285,487
<i>General Fund Discretionary Expenditures</i>	213,943	131,312	11,080	11,080
<i>Authorized Full-Time Positions</i>	2.67	2.66	2.66	2.66
<i>Workload Measures:</i>				
New Debt Issues (in millions)	\$363.5	\$65.	\$107.8	\$107.8
No. Rebate Calculations	0	19	10	10
Coverage Calculations	N/A	5	8	8
Master Lease Draws	N/A	12	8	8
Debt Compliance Meetings	1	4	4	4
Billable Hours	N/A	3,400	1,700	1,700

The Debt Management Program is responsible for managing the City's issuance of new debt and administer existing debt in compliance with all applicable federal, state and City rules and regulations, and to maintain the highest possible credit rating for all debt issues. Funding for staff, printing and graphic costs for preparation of the annual financial report have been removed from Financial Planning program and are included in the debt program to more accurately reflect the true costs of debt-related activity. The annual financial report is prepared primarily for potential City investors. Funding of the Debt Management Program allows for continuation of all existing services.

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

General Fund (101)

Finance and Administration

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>AFFIRMATIVE ACTION</u></b>				
<i>Total Expenditures</i>	\$385,346	\$349,307	\$332,551	\$332,551
<i>General Fund Discretionary Expenditures</i>	268,589	163,770	185,834	185,834
<i>Authorized Full-Time Positions</i>	4.70	5.09	5.08	5.08

The City of Portland and Multnomah County entered into an Intergovernmental Agreement to consolidate affirmative action programs on July 1, 1991 to reduce program duplication between the two governments, while assuring that each government meets the regulatory requirement for having an office to monitor, report, plan and implement program strategies, and to provide creative solutions to workforce and service programs.

The Affirmative Action Program is overseen by the Director of the Office of Finance and Administration. Funding of the Affirmative Action Program allows for continuation of all existing services.

**STRATEGIC PLANNING**

<i>Total Expenditures</i>	\$299,557	\$145,110	\$140,402	\$155,073
<i>General Fund Discretionary Expenditures</i>	270,562	128,230	130,189	145,189
<i>Authorized Full-Time Positions</i>	0.47	1.00	1.21	1.21

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. Twenty Five strategic goals have been developed for the vision of Portland in the year 2000.

Implementation will be a multi-year process, with action plans for the remaining strategic goals being reviewed by the Steering Committee to determine what organization is responsible, as well as making adjustments to the strategic plan where changes in conditions dictate.

Funding provides for the continued coordination of the implementation process which includes community outreach through monthly publications, news releases and special event publicity. It will also allow planning meetings for seven committees which represent 200 citizen's dedicated involvement in the future of Portland. (These 200 people represent organizations named as responsible in implementing the plan.) The Adopted budget includes approximately \$15,000 in carryover for elements of the plan originally anticipated to occur in FY 91-92, but which were delayed due to delays in establishing the Steering Committee and Working Committee early in the fiscal year.



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

**General Fund (101)**

**Finance and Administration**

**LINE ITEM APPROPRIATIONS**

<i>Expenditure Classification</i>	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
511000 Full-Time Employees	\$4,054,568	\$5,236,683	\$5,779,740	\$6,025,349	\$6,055,609
512000 Part-Time Employees	66,684	97,865	81,644	77,180	77,180
514000 Overtime	81,487	90,428	65,980	85,128	85,128
515000 Premium Pay	8,293	7,961	4,968	8,497	8,497
517000 Benefits	1,519,587	1,941,623	2,248,873	2,322,295	2,334,154
<b>Total Personal Services</b>	<b>\$5,730,619</b>	<b>\$7,374,560</b>	<b>\$8,181,205</b>	<b>\$8,518,449</b>	<b>\$8,560,568</b>
521000 Professional Services	\$433,214	\$800,000	\$648,148	\$927,441	\$1,029,409
522000 Utilities	0	0	0	0	0
523000 Equipment Rental	318,672	339,622	372,391	350,798	350,798
524000 Repair & Maintenance	245,553	352,324	365,834	293,390	293,390
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	715,505	632,435	654,442	691,372	691,372
531000 Office Supplies	50,084	83,610	57,934	72,313	72,313
532000 Operating Supplies	69,301	85,909	75,171	55,165	55,103
533000 Repair & Maintenance Supplies	0	89	113	118	118
534000 Minor Equipment	701	16,068	680	8,076	8,076
535000 Clothing	0	0	0	0	0
539000 Other Commodities	50	958	0	1,500	1,500
541000 Education	35,432	71,190	63,575	74,285	74,285
542000 Local Travel	5,872	12,199	14,222	17,120	17,041
543000 Out-of-Town Travel	26,622	19,852	42,581	47,634	47,449
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	41,605	58,175	216,289	141,690	134,628
<b>Subtotal External Materials &amp; Services</b>	<b>\$1,942,611</b>	<b>\$2,472,431</b>	<b>\$2,511,380</b>	<b>\$2,680,902</b>	<b>\$2,775,482</b>
551000 Fleet Services	\$5,275	\$9,595	\$12,086	\$12,550	\$12,550
552000 Printing/Distribution	220,139	356,370	256,449	308,388	333,388
553000 Facilities Services	386,919	601,718	602,164	663,112	663,112
554000 Communications	137,304	178,238	124,861	160,418	161,219
555000 Data Processing	746,663	975,381	1,090,258	1,175,661	1,176,161
556000 Insurance	73,454	180,699	201,289	208,727	208,727
557000 Equipment Lease	200,934	88,389	0	0	0
558000 Same Fund Services	4,780	14,000	26,388	140,094	140,094
559000 Other Fund Services	332	270	3,240	3,240	3,240
<b>Subtotal Internal Materials &amp; Services</b>	<b>\$1,775,800</b>	<b>\$2,404,660</b>	<b>\$2,316,735</b>	<b>\$2,672,190</b>	<b>\$2,698,491</b>
<b>Total Materials &amp; Services</b>	<b>\$3,718,411</b>	<b>\$4,877,091</b>	<b>\$4,828,115</b>	<b>\$5,353,092</b>	<b>\$5,473,973</b>
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	0	0	0	0
564000 Equipment	93,309	167,858	114,387	\$41,856	\$41,856
<b>Total Capital Outlay</b>	<b>\$93,309</b>	<b>\$167,858</b>	<b>\$114,387</b>	<b>\$41,856</b>	<b>\$41,856</b>
573000 Cash Transfers - Equipment	\$0	\$0	\$6,000	\$0	\$0
<b>Total Appropriation</b>	<b>\$9,542,339</b>	<b>\$12,419,509</b>	<b>\$13,129,707</b>	<b>\$13,913,397</b>	<b>\$14,076,397</b>

OFFICE OF FINANCE & ADMINISTRATION (307)

General Fund (101)

Finance and Administration

FULL-TIME POSITIONS

Class	Title	Actual FY 89-90		Actual FY 90-91		Revised Budget FY 91-92		Proposed FY 92-93		Adopted FY 92-93	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
0831	Director of Fiscal Administration	1	67,795	1	72,180	1	72,779	1	72,495	1	72,495
7460	Human Resources Coord. I	0	0	1	34,958	1	38,372	1	39,004	1	39,004
4167	Resource Development Sp.	0	0	0	0	0	0	1	38,128	1	38,128
3271	Graphics Illustrator	0	0	0	0	0	0	0	0	0	0
3233	Assistant Annexation Coordinator	2	39,110	1	23,158	1	44,288	1	44,119	1	44,119
3231	Planner B	0	39,578	2	63,224	0	0	0	0	0	0
3229	Planner A	0	0	0	0	0	0	0	0	0	0
0945	Revenue and Policy Analysis Mana	0	0	0	0	0	0	0	0	0	0
0942	Economist I	0	0	0	0	0	0	1	41,482	1	41,482
0944	Urban Economist	1	48,874	1	53,190	1	52,130	1	51,929	1	51,929
0900	Staff Assistant	3	95,705	3	104,601	4	92,437	3	76,482	3	76,482
0871	Risk Operations Sup.	0	0	1	50,101	1	51,243	1	51,052	1	51,052
0870	Senior Risk Analyst	0	0	1	24,434	1	39,502	0	0	0	0
0864	Senior Grants Analyst	1	41,558	1	44,445	1	46,149	1	45,978	1	45,978
0863	Grants Analyst	2	44,726	2	55,999	2	78,196	2	77,772	2	77,772
0862	Deputy Treasurer	1	39,915	1	43,273	1	44,332	1	44,161	1	44,161
0860	City Treasurer	1	54,309	1	58,798	1	60,305	1	60,072	1	60,072
0859	Asst. Claims Tech	0	0	2	48,589	2	51,531	2	51,324	2	51,324
0858	Claims Tech.	0	0	4	102,424	3	85,505	3	86,550	3	86,550
0857	Claims Adjuster	0	0	4	95,152	4	146,235	4	147,496	4	147,496
0856	Workers' Comp. Sup.	0	0	1	48,005	1	51,243	1	51,052	1	51,052
0854	Liability Claims Sup.	0	0	2	56,069	1	50,996	1	51,052	1	51,052
0853	Risk Manager	0	0	1	55,288	1	58,532	1	58,318	1	58,318
0850	Loss Control Supervisor	0	0	1	24,175	1	44,149	1	47,203	1	47,203
0849	Loss Control Rep	0	0	1	20,396	1	32,445	2	69,447	2	69,447
0839	Director Admin. Services	1	32,159	1	62,203	1	66,486	1	66,231	1	66,231
0830	Financial Planning Director	1	57,183	1	62,575	1	66,486	1	66,231	1	66,231
0829	Financial Analyst	0	2,600	1	36,222	1	38,756	1	39,651	1	39,651
0828	Senior Management Analyst	4	115,010	4	214,966	7	308,106	6	263,761	6	263,761
0827	Management Analyst	3	132,603	3	99,547	0	0	1	38,041	1	38,041
0826	Assistant Management Analyst	2	62,003	2	41,331	2	70,144	1	33,046	1	33,046
0820	Administrative Assistant II	1	39,208	0	0	0	0	0	0	0	0
0819	Administrative Assistant I	0	0	2	63,409	2	67,217	2	61,312	2	61,312
0815	Urban Services Manager	1	46,240	1	15,568	0	0	0	0	0	0
0809	Urban Services Public Inv. Coord.	1	41,862	1	40,336	0	0	0	0	0	0
0640	Personnel Director	1	55,085	1	61,716	1	66,486	1	66,231	1	66,231
0630	Employee Relations Officer	1	48,029	1	51,913	1	54,266	1	56,021	1	56,021
0625	Recruitment/Selection Officer	0	0	1	31,918	1	45,167	1	46,695	1	46,695
0624	Affirmative Action Officer	1	45,804	1	44,561	0	0	0	0	0	0
0621	Affirmative Action Analyst	1	30,597	1	34,477	1	38,527	1	29,200	1	29,200
0614	Personnel Analyst III	7	141,652	5	153,717	6	273,385	5	230,717	5	230,717
0612	Personnel Analyst II	9	349,201	9	365,793	8	318,036	9	360,657	9	360,657
0610	Personnel Analyst I	1	39,677	6	133,762	5	190,397	5	173,927	6	204,187
0609	Personnel Tech.	1	31,481	4	71,291	2	53,571	3	78,635	3	78,635
0601	Civil Service Secretary	1	30,264	0	0	1	33,608	1	33,471	1	33,471
0561	Bank & Inv. Analyst	2	62,740	2	70,314	2	72,977	2	72,704	2	72,704
0544	Admin. Services Officer I	1	38,618	1	42,887	1	44,531	1	44,370	1	44,370
<b>TOTAL THIS PAGE</b>		<b>52</b>	<b>1,873,584</b>	<b>80</b>	<b>2,776,963</b>	<b>72</b>	<b>2,948,515</b>	<b>73</b>	<b>2,966,017</b>	<b>74</b>	<b>2,966,277</b>

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

General Fund (101)

Finance and Administration

**FULL-TIME POSITIONS**

Class	Title	Actual FY 89-90		Actual FY 90-91		Revised Budget FY 91-92		Proposed FY 92-93		Adopted FY 92-93	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
<b>TOTALS FROM PREVIOUS PAGE</b>		52	1,873,584	80	2,776,963	72	2,948,515	73	2,966,017	74	2,966,277
0533	Accounting Mgr.	1	49,521	1	53,944	1	54,501	1	54,288	1	54,288
0519	General Ledger Supervisor	1	45,977	1	50,389	1	48,674	1	48,483	1	48,483
0516	Principal Accountant	3	119,339	3	132,852	2	88,663	3	132,483	3	132,483
0515	Senior Accountant	5	148,720	5	159,346	5	172,848	5	172,817	5	172,817
0514	Associate Accountant	5	108,438	4	112,977	4	119,546	4	121,016	4	121,016
0511	Accounts Payable Audit Clerk	1	23,254	1	24,878	1	25,832	1	25,724	1	25,724
0510	Accounting Assistant	15	329,934	16	364,588	18	409,663	17	411,730	17	411,730
0390	Computer Operations Supervisor	1	43,607	0	0	1	48,408	1	48,233	1	48,233
0384	Technical Systems Manager	1	51,338	1	55,928	1	57,004	1	56,794	1	56,794
0383	Principal Programmer Analyst	0	0	0	0	1	48,707	1	49,715	1	49,715
0382	Senior Systems Programmer	2	90,001	2	98,148	2	99,208	2	98,846	2	98,846
0381	Systems Programmer	0	0	0	0	1	46,193	1	49,423	1	49,423
0380	MIS Analyst	1	41,600	1	45,056	1	46,193	1	51,532	1	51,532
0379	Asst. MIS Analyst	2	54,724	4	115,863	4	125,670	4	140,349	4	140,349
0377	Micro Computer Analyst	1	22,199	0	0	0	0	0	0	0	0
0376	Deputy Dir. Systems & Prog.	1	54,703	1	58,261	1	60,084	1	59,863	1	59,863
0375	Computer Services Director	1	60,226	1	63,576	1	65,245	1	64,999	1	64,999
0374	Systems Programming Manager	2	82,056	2	84,864	1	53,243	1	53,056	1	53,056
0373	Senior Programming Analyst	5	209,136	5	224,266	5	226,741	6	257,426	6	257,426
0372	Programming Analyst	2	68,797	4	107,288	5	177,877	5	177,078	5	177,078
0371	Data Processing Analyst	2	67,318	2	72,807	2	73,908	2	73,622	2	73,622
0368	Data Entry Coordinator	1	28,542	1	32,586	1	31,991	1	31,863	1	31,863
0365	Data Processing Tech.	3	55,205	3	82,450	3	88,929	4	115,298	4	115,298
0346	Word Processing Operator II	1	15,211	0	0	0	0	0	0	0	0
0345	Word Processing Operator I	2	40,211	2	23,206	1	24,946	1	22,134	1	22,134
0222	Secretarial Assistant	2	47,466	2	61,661	3	75,104	3	75,482	3	75,482
0221	Secretarial Clerk II	3	48,778	5	64,438	5	106,808	5	110,257	5	110,257
0220	Secretarial Clerk I	2	34,191	3	62,557	4	81,553	5	106,813	5	106,813
0210	Typist Clerk	1	22,057	1	27,597	1	20,737	0	0	0	0
0140	Data Entry Clerk	4	80,396	4	82,802	4	87,134	4	89,252	4	89,252
0114	Clerical Specialist	6	138,039	8	188,485	8	196,064	10	235,021	10	235,021
0110	Clerk I	0	0	1	8,907	1	17,508	1	17,323	1	17,323
0000	Customer Services Manager	0	0	0	0	1	52,243	1	53,912	1	53,912
0000	IBIS Project Manager	0	0	0	0	0	0	1	54,500	1	54,500
<b>TOTAL FULL-TIME POSITIONS</b>		<b>129</b>	<b>4,054,568</b>	<b>164</b>	<b>5,236,683</b>	<b>162</b>	<b>5,779,740</b>	<b>168</b>	<b>6,025,349</b>	<b>169</b>	<b>6,055,609</b>

**BUREAU OF FIRE, RESCUE AND EMERGENCY SERVICES (124)**

General Fund (101)

Public Safety

**APPROPRIATION SUMMARY**

	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>EXPENDITURES</u></b>					
<i>Personal Services</i>	\$43,548,388	\$46,115,834	\$45,429,247	\$45,419,920	\$45,419,920
<i>External Materials and Services</i>	2,378,830	2,599,026	3,558,306	3,420,572	3,493,136
<i>Internal Materials and Services</i>	2,665,037	3,486,142	3,798,431	3,737,922	3,737,922
<i>Capital Outlay</i>	278,199	353,637	1,158,457	1,816,819	1,816,819
<i>Cash Transfers-Equipment</i>	56,200	44,788	98,818	8,263	8,263
<b>TOTAL EXPENDITURES</b>	<b>\$48,926,654</b>	<b>\$52,599,427</b>	<b>\$54,043,259</b>	<b>\$54,403,496</b>	<b>\$54,476,060</b>
<b><u>Authorized Full-Time Positions</u></b>					
<i>Total</i>	845	839	757	777	777
<i>General Fund Discretionary</i>	722.3	745.1	676.9	701.4	701.4
<b><u>FUNDING SOURCES</u></b>					
<i>General Fund Discretionary</i>		\$44,198,706	\$46,475,006	\$47,894,489	\$47,967,053 <i>456,667</i>
<b><u>Non-Discretionary Resources</u></b>					
<i>Grants and Donations</i>		235,721	448,091	15,108	15,108 <i>105.03 AP</i>
<i>Contract Revenue</i>		7,466,293	5,262,482	4,772,128	4,772,128
<i>Interagency Services</i>		10,010	605,000	0	0
<i>Bureau Program Revenue</i>		688,697	1,252,680	1,721,771	1,721,771
<i>Overhead Recovery</i>		0	0	0	0
<b>Total Non-Discretionary Resources</b>		<b>\$8,400,721</b>	<b>\$7,568,253</b>	<b>\$6,509,007</b>	<b>\$6,509,007</b>
<b>TOTAL FUNDING</b>		<b>\$52,599,427</b>	<b>\$54,043,259</b>	<b>\$54,403,496</b>	<b>\$54,476,060</b>
<b><u>PROGRAMS</u></b>					
<i>Fire Prevention</i>		\$3,478,688	\$4,104,497	\$4,189,959	\$4,190,214
<i>Management Services</i>		1,110,714	1,687,878	2,738,022	3,009,515
<i>Emergency Operations</i>		41,834,564	40,619,431	39,433,818	39,313,468
<i>Logistical Support</i>		4,693,265	5,717,807	6,240,645	6,152,038
<i>Training &amp; Emergency Management</i>		1,482,196	1,913,646	1,801,052	1,810,825
<b>TOTAL PROGRAM</b>		<b>\$52,599,427</b>	<b>\$54,043,259</b>	<b>\$54,403,496</b>	<b>\$54,476,060</b>

**GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR**

The Bureau's mission is: "To promote a safe environment for all areas protected by the Portland Bureau of Fire, Rescue and Emergency Services, to respond to fire and other emergencies, and to provide non-emergency services to public benefit." In achieving this mission the bureau has four goals: 1) To reduce the frequency and severity of fires and hazardous materials emergencies through prevention and enforcement programs; 2) To minimize suffering, loss of life and property from fires, hazardous materials, medical and other emergencies through response programs; 3) To ensure preparedness through training, citywide disaster planning and emergency management programs; and 4) To provide the resources and support necessary for the Bureau to accomplish its mission.

The Bureau of Fire, Rescue and Emergency Services contains five program areas: Prevention, Management Services, Emergency Operations, Logistical Support, and Training and Emergency

## BUREAU OF FIRE, RESCUE AND EMERGENCY SERVICES (124)

General Fund (101)

Public Safety

APPROPRIATION SUMMARY

Management. The primary services provided by the Bureau are: rapid response to fires, medical and other emergencies with sufficient people and equipment to control the emergency; support activities that make emergency response possible, including fire dispatch, maintenance of fire buildings and equipment, training, and management support; fire prevention activities, including public education, fire code inspection and plans review, and arson investigation; and preparation for the management of large-scale public emergencies.

In addition to serving residents and businesses within the City of Portland, the Portland Bureau of Fire, Rescue and Emergency Services provides, under contract, fire protection to Multnomah Fire District 10 located in the unincorporated area of East Multnomah County.

The Fire Bureau's FY 1992-93 discretionary budget of \$47,967,053 is an increase of \$1,492,047 from the FY 1991-92 Revised discretionary budget of \$46,475,006. "Discretionary" resources are those allocated to various City services at the discretion of City Council, as opposed to dedicated resources which legally may only support one service or activity. This budget provides the Bureau of Fire with sufficient appropriation to continue at existing service levels. In addition, the discretionary budget supports 701.4 full-time positions, an increase of 24.5 full-time positions above the 676.9 full-time positions authorized in FY 1991-92. This increase in discretionary positions is due to the following: (12) Fire Fighters and (3) Instructors for the Training Academy (includes no appropriation, only position authority); two position upgrades from part-time to full-time -- (1) Research Technician and (1) Data Entry Clerk; (1) Delivery Driver (restored during the First Quarter Budget Process in FY 1991-92, through reallocation of resources); 6 Travelling Fire Fighter and .5 Associate Accountant which were transferred from District 10's budget to Portland as a result of annexations.

The FY 1992-93 budget assumes no appropriation for the addition of 15 firefighter and instructor training positions. The budget merely provides position authority in order for the Fire Bureau to add the positions to the FY 1992-93 Budget, allowing the flexibility to hire during FY 1992-93, as needed. The discretionary budget covers the cost of the 2 position upgrades and the Delivery Driver. The six (6) FireFighter positions and 0.5 Associate Accountant are related to the Urban Services Program and the annexations within the District #10 contract. The City's contract requires the transfer of service requirements in relation to the amount of assessed valuation of properties annexed by the City. **The Fire Bureau has absorbed the positions within existing resources through a process of prioritizing requirements and reallocation of resources.**

In addition to the above-described position changes, City Council added \$280,000 in additional support to the Fire Bureau's discretionary budget. This amount was needed by the Bureau to offset an anticipated shortfall in bureau-specific revenues related to fire inspections which would have required reductions in the Prevention program and services. The Fire Bureau had proposed a fire prevention review program which was not approved by Council. The Bureau plans to conduct a pilot program which will not involve fees on commercial properties. Participation and support of commercial property owners is expected given the lack of fees.

The capital improvements are an important part of the 1992-93 Fire Bureau budget. The budget includes 15 capital improvement projects totaling \$2,522,029, with the Apparatus Replacement and Training Facility - Phase III projects ranked by Bureau management as the top two priorities. The goal of the Apparatus Replacement project is to provide for replacement of the Bureau's engines, trucks, and other apparatus on a planned schedule, with a level cost (adjusted for inflation). Currently, the target life span for apparatus is twenty years. The FY 1992-93 Budget includes \$665,500 for the replacement of one

**BUREAU OF FIRE, RESCUE AND EMERGENCY SERVICES (124)**

General Fund (101)

Public Safety

*APPROPRIATION SUMMARY*

aerial ladder truck. This will be funded through the City's Master Lease program, and \$166,375 will be required for the first year's debt service on a five-year payment schedule for a total cost of \$831,875 in FY 92-93. The Master Lease program provides a mechanism for the City to borrow funds in order to purchase high priority capital equipment or to construct facilities that otherwise might be postponed until future years because of insufficient capital resources. In addition, discretionary funds totalling \$608,905 are budgeted for Master Lease payments attributable to equipment purchases made in past years.

**BUREAU MANAGEMENT OBJECTIVES**

*Bureau of Fire, Rescue and Emergency Services identified five objectives it intends to achieve in FY 1992-93.*

- o Work cooperatively with the Fire Study Committee to complete work on the Fire Study by November, 1992. The consultant's report is due on October 30, 1992, and the Committee's report is due to Council no later than November 30, 1992.*
- o Implement Council approved recommendations originating from the Fire Study - Winter/Spring, 1992-93.*
- o Implement new Fire Information System - August, 1992.*
- o Implementation of a Community Involvement Program - Fall, 1992. (When the plan is completed, the Fire Bureau will evaluate the need for additional resources.)*
- o Work cooperatively in the migration of the new Computer-Aided Dispatch and 800 MHZ radio systems by November, 1993.*

**EFFECTIVENESS MEASURES**

	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
Fire per 100 residents	6.03	6.50	6.59	6.59
Number of lives lost per 100,000 population GOAL: No more than 97% of last three years average of 1.717/100,000 population	159%	<97%	<97%	<97%
Total fire loss per capita GOAL: No more than 97% of last three years average of \$30.42/capita.	98%	<97%	<97%	<97%

**BUREAU OF FIRE, RESCUE AND EMERGENCY SERVICES (124)**

General Fund (101)

Public Safety

**APPROPRIATION SUMMARY**

	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
Dollar value of fire loss as a percentage of total value of structure exposed to fire. GOAL: No more than 97% of .4876%	66%	<97%	<97%	<97%
Number of time-loss injuries for 100 firefighters GOAL: No more than 97% of last three years average of 13.17/100 firefighters	*	<97%	<97%	<97%
Number of work orders in suspense:				
Buildings	78	<100	<100	<100
Apparatus	194	150	<150	<150
Percent of total repairs to emergency equipment that are unscheduled.	5%	<10%	<10%	<10%

**EFFICIENCY MEASURES**

Average number of inspections per Inspector completed each day.	2.12	3.16	3.06	3.06
Average per capita cost of Fire/EMS protection.	\$88.07	\$75.29	\$75.72	\$75.72
Management Support cost as a percentage of total budget.	2%	2%	2.4%	2.4%

# BUREAU OF FIRE, RESCUE AND EMERGENCY SERVICES (124)

General Fund (101)

Public Safety

## PROGRAM SUMMARY

<i>Program</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>FIRE PREVENTION</u></b>				
<i>Total Expenditures</i>	\$3,478,688	\$4,190,214	\$4,189,959	\$4,190,214
<i>General Fund Discretionary Expenditures</i>	2,823,548	3,185,102	3,183,547	3,185,102
<i>Authorized Full-Time Positions</i>	61.00	64.00	64.00	64.00
<i>Workload Measures:</i>				
Public Education Presentations	400	500	0	0
Numbr of Participans-Pub. Ed. Prog.	*	*	25,000	25,000
Number of Code Inspections				
Regular, "Priority 1"	4,827	5,000	4,350	4,350
Total Inspections	8,533	15,550	14,900	14,900
Number of Plan Examinations	5,741	5,000	5,000	5,000
Number of Fire/Arson Investigations	752	950	950	950

This program is comprised of six functional areas: Public Education, Plans Review, Code Enforcement, Investigation, Harbor Master, and Administration. These sections are responsible for informing and educating the public, performing fire code enforcement inspections and new plans review, investigating fires, and enforcing the Harbor Code. The main goal of this program is to reduce the number of fires, fire deaths and injuries occurring within the City of Portland, annually, particularly among those populations that face a disproportionately high risk of death due to fire. Those populations include children, minorities, the elderly and disabled persons.

A "Fire Company Inspection Program" was approved by Council in FY 1989-90 to provide for the structure to administer the increased demand for inspections using Emergency Operations personnel. Under the new inspection program, fire companies would be responsible for the inspection of approximately 20,000 "Priority II" occupancies (all other occupancies, excluding those described under "Priority I"). However, a grievance filed by the Union progressed to arbitration and delayed implementation. The arbitrator's award reduces a firefighter's work week by one hour (from 53 hours to 52 hours). As a result, this program will be reviewed by Council early in FY 1992-93.

### **MANAGEMENT SERVICES**

<i>Total Expenditures</i>	\$1,110,714	\$1,687,878	\$2,738,022	\$3,009,515
<i>General Fund Discretionary Expenditures</i>	825,188	1,053,657	2,225,540	2,485,665
<i>Authorized Full-Time Positions</i>	13.00	15.00	39.00	39.00
<i>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%	95%	95%

This program provides overall managerial and fiscal direction for the Bureau through the Fire Chief and the Management Officer. Programmatic functions consist of budgeting, accounting, payroll, and management financial information. Important components of Management Services include liaison activities with other City Bureaus, the Commissioner-in-Charge and City Council, the Capital Review Committee, the IBIS Steering Committee, and the Bureau Advisory Committee.

Also, included within the Management Services program for FY 1992-93 is the Fire Alarm Dispatch (FAD) Center, transferred from Emergency Operations, effective January, 1992. The Bureau initiated this change in order to better coordinate transition to the City's new combined dispatch facility.

The Elevator Replacement project for Station 1 located at 55 S. W. Ash was ranked No. 16 among the Bureau's priorities and will meet the current safety codes. Included in the cost estimate is \$5,000 to study the building needs related to the elevator and \$50,000 to replace the existing elevator.



**BUREAU OF FIRE, RESCUE AND EMERGENCY SERVICES (124)**

General Fund (101)

Public Safety

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>EMERGENCY OPERATIONS</u></b>				
<i>Total Expenditures</i>	\$41,834,564	\$40,619,431	\$39,433,818	\$39,313,468
<i>General Fund Discretionary Expenditures</i>	34,843,367	36,305,950	35,586,342	35,479,825
<i>Authorized Full-Time Positions</i>	719.00	638.00	616.00	616.00
<i>Workload Measures:</i>				
No. of Lives Lost/1,000 Fires as Percent of the Last 3 Years' Avg.	169%	<97%	*	*
4-Minute Response-EMS Calls	77.6%	>75%	*	*
4-Minute Response-Fire Calls	74.1%	>70%	*	*
Number of Structural Fire	1,438	*	1,450	1,450
Number of Total Fires	3,158	*	3,300	3,300
Numer of EMS calls	27,675	*	28,200	28,200
Total Number of Calls	55,514	*	54,500	54,500

The major function of this program is to save life and property from fire, medical and other emergencies. In addition to the fire and medical calls, personnel in the Emergency Operations program plan for and are trained to manage emergencies, such as hazardous materials incidents; radiological emergencies (responding to radioactive incidences); water-related incidents requiring dive rescue services; fires in forested areas of the City; major medical emergencies; fires in flammable liquid storage facilities; high rise fires; emergencies involving aircraft; fires aboard ships; natural disasters such as earthquakes, volcanic activity, wind storms, flooding, etc.; and emergency incidents during civil disorder. There are two major sections within this program area: Emergency Response and Administrative Support.

For FY 1992-93 there are 513 apparatus positions, 29 fire stations, and 39 companies, some of which are cross-staffed; for example, Station 6 personnel respond on either an engine or a boat. In addition, the Bureau expects to respond to more than 50,000 alarms in 1992-93.

Changes from FY 1991-92 include Fire Alarm Dispatch functions being transferred to Management Services.

In FY 1993-94, it is anticipated that Fire Alarm Dispatch will be transferred to the Bureau of Emergency Communications. Installation of a new computer-aided dispatch (CAD) system will allow the integration of Fire Alarm Dispatch with other emergency dispatch functions currently handled by BOEC personnel.

**BUREAU OF FIRE, RESCUE AND EMERGENCY SERVICES (124)**

General Fund (101)

Public Safety

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>LOGISTICAL SUPPORT</u></b>				
<i>Total Expenditures</i>	\$4,693,265	\$5,717,807	\$6,240,645	\$6,152,038
<i>General Fund Discretionary Expenditures</i>	4,305,554	4,777,372	5,219,765	5,127,369
<i>Authorized Full-Time Positions</i>	28.00	24.00	25.00	25.00
<i>Workload Measures:</i>				
No. of Work Orders for Bldg. Maint.	2,579	2,200	2,200	2,200
No. Work Orders for Apparatus Maint.	4,693	4,000	4,000	4,000
Number of Work Orders in Suspense for Building Maintenance	76	<100	*	*
Number of Work Orders in Suspense for Apparatus Maintenance	95	<150	*	*
Pct. of Time Repairs of Fire Cable Are Completed Within 24 Hours	45%	*	*	*
Pieces of Equipment Receiving Prev. Maint. Inspection & Repair	506	400	400	400
Percentage of Total Emergency Repairs Unscheduled	4.3%	<10%	*	*

This program is comprised of Logistics Administration, Building Maintenance, Apparatus Maintenance, Support for Emergency Operations and Station Operations and Supplies. This program provides continued reliable operation of the facilities and emergency response equipment of the Fire Bureau 24 hours a day, 365 days a year.

Funding from the General Fund Capital/Master Lease Set-Asides supports the following capital projects budgeted in this program: Apparatus Replacement (\$166,375 – new Master Lease); Prior-Year Master Lease (\$608,905); Underground Tank Removal (\$60,000); Linnton Oil Grounds (\$325,000); Station 41 Sewer Connection (\$10,392); Plumbing and Asbestos Removal (\$82,750); Station 20 Sewer Repair (\$12,000); Station 13 Hot Water System (\$12,000); Station 9 Exterior Walls/Windows (\$23,200); HVAC Upgrades (\$50,000); Apparatus Bay Ventilation (\$50,000); and Fire Sprinkler Systems (\$50,000).

For FY 1992-93 \$665,500 for one aerial ladder truck is budgeted within this program. This year, as in prior years, the Fire Bureau will purchase apparatus under the Master lease program in order to maintain the replacement schedule. A new replacement fire truck will be required in FY 92-93 with first year's costs of \$166,375. In addition, prior-year Master Lease payments are budgeted in this program and total \$608,905 in discretionary support.

**BUREAU OF FIRE, RESCUE AND EMERGENCY SERVICES (124)**

General Fund (101)

Public Safety

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>TRAINING &amp; EMERGENCY MANAGEMENT</u></b>				
<i>Total Expenditures</i>	\$1,482,196	\$1,913,646	\$1,801,052	\$1,810,825
<i>General Fund Discretionary Expenditures</i>	1,401,049	1,487,671	1,679,295	1,689,092
<i>Authorized Full-Time Positions</i>	18.00	18.00	33.00	33.00
<i>Workload Measures:</i>				
Pct of Recruits Successfully Trained	85%	85%	100%	100%
No. of Training Presentations Beyond Regular In-Service Training	1,495	900	900	900
No. of Emergency Plan Drills	1	1	1	1
Update City's Basic Emergency Svc. Plan Annexes (# of annexes)	4	3	6	6

Programmatic responsibilities include in-service and new recruit training, coordination of specialized certifications such as EMT's or Hazardous Materials Response Team, development and updating the Bureau's Ten-Year Strategic Plan, preparation of the management of large-scale public emergencies, such as earthquakes or airplane crashes, and special studies and analyses related to fire fighting strategy.

Changes from FY 1991-92 include the creation of 15 additional training positions (12 Fire Fighter trainee and 3 Instructor positions). However, the Bureau is requesting no budget authority for these positions at this time. The Bureau is merely requesting position authority in order to include the positions in the FY 1992-93 Budget, allowing the flexibility to hire during FY 1992-93, as needed.

Other activities contained in this program for FY 1992-93 include CIP Projects, such as the Training Center - Phase III (\$306,315) and the Earthquake Survey (\$35,000) projects. The Training Center - Phase III was ranked No. 2 in the Bureau's priorities for its Capital Improvement Program (CIP). This project will incorporate all of the various aspects of training with an in-service fire company in one building. This project is located on property formerly owned by the Water Bureau located in the area of 122nd and Sandy Boulevard. The budgeted cost for 92-93 is \$306,315.

The Earthquake Survey project involves funding in the amount of \$35,000 for a structural engineer to survey critical City facilities to determine the earthquake survivability as well as recommend necessary improvements. Fifty City and County-owned buildings will be surveyed under this plan.

# BUREAU OF FIRE, RESCUE AND EMERGENCY SERVICES (124)

General Fund (101)

Public Safety

## LINE ITEM APPROPRIATIONS

<i>Expenditure Classification</i>	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
511000 Full-Time Employees	\$33,034,810	\$33,299,913	\$33,384,617	\$33,520,298	\$33,520,298
512000 Part-Time Employees	44,506	48,826	78,124	54,801	54,801
514000 Overtime	680,160	932,661	656,583	633,403	633,403
515000 Premium Pay	3,825,527	5,026,534	4,361,044	4,621,680	4,621,680
517000 Benefits	5,963,385	6,807,900	6,948,879	6,589,738	6,589,738
<b>Total Personal Services</b>	<b>\$43,548,388</b>	<b>\$46,115,834</b>	<b>\$45,429,247</b>	<b>\$45,419,920</b>	<b>\$45,419,920</b>
521000 Professional Services	\$177,480	\$237,479	\$631,818	\$296,259	\$296,259
522000 Utilities	267,387	325,681	346,857	420,705	420,705
523000 Equipment Rental	4,979	7,865	34,453	35,743	35,743
524000 Repair & Maintenance	250,501	429,214	610,184	678,492	678,492
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	76,837	62,986	94,943	107,069	107,069
531000 Office Supplies	75,453	66,222	65,904	89,160	89,160
532000 Operating Supplies	648,455	634,229	801,223	777,144	777,144
533000 Repair & Maintenance Supplies	316,519	286,458	349,819	341,508	341,508
534000 Minor Equipment	50,144	47,385	92,344	66,621	139,185
535000 Clothing	193,871	163,828	171,442	201,236	201,236
539000 Other Commodities	2,358	(3,667)	4,730	2,987	2,987
541000 Education	91,540	140,937	196,527	235,790	235,790
542000 Local Travel	3,506	4,267	9,311	12,690	12,690
543000 Out-of-Town Travel	72,974	48,704	76,612	79,557	79,557
544000 External Rent	31,351	30,000	50,162	52,675	52,675
545000 Interest	0	0	0	0	0
546000 Refunds	44	0	0	0	0
547000 Retirement	95,853	105,307	0	0	0
549000 Miscellaneous	19,578	12,131	21,977	22,936	22,936
<b>Subtotal External Materials &amp; Services</b>	<b>\$2,378,830</b>	<b>\$2,599,026</b>	<b>\$3,558,306</b>	<b>\$3,420,572</b>	<b>\$3,493,136</b>
551000 Fleet Services	\$235,184	\$285,806	\$331,996	\$362,871	\$362,871
552000 Printing/Distribution	103,032	112,975	126,035	120,074	120,074
553000 Facilities Services	5,870	8,790	6,836	3,804	3,804
554000 Communications	480,704	455,654	486,284	517,535	517,535
555000 Data Processing	16,128	32,790	51,678	68,550	68,550
556000 Insurance	480,856	562,960	571,855	758,276	758,276
557000 Equipment Lease	1,313,496	1,133,532	1,244,424	775,280	775,280
558000 Same Fund Services	8,988	7,862	11,950	22,836	22,836
559000 Other Fund Services	20,779	885,773	967,373	1,108,696	1,108,696
<b>Subtotal Internal Materials &amp; Services</b>	<b>\$2,665,037</b>	<b>\$3,486,142</b>	<b>\$3,798,431</b>	<b>\$3,737,922</b>	<b>\$3,737,922</b>
<b>Total Materials &amp; Services</b>	<b>\$5,043,867</b>	<b>\$6,085,168</b>	<b>\$7,356,737</b>	<b>\$7,158,494</b>	<b>\$7,231,058</b>
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	133,138	356,470	955,249	955,249
564000 Equipment	278,199	220,499	801,987	861,570	861,570
<b>Total Capital Outlay</b>	<b>\$278,199</b>	<b>\$353,637</b>	<b>\$1,158,457</b>	<b>\$1,816,819</b>	<b>\$1,816,819</b>
573000 Cash Transfers - Equipment	\$56,200	\$44,788	\$98,818	\$8,263	\$8,263
<b>Total Appropriation</b>	<b>\$48,926,654</b>	<b>\$52,599,427</b>	<b>\$54,043,259</b>	<b>\$54,403,496</b>	<b>\$54,476,060</b>

**BUREAU OF FIRE, RESCUE AND EMERGENCY SERVICES (124)**

General Fund (101)

Public Safety

**FULL-TIME POSITIONS**

Class	Title	Actual FY 89-90		Actual FY 90-91		Revised Budget FY 91-92		Proposed FY 92-93		Adopted FY 92-93	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
5219	City Fire Chief	1	76,761	1	83,927	1	84,322	1	84,000	1	84,000
5388	Fire Info Systems Manager	1	42,041	1	47,286	1	49,612	1	49,423	1	49,423
5352	Hazardous Materials Coordinator	1	51,168	1	54,656	1	56,823	1	56,606	1	56,606
5350	EMS Coordinator	1	53,933	1	58,576	1	57,129	1	56,919	1	56,919
5347	Asst. Public Education Officer	1	45,320	1	50,661	1	49,696	1	49,485	1	49,485
5332	Fire Lt. Specialist - Comm.	0	0	2	74,592	0	0	0	0	0	0
5324	Asst. Fire Marshall	2	82,481	1	62,572	2	127,520	2	122,782	2	122,782
5321	Fire Inspector II	0	0	1	48,066	0	0	0	0	0	0
5320	Fire Inspector I	0	0	10	403,564	0	0	0	0	0	0
5317	Deputy Fire Chief	0	0	1	65,853	0	0	0	0	0	0
5316	Fire Battalion Chief	0	0	6	379,637	0	0	0	0	0	0
5314	Fire Captain-53 Hour	0	0	6	315,410	0	0	0	0	0	0
5312	Fire Training Officer-56 Hour	0	0	7	245,269	0	0	0	0	0	0
5311	Fire Lieutenant-53 hour	0	0	28	1,102,182	0	0	0	0	0	0
5310	Fire Fighter Specialist-Comm.	0	0	11	496,352	0	0	0	0	0	0
5309	Fire Fighter Specialist-53 hour	0	0	5	151,073	0	0	0	0	0	0
5308	Fire Fighter-53 hour	0	0	55	3,514,889	0	0	0	0	0	0
5260	Harbor Pilot	6	153,318	5	176,221	6	274,766	6	287,976	6	287,976
5257	Mgmt Support Services Officer	1	49,150	1	52,919	1	54,559	1	54,351	1	54,351
5240	Fire Apparatus Superintendent	1	42,120	1	45,845	1	46,762	1	46,583	1	46,583
5232	Fire Lieutenant Specialist (Comm)	4	181,366	4	207,903	4	198,684	4	196,356	4	196,356
5230	Staff Fire Captain	6	284,280	10	438,393	8	456,775	8	455,016	8	455,016
5224	Assistant Fire Marshall	0	0	1	63,357	0	0	0	0	0	0
5222	Fire Inspector I Specialist	2	69,859	1	40,944	1	49,675	1	49,465	1	49,465
5221	Fire Inspector II	5	318,950	4	208,248	4	213,597	4	219,362	4	219,362
5220	Fire Inspector I	34	1,324,028	27	1,107,041	38	1,774,386	38	1,776,043	38	1,776,043
5218	Division Fire Chief	3	200,259	4	288,127	3	220,478	3	219,052	3	219,052
5217	Deputy Fire Chief	7	541,985	6	376,289	6	401,292	7	466,591	7	466,591
5216	Fire Battalion Chief	15	871,354	12	647,104	15	955,104	14	888,476	14	888,476
5215	Fire Training Captain	1	76,524	1	43,953	0	0	0	0	0	0
5214	Fire Captain	33	1,758,576	32	1,448,675	29	1,615,836	29	1,604,059	29	1,604,059
5213	Staff Fire Lieutenant	2	132,047	4	161,892	3	148,943	3	148,395	3	148,395
5212	Fire Training Officer	6	364,051	6	231,093	6	298,116	8	296,790	8	296,790
5211	Fire Lieutenant	111	4,912,516	100	4,225,156	103	4,939,272	103	4,947,729	103	4,947,729
5210	Firefighter Specialist-Comms	16	745,934	8	289,576	16	708,459	16	708,912	16	708,912
5209	Firefighter Specialist	13	394,941	9	347,130	11	474,768	12	472,152	12	472,152
5208	Fire Fighter	518	18,793,588	404	14,163,424	445	18,544,971	457	18,562,114	457	18,562,114
3164	Senior Engineer	1	46,608	1	50,160	1	49,340	1	51,949	1	51,949
1536	Auto Mechanic Foreman II	1	34,648	1	38,793	1	39,572	1	39,421	1	39,421
1532	Automotive Mechanic	7	200,187	6	195,013	6	202,224	6	201,450	6	201,450
1520	Maintenance Machinist	1	30,347	1	33,006	1	33,704	1	33,575	1	33,575
1513	Welder	0	0	0	0	0	0	0	0	0	0
1453	Electrician	1	34,590	1	36,949	1	38,420	1	38,273	1	38,273
1451	Alarm Line Electrician II	0	0	0	0	0	0	0	0	0	0
1450	Alarm Line Electrician I	1	34,590	1	19,795	0	0	0	0	0	0
1443	Painter	3	89,309	3	96,281	3	101,112	3	100,725	3	100,725
<b>TOTAL THIS PAGE</b>		<b>806</b>	<b>32,036,829</b>	<b>792</b>	<b>32,187,852</b>	<b>720</b>	<b>32,265,917</b>	<b>735</b>	<b>32,284,030</b>	<b>735</b>	<b>32,284,030</b>

**BUREAU OF FIRE, RESCUE AND EMERGENCY SERVICES (124)**

General Fund (101)

Public Safety

Class	Title	Actual FY 89-90		Actual FY 90-91		Revised Budget FY 91-92		Proposed FY 92-93		Adopted FY 92-93	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
<b>TOTALS FROM PREVIOUS PAGE</b>		<b>808</b>	<b>32,036,829</b>	<b>792</b>	<b>32,187,852</b>	<b>720</b>	<b>32,265,917</b>	<b>735</b>	<b>32,284,030</b>	<b>735</b>	<b>32,284,030</b>
1420	Carpenter	2	59,731	2	65,635	2	67,408	2	67,150	2	67,150
1232	Automotive Servicer I	2	51,126	2	52,925	0	0	0	0	0	0
1218	Utility Worker	1	22,915	1	25,899	0	0	0	0	0	0
1117	Building Maintenance Supervisor	1	38,522	1	42,373	1	44,037	1	43,869	1	43,869
1115	Building Maintenance Mechanic	2	57,718	2	63,642	2	67,408	2	67,150	2	67,150
0908	Asst. Emerg. Svc Coord.	0	0	0	0	0	0	0	0	0	0
0902	Research Technician	1	21,174	1	22,754	1	23,328	2	46,567	2	46,567
0900	Staff Assistant	0	0	1	4,821	0	0	0	0	0	0
0832	Lead Management Analyst	0	0	0	0	0	0	0	0	0	0
0828	Senior Management Analyst	2	81,265	2	88,459	2	92,308	2	91,956	2	91,956
0826	Asst Management Analyst	1	26,425	1	31,715	1	33,976	1	33,846	1	33,846
0819	Admin Assistant I	2	60,701	2	65,144	2	67,198	2	66,942	2	66,942
0606	Video Production Manager	1	35,425	1	37,939	1	39,321	1	39,171	1	39,171
0604	Video Production Assistant	2	63,187	2	66,753	2	70,594	2	70,324	2	70,324
0514	Associate Accountant	2	53,652	2	53,931	2	58,563	2	60,529	2	60,529
0379	Asst. MIS Analyst	1	41,958	3	90,578	3	98,007	3	101,668	3	101,668
0370	Computer Programmer II	0	0	0	0	0	0	0	0	0	0
0366	Computer Programmer/Operator	1	25,796	1	32,168	1	32,991	1	32,865	1	32,865
0346	Word Processing Operator II	2	51,033	3	59,329	2	53,910	1	26,852	1	26,852
0345	Word Processing Operator I	1	22,367	1	23,993	1	24,942	1	24,847	1	24,847
0222	Secretarial Assistant	1	23,738	1	25,772	1	26,347	1	26,246	1	26,246
0221	Secretarial Clerk II	7	129,525	5	84,011	4	98,344	4	97,968	4	97,968
0220	Secretarial Clerk I	5	112,093	8	121,861	5	111,361	7	148,593	7	148,593
0140	Data Entry Clerk I	0	0	0	0	0	0	1	18,212	1	18,212
0127	Delivery Driver	0	0	0	0	0	0	1	28,272	1	28,272
0117	Office Manager II	0	0	1	7,994	1	30,426	1	31,820	1	31,820
0116	Office Manager I	1	19,630	2	44,365	1	28,836	2	61,220	2	61,220
0114	Clerical Specialist	1	0	2	0	2	49,395	2	50,201	2	50,201
<b>TOTAL FULL-TIME POSITIONS</b>		<b>845</b>	<b>33,034,810</b>	<b>839</b>	<b>33,299,913</b>	<b>757</b>	<b>33,384,617</b>	<b>777</b>	<b>33,520,298</b>	<b>777</b>	<b>33,520,298</b>

**BUREAU OF GENERAL SERVICES (346)**

General Fund (101)

Finance and Administration

**APPROPRIATION SUMMARY**

	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>EXPENDITURES</u></b>					
<i>Personal Services</i>	\$1,745,652	\$723,044	\$834,907	\$847,322	\$847,322
<i>External Materials and Services</i>	2,415,229	56,346	74,272	77,256	77,256
<i>Internal Materials and Services</i>	345,998	212,735	206,086	291,827	291,827
<i>Capital Outlay</i>	687,802	22,968	30,310	20,200	20,200
<i>Cash Transfers-Equipment</i>	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$5,194,681</b>	<b>\$1,015,093</b>	<b>\$1,145,575</b>	<b>\$1,236,605</b>	<b>\$1,236,605</b>
<b><u>Authorized Full-Time Positions</u></b>					
<i>Total</i>	39	18	18	18	18
<i>General Fund Discretionary</i>	5	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>		1,011,236	1,145,575	1,236,605	1,236,605
<i>Bureau Program Revenue</i>		3,857	0	0	0
<i>Overhead Recovery</i>		0	0	0	0
<b>Total Non-Discretionary Resources</b>		<b>\$1,015,093</b>	<b>\$1,145,575</b>	<b>\$1,236,605</b>	<b>\$1,236,605</b>
<b>TOTAL FUNDING</b>		<b>\$1,015,093</b>	<b>\$1,145,575</b>	<b>\$1,236,605</b>	<b>\$1,236,605</b>
<b><u>PROGRAMS</u></b>					
<i>Administrative Services</i>		\$1,015,093	\$1,145,575	\$1,236,605	\$1,236,605
<b>TOTAL PROGRAM</b>		<b>\$1,015,093</b>	<b>\$1,145,575</b>	<b>\$1,236,605</b>	<b>\$1,236,605</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.

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. The combined FY 1992-93 budgets for all funds and Divisions managed by the Bureau of General Services totals over \$50 million.

**BUREAU OF GENERAL SERVICES (346)**

General Fund (101)

Finance and Administration

*APPROPRIATION SUMMARY*

The Bureau of General Services budget for FY 1992-93 is \$1,236,605, an increase of 8% over the current year's revised budget of \$1,145,575. This increase is due largely to an accounting change whereby BGS is centrally budgeting computer costs associated with the separate divisions. These computer charges are then passed on the the separate Divisions via interagency billings.

The Bureau of General Services installed a Local Area Network in FY 1991-92. This LAN will allow BGS to implement new automated work order systems for its Divisions in FY 1992-93. The objective is to establish a more useful and understandable reporting system so that customer bureaus can monitor services provided, with associated costs.

BGS is supported entirely by interagency charges to the funds managed by General Services. No discretionary dollars are allocated to this bureau.

**MANAGEMENT OBJECTIVES**

The Bureau of General Services submitted the following managemenet objectives for its Administrative Services Division:

1. Increase parking garage system revenues by 5%
2. Pay all bills within 30 days of receipt
3. Automate work order systems and develop and improved reporting system.

**EFFECTIVENESS MEASURES**

	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
Meet Word Processing Quality and Time Requirements	95%	95%	95%	95%
Submit Purchase Requisitions Within 2 Days of Receiving Request	95%	95%	95%	95%
Process Payment Documents Within 2 Days of Receiving Request	95%	95%	95%	95%

**EFFICIENCY MEASURES**

None Submitted



**BUREAU OF GENERAL SERVICES (346)**

General Fund (101)

Finance and Administration

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>ADMINISTRATIVE SERVICES</u></b>				
<i>Total Expenditures</i>	\$1,015,093	\$1,145,575	\$1,236,605	\$1,236,605
<i>General Fund Discretionary Expenditures</i>	0	0	0	0
<i>Authorized Full-Time Positions</i>	18	18	18	18
<i>Performance/Workload Measures:</i>				
Number of Purchase Requisitions Processed	1,452	*	*	*
Number of Authorization Numbers Issued	4,650	*	*	*
Number of TARS Processed	4,989	*	*	*
Percent of Incoming Calls				
Answered within Three Rings	90%	90%	90%	90%
Percent of Meeting Word Processing				
Quality and Time Requirements	95%	95%	95%	95%
Submit Purchase Requisitions				
Within 2 Days of Receipt	*	*	95%	95%
Process Payment Documents				
Within 2 Days of Receipt	*	*	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.



**BUREAU OF GENERAL SERVICES (346)**

General Fund (101)

Finance and Administration

**LINE ITEM APPROPRIATIONS**

<i>Expenditure Classification</i>	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
511000 Full-Time Employees	\$1,216,366	\$525,600	\$597,993	\$602,781	\$602,781
512000 Part-Time Employees	15,445	122	1,500	1,000	1,000
514000 Overtime	33,351	2,516	5,000	5,000	5,000
515000 Premium Pay	13,038	764	0	6,413	6,413
517000 Benefits	467,452	194,042	230,414	232,128	232,128
<b>Total Personal Services</b>	<b>\$1,745,652</b>	<b>\$723,044</b>	<b>\$834,907</b>	<b>\$847,322</b>	<b>\$847,322</b>
521000 Professional Services	\$152,322	\$18,857	\$7,176	\$7,000	\$7,000
522000 Utilities	797,456	0	0	0	0
523000 Equipment Rental	836	0	0	0	0
524000 Repair & Maintenance	1,100,321	2,807	6,000	3,911	3,911
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	28,250	17,988	4,000	6,000	6,000
531000 Office Supplies	(14,986)	9,454	8,000	10,300	10,300
532000 Operating Supplies	66,709	877	1,500	1,500	1,500
533000 Repair & Maintenance Supplies	68,611	0	300	300	300
534000 Minor Equipment	8,224	158	2,500	2,000	2,000
535000 Clothing	443	0	0	0	0
539000 Other Commodities	1,035	433	500	500	500
541000 Education	9,381	4,079	4,000	4,500	4,500
542000 Local Travel	1,270	1,432	1,500	1,500	1,500
543000 Out-of-Town Travel	2,072	0	3,000	3,000	3,000
544000 External Rent	41,937	0	0	0	0
545000 Interest	0	0	0	0	0
546000 Refunds	22	0	0	0	0
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	151,326	261	35,796	36,745	36,745
<b>Subtotal External Materials &amp; Services</b>	<b>\$2,415,229</b>	<b>\$56,346</b>	<b>\$74,272</b>	<b>\$77,256</b>	<b>\$77,256</b>
551000 Fleet Services	\$21,022	\$911	\$1,342	\$1,553	\$1,553
552000 Printing/Distribution	30,725	14,656	23,036	16,953	16,953
553000 Facilities Services	105,817	72,317	75,668	80,343	80,343
554000 Communications	56,812	11,937	18,225	18,620	18,620
555000 Data Processing	68,433	86,280	65,277	150,527	150,527
556000 Insurance	32,609	22,134	22,538	23,831	23,831
557000 Equipment Lease	0	0	0	0	0
558000 Same Fund Services	16,834	4,500	0	0	0
559000 Other Fund Services	13,746	0	0	0	0
<b>Subtotal Internal Materials &amp; Services</b>	<b>\$345,998</b>	<b>\$212,735</b>	<b>\$206,086</b>	<b>\$291,827</b>	<b>\$291,827</b>
<b>Total Materials &amp; Services</b>	<b>\$2,761,227</b>	<b>\$269,081</b>	<b>\$280,358</b>	<b>\$369,083</b>	<b>\$369,083</b>
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	70,942	0	0	0	0
563000 Improvements	604,659	0	0	0	0
564000 Equipment	12,201	22,968	30,310	20,200	20,200
<b>Total Capital Outlay</b>	<b>\$687,802</b>	<b>\$22,968</b>	<b>\$30,310</b>	<b>\$20,200</b>	<b>\$20,200</b>
573000 Cash Transfers - Equipment	\$0	\$0	\$0	\$0	\$0
<b>Total Appropriation</b>	<b>\$5,194,681</b>	<b>\$1,015,093</b>	<b>\$1,145,575</b>	<b>\$1,236,605</b>	<b>\$1,236,605</b>

**BUREAU OF GENERAL SERVICES (346)**

General Fund (101)

Finance and Administration

*FULL-TIME POSITIONS*

Class	Title	Actual FY 89-90		Actual FY 90-91		Revised Budget FY 91-92		Proposed FY 92-93		Adopted FY 92-93	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
0838	Director of General Services	1	57,622	1	61,787	1	63,991	1	63,747	1	63,747
3350	Facilities Manager	1	50,372	0	0	0	0	0	0	0	0
3210	Lease and Property Technician	1	24,457	0	0	0	0	0	0	0	0
3164	Engineer	1	45,431	0	0	0	0	0	0	0	0
3138	Architectural Supervisor	1	43,816	0	0	0	0	0	0	0	0
3136	Property Management Supervisor	1	43,046	0	0	0	0	0	0	0	0
3134	Architect	1	41,737	0	0	0	0	0	0	0	0
3108	Technician II	1	16,321	0	0	0	0	0	0	0	0
1443	Painter	1	30,347	0	0	0	0	0	0	0	0
1218	Utility Worker	2	52,005	0	0	0	0	0	0	0	0
1118	Facilities Maintenance Manager	1	41,777	0	0	0	0	0	0	0	0
1116	Lead Bldg Maintenance Mechanic	1	31,866	0	0	0	0	0	0	0	0
1115	Building Maintenance Mechanic	9	269,260	0	0	0	0	0	0	0	0
0828	Senior Management Analyst	2	83,413	2	89,433	2	92,308	2	91,956	2	91,956
0827	Management Analyst	1	33,690	1	38,564	1	39,803	1	39,651	1	39,651
0816	Administrative Analyst Technician	0	0	1	5,786	0	0	1	33,471	1	33,471
0548	Administrative Services Director	1	49,150	1	52,554	1	54,559	1	54,351	1	54,351
0515	Senior Accountant	3	87,928	3	96,369	3	104,105	3	105,297	3	105,297
0514	Associate Accountant	2	43,286	2	26,551	1	27,597	1	30,673	1	30,673
0510	Accounting Assistant	2	43,901	2	71,151	4	98,172	4	93,671	4	93,671
0346	Word Processor Operator II	1	21,753	1	0	0	0	0	0	0	0
0222	Secretarial Assistant	1	23,958	0	0	0	0	0	0	0	0
0221	Secretarial Clerk II	1	19,091	1	30,060	3	64,052	2	44,755	2	44,755
0220	Secretarial Clerk I	1	24,138	1	21,763	1	22,595	1	22,509	1	22,509
0210	Typist Clerk	1	16,697	1	0	0	0	0	0	0	0
0116	Office Manager I	0	0	0	24,214	1	30,811	0	0	0	0
0114	Clerical Specialist I	1	21,304	1	7,368	0	0	1	22,700	1	22,700
<b>TOTAL FULL-TIME POSITIONS</b>		<b>39</b>	<b>1,216,366</b>	<b>18</b>	<b>525,600</b>	<b>18</b>	<b>597,993</b>	<b>18</b>	<b>602,781</b>	<b>18</b>	<b>602,781</b>

**OFFICE OF INTERGOVERNMENTAL AFFAIRS (303)**

General Fund (101)

Finance & Administration

**APPROPRIATION SUMMARY**

	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>EXPENDITURES</u></b>					
<i>Personal Services</i>	\$0	\$230,972	\$248,652	\$263,162	\$263,162
<i>External Materials and Services</i>	0	162,288	182,848	195,614	195,614
<i>Internal Materials and Services</i>	0	34,733	34,865	37,393	37,393
<i>Capital Outlay</i>	0	2,124	0	0	0
<i>Cash Transfers-Equipment</i>	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$430,117</b>	<b>\$466,365</b>	<b>\$496,169</b>	<b>\$496,169</b>
<b><u>Authorized Full-Time Positions</u></b>					
<i>Total</i>	0	4	4	4	4
<i>General Fund Discretionary</i>	0.0	3.1	3.1	3.1	3.1
<b><u>FUNDING SOURCES</u></b>					
<i>General Fund Discretionary</i>		\$162,401	\$152,679	\$165,600	\$165,600
<b><u>Non-Discretionary Resources</u></b>					
<i>Grants and Donations</i>		0	0	0	0
<i>Contract Revenue</i>		7,500	7,500	10,000	10,000
<i>Interagency Services</i>		90,144	108,144	124,876	124,876
<i>Bureau Program Revenue</i>		0	0	0	0
<i>Overhead Recovery</i>		170,072	198,042	195,693	195,693
<b>Total Non-Discretionary Resources</b>		<b>\$267,716</b>	<b>\$313,686</b>	<b>\$330,569</b>	<b>\$330,569</b>
<b>TOTAL FUNDING</b>		<b>\$430,117</b>	<b>\$466,365</b>	<b>\$496,169</b>	<b>\$496,169</b>
<b><u>PROGRAMS</u></b>					
<i>Portland Office</i>		\$298,117	\$322,365	\$346,169	\$346,169
<i>Washington contracts</i>		132,000	144,000	150,000	150,000
<b>TOTAL PROGRAMS</b>		<b>\$430,117</b>	<b>\$466,365</b>	<b>\$496,169</b>	<b>\$496,169</b>

**GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR**

The Office of Intergovernmental Affairs strives to meet the goals and objectives set forth by the Portland City Council.

The Office of Intergovernmental Affairs is comprised of two programs: The Portland Office and Washington D.C. program. The Portland Office operation supports intergovernmental representation for 24 City bureau 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. Contractors 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 appropriations for the City, monitoring of federal initiatives, and liaison with national members associations. 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

*APPROPRIATION SUMMARY*

Non-discretionary revenues for intergovernmental services include an interagency agreements with the Bureau of Water, Transportation, and Environmental Services. Additionally, a contract is maintained with the Portland Development Commission.

Overall the FY 1992-93 budget increased by \$29,804 primarily due to inflation. The staffing level remains the same as the prior year.

**BUREAU MANAGEMENT OBJECTIVES**

- \* Lobby to successfully pass Legislation that meets the goals and objectives set forth by the Portland City Council.
  
- \* Report to Council on 1993 Legislative Session.

	<i>Actual</i> <i>FY 90-91</i>	<i>Revised Budget</i> <i>FY 91-92</i>	<i>Proposed</i> <i>FY 92-93</i>	<i>Adopted</i> <i>FY 92-93</i>
--	----------------------------------	--	------------------------------------	-----------------------------------

**EFFECTIVENESS MEASURES**

1. Respond to 90% of bureau requests, within 24 hours.

*	90%	90%	90%
---	-----	-----	-----

2. Respond to 90% of written correspondence within 5 working days from the time received.

*	90%	90%	90%
---	-----	-----	-----

**OFFICE OF INTERGOVERNMENTAL AFFAIRS (303)**

General Fund (101)  
Finance & Administration

*PROGRAM SUMMARY*

<i>Program</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>PORTLAND OFFICE</u></b>				
<i>Total Expenditures</i>	\$298,117	\$322,365	\$337,803	\$337,803
<i>General Fund Discretionary Expenditures</i>	162,401	73,179	80,600	80,600
<i>Authorized Full-Time Positions</i>	3.10	3.10	3.10	3.10
<i>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. This budget includes continuation on interfund transfers from Water and Environmental Services, for intergovernmental services. In addition this budget includes appropriation to open the Salem office. The Salem office is linked to the Portland office via computer system. The office stays open until session ends, which is from January 11, 1993 through July 1993. Following the Legislative Session a report is issued to Council.

**WASHINGTON CONTRACTS**

<i>Total Expenditures</i>	\$132,000	\$144,000	\$158,366	\$158,366
<i>General Fund Discretionary Expenditures</i>	0	79,500	85,000	85,000
<i>Authorized Full-Time Positions</i>	0.90	0.90	0.90	0.90
<i>Workload Measures:</i>				
Interaction with Congress	*	95%	95%	95%

The Washington, D.C. program houses the City's two contracts for 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 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
511000 Full-Time Employees	\$0	\$146,557	\$179,253	\$180,006	\$180,006
512000 Part-Time Employees	0	8,461	0	17,273	17,273
514000 Overtime	0	0	0	65,883	65,883
515000 Premium Pay	0	0	0	0	0
517000 Benefits	0	75,954	69,399	0	0
<b>Total Personal Services</b>	<b>\$0</b>	<b>\$230,972</b>	<b>\$248,652</b>	<b>\$263,162</b>	<b>\$263,162</b>
521000 Professional Services	0	129,128	144,000	150,000	150,000
522000 Utilities	0	284	0	0	0
523000 Equipment Rental	0	2,200	3,000	3,000	3,000
524000 Repair & Maintenance	0	1,507	2,500	1,500	1,500
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	0	1,203	3,000	3,631	3,631
531000 Office Supplies	0	3,816	3,000	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	1,263	2,500	2,500	2,500
541000 Education	0	25	0	0	0
542000 Local Travel	0	8,593	4,000	8,000	8,000
543000 Out-of-Town Travel	0	6,011	10,000	9,500	9,500
544000 External Rent	0	0	0	3,500	3,500
545000 Interest	0	0	0	0	0
546000 Refunds	0	0	0	0	0
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	0	8,258	10,848	10,983	10,983
<b>Subtotal External Materials &amp; Services</b>	<b>\$0</b>	<b>\$162,288</b>	<b>\$182,848</b>	<b>\$195,614</b>	<b>\$195,614</b>
551000 Fleet Services	0	3,775	103	104	104
552000 Printing/Distribution	0	9,945	3,792	4,000	4,000
553000 Facilities Services	0	0	9,969	11,461	11,461
554000 Communications	0	11,495	10,677	11,354	11,354
555000 Data Processing	0	0	700	769	769
556000 Insurance	0	9,518	9,624	9,705	9,705
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>\$34,733</b>	<b>\$34,865</b>	<b>\$37,393</b>	<b>\$37,393</b>
<b>Total Materials &amp; Services</b>	<b>\$0</b>	<b>\$197,021</b>	<b>\$217,713</b>	<b>\$233,007</b>	<b>\$233,007</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	2,124	0	0	0
<b>Total Capital Outlay</b>	<b>\$0</b>	<b>\$2,124</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>\$430,117</b>	<b>\$466,365</b>	<b>\$496,169</b>	<b>\$496,169</b>



**OFFICE OF INTERGOVERNMENTAL AFFAIRS (303)**

General Fund (101)

Finance & Administration

**FULL-TIME POSITIONS**

Class	Title	Actual FY 89-90		Actual FY 90-91		Revised Budget FY 91-92		Proposed FY 92-93		Adopted FY 92-93	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
0810	Director	0	0	1	52,429	1	54,982	1	55,023	1	55,023
0808	Intergovernmental Specialist	0	0	2	70,927	2	94,360	2	94,872	2	94,872
0807	Intergovernmental Assistant	0	0	1	23,201	1	29,911	1	30,111	1	30,111
<b>TOTAL FULL-TIME POSITIONS</b>											
		0	0	4	146,557	4	179,253	4	180,006	4	180,006

# BUREAU OF LICENSES (316)

General Fund (101)

Public Safety

## APPROPRIATION SUMMARY

	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>EXPENDITURES</u></b>					
<i>Personal Services</i>	\$995,011	\$1,087,818	\$1,251,839	\$1,255,181	\$1,255,181
<i>External Materials and Services</i>	21,009	45,248	48,274	56,174	56,174
<i>Internal Materials and Services</i>	239,163	274,656	303,562	333,201	333,201
<i>Capital Outlay</i>	4,888	32,742	8,700	8,000	8,000
<i>Cash Transfers-Equipment</i>	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$1,260,071</b>	<b>\$1,440,464</b>	<b>\$1,612,375</b>	<b>\$1,652,556</b>	<b>\$1,652,556</b>
<b><u>Authorized Full-Time Positions</u></b>					
<i>Total</i>	27	31	29	29	29
<i>General Fund Discretionary</i>	27	31	23	23	23
<b><u>FUNDING SOURCES</u></b>					
<i>General Fund Discretionary</i>		\$1,420,873	\$1,285,301	\$1,309,465	\$1,309,465
<b><u>Non-Discretionary Resources</u></b>					
<i>Grants and Donations</i>		0	0	0	0
<i>Contract Revenue</i>		19,591	0	0	0
<i>Interagency Services</i>		0	22,991	22,991	22,991
<i>Bureau Program Revenue</i>		0	304,083	320,100	320,100
<i>Overhead Recovery</i>		0	0	0	0
<b>Total Non-Discretionary Resources</b>		<b>\$19,591</b>	<b>\$327,074</b>	<b>\$343,091</b>	<b>\$343,091</b>
<b>TOTAL FUNDING</b>		<b>\$1,440,464</b>	<b>\$1,612,375</b>	<b>\$1,652,556</b>	<b>\$1,652,556</b>
<b><u>PROGRAMS</u></b>					
<i>Business Licenses</i>		\$1,067,661	\$1,183,501	\$1,248,635	\$1,248,635
<i>Regulatory Permits</i>		280,574	304,083	320,100	320,100
<i>Transient Lodgings</i>		92,229	124,791	83,821	83,821
<b>TOTAL PROGRAM</b>		<b>\$1,440,464</b>	<b>\$1,612,375</b>	<b>\$1,652,556</b>	<b>\$1,652,556</b>

### GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR

The Bureau of Licenses is responsible for identifying, collecting and 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 associated permit fees.

The Bureau of Licenses consists of three programs: Business Licenses, Regulatory Permits and Transient Lodgings.

The Business License Program is responsible for the third largest source of General Fund Revenue in the City with receipts projected to exceed \$25 million in FY 1992-93. Administrative costs represent less than 5% of revenue collected. A major revision of the Business Licenses Code was approved by the Council effective December 31, 1991 which increased the minimum fee from \$25 to \$100. The exemption level was also increased from \$2,500 to \$10,000 which relieves the small businesses from the license requirement. These codes amendments should result in an increase in business licenses revenues. In March, 1992, the Council at the request of the Business License Review Committee, rescinded a portion of the code charges due to major negative impact on business retention. This will slightly lower the total revenues expected from the code changes.

# BUREAU OF LICENSES (316)

General Fund (101)

Public Safety

APPROPRIATION SUMMARY

The Transient Lodgings Program is responsible for the fourth largest source of General Fund Revenue in the City with receipts projected to exceed \$6 million in FY 1992-93. Administrative costs represent less than 1.5% of revenue collected. Transient Lodgings receipts continue to experience steady growth due to expanded business, tourism and convention activity.

The Regulatory Permits Program administers regulations covering a variety of business activities including liquor licenses, amusement devices, social games, second hand dealers, taxicabs, City-ordered towing, pay and park facilities, and private parking impounds. Staff investigate, report, recommend, determine and enforce regulations often in cooperation with the Police Bureau, City Attorney, Attorney General, OLCC, neighborhood groups and other agencies.

The overall budget for the Bureau has increased by \$40,181 from FY 1991-92 primarily due to inflation. There is no change in the staffing from the previous year. The Bureau's budget will maintain all programs at the prior year level of service.

## BUREAU MANAGEMENT OBJECTIVES

The Bureau's management objectives and performance targets for FY 1992-93 include the following:

- Complete review of Bureau's internal and external communications systems to improve customer and employee access to program staff by January 1, 1993.
- Complete review of Bureau's records management system to reduce storage requirements and costs, and improve access to required information by June 30, 1993.

	<i>Actual</i> <i>FY 90-91</i>	<i>Revised Budget</i> <i>FY 91-92</i>	<i>Proposed</i> <i>FY 92-93</i>	<i>Adopted</i> <i>FY 92-93</i>
<b><u>EFFICIENCY MEASURES</u></b>				
Business License				
Percentage % expenses are of revenues	*	*	4.5%	4.5%
Transient Lodgings				
Percentage % expenses are of revenues	*	*	.83%	.83%
Audits (BL&TL)				
Percentage % expenses are of revenues	*	*	48.5%	48.5%

These are new performance measures therefore data isn't available for the prior years.

**BUREAU OF LICENSES (316)**

General Fund (101)

Public Safety

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>BUSINESS LICENSES</u></b>				
<i>Total Expenditures</i>	\$1,067,661	\$1,183,501	\$1,248,635	\$1,248,635
<i>General Fund Discretionary Expenditures</i>	1,067,661	1,183,501	1,248,635	1,248,635
<i>Authorized Full-Time Positions</i>	23.25	21.50	22.25	22.25
<i>Workload Measures:</i>				
Number of Active Accounts	34,625	33,481	32,848	32,848
No. of Accts. per Staff	4,328	4,185	3,650	3,650
No. Acct Transactions	53,301	54,500	53,300	53,300
No. of Locations	50,552	48,882	48,244	48,244
No. of Audits	524	350	385	385
No. of Locations Per staff	6,319	6,110	5,360	5,360

The objective of the Business License Program is to collect the maximum revenue from business license fees while helping maintain a positive business climate in Portland. The program includes identifying businesses subject to the Business License Law, collecting delinquent accounts, maintaining accurate records, auditing accounts for accuracy and assisting businesses in complying with the law.

The funding level will continue this program at prior year levels. Staffing for the program has remained virtually unchanged since the adoption of the current income based fee. Since that time, revenues have grown from less than \$5 million per year to a projected \$25 million in FY 1992-93 and the number of active accounts has more than doubled.

During FY 1991-92, the first comprehensive review of the Business License Program in a decade was completed by a task force of business and tax professionals. In April 1991, the City Council adopted the recommended changes to become effective January 1992. As a result of these code amendments the Business License program is expected to generate approximately \$1 million more in General Fund revenue in FY 1992-93, primarily due to the increase in the minimum fee from \$25 to \$100. The exemption level was also increased from \$2,500 to \$10,000 which will relieve the small businesses from the license requirement. The change in authorized full-time positions for this program is an adjustment in the assignment of existing personnel analyst programs to more accurately reflect actual program responsibilities.

**BUREAU OF LICENSES (316)**

General Fund (101)

Public Safety

**PROGRAM SUMMARY**

	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><i>REGULATORY</i></b>				
<i>Total Expenditures</i>	\$280,574	\$304,083	\$320,100	\$320,100
<i>General Fund Discretionary Expenditures</i>	260,983	0	0	0
<i>Authorized Full-Time Positions</i>	5.25	5.25	5.25	5.25
<i>Workload Measures:</i>				
Number of Permits Issued	5,765	5,900	6,906	6,096
No. of Transactions	*	*	14,854	14,854

The objective of the Regulatory Permits Program is to protect public safety, welfare and neighborhood livability through regulation of specified industries at a much lesser cost than actual law enforcement can provide.

The program administers regulations covering a variety of business activities including liquor licenses, amusement devices, social games, second hand dealers, taxicabs, City-ordered towing, pay and park facilities, private parking impounds. Staff investigate, report, recommend, determine and enforce regulations often in cooperation with the Police Bureau, City Attorney, Attorney General, OLCC, neighborhood groups and other agencies.

The budget will support the operation of the Regulatory Program at its current service level. Activity in this program area has grown significantly over the past few years with the addition of new programs involving towing activities and private parking lots. In addition, a major revision of the Secondhand Dealer Code has increased the amount of time staff spends on enforcement activity in cooperation with the Bureau of Police.

The City's Community Policing program has increased the demands on Regulatory Program staff as citizens, business and neighborhood groups attempt to address public safety and liveability issues through methods other than traditional law enforcement. The adoption of the Liquor Impact Area in North/Northeast Portland is an example of an appropriate interagency response to serious problems identified through Community Policing. This program involves citizens, neighborhood groups, Police, business owners, and the OLCC in a coordinated effort to solve problems difficult to address through criminal law enforcement such as Second Hand Dealers and Liquor Stores. Continued involvement in similar programs is expected to expand the workload of the Regulatory Program.

A major review of regulatory fees is expected to be completed by the end of FY 1991-92. No fee changes have been included in the revenue estimates for this program since appropriate changes have not yet been determined.

**BUREAU OF LICENSES (316)**

General Fund (101)

Public Safety

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>TRANSIENT LODGINGS</u></b>				
<i>Total Expenditures</i>	\$92,229	\$124,791	\$83,821	\$83,821
<i>General Fund Discretionary Expenditures</i>	92,229	101,800	60,830	60,830
<i>Authorized Full-Time Positions</i>	2.50	2.25	1.50	1.50
<i>Workload Measures:</i>				
No. of Transient Lodging Accounts	156	145	163	163
No. of Transactions	699	649	732	732
No. of Audits	26	30	45	45

The objective of the Transient Lodgings Tax program is to collect the maximum of revenue and ensure equity in collections from hotel and motel operators. The program includes identifying 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 Associations. In addition, the City also collects 3% for Multnomah County which is then transferred to METRO for Convention Center debt.

The budget will maintain funding at the current service level except for a .75 decrease in authorized full-time positions resulting from the reassignment of a partial position to the Business License Program to more accurately reflect responsibilities.

As anticipated, the opening of the Convention Center and the continued increase in tourism and business related travel have increased the amount of revenues collected by this program. In the last five years revenues have grown from under \$4 million to a projected \$6.2 million for FY 1992-93. There have been no major code or rate changes during that period.

In 1988, the City Auditor prepared a report to management on the Transient Lodgings Tax program and recommended increased auditing of Transient Lodging Tax accounts to increase revenues and ensure equitable enforcement of the law. The Bureau has now fully implemented those recommendations and a systematic program of account auditing is in place and fully operational.

As in the past years, the Bureau charges 100% of the cost of administering the Transient Lodgings Tax program to the Convention and Tourism Fund (POVA). This charge remained essentially unchanged this year due to the reallocation of program costs as mentioned above.

# BUREAU OF LICENSES (316)

General Fund (101)

Public Safety

## LINE ITEM APPROPRIATIONS

<i>Expenditure Classification</i>	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
511000 Full-Time Employees	\$711,351	\$769,998	\$887,169	\$864,318	\$864,318
512000 Part-Time Employees	0	3,964	0	29,354	29,354
514000 Overtime	1,203	4,217	1,322	2,500	2,500
515000 Premium Pay	1,117	1,041	1,269	1,101	1,101
517000 Benefits	281,340	308,598	362,079	357,908	357,908
<b>Total Personal Services</b>	<b>\$995,011</b>	<b>\$1,087,818</b>	<b>\$1,251,839</b>	<b>\$1,255,181</b>	<b>\$1,255,181</b>
521000 Professional Services	\$11	\$2,500	\$1,000	\$1,500	\$1,500
522000 Utilities	0	0	0	0	0
523000 Equipment Rental	0	0	0	0	0
524000 Repair & Maintenance	1,861	3,908	6,200	6,995	6,995
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	563	824	2,559	3,100	3,100
531000 Office Supplies	8,826	25,068	22,500	23,979	23,979
532000 Operating Supplies	0	0	0	0	0
533000 Repair & Maintenance Supplies	309	119	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	801	2,223	2,900	3,600	3,600
542000 Local Travel	6,045	6,129	8,400	10,200	10,200
543000 Out-of-Town Travel	549	1,506	1,000	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	2,044	2,971	3,715	5,800	5,800
<b>Subtotal External Materials and Services</b>	<b>\$21,009</b>	<b>\$45,248</b>	<b>\$48,274</b>	<b>\$56,174</b>	<b>\$56,174</b>
551000 Fleet Services	\$0	\$0	0	\$0	\$0
552000 Printing/Distribution	53,366	56,646	\$66,825	76,536	76,536
553000 Facilities Services	68,688	70,767	71,686	76,916	76,916
554000 Communications	14,595	18,323	17,085	24,410	24,410
555000 Data Processing	82,586	79,169	91,477	92,649	92,649
556000 Insurance	3,103	31,552	34,149	38,170	38,170
557000 Equipment Lease	0	0	0	2,000	2,000
558000 Same Fund Services	3,865	1,610	2,000	2,000	2,000
559000 Other Fund Services	12,960	16,589	20,340	20,520	20,520
<b>Subtotal Internal Materials and Services</b>	<b>\$239,163</b>	<b>\$274,656</b>	<b>\$303,562</b>	<b>\$333,201</b>	<b>\$333,201</b>
<b>Total Materials &amp; Services</b>	<b>\$260,172</b>	<b>\$319,904</b>	<b>\$351,836</b>	<b>\$389,375</b>	<b>\$389,375</b>
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	0	0	0	0
564000 Equipment	4,888	32,742	8,700	8,000	8,000
<b>Total Capital Outlay</b>	<b>\$4,888</b>	<b>\$32,742</b>	<b>\$8,700</b>	<b>\$8,000</b>	<b>\$8,000</b>
573000 Cash Transfers - Equipment	\$0	\$0	\$0	\$0	\$0
<b>Total Appropriation</b>	<b>\$1,260,071</b>	<b>\$1,440,464</b>	<b>\$1,612,375</b>	<b>\$1,652,556</b>	<b>\$1,652,556</b>

**BUREAU OF LICENSES (316)**

General Fund (101)

Public Safety

*FULL-TIME POSITIONS*

Class	Title	Actual FY 89-90		Actual FY 90-91		Revised Budget FY 91-92		Proposed FY 92-93		Adopted FY 92-93	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
2213	License Bureau Manager	1	49,744	1	55,711	1	57,847	1	57,629	1	57,629
2212	Field Representative Supervisor	2	66,440	2	71,952	2	73,864	2	73,582	2	73,582
2211	Field Representative II	0	0	0	0	0	0	2	65,396	2	65,396
2210	Field Representative	10	265,427	11	258,699	10	303,655	8	213,688	8	213,688
0842	Taxicab Towing Regulator	1	33,678	1	36,093	1	36,932	1	36,791	1	36,791
0819	Administrative Assistant I	1	26,557	0	0	1	26,515	1	29,072	1	29,072
0537	Senior Management Auditor	1	39,885	1	42,966	1	44,265	1	44,099	1	44,099
0536	Management Auditor	0	0	0	0	0	0	1	37,540	1	37,540
0535	Asst. Management Auditor	0	0	4	76,710	3	97,268	2	64,409	2	64,409
0515	Senior Accountant	2	49,993	0	0	0	0	0	0	0	0
0222	Secretarial Assistant	0	0	0	0	0	0	0	0	0	0
0220	Secretarial Clerk I	1	0	0	0	1	17,758	1	17,892	1	17,892
0117	Office Manager II	1	30,264	1	32,368	1	33,608	1	33,471	1	33,471
0114	Clerical Specialist I	7	149,363	9	178,370	8	195,457	8	190,749	8	190,749
0816	Administrative Analyst	0	0	1	17,129	0	0	0	0	0	0
<b>TOTAL FULL-TIME POSITIONS</b>		<b>27</b>	<b>711,351</b>	<b>31</b>	<b>769,998</b>	<b>29</b>	<b>887,169</b>	<b>29</b>	<b>864,318</b>	<b>29</b>	<b>864,318</b>



**OFFICE OF THE MAYOR (195)**

General Fund (101)

Finance & Administration

**APPROPRIATION SUMMARY**

	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>EXPENDITURES</u></b>					
<i>Personal Services</i>	\$890,662	\$582,688	\$589,971	\$681,698	\$681,698
<i>External Materials and Services</i>	330,856	353,584	632,642	324,872	324,872
<i>Internal Materials and Services</i>	204,290	197,368	229,557	207,005	207,005
<i>Capital Outlay</i>	7,039	9,905	11,200	2,000	2,000
<i>Cash Transfers-Equipment</i>	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$1,432,847</b>	<b>\$1,143,545</b>	<b>\$1,463,370</b>	<b>\$1,215,575</b>	<b>\$1,215,575</b>
<b><u>Authorized Full-Time Positions</u></b>					
<i>Total</i>	19	14	12	12	12
<i>General Fund Discretionary</i>	15	4	4	4	4
<b><u>FUNDING SOURCES</u></b>					
<i>General Fund Discretionary</i>		\$929,909	\$571,960	\$498,828	\$498,828
<b><u>Non-Discretionary Resources</u></b>					
<i>Grants and Donations</i>		202,202	286,038	208,185	208,185
<i>Contract Revenue</i>		0	0	0	0
<i>Interagency Services</i>		0	0	0	0
<i>Bureau Program Revenue</i>		11,434	6,250	5,920	5,920
<i>Overhead Recovery</i>		0	599,122	502,642	502,642
<i>Total Non-Discretionary Resources</i>		\$213,636	\$891,410	\$716,747	\$716,747
<b>TOTAL FUNDING</b>		<b>\$1,143,545</b>	<b>\$1,463,370</b>	<b>\$1,215,575</b>	<b>\$1,215,575</b>
<b><u>PROGRAMS</u></b>					
<i>Administration</i>		\$823,176	\$1,007,568	\$821,477	\$821,477
<i>International Relations</i>		118,171	104,295	185,913	185,913
<i>Intergovernmental Affairs</i>		0	0	0	0
<i>Regional Drug Initiative</i>		202,198	351,507	208,185	208,185
<b>TOTAL PROGRAMS</b>		<b>1,143,545</b>	<b>1,463,370</b>	<b>1,215,575</b>	<b>1,215,575</b>

**GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR**

The Office of the Mayor provides leadership and supervision for 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, the Office of Intergovernmental Affairs, the City Attorney, the Portland Development Commission, the Bureau of General Services, the Regional Drug Initiative, the Office of International Relations and the Metropolitan Human Relations Commission was transferred to the administrative review of the Mayor.

The Mayor's Office identifies City priorities and then focuses citywide efforts on strategies, policies, and programs to address those priorities. For fiscal year 1992-93, 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.

## OFFICE OF THE MAYOR (195)

General Fund (101)  
Finance & Administration

### APPROPRIATION SUMMARY

---

The budget reflects a \$247,795 decrease from the current year's Revised Budget. Increases due to inflation and the addition of another staff member to the Office of International Relations were offset by one-time funding of special projects through the Mayor's Office in FY 1991-92 such as the First Source Hiring Program and the Deputy District Attorney.

The Office of the Mayor's budget is divided into three program categories: Administration, International Relations, and the Regional Drug Initiative.

#### BUREAU MANAGEMENT OBJECTIVES

The management objectives and performance targets for the remaining six months of the Mayor's term of office in FY 1992-93 include the following:

##### Public Safety

Continue implementation of Community Policing Transition Plan. Identify sustainable funding for full funding of the Community Policing Plan in the Police Bureau.

Continue anti-drug efforts in coordination 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.

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.

Implement Future Focus for the City so that the community may move into the 21st century with a conscious direction reflecting the community values.

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 programs through the implementation of Association for Portland Progress recommendations developed during FY 1991-92.

Continue discussions on regional government restructuring through the Metro Charter Committee and Regional Governance Committee.

##### General Affairs of the City

Achieve City-Wide Affirmative Action Program goals for FY 1992-93.

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 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>ADMINISTRATION</u></b>				
<i>Total Expenditures</i>	\$823,176	\$1,007,568	\$821,477	\$821,477
<i>General Fund Discretionary Expenditures</i>	823,176	467,665	312,915	312,915
<i>Authorized Full-Time Positions</i>	12.00	10.00	9.00	9.00
<i>Workload Measures:</i>				
48 Hour Response Time to Phone Calls	95%	90%	90%	90%
4 Day Response Time to Communications	90%	90%	90%	90%
8 Weekly Community Contacts (Mayor)	100%	90%	90%	90%
6 Weekly Community Contacts (Staff)	100%	90%	90%	90%

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.

The Administration budget has decreased by \$186,091 from the current revised fiscal year. This is due to the one-time funding of special projects through the Mayor's Office in FY 1991- 92 such as the First Source Hiring Program and the Deputy District Attorney.

**INTERNATIONAL RELATIONS**

<i>Total Expenditures</i>	\$118,171	\$104,295	\$185,913	\$185,913
<i>General Fund Discretionary Expenditures</i>	106,733	104,295	185,913	185,913
<i>Authorized Full-Time Positions</i>	2.00	2.00	3.00	3.00
<i>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.

The International Relations budget has increased by \$81,618 from the current revised fiscal year. This is due to the shift of \$35,504 from the Administration Program and the addition of a new staff member \$46,114 for the increased work of the Sister Cities Program.

**OFFICE OF THE MAYOR (195)**

General Fund (101)

Finance & Administration

**PROGRAM SUMMARY**

---

<i>Program</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<hr/> <b><u>REGIONAL DRUG INITIATIVE</u></b>				
Total Expenditures	\$202,198	\$351,507	\$208,185	\$208,185
General Fund Discretionary Expenditures	0	0	0	0
Authorized Full-Time Positions	0.00	0.00	0.00	0.00
Workload Measures:				
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 FY 1991-92.

**OFFICE OF THE MAYOR (195)**

**General Fund (101)**

**Finance & Administration**

**LINE ITEM APPROPRIATIONS**

<i>Expenditure Classification</i>	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
511000 Full-Time Employees	\$644,726	\$322,469	\$378,328	\$465,871	\$465,871
512000 Part-Time Employees	14,533	59,571	61,550	32,438	32,438
514000 Overtime	0	0	0	0	0
515000 Premium Pay	0	0	0	0	0
517000 Benefits	231,403	200,648	150,093	183,389	183,389
<b>Total Personal Services</b>	<b>\$890,662</b>	<b>\$582,688</b>	<b>\$589,971</b>	<b>\$681,698</b>	<b>\$681,698</b>
521000 Professional Services	\$131,237	\$120,617	\$218,623	\$53,600	\$53,600
522000 Utilities	250	4,725	3,870	2,820	2,820
523000 Equipment Rental	2,503	0	2,625	0	0
524000 Repair & Maintenance	2,304	1,682	2,050	3,747	3,747
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	75,653	131,209	291,399	187,703	187,703
531000 Office Supplies	5,867	5,710	9,300	7,348	7,348
532000 Operating Supplies	0	0	0	0	0
533000 Repair & Maintenance Supplies	0	0	0	0	0
534000 Minor Equipment	0	10,705	2,792	0	0
535000 Clothing	0	0	0	0	0
539000 Other Commodities	30,834	14,379	6,200	11,500	11,500
541000 Education	784	1,836	1,300	840	840
542000 Local Travel	2,885	1,331	7,067	4,510	4,510
543000 Out-of-Town Travel	24,515	28,734	27,965	27,360	27,360
544000 External Rent	0	8,658	11,375	9,194	9,194
545000 Interest	0	0	0	0	0
546000 Refunds	0	0	0	0	0
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	54,024	23,998	48,076	16,250	16,250
<b>Subtotal External Materials &amp; Services</b>	<b>\$330,856</b>	<b>\$353,584</b>	<b>\$632,642</b>	<b>\$324,872</b>	<b>\$324,872</b>
551000 Fleet Services	\$4,588	\$3,174	\$4,308	\$1,435	\$1,435
552000 Printing/Distribution	42,598	33,167	35,915	35,982	35,982
553000 Facilities Services	1,038	33,247	35,571	36,959	36,959
554000 Communications	34,847	22,940	19,318	22,872	22,872
555000 Data Processing	6,482	2,394	3,768	945	945
556000 Insurance	71,287	35,692	25,172	23,071	23,071
557000 Equipment Lease	0	0	0	0	0
558000 Same Fund Services	43,444	66,754	105,505	85,741	85,741
559000 Other Fund Services	6	0	0	0	0
<b>Subtotal Internal Materials &amp; Services</b>	<b>\$204,290</b>	<b>\$197,368</b>	<b>\$229,557</b>	<b>\$207,005</b>	<b>\$207,005</b>
<b>Total Materials &amp; Services</b>	<b>\$535,146</b>	<b>\$550,952</b>	<b>\$862,199</b>	<b>\$531,877</b>	<b>\$531,877</b>
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	0	0	0	0
564000 Equipment	7,039	9,905	11,200	2,000	2,000
<b>Total Capital Outlay</b>	<b>\$7,039</b>	<b>\$9,905</b>	<b>\$11,200</b>	<b>\$2,000</b>	<b>\$2,000</b>
573000 Cash Transfers - Equipment	\$0	\$0	\$0	\$0	\$0
<b>Total Appropriation</b>	<b>\$1,432,847</b>	<b>\$1,143,545</b>	<b>\$1,463,370</b>	<b>\$1,215,575</b>	<b>\$1,215,575</b>

**OFFICE OF THE MAYOR (195)**

General Fund (101)

Finance & Administration

***FULL-TIME POSITIONS***

Class	Title	Actual FY 89-90		Actual FY 90-91		Revised Budget FY 91-92		Proposed FY 92-93		Adopted FY 92-93	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
0002	Mayor	1	69,638	1	70,517	1	73,150	1	72,871	1	72,871
0900	Staff Assistant	1	36,812	0	0	0	0	0	0	0	0
0824	Executive Assistant	2	86,422	1	24,256	1	53,592	1	53,389	1	53,389
0823	Commissioner's Assistant III	5	126,109	5	79,110	2	94,634	2	88,298	2	88,298
0822	Commissioner's Assistant II	2	89,623	2	60,671	4	95,753	3	122,816	3	122,816
0821	Commissioner's Assistant I	1	25,002	3	49,001	0	0	1	28,000	1	28,000
0230	Administrative Secretary	3	63,814	2	38,914	4	61,199	4	100,497	4	100,497
0810	Director	1	48,859	0	0	0	0	0	0	0	0
0808	Intergovernmental Specialist	2	75,525	0	0	0	0	0	0	0	0
0807	Intergovernmental Assistant	1	22,922	0	0	0	0	0	0	0	0
<b>TOTAL FULL TIME POSITIONS</b>		<b>19</b>	<b>644,726</b>	<b>14</b>	<b>322,469</b>	<b>12</b>	<b>378,328</b>	<b>12</b>	<b>465,871</b>	<b>12</b>	<b>465,871</b>

**METROPOLITAN ARTS COMMISSION (375)**

General Fund (101)

Public Affairs

**APPROPRIATION SUMMARY**

	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>EXPENDITURES</u></b>					
<i>Personal Services</i>	\$230,481	\$294,491	\$348,185	\$414,673	\$414,673
<i>External Materials and Services</i>	704,031	890,577	743,644	878,023	878,023
<i>Internal Materials and Services</i>	66,799	75,501	63,747	79,850	79,850
<i>Capital Outlay</i>	5,519	10,875	3,780	5,500	5,500
<i>Cash Transfers-Equipment</i>	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$1,006,830</b>	<b>\$1,271,444</b>	<b>\$1,159,356</b>	<b>\$1,378,046</b>	<b>\$1,378,046</b>
<b><u>Authorized Full-Time Positions</u></b>					
<i>Total</i>	5	7	6	9	9
<i>General Fund Discretionary</i>	3	3	3	5	5
<b><u>FUNDING SOURCES</u></b>					
<i>General Fund Discretionary</i>		\$489,190	\$581,420	\$1,009,498	\$1,009,498
<b><u>Non-Discretionary Resources</u></b>					
<i>Grants and Donations</i>		249,516	233,219	0	0
<i>Contract Revenue</i>		495,855	302,605	286,184	286,184
<i>Interagency Services</i>		35,833	42,112	82,364	82,364
<i>Bureau Program Revenue</i>		1,050	0	0	0
<i>Overhead Recovery</i>		0	0	0	0
<i>Total Non-Discretionary Resources</i>		\$782,254	\$577,936	\$368,548	\$368,548
<b>TOTAL FUNDING</b>		<b>\$1,271,444</b>	<b>\$1,159,356</b>	<b>\$1,378,046</b>	<b>\$1,378,046</b>
<b><u>PROGRAMS</u></b>					
<i>Community Service</i>		\$708,627	\$349,851	\$148,704	\$148,704
<i>Public Art</i>		148,179	176,916	179,852	179,852
<i>Re-Grants</i>		414,638	632,589	1,049,490	1,049,490
<b>TOTAL PROGRAM</b>		<b>\$1,271,444</b>	<b>\$1,159,356</b>	<b>\$1,378,046</b>	<b>\$1,378,046</b>

**GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR**

The Metropolitan Arts Commission was established by the City and Multnomah County and charged with furthering the development of the arts and its availability to the public in the City of Portland and Multnomah County. The FY 1992-93 budget reflects the approval of \$450,000 in additional resources to increase the City's investment in our cultural infrastructure. Of the \$450,000, \$150,000 will be added to the Commission's budget on an on-going basis while \$300,000 is only a one-time allocation. The one-time allocation will be used to leverage regional funding support for the art system. The \$300,000 is composed of \$250,000 in General Fund resources and \$50,000 in cable franchise fees. Funding support with the use of franchise fees will be re-evaluated at the end of the year to determine the level of funding in future years. Additionally, this budget reflects an additional \$34,019 which will support the addition of one Staff Assistant position. Funding for this position will come from the Public Art Trust Fund. The FY 1992-93 budget supports nine positions, an increase of three positions from FY 1991-92. The new positions are one Staff Assistant and two Program Specialists.

The Commission is composed of three programs: Public Art, Community Service, and Re- Grants. The Commission also administers the percent for arts projects in the City, County, Metro and Portland Public Schools. These agencies dedicate 1.33% of facility oriented capital improvement projects to art projects.

# METROPOLITAN ARTS COMMISSION (375)

General Fund (101)

Public Affairs

APPROPRIATION SUMMARY

---

## BUREAU MANAGEMENT OBJECTIVES

### On-Going Priority Objectives

1. Preserve and protect existing granting, community services, and public art programs and operate them in the most efficient manner possible.
2. Strengthen youth and adult art education programs and initiatives through re-grants and community service programs.
3. Expand on and support the cultural diversity goals of key cultural institutions and community groups, encouraging diverse participation in boards, artistic and management leadership, and audience outreach.
4. Through project grants encourage a diverse range and siting of activities that are accessible and affordable to all citizens.
5. Continue working with Association for Portland Progress, the Portland Oregon Visitors Association and arts institutions to develop collaborative marketing and tourism programs.
6. Continue managing public art collections, developing new partnerships and managing major new public art programs with the Port and Tri-Met.

### 1992-93 Objectives

1. Present Arts Plan to local and regional governments, and other key public and private agencies and leadership groups and gain consensus on its findings and recommendations.
2. Preserve with new resources the Minority Outreach Program and the Arts Resource Center including staff, services and granting programs.
3. Implement the key recommendations of Phase 1 of the Arts Plan.
4. More free and low cost arts events and activities.
  - a. Increase grants to very significant cultural institutions as an appropriate public sector share of the increased support needed to preserve these institutions.
  - b. Encourage and participate in a regional arts leadership group of prominent citizens and business leaders.
  - c. Design and fund programs to stabilize small and emerging and multi-cultural organizations through grants and technical assistance training.
  - d. Investigate and pursue federal and nationally based foundations for a major Stabilization Challenge grant to assist local arts organizations in erasing deficits and establishing cash reserves.



**METROPOLITAN ARTS COMMISSION (375)**

General Fund (101)

Public Affairs

*APPROPRIATION SUMMARY*

	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>Effectiveness Measures</u></b>				
#of residents/visitors reached and served by MAC Programs	2.9 million	2.9 million	2.9 million	2.9 million
programs #of youth/family served by arts education MAC programs	500,000	500,000	500,000	500,000
% of minority participation reported	5%	5%	6%	6%
%of organizations reporting deficits	80%	80%	80%	80%
<b><u>Efficiency Measures</u></b>				
major marketing initiative in cooperation w/hotel/travel groups completed	*	*	1	1
#of Applicants managed	150	150	150	150
%of panelists from underrepresented constituents	20%	20%	20%	20%
condition evaluation report of the public art collection drafted.	*	*	1	1
%of fragile emerging groups developing long range plans and balancing their budgets	20%	20%	20%	20%
#of contacts by Minority outreach and tech. assistance Staff	*	*	300	300

**METROPOLITAN ARTS COMMISSION (375)**

General Fund (101)

Public Affairs

*PROGRAM SUMMARY*

<i>Program</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>COMMUNITY SERVICE</u></b>				
<i>Total Expenditures</i>	\$708,627	\$349,851	\$148,704	\$148,704
<i>General Fund Discretionary Expenditures</i>	55,073	79,472	90,900	90,900
<i>Authorized Full-Time Positions</i>	2.40	1.90	3.20	3.20
<i>Workload Measures:</i>				
Number of Newsletters Distributed	28,800	3,000	4,000	4,000
Number of Phone Questions Answered	8,500	6,000	7,000	7,000
Attendance at Technical Asst. Workshop	100	400	*	*

The Community Services Program comprises much of the coordination, advocacy and planning functions of the Arts Commission as well as information services, provision of technical assistance and administrative support for the Arts Commission including the preparation and monitoring of City and Multnomah County budgets and contracts.

The funding level for this program is reduced from FY 1991-92 as one of its major funding sources, the National Endowment for the Arts Grant expires. The Commission, however, will be pursuing additional grant support for this program through the leveraging of resources within its FY 1992-93 budget.

**PUBLIC ART**

<i>Total Expenditures</i>	\$148,179	\$176,916	\$179,852	\$179,852
<i>General Fund Discretionary Expenditures</i>	67,414	87,168	92,508	92,508
<i>Authorized Full-Time Positions</i>	3.20	2.70	2.20	2.20
<i>Workload Measures:</i>				
Number of Public Art Projects Done	10	5	7	7
Number of People Using Center for Public Art	6,000	4,000	7,000	7,000
Number of Works Added-Visual Chronicle Col.	8	2	4	4

The Public Art program provides for the administration of the 1.33% for the Arts Programs for the City of Portland, Multnomah County, and the Metropolitan Regional District. In January, 1989, City Council adopted an Ordinance which dedicates 1.33% of the total costs of all capital improvement projects to select, place, catalogue and maintain outstanding works of public art and make them visible and accessible to the community. This program promotes and encourages education and appreciation of public art. Projects like Portlandia, the art in the Oregon Convention Center, the dome in the Portland Center for the Performing Arts. The Public Arts Trust Fund is the funding vehicle for this program.

This budget reflects the same level of service as FY 1991-92 with the addition of \$34,019 to support one Staff Assistant position that will enable the Commission to assist in providing services to the increasing numbers of agencies such as Tri-Met and the Port of Portland participating the % for public art programs. This add package is being funded by the Public Arts Trust Fund which collects program generated revenues. The program supports three positions an increase of one over FY 1991-92.

**METROPOLITAN ARTS COMMISSION (375)**

General Fund (101)

Public Affairs

*PROGRAM SUMMARY*

<i>Program</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>RE-GRANTS</u></b>				
<i>Total Expenditures</i>	\$414,638	\$632,589	\$1,049,490	\$1,049,490
<i>General Fund Discretionary Expenditures</i>	366,703	414,780	826,090	826,090
<i>Authorized Full-Time Positions</i>	1.40	1.40	3.60	3.60
<i>Workload Measures:</i>				
Citizens Partic. in MAC-Sponsored Arts Activ.	3,000,000	24,000,000	See Effective	See Effective
Private Support to Match MAC Proj. Grants	\$2,115,000	\$1,600,000	\$2,000,000	\$2,000,000
Private Support to Match MAC Oper. Grants	*	\$6,572,000	\$7,000,000	\$7,000,000

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 15 major and mid-sized organizations and project grants to smaller 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, theater, dance, literature, visual arts and inter-discipline.

The FY 1992-93 budget reflects the City of Portland's willingness to take the lead in salvaging the region's art programs and facilities. This is reflected in the \$450,000 in additional resources included in this budget. These resources will be used to protect the region's existing investment, meet new opportunities and expand education and access to all citizens. Of the \$450,000, \$250,000 will be set aside to challenge regional cities and counties to do their fair share in support of cultural services. The balance of the increase or \$150,000 will be added to the Commission's budget each year. The FY 1992-93 budget supports three positions, an increase of one from FY 1991-92.

**METROPOLITAN ARTS COMMISSION (375)**

General Fund (101)

Public Affairs

**LINE ITEM APPROPRIATIONS**

<i>Expenditure Classification</i>	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
511000 Full-Time Employees	\$162,519	\$220,441	\$225,524	\$299,436	\$299,436
512000 Part-Time Employees	12,326	0	21,355	0	0
514000 Overtime	0	0	0	0	0
515000 Premium Pay	576	476	624	590	590
517000 Benefits	55,060	73,574	100,682	114,647	114,647
<b>Total Personal Services</b>	<b>\$230,481</b>	<b>\$294,491</b>	<b>\$348,185</b>	<b>\$414,673</b>	<b>\$414,673</b>
521000 Professional Services	\$26,125	\$100,335	\$83,325	\$4,000	\$4,000
522000 Utilities	0	0	0	0	0
523000 Equipment Rental	0	0	0	0	0
524000 Repair & Maintenance	201	2,257	3,674	2,400	2,400
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	662,314	770,388	644,775	848,500	848,500
531000 Office Supplies	976	2,045	3,413	5,723	5,723
532000 Operating Supplies	7,334	3,534	1,182	1,000	1,000
533000 Repair & Maintenance Supplies	0	0	0	0	0
534000 Minor Equipment	0	0	0	1,000	1,000
535000 Clothing	0	0	0	0	0
539000 Other Commodities	740	905	500	500	500
541000 Education	433	1,407	0	3,900	3,900
542000 Local Travel	0	0	0	0	0
543000 Out-of-Town Travel	2,967	6,080	2,000	6,000	6,000
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	2,941	3,626	4,775	5,000	5,000
<b>Subtotal External Materials and Services</b>	<b>\$704,031</b>	<b>\$890,577</b>	<b>\$743,644</b>	<b>\$878,023</b>	<b>\$878,023</b>
551000 Fleet Services	\$556	\$227	0	\$0	\$0
552000 Printing/Distribution	29,074	29,829	\$20,966	26,000	26,000
553000 Facilities Services	27,191	29,386	28,380	30,950	30,950
554000 Communications	6,262	7,528	4,708	10,458	10,458
555000 Data Processing	156	299	493	1,039	1,039
556000 Insurance	0	8,232	9,200	11,403	11,403
557000 Equipment Lease	3,238	0	0	0	0
558000 Same Fund Services	322	0	0	0	0
559000 Other Fund Services	0	0	0	0	0
<b>Subtotal Internal Materials and Services</b>	<b>\$66,799</b>	<b>\$75,501</b>	<b>\$63,747</b>	<b>\$79,850</b>	<b>\$79,850</b>
<b>Total Materials &amp; Services</b>	<b>\$770,830</b>	<b>\$966,078</b>	<b>\$807,391</b>	<b>\$957,873</b>	<b>\$957,873</b>
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	0	0	0	0
564000 Equipment	5,519	10,875	3,780	5,500	5,500
<b>Total Capital Outlay</b>	<b>\$5,519</b>	<b>\$10,875</b>	<b>\$3,780</b>	<b>\$5,500</b>	<b>\$5,500</b>
573000 Cash Transfers - Equipment	\$0	\$0	\$0	\$0	\$0
<b>Total Appropriation</b>	<b>\$1,006,830</b>	<b>\$1,271,444</b>	<b>\$1,159,356</b>	<b>\$1,378,046</b>	<b>\$1,378,046</b>

**METROPOLITAN ARTS COMMISSION (375)**

General Fund (101)

Public Affairs

*FULL-TIME POSITIONS*

Class	Title	Actual FY 89-90		Actual FY 90-91		Revised Budget FY 91-92		Proposed FY 92-93		Adopted FY 92-93	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
0855	Arts Commission Director	1	41,683	1	46,757	1	49,607	1	48,421	1	48,421
0885	Assistant Arts Commission Director	1	28,620	1	34,365	1	45,508	1	43,994	1	43,994
0883	Arts Commission Program Coord.	1	37,648	1	39,956	1	39,347	1	39,192	1	39,192
0900	Staff Assistant	0	0	1	22,435	0	0	1	19,346	1	19,346
0882	Public Art Assistant	0	6,792	1	29,166	1	31,086	1	32,051	1	32,051
0826	Asst Management Analyst	0	0	1	32,802	1	34,986	1	33,846	1	33,846
0819	Administrative Assistant I	1	27,434	0	0	0	0	0	0	0	0
0220	Secretarial Clerk I	1	20,342	1	14,960	1	24,990	1	19,664	1	19,664
0000	Program Specialist	0	0	0	0	0	0	2	62,922	2	62,922
<b>TOTAL FULL-TIME POSITIONS</b>		<b>5</b>	<b>162,519</b>	<b>7</b>	<b>220,441</b>	<b>6</b>	<b>225,524</b>	<b>9</b>	<b>299,436</b>	<b>9</b>	<b>299,436</b>

**METROPOLITAN HUMAN RIGHTS COMMISSION (341)**

General Fund (101)

Finance & Administration

**APPROPRIATION SUMMARY**

	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>EXPENDITURES</u></b>					
<i>Personal Services</i>	\$0	\$0	\$0	\$0	\$203,502
<i>External Materials and Services</i>	0	0	0	0	43,782
<i>Internal Materials and Services</i>	0	0	0	0	0
<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>\$0</b>	<b>\$0</b>	<b>\$247,284</b>
<b><u>Authorized Full-Time Positions</u></b>					
<i>Total</i>	0	0	0	0	5
<i>General Fund Discretionary</i>	0.0	0	0.0	0.0	3.0
<b><u>FUNDING SOURCES</u></b>					
<i>General Fund Discretionary</i>		\$0	\$0	\$0	\$148,639
<b><u>Non-Discretionary Resources</u></b>					
<i>Grants and Donations</i>		0	0	0	98,645
<i>Contract Revenue</i>		0	0	0	0
<i>Interagency Services</i>		0	0	0	0
<i>Bureau Program Revenue</i>		0	0	0	0
<i>Overhead Recovery</i>		0	0	0	0
<i>Total Non-Discretionary Resources</i>		\$0	\$0	\$0	\$98,645
<b>TOTAL FUNDING</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$247,284</b>
<b><u>PROGRAMS</u></b>					
<i>Administration</i>		\$0	\$0	\$0	\$247,284
<b>TOTAL PROGRAM</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$247,284</b>

**GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR**

The Metropolitan Human Rights Commission (MHRC) is a new entity created by the City and County to meet the needs of the metropolitan area in the 1990's. The overall mission of the MHRC is to foster mutual understanding and respect, and to protect the human rights of all persons in the City of Portland and Multnomah County regardless of socioeconomic status, religion, ethnicity, race, national origin, disability, age, gender, and sexual orientation.

The Commission's FY 1992-93 budget of \$247,284 is comprised of \$148,639 from the General Fund and the balance from Multnomah County. The budget provides for five positions and materials and services requirements.

**METROPOLITAN HUMAN RIGHTS COMMISSION (341)**

General Fund (101)  
Finance & Administration

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>ADMINISTRATION</u></b>				
<i>Total Expenditures</i>	\$0	\$0	\$0	\$247,284
<i>General Fund Discretionary Expenditures</i>	0	0	0	148,639
<i>Authorized Full-Time Positions</i>	0.00	0.00	0.00	5.00
<i>Workload Measures:</i>				
Complaints Acted Upon	*	*	*	3,234
I&R and Technical Assistance/ Requests Acted Upon	*	*	*	4,902
Number of Research Studies	*	*	*	3
Number of Community Education/ Programs Conducted	*	*	*	206

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.

The budget of \$247,284 supports the services of the Metropolitan Human Rights Commission, including \$49,735 approved for an additional Human Relations Specialist and a part-time Secretarial Clerk II to implement the Portland Future Focus Strategic Plans to assure diverse participation and awareness of gender and ethnic diversities.

**METROPOLITAN HUMAN RIGHTS COMMISSION (341)**

General Fund (101)

Finance & Administration

**LINE ITEM APPROPRIATIONS**

<i>Expenditure Classification</i>	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
511000 Full-Time Employees	0	0	0	0	\$139,656
512000 Part-Time Employees	0	0	0	0	9,949
514000 Overtime	0	0	0	0	0
515000 Premium Pay	0	0	0	0	306
517000 Benefits	0	0	0	0	53,591
<b>Total Personal Services</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$203,502</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	300
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	0	0	0	0	1,000
531000 Office Supplies	0	0	0	0	1,500
532000 Operating Supplies	0	0	0	0	500
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	1,000
541000 Education	0	0	0	0	800
542000 Local Travel	0	0	0	0	1,293
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	0	0	0	0	37,389
<b>Subtotal Direct Materials &amp; Services</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$43,782</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	0	0
559000 Other Fund Services	0	0	0	0	0
<b>Subtotal Service Reimbursements</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Materials &amp; Services</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$43,782</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
<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>\$0</b>	<b>\$0</b>	<b>\$247,284</b>



**METROPOLITAN HUMAN RIGHTS COMMISSION (341)**

General Fund (101)

Finance & Administration

*FULL-TIME POSITIONS*

Class	Title	Actual FY 89-90		Actual FY 90-91		Revised Budget FY 91-92		Proposed FY 92-93		Adopted FY 92-93	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
7460	Human Resources Coordinator I	0	0	0	0	0	0	0	0	1	32,908
0877	Handicap Program Coordinator	0	0	0	0	0	0	0	0	1	33,846
0867	Human Relations Specialist	0	0	0	0	0	0	0	0	2	52,492
0221	Secretarial Clerk II	0	0	0	0	0	0	0	0	1	20,410
<b>TOTAL FULL-TIME POSITIONS</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>139,656</b>
<b>TOTAL FULL-TIME POSITIONS</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>139,656</b>

**OFFICE OF NEIGHBORHOOD ASSOCIATIONS (342)**

General Fund (101)

Public Utilities

**APPROPRIATION SUMMARY**

	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>EXPENDITURES</u></b>					
<i>Personal Services</i>	\$882,690	\$771,868	\$849,087	\$951,645	\$748,143
<i>External Materials and Services</i>	946,866	1,398,872	1,525,336	1,398,489	1,507,207
<i>Internal Materials and Services</i>	108,745	150,759	140,201	254,848	254,848
<i>Capital Outlay</i>	4,540	0	2,643	0	0
<i>Cash Transfers-Equipment</i>	0	9,895	0	58,257	58,257
<b>TOTAL EXPENDITURES</b>	<b>\$1,942,841</b>	<b>\$2,331,394</b>	<b>\$2,517,267</b>	<b>\$2,663,239</b>	<b>\$2,568,455</b>
<b><u>Authorized Full-Time Positions</u></b>					
<i>Total</i>	18	19	17	21	16
<i>General Fund Discretionary</i>	18	17	15	18	15
<b><u>FUNDING SOURCES</u></b>					
<i>General Fund Discretionary</i>		\$2,092,205	\$2,345,619	\$2,496,273	\$2,494,929
<b><u>Non-Discretionary Resources</u></b>					
<i>Grants and Donations</i>		36,606	9,794	166,966	73,526
<i>Contract Revenue</i>		202,583	161,854	0	0
<i>Interagency Services</i>		0	0	0	0
<i>Bureau Program Revenue</i>		0	0	0	0
<i>Overhead Recovery</i>		0	0	0	0
<b>Total Non-Discretionary Resources</b>		<b>\$239,189</b>	<b>\$171,648</b>	<b>\$166,966</b>	<b>\$73,526</b>
<b>TOTAL FUNDING</b>		<b>\$2,331,394</b>	<b>\$2,517,267</b>	<b>\$2,663,239</b>	<b>\$2,568,455</b>
<b><u>PROGRAMS</u></b>					
<i>Citizen Participation</i>		\$956,091	\$939,876	\$1,055,054	\$1,205,054
<i>Crime Prevention</i>		782,545	1,016,814	973,270	975,770
<i>Neighborhood Mediation</i>		175,987	197,810	240,054	240,054
<i>Metropolitan Human Relations Commission</i>		232,282	208,150	247,284	0
<i>Portland/Multnomah Commission on Aging</i>		184,489	154,617	147,577	147,577
<b>TOTAL PROGRAM</b>		<b>\$2,331,394</b>	<b>\$2,517,267</b>	<b>\$2,663,239</b>	<b>\$2,568,455</b>

456,664  
/ \$ 6.62 PP

**GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR**

The Office of Neighborhood Associations (ONA) includes the following programs: Citizen Participation, Crime Prevention, Neighborhood Mediation, and 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 to work with refugees at risk with the law. 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 issues, interpersonal conflict, tenant-landlord disputes, property issues, noise, vandalism, and discrimination issues.

## OFFICE OF NEIGHBORHOOD ASSOCIATIONS (342)

General Fund (101)

Public Utilities

APPROPRIATION SUMMARY

---

### GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR--(continued)

The Portland/Multnomah Commission on Aging (PMCoA) 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.

On March, 1992, an Executive Order transferred Metropolitan Human Relations Commission to the Office of the Mayor. After careful consideration of the Task Force recommendations, the City and the County abolished the Metropolitan Human Relations Commission and created a new entity called the Metropolitan Human Rights Commission to meet the needs of the metropolitan area in the 1990's. The new commission is a separate General Fund appropriation unit in FY 1992-93.

The FY 1992-93 budget supports continuation of all current services. A total of \$45,000 is approved for a Mediation Specialist and materials and services cost to provide on-going support and mediation training to volunteers. The trained volunteers will expand mediation techniques and increase mediation efforts to the community. The second package of \$25,265 is approved for materials and services cost for developing and publishing training materials to expand the anti-racism training efforts city-wide. The budget also includes carryovers of \$130,000 for renovating two City-owned buildings, \$20,000 for the Stand Up for Portland Diversity program, and \$2,500 for the Drug House Revolving Fund program.

### BUREAU MANAGEMENT OBJECTIVES

The overall mission of the Office of Neighborhood Associations is to provide direct avenues for citizen participation in local government decision-making processes and to promote neighborhood livability through the active involvement of citizens in the life of the community. Significant objectives for FY 1992-93 include:

Expanding the Citizen Participation Training Program to implement the Future Focus Leadership Strategy 1.6 to establish mentorship program for new and emerging leaders.

- 1) Coordinate with the Bureau of Planning, Bureau of Community Development, the Office of Transportation, the Police Bureau and the Neighborhood Partnership Fund, as well as the District Coalitions, to expand the curriculum of the FY 1991-92 Program (through 1st quarter).
- 2) Expand participation to include the general public as well as neighborhood associations and District Coalition Boards (through 4th quarter).

Work with MHRC to implement Future Focus Leadership Strategy 3.1 to evaluate the extent and effectiveness of outreach to diverse groups by neighborhood associations (through 4th quarter).

**OFFICE OF NEIGHBORHOOD ASSOCIATIONS (342)**

General Fund (101)

Public Utilities

*APPROPRIATION SUMMARY*

**MANAGEMENT OBJECTIVES--(continued)**

Implement Future Focus Leadership Strategy 2.2 to evaluate periodically neighborhood associations based on the adopted Standards and Guidelines and the 1974 ordinance that created the Neighborhood Associations.

- 1) Design evaluation instrument (1st quarter).
- 2) Evaluate all recognized neighborhood associations (through 4th quarter).
- 3) Develop strategies to insure compliance with the revised ONA Guidelines (through 4th quarter).

In addition to maintaining the citizen participation, neighborhood crime prevention and neighborhood mediation programs, and providing administrative oversight to PMCoA, ONA will work with other City bureaus, neighborhood associations and District Coalitions to operate a more effective Neighborhood Needs Program aimed at solving issues. The redesigned program will respond more fully to the citizen participation process, district and neighborhood planning, Community Development Block Grant (CDBG) allocation policy and District Coalition workplan process.

- 1) Complete redesign of program (1st program).
- 2) Design and carry out training for citizens and City employees (through 3rd quarter).
- 3) Initiate new process for next cycle of the program (through 4th quarter) implementation.

**EFFECTIVENESS MEASURES**

	<i>Actual</i> <i>FY 90-91</i>	<i>Revised Budget</i> <i>FY 91-92</i>	<i>Proposed</i> <i>FY 92-93</i>	<i>Adopted</i> <i>FY 92-93</i>
--	----------------------------------	--	------------------------------------	-----------------------------------

% Technical Assistance and Intergovernmental Coordinations Achieved Above Goal	*	100%	100%	100%
% Neighborhood Problem-Solving Projects Achieved Above Goal	*	100%	100%	100%
% Mediation Cases Resolved Above Goal	*	100%	100%	100%

**EFFICIENCY MEASURES**

% Funds Used/Budgeted for Technical Assistance And Intergovernmental Coordinations	*	100%	100%	100%
% Funds Used/Budgeted for Neighborhood Problem-Solving Projects	*	100%	100%	100%
% Funds Used/Budgeted Mediation Cases	*	100%	100%	100%

**OFFICE OF NEIGHBORHOOD ASSOCIATIONS (342)**

General Fund (101)

Public Utilities

*PROGRAM SUMMARY*

<i>Program</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>CITIZEN PARTICIPATION</u></b>				
<i>Total Expenditures</i>	\$956,091	\$939,876	\$1,055,054	\$1,205,054
<i>General Fund Discretionary Expenditures</i>	956,091	939,876	1,055,054	1,205,054
<i>Authorized Full-Time Positions</i>	7.00	6.50	6.50	6.50
<i>Workload Measures:</i>				
Number of Neighborhood Associations Served	99	96	96	96
Number of Contracts Managed	99	*	*	*
Number of Neighborhood Needs Received	325	350	350	350
Number of BACs and BACC Coordinated	19	19	19	19
Technical Assistance Provided	1,930	800	1,800	1,800
I&R Calls Responded To	60,030	30,000	40,000	40,000
Special Projects Conducted	212	160	135	135

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 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 identified.

The Citizens Bureau Advisory Committee provides citizens a way to voice their concerns about how the city works and what services are provided. There are 25 Bureau Advisory Committees that meet throughout the year to examine budgets, discuss bureau operations and policies, and make recommendations for expenditures and programs.

The FY 1992-93 budget of \$1,205,054 supports the continuation of current services for the Citizens Participation program. A total of \$25,265 is also approved for expanding anti-racism training city-wide. The budget also includes carryovers for activities budgeted in fiscal year 1991-92 but not expected to be spent or encumbered by year-end for \$130,000 to renovate two City-owned buildings occupied by ONA contractors and \$20,000 for the Stand Up for Portland Diversity program. Revolving Fund program. Professional services will be secured to provide anti-racism training and for development and publication of anti-racism training materials. This program provides resources for seven neighborhood offices staffed by 11.25 full-time employees, materials and services for neighborhood newsletters and operational support. The program also includes resources to manage the Citizen Bureau Advisory Committee program, 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 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>CRIME PREVENTION</u></b>				
<i>Total Expenditures</i>	\$782,545	\$1,016,814	\$973,270	\$975,770
<i>General Fund Discretionary Expenditures</i>	782,545	1,016,814	973,270	975,770
<i>Authorized Full-Time Positions</i>	2.00	2.50	2.50	2.50
<i>Workload Measures:</i>				
Block Watch Meetings	253	315	400	400
Problem-solving Projects	343	154	330	330
Neighborhood Crime Prevention- Developed and Maintained	30	42	100	100

The Neighborhood Crime Prevention Program includes a Crime Prevention Manager, a Refugee Coordinator for public safety and a half-time Secretarial Clerk II position. The Refugee Coordinator assists in resolving crime problems involving members of the refugee community. There are 17.5 full-time equivalent Neighborhood Crime Prevention Specialists contracted through the District Neighborhood offices and the Association for Portland Progress to organize neighborhood block watches and support citizen responses to chronic crime problems such as drug houses, prostitution, street crimes, vandalism problems, taverns, and youth gangs.

The FY 92-93 budget continues current services to support the Neighborhood Crime Prevention program.

**NEIGHBORHOOD MEDIATION**

<i>Total Expenditures</i>	\$175,987	\$197,810	\$240,054	\$240,054
<i>General Fund Discretionary Expenditures</i>	175,987	197,810	240,054	240,054
<i>Authorized Full-Time Positions</i>	4.00	4.00	5.00	5.00
<i>Workload Measures:</i>				
Cases Received	705	500	650	650
Cases Resolved	583	365	500	500
Volunteer Trained and Coordinated	72	50	100	100
Group Faciliations Conducted	24	7	18	18

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 FY 1992-93 budget supports continuation of all current services and the addition of \$45,000 for a Mediations Specialist to coordinate mediation training to a wide variety of people, groups and agencies. The Mediation Specialist will provide recruitment, training, and on-going support to citizen volunteers. These volunteers would provide additional mediation training, thus maximizing and expanding the training.

**OFFICE OF NEIGHBORHOOD ASSOCIATIONS (342)**

General Fund (101)

Public Utilities

*PROGRAM SUMMARY*

<i>Program</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>METROPOLITAN HUMAN RELATIONS COMMISSION</u></b>				
<i>Total Expenditures</i>	\$232,282	\$208,150	\$247,284	\$0
<i>General Fund Discretionary Expenditures</i>	108,637	109,234	153,844	0
<i>Authorized Full-Time Positions</i>	4.00	2.00	5.00	0.00
<i>Workload Measures:</i>				
Complaints Acted Upon	1,183	3,840	3,234	*
I&R and Technical Assistance/ Requests Acted Upon	8,404	5,760	4,902	*
Number of Research Studies	8	3	3	*
Number of Community Education/ Programs Conducted	194	300	206	*

On March, 1992, an Executive Order transferred Metropolitan Human Relations Commission to the Office of the Mayor. After careful consideration of the Task Force recommendations, the City and the County abolished the Metropolitan Human Relations Commission and created a new entity called the Metropolitan Human Rights Commission to meet the needs of the metropolitan area in the 1990's.

The Metropolitan Human Rights Commission is a separate appropriation unit in FY 1992-93. Please see separate section for details.

**PORTLAND/MULTNOMAH COMMISSION ON AGING**

Total Expenditures	\$184,489	\$154,617	\$147,577	\$147,577
General Fund Discretionary Expenditures	68,945	81,885	74,051	74,051
Authorized Full-Time Positions	2.00	2.00	2.00	2.00
<i>Workload Measures:</i>				
Advocay Correspondence	32	100	50	50
Advocay Testimony	58	24	24	24
Number of Complaints Resolved	1,482	770	770	770
Citizens Volunteers Involved in Local Decision Making	192	140	140	140
Citizen Volunteer Hours Generated in Local Decision Making	14,711	16,800	16,800	16,800

The PMCoA provides resources for the 108,000 elderly citizens of Portland to work with policy makers at all levels on advocating for rights and benefits such as fire safety, adult foster care and elder abuse education.

The budget continues all existing services to support the Portland/Multnomah Commission on Aging Program.

**OFFICE OF NEIGHBORHOOD ASSOCIATIONS (342)**

**General Fund (101)**

**Public Utilities**

**LINE ITEM APPROPRIATIONS**

<i>Expenditure Classification</i>	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
511000 Full-Time Employees	\$602,958	\$556,282	\$569,018	\$675,020	\$535,364
512000 Part-Time Employees	49,959	6,038	35,903	9,949	0
514000 Overtime	346	0	0	0	0
515000 Premium Pay	1,098	558	1,080	1,399	1,093
517000 Benefits	228,329	208,990	243,086	265,277	211,686
<b>Total Personal Services</b>	<b>\$882,690</b>	<b>\$771,868</b>	<b>\$849,087</b>	<b>\$951,645</b>	<b>\$748,143</b>
521000 Professional Services	\$36,015	\$89,075	\$55,282	\$23,385	\$43,385
522000 Utilities	0	0	0	0	0
523000 Equipment Rental	600	0	0	0	0
524000 Repair & Maintenance	3,703	4,664	3,969	4,404	4,104
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	860,838	1,262,998	1,441,204	1,337,500	1,432,106
531000 Office Supplies	12,502	12,221	6,932	10,005	8,505
532000 Operating Supplies	1,326	1,384	0	1,500	1,000
533000 Repair & Maintenance Supplies	140	44	0	0	0
534000 Minor Equipment	0	0	0	0	0
535000 Clothing	0	0	0	0	0
539000 Other Commodities	1,572	3,837	1,278	2,250	1,250
541000 Education	3,298	4,985	2,382	3,400	2,600
542000 Local Travel	7,031	6,538	8,417	9,842	8,549
543000 Out-of-Town Travel	5,365	8,141	1,100	0	0
544000 External Rent	7,680	3,988	3,988	4,786	4,786
545000 Interest	0	0	0	0	0
546000 Refunds	0	0	0	0	0
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	6,796	997	784	1,417	922
<b>Subtotal Direct Materials &amp; Services</b>	<b>\$946,866</b>	<b>\$1,398,872</b>	<b>\$1,525,336</b>	<b>\$1,398,489</b>	<b>\$1,507,207</b>
551000 Fleet Services	\$1,816	\$405	\$516	\$200	\$200
552000 Printing/Distribution	46,733	38,804	42,369	42,057	42,057
553000 Facilities Services	27,838	55,747	49,072	165,279	165,279
554000 Communications	19,235	22,769	14,864	18,974	18,974
555000 Data Processing	270	1,498	1,665	1,212	1,212
556000 Insurance	12,853	30,928	30,815	27,126	27,126
557000 Equipment Lease	0	0	0	0	0
558000 Same Fund Services	0	0	0	0	0
559000 Other Fund Services	0	608	900	0	0
<b>Subtotal Service Reimbursements</b>	<b>\$108,745</b>	<b>\$150,759</b>	<b>\$140,201</b>	<b>\$254,848</b>	<b>\$254,848</b>
<b>Total Materials &amp; Services</b>	<b>\$1,055,611</b>	<b>\$1,549,631</b>	<b>\$1,665,537</b>	<b>\$1,653,337</b>	<b>\$1,762,055</b>
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	0	0	0	0
564000 Equipment	4,540	0	2,643	0	0
<b>Total Capital Outlay</b>	<b>\$4,540</b>	<b>\$0</b>	<b>\$2,643</b>	<b>\$0</b>	<b>\$0</b>
573000 Cash Transfers - Equipment	\$0	\$9,895	\$0	\$58,257	\$58,257
<b>Total Appropriation</b>	<b>\$1,942,841</b>	<b>\$2,331,394</b>	<b>\$2,517,267</b>	<b>\$2,663,239</b>	<b>\$2,568,455</b>



**OFFICE OF NEIGHBORHOOD ASSOCIATIONS (342)**

General Fund (101)

Public Utilities

**FULL-TIME POSITIONS**

Class	Title	Actual FY 89-90		Actual FY 90-91		Revised Budget FY 91-92		Proposed FY 92-93		Adopted FY 92-93	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
0875	Neighborhood Programs Director	1	44,444	1	48,465	1	49,316	1	49,131	1	49,131
7485	Crime Prevention Program Coordinator	1	35,844	1	38,591	1	39,147	1	39,004	1	39,004
7483	Mediation Program Coordinator	1	32,770	1	35,839	1	36,356	1	36,227	1	36,227
7482	Mediation Specialist	2	53,921	2	57,313	2	60,137	3	89,470	3	89,470
7460	Human Resources Coordinator I	4	159,617	5	168,372	5	187,599	5	188,457	4	155,549
5183	Crime Prevention Specialist	0	0	0	0	0	0	0	0	0	0
0877	Handicap Program Coordinator	1	23,536	1	32,731	1	33,986	1	33,846	0	0
0873	Neighborhood Associations Coordinator	1	34,200	1	36,615	1	36,356	1	36,227	1	36,227
0867	Human Relations Specialist	0	0	0	0	0	0	2	52,492	0	0
0845	Communications Assistant	1	13,460	0	0	0	0	0	0	0	0
0819	Administrative Assistant I	0	0	1	30,805	1	32,534	1	33,471	1	33,471
0222	Secretarial Assistant	2	46,996	1	26,880	1	26,341	1	26,246	1	26,246
0221	Secretarial Clerk II	3	63,936	3	48,728	2	46,232	3	68,201	2	47,791
0210	Typist Clerk	1	13,865	0	0	0	0	0	0	0	0
0114	Information/Referral Specialist	0	0	1	7,962	1	21,014	1	22,248	1	22,248
0900	Staff Assistant	0	0	1	23,981	0	0	0	0	0	0
<b>TOTAL FULL-TIME POSITIONS</b>		<b>18</b>	<b>522,589</b>	<b>19</b>	<b>556,282</b>	<b>17</b>	<b>569,018</b>	<b>21</b>	<b>675,020</b>	<b>16</b>	<b>535,364</b>
<b>LIMITED-TERM POSITIONS</b>											
0221	Secretarial Clerk II	1	11,220								
0900	Staff Assistant	1	14,053								
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>TOTAL INCLUDING-LIMITED TERM</b>		<b>22</b>	<b>602,958</b>	<b>19</b>	<b>556,282</b>	<b>17</b>	<b>569,018</b>	<b>21</b>	<b>675,020</b>	<b>16</b>	<b>535,364</b>

**BUREAU OF PARKS AND RECREATION (130)**

General Fund (101)

Public Affairs

**APPROPRIATION SUMMARY**

	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>EXPENDITURES</u></b>					
<i>Personal Services</i>	\$13,012,496	\$14,109,272	\$15,110,015	\$15,601,309	\$15,609,951
<i>External Materials and Services</i>	3,668,803	4,975,034	5,814,542	5,391,653	5,447,169
<i>Internal Materials and Services</i>	2,396,583	2,580,969	2,287,649	2,754,655	2,734,249
<i>Capital Outlay</i>	906,443	677,503	3,072,655	2,539,453	2,623,453
<i>Cash Transfers-Equipment</i>	0	113,868	0	19,950	19,950
<b>TOTAL EXPENDITURES</b>	<b>\$19,984,325</b>	<b>\$22,456,646</b>	<b>\$26,284,861</b>	<b>\$26,307,020</b>	<b>\$26,434,772</b>
<b><u>Authorized Full-Time Positions</u></b>					
<i>Total</i>	278	286	275	280	280
<i>General Fund Discretionary</i>	262	247.9	247.9	245.4	245.4
<b><u>FUNDING SOURCES</u></b>					
<i>General Fund Discretionary</i>		\$17,924,537	\$18,819,044	\$18,715,457	\$18,715,457
<b><u>Non-Discretionary Resources</u></b>					
<i>Grants and Donations</i>		36,191	31,165	250,000	250,000
<i>Contract Revenue</i>		241,285	529,622	411,195	411,195
<i>Interagency Services</i>		1,624,756	3,846,318	3,420,720	3,548,472
<i>Bureau Program Revenue</i>		2,629,877	3,058,712	3,509,648	3,509,648
<i>Overhead Recovery</i>		0	0	0	0
<b>Total Non-Discretionary Resources</b>		<b>\$4,532,109</b>	<b>\$7,465,817</b>	<b>\$7,591,563</b>	<b>\$7,719,315</b>
<b>TOTAL FUNDING</b>		<b>\$22,456,646</b>	<b>\$26,284,861</b>	<b>\$26,307,020</b>	<b>\$26,434,772</b>
<b><u>PROGRAMS</u></b>					
<i>Parks and Natural Resources</i>		\$11,244,303	\$12,446,930	\$12,130,900	\$12,174,666
<i>Recreation</i>		6,975,827	7,287,241	7,728,982	7,728,982
<i>Forestry</i>		1,212,017	1,270,863	1,321,854	1,321,854
<i>Capital Improvement</i>		700,201	2,932,427	2,648,302	2,730,302
<i>Adminstration</i>		\$2,324,298	\$2,347,400	\$2,476,982	\$2,478,968
<b>TOTAL PROGRAMS</b>		<b>\$22,456,646</b>	<b>\$26,284,861</b>	<b>\$26,307,020</b>	<b>\$26,434,772</b>

**GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR**

The Bureau of Parks and Recreation is entrusted by the public to protect and enhance the City's park system. The Bureau provides a variety of recreational and leisure opportunities in over 9500 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 pools.

The Bureau offers a variety of enrichment classes through its 11 Community Centers and its 11 Community Schools. It also provides 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.

The major focus of the Bureau of Parks and Recreation's FY 1992-93 budget involves continuing the priorities established in FY 1991-92. The priorities first protect the integrity of the parks system and

## BUREAU OF PARKS AND RECREATION (130)

General Fund (101)

Public Affairs

APPROPRIATION SUMMARY

---

retain an emphasis on programming for key, target audiences. This budget reflects the following three priorities: infrastructure preservation, programs for youth and programs for special needs populations.

### Priority 1. – Protecting Parks Infrastructure

The majority of park bureau buildings, facilities and equipment are outdated, inefficient, costly to operate and maintain, and declining. Many of the buildings were not designed to meet the current needs for which they are used. Many need to be renovated or replaced in order to address design, mechanical, safety and capacity issues. Park bureau history indicates a pattern of growth in acreage, responsibility and usage inadequately matched with sufficient operations and maintenance support. The 3-year Parks Improvement Levy approved by voters in 1989 represented the first capital infusion for park renovation and development in over 40 years. By June 1992, an estimated \$7.3 million in parks improvement levy funds will likely be collected. This budget reflects \$2.7 million in capital improvement funds of which \$1.4 will be supported by the General Fund. Note: this represents a significant increase over past years in an effort to address capital needs.

### Priority 2. – Recreation Programs for Youth

Recreation activities are an integral part of the Park Bureau and a preventive and complementary component to the city's public safety and community policing strategy. The recreation program emphasis remains focused on youth aged 6–14. Bureau staff provide constructive outlets and alternatives for young people to develop self-esteem. Increasingly, staff spends time working as supportive role models, building confidence, and promoting understanding and communication among tomorrow's citizens.

Recreation programming takes place in every city neighborhood, with youth in north, northeast and southeast areas receiving the highest number of no-cost or scholarship opportunities. Overall recreation participation numbers continue to rise and revenues increasingly sustain program efforts. Projected recreation program revenues for FY 92–93 equal \$2.9 million, \$120,000 more than the current year budget, with no new fee increases.

The establishment of the Youth Trust Fund supported through increased golf fees has enabled the bureau to continue and expand existing Park Bureau youth services and to leverage programs provided by other youth serving and community based agencies throughout the city. This program development is possible without any increased discretionary General Fund support.

In its first summer of operation, nearly 600 young people were served by the Youth Trust Fund, most of whom would otherwise not have had such recreational opportunities. The first round of program funding provided \$153,000, dedicated to scholarships, program equipment and materials, transportation, staffing support, outreach information and leveraging in-kind contributions. Activities included summer camps, science camps, field trips, sports, performing arts, cultural awareness and leadership development.

In FY 92–93, the bureau is committed to strengthening partnerships with other youth program sponsors, expanding the number of participants and types of activities supported through the Youth Trust Fund and increasing the active role played by parents and the extended family connected with young program participants. Developing a job training component through local community businesses will also be explored. The bureau plans on refining its grant application process and timeframe and will strengthen program evaluation during FY 1992–93.

## BUREAU OF PARKS AND RECREATION (130)

General Fund (101)

Public Affairs

---

### Priority 3. – Recreation Programs for Special Needs Populations

Design and delivery of recreation programs tailored to meet the special needs of the frail elderly and disabled remain the bureau's third priority emphasis. For seniors and citizens with physical disabilities, mental retardation or illness, traumatic brain injury, vision impairment, deafness or hearing impairment, the bureau continues to organize and offer classes, training, social activities and field trips. The park bureau plays an increasingly important role in this arena, often providing the only recreational and cultural opportunities for differently able children and adults. This is especially significant in light of city and bureau compliance with the Americans with Disabilities Act.

This budget also reflects continuation of services provided in FY 1991–92. The Bureau of Parks and Recreation's FY 1992–93 budget is \$26,434,772. Of this amount, \$7,719,315 will be derived from bureau specific revenues such as recreational fees, grants and contracts. The bureau anticipates a \$147,212 increase in cost recovery revenues due to higher projected recreation program participation rates. The budget supports 280 positions which is an increase of five from FY 1991–92. New positions include: one maintenance mechanic and one recreational instructor to perform services at the newly revamped Matt Dishman Community Center and aquatic facility; one lease property technician, one architect and one associate accountant. These positions are supported through revenues generated by the bureau or by capital improvement dollars.

The budget also reflects \$2.7 million in capital improvement funds of which \$1.4 will be supported by the General Fund. Projects funded include irrigation system improvements (\$500,000), improvements to the Matt Dishman Community Center (\$500,000) and street and area lighting improvements totalling \$631,438.

### BUREAU MANAGEMENT OBJECTIVES

The Bureau of Parks and Recreation's priority objectives will focus on improving information management capabilities to evaluate programs and performance and recreation scheduling and participant tracking capabilities. The achievement of these objectives will enable the bureau to improve internal data collection and analysis capabilities relating to its infrastructure, youth and special populations priority service areas. The bureau has stated the following objectives:

1. Implement priority objectives as detailed in the bureau automation plan.
2. Analyze and update the cost of service methodology to determine rates of cost recovery and subsidy for recreation programs.

### Ongoing Objectives

1. Emphasize maintenance and capital resources dedicated to infrastructure preservation
2. Increase the number of youth participation hours in recreation programs
3. Increase access to and participation in special recreation programs

**BUREAU OF PARKS AND RECREATION (130)**

General Fund (101)

Public Affairs

**APPROPRIATION SUMMARY**

	<i>Actual</i> <i>FY 90-91</i>	<i>Revised Budget</i> <i>FY 91-92</i>	<i>Proposed</i> <i>FY 92-93</i>	<i>Adopted</i> <i>FY 92-93</i>
<b><u>Effectiveness Measures</u></b>				
Revise/update cost of service methodology	NA	NA	12/92	12/92
<b><u>Efficiency Measures</u></b>				
Acquire/install recreation registration software system	NA	NA	10/92	10/92
Acquire/install maintenance management software system	NA	NA	1/93	1/93

**BUREAU OF PARKS AND RECREATION (130)**

General Fund (101)

Public Affairs

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><i>PARKS AND NATURAL RESOURCES</i></b>				
<i>Total Expenditures</i>	\$11,244,303	\$12,446,930	\$12,130,900	\$12,174,666
<i>General Fund Discretionary Expenditures</i>	10,406,062	10,746,520	10,372,734	10,372,734
<i>Authorized Full-Time Positions</i>	152.50	143.20	145.20	145.20
<i>Workload Measures:</i>				
Number of Acres Irrigated	*	552	600	552
Number of Days Restrooms Open	*	24,151	24,151	24,151
Number of Acres Mowed	*	1,253	1,278	1,278
Number of Trail Miles Maintained	*	80	92	92

This program is the single largest division in the Park Bureau, providing basic core services for operations and maintenance. This program is responsible for retaining the public investment of 9,500 acres of land in over 200 parks, natural areas and open spaces and over 50 major buildings throughout the City. Services provided by this program include: the daily operation, maintenance, cleaning and repair of buildings, litter pick-up, cleaning and mechanical maintenance of swimming pools, irrigation of lawns, mowing, and the management of trails for hikers, bicyclists and equestrians. The budget reflects a continued decrease in operations.

Some of the maintenance and operation functions were reduced in FY 1991-92 as a result of Ballot Measure 5. The Bureau reports that it has offset some of these reductions through new equipment purchases such as efficiency mowers and on-site chippers to increase productivity which has enabled a higher level of service than would have otherwise been possible with staffing reductions.

In response to the passing of Ballot Measure 5, this program's full-time staffing was reduced by 11, of which three have been reinstated in FY 1992-93. Two of the positions will be paid by the Parks Improvement Levy Fund. They include one maintenance mechanic and one recreational instructor to perform services at the newly revamped Matt Dishman Community Center. The third position (a storekeeper) has been absorbed within the Bureau's base budget in FY 1991-92.

**BUREAU OF PARKS AND RECREATION (130)**

General Fund (101)

Public Affairs

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>RECREATION</u></b>				
<i>Total Expenditures</i>	\$6,975,827	\$7,287,241	\$7,728,982	\$7,728,982
<i>General Fund Discretionary Expenditures</i>	4,264,084	4,396,816	4,149,557	4,149,557
<i>Authorized Full-Time Positions</i>	88.00	85.00	85.00	85.00
<i>Workload Measures:</i>				
Total Participant Hours	5,496,359	4,926,354	5,150,000	5,150,000
Total Youth Participation Hours	*	*	3,090,000	3,090,000

The Recreation program provides year-round recreational and educational opportunities for more than 1 million people in the Portland metropolitan area. These activities take place in 50 major buildings and facilities. Recreation activities include a variety of programmed activities in 11 community centers and 11 community schools. Recreational and educational opportunities are offered to young people, adults, special population groups and senior citizens.

Programs for youth are the Bureau's second of three top priorities. It is the intent of this program to provide constructive outlets and alternatives for young people. This program serves as a preventive and complementary component to the City's public safety and community policing strategy. Adult athletic services are largely self sufficient through cost recovery while some youth programs are offered free or at low cost. Projected recreation program revenues for FY 92-93 equal \$2.9 million, \$120,000 more than the FY 1991-92 budget, based upon an estimate of increased participation.

Despite budget reductions resulting from Ballot Measure 5, which occurred in FY 91/92, this program was able to continue the majority of its services through cost saving measures implemented by the Bureau of Parks and Recreation. These measures continue in FY 92/93. They include: 1) the re-organization and reduction of staff, 2) securing support from the Youth Trust Fund ( see Golf Fund for details of this Fund), 3) fee increases geared mainly toward permit and adult activities designed to achieve a higher rate of cost recovery revenue and 4) partnership efforts, including the operation of the Kenilworth Park wading pool operated by neighborhood volunteers with assistance from a local day care center. In City Arts, a 1/2 position proposed for elimination was restored, paid for in part by the Multnomah Art Center Board of Directors and increased revenues. The Portland Amateur Baseball Association has contributed a total of \$40,000, \$30,000 for all plumbing related expenses and \$10,000 dedicated toward actual construction costs at Scavone Stadium.

The program's staffing level will not change from FY 1991-92.

# BUREAU OF PARKS AND RECREATION (130)

General Fund (101)

Public Affairs

PROGRAM SUMMARY

<i>Program</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>FORESTRY</u></b>				
<i>Total Expenditures</i>	\$1,212,017	\$1,270,863	\$1,321,854	\$1,321,854
<i>General Fund Discretionary Expenditures</i>	1,117,105	1,179,060	1,080,968	1,080,968
<i>Authorized Full-Time Positions</i>	19.00	19.00	19.00	19.00
<i>Workload Measures:</i>				
Number of Trees Inspected	12,600	12,229	12,229	12,229
Number of Trees Maintained	6,300	6,194	6,194	6,194
Number of Elm Trees Injected w/Arbotec	*	110	110	110

This program provides for the management of the City's plentiful urban forest, both in parks and along streets. The staff of 19 ensure proper tree maintenance and planting, code enforcement and inspections, respond to emergencies and storms and help prevent tree loss especially from Dutch Elm disease. The Forestry program budget continues current year services without significant changes. This program's total budget is generally the same as the FY 1991-92 with standard inflation increases. Total positions will remain at 19, which is the number funded in FY 1991-92.

## **CAPITAL IMPROVEMENT**

<i>Total Expenditures</i>	\$700,201	\$2,932,427	\$2,648,302	\$2,730,302
<i>General Fund Discretionary Expenditures</i>	\$452,585	\$1,016,970	\$1,459,765	\$1,459,765
<i>Authorized Full-Time Positions</i>	0.00	0.00	1.00	1.00
<i>Workload Measures:</i>				
Total Number of Planned Projects	*	*	27	27
Total Projects Planned/Designed			27	27
Total Projects Bid/Awarded			7	7
Total Projects under Construction			7	7
Total Projects Completed			7	7

This program budget includes \$2.6 million in capital improvement funds of which \$1.4 will be supported by the General Fund. Other capital projects will be supported by the Street Lighting Fund for park lighting improvements (\$631,000), grants (\$250,000), contracts (\$120,000) and the balance from the Portland Parks Trust Fund in which miscellaneous donations are deposited and expended. Major capital projects funded include irrigation system improvements (\$500,000) and improvements to the Matt Dishman Community Center (\$500,000) and street and area lighting improvements totalling \$631,438.



**BUREAU OF PARKS AND RECREATION (130)**

General Fund (101)

Public Affairs

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>ADMINISTRATION</u></b>				
<i>Total Expenditures</i>	\$2,324,298	\$2,347,400	\$2,476,982	\$2,478,968
<i>General Fund Discretionary Expenditures</i>	1,684,701	1,479,678	1,652,433	1,652,433
<i>Authorized Full-Time Positions</i>	26.50	27.80	29.80	29.80
<i>Workload Measures:</i>				
Number of Hiring Opportunities	(10)	26	25	25
Number filled w/Affirmative Action Hires	(8)	16	15	15
Progr.Guides Printed/Distr./Quarter	30,000	35,000	50,000	50,000
Volunteer Hours	139,312	100,000	120,000	120,000
Value of Volunteer Hours	\$676,646	\$500,000	\$700,000	\$700,000
Value of Sponsorships Secured	*	\$500,000	\$700,000	\$700,000
Number of Risk/WC Claims Filed	78	80	85	85
Cost of Risk/WC Claims Paid	\$224,416	\$200,000	\$225,000	\$225,000
Number of Major OSHA Complaints Filed	4	3	2	2
Cost of Major OSHA Complaints Filed	*	\$75,000	\$50,000	\$50,000

The Administrative program's budget reflects costs associated with the central leadership and administrative responsibilities for the Bureau of Parks and Recreation. Specific components of the program include the Office of the Superintendent, Administrative Services, Design and Construction (formally titled Planning) and Personnel.

These functions concern the management of all Bureau divisions; achievement of bureau-wide performance measures and objectives, fiscal management, management of park enterprise fund activities and constituent relations and communications. This program also includes allocation for research funds to update and enhance the bureau's cost of service methodology to be in compliance with the anticipated city revenue policy. The training program will emphasize: 1) bureau-wide Affirmative Action and 2) the training of recreational staff to work with diverse youth and families. The program supports 28 positions--an increase of 1 (an associate accountant) from FY 1991-92. This position is funded by interagency revenue from the Golf Fund.

**BUREAU OF PARKS AND RECREATION (130)**

**General Fund (101)**

**Public Affairs**

**LINE ITEM APPROPRIATIONS**

<i>Expenditure Classification</i>	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
511000 Full-Time Employees	7,756,239	\$8,288,654	\$8,819,940	\$8,946,988	\$8,951,651
512000 Part-Time Employees	1,869,533	2,182,921	2,396,275	2,588,696	2,591,305
514000 Overtime	81,953	72,657	113,933	114,539	114,539
515000 Premium Pay	121,518	128,034	96,602	97,954	97,954
517000 Benefits	3,183,253	3,437,006	3,683,265	3,853,132	3,854,502
<b>Total Personal Services</b>	<b>\$13,012,496</b>	<b>\$14,109,272</b>	<b>\$15,110,015</b>	<b>\$15,601,309</b>	<b>\$15,609,951</b>
521000 Professional Services	\$165,952	\$219,417	\$181,869	\$224,618	\$224,618
522000 Utilities	946,659	1,143,353	1,501,036	1,381,358	1,381,358
523000 Equipment Rental	12,298	31,838	177,562	44,238	44,238
524000 Repair & Maintenance	582,488	851,050	1,245,292	886,595	905,423
528000 Local Match Payment	0	478,761	333,492	348,914	348,914
529000 Miscellaneous Services	733,773	849,318	1,034,389	1,096,543	1,098,529
531000 Office Supplies	19,269	118,946	55,169	75,992	75,992
532000 Operating Supplies	703,600	753,116	631,805	676,524	689,320
533000 Repair & Maintenance Supplies	291,300	350,385	416,122	311,890	332,296
534000 Minor Equipment	84,677	75,913	65,659	100,947	100,947
535000 Clothing	26,141	16,517	33,998	25,342	25,342
539000 Other Commodities	27,939	15,474	28,231	31,449	31,449
541000 Education	13,487	14,095	25,193	37,740	38,740
542000 Local Travel	16,308	18,354	22,303	28,387	28,387
543000 Out-of-Town Travel	19,178	15,688	22,407	29,950	30,450
544000 External Rent	10,880	1,800	1,330	1,661	1,661
545000 Interest	0	0	0	0	0
546000 Refunds	0	0	0	0	0
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	14,854	21,009	38,685	89,505	89,505
<b>Subtotal External Materials &amp; Services</b>	<b>\$3,668,803</b>	<b>\$4,975,034</b>	<b>\$5,814,542</b>	<b>\$5,391,653</b>	<b>\$5,447,169</b>
551000 Fleet Services	\$751,818	\$926,820	\$816,940	\$1,000,926	\$980,520
552000 Printing/Distribution	334,915	378,272	348,193	386,191	386,191
553000 Facilities Services	156,604	190,152	199,738	197,261	197,261
554000 Communications	184,839	221,908	130,579	232,788	232,788
555000 Data Processing	15,014	27,862	29,538	61,095	61,095
556000 Insurance	796,892	671,860	609,964	681,134	681,134
557000 Equipment Lease	12,583	482	41,148	112,835	112,835
558000 Same Fund Services	22,506	4,457	0	5,000	5,000
559000 Other Fund Services	121,412	159,156	111,549	77,425	77,425
<b>Subtotal Internal Materials &amp; Services</b>	<b>\$2,396,583</b>	<b>\$2,580,969</b>	<b>\$2,287,649</b>	<b>\$2,754,655</b>	<b>\$2,734,249</b>
<b>Total Materials &amp; Services</b>	<b>\$6,065,386</b>	<b>\$7,556,003</b>	<b>\$8,102,191</b>	<b>\$8,146,308</b>	<b>\$8,181,418</b>
561000 Land	\$29,560	\$0	\$0	\$0	\$0
562000 Buildings	0	0	0	0	0
563000 Improvements	764,975	593,135	2,877,578	2,335,638	2,417,638
564000 Equipment	111,908	84,368	195,077	203,815	205,815
<b>Total Capital Outlay</b>	<b>\$906,443</b>	<b>\$677,503</b>	<b>\$3,072,655</b>	<b>\$2,539,453</b>	<b>\$2,623,453</b>
573000 Cash Transfers - Equipment	\$0	\$113,868	\$0	\$19,950	\$19,950
<b>Total Appropriation</b>	<b>\$19,984,325</b>	<b>\$22,456,646</b>	<b>\$26,284,861</b>	<b>\$26,307,020</b>	<b>\$26,434,772</b>

**BUREAU OF PARKS AND RECREATION (130)**

**General Fund (101)**

**Public Affairs**

**FULL-TIME POSITIONS**

Class	Title	Actual FY 89-90		Actual FY 90-91		Revised Budget FY 91-92		Proposed FY 92-93		Adopted FY 92-93	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
4155	City Parks & Rec Superintendent	1	51,022	1	70,370	1	72,779	1	72,495	1	72,495
4353	Tennis Program Director	1	32,791	1	35,252	1	36,223	1	36,081	1	36,081
4340	Pittock Mansion Director	1	31,791	1	34,337	1	34,406	1	34,285	1	34,285
4331	Recreation Director	1	49,610	1	53,141	1	55,077	1	54,873	1	54,873
4330	Assistant Recreation Director	3	109,261	3	117,087	1	40,309	1	40,048	1	40,048
4329	Recreation Supervisor	4	141,204	6	175,479	8	289,376	8	288,470	8	288,470
4327	Recreation Instructor III	15	445,313	17	547,526	17	573,546	17	569,276	17	569,276
4326	Recreation Instructor II	21	522,733	17	457,324	16	498,861	17	526,160	17	526,160
4325	Recreation Instructor I	24	668,624	27	763,908	26	760,163	27	789,541	28	816,127
4322	Recreation Leader	7	153,529	7	142,795	7	154,971	6	135,743	5	111,251
4168	Resource Development Manager	1	51,285	0	0	0	0	0	0	0	0
4167	Resource Development Spec	1	15,532	0	0	0	0	0	0	0	0
4163	Parks Planning Supervisor	1	42,765	1	45,726	1	47,477	1	47,293	1	47,293
4160	Parks Revenue & Admin Mgr.	1	49,608	1	53,044	1	55,077	1	54,873	1	54,873
4150	Parks District Supervisor	2	75,620	2	82,823	2	83,435	2	83,102	2	83,102
4147	Parks Maintenance Supervisor	1	41,540	1	45,265	1	46,126	1	45,957	1	45,957
4146	Parks Operations Foreman	12	371,588	11	369,481	9	307,460	9	306,306	9	306,306
4144	Parks Maintenance Mech Foreman	1	0	0	0	0	0	0	0	0	0
4142	Parks Equipment Foreman	1	39,344	1	42,286	1	43,091	1	42,929	1	42,929
4140	Parks Maintenance Foreman	1	38,516	1	41,985	1	43,091	1	42,929	1	42,929
4134	Grounds Maintenance Supervisor	1	41,537	1	35,844	0	0	0	0	0	0
4132	Arboriculturalist	1	32,801	1	35,078	1	36,422	1	36,289	1	36,289
4131	City Forester	1	38,126	1	40,775	1	42,338	1	42,178	1	42,178
4129	Forestry Program Supervisor	1	35,840	1	38,788	1	39,236	1	39,087	1	39,087
4120	Public Gardens Supervisor	1	35,050	1	37,891	1	38,926	1	38,774	1	38,774
4115	Horticul. Services Supervisor	1	36,426	1	38,366	1	39,547	1	39,401	1	39,401
4114	Rose Garden Curator	1	31,866	1	34,401	1	35,381	1	35,245	1	35,245
4113	Gardener	24	654,807	25	743,582	25	784,901	25	796,575	25	796,575
4111	High Climber II	3	91,636	3	107,317	3	101,091	3	100,725	3	100,725
4110	High Climber I	7	207,309	7	209,794	7	229,369	7	227,147	7	227,147
3229	City Planner	0	0	0	0	0	0	0	0	0	0
3210	Lease Property Technician	0	0	0	0	0	0	1	36,749	1	36,749
3150	Public Works Inspector I	1	34,584	1	37,766	1	39,214	1	39,066	1	39,066
3135	Parks Designer	4	71,285	0	0	0	0	0	0	0	0
3134	Architect	1	82,288	7	267,915	8	331,426	8	313,935	8	313,935
3112	Engineering Aide	1	12,902	0	0	0	0	0	0	0	0
3107	Technician I	0	12,068	2	27,886	1	27,185	1	28,439	1	28,439
1524	General Mechanic	0	0	1	24,816	1	31,128	1	33,575	1	33,575
1513	Welder	1	30,347	1	32,453	1	33,697	1	33,575	1	33,575
1457	Supervising Electrician	1	38,147	1	40,619	1	42,360	1	42,198	1	42,198
1453	Electrician	2	38,452	2	66,451	2	76,833	2	76,546	2	76,546
1443	Painter	2	52,152	2	62,586	2	67,394	2	67,150	2	67,150
1421	Lead Carpenter	1	31,873	1	34,628	1	35,381	1	35,245	1	35,245
1420	Carpenter	5	150,498	5	152,198	5	168,486	5	167,875	5	167,875
<b>TOTAL THIS PAGE</b>		<b>160</b>	<b>4,691,670</b>	<b>164</b>	<b>5,146,983</b>	<b>159</b>	<b>5,341,783</b>	<b>161</b>	<b>5,400,135</b>	<b>161</b>	<b>5,402,229</b>

**BUREAU OF PARKS AND RECREATION (130)**

**General Fund (101)**

**Public Affairs**

**FULL-TIME POSITIONS**

Class	Title	Actual FY 89-90		Actual FY 90-91		Revised Budget FY 91-92		Proposed FY 92-93		Adopted FY 92-93	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
<b>TOTALS FROM PREVIOUS PAGE</b>		<b>160</b>	<b>4,691,670</b>	<b>164</b>	<b>5,146,983</b>	<b>159</b>	<b>5,341,783</b>	<b>161</b>	<b>5,400,135</b>	<b>161</b>	<b>5,402,229</b>
1316	Construction Equipment Oper II	0	0	1	9,089	1	33,454	1	33,324	1	33,324
1315	Construction Equipment Oper I	1	28,579	1	22,268	0	0	0	0	0	0
1241	Senior Maintenance Mechanic	0	341	0	0	0	0	0	0	0	0
1240	Maintenance Mechanic	13	361,129	12	368,366	13	403,773	14	433,517	13	402,511
1238	Mower Operations Foreman	1	35,635	1	38,113	1	39,547	1	39,401	1	39,401
1237	Mower Operator	16	410,151	16	407,266	14	408,173	14	406,616	14	406,616
1218	Utility Worker	23	623,587	25	632,358	26	737,890	26	732,034	26	732,034
1215	Park Attendant	33	825,078	34	781,214	31	901,855	31	900,364	31	900,364
1115	Building Maintenance Mechanic	0	0	0	0	0	0	0	0	0	0
1210	Laborer	0	16,571	0	0	0	0	0	0	0	0
1115	Building Maint. Mechanic	0	0	0	0	0	0	0	0	1	33,575
1111	Lead Custodian	1	21,923	1	23,449	1	24,348	1	24,263	1	24,263
0975	Deputy Director	0	0	1	58,981	1	61,679	1	63,935	1	63,935
0849	Loss Control Representative	0	0	0	0	0	0	0	0	0	0
0847	Communications Svcs Director	1	36,072	1	37,553	0	0	0	0	0	0
0845	Communications Assistant	1	20,284	1	11,797	1	24,702	1	22,620	1	22,620
0843	Volunteer Coordinator	1	27,841	1	30,649	1	29,535	1	32,656	1	32,656
0828	Senior Management Analyst	1	41,560	1	44,463	2	90,298	2	91,288	2	91,288
0827	Management Analyst	2	57,887	2	38,605	0	0	0	0	0	0
0813	City/Community Liaison	1	39,852	1	43,021	1	44,243	1	44,078	1	44,078
0545	Administrative Svcs Officer II	1	46,710	2	90,802	2	103,042	2	102,659	2	102,659
0544	Administrative Svcs Officer I	0	0	1	36,367	2	81,729	2	87,303	2	87,303
0515	Senior Accountant	1	21,972	1	32,195	1	33,032	1	35,099	1	35,099
0514	Associate Accountant	1	31,194	1	29,658	2	55,963	3	84,301	3	84,301
0510	Accounting Assistant	3	68,016	3	72,785	2	50,337	2	46,350	2	46,350
0411	Stores Supervisor	0	0	1	26,047	1	34,096	1	33,972	1	33,972
0410	Storekeeper	0	0	0	0	0	0	1	27,007	1	27,007
0409	Senior Storekeeper	1	28,746	0	6,885	0	0	0	0	0	0
0379	Asst Mgmt Info System Analyst	0	9,767	0	0	1	37,243	1	28,439	1	28,439
0222	Secretarial Assistant	1	17,035	1	26,070	1	26,341	1	26,246	1	26,246
0221	Secretarial Clerk II	1	44,404	2	44,431	0	0	0	0	0	0
0220	Secretarial Clerk I	4	66,261	5	100,935	4	84,417	4	83,852	4	83,852
0210	Typist Clerk	1	19,922	1	20,427	3	60,475	3	59,152	3	59,152
0140	Data Entry Clerk	1	14,489	0	0	0	0	0	0	0	0
0117	Office Manger II	1	21,767	1	20,895	0	0	0	0	0	0
0116	Office Manager I	2	35,538	1	30,344	2	61,649	2	58,223	2	58,223
0114	Clerical Specialist	5	78,921	3	56,638	2	50,336	2	50,154	2	50,154
<b>TOTAL FULL-TIME POSITIONS</b>		<b>278</b>	<b>7,742,902</b>	<b>286</b>	<b>8,288,654</b>	<b>275</b>	<b>8,819,940</b>	<b>280</b>	<b>8,946,988</b>	<b>280</b>	<b>8,951,651</b>

**BUREAU OF PLANNING (510)**

General Fund (101)

Public Utilities

**APPROPRIATION SUMMARY**

	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>EXPENDITURES</u></b>					
<i>Personal Services</i>	\$2,345,852	\$2,792,008	\$3,057,939	\$2,949,934	\$2,949,934
<i>External Materials and Services</i>	92,757	175,944	190,691	258,101	258,101
<i>Internal Materials and Services</i>	465,107	549,192	669,996	604,999	604,999
<i>Capital Outlay</i>	22,081	110,363	36,097	13,000	13,000
<i>Cash Transfers-Equipment</i>	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$2,925,797</b>	<b>\$3,627,507</b>	<b>\$3,954,723</b>	<b>\$3,826,034</b>	<b>\$3,826,034</b>
<b><u>Authorized Full-Time Positions</u></b>					
<i>Total</i>	55	62	62	59	59
<i>General Fund Discretionary</i>	30	40	33	32	32
<b><u>FUNDING SOURCES</u></b>					
<i>General Fund Discretionary</i>		\$2,391,403	\$2,137,092	\$2,270,223	\$2,270,223
<b><u>Non-Discretionary Resources</u></b>					
<i>Grants and Donations</i>		24,600	32,500	150,500	150,500
<i>Contract Revenue</i>		204,965	191,500	560,127	560,127
<i>Interagency Services</i>		401,000	391,431	845,184	845,184
<i>Bureau Program Revenue</i>		605,539	1,202,200	0	0
<i>Overhead Recovery</i>		0	0	0	0
<b>Total Non-Discretionary Resources</b>		<b>\$1,236,104</b>	<b>\$1,817,631</b>	<b>\$1,555,811</b>	<b>\$1,555,811</b>
<b>TOTAL FUNDING</b>		<b>\$3,627,507</b>	<b>\$3,954,723</b>	<b>\$3,826,034</b>	<b>\$3,826,034</b>
<b><u>PROGRAMS</u></b>					
<i>Support Services</i>		\$815,769	\$928,685	\$793,563	\$793,563
<i>Current Planning</i>		1,103,826	1,340,125	935,851	935,851
<i>Long Range Planning and Urban Design</i>		1,017,873	974,260	995,211	995,211
<i>Permit Center</i>		228,268	271,273	305,774	305,774
<i>District Planning</i>		461,771	440,380	795,635	795,635
<b>TOTAL PROGRAM</b>		<b>\$3,627,507</b>	<b>\$3,954,723</b>	<b>\$3,826,034</b>	<b>\$3,826,034</b>

**GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR**

The Bureau of Planning includes the following programs: Support Services, Current Planning, Long Range Planning and Urban Design, Permit Center, and District Planning. The Support Services program provides administrative and graphic support to the other programs. The Current Planning administers the design and landmarks sections of the code and the land use reviews mandated by City ordinance and State law. The Long Range Planning and Urban Design program maintains, improves and implements land use and design policies adopted by the City Council to enhance the City's appearance and livability. The Permit Center provides planning and zoning services to the public. The District Planning program supports the Bureau's goal of updating the City's Comprehensive Plan by addressing 6 to 8 community plans, identifying the issues of the neighborhoods, and developing revitalization plans compatible with the specific neighborhoods.

The total FY 1992-93 budget for the Bureau of Planning is \$3,826,034 which is \$128,689 or 3.2% less than FY 1991-92 budget. This budget represents a reduction of three positions compared to the previous year, 59 instead of 62. Due to economic uncertainties, the Bureau expects land development activity to be slow and fee revenues to continue to decline in FY 1992-93.

## **BUREAU OF PLANNING (510)**

General Fund (101)

Public Utilities

*APPROPRIATION SUMMARY*

---

### **GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR – (continued)**

In the budget, the overall management of the Current Planning and Permit Center Programs will be consolidated. A Senior Projects Coordinator position will be created to supervise the Permit Center staff while under the direction of a Chief Planner in the Current Planning section.

In District Planning, the budget will support the completion of the Albina Community Plan by 1992, continue work from FY 1991–92 on the Outer Southeast Community Plan and initiate work on a fourth district to develop a community plan addressing issues of city-wide interest. The budget adds 2.5 City Planner positions to support the continuation of a fourth district plan.

### **BUREAU MANAGEMENT OBJECTIVES**

The mission of the Bureau of Planning is to maintain and implement the Comprehensive Plan of the City of Portland governing the physical development of the City. Significant objectives for FY 1992–93 include:

Complete the Albina Community Plan, with Council adoption by September 30, 1992.

Obtain approval of the plan's goals, policies and strategies by the Portland Public School Board, Multnomah County Commission and Portland Community College Board by December 31, 1992.

Implement Strategy 4.3 of the Portland Future Focus Action Plan for Managing Regional Growth through the Livable City Project, which will identify approaches for accommodating up to 100,000 new City residents over 20 years while maintaining neighborhood livability.

Continue the Outer Southeast District Plan by completing the land use inventory and publishing the Discussion Draft by June 30, 1993.

Assist the implementation of the City–County Comprehensive Housing Affordability Strategy (CHAS) by guiding the development of a countywide social service siting policy.

Aid the smooth functioning of the development review process by continuing monitoring of the 1990 zoning code, assessing and modifying the environmental zones as needed, and updating the land division code.

Update the Comprehensive Plan, provide opportunities for neighborhood–based planning, and implement regional and City growth management goals through the district planning process.

Participate in regional growth management policymaking with the goals of maintaining the City's strong economic role, avoiding excessive public service costs, encouraging balanced regional growth while limiting low–density outward expansion of the urban region, and facilitating transit–supportive, well–designed, compatible development in the City.

Provide effective, timely review of land use applications in accordance with state statutes.

**BUREAU OF PLANNING (510)**

General Fund (101)

Public Utilities

**APPROPRIATION SUMMARY**

	<i>Actual</i> <i>FY 90-91</i>	<i>Revised Budget</i> <i>FY 91-92</i>	<i>Proposed</i> <i>FY 92-93</i>	<i>Adopted</i> <i>FY 92-93</i>
<b><u>EFFECTIVENESS MEASURES</u></b>				
% Type II Cases By Planning Staff Upheld By Review Body	95%	95%	95%	95%
% City's Area With Adopted Comprehensive Plan Update through District Planning	5%	5%	5%	5%
<b><u>EFFICIENCY MEASURES</u></b>				
% Cases Reviewed By City Within 120-Day	100%	100%	100%	100%
% City's Area With District Planning Underway	17%	25%	35%	35%

**BUREAU OF PLANNING (510)**

General Fund (101)

Public Utilities

**PROGRAM SUMMARY**

Program	Actual FY 90-91	Revised Budget FY 91-92	Proposed FY 92-93	Adopted FY 92-93
<b>SUPPORT SERVICES</b>				
<i>Total Expenditures</i>	\$815,769	\$928,685	\$793,563	\$793,563
<i>General Fund Discretionary Expenditures</i>	798,139	884,385	793,563	793,563
Authorized Full-Time Positions	13.50	13.50	12.50	12.50
Workload Measures:				
Quarterly Budget Reports	4	4	4	4
Graphic Services for Bureau Reports	16	18	18	18

Support Services was formerly the Administration Program. The budget continues all current services to provide fiscal, personnel, library, graphics, and general management support to the Bureau as well as provide staff support to the Planning Commission and the Bureau's Budget Advisory Committee.

The staffing level eliminates one Assistant MIS Analyst position due to the implementation of the Geographic Information System (GIS) in FY 1991-92. GIS will create efficiencies in the mapping, notification, and planning processes and improve the reliability of information given to the public.

**CURRENT PLANNING**

<i>Total Expenditures</i>	\$1,103,826	\$1,340,125	\$935,851	\$935,851
<i>General Fund Discretionary Expenditures</i>	623,344	391,586	264,947	264,947
Authorized Full-Time Positions	21.00	20.00	16.00	16.00
Workload Measures:				
Land Use Reviews Performed	824	623	630	630
Pre-Application Conferences Held	318	230	300	300
Design Cases Processed	237	305	250	250

The budget supports the administration of 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 assisting in processing applications for major and minor design reviews.

The budget eliminates four positions, a Chief Planner, two City Planners and a Clerical Specialist due to the Bureau's expectation that fee revenues will continue to decline in FY 1992-93.



**BUREAU OF PLANNING (510)**

General Fund (101)

Public Utilities

**PROGRAM SUMMARY**

Program	Actual FY 90-91	Revised Budget FY 91-92	Proposed FY 92-93	Adopted FY 92-93
<b>LONG RANGE PLANNING AND URBAN DESIGN</b>				
<i>Total Expenditures</i>	\$1,017,873	\$974,260	\$995,211	\$995,211
<i>General Fund Discretionary Expenditures</i>	692,178	596,468	598,584	598,584
Authorized Full-Time Positions	15.00	16.00	14.00	14.00
<b>Workload Measures:</b>				
Complete Dist. Design Guidelines	*	1	1	1
Applications for Prop. Tax Exemp	*	8	8	8
Training Sessions on new code	12	*	1	1
Mapping of Environmental Zones	4	*	*	*
Completed Neighborhood Plans	2	2	*	*
Annual Housing Report Update (CHAS)	1	1	1	1
Environmental Zoning Amendments	*	*	6	6
Livable City Presentations	*	*	4	4
PDX/Metro Growth Allocation Report	*	*	1	1

The budget continues current services to maintain, improve and implement Portland's land use policy. Implementation of the land use and design policies adopted by the City Council are accomplished through the development of long-range plans and design proposals. In addition, current services include mandating periodic review of the City's Comprehensive Plan for compliance with adopted statewide land use planning goals.

The staffing level eliminates two City Planner positions. One planner is moving to the Bureau of Community Development (BCD), funded by BCD, to implement housing functions with social services related to the Comprehensive Housing Affordability Strategy (CHAS). The other neighborhood planner position, has been reassigned from Long Range to District Planning.

**PERMIT CENTER**

<i>Total Expenditures</i>	\$228,268	\$271,273	\$305,774	\$305,774
<i>General Fund Discretionary Expenditures</i>	80,571	4,912	117,494	117,494
Authorized Full-Time Positions	5.00	4.50	5.50	5.50
<b>Workload Measures:</b>				
Phone Calls	16,577	15,500	16,500	16,500
Walk-in Clients Served	12,405	11,000	12,500	12,500
Plan Checks Performed	2,753	2,500	2,800	2,800

The Permit Center operations budget supports current services for issuing permits to the public, providing planning and zoning information to persons who call or walk in, receiving land use review applications, and developing brochures and information packets for staff and public use.

The staff level upgrades a Senior Planner to a Senior Projects Coordinator and transfers one Chief Planner from Current Planning to manage Current Planning and Permit Center Programs. The change is a cooperative effort by the Bureau to maintain efficiency, while case activity and fee receipts are expected to decrease due to changes in the Zoning Code and a receding economy.

**BUREAU OF PLANNING (510)**

General Fund (101)

Public Utilities

**PROGRAM SUMMARY**

Program	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b>DISTRICT PLANNING</b>				
Total Expenditures	\$461,771	\$440,380	\$795,635	\$795,635
General Fund Discretionary Expenditures	197,171	259,741	495,635	495,635
Authorized Full-Time Positions	7.50	8.00	11.00	11.00
<b>Workload Measures:</b>				
ACP Analysis Report	100%	*	*	*
ACP Discussion Draft	100%	*	*	*
Public Hearings & Meetings in ACP Study Area	128	100	100	100
<b>Publish Planning Commission</b>				
Recommended Plan	*	100%	*	*
Council Approval of Albina Com. Plan	*	100%	*	*
Council Adoption of Albina Com. Plan	*	*	100%	100%
ACP Final Version	*	*	100%	100%
Discussion Draft of Outer SE Com. Plan	*	*	100%	100%

The District Planning Program was formerly called the Albina Community Plan. The budget supports the current services to develop revitalization plans addressing housing, economic development, infrastructure, historic preservation and human service issues affecting the neighborhoods. In FY 1992-93, the Albina Community Plan will be completed by January, 1993, the third district plan (Outer SE Community Plan) will still be in progress and a fourth area district plan (to be selected late in FY 1991-92) will begin.

The staffing level transfers a City Planner position from the Long Range Planning section and adds two new City Planner positions. Approximately 38% of this program is funded by other City bureaus and outside contracts, with the balance coming from the General Fund.

**BUREAU OF PLANNING (510)****General Fund (101)****Public Utilities****LINE ITEM APPROPRIATIONS**

<i>Expenditure Classification</i>	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
511000 Full-Time Employees	\$1,728,886	\$2,035,154	\$2,151,640	\$2,086,105	\$2,086,105
512000 Part-Time Employees	15,666	7,655	55,304	58,793	58,793
514000 Overtime	65	3,961	5,000	5,000	5,000
515000 Premium Pay	2,686	2,581	4,000	4,000	4,000
517000 Benefits	598,549	742,657	841,995	796,036	796,036
<b>Total Personal Services</b>	<b>\$2,345,852</b>	<b>\$2,792,008</b>	<b>\$3,057,939</b>	<b>\$2,949,934</b>	<b>\$2,949,934</b>
521000 Professional Services	\$12,713	\$48,793	\$62,277	\$119,500	\$119,500
522000 Utilities	0	0	0	0	0
523000 Equipment Rental	0	0	0	2,000	2,000
524000 Repair & Maintenance	0	14,105	16,000	20,000	20,000
528000 Local Match Payment	264	0	0	0	0
529000 Miscellaneous Services	20,731	30,336	38,898	32,200	32,200
531000 Office Supplies	13,440	20,584	27,125	26,500	26,500
532000 Operating Supplies	8,858	350	0	0	0
533000 Repair & Maintenance Supplies	724	0	0	0	0
534000 Minor Equipment	14,300	31,021	7,651	11,500	11,500
535000 Clothing	0	0	0	0	0
539000 Other Commodities	1,570	1,500	1,900	1,400	1,400
541000 Education	3,452	6,402	3,400	9,000	9,000
542000 Local Travel	0	145	1,200	1,200	1,200
543000 Out-of-Town Travel	5,789	7,273	8,000	5,800	5,800
544000 External Rent	0	0	0	0	0
545000 Interest	0	0	0	0	0
546000 Refunds	5,720	11,400	16,000	16,000	16,000
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	5,196	4,035	8,240	13,001	13,001
<b>Subtotal External Materials &amp; Services</b>	<b>\$92,757</b>	<b>\$175,944</b>	<b>\$190,691</b>	<b>\$258,101</b>	<b>\$258,101</b>
551000 Fleet Services	\$5,298	\$6,609	\$8,183	\$5,693	\$5,693
552000 Printing/Distribution	138,719	223,830	202,100	236,857	236,857
553000 Facilities Services	182,922	206,749	197,203	228,566	228,566
554000 Communications	30,051	34,834	35,694	44,913	44,913
555000 Data Processing	5,299	6,200	5,849	3,999	3,999
556000 Insurance	70,097	70,970	73,497	84,971	84,971
557000 Equipment Lease	32,354	0	0	0	0
558000 Same Fund Services	193	0	147,470	0	0
559000 Other Fund Services	174	0	0	0	0
<b>Subtotal Internal Materials &amp; Services</b>	<b>\$465,107</b>	<b>\$549,192</b>	<b>\$669,996</b>	<b>\$604,999</b>	<b>\$604,999</b>
<b>Total Materials &amp; Services</b>	<b>\$557,864</b>	<b>\$725,136</b>	<b>\$860,687</b>	<b>\$863,100</b>	<b>\$863,100</b>
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	0	0	0	0
564000 Equipment	22,081	110,363	36,097	13,000	13,000
<b>Total Capital Outlay</b>	<b>\$22,081</b>	<b>\$110,363</b>	<b>\$36,097</b>	<b>\$13,000</b>	<b>\$13,000</b>
573000 Cash Transfers - Equipment	\$0	\$0	\$0	\$0	\$0
<b>Total Appropriation</b>	<b>\$2,925,797</b>	<b>\$3,627,507</b>	<b>\$3,954,723</b>	<b>\$3,826,034</b>	<b>\$3,826,034</b>

**BUREAU OF PLANNING (510)**

**General Fund (101)**

**Public Utilities**

**FULL-TIME POSITIONS**

Class	Title	Actual FY 89-90		Actual FY 90-91		Revised Budget FY 91-92		Proposed FY 92-93		Adopted FY 92-93	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
3359	Sr. Projects Coordinator	0	0	0	0	0	0	2	101,142	2	101,142
3238	City Planning Director	1	70,793	1	64,584	1	66,586	1	66,231	1	66,231
3271	Graphics Illustrator II	1	33,178	1	28,179	1	36,428	1	36,289	1	36,289
3270	Graphics Illustrator I	3	78,949	3	66,348	3	83,264	3	83,959	3	83,959
3236	Chief Planner	4	185,499	4	192,940	3	154,131	2	102,354	2	102,354
3234	Planner III	8	321,526	0	0	0	0	0	0	0	0
3232	Planner II	21	636,592	0	0	0	0	0	0	0	0
3231	Planner B	0	0	10	423,902	10	430,766	9	388,845	9	388,845
3230	Planner I	3	90,282	0	0	0	0	0	0	0	0
3229	Planner A	0	0	25	775,795	25	812,058	25	838,162	25	838,162
3226	District Plan Manager	1	49,657	1	52,187	1	55,687	1	55,374	1	55,374
3108	Technician II	0	0	0	8,210	0	0	0	0	0	0
3107	Technician I	1	7,785	2	42,678	2	51,387	2	50,648	2	50,648
0819	Administrative Assistant I	1	26,360	0	21,398	0	0	0	0	0	0
0816	Admin Analyst Technician	0	0	0	0	0	0	0	0	0	0
0813	City-Community Liaison	1	18,787	1	31,767	1	39,310	0	0	0	0
0544	Admin Svcs Officer I	0	0	1	10,698	1	41,544	1	40,506	1	40,506
0514	Associate Accountant	0	0	0	0	1	30,795	1	29,023	1	29,023
0510	Accounting Assistant	1	2,354	1	24,217	1	25,168	1	25,077	1	25,077
0379	Assistant MIS Analyst	1	19,481	1	28,708	1	29,806	0	0	0	0
0372	Programmer Analyst	0	0	1	34,757	1	41,192	1	40,800	1	40,800
0345	Word Processing Operator I	3	69,339	3	69,022	2	49,892	2	49,694	2	49,694
0245	Hearings Clerk	1	28,891	1	30,896	1	32,080	1	31,967	1	31,967
0222	Secretarial Assistant	1	26,175	1	24,731	1	26,342	1	26,246	1	26,246
0221	Secretarial Clerk II	2	44,560	2	46,176	2	49,184	2	48,984	2	48,984
0210	Typist Clerk	1	18,678	1	19,469	1	20,737	1	20,650	1	20,650
0114	Clerical Specialist	0	0	2	38,492	3	75,283	2	50,154	2	50,154
<b>TOTAL FULL-TIME POSITIONS</b>		<b>55</b>	<b>1,728,886</b>	<b>62</b>	<b>2,035,154</b>	<b>62</b>	<b>2,151,640</b>	<b>59</b>	<b>2,086,105</b>	<b>59</b>	<b>2,086,105</b>

**POLICE BUREAU (100)**

General Fund (101)

Finance and Administration

**APPROPRIATION SUMMARY**

	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>EXPENDITURES</u></b>					
<i>Personal Services</i>	\$43,140,759	\$47,503,815	\$50,719,586	\$54,017,659	\$54,183,612
<i>External Materials and Services</i>	2,490,791	2,775,899	3,403,069	3,540,008	3,552,658
<i>Internal Materials and Services</i>	11,075,919	12,301,070	14,566,690	15,611,105	15,624,705
<i>Capital Outlay</i>	127,687	192,901	476,686	330,587	546,587
<i>Cash Transfers-New Equipment</i>	0	316,002	574,000	714,409	925,609
<b>TOTAL EXPENDITURES</b>	<b>\$56,835,156</b>	<b>\$63,089,687</b>	<b>\$69,740,031</b>	<b>\$74,213,768</b>	<b>\$74,833,171</b>
<b><u>Authorized Full-Time Positions</u></b>					
<i>Total</i>	1,007	1,035	1,039	1,095	1,099
<i>Discretionary</i>	989	1,015	1,009	1,066	1,066
<b><u>FUNDING SOURCES</u></b>					
<i>General Fund Discretionary</i>		59,708,245	66,941,459	71,405,487	71,781,487
<b><u>Non-Discretionary Resources</u></b>					
<i>Grants and Donations</i>		270,648	173,776	152,489	152,489
<i>Contract Revenue</i>		1,012,675	1,052,242	937,111	1,180,514
<i>Interagency Services</i>		209,608	219,683	218,596	218,596
<i>Bureau Program Revenue</i>		1,888,511	1,352,871	1,500,085	1,500,085
<i>Overhead Recovery</i>		0	0	0	0
<i>Total Non-Discretionary Resources</i>		\$3,381,442	\$2,798,572	\$2,808,281	\$3,051,684
<b>TOTAL FUNDING</b>		<b>\$63,089,687</b>	<b>\$69,740,031</b>	<b>\$74,213,768</b>	<b>\$74,833,171</b>
<b><u>PROGRAMS</u></b>					
<i>Neighborhood Police Services</i>		\$35,347,621	\$43,146,847	\$46,630,077	\$47,019,480
<i>Investigative Services</i>		9,197,512	9,981,270	10,623,520	10,623,520
<i>Crime Interdiction Services</i>		5,908,512	6,317,167	6,947,798	6,947,798
<i>Support Services</i>		12,636,042	10,294,747	10,012,373	10,242,373
<b>TOTAL PROGRAM</b>		<b>\$63,089,687</b>	<b>\$69,740,031</b>	<b>\$74,213,768</b>	<b>\$74,833,171</b>

**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 existing 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 three of the transition to Community Policing by providing resources for an additional 40 sworn and 12 non sworn positions. In its budget deliberations, City Council also made provision for an additional 10 sworn positions to be added to the Bureau of Police in each of the two subsequent fiscal years.

The total FY 1992-93 budget for the Police Bureau is \$74.8 million. Netting out capital projects, and other one time expenditures in both fiscal years, the year to year increase is \$4.8 million, which represents a growth of almost 7%. The most significant portion of this increase is the result of \$3.1 million added by City Council to support 40 sworn and 12 non sworn positions for a total FY 92-93 cost of \$3,139,424, as well as \$201,452 to support an increase in the Bureau of Emergency Communications interagency for dispatching services, and \$50,000 to cover the contract costs of a District Attorney to prosecute crimes committed in the Holladay/Lloyd Center area. The remaining \$1.4 in budget growth covers inflationary adjustments in materials and services, and service reimbursement costs, as well as step increases as personnel move to higher rates of pay within their existing classification.

## **POLICE BUREAU (100)**

General Fund (101)

Finance and Administration

**APPROPRIATION SUMMARY**

---

### **GENERAL DESCRIPTION AND CHANGES FROM PRIOR YEAR (continued)**

The total staffing level for the Police Bureau in 1992-93 is 1,099 compared to a revised 1991-92 staffing level of 1,039, an increase of 60 positions. Four new positions have been added to the Police's current service level position configuration, while 40 sworn and 12 non sworn support positions have been added to provide the Police Bureau with additional resources to continue its implementation of Community Policing. In addition, 4 additional officer positions were added between the proposed and adopted budget phases to the Tri-Met policing detail, which is supported in full by a contract with Tri-Met. The 4 positions added at the current service level are a police clerical assistant and a community specialist to prepare training materials and augment community outreach programs for the Alarm Information program; an asset forfeiture specialist to assist in processing, tracking and disbursing cash and other assets through civil forfeiture proceeds; and a clerical assistant in the property/evidence control unit.

The staff expansion package will provide increased uniformed neighborhood patrols, increased traffic enforcement, and will establish the nucleus of a Youth and Family Services Division. In addition, the new positions will allow for the permanent assignment of Detectives to East Precinct, and the Gang Enforcement Team, as well as make permanent the establishment of the Bias Crimes Unit. Funds will also be used to establish an Information and Referral Telephone Unit, and a Law Enforcement Trainee Program, which will allow the bureau to recruit, train and otherwise prepare minority and low income persons to successfully compete for employment as a Police Officer.

Between the Proposed and Adopted budget, a total of \$619,403 was added to the Police Bureau's FY 92/93 budget. Of this amount, \$146,000 is carryover appropriation to purchase an optical scanner system, \$160,000 is earmarked for the construction of an outdoor firing range to replace the facility recently closed at Camp Withycombe, \$70,000 is for an automated firearms training system, and \$243,403 is additional Tri-Met contract revenue to enlarge the Tri-Met detail by 4 officers.

The original Crime Commission report prepared by the Institute for Law and Justice called for the hiring of an additional 200 sworn Police positions. The additional hiring was necessary 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 proactive Community Policing strategies. Since that report was issued in 1990, the number of authorized sworn positions in the Police Bureau has increased by 80:

- \* 73 positions added in FY 1990/91
- \* 7 positions added in FY 1991/92 (19 sworn added for annexation; 12 sworn cut due to Measure 5)

With the staff expansion packages approved by City Council for FY 1992/93, the Police Bureau sworn staffing level will have increased by a total of 120 sworn positions since the ILJ Report was issued. In addition, City Council also made provision for the hiring of an additional 10 sworn positions in each of the two following fiscal years (FY 1993-94 and FY 1994-95).

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:

**POLICE BUREAU (100)**

General Fund (101)

Finance and Administration

*APPROPRIATION SUMMARY*

GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR (continued)

- Priority #1: Respond to life threatening situations, immediate threats to property, and provide for officer safety. Calls for service represent about 50% of all incidents dispatched.
- Priority #2: Provide legally mandated services. Examples include child abuse investigations, and domestic violence.
- Priority #3: Provide community-based problem solving strategies. This category provides for the maintenance of existing and the initiation of new community policing strategies throughout the organization.
- Priority #4: Respond to other service requests. These requests includes calls such as civil disputes, parking problems, and audible alarms. These type of calls are addressed by the Police Bureau as resources are available.

Along with these four priorities, the Police Bureau's FY 1992-93 budget was also responsive to five goals of Future Focus Report. Tasks that were assigned to the Police Bureau were: 1) funding community based service programs in high risk neighborhoods; 2) guaranteeing a timely and effective response beginning with the initial law enforcement response; 3) fully implementing community policing and involving officers and citizens in solving rather than merely responding to issues; 4) establishing a Community Safety Steering Committee to recommend priorities for the justice system; 5) broadening mediation training in the Police Bureau.

In response to Task 1, the Police Bureau will continue its Iris Court Community Policing Project which is assisting residents in making long term positive changes and its Gang Enforcement Team which is working with concerned citizens in the Asian and NE and SE Communities. New initiatives will provide for increased information and referral staff, expansion of neighborhood response teams, and staffing of community contact offices.

In response to Task 2, the Police Bureau will continue activities that move toward full implementation of community policing including use of partnership agreements with neighborhoods and use of the neighborhood liaison officer program. The staff expansion packages approved by City Council will allow the Police Bureau to make significant progress toward full implementation by providing for increased police precinct staffing, enhanced investigative efforts, and the creation of a youth services function focusing on prevention and education and strengthening families.

Task 3 focuses on a timely and effective law enforcement response. Current activities include the establishment of a non-emergency number which allows 911 calls to be routed and responded to more quickly. New activities will include the establishment of an Information and Referral Unit which will provide effective information to citizens about services available from other agencies.

## **POLICE BUREAU (100)**

General Fund (101)

Finance and Administration

*APPROPRIATION SUMMARY*

---

### **GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR (continued)**

Several current activities and new initiatives are underway in regard to Task 4, including the formation of a Citizens' Crime Commission task force to look at funding and service delivery/consolidation issues throughout Multnomah County and the establishment of the Chief's Forum.

Task 5 calls for broadening mediation training in the Police Bureau and using such training to deal with bigotry and discrimination in neighborhoods and the workplace. Current activities include helping officers to do a better job in problem-solving in the community, and having the bureau itself set an example of diversity. The staff expansion packages provide for a permanent Bias Crime Unit, and expanded in-service training to officers provided by staff from the Neighborhood Mediation Center.

### **MANAGEMENT OBJECTIVES**

The Police Bureau's major performance objectives relate to Year Three Outcomes of the Community Policing Transition Plan. Those objectives are:

1. Strive to achieve a more diversified bureau workforce. In keeping with the community policing goal of having a staff that reflects the ethnic and cultural diversity of the City, the Police Bureau has set a hiring goal of 18.8% for both minorities and women and FY 92/93.
2. Employ 40 sworn and 12 non-sworn employees above FY 91/92 authorized staffing levels. The addition of these positions is considered a crucial step in the implementation of community policing. Additional staff is necessary so that officers will have freed up blocks of time to engage in proactive community policing oriented projects and strategies. This level of staffing will enhance the use of problem solving approaches which will lead to the reduction of the incidence and fear of crime.
3. Foster the further development of partnerships with the community, City Council, other bureaus, service agencies and the criminal justice system. The Police Bureau intends to increase the number of partnership agreements signed with organizations and neighborhoods and well as to increase the level of citizen satisfaction with neighborhood officers.
4. Begin an effort to establish both a personnel and programmatic performance appraisal system that will have as its ultimate objective the measurement of the extent to which the Portland Police Bureau is accomplishing its objectives as a policing agency. The Police Bureau intends to continue to work with the Office of Finance and Administration and the City Auditor to further identify Success Factors and Success Indicators which allow the Bureau to define at both the micro and macro level the extent to which goals and objectives of community policing are being met.



**POLICE BUREAU (100)**

General Fund (101)

Finance and Administration

**APPROPRIATION SUMMARY**

	<i>Actual</i>	<i>Revised</i>	<i>Proposed</i>	<i>Adopted</i>
<u><b>EFFECTIVENESS MEASURES</b></u>	<u><b>FY 90-91</b></u>	<u><b>FY 91-92</b></u>	<u><b>FY 92-93</b></u>	<u><b>FY 92-93</b></u>
Average Weekly On-Street Officer Strength	*	171	182	182
Minority and Women Employees Hires	*	*	18.8%	18.8%
Percent of Employee Satisfaction	*	*	93.0%	93.0%
Percent of Investigated Cases Cleared by DA	*	87%	85%	85%
 <u><b>EFFICIENCY MEASURES</b></u>				
Average Receipt-To-Arrive Time on Priority 1 Calls	5.35	5.20	4.91	4.91
Percent of Calls-For-Service Handled by Non-Patrol Officers	15%	15%	18%	18%

**POLICE BUREAU (100)**

General Fund (101)

Finance and Administration

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>NEIGHBORHOOD POLICE SERVICES</u></b>				
<i>Total Expenditures</i>	\$35,347,621	\$43,146,847	\$46,630,077	\$47,019,480
<i>General Fund Discretionary Expenditures</i>	34,800,000	42,235,358	45,152,424	45,298,424
<i>Authorized Full-Time Positions</i>	634.00	635.00	667.00	671.00
<i>Performance/Workload Measures:</i>				
Calls for service handled	274,118	255,000	250,000	250,000
Information & referral calls handled	*	*	250,000	250,000
Decreased number of false alarm incidents dispatched			10%	10%

Neighborhood Policing Services (NPS) encompasses those Police Bureau activities that are primarily dedicated to providing a uniformed police response to emergency and other urgent calls for police service, uniformed patrols in Portland's neighborhoods, tactical police operations to combat specialized crime problems, and assistance to citizens, neighborhood associations, and business and civic organization. The NPS program includes all of the Precincts, the Traffic Division, the Alarm Information Program, the Asset Forfeiture Unit, the Canine Unit, the Explosive Disposal Unit, the Special Emergency Response Team (SERT), the Neighborhood Response Team, the Telephone Report Unit, the Locks Program, the Crime Prevention Unit, and the Sunshine Division.

At current service level, three new positions are being provided and one grant funded position is being eliminated and budgeted in part time. Two of the new positions are for the Alarm Information program, and are funded by Alarm Permit fee revenue. An asset forfeiture specialist is also being added to assist in processing, tracking and disbursing cash and other assets through civil forfeiture proceedings. This position is supported by asset forfeiture revenue.

The staff expansion package will provide 33 sworn and 7 non sworn positions. Three sergeants and 21 officers will be assigned to the Precincts and Traffic Division. The personnel hired to fill these new positions will be in training status for most if not all of FY 92/93 and will not be able to contribute significantly to the accomplishment of Precinct and Traffic Division operational objectives. As the newly hired officers become fully trained and able to work independently, the Precinct and Traffic Division managers will be able to deploy the additional personnel in the following manner: bicycle patrols, enhanced uniformed patrols, staffing community contact offices, assignment to School Officer program, and enhanced neighborhood response team activities. In addition 4 officers are being added to the Tri-Met detail via an increase of the Tri-Met contract.

The add package will also provide for the permanent assignment of 1 sergeant and 6 detectives to East Precinct. This unit was established during FY 91-92 to test the effectiveness of assigning detectives to the precincts instead of having all detectives working out of the centralized Detective Division. Existing Detective Division staff was assigned to East Precinct, and came at the expense of limited staffing resources in the Detective Division. This package will restore those resources to the Detective Division while allowing the continuation of the East Precinct Detective Unit. A police clerical assistant is also added to East Precinct.

**POLICE BUREAU (100)**

General Fund (101)

Finance and Administration

*PROGRAM SUMMARY*

*NEIGHBORHOOD POLICE SERVICES – Continued*

In addition, the add package will provide for a sergeant to develop the Police Bureau's Emergency Occurrence Plans, a sergeant to develop a personnel evaluation system for all bureau employees, and a six person non sworn Information and Referral Unit to accept I & R calls by direct transfer from BOEC. Approximately 300,000 calls per year are made to BOEC that are identified as information and referral requests, the bulk of which could be handled by this unit.

The final element of the add package is the establishment of a Law Enforcement Trainee Program intended to allow the bureau to recruit, train, and otherwise prepare minority and low income persons to successfully compete for employment as a Police Officer. Ten limited term law enforcement trainee positions are created for this purpose.

Two capital improvement projects are also included in this program. The first provides for interior improvements required at the new Martin Luther King Boulevard Precinct (\$182,175) and the second provides for the completion of a two phase remodeling project at East Precinct (\$107,409).

	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>INVESTIGATIVE SERVICES</u></b>				
<i>Total Expenditures</i>	\$9,197,512	\$9,981,270	\$10,623,520	\$10,623,520
<i>General Fund Discretionary Expenditures</i>	8,700,000	9,548,180	10,159,560	10,159,560
<i>Authorized Full-Time Positions</i>	154.00	155.00	158.00	158.00
<i>Performance/Workload Measures:</i>				
Cases Assigned for Investigation	4,325	3,250	3,500	3,500
Cases Forwarded to District Attorney	*	2,000	2,000	2,000
Dollar Amount of Recovered Property	464,201	800,000	800,000	800,000
Youth and Family Services Workplan	*	*	1	1

This program covers Police Bureau activities that are primarily dedicated to providing follow-up investigation on serious crimes and complaints of improper conduct lodged against Police Bureau employees. Included within this program are the Detectives Division, the Identification Division, the Internal Investigations Division, the Investigations Branch Command, and Runaway Juvenile Investigations. The Identification Division is supported in part through a contract with the Multnomah County Booking Facility.

The staff expansion package of \$321,726 will provide for an additional 2 sworn and 2 non sworn positions for Investigations. A captain, human relations specialist and clerk will be added to form the nucleus of a Youth and Family Services Division. During FY 92/93, the Captain will be responsible for working with other bureau managers and the community to develop a work plan and organization framework for the new Division. The plan is to establish a fully operation Youth and Family Service function beginning in FY 1993/94. The human resources specialist will assist in the planning effort and begin to organize some of the bureau's preventative youth program into a more coordinated whole.

Funding is also provided so that the Bias Crimes Unit which was established in FY 1991-92 by overfilling a Police Officer position with a detective can be made permanent.

**POLICE BUREAU (100)**

General Fund (101)

Finance and Administration

**PROGRAM SUMMARY**

	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>CRIME INTERDICTION SERVICES</u></b>				
<i>Total Expenditures</i>	\$5,908,512	\$6,317,167	\$6,947,798	\$6,947,798
<i>General Fund Discretionary Expenditures</i>	5,300,000	5,186,669	7,238,182	7,238,182
<i>Authorized Full-Time Positions</i>	87.00	88.00	104.00	104.00
<i>Performance/Workload Measures:</i>				
Drug House Closures	*	600	400	400
Dollar Amount of Assets Forfeited	1,091,000	1,000,000	1,000,000	1,000,000
Dollar Amount of Drugs Seized	10,200,000	9,000,000	6,000,000	6,000,000
Businesses Closed Due to Prostitution	*	*	8	8

The CIS 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 to high level distribution and manufacturing.

Three positions are assigned to the Regional Organized Crime/Narcotics Taskforce (ROCN) Task Force (ROCN). 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.

The Gang Enforcement Team, (GET) provides a multi-facetted approach to addressing the problem of street gangs that utilizes traditional law enforcement tactics with an emphasis on community participation and problem solving techniques. The Bureau also participates in the State Youth Gang Task Force whose mission is to target gang members for Federal prosecution. Both the Gang Enforcement Team and the Youth Gangs Task Force were budgeted in Neighborhood Police Service in FY 91/92. This accounts in large measure for the increased number of positions from FY 91/92 Revised to 92/93 Adopted.

The add package of \$261,529 provides for 1 sergeant in the Criminal Intelligence Division, and 4 detectives for the newly formed Gang Investigations detail. The Criminal Intelligence sergeant was eliminated in the FY 91/92 budget due to Measure 5. During FY 91/92, due to the growing number of serious gang related felony crimes being investigated by the Gang Enforcement Team, four detectives were loaned to GET from the Detective Division. The addition of the detectives to GET has proven to be a valuable enhancement of the bureau's gang enforcement activities. Approval of the add packages makes these 4 positions a permanent part of the Gang Enforcement Team.

**POLICE BUREAU (100)**

General Fund (101)

Finance and Administration

*PROGRAM SUMMARY*

<i>Program</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>SUPPORT SERVICES</u></b>				
<i>Total Expenditures</i>	\$12,636,042	\$10,294,747	\$10,012,373	\$10,242,373
<i>General Fund Discretionary Expenditures</i>	10,908,245	9,971,252	8,855,321	9,085,321
<i>Authorized Full-Time Positions</i>	160.00	161.00	166.00	166.00
<i>Performance/Workload Measures:</i>				
Cases Processed by Records Unit	130,950	130,000	125,000	125,000
Minority Officers Hired	*	*	18.80%	18.80%
Number of Report Copies Sold	*	*	9,600	9,600

This program encompasses those Police Bureau activities that provide services in support of the bureau's operational mission. Those activities and units include the Chief of Police and his immediate staff, the Public Information Officer, Community Policing Support Division, Information and Referral Coordination, Data Processing Division, Liability and Management Unit, Loss Control, Management Services, the Personnel Division, the Training Division, and the Records Division.

Supports Services shows a drop in total funding from FY 91/92 Revised to 92/93 Proposed due to the fact that the interagency agreement with the Bureau of Emergency Communications formerly budgeted in this program is now budgeted in Neighborhood Police Services.

The add package of \$155,967 provides three clerical positions to support the increase in pre-employment processing and new employee training that will be taking place due to the addition of 40 sworn positions. In addition, the add provides for ammunition, targets and shotguns required for arms training for the new hires.

This program also includes \$152,825 to fund capital improvement projects for HVAC improvements, exterior repair and drainage repair for Stable #1, which serves as the Police Property Facility. Two additional capital projects were added to the budget between the proposed and adopted stage: \$160,000 is earmarked for a replacement outdoor firing range which will be constructed adjacent to the seized vehicle storage facility on St. Helen's Road, and \$70,000 will cover an automated firearms training system.

**POLICE BUREAU (100)**

**General Fund (101)**

**Finance and Administration**

**LINE ITEM APPROPRIATIONS**

<i>Expenditure Classification</i>	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
511000 Full-Time Employees	\$34,243,948	\$37,365,018	\$40,504,212	\$42,507,430	\$42,628,094
512000 Part-Time Employees	187,557	201,300	224,766	377,465	377,465
514000 Overtime	2,770,083	3,313,956	2,695,509	3,061,600	3,086,360
515000 Premium Pay	317,635	383,935	441,242	538,984	539,344
517000 Benefits	5,621,536	6,239,606	6,853,857	7,532,180	7,552,349
<b>Total Personal Services</b>	<b>\$43,140,759</b>	<b>\$47,503,815</b>	<b>\$50,719,586</b>	<b>\$54,017,659</b>	<b>\$54,183,612</b>
521000 Professional Services	\$184,681	\$295,551	\$390,227	\$498,365	\$498,365
522000 Utilities	147	143	0	0	0
523000 Equipment Rental	67,932	55,145	230,338	23,158	23,158
524000 Repair & Maintenance	116,748	152,832	266,055	197,368	197,368
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	611,412	447,153	400,716	501,918	501,918
531000 Office Supplies	127,529	137,734	149,577	133,831	133,831
532000 Operating Supplies	512,708	542,981	735,289	783,699	793,699
533000 Repair & Maintenance Supplies	1,916	4,241	15,500	16,248	16,248
534000 Minor Equipment	198,057	258,372	125,594	144,754	144,754
535000 Clothing	193,267	224,852	311,617	459,490	461,990
539000 Other Commodities	108,303	217,691	301,166	254,887	254,887
541000 Education	42,189	75,783	95,331	118,138	118,288
542000 Local Travel	694	526	6,900	6,852	6,852
543000 Out-of-Town Travel	68,200	74,017	108,859	115,747	115,747
544000 External Rent	3,734	9,131	10,250	10,913	10,913
545000 Interest	0	0	0	0	0
546000 Refunds	0	7,360	0	0	0
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	253,274	272,387	255,650	274,640	274,640
<b>Subtotal Direct Materials &amp; Services</b>	<b>\$2,490,791</b>	<b>\$2,775,899</b>	<b>\$3,403,069</b>	<b>\$3,540,008</b>	<b>\$3,552,658</b>
551000 Fleet Services	\$2,610,891	\$3,251,670	\$3,102,778	\$3,580,970	\$3,594,270
552000 Printing/Distribution	206,270	238,240	235,414	292,972	292,972
553000 Facilities Services	2,147,792	2,623,022	3,499,527	3,640,649	3,640,649
554000 Communications	761,458	910,148	891,034	1,070,126	1,070,426
555000 Data Processing	312,110	302,835	347,410	414,814	414,814
556000 Insurance	1,567,989	1,470,409	1,383,969	1,675,043	1,675,043
557000 Equipment Lease	28,759	90,000	76,499	3,000	3,000
558000 Same Fund Services	312,247	10,156	0	0	0
559000 Other Fund Services	3,128,403	3,404,590	5,030,059	4,933,531	4,933,531
<b>Subtotal Service Reimbursements</b>	<b>\$11,075,919</b>	<b>\$12,301,070</b>	<b>\$14,566,690</b>	<b>\$15,611,105</b>	<b>\$15,624,705</b>
<b>Total Materials &amp; Services</b>	<b>\$13,566,710</b>	<b>\$15,076,969</b>	<b>\$17,969,759</b>	<b>\$19,151,113</b>	<b>\$19,177,363</b>
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	0	0	0	0
564000 Equipment	127,687	192,901	476,686	330,587	546,587
<b>Total Capital Outlay</b>	<b>\$127,687</b>	<b>\$192,901</b>	<b>\$476,686</b>	<b>\$330,587</b>	<b>\$546,587</b>
573000 Cash Transfers - Equipment	\$0	\$316,002	\$574,000	\$714,409	\$925,609
<b>Total Appropriation</b>	<b>\$56,835,156</b>	<b>\$63,089,687</b>	<b>\$69,740,031</b>	<b>\$74,213,768</b>	<b>\$74,833,171</b>

**POLICE BUREAU (100)**

**General Fund (101)**

**Finance and Administration**

**FULL-TIME POSITIONS**

Class	Title	Actual FY 89-90		Actual FY 90-91		Revised Budget FY 91-92		Proposed FY 92-93		Adopted FY 92-93	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
51	Police Chief	1	75,545	1	100,824	1	79,877	1	84,000	1	84,000
74	Community Specialist II	0	0	0	0	0	0	1	17,456	1	17,456
74	Human Resource Coordinator I	0	0	0	0	1	21,167	0	0	0	0
74	Human Resource Spec III	0	0	0	0	0	0	1	31,877	1	31,877
74	Human Resource Spec II	0	0	0	0	1	31,814	1	26,955	1	26,955
51	Asset Forfeiture Specialist	0	0	0	0	1	25,921	2	51,510	2	51,510
51	Investigative Accountant	1	46,280	1	36,925	1	51,399	1	51,198	1	51,198
51	Police Info System Manager	1	47,980	1	52,246	1	53,260	1	53,056	1	53,056
51	Director of Fiscal Services	1	49,150	1	53,584	1	54,667	1	54,351	1	54,351
51	Crime Preventional Rep 1	3	88,616	3	99,518	3	94,845	3	94,461	3	94,461
51	Public Safety Assistant	0	0	2	0	2	43,384	2	47,492	2	47,492
51	Police Chaplain	1	39,966	1	44,264	1	43,711	1	43,535	1	43,535
51	Criminalist	13	564,003	13	603,819	13	626,552	13	622,991	13	622,991
51	Police Photo Repr Specialist	2	88,108	2	70,691	2	85,207	2	86,986	2	86,986
51	Police Ident Tech II	3	117,787	3	104,949	3	122,814	3	130,479	3	130,479
51	Police Ident Tech I	9	326,410	10	319,556	10	390,350	10	385,001	10	385,001
51	ID Tech Supervisor	0	0	0	0	1	43,866	1	47,732	1	47,732
51	Police Detective	93	4,263,659	85	4,395,798	86	4,067,360	97	4,554,423	97	4,554,423
51	Assistant Chief	0	0	1	55,540	1	72,660	1	76,671	1	76,671
51	Deputy Police Chief	3	197,469	3	286,710	3	207,609	3	219,051	3	219,051
51	Police Commander	0	0	0	0	3	246,585	3	198,945	3	198,945
51	Police Captain	11	652,350	11	614,389	7	530,992	8	487,920	8	487,920
51	Police Lieutenant	28	1,374,754	29	1,349,811	28	1,732,597	28	1,493,556	28	1,493,556
51	Police Sergeant	80	3,551,507	89	4,098,020	87	4,156,080	94	4,471,938	94	4,471,938
51	Police Officer	585	19,076,453	594	21,080,841	601	23,257,825	622	24,267,648	626	24,388,312
32	Graphics Illustrator II	1	16,486	1	0	1	36,428	1	36,289	1	36,289
32	Graphics Illustrator I	0	0	0	0	0	0	0	0	0	0
12	Lead Home Security Specialist	0	27,230	1	0	1	30,175	1	30,067	1	30,067
12	Home Security Spec	2	24,346	1	27,212	1	28,690	1	28,585	1	28,585
12	Autmotive Servicer	2	57,238	3	82,720	3	85,140	3	84,816	3	84,816
12	Stable Attendant	1	25,662	1	24,193	1	28,380	1	28,272	1	28,272
09	Public Safety Analyst	2	71,835	3	92,387	3	117,719	3	117,518	3	117,518
09	Staff Assistant	1	33,799	0	65,770	0	0	0	0	0	0
08	Loss Control Officer	0	0	0	0	1	41,123	1	42,559	1	42,559
08	Management Analyst	0	0	1	29,134	1	38,680	1	39,651	1	39,651
08	Admin Assistant I	2	60,528	2	72,522	1	33,608	1	33,471	1	33,471
08	City/Community Liaison	0	0	1	31,497	1	41,817	1	41,969	1	41,969
06	Audio-Visual Spec	1	35,555	1	37,711	1	0	1	38,294	1	38,294
05	Senior Accountant	0	0	0	0	0	0	0	0	0	0
04	Property/Evidence Manager	0	0	0	0	1	29,615	1	39,317	1	39,317
04	Stores Supervisor I	1	30,701	1	32,838	1	33,836	1	33,972	1	33,972
04	Storekeeper	7	186,818	8	214,351	7	208,117	7	207,256	7	207,256
04	Senior Storekeeper	0	0	1	15,639	1	31,925	1	31,800	1	31,800
03	Systems Programmer	2	54,985	2	55,246	2	85,207	2	86,820	2	86,820
03	MIS Analyst	1	29,060	1	27,045	1	46,278	1	46,020	1	46,020
03	Assistant MIS Analyst	0	0	0	0	0	0	1	28,439	1	28,439
03	Computer Programmer Operator	4	102,087	4	122,075	4	96,786	4	130,910	4	130,910
<b>TOTAL THIS PAGE</b>		<b>862</b>	<b>31,316,367</b>	<b>882</b>	<b>34,297,805</b>	<b>890</b>	<b>37,053,866</b>	<b>933</b>	<b>38,725,257</b>	<b>937</b>	<b>38,845,921</b>

**POLICE BUREAU (100)**

**General Fund (101)**

**Finance and Administration**

**FULL-TIME POSITIONS**

Class	Title	Actual FY 89-90		Actual FY 90-91		Revised Budget FY 91-92		Proposed FY 92-93		Adopted FY 92-93	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
<b>TOTALS FROM PREVIOUS PAGE</b>		<b>862</b>	<b>31,316,367</b>	<b>882</b>	<b>34,297,805</b>	<b>890</b>	<b>37,053,866</b>	<b>933</b>	<b>38,725,257</b>	<b>937</b>	<b>38,845,921</b>
03	Word Processing Supervisor	0	8,289	0	0	0	0	0	0	0	0
03	Word Processing Operator II	1	24,274	1	27,117	1	26,962	1	26,852	1	26,852
02	Secretarial Assistant	1	24,021	1	25,872	1	26,341	1	26,246	1	26,246
01	Police Clerical Supervisor	1	27,248	1	29,147	1	30,263	1	30,151	1	30,151
01	Police Clerical Specialist	10	222,266	9	238,877	9	270,600	15	404,103	15	404,103
01	Police Clerical Assistant	56	1,125,625	62	1,365,301	61	1,327,220	69	1,554,507	69	1,554,507
01	Police Records Clerk I	0	0	0	3,776	0	0	0	0	0	0
01	Police Data Manager	0	0	0	0	1	30,507	1	38,064	1	38,064
01	Police Data Supervisor	4	110,763	4	120,365	4	91,521	4	121,520	4	121,520
01	Police Data Technician II	8	189,187	9	194,645	8	242,082	8	216,984	8	216,984
01	Police Data Technician I	64	1,125,214	66	980,747	63	1,404,850	62	1,363,746	62	1,363,746
01	Police Data Technician Trainee	0	70,694	0	81,366	0	0	0	0	0	0
<b>TOTAL FULL-TIME POSITIONS</b>		<b>1,007</b>	<b>34,243,948</b>	<b>1,035</b>	<b>37,365,018</b>	<b>1,039</b>	<b>40,504,212</b>	<b>1,095</b>	<b>42,507,430</b>	<b>1,099</b>	<b>42,628,094</b>



**BUREAU OF PURCHASES AND STORES (319)**

General Fund (101)  
Public Safety

**APPROPRIATION SUMMARY**

	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>EXPENDITURES</u></b>					
<i>Personal Services</i>	\$634,273	\$731,457	\$765,952	\$779,502	\$779,502
<i>External Materials and Services</i>	38,669	32,321	40,975	49,350	49,350
<i>Internal Materials and Services</i>	198,701	194,784	196,753	199,302	199,302
<i>Capital Outlay</i>	12,398	0	11,388	0	0
<i>Cash Transfers-Equipment</i>	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$884,041</b>	<b>\$958,562</b>	<b>\$1,015,068</b>	<b>\$1,028,154</b>	<b>\$1,028,154</b>
<b><u>Authorized Full-Time Positions</u></b>					
<i>Total</i>	17	18	16	16	16
<i>General Fund Discretionary</i>	15	17	15	15	15
<b><u>FUNDING SOURCES</u></b>					
<i>General Fund Discretionary</i>		\$355,661	\$317,373	\$366,334	\$366,334
<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>		91,589	50,496	53,245	53,245
<i>Bureau Program Revenue</i>		55,000	57,793	62,317	62,317
<i>Overhead Recovery</i>		456,312	589,406	546,258	546,258
<b>Total Non-Discretionary Resources</b>		<b>\$602,901</b>	<b>\$697,695</b>	<b>\$661,820</b>	<b>\$661,820</b>
<b>TOTAL FUNDING</b>		<b>\$958,562</b>	<b>\$1,015,068</b>	<b>\$1,028,154</b>	<b>\$1,028,154</b>
<b><u>PROGRAMS</u></b>					
<i>Purchasing</i>		\$687,800	\$712,153	\$746,161	\$746,161
<i>Equal Employment Opportunity</i>		7,101	5,000	5,000	5,000
<i>Municipal and Stationery Stores</i>		220,989	218,259	220,233	220,233
<i>Surplus Property Warehouse</i>		42,672	79,656	56,760	56,760
<b>TOTAL PROGRAM</b>		<b>\$958,562</b>	<b>\$1,015,068</b>	<b>\$1,028,154</b>	<b>\$1,028,154</b>

**GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR**

The Bureau of Purchases and Stores administers competitive bidding and contracts processes in compliance with necessary laws to acquire goods and services for City bureaus. Procurement services impact most bureaus and departments on a daily basis. Processing time for purchase requisitions is cited by all bureaus as critical to their efficient operation. During the past three years, the Bureau of Purchases and Stores has worked to implement an automated purchasing information module of the City's new Integrated Business Information System (IBIS). The Purchasing module of IBIS is critical to its operation. Efforts were made in this budget to continue automation.

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 has budgeted \$62,317 in revenue from surplus and unclaimed property sales, and \$53,245 in Interagency revenue. The remainder of it's operation is supported by overhead and discretionary resources.

The overall budget for the Bureau of Purchases and Stores maintains services at the existing levels.

**BUREAU OF PURCHASES AND STORES (319)**General Fund (101)  
Public Safety**APPROPRIATION SUMMARY****BUREAU MANAGEMENT OBJECTIVES**

The Bureau's management objectives and performance targets for FY 1992-93 include the following:

Establish a contract editing process in IBIS purchasing module by December 1992. Contract editing will enhance control of City contracts.

	<i>Actual</i> <i>FY 90-91</i>	<i>Revised Budget</i> <i>FY 91-92</i>	<i>Proposed</i> <i>FY 92-93</i>	<i>Adopted</i> <i>FY 92-93</i>
<b><u>EFFECTIVENESS MEASURES</u></b>				
Process 70% of purchase requisitions less than \$5,000 in four days.	65%	60%	70%	70%
Process 85% of purchase requisitions over \$5,000 in 15 days.	78%	90%	85%	85%
Process 67% of Store requisitions within 48 hours.	69%	70%	67%	67%
<b><u>EFFICIENCY MEASURES</u></b>				
Cost of each dollar spent for purchases of goods/services.	.006	.006	.006	.006
Cost of each dollar spent for Municipal Stores sales.	.165	.165	.165	.165
Cost per dollar spent for Surplus Property sales.	.095	.095	.095	.095

**BUREAU OF PURCHASES AND STORES (319)**

General Fund (101)

Public Safety

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>PURCHASING</u></b>				
<i>Total Expenditures</i>	\$687,800	\$712,153	\$746,161	\$746,161
<i>General Fund Discretionary Expenditures</i>	255,446	238,983	276,520	276,520
<i>Authorized Full-Time Positions</i>	12.00	11.00	11.00	11.00
<i>Workload Measures:</i>				
Total # of Requisitions Processed	*	4,700	5,000	5,000
Total # of Formal Bids Processed	*	160	60	60

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 budget maintains existing service levels.

**EQUAL EMPLOYMENT OPPORTUNITY**

<i>Total Expenditures</i>	\$7,101	\$5,000	\$5,000	\$5,000
<i>General Fund Discretionary Expenditures</i>	2,409	1,904	2,130	2,130
<i>Authorized Full-Time Positions</i>	0.00	0.00	0.00	0.00
<i>Workload Measures:</i>				
# of EEO Renewal Applications	*	3,522	3,000	3,000
# of New EEO Applications Processed	*	966	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.

The funding level 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 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>MUNICIPAL AND STATIONERY STORES</u></b>				
<i>Total Expenditures</i>	\$220,989	\$218,259	\$220,233	\$220,233
<i>General Fund Discretionary Expenditures</i>	82,158	76,486	85,588	85,588
<i>Authorized Full-Time Positions</i>	5.00	4.00	4.00	4.00
<i>Workload Measures:</i>				
Number of Line Items Processed	36,147	38,000	30,000	30,000
Number of Requisitions Processed	5,961	3,000	3,000	3,000
Value of Sales	\$1,303,042	\$1,100,000	\$1,100,000	\$1,100,000

---

This program provides centralized receipt, storage, and dispersment 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. The budget will support the prior years service level.

**SURPLUS PROPERTY WAREHOUSE**

<i>Total Expenditures</i>	\$42,672	\$79,656	\$56,760	\$56,760
<i>General Fund Discretionary Expenditures</i>	15,648	0	2,096	2,096
<i>Authorized Full-Time Positions</i>	1.00	1.00	1.00	1.00
<i>Workload Measures:</i>				
Number of Items received	4,479	5,000	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 budget maintains existing service levels.

# BUREAU OF PURCHASES AND STORES (319)

General Fund (101)

Public Safety

## LINE ITEM APPROPRIATIONS

<i>Expenditure Classification</i>	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
511000 Full-Time Employees	\$436,985	\$513,179	\$553,669	\$557,639	\$557,639
512000 Part-Time Employees	23,643	21,235	0	0	0
514000 Overtime	56	0	200	200	200
515000 Premium Pay	257	504	400	500	500
517000 Benefits	173,332	196,539	211,683	221,163	221,163
<b>Total Personal Services</b>	<b>\$634,273</b>	<b>\$731,457</b>	<b>\$765,952</b>	<b>\$779,502</b>	<b>\$779,502</b>
521000 Professional Services	\$0	\$0	\$0	\$0	\$0
522000 Utilities	2,771	4,213	3,397	3,500	3,500
523000 Equipment Rental	0	0	0	0	0
524000 Repair & Maintenance	1,366	762	1,474	4,500	4,500
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	3,835	4,101	5,000	5,000	5,000
531000 Office Supplies	11,835	4,181	8,575	10,300	10,300
532000 Operating Supplies	372	612	400	500	500
533000 Repair & Maintenance Supplies	90	0	310	400	400
534000 Minor Equipment	546	0	350	300	300
535000 Clothing	239	266	520	500	500
539000 Other Commodities	13,014	13,665	15,300	16,850	16,850
541000 Education	861	1,400	1,600	2,200	2,200
542000 Local Travel	1,265	1,123	1,700	2,100	2,100
543000 Out-of-Town Travel	2,421	1,998	2,349	3,200	3,200
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	54	0	0	0	0
<b>Subtotal External Materials &amp; Services</b>	<b>\$38,669</b>	<b>\$32,321</b>	<b>\$40,975</b>	<b>\$49,350</b>	<b>\$49,350</b>
551000 Fleet Services	\$3,355	\$4,208	\$4,485	\$4,942	\$4,942
552000 Printing/Distribution	33,282	36,497	39,865	42,127	42,127
553000 Facilities Services	40,711	42,371	64,582	48,912	48,912
554000 Communications	8,131	9,969	7,570	10,076	10,076
555000 Data Processing	66,089	73,167	52,922	60,227	60,227
556000 Insurance	42,832	25,386	24,149	29,718	29,718
557000 Equipment Lease	0	0	0	0	0
558000 Same Fund Services	4,301	3,186	3,180	3,300	3,300
559000 Other Fund Services	0	0	0	0	0
<b>Subtotal Internal Materials &amp; Services</b>	<b>\$198,701</b>	<b>\$194,784</b>	<b>\$196,753</b>	<b>\$199,302</b>	<b>\$199,302</b>
<b>Total Materials &amp; Services</b>	<b>\$237,370</b>	<b>\$227,105</b>	<b>\$237,728</b>	<b>\$248,652</b>	<b>\$248,652</b>
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	0	0	0	0
564000 Equipment	12,398	0	11,388	0	0
<b>Total Capital Outlay</b>	<b>\$12,398</b>	<b>\$0</b>	<b>\$11,388</b>	<b>\$0</b>	<b>\$0</b>
573000 Cash Transfers - Equipment	\$0	\$0	\$0	\$0	\$0
<b>Total Appropriation</b>	<b>\$884,041</b>	<b>\$958,562</b>	<b>\$1,015,068</b>	<b>\$1,028,154</b>	<b>\$1,028,154</b>

**BUREAU OF PURCHASES AND STORES (319)**

General Fund (101)

Public Safety

*FULL-TIME POSITIONS*

Class	Title	Actual FY 89-90		Actual FY 90-91		Revised Budget FY 91-92		Proposed FY 92-93		Adopted FY 92-93	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
0424	Purchasing Manager	1	52,707	1	55,104	1	58,318	1	58,318	1	58,318
0422	Assistant Purchasing Manager	1	9,913	1	36,749	1	44,641	1	44,641	1	44,641
0421	Senior Buyer	3	100,179	3	104,906	3	116,259	3	116,259	3	116,259
0420	Buyer	2	36,236	2	60,704	2	66,398	2	66,398	2	66,398
0413	Stores Systems Manager	1	40,206	1	43,488	1	44,474	1	44,474	1	44,474
0410	Storekeeper I	4	113,359	5	115,906	3	88,824	3	88,824	3	88,824
0222	Secretarial Assistant	1	23,851	1	25,465	1	26,246	1	26,246	1	26,246
0220	Secretarial Clerk I	2	37,845	1	19,408	0	0	0	0	0	0
0114	Clerical Specialist	2	22,689	1	24,269	1	25,077	1	25,077	1	25,077
0368	Data entry Coordinator	0	0	1	9,830	1	30,755	1	30,755	1	30,755
0345	Word Processing Op 1	0	0	1	17,350	1	23,069	1	24,847	1	24,847
0140	Data Entry Clerk	0	0	0	0	0	0	0	0	0	0
0819	Administrative Assistant	0	0	0	0	0	0	0	0	0	0
0409	Senior Storekeeper	0	0	0	0	1	29,608	1	31,800	1	31,800
<b>TOTAL FULL-TIME POSITIONS</b>		<b>17</b>	<b>436,985</b>	<b>18</b>	<b>513,179</b>	<b>16</b>	<b>553,669</b>	<b>16</b>	<b>557,639</b>	<b>16</b>	<b>557,639</b>
<b>TOTAL FULL-TIME POSITIONS</b>		<b>17</b>	<b>436,985</b>	<b>18</b>	<b>513,179</b>	<b>16</b>	<b>553,669</b>	<b>16</b>	<b>557,639</b>	<b>16</b>	<b>557,639</b>

**SPECIAL APPROPRIATIONS (401)**

General Fund (101)

Non-Departmental

**APPROPRIATION SUMMARY**

	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>EXPENDITURES</u></b>					
<i>Personal Services</i>	\$9,945	\$0	\$0	\$324,200	\$324,200
<i>External Materials and Services</i>	4,057,792	2,165,190	4,112,422	7,782,874	7,782,654
<i>Internal Materials and Services</i>	1,029,224	333,352	313,542	214,214	214,214
<i>Capital Outlay</i>	9,265	122,497	11,627	0	0
<i>Cash Transfers-Equipment</i>	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$5,106,226</b>	<b>\$2,621,039</b>	<b>\$4,437,591</b>	<b>\$8,321,288</b>	<b>\$8,321,068</b>
<b><u>FUNDING SOURCES</u></b>					
<i>General Fund Discretionary</i>		\$2,435,201	\$4,206,955	\$7,230,952	\$7,230,732
<b><u>Non-Discretionary Resources</u></b>					
<i>Grants and Donations</i>		0	0	0	0
<i>Contracts</i>		0	0	0	0
<i>Interagency Services</i>		185,838	230,636	1,090,336	1,090,336
<i>Bureau Revenue</i>		0	0	0	0
<i>Overhead Recovery</i>		0	0	0	0
<b>Total Non-Discretionary Resources</b>		<b>\$185,838</b>	<b>\$230,636</b>	<b>\$1,090,336</b>	<b>\$1,090,336</b>
<b>TOTAL FUNDING</b>		<b>\$2,621,039</b>	<b>\$4,437,591</b>	<b>\$8,321,288</b>	<b>\$8,321,068</b>
<b><u>SPECIAL APPROPRIATIONS</u></b>					
<i>Economic Improvement District (EID) Assessments</i>		25,526	\$60,565	30,975	30,975
<i>Vintage Trolley Assessments</i>		0	5,917	0	0
<i>Fire Study</i>		0	200,000	0	0
<i>Block by Block Weatherization</i>		203,605	190,714	172,822	172,822
<i>Integrated Business Information System Implementation</i>		432,843	262,889	183,174	183,174
<i>Unemployment Insurance</i>		132,643	200,000	200,000	200,000
<i>Compensation Adjustments</i>		0	931,636	4,880,323	4,790,323
<i>Compensation Study</i>		32,091	440,553	0	0
<i>Construction Trades Internship</i>		0	0	577,300	577,300
<i>Management Council</i>		298	5,000	5,000	5,000
<i>Emergency Funds of Council</i>		7,000	7,000	7,000	7,000
<i>Affirmative Action</i>		5,626	96,365	0	89,780
<i>Downtown Services</i>		0	442,085	474,762	474,762
<i>Business License Refunds</i>		1,135,633	1,156,154	1,411,662	1,409,662
<i>City Memberships and Dues</i>		317,231	329,136	348,270	350,270
<i>PSU Institute of Portland Metropolitan Studies</i>		0	100,000	0	0
<i>Regional Drug Initiative</i>		30,000	0	30,000	30,000
<i>Historical Appropriations</i>		298,543	9,577	0	0
<b>TOTAL SPECIAL APPROPRIATIONS</b>		<b>\$2,621,039</b>	<b>\$4,437,591</b>	<b>\$8,321,288</b>	<b>\$8,321,068</b>

# SPECIAL APPROPRIATIONS

General Fund (101)

## APPROPRIATION SUMMARY

---

Responsible Organization Description	<i>Actual</i> FY 89-90	<i>Actual</i> FY 90-91	<i>Revised Budget</i> FY 91-92	<i>Proposed</i> FY 92-93	<i>Adopted</i> FY 92-93
---	---------------------------	---------------------------	-----------------------------------	-----------------------------	----------------------------

---

Special Appropriations are primarily used for expenditures that are not specific to any particular bureau's operating budget and provide citywide benefits. These include items such as unemployment insurance, dues for City memberships in State and national organizations, or a provision for the General Fund's share of salary and benefit increases in the coming year.

### *Office of The City Auditor*

#### Economic Improvement District (EID) Assessments

5490 Miscellaneous	29,429	25,526	60,565	30,975	30,975
--------------------	--------	--------	--------	--------	--------

This special appropriation funds the City's share of the Downtown Economic Improvement District, based on the amount of city-owned property in the district. This is a voluntary charge to downtown property owners to support guides, marketing strategies, and enhanced security and street cleaning services in the downtown area.

#### Vintage Trolley Assessments

5490 Miscellaneous	0	0	5,917	0	0
--------------------	---	---	-------	---	---

This special appropriation was used to fund the City's assessment for the Vintage Trolley Local Improvement District (LID) line from Downtown to the Lloyd Center along the MAX light rail tracks. The assessment obligation has been fulfilled, and there is no 1992-93 cost for this special appropriation.

### *Commissioner #4 Public Safety*

#### Fire Study

5210 Professional Services	0	0	200,000	0	0
----------------------------	---	---	---------	---	---

This one-time special appropriation was established in order to fund a special study of Fire Bureau operations, which is to examine alternative forms of providing fire safety and emergency medical services with a goal of maximizing efficiency and effectiveness. The study is expected to be under contract and the funds encumbered by the end of Fiscal Year 1991-92, and no additional appropriations have been authorized for 1992-93.



**SPECIAL APPROPRIATIONS**

General Fund (101)

**APPROPRIATION SUMMARY**

Responsible Organization Description	Actual FY 89-90	Actual FY 90-91	Revised Budget FY 91-92	Proposed FY 92-93	Adopted FY 92-93
<i>Energy Office</i>					
<u>Block by Block Weatherization</u>					
5110 Full-Time Employees	\$7,171	\$0	\$0	\$0	\$0
5170 Benefits	2,774	0	0	0	0
5290 Miscellaneous Services	136,923	191,034	175,893	157,639	157,639
5310 Office Supplies	0	18	100	100	100
5410 Education	0	450	500	1,000	1,000
5490 Miscellaneous	0	425	100	150	150
5510 Fleet Services	0	132	200	207	207
5520 Printing/Distribution	0	19	200	100	100
5530 Facilities Services	0	500	1,000	560	560
5540 Communication Services	0	0	250	104	104
5580 Same Fund Services	0	11,027	12,471	12,962	12,962
<b>TOTAL:</b>	<b>\$146,868</b>	<b>\$203,605</b>	<b>\$190,714</b>	<b>\$172,822</b>	<b>\$172,822</b>

This program provides attic insulation and installation of effective, low-cost conservation measures by local contractors to more than 1300 low-income families.

*Office of Finance and Administration*

Integrated Business Information System (IBIS) Implementation

*Expenses:*

5210 Professional Services	88,289	84,980	\$57,000	\$0	\$0
5310 Office Supplies	0	232	0	0	0
5430 Out-of-Town	690	17,901	15,000	0	0
5490 Miscellaneous	11,320	8,056	0	103,099	103,099
5520 Printing/Distribution	2,896	11,234	5,500	0	0
5550 Data Processing	36,553	0	50,000	0	0
5570 Equipment Lease	63,500	63,499	95,524	0	0
5580 Same Fund Services	70,091	246,941	39,865	80,075	80,075
5640 Equipment	3,450	0			
<b>TOTAL:</b>	<b>\$276,789</b>	<b>\$432,843</b>	<b>\$262,889</b>	<b>\$183,174</b>	<b>\$183,174</b>

*Funding Sources:*

Interagency Service Revenue	N/A	\$185,838	\$142,807	\$60,057	\$60,057
-----------------------------	-----	-----------	-----------	----------	----------

This special appropriation (which includes interagency support from Water, Transportation, and Environmental Services) provides funding for special services required in order to use the Integrated Business Information System (IBIS) most effectively and install its remaining components. Subsystems yet to be installed include Project Tracking, Accounts Receivable, Fixed Assets. The IBIS project--which primarily operates through staff participation from affected bureaus--will also be working to refine current systems (such as decentralization of requisitioning, custom reporting capabilities, and on-line viewing of management reports).

**SPECIAL APPROPRIATIONS**

General Fund (101)

**APPROPRIATION SUMMARY**

Responsible Organization Description	Actual FY 89-90	Actual FY 90-91	Revised Budget FY 91-92	Proposed FY 92-93	Adopted FY 92-93
---	--------------------	--------------------	----------------------------	----------------------	---------------------

Unemployment Insurance

5490 Miscellaneous	145,185	132,643	200,000	200,000	200,000
--------------------	---------	---------	---------	---------	---------

This appropriation provides funding for the General Fund share of the cost of the City's unemployment insurance claims.

Compensation Adjustments

5490 Miscellaneous	\$0	\$0	\$931,636	\$4,880,323	\$4,790,323
--------------------	-----	-----	-----------	-------------	-------------

This appropriation is a "set-aside" for the General Fund cost of 1992-93 cost-of-living adjustments to salaries and benefits for City employees, based on projections of inflation.

Compensation Study

5210 Professional Services	\$0	\$32,091	\$400,078	\$0	\$0
5580 Same Fund Services	0	0	40,475	0	0
<b>TOTAL:</b>	<b>\$0</b>	<b>\$32,091</b>	<b>\$440,553</b>	<b>\$0</b>	<b>\$0</b>

Revenues

Interagency Services	\$0	\$87,829	\$0	\$0	\$0
----------------------	-----	----------	-----	-----	-----

This special appropriation contained amounts set aside for the development and implementation of a Classification/Compensation Study for non-represented employees. A follow-up study, to develop a consistent performance evaluation process and a pay-for-performance system in place of fixed, tenure-based steps, is to be carried out in 1992-93 and is budgeted directly in the Bureau of Personnel Services within the Office of Finance and Administration.

Construction Trades Internship

Expenses:

5120 Part-Time Employees	\$0	\$0	\$0	\$301,161	\$301,161
5170 Benefits	0	0	0	23,039	23,039
5290 Miscellaneous Services	0	0	0	220,000	220,000
5580 Same Fund Services	0	0	0	33,100	33,100
<b>TOTAL:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>577,300</b>	<b>577,300</b>

Revenues:

Interagency Service Revenue	\$0	\$0	\$0	\$555,517	\$555,517
-----------------------------	-----	-----	-----	-----------	-----------

This is a new program, developed by an interagency committee in the City, through which construction trades internships in City bureaus are to be created for affirmative action purposes and to provide training to residents of economically depressed areas of the City. This program includes funding support from other bureaus in the City, in amounts proportionate to the size of their capital budget. The 1992-93 funding will provide internships for 20 workers and a First Source Hiring agreement.

**SPECIAL APPROPRIATIONS**

General Fund (101)

**APPROPRIATION SUMMARY**

Responsible Organization Description	Actual FY 89-90	Actual FY 90-91	Revised Budget FY 91-92	Proposed FY 92-93	Adopted FY 92-93
---	--------------------	--------------------	----------------------------	----------------------	---------------------

**Management Council**

5490 Miscellaneous	1,672	298	5,000	5,000	5,000
--------------------	-------	-----	-------	-------	-------

This is an annual appropriation for special development activities and meetings of the City's bureau managers.

**Council Emergency Funds**

5490 Miscellaneous	7,000	7,000	7,000	7,000	7,000
--------------------	-------	-------	-------	-------	-------

This is an annual special appropriation for use by the Mayor and Commissioners as specified by City Charter 2-105 (a) 14 & 2-108.

**Affirmative Action**

5490 Miscellaneous	0	5,626	96,365	0	89,780
--------------------	---	-------	--------	---	--------

This provides funds for cultural diversity training and other activities aimed at strengthening the City's affirmative action efforts.

*Bureau of General Services*

**Downtown Services**

5290 Miscellaneous Services	\$0	\$0	\$374,028	\$387,656	\$387,656
5580 Same Fund Services	0	0	68,057	87,106	87,106
<b>TOTAL:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$442,085</b>	<b>\$474,762</b>	<b>\$474,762</b>

This special appropriation, which began in FY 1991-92, pays for special services to keep the Downtown a safe, attractive center for people and businesses: a park bicycle patrol, enhanced security for Pioneer Courthouse Square and adjacent areas, public restroom cleaning, and maintenance of the flower pots along the transit mall and light rail corridor.

*Bureau of Licenses*

**Business License Refunds**

5450 Interest	\$913	\$3,099	\$2,000	\$2,000	\$2,000
5460 Refunds	641,130	1,132,534	1,154,154	1,409,662	1,407,662
<b>TOTAL:</b>	<b>\$642,043</b>	<b>\$1,135,633</b>	<b>\$1,156,154</b>	<b>\$1,411,662</b>	<b>\$1,409,662</b>

This special appropriation is to cover refunds required when business owners overpay business license fees.

**SPECIAL APPROPRIATIONS**

General Fund (101)

**APPROPRIATION SUMMARY**

Responsible Organization Description	Actual FY 89-90	Actual FY 90-91	Revised Budget FY 91-92	Proposed FY 92-93	Adopted FY 92-93
---	--------------------	--------------------	----------------------------	----------------------	---------------------

*Office of the Mayor*

City Membership and Dues

5290 Miscellaneous Services	356,181	317,231	329,136	348,270	350,270
-----------------------------	---------	---------	---------	---------	---------

This special appropriation is a combination of what used to be separate Special Appropriation categories for citywide memberships and dues. Of the expected cost in 1992-93, \$194,818 is dues to the Metropolitan Service District, \$45,397 is dues to the Metropolitan Boundary Commission, \$74,050 is the City's membership in the League of Oregon Cities, \$8,465 is to the US Conference of Mayors, \$13,540 is to the National League of Cities, and \$14,000 is to Public Technology, Inc. (PTI).

PSU Institute of Portland Metropolitan Studies

5290 Miscellaneous Services	0	0	100,000	0	0
-----------------------------	---	---	---------	---	---

This special appropriation was a one-time contribution from the City toward the establishment of a research and study center aimed at regional issues relevant to the Portland metropolitan area. The Center is to be part of Portland State University. No City funds are budgeted for 1992-93.

Regional Drug Initiative

5290 Miscellaneous Services	0	30,000	0	30,000	30,000
-----------------------------	---	--------	---	--------	--------

This special appropriation is the City's contribution toward the cost of a multi-jurisdictional partnership in the metropolitan area to fight illegal drug activity. Last year, RDI received a five-year grant from the federal Office of Substance Abuse Prevention. For 1992-93, the City's contribution will go toward education and community involvement projects that do not qualify for the grant.

Historical Appropriations

	3,501,059	298,543	9,577	0	0
--	-----------	---------	-------	---	---

This category is for special appropriations that either were formerly funded or were requested but never approved for funding in 1992-93.

<b>TOTAL SPECIAL APPROPRIATIONS</b>	<b>\$5,106,226</b>	<b>\$2,621,039</b>	<b>\$4,437,591</b>	<b>\$8,321,288</b>	<b>\$8,321,068</b>
-------------------------------------	--------------------	--------------------	--------------------	--------------------	--------------------

# SPECIAL APPROPRIATIONS (401)

General Fund (101)

Non-Departmental

## LINE ITEM APPROPRIATIONS

<i>Expenditure Classification</i>	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
511000 Full-Time Employees	\$7,171	\$0	\$0	\$0	\$0
512000 Part-Time Employees	0	0	0	\$301,161	\$301,161
514000 Overtime	0	0	0	0	0
515000 Premium Pay	0	0	0	0	0
517000 Benefits	2,774	0	0	23,039	23,039
<b>Total Personal Services</b>	<b>\$9,945</b>	<b>\$0</b>	<b>\$0</b>	<b>\$324,200</b>	<b>\$324,200</b>
521000 Professional Services	\$88,289	\$117,071	\$657,078	\$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	493,104	538,265	979,057	1,143,565	1,145,565
531000 Office Supplies	0	250	100	100	100
532000 Operating Supplies	0	1,719	315	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	450	500	1,000	1,000
542000 Local Travel	0	0	0	0	0
543000 Out-of-Town Travel	690	17,901	15,000	0	0
544000 External Rent	0	0	0	0	0
545000 Interest	913	3,099	2,000	2,000	2,000
546000 Refunds	641,130	1,132,534	1,154,154	1,409,662	1,407,662
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	2,833,666	353,901	1,304,218	5,226,547	5,226,327
<b>Subtotal Direct Materials &amp; Services</b>	<b>\$4,057,792</b>	<b>\$2,165,190</b>	<b>\$4,112,422</b>	<b>\$7,782,874</b>	<b>\$7,782,654</b>
551000 Fleet Services	\$0	\$132	\$200	\$207	\$207
552000 Printing/Distribution	2,896	11,253	5,700	100	100
553000 Facilities Services	0	500	1,000	560	560
554000 Communications	0	0	250	104	104
555000 Data Processing	36,553	63,499	50,000	0	0
556000 Insurance	0	0	0	0	0
557000 Equipment Lease	63,500	0	95,524	0	0
558000 Same Fund Services	70,091	257,968	160,868	213,243	213,243
559000 Other Fund Services	856,184	0	0	0	0
<b>Subtotal Service Reimbursements</b>	<b>\$1,029,224</b>	<b>\$333,352</b>	<b>\$313,542</b>	<b>\$214,214</b>	<b>\$214,214</b>
<b>Total Materials &amp; Services</b>	<b>\$5,087,016</b>	<b>\$2,498,542</b>	<b>\$4,425,964</b>	<b>\$7,997,088</b>	<b>\$7,996,868</b>
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	0	0	0	0
564000 Equipment	9,265	122,497	11,627	0	0
565000 Equipment Lease Purchase	0	0	0	0	0
<b>Total Capital Outlay</b>	<b>\$9,265</b>	<b>\$122,497</b>	<b>\$11,627</b>	<b>\$0</b>	<b>\$0</b>
573000 Cash Transfers - Equipment	\$0	\$0	\$0	\$0	\$0
<b>Total Appropriation</b>	<b>\$5,106,226</b>	<b>\$2,621,039</b>	<b>\$4,437,591</b>	<b>\$8,321,288</b>	<b>\$8,321,068</b>



## ASSESSMENT COLLECTION FUND (114)

## FUND SUMMARY

	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>RESOURCES</u></b>					
<i>Revenue</i>					
<i>Miscellaneous Revenues</i>					
<i>Interest on Investments</i>	\$19,880	\$19,929	\$20,000	\$10,000	\$10,000
<i>Interest Income-Other</i>	26,602	17,139	19,000	15,000	15,000
<i>Real Estate Contract</i>	0	0	0	0	0
<i>Principal Payment</i>	0	5,085	0	0	0
<i>Total Revenue</i>	46,482	42,153	39,000	25,000	25,000
<i>Beginning Fund Balance</i>	449,218	447,373	469,000	460,000	460,000
<b>TOTAL RESOURCES</b>	<b>\$495,700</b>	<b>\$489,526</b>	<b>\$508,000</b>	<b>\$485,000</b>	<b>\$485,000</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>	0	1,767	3,000	3,000	3,000
<i>Internal Materials &amp; Services</i>					
<i>General Fund</i>	44,880	44,009	50,224	54,546	54,546
<i>Fleet Operating</i>	0	0	0	0	0
	0	0	0	0	0
<i>Capital Outlay</i>	0	0	0	0	0
<i>Total Bureau Requirements</i>	44,880	45,776	53,224	57,546	57,546
<i>General Operating Contingency</i>	0	0	445,785	426,127	426,127
<i>Transfer to Other Fund-Cash</i>					
<i>General Overhead</i>	3,447	6,010	8,991	1,327	1,327
<i>Unappropriated Ending Balance</i>	447,373	437,740	0	0	0
<b>TOTAL REQUIREMENTS</b>	<b>\$495,700</b>	<b>\$489,526</b>	<b>\$508,000</b>	<b>\$485,000</b>	<b>\$485,000</b>
<b><u>EXPENDITURES - AU 250</u></b>					
<i>External Materials and Services</i>					
<i>310 Office Supplies</i>	0	1,767	3,000	3,000	3,000
<i>Internal Materials and Services</i>					
<i>5510 Fleet Services</i>	0	3,288	2,065	2,070	2,070
<i>5590 Other Fund Services</i>	44,880	40,721	48,159	52,476	52,476
	44,880	44,009	50,224	54,546	54,546
<i>Capital Outlay</i>					
<i>640 Equipment</i>	0	0	0	0	0
<b>TOTAL APPROPRIATION</b>	<b>44,880</b>	<b>45,776</b>	<b>53,224</b>	<b>57,546</b>	<b>57,546</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 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>RESOURCES</u></b>					
<i>Revenue</i>					
<i>Service Charges/Fees</i>					
<i>Parking Fees</i>	\$750,063	\$796,393	\$902,485	\$853,494	\$853,494
<i>Rents &amp; Reimbursements</i>	72,480	24,000	44,184	9,750	9,750
	<u>822,543</u>	<u>820,393</u>	<u>946,669</u>	<u>863,244</u>	<u>863,244</u>
<i>Local Government Sources</i>	0	0	8,640	7,560	7,560
<i>Miscellaneous Revenues</i>					
<i>Interest on Investments</i>	19,286	22,090	12,775	25,658	25,658
<i>Other Misc. Revenues</i>	7,592	15,000	4,025	0	0
	<u>26,878</u>	<u>37,090</u>	<u>16,800</u>	<u>25,658</u>	<u>25,658</u>
<b>Total Revenue</b>	<u>849,421</u>	<u>857,483</u>	<u>972,109</u>	<u>896,462</u>	<u>896,462</u>
<i>Transfers from Other Funds - Svc. Reimb.</i>					
<i>General</i>	22,677	31,290	215,820	227,880	227,880
<i>Buildings</i>	0	1,894	82,080	87,481	87,481
<i>Communications Services</i>	0	345	1,080	1,080	1,080
<i>Facilities Services</i>	0	0	11,880	9,720	9,720
<i>Golf</i>	0	0	0	1,080	1,080
<i>Fleet Services</i>	0	0	21,315	6,734	6,734
<i>Hydropower</i>	0	0	2,160	2,160	2,160
<i>Justice Center</i>	0	0	8,640	8,640	8,640
<i>Portland Building Operating</i>	6,480	7,830	0	0	0
<i>Printing/Distribution Services</i>	0	0	57,824	71,512	71,512
<i>Sewer System Operating</i>	0	360	43,200	63,720	63,720
<i>Transportation Operating</i>	0	0	35,640	37,800	37,800
<i>Water</i>	0	0	27,000	28,080	28,080
	<u>29,157</u>	<u>41,719</u>	<u>506,639</u>	<u>545,887</u>	<u>545,887</u>
<i>Beginning Fund Balance Unencumbered</i>	49,672	244,986	220,066	281,952	281,952
<b>TOTAL RESOURCES</b>	<u>\$928,250</u>	<u>\$1,144,188</u>	<u>\$1,698,814</u>	<u>\$1,724,301</u>	<u>\$1,724,301</u>
<b><u>REQUIREMENTS</u></b>					
<i>Bureau Requirements</i>					
<i>External Materials &amp; Svcs</i>	\$265,945	\$331,856	\$347,256	\$328,494	\$328,494
<i>Internal Materials &amp; Svcs</i>					
<i>General</i>	120,422	33,368	31,907	31,192	31,192
<i>Transportation Operating</i>	116,423	128,719	148,254	161,562	161,562
<i>Communications Services</i>	903	443	373	816	816
<i>Equipment Acquisition</i>	0	0	214,140	0	0
<i>Ins./Claims Operating</i>	3,121	3,905	5,626	4,073	4,073
<i>Facilities Services</i>	0	110,134	133,210	177,313	177,313
	<u>240,869</u>	<u>276,569</u>	<u>533,510</u>	<u>374,956</u>	<u>374,956</u>



**AUTOPORT OPERATING FUND (158)**

**FUND SUMMARY**

	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>REQUIREMENTS (continued)</u></b>					
<i>Capital Outlay</i>	50,436	122,284	399,200	0	0
<i>Total Bureau Requirements</i>	557,250	730,709	1,279,966	703,450	703,450
<i>Other Bureau Requirements</i>					
<i>Debt Retirement</i>	0	0	0	241,237	241,237
<i>Contingency</i>					
<i>General Operating Contingency</i>	0	0	90,557	645,169	645,169
<i>Transfers to Other Funds – Cash</i>					
<i>General Fund – Overhead</i>	4,452	12,600	14,479	13,650	13,650
<i>General Fund Tax Offset</i>	31,562	37,062	28,213	33,009	33,009
<i>Transportation Operating</i>	90,000	88,755	285,599	87,786	87,786
	126,014	138,417	328,291	134,445	134,445
<i>Unappropriated Ending Balance</i>	244,986	275,062	0	0	0
<b>TOTAL REQUIREMENTS</b>	<b>\$928,250</b>	<b>\$1,144,188</b>	<b>\$1,698,814</b>	<b>\$1,724,301</b>	<b>\$1,724,301</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. In FY 1991– 92 the monthly parking rate was increased from \$75 to \$90 per month. 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 9,114 square feet of commercial space in the Autoport garage. The Bureau of General Services Printing and Distribution Services Division has completed its relocation from the County-owned Ford building. Printing and Distribution Services will provide a reliable long term tenant. In FY 1991–92, the Autoport Fund increased its cash transfer to the Transportation Operating Fund to replace a cash transfer from the General Fund to the Transportation Operating Fund. This replacement was to offset the first year General Fund impact associated with assessing charges for bureau vehicle parking. This arrangement is no longer required, and therefore the Autoport Fund has reduce its budgeted cash transfer to the Transportation Operating Fund in FY 1992–93.

The Seismic Reinforcement Project Phase I was completed in FY 1991–92, with Phase II expected to begin in FY 1993–94. Construction activity associated with the Seismic Reinforcement Project reduced the availability of short term parking, and therefore reduce short term usage and revenues. The immediate return of the short term parkers is not expected. In addition, the Hawthorne bridge closure is expected to reduce short term usage and revenues, because the bridge carries motorists that eventually become short term parkers in the garage. Parking revenues are expected to increase following the bridge opening in September.

**PORTLAND AUTOPORT (709)**

Autoport Operating Fund (158)

Finance and Administration

**APPROPRIATION SUMMARY**

	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>EXPENDITURES</u></b>					
<i>Personal Services</i>	\$0	\$0	\$0	\$0	\$0
<i>External Materials and Services</i>	265,945	331,856	347,256	328,494	328,494
<i>Internal Materials and Services</i>	240,869	276,569	533,510	374,956	374,956
<i>Capital Outlay</i>	50,436	122,284	399,200	0	0
<i>Cash Transfers - Equipment</i>	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$557,250</b>	<b>\$730,709</b>	<b>\$1,279,966</b>	<b>\$703,450</b>	<b>\$703,450</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>		41,719	506,639	545,887	545,887
<i>Bureau/Operating Fund Revenue</i>		688,990	773,327	157,563	157,563
<b>Total Discretionary Resources</b>		<b>\$730,709</b>	<b>\$1,279,966</b>	<b>\$703,450</b>	<b>\$703,450</b>
<b>TOTAL FUNDING</b>		<b>\$730,709</b>	<b>\$1,279,966</b>	<b>\$703,450</b>	<b>\$703,450</b>
<b><u>PROGRAMS</u></b>					
<i>Parking Operations</i>		\$691,921	\$1,237,565	\$644,643	\$644,643
<i>Commercial Space</i>		38,788	42,401	58,807	58,807
<b>TOTAL PROGRAM</b>		<b>\$730,709</b>	<b>\$1,279,966</b>	<b>\$703,450</b>	<b>\$703,450</b>

**GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR**

Revenues are derived from parking and carpool fees, estimated to bring in nearly \$853,494 in FY 1992-93. This is a decrease from the prior year, as a result of the Hawthorne bridge closure and lost customers due to construction associated with the Seismic Reinforcement Project. The City also leases out commercial space, with estimated FY 1992-93 gross revenues of \$74,782. A large portion of the commercial space is now occupied by a City bureau and the revenue is classified as Service Reimbursement. Therefore, Rents and Reimbursements revenues has decreased and Service Reimbursements has had a corollary increase in revenues.

The 1992-93 total operating requirements for the Autoport is \$703,450, which is 45% less than the FY 1991-92 Revised Budget. The appropriation for the contract with the Association for Portland Progress (APP) for operational management of the garage is \$246,200 in 1992-93, an increase of 3.5% over the FY 1991-92 contract. The structural improvements to upgrade the Autoport to meet earthquake standards were completed in FY 1991-92. The final phase of the project is not scheduled to begin until FY 1993-94. As a result, no appropriation for Capital Outlay is budgeted in FY 1992-93. The \$198,000 cash transfer to the Transportation Operating Fund to replace a cash transfer from the General Fund to the Transportation Fund Operating Fund is no longer required in FY 1992-93.

***BUREAU MANAGEMENT OBJECTIVES***

The Bureau of General Services submitted the following performance objectives pertaining to the Autoport Fund:

1. To adopt and implement the new Strategic Plan.
2. To achieve a ratio 60%/40% short term/long term parking among non monthly users.
3. To implement the CIP improvements.
4. To achieve and maintain 100% occupancy of the commercial space.

**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 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>PARKING OPERATIONS</u></b>				
<i>Total Expenditures</i>	\$691,921	\$1,237,565	\$644,643	\$644,643
<i>Authorized Full-Time Positions</i>	0.00	0.00	0.00	0.00
<i>Workload Measures:</i>				
Gross Revenues per Year	N/A	\$902,485	\$853,494	\$853,494
Percentage of Short-Term Parking	52%	60%	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 \$853,494 in FY 1992-93. The leasing work will be completed in FY 1991-92. The Bureau of General Services' Printing and Primary management services and policy direction are provided by General Services in cooperation with the Office of Transportation, the Office of Finance and Administration and the Portland Development Commission. The City contracts with the Association of Portland Progress to provide operations, security, janitorial, and promotional services. The decrease in expenditures in FY 1992-93 is a result of no Capital Outlay appropriation and the cash transfer to replace a cash transfer from the General Fund to the Transportation Operating Fund is no longer required.

**COMMERCIAL SPACE**

<i>Total Expenditures</i>	\$38,788	\$42,401	\$58,807	\$58,807
<i>Authorized Full-Time Positions</i>	0.00	0.00	0.00	0.00
<i>Workload Measures:</i>				
Occupancy Rate	75%	100%	100%	100%

This program operates and maintains the commercial space within the Autoport Garage. The FY 1992-93 tenant leases call for the City to pay janitorial expenses. This is a new expense, and is reflected in the budget. Expenditures budgeted for Property Management services have been reduced, because most of the leasing work will be completed in FY 1991-92. The Bureau of General Services' Printing and Distribution Services currently occupies 89% of the space and a private business leases the remainder.

The increase in FY 1992-93 budget is due to an improvement, totalling \$45,474, to seal the surfaces above the retail space. The project will maintain the structural integrity of the building. The cost of this project is split equally with the Parking Operations.

**PORTLAND AUTOPORT (709)**

**Autoport Operating Fund (158)**

**Finance and Administration**

**LINE ITEM APPROPRIATIONS**

<i>Expenditure Classification</i>	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</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	\$210,739	\$239,436	\$237,776	\$246,200	\$246,200
522000 Utilities	63,676	47,616	69,782	55,229	55,229
523000 Equipment Rental	0	0	0	0	0
524000 Repair & Maintenance	324	0	0	0	0
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	19,403	0	0	0	0
531000 Office Supplies	(27,367)	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	18,275	18,275
546000 Refunds	(830)	0	0	0	0
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	0	44,804	39,698	8,790	8,790
<b>Subtotal External Materials &amp; Services</b>	<b>\$265,945</b>	<b>\$331,856</b>	<b>\$347,256</b>	<b>\$328,494</b>	<b>\$328,494</b>
551000 Fleet Services	\$0	\$0	\$0	\$0	\$0
552000 Printing/Distribution	0	0	0	0	0
553000 Facilities Services	0	110,134	133,210	177,313	177,313
554000 Communications	903	443	373	816	816
555000 Data Processing	0	0	0	0	0
556000 Insurance	3,121	3,905	5,626	4,073	4,073
557000 Equipment Lease	0	0	214,140	0	0
558000 Same Fund Services	0	0	0	0	0
559000 Other Fund Services	236,845	162,087	180,161	192,754	192,754
<b>Subtotal Internal Materials &amp; Services</b>	<b>\$240,869</b>	<b>\$276,569</b>	<b>\$533,510</b>	<b>\$374,956</b>	<b>\$374,956</b>
<b>Total Materials &amp; Services</b>	<b>\$506,814</b>	<b>\$608,425</b>	<b>\$880,766</b>	<b>\$703,450</b>	<b>\$703,450</b>
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	0	0	392,000	0	0
563000 Improvements	0	93,104	7,200	0	0
564000 Equipment	50,436	29,180	0	0	0
<b>Total Capital Outlay</b>	<b>\$50,436</b>	<b>\$122,284</b>	<b>\$399,200</b>	<b>\$0</b>	<b>\$0</b>
573000 Cash Transfers - Equipment	\$0	\$0	\$0	\$0	\$0
<b>Total Appropriation</b>	<b>\$557,250</b>	<b>\$730,709</b>	<b>\$1,279,966</b>	<b>\$703,450</b>	<b>\$703,450</b>

**BUILDINGS OPERATING FUND (116)**

**FUND SUMMARY**

	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>RESOURCES</u></b>					
<i>Revenue</i>					
Licenses and Permits					
Construction Permits	\$7,311,657	\$7,920,235	\$5,763,207	\$6,400,000	\$6,400,000
Other Permits	275,656	275,654	204,705	331,000	331,000
	<u>7,587,313</u>	<u>8,195,889</u>	<u>5,967,912</u>	<u>6,731,000</u>	<u>6,731,000</u>
Service Charges and Fees					
Inspection Fees	209,577	274,875	265,870	128,200	128,200
Miscellaneous Fees & Charges	141,246	143,876	196,487	376,400	376,400
	<u>350,823</u>	<u>418,751</u>	<u>462,357</u>	<u>504,600</u>	<u>504,600</u>
Local Government Sources					
Multnomah Cnty Cost Sharing	92,051	93,769	0	0	0
Local Cost Sharing	0	0	0	0	0
	<u>92,051</u>	<u>93,769</u>	<u>0</u>	<u>0</u>	<u>0</u>
Miscellaneous Revenues					
Collection of Open Liens	106,150	130,434	100,000	150,000	150,000
Lien Interest	0	0	6,000	20,000	20,000
Interest on Investments	256,093	426,836	200,000	336,000	336,000
Other Miscellaneous Revenues	21,733	36,961	30,000	50,000	50,000
	<u>383,976</u>	<u>594,231</u>	<u>336,000</u>	<u>556,000</u>	<u>556,000</u>
<b>Total Revenue</b>	<u>8,414,163</u>	<u>9,302,640</u>	<u>6,766,269</u>	<u>7,791,600</u>	<u>7,791,600</u>
<i>Transfers from Other Funds - Cash</i>					
General - Operating	217,488	0	0	0	0
General - Overhead Offset	269,760	0	0	0	0
General - Neighborhood Quality Housing/Comm Dev-Indirect	1,134,946	1,240,348	1,117,002	1,174,461	1,174,461
	<u>0</u>	<u>59,302</u>	<u>92,139</u>	<u>152,762</u>	<u>152,762</u>
	<u>1,622,194</u>	<u>1,299,650</u>	<u>1,209,141</u>	<u>1,327,223</u>	<u>1,327,223</u>
<i>Transfers from Other Funds - Svc. Reimb.</i>					
General	1,000	1,000	1,000	1,000	1,000
Housing/Comm Development	217,952	294,365	492,587	431,786	431,786
Refuse Disposal	0	0	200,470	280,412	280,412
Sewer Operating	37,228	93,820	91,994	150,000	150,000
	<u>256,180</u>	<u>389,185</u>	<u>786,051</u>	<u>863,198</u>	<u>863,198</u>
<i>Beginning Fund Balance</i>					
Unencumbered	1,740,147	3,714,133	5,376,022	3,846,995	4,057,189
Encumbered	0		114,328	75,000	75,000
	<u>1,740,147</u>	<u>3,714,133</u>	<u>5,490,350</u>	<u>3,921,995</u>	<u>4,132,189</u>
<b>TOTAL RESOURCES</b>	<u>\$12,032,684</u>	<u>\$14,705,608</u>	<u>\$14,251,811</u>	<u>\$13,904,016</u>	<u>\$14,114,210</u>

**BUILDINGS OPERATING FUND (116)**

**FUND SUMMARY**

	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>REQUIREMENTS</u></b>					
<b><u>Bureau Requirements</u></b>					
<i>Personal Services</i>	6,010,606	6,743,662	7,825,469	7,761,350	7,770,950
<i>External Materials &amp; Services</i>	405,714	706,540	1,012,876	978,659	1,119,059
<b><u>Internal Materials &amp; Services</u></b>					
General Fund	105,871	98,082	128,416	218,113	218,113
Autoport Fund	0	0	82,080	0	0
Computer Services Fund	0	0	54,590	49,736	49,736
Printing & Distribution Services	209,264	225,638	178,338	228,216	228,216
Communication Services	91,927	106,660	102,204	166,334	166,334
Facilities Services	262,475	295,948	293,605	315,366	315,366
Fleet Services	171,197	283,680	253,954	273,222	273,222
Insurance and Claims	20,858	73,173	76,394	88,407	88,407
Workers Compensation	166,707	139,189	129,649	120,880	120,880
	1,028,299	1,222,370	1,299,230	1,460,274	1,460,274
<i>Capital Outlay</i>	208,874	135,815	146,464	40,000	100,194
<b><u>Cash Transfers--New Equipment</u></b>					
Fleet Services	48,600	40,000	50,000	10,000	10,000
<b>Total Bureau Requirements</b>	<b>7,702,093</b>	<b>8,848,387</b>	<b>10,334,039</b>	<b>10,250,283</b>	<b>10,460,477</b>
<b><u>Fund Requirements</u></b>					
<b><u>Contingency</u></b>					
General Operating Contingency	0	0	2,658,511	886,636	876,436
Compensation Adjustments	0	0	0	499,884	499,884
Encumbrance Carryover	0	0	0	0	0
	0	0	2,658,511	1,386,520	1,376,320
<b><u>Cash Transfers to Other Funds</u></b>					
General - Overhead	543,776	489,398	422,582	481,999	481,999
Fleet Services	0	519	3,667	3,985	3,985
Health Insurance	34,757	0	0	0	0
Housing & Community Developm	41,909	0	0	0	0
Communications	0	0	0	0	10,200
	620,442	489,917	426,249	485,984	496,184
<b>Unappropriated Ending Balance</b>	<b>3,710,149</b>	<b>5,367,304</b>	<b>833,012</b>	<b>1,781,229</b>	<b>1,781,229</b>
<b>Total Fund Requirements</b>	<b>4,330,591</b>	<b>5,857,221</b>	<b>3,917,772</b>	<b>3,653,733</b>	<b>3,653,733</b>
<b>TOTAL REQUIREMENTS</b>	<b>\$12,032,684</b>	<b>\$14,705,608</b>	<b>\$14,251,811</b>	<b>\$13,904,016</b>	<b>\$14,114,210</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 13.5% of the annual operating budget for each year of an anticipated recession. The Bureau estimates that FY 1992-93 will be the third year of a four year recessionary cycle, therefore the estimated reserve required amounts to about \$2.8 million in FY 1992-93. The projected beginning fund balance of \$4.1 million for FY 1992-93 is above the reserve estimates but it also includes \$500,000 in reserve for compensation adjustments for employees. The Bureau will be raising permit fees by an average of 7% for FY 1992-93 to offset the increased labor cost and the expectation that revenues will slow down in FY 1992-93. There is a shift from new construction projects to remodeling and alterations which will take more time to inspect than the same work for new construction and will bring in less revenue.

**BUREAU OF BUILDINGS (520)**

Buildings Operating Fund (116)

Public Utilities

**APPROPRIATION SUMMARY**

	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>EXPENDITURES</u></b>					
<i>Personal Services</i>	\$6,010,606	\$6,743,662	\$7,825,469	\$7,761,350	\$7,770,950
<i>External Materials and Services</i>	405,714	706,540	1,012,876	978,659	1,119,059
<i>Internal Materials and Services</i>	1,028,299	1,222,370	1,299,230	1,460,274	1,460,274
<i>Capital Outlay</i>	208,874	135,815	146,464	40,000	100,194
<i>Cash Transfers-Equipment</i>	48,600	40,000	50,000	10,000	10,000
<b>TOTAL EXPENDITURES</b>	<b>\$7,702,093</b>	<b>\$8,848,387</b>	<b>\$10,334,039</b>	<b>\$10,250,283</b>	<b>\$10,460,477</b>
<b><u>Authorized Full-Time Positions</u></b>					
<i>Total</i>	132	144	150	150	151
<i>General Fund Discretionary</i>	17.4	22.0	22.0	22.0	22.0
<b><u>FUNDING SOURCES</u></b>					
<i>General Fund Discretionary</i>		\$1,036,836	\$1,071,745	\$1,091,719	\$1,091,719 / 456,664
<b><u>Non-Discretionary Resources</u></b>					
<i>Grants and Donations</i>		0	0	0	0
<i>Contract Revenue</i>		93,769	0	0	0
<i>Interagency Services</i>		389,185	786,051	863,198	863,198
<i>Bureau/Operating Fund Revenue</i>		7,328,597	8,257,528	7,969,412	8,179,606
<i>Overhead Charges</i>		0	218,715	325,954	325,954
<i>Total Non-Discretionary Resources</i>		\$7,811,551	\$9,262,294	\$9,158,564	\$9,368,758
<b>TOTAL FUNDING</b>		<b>\$8,848,387</b>	<b>\$10,334,039</b>	<b>\$10,250,283</b>	<b>\$10,460,477</b>
<b><u>PROGRAMS</u></b>					
<i>Administration</i>		\$1,410,159	\$1,720,739	\$1,526,534	\$1,736,727
<i>Code Compliance</i>		318,653	467,592	467,741	467,741
<i>Commercial Inspections</i>		3,342,161	3,749,119	3,534,496	3,534,496
<i>Combination Inspections</i>		234,198	404,000	656,984	656,984
<i>Plan Review/Permits</i>		1,934,244	1,917,800	1,948,211	1,948,211
<i>Neighborhood Inspections</i>		1,608,972	2,074,789	2,116,317	2,116,318
<b>TOTAL PROGRAM</b>		<b>\$8,848,387</b>	<b>\$10,334,039</b>	<b>\$10,250,283</b>	<b>\$10,460,477</b>

2-38 PT

**GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR**

The Bureau of Buildings includes the following programs: Administration, Combination Inspections, Commercial Inspections, Plan Review and Permits, Code Compliance, and the Neighborhood Inspections Division.

The four divisions: Administration, Combination Inspections, Commercial Inspections, and Plan Review and Permits are responsible for enforcement of the Uniform Building Code and related electrical, plumbing, and mechanical codes through the issuance of building permits and inspection of all approved construction. The Code Compliance program processes code violation cases throughout the Bureau. The Neighborhood Inspections program upgrades the quality of housing in the City by enforcing the requirements of the City's Housing Maintenance Code, and the Dangerous Buildings and Derelict Building Provisions.



## **BUREAU OF BUILDINGS (520)**

Buildings Operating Fund (116)

Public Utilities

*APPROPRIATION SUMMARY*

### GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR--(continued)

The FY 1992-93 budget for the Bureau of Building supports the current services with the number of authorized full-time positions increasing from 150 to 151. The budget continues to transition combination inspections so that residential construction is inspected by one combination inspector instead of four specialty inspectors. The budget also approves carryover of \$150,000 for the Bridgeport Hotel demolition project and \$60,194 for the computerized permit tracking system.

All of the programs except the Neighborhood Inspections are self-supporting through building permits and other construction-related revenues. The Neighborhood Inspections costs not recovered from related revenues are subsidized by a transfer from the General Fund. The program is funded by General Fund, refuse disposal fees, and other miscellaneous fees.

In FY 1992-93, the Bureau will raise fees for construction permits and plan review by an average of 7%, generating \$600,000 in additional revenue. Permit fees have not been raised since FY 1988-89. The large volume and high valuation of construction permits have generated enough revenue to cover annual program costs as well as make generous contributions to the bureau's reserves.

### BUREAU MANAGEMENT OBJECTIVES

The mission of the Bureau of Buildings is enhancing and maintaining the City's physical environment through the enforcement of State construction codes and City ordinances relating to housing, zoning, nuisance abatement, and noise control. Significant objectives for FY 1992-93 include:

- 1) Substantially reduce the numbers of electrical and plumbing permits with unresolved violations.
- 2) Design a strategy to implement the recommendations of the Work Group on Substandard Housing.
- 3) Train supervisors in assessing employee performance and in using semi-annual performance appraisals.
- 4) Install automated inspection request line so that permit holders can use their touchtone phone to request an inspection.
- 5) Develop useful efficiency and effectiveness measures to be used in the FY 1993-94 budget.
- 6) Evaluate combination inspection program.
- 7) Determine cost of enforcing new regulations such as erosion control and new zoning code and their impact upon bureau operations.
- 8) Continue implementing the combination inspection program for inspection of residential new construction and alterations.
- 9) Continue outreach efforts with the construction industry by holding periodic meetings, participating in local industry exhibitions and trade shows, and publishing news bulletins on administrative rules and interpretations.
- 10) Increase bureau hiring and promotion of minorities and women through internal training programs and community outreach.

**BUREAU OF BUILDINGS (520)**

Buildings Operating Fund (116)

Public Utilities

**APPROPRIATION SUMMARY**

<u>EFFECTIVENESS MEASURES</u>	Actual FY 90-91	Revised Budget FY 91-92	Proposed FY 92-93	Adopted FY 92-93
Neighborhood Inspections - # of Housing Units Brought Up to Code	660	800	800	800
<u>EFFICIENCY MEASURES</u>				
Commercial Inspections Division - % Inspections Within 24 Hours of Request	*	*	95%	95%
Combination Inspections - % Inspections Within 24 Hours of Request	*	*	95%	95%
Residential Inspections - % Emergency Housing Inspections within 24 Hours	*	*	95%	95%
Residential Inspections - % Housing Inspections within 5 Days	*	*	95%	95%
% New Single Family Residential Plan Reviews Within 5 Days	*	*	90%	90%

**BUREAU OF BUILDINGS (520)**

Buildings Operating Fund (116)

Public Utilities

*PROGRAM SUMMARY*

Program	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>ADMINISTRATION</u></b>				
Total Expenditures	\$1,410,159	\$1,720,739	\$1,526,534	\$1,736,727
Authorized Full-Time Positions	13.80	13.80	13.80	13.80
Workload Measures:				
Hold Goal-Setting Session with Managers & Supervisors	1	1	1	1
Develop Affirmative Action Internship Program	.5	1	*	*
Train Supervisors in Appraising Performance	0	0	1	1
Automated Inspection Request Line	0	0	1	1

The budget supports continuation of all current services to provide general management and clerical support for the Bureau. The reception staff handles approximately 550 calls per day requesting inspections. The Administrative Division is responsible for budgeting, accounting, personnel, and supervision of the Bureau's efforts.

**CODE COMPLIANCE**

Total Expenditures	\$318,653	\$467,592	\$467,741	\$467,741
Authorized Full-Time Positions	7.20	7.20	7.20	7.20
Workload Measures:				
Enforcement Cases Taken to Hearings Officer	760	850	800	800
Violations Investigated	8,990	12,000	12,000	12,000
Home Occupation Permits	496	300	200	200
Development Permit Inspections	*	282	300	300
Electrical/Plumbing Violations Investigated	*	*	500	500

The budget continues current services to process code violations for the Code Hearings Officer, administer zoning compliance, coordinate zoning and building code violations in the unincorporated County, conduct inspections and provide reports to Multnomah County for prosecution.

**BUREAU OF BUILDINGS (520)**

Buildings Operating Fund (116)

Public Utilities

**PROGRAM SUMMARY**

Program	Actual FY 90-91	Revised Budget FY 91-92	Proposed FY 92-93	Adopted FY 92-93
<b><u>COMMERCIAL INSPECTIONS</u></b>				
Total Expenditures	\$3,342,161	\$3,749,119	\$3,534,496	\$3,534,496
Authorized Full-Time Positions	62.00	61.50	59.50	59.50
Workload Measures:				
Inspections	125,879	130,500	95,000	95,000
Permits Finaled	43,223	35,000	25,000	25,000
Average Daily Inspections	*	560	390	390
Average Daily Corrections	*	360	235	235
Average Daily Correspondence	*	130	60	60

The budget supports current services enforcing the Oregon structural, fire, and life safety codes, as well as the State specialty codes (plumbing, electrical and mechanical), and performing on-site inspections of new construction or significant remodeling within the City of Portland and unincorporated Multnomah County. In FY 1992-93, eight inspectors will be transferring to the Combination Inspections Program.

**COMBINATION INSPECTIONS**

Total Expenditures	\$234,198	\$404,000	\$656,984	\$656,984
Authorized Full-Time Positions	2.50	6.50	10.50	11.50
Workload Measures:				
Combination Inspections Using New Code	3,108	8,000	25,000	25,000
Corrections Cited	1,364	2,800	10,000	10,000

The budget supports continuation of services to provide structural, mechanical, electrical, and plumbing inspections for one and two family dwellings by cross-trained combination inspectors. The FY 1992-93 budget shifts eight positions from the Commercial Inspections program to this program to meet the Bureau's goal of having one inspector make more than one specialty inspection on new construction and remodels. In January 1992, eight more inspectors will be transferred into this program for a total of 16 in FY 1992-93. The Bureau will be evaluating the impact of this transition.

**BUREAU OF BUILDINGS (520)**

Buildings Operating Fund (116)

Public Utilities

**PROGRAM SUMMARY**

Program	Actual FY 90-91	Revised Budget FY 91-92	Proposed FY 92-93	Adopted FY 92-93
<b><u>PLAN REVIEW/PERMITS</u></b>				
Total Expenditures	\$1,934,244	\$1,917,800	\$1,948,211	\$1,948,211
Authorized Full-Time Positions	34.00	34.00	33.00	33.00
Workload Measures:				
Commercial Building Permits	3,247	3,670	4,000	4,000
Residential Building Permits	3,128	2,880	2,500	2,500
Electrical Permits	15,477	16,450	14,000	14,000
Mechanical Permits	6,899	7,955	7,500	7,500
Plumbing Permits	6,619	1,500	6,000	6,000
Sign Permits	1,575	1,765	1,500	1,500

The budget supports the current services 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 Bureau also plans to continue its Residential Permit Night to assist both homeowners and residential contractors.

In addition, the Bureau's budget reflects an average fee increase of 7% for services in FY 1992-93. Fees have not been raised for construction permits and plan reviews since FY 1988-89 while the Bureau's cost of doing business increases each year from labor costs.

**NEIGHBORHOOD INSPECTIONS**

Total Expenditures	\$1,608,972	\$2,074,789	\$2,116,317	\$2,116,318
General Fund Discretionary Expenditures	1,036,836	1,071,745	1,091,719	1,091,719
Authorized Full-Time Positions	24.50	27.00	26.00	26.00
Workload Measures:				
Housing Inspections	11,809	11,000	11,000	11,000
Nuisance Inspections	27,644	22,000	22,000	22,000
Dangerous Bldg Inspections	4,303	3,000	3,000	3,000
Derelict Bldg Inspections	*	7,000	7,000	7,000
No. Units Upgraded	660	800	0	0
No. Demolitions	93	100	1,000	1,000
No. Derelict Bldgs Registered	1,500	550	650	650
Nuisance Contracts	677	800	0	0
Abandoned Auto Investigations	29,210	34,000	34,000	34,000
Noise Violation Inspections	983	600	450	450
Noise Variances Processed	122	100	100	100

The budget supports continuation of all current services to enforce the City's code for nuisance abatement, abandoned autos, substandard housing, dangerous buildings, and noise.

**BUREAU OF BUILDINGS (520)**

**Buildings Operating Fund (116)**

**Public Utilities**

**LINE ITEM APPROPRIATIONS**

<i>Expenditure Classification</i>	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
511000 Full-Time Employees	\$4,254,567	\$4,717,095	\$5,364,944	\$5,380,425	\$5,388,825
512000 Part-Time Employees	73,156	132,771	122,211	142,404	138,704
514000 Overtime	60,870	56,708	79,275	56,195	56,195
515000 Premium Pay	5,291	18,651	45,708	53,860	49,160
517000 Benefits	1,616,722	1,818,437	2,213,331	2,128,466	2,138,066
<b>Total Personal Services</b>	<b>\$6,010,606</b>	<b>\$6,743,662</b>	<b>\$7,825,469</b>	<b>\$7,761,350</b>	<b>\$7,770,950</b>
521000 Professional Services	\$7,912	\$48,735	\$65,000	\$56,175	\$56,175
522000 Utilities	0	0	0	0	0
523000 Equipment Rental	0	0	2,266	0	0
524000 Repair & Maintenance	2,141	12,876	23,056	21,945	21,945
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	236,950	411,334	713,005	661,482	801,882
531000 Office Supplies	18,323	46,024	37,604	28,327	28,327
532000 Operating Supplies	10,712	12,452	9,974	21,968	21,968
533000 Repair & Maintenance Supplies	325	0	0	0	0
534000 Minor Equipment	3,108	50,884	11,634	15,327	15,327
535000 Clothing	4,039	4,557	5,095	5,930	5,930
539000 Other Commodities	0	0	0	0	0
541000 Education	19,549	19,333	25,363	30,660	30,660
542000 Local Travel	1,239	334	2,537	2,464	2,464
543000 Out-of-Town Travel	10,117	8,902	13,045	19,830	19,830
544000 External Rent	0	0	0	0	0
545000 Interest	0	0	0	0	0
546000 Refunds	34,628	59,963	68,000	70,000	70,000
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	56,671	31,146	36,297	44,551	44,551
<b>Subtotal External Materials &amp; Services</b>	<b>\$405,714</b>	<b>\$706,540</b>	<b>\$1,012,876</b>	<b>\$978,659</b>	<b>\$1,119,059</b>
551000 Fleet Services	\$171,197	\$283,680	\$253,954	\$273,222	\$273,222
552000 Printing/Distribution	209,264	225,638	178,338	228,216	228,216
553000 Facilities Services	262,475	295,948	293,605	315,366	315,366
554000 Communications	91,927	106,660	102,204	166,334	166,334
555000 Data Processing	102,276	88,611	54,590	49,736	49,736
556000 Insurance	187,565	212,362	206,043	209,287	209,287
557000 Equipment Lease	0	0	0	0	0
558000 Same Fund Services	0	0	0	0	0
559000 Other Fund Services	3,595	9,471	210,496	218,113	218,113
<b>Subtotal Internal Materials &amp; Services</b>	<b>\$1,028,299</b>	<b>\$1,222,370</b>	<b>\$1,299,230</b>	<b>\$1,460,274</b>	<b>\$1,460,274</b>
<b>Total Materials &amp; Services</b>	<b>\$1,434,013</b>	<b>\$1,928,910</b>	<b>\$2,312,106</b>	<b>\$2,438,933</b>	<b>\$2,579,333</b>
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	54,068	0	0	0
564000 Equipment	208,874	81,747	146,464	40,000	100,194
<b>Total Capital Outlay</b>	<b>\$208,874</b>	<b>\$135,815</b>	<b>\$146,464</b>	<b>\$40,000</b>	<b>\$100,194</b>
573000 Cash Transfers - Equipment	\$48,600	\$40,000	\$50,000	\$10,000	\$10,000
<b>Total Appropriation</b>	<b>\$7,702,093</b>	<b>\$8,848,387</b>	<b>\$10,334,039</b>	<b>\$10,250,283</b>	<b>\$10,460,477</b>

**BUREAU OF BUILDINGS (520)**

**Buildings Operating Fund (116)**

**Public Utilities**

**FULL-TIME POSITIONS**

Class	Title	Actual FY 89-90		Actual FY 90-91		Revised Budget FY 91-92		Proposed FY 92-93		Adopted FY 92-93	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
2144	Building Director	1	60,071	1	62,428	1	66,486	1	66,231	1	66,231
3232	Planner A	0	12,417	1	31,306	1	34,554	1	34,556	1	34,556
3223	Chief Building Plans Examiner	2	72,933	1	42,999	1	45,793	1	47,899	1	47,899
3222	Permit Center Supervisor	1	42,420	1	44,213	1	47,101	1	46,917	1	46,917
3221	Building Plans Examiner II	7	277,902	8	298,024	8	317,432	8	316,209	8	316,209
3220	Building Plans Examiner I	2	34,659	1	31,550	1	34,181	1	34,181	1	34,181
3167	Supervising Engineer	0	0	1	46,139	1	54,722	1	54,518	1	54,518
3164	Engineer	6	278,504	5	230,696	5	244,080	5	243,150	5	243,150
3163	Engineering Associate B	1	41,807	1	40,592	1	44,288	1	44,119	1	44,119
3153	Engineering Associate A	0	0	1	29,302	2	66,162	2	66,162	2	66,162
3108	Technician II	0	0	1	29,302	0	0	0	28,439	0	28,439
3107	Technician I	10	214,356	10	242,438	10	258,564	10	253,222	10	253,222
2211	Field Representative II	0	0	0	0	0	0	0	0	0	0
2210	Field Representative I	2	55,203	3	81,858	4	115,819	5	140,361	5	140,361
2205	Junior Field Representative	0	616	0	0	3	65,131	3	65,131	3	65,131
2148	Code Compl. Analyst	0	0	0	0	1	42,581	0	0	0	0
2146	Code Policy Officer	1	52,559	1	54,535	1	58,090	1	57,974	1	57,974
2143	Building Inspections Manager	2	51,574	2	100,312	2	112,711	2	112,711	2	112,711
2142	Chief Building Inspector	1	41,246	1	42,999	0	0	0	0	0	0
2141	Senior Building Inspector	0	0	0	0	2	87,600	2	87,278	2	87,278
2140	Building Inspector	19	661,113	19	638,941	20	781,217	20	781,217	20	781,217
2139	Combination Inspection Supervisor	0	0	0	0	1	48,084	1	47,899	1	47,899
2138	Housing Services Supervisor	2	120,137	3	123,177	2	91,190	2	90,828	2	90,828
2136	Senior Housing Inspector	0	0	1	33,938	0	0	0	0	0	0
2135	Housing Inspector	10	269,336	13	366,027	12	390,282	12	394,894	12	394,894
2132	Structural/Mechanical Supervisor	0	0	0	0	1	48,084	1	47,899	1	47,899
2131	Chief Mechanical Inspector	1	41,808	1	43,585	0	0	0	0	0	0
2130	Mechanical Inspector	4	147,624	5	147,276	4	156,856	4	156,264	4	156,264
2125	Chief Electrical Inspector	1	41,246	1	42,999	1	48,084	1	45,623	1	45,623
2124	Senior Electrical Inspector	3	119,666	3	123,339	3	131,400	3	130,917	3	130,917
2122	Electrical Inspector I	10	351,054	10	368,126	11	415,400	11	429,623	11	429,623
2120	Sign Inspector	2	57,636	2	73,638	2	78,428	2	78,132	2	78,132
2112	Chief Plumbing Inspector	1	41,246	1	42,999	1	48,084	1	45,623	1	45,623
2111	Senior Plumbing Inspector	2	68,631	2	82,226	2	87,600	2	87,278	2	87,278
2110	Plumbing Inspector	10	343,766	10	368,174	10	392,140	10	390,660	10	390,660
2105	Environmental Soils Specialist	2	67,184	2	70,040	2	74,918	2	74,332	2	74,332
0907	Noise Control Officer	1	34,403	1	34,403	1	38,195	1	38,043	1	38,043
0828	Senior Management Analyst	1	38,366	1	41,670	2	85,517	2	90,400	2	90,400
0827	Management Analyst	1	34,826	1	37,383	0	0	0	0	0	0
0819	Administrative Assistant I	0	0	0	0	2	53,570	2	62,000	2	62,000
0820	Administrative Assistant II	1	39,170	2	75,738	2	86,854	2	86,736	2	86,736
0816	Admin Analyst Technician	0	24,374	2	50,306	1	26,166	1	26,448	2	34,848
0813	City/Community Liaison	0	0	1	0	0	0	0	0	0	0
0548	Administrative Services Director	1	49,150	1	51,652	1	54,567	1	54,351	1	54,351
0510	Accounting Assistant	1	12,469	0	0	0	0	0	0	0	0
0345	Word Processing Operator I	1	22,464	0	0	0	0	0	0	0	0
0222	Secretarial Assistant	1	11,227	0	0	0	0	0	0	0	0
0221	Secretarial Clerk II	1	22,152	1	23,093	0	0	0	0	0	0
<b>TOTAL THIS PAGE</b>		<b>112</b>	<b>3,855,315</b>	<b>122</b>	<b>4,247,421</b>	<b>126</b>	<b>4,831,931</b>	<b>126</b>	<b>4,858,225</b>	<b>127</b>	<b>4,866,625</b>

**BUREAU OF BUILDINGS (520)**

Buildings Operating Fund (116)

Public Utilities

**FULL-TIME POSITIONS**

Class	Title	Actual FY 89-90		Actual FY 90-91		Revised Budget FY 91-92		Proposed FY 92-93		Adopted FY 92-93	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
TOTALS FROM PREVIOUS PAGE		112	3,855,315	122	4,247,421	126	4,831,931	126	4,858,225	127	4,866,625
0220	Secretarial Clerk I	9	166,464	8	159,184	9	174,202	9	187,361	9	187,361
0140	Data Entry Clerk	2	34,831	2	39,296	2	40,488	2	40,330	2	40,330
0117	Office Manager II	1	30,343	1	31,550	1	33,608	1	33,471	1	33,471
0115	Supervising Clerk	1	36,668	2	48,109	2	53,283	2	27,019	2	27,019
0114	Clerical Specialist	7	130,946	9	191,535	10	231,432	10	234,019	10	234,019
<b>TOTAL FULL-TIME POSITIONS</b>		<b>132</b>	<b>4,254,567</b>	<b>144</b>	<b>4,717,095</b>	<b>150</b>	<b>5,364,944</b>	<b>150</b>	<b>5,380,425</b>	<b>151</b>	<b>5,388,825</b>



**ECONOMIC IMPROVEMENT DISTRICT (EID) OPERATING (117)**

**FUND SUMMARY**

	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>RESOURCES</u></b>					
<i>Revenue</i>					
<i>Miscellaneous Revenue</i>					
<i>Interest on Investment</i>	\$5,327	6,687	\$10,000	\$35,000	\$35,000
<i>Open Lien Receipts</i>	1,566,426	1,613,260	1,800,000	1,431,200	1,431,200
<b>Total Revenue</b>	<b>1,571,753</b>	<b>1,619,947</b>	<b>1,810,000</b>	<b>1,466,200</b>	<b>1,466,200</b>
<i>Beginning Fund Balance</i>	65,430	16,645	20,000	100,000	100,000
<b>TOTAL RESOURCES</b>	<b>\$1,637,183</b>	<b>\$1,636,592</b>	<b>\$1,830,000</b>	<b>\$1,566,200</b>	<b>\$1,566,200</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>	1,620,536	1,619,689	1,830,000	1,566,200	1,566,200
<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
<b>Total Bureau Requirements</b>	<b>\$1,620,536</b>	<b>\$1,619,689</b>	<b>\$1,830,000</b>	<b>\$1,566,200</b>	<b>\$1,566,200</b>
<i>General Operating Contingency</i>	0	0	0	0	0
<i>Unappropriated Ending Balance</i>	16,647	16,903	0	0	0
<b>TOTAL FUND REQUIREMENTS</b>	<b>\$1,637,183</b>	<b>\$1,636,592</b>	<b>\$1,830,000</b>	<b>\$1,566,200</b>	<b>\$1,566,200</b>
<b><u>EXPENDITURES - AU 249</u></b>					
<i>Materials And Services</i>					
<i>5210 Professional Services</i>	\$1,620,536	\$1,619,689	\$1,830,000	\$1,566,200	\$1,566,200
<b>TOTAL APPROPRIATION</b>	<b>\$1,620,536</b>	<b>\$1,619,689</b>	<b>\$1,830,000</b>	<b>\$1,566,200</b>	<b>\$1,566,200</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 for a three year term, and reauthorized in FY 1991-92 for another three year period. Due to limitations of Measure 5, the new Economic Improvement District is now funded via voluntary assessment of participating property owners within the downtown area.

Services provided include enhanced security, street cleaning and marketing services in the central business district. Services are provided by the Association for Portland Progress 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, and the associated costs are reimbursed by APP under the terms of the agreement.

## EMERGENCY COMMUNICATIONS FUND (115)

## FUND SUMMARY

	Actual FY 89-90	Actual FY 90-91	Revised Budget FY 91-92	Proposed FY 92-93	Adopted FY 92-93
<b>RESOURCES</b>					
<i>Revenue</i>					
<i>Service Charges &amp; Fees</i>					
<i>Miscellaneous Service Charges</i>	12,669	16,267	22,000	15,000	15,000
<i>Local Sources</i>					
<i>State Cost Sharing</i>	1,210,586	1,304,844	1,200,000	1,137,946	1,137,946
<i>Multnomah County Cost Sharing</i>	708,757	1,018,675	962,518	800,837	800,837
<i>Local Cost Sharing-Other</i>	755,361	594,023	1,071,042	1,099,558	1,099,558
	2,674,704	2,917,542	3,233,560	3,038,341	3,038,341
<i>Miscellaneous Revenues</i>					
<i>Interest</i>	80,125	103,429	60,000	60,000	60,000
<i>State E911 Cost Share</i>	0	0	0	1,059,300	1,059,300
<b>Total Revenue</b>	<b>2,767,498</b>	<b>3,037,238</b>	<b>3,315,560</b>	<b>4,172,641</b>	<b>4,172,641</b>
<i>Transfers from Other Funds – Svc.Reimb.</i>					
<i>General</i>	4,047,345	4,310,388	5,809,812	5,851,207	5,851,207
<i>Public Safety Capital</i>	0	0	0	0	0
<i>Beginning Fund Balance</i>					
<i>Encumbered</i>	0	3,390	18,007	14,008	14,008
<i>Unencumbered</i>	1,069,295	1,291,082	1,005,105	66,506	66,506
<i>Total Beginning Fund Balance</i>	1,069,295	1,294,472	1,023,112	80,514	80,514
<b>TOTAL RESOURCES</b>	<b>7,884,138</b>	<b>8,642,098</b>	<b>10,148,484</b>	<b>10,104,362</b>	<b>10,104,362</b>

**REQUIREMENTS***Bureau Requirements*

<i>Personal Services</i>	5,241,055	5,330,454	6,492,393	6,685,473	6,685,473
<i>External Materials &amp; Svcs.</i>	167,639	273,631	319,179	308,615	308,615
<i>Internal Materials &amp; Svcs.</i>					
<i>General</i>	115,427	2,947	0	0	0
<i>Printing/Distribution</i>	15,903	20,499	17,590	20,009	20,009
<i>City Equipment Acquisition</i>	89,876	0	0	0	0
<i>Fleet Operating</i>	9,815	11,431	10,109	11,679	11,679
<i>Communications</i>	481,524	881,850	1,564,578	1,524,130	1,524,130
<i>Data Processing</i>	1,124	2,411	53,732	56,782	56,782
<i>Insurance &amp; Claims</i>	64,456	45,096	54,294	88,629	88,629
<i>Workers' Comp</i>	122,151	125,303	134,687	180,358	180,358
<i>Facilities</i>	0	263,610	228,813	236,188	236,188
	900,276	1,353,147	2,063,803	2,117,775	2,117,775
<i>Capital Outlay</i>	96,627	214,562	27,128	395,490	395,490
<i>Equipment Cash Transfers</i>					
<i>Printing/Distribution</i>	0	2,000	0	0	0
<i>Communications</i>	0	0	58,136	0	0
<i>Fleet</i>	0	0	0	0	0
<b>Total Bureau Requirements</b>	<b>6,405,597</b>	<b>7,173,794</b>	<b>8,960,639</b>	<b>9,507,353</b>	<b>9,507,353</b>

**EMERGENCY COMMUNICATIONS FUND (115)**

	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<i>Fund Requirements</i>					
<i>Transfers to Other Funds – Cash</i>					
<i>General-Overhead</i>	182,436	142,409	200,063	189,265	189,265
<i>Fleet</i>	0	39	276	299	299
<i>Public Safety Capital</i>	0	0	921,000	0	0
<i>Communications</i>	0	0	0	0	3,100
<i>Contingency</i>					
<i>General Op. Contingency</i>	0	0	50,506	80,043	76,943
<i>Encumbrance Carryover</i>	0	0	0	14,008	14,008
<i>Wage and Health Contingency</i>	0	0	16,000	314,233	314,233
<i>Total Contingency</i>	0	0	66,506	407,445	404,345
<i>Unappropriated Ending Balance</i>	1,296,105	1,325,895	0	0	0
<i>Total Fund Requirements</i>	1,478,541	1,468,304	1,187,845	597,009	597,009
<b>TOTAL REQUIREMENTS</b>	<b>7,884,138</b>	<b>8,642,098</b>	<b>10,148,484</b>	<b>10,104,362</b>	<b>10,104,362</b>

The Emergency Communications Fund includes the resources and requirements associated with the operation of the Bureau of Emergency Communications. Resources for FY 1992-93 include \$5,851,207 in service reimbursements from the Portland Police and Fire Bureau for call answering and dispatch of police and emergency medical vehicles, \$800,837 from Multnomah County and \$1,099,558 from Gresham, Troutdale and Wood Village. In addition, State 911 revenue in the amount of \$1,127,946 is budgeted, which serves as an offset to Portland Police Bureau billings. In FY 1992-93, the Emergency Communication Fund expects to receive \$1,059,300 to cover operational costs associated with the Enhanced 911 service. House Bill 3564 provided for the State of Oregon to pay the recurring costs associated with Enhanced 911 service. The anticipated receipt of this revenue has reduced the billable charges to all BOEC users in FY 1992-93.

**EMERGENCY COMMUNICATIONS (620)**

Emergency Communications Fund (115)

Public Safety

**APPROPRIATION SUMMARY**

	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>EXPENDITURES</u></b>					
<i>Personal Services</i>	5,241,055	5,330,454	6,492,393	6,685,473	6,685,473
<i>External Materials and Services</i>	167,638	273,631	319,179	308,615	308,615
<i>Internal Materials and Services</i>	900,276	1,353,147	2,063,803	2,117,955	2,117,955
<i>Capital Outlay</i>	96,627	214,562	27,128	395,490	395,490
<i>Cash Transfers-Equipment</i>	0	2,000	58,136	0	0
<b>TOTAL EXPENDITURES</b>	<b>6,405,596</b>	<b>7,173,794</b>	<b>8,960,639</b>	<b>9,507,533</b>	<b>9,507,533</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>	2,358,251	3,008,896	3,090,343	3,988,204	3,988,204
<i>Interagency Services</i>	4,047,345	4,164,898	5,870,296	5,519,329	5,519,329
<i>Bureau/Operating Fund Revenue</i>	0	0	0	0	0
<i>Bureau/Operating Fund Revenue</i>	6,405,596	7,173,794	8,960,639	9,507,533	9,507,533
<b>TOTAL FUNDING</b>	<b>6,405,596</b>	<b>7,173,794</b>	<b>8,960,639</b>	<b>9,507,533</b>	<b>9,507,533</b>
<b><u>PROGRAMS</u></b>					
<i>Administration</i>		\$862,757	800,643	793,367	793,367
<i>Operations</i>		6,311,037	8,159,996	8,714,166	8,714,166
<b>TOTAL PROGRAMS</b>		<b>7,173,794</b>	<b>8,960,639</b>	<b>9,507,533</b>	<b>9,507,533</b>

**GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR**

The Bureau of Emergency Communications functions as the primary public safety answering point for Multnomah County. All calls for service utilizing the 911 telephone system and the non-emergency police number are processed by BOEC personnel. Through contractual and interagency agreements, BOEC dispatches police and emergency medical personnel to incidents. Calltakers also screen calls for referral to police agency telephone report units, and transfer fire calls to the Portland Fire Bureau's Fire Alarm Dispatch Center.

In FY 1992-93, BOEC expects to respond to 550,000 emergency 911 calls and 350,000 non-emergency calls. The recent installation of a non-emergency number at BOEC reduced the number of emergency 911 calls received in FY 1991-92 to 583,000, and BOEC anticipates that this number will be further reduced in FY 1992-93. In the coming year, BOEC expects to install an automated call attendant switch for the non-emergency number that will permit City of Portland callers to self-direct their calls to the telephone report unit, mail out report desk and information and referral unit of the Portland Police Bureau. This acquisition should reduce the number of calls received and processed on the BOEC non-emergency number, and will allow for better service for emergency 911 calls.

**EMERGENCY COMMUNICATIONS (620)**

Emergency Communications Fund (115)  
Public Safety

**APPROPRIATION SUMMARY**

**GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR (cont'd)**

BOEC has made significant strides in increasing the number of trained personnel available to provide call receipt and dispatch services to the community. As of March 30, 1992, all emergency operator positions were filled. The FY 1992-93 budget assumes full year staffing costs for all operator positions, a departure from the last several years when BOEC assumed an average of six operator vacancies due to difficulty staffing up and retaining hires. BOEC has decreased its budgeted overtime in FY 92-93 to \$585,000 a drop of \$415,000 from that budgeted in FY 1991-92. This decrease in overtime is anticipated due to BOEC's being fully staffed, as well as shift configuration changes.

BOEC is currently working closely with the Portland Fire Bureau on developing the transition of the fire call receipt and dispatch function from Fire Alarm Dispatch (FAD) to BOEC. BOEC will assume this responsibility in FY 1993-94 with the installation of the new computer aided dispatch system. An add package supporting 13 limited terms positions has been included to cover the training of additional personnel associated with the fire dispatch function. The permanent positions associated with workload requirements of fire dispatch will be created in the FY 93-94 budget and will be tied to position reductions in the Fire Bureau which will occur when the fire dispatch function is transferred to BOEC.

**MANAGEMENT OBJECTIVES**

1. Develop and implement extensive training programs for the use of the new CAD system and the addition of fire alarm dispatch functions.
2. Recruit and hire personnel at a rate that meets or exceeds affirmative actions goals.
3. Receive and respond to 550,000 calls for 911 emergency service.
4. Receive and respond to 350,000 calls for non-emergency service.

**EFFECTIVENESS MEASURES**

	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
% of 911 Calls Answered Within 20 seconds	*	94.5%	94.5%	94.5%
Maintain a Create-to Send Timeframe of 60 Seconds or Less on Priority 1 (most urgent) Calls	*	90%	90%	90%
Maintain a Create-to Send Timeframe of 80 Seconds or Less on Code 3 EMS Calls	*	90%	90%	90%

**EFFICENCY MEASURES**

Billable Cost Per Call Received	*	\$4.54	\$4.63	\$4.63
Total Admin Costs as a % of Total	*	8.99%	8.47%	8.47%

## EMERGENCY COMMUNICATIONS (620)

Emergency Communications Fund (115)

Public Safety

### PROGRAM SUMMARY

<i>Program</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>ADMINISTRATION</u></b>				
<i>Total Expenditures</i>	\$862,757	\$800,643	\$793,367	\$793,367
<i>Authorized Full-Time Positions</i>	15	14	14	14
<i>Performance/Workload Measures:</i>				
MIS reports for User Agencies	*	120	120	120
Research Inquiries per Month	*	150	150	150

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.

### **OPERATIONS**

<i>Total Expenditures</i>	\$6,311,037	\$8,159,996	\$8,714,166	\$8,714,166
<i>Authorized Full-Time Positions</i>	114	114	114	114
<i>Performance/Workload Measures:</i>				
911 Calls	583,016	600,000	550,000	550,000
Non Emergency Calls	376,303	400,000	350,000	350,000
Number of Police Incidents Dispatched	268,281	275,000	225,000	225,000
Number of EMS Incidents Dispatched	40,799	40,000	40,000	40,000

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.

Thirteen limited term emergency operator trainee positions have been budgeted in Operations to provide the required personnel to assume fire dispatch duties when FAD and BOEC consolidate in FY 1993-94.

# EMERGENCY COMMUNICATIONS (620)

Emergency Communications Fund (115)

Public Safety

## LINE ITEM APPROPRIATIONS

<i>Expenditure Classification</i>	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
511000 Full-Time Employees	2,960,455	3,172,166	3,776,319	3,925,019	3,925,019
512000 Part-Time Employees	16,032	0	0	277,129	277,129
514000 Overtime	895,853	782,277	1,000,505	585,000	585,000
515000 Premium Pay	75,362	96,304	89,845	184,366	184,366
517000 Benefits	1,293,353	1,279,707	1,625,724	1,713,959	1,713,959
<b>Total Personal Services</b>	<b>5,241,055</b>	<b>5,330,454</b>	<b>6,492,393</b>	<b>6,685,473</b>	<b>6,685,473</b>
521000 Professional Services	11,978	1,500	11,300	5,000	5,000
522000 Utilities	0	0	0	0	0
523000 Equipment Rental	104	105	5,000	2,700	2,700
524000 Repair & Maintenance	97,911	125,247	178,300	182,140	182,140
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	8,421	17,705	14,458	8,825	8,825
531000 Office Supplies	(6,850)	10,267	7,275	8,500	8,500
532000 Operating Supplies	13,327	26,249	36,875	35,300	35,300
533000 Repair & Maintenance Supplies	0	0	0	0	0
534000 Minor Equipment	6,669	37,839	26,971	18,250	18,250
535000 Clothing	0	0	0	0	0
539000 Other Commodities	60	0	0	0	0
541000 Education	4,725	3,301	10,000	9,200	9,200
542000 Local Travel	60	272	1,000	1,000	1,000
543000 Out-of-Town Travel	9,077	15,419	13,000	18,500	18,500
544000 External Rent	0	0	0	0	0
545000 Interest	5,202	5,335	0	0	0
546000 Refunds	0	0	0	0	0
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	16,954	30,392	15,000	19,200	19,200
<b>Subtotal Direct Materials &amp; Services</b>	<b>167,638</b>	<b>273,631</b>	<b>319,179</b>	<b>308,615</b>	<b>308,615</b>
551000 Fleet Services	9,815	11,431	10,109	11,679	11,679
552000 Printing/Distribution	15,903	20,495	17,590	20,009	20,009
553000 Facilities Services	115,427	263,614	228,813	236,188	236,188
554000 Communications	481,524	881,850	1,564,578	1,524,310	1,524,310
555000 Data Processing	1,124	2,411	53,732	56,782	56,782
556000 Insurance	186,607	170,399	188,981	268,987	268,987
557000 Equipment Lease	89,876	0	0	0	0
558000 Same Fund Services	0	0	0	0	0
559000 Other Fund Services	0	2,947	0	0	0
<b>Subtotal Service Reimbursements</b>	<b>900,276</b>	<b>1,353,147</b>	<b>2,063,803</b>	<b>2,117,955</b>	<b>2,117,955</b>
<b>Total Materials &amp; Services</b>	<b>1,067,914</b>	<b>1,626,778</b>	<b>2,382,982</b>	<b>2,426,570</b>	<b>2,426,570</b>
561000 Land	0	0	0	0	0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	0	0	0	0
564000 Equipment	96,627	214,562	27,128	395,490	395,490
<b>Total Capital Outlay</b>	<b>96,627</b>	<b>214,562</b>	<b>27,128</b>	<b>395,490</b>	<b>395,490</b>
573000 Cash Transfers - Equipment	0	2,000	58,136	0	0
<b>Total Appropriation</b>	<b>6,405,596</b>	<b>7,173,794</b>	<b>8,960,639</b>	<b>9,507,533</b>	<b>9,507,533</b>

**EMERGENCY COMMUNICATIONS (620)**

**Emergency Communications Fund (115)**

**Public Safety**

**FULL-TIME POSITIONS**

Class	Title	Actual FY 89-90		Actual FY 90-91		Revised Budget FY 91-92		Proposed FY 92-93		Adopted FY 92-93	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
0917	Emergency Comm. Director	0	0	1	79,514	1	66,110	1	64,999	1	64,999
5134	Police Sergeant	3	128,307	3	10,560	0	0	0	0	0	0
0916	Emergency Comm. Operations Mgr.	1	51,016	1	53,940	1	55,187	1	54,977	1	54,977
0919	Administrative Assistant I	1	30,738	1	33,709	1	33,608	1	33,471	1	33,471
0544	Admin. Services Officer I	0	0	0	0	1	26,341	1	44,370	1	44,370
0380	MIS Analyst	1	41,600	1	45,062	1	46,193	1	46,020	1	46,020
0379	Assistant MIS Analyst	0	37,555	2	62,386	3	93,681	3	96,542	3	96,542
0368	Data Entry Coordinator	1	3,656	0	0	0	0	0	0	0	0
0322	Emerg. Communications Coordinat	0	0	0	156,873	4	169,735	4	173,283	4	173,283
0320	Emerg. Comm. Training Coord.	0	0	0	0	0	0	0	0	0	0
0319	Emergency Comm. Supervisor	14	474,057	14	372,168	13	499,633	13	497,074	13	497,074
0318	Emergency Comm. Operator II	92	1,509,991	92	1,491,026	94	2,511,841	94	2,664,433	94	2,664,433
0317	Emergency Comm. Operator I	10	235,715	10	218,762	7	207,111	7	180,654	7	180,654
0316	Emerg. Comm. Operator Trainee	0	398,499	0	578,238	0	0	0	0	0	0
0222	Secretarial Assistant	0	8,854	1	12,649	0	0	0	0	0	0
0221	Secretarial Clerk II	0	0	0	0	2	42,996	2	45,414	2	45,414
0220	Secretarial Clerk I	0	0	1	16,396	0	0	0	0	0	0
0151	Police Clerical Assistant	2	40,467	2	40,883	1	23,883	1	23,782	1	23,782
<b>TOTAL FULL-TIME POSITIONS</b>		<b>125</b>	<b>2,960,455</b>	<b>129</b>	<b>3,172,166</b>	<b>129</b>	<b>3,776,319</b>	<b>129</b>	<b>3,925,019</b>	<b>129</b>	<b>3,925,019</b>
513	Emergency Operator Trainee	0	0	0	0	0	0	13	277,129	13	277,129
<b>TOTAL LIMITED-TERM</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>13</b>	<b>277,129</b>	<b>13</b>	<b>277,129</b>
<b>TOTAL INCLUDING LIMITED-TERM</b>		<b>125</b>	<b>2,960,455</b>	<b>129</b>	<b>3,172,166</b>	<b>129</b>	<b>3,776,319</b>	<b>142</b>	<b>4,202,148</b>	<b>142</b>	<b>4,202,148</b>



**GOLF OPERATING FUND (154)**

**FUND SUMMARY**

	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>RESOURCES</u></b>					
<i>Revenue</i>					
<i>Service Charges and Fees</i>					
<i>Parks &amp; Recreation Fees</i>	\$3,180,609	\$3,476,532	\$3,245,000	\$4,014,211	\$4,014,211
<i>Concessions</i>	44,744	125,235	90,000	125,000	125,000
<i>Rents/Reimbursements-Tenants</i>	27,675	35,575	25,000	0	0
	<u>3,253,028</u>	<u>3,637,342</u>	<u>3,360,000</u>	<u>4,139,211</u>	<u>4,139,211</u>
<i>Miscellaneous</i>					
<i>Miscellaneous - Sales</i>	9,725	4,486	0	4,500	4,500
<i>Misc. - Sales Cap. Equip.</i>	0	0	0	0	0
<i>Interest on Investments</i>	204,315	147,518	150,000	190,000	190,000
<i>Other Miscellaneous Revenues</i>	1,829	461	0	0	0
<i>Bond Sale</i>	0	0	2,274,345	0	0
	<u>215,869</u>	<u>152,465</u>	<u>2,424,345</u>	<u>194,500</u>	<u>194,500</u>
<b>Total Revenue</b>	<b>3,468,897</b>	<b>3,789,807</b>	<b>5,784,345</b>	<b>4,333,711</b>	<b>4,333,711</b>
<i>Beginning Fund Balance</i>					
<i>Encumbered</i>	0	0	1,193,545	125,000	125,000
<i>Unencumbered</i>	877,160	1,129,539	4,304,065	2,062,885	2,062,885
<b>Total Beginning Fund Balance</b>	<b>877,160</b>	<b>1,129,539</b>	<b>5,497,610</b>	<b>2,187,885</b>	<b>2,187,885</b>
<b>TOTAL RESOURCES</b>	<b>\$4,346,057</b>	<b>\$4,919,346</b>	<b>\$11,281,955</b>	<b>\$6,521,596</b>	<b>\$6,521,596</b>

**REQUIREMENTS**

*Bureau Requirements*

<i>Personal Services</i>	1,238,045	1,291,310	1,466,268	1,588,449	1,588,449
<i>External Materials and Services</i>	834,915	854,266	834,328	956,254	956,254
<i>Internal Materials and Services</i>					
<i>General</i>	161,963	177,448	473,640	527,627	527,627
<i>Printing/Distribution Services</i>	6,694	4,760	4,231	5,000	5,000
<i>Facilities Services</i>	164	47,195	5,944	22,583	22,583
<i>Communications Services</i>	11,360	10,896	5,962	7,537	7,537
<i>Fleet Services</i>	44,194	67,574	81,438	79,499	79,499
<i>Insurance &amp; Claims</i>	58,377	11,341	14,802	18,281	18,281
<i>Workers Compensation</i>	0	44,971	45,930	55,344	55,344
<i>Autoport</i>	0	0	0	1,080	1,080
<i>Water</i>	0	8,370	17,640	0	0
<i>Data Processing</i>	616	1,218	1,726	2,409	2,409
<i>Other Fund Services</i>	0	0	0	6,181	6,181
<b>Capital Outlay</b>	<b>641,257</b>	<b>397,659</b>	<b>2,168,027</b>	<b>1,797,230</b>	<b>1,797,230</b>
<i>Equipment Cash Transfers</i>					
<i>Fleet</i>	0	33	0	0	0
<b>Total Bureau Requirements</b>	<b>2,997,585</b>	<b>2,917,041</b>	<b>5,119,936</b>	<b>5,067,474</b>	<b>5,067,474</b>

**GOLF OPERATING FUND (154)**

**FUND SUMMARY**

	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><i>REQUIREMENTS (Cont'd)</i></b>					
<b><i>Cash Transfers to Other Funds</i></b>					
<i>General - Overhead</i>	104,977	101,369	164,767	112,194	112,194
<i>Golf Revenue Bond Redemption</i>	108,562	562,921	386,094	91,754	91,754
<i>Golf Construction</i>	0	0	0	0	0
<i>Fleet</i>	0	0	233	253	253
<i>Health Insurance</i>	5,394	0	0	0	0
	<b>218,933</b>	<b>664,290</b>	<b>551,094</b>	<b>204,201</b>	<b>204,201</b>
<b><i>Contingency</i></b>					
<i>General Operating Contingency</i>	0	0	5,597,637	1,053,567	1,053,567
<i>Personal Services Contingency</i>	0	0	13,288	71,354	71,354
<i>Encumbrance Carryover</i>	0	0	0	125,000	125,000
<i>Total Contingency</i>	<b>0</b>	<b>0</b>	<b>5,610,925</b>	<b>1,249,921</b>	<b>1,249,921</b>
<i>Unappropriated Ending Balance</i>	<b>1,129,539</b>	<b>1,338,015</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><i>TOTAL REQUIREMENTS</i></b>	<b>\$4,346,057</b>	<b>\$4,919,346</b>	<b>\$11,281,955</b>	<b>\$6,521,596</b>	<b>\$6,521,596</b>

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 have been ranked in the top 75 public golf courses by Golf Digest magazine.

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 four public golf courses located within the metropolitan area.

Of note on the resource side, fees are projected to increase by \$769,211 over FY 1991-92 as a result of revenues generated by the additional nine holes at Heron Lakes Golf Course. The Fund's projected beginning fund balance will decrease by \$3.4 million mainly due to the sale of golf bonds being made in FY 1991-92. On the requirement side, the budget includes funding for four capital projects totalling \$1.9 million. Major projects include the renovation and addition to Progress Downs Golf Course (\$1.2 million) and the West Delta Park Dike Improvements Plan (\$265,000). Capital funds will also support the relocation of the Eastmoreland maintenance building (\$180,000) and the construction of 27 cart paths to compliment the additional nine holes at Heron Lakes (\$250,000).

**GOLF (617)**

Golf Operating Fund (154)  
Public Affairs

**APPROPRIATION SUMMARY**

	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>EXPENDITURES</u></b>					
<i>Personal Services</i>	\$1,238,045	\$1,291,310	\$1,466,268	\$1,588,449	\$1,588,449
<i>External Materials and Services</i>	834,915	854,266	834,328	956,254	956,254
<i>Internal Materials and Services</i>	283,368	373,773	651,313	725,541	725,541
<i>Capital Outlay</i>	641,257	397,659	2,168,027	1,797,230	1,797,230
<i>Cash Transfers-Equipment</i>	0	33	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$2,997,585</b>	<b>\$2,917,041</b>	<b>\$5,119,936</b>	<b>\$5,067,474</b>	<b>\$5,067,474</b>
<b><u>Authorized Full-Time Positions</u></b>					
<i>Total</i>	21	23	24	28	28
<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>		\$2,917,041	\$5,119,936	\$5,067,474	\$5,067,474
<b>TOTAL FUNDING</b>		<b>\$2,917,041</b>	<b>\$5,119,936</b>	<b>\$5,067,474</b>	<b>\$5,067,474</b>
<b><u>PROGRAMS</u></b>					
<i>Golf Operations</i>		\$2,917,041	5,119,936	\$5,067,474	\$5,067,474
<b>TOTAL PROGRAM</b>		<b>\$2,917,041</b>	<b>\$5,119,936</b>	<b>\$5,067,474</b>	<b>\$5,067,474</b>

**GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR**

Services provided by the Golf Program include:

- Golf course operation and maintenance – directed at providing playing facilities of the highest possible quality consistent with a fee structure that ensures wide public access.
- Clubhouse facility staffing – 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.
- \* Youth Golf Programs – includes 1) classroom introduction to the sport of golf in Portland area middle schools, 2) the EAGLE program, a paid internship program in which highly motivated high school students learn the golf industry by working on City golf courses and 3) Project Par Excellence which introduces selected "youth at risk" to the game of golf with the assistance of mature golfers who act as sponsors. These programs are directed at introducing a broader range of youth to golf course management and operation as well as a lifelong recreation activity.

On June 19, 1991, the City Council approved a greens fee increase of \$.50/nine holes for the purpose of

## **GOLF (617)**

Golf Operating Fund (154)

Public Affairs

*APPROPRIATION SUMMARY*

---

funding high priority youth recreation programs. Revenues generated by the fee increase are deposited in a separate new youth recreation program trust fund established within the Park Bureau. The bureau uses the trust funds to leverage existing youth activities in the community by forming partnerships with other youth serving and community agencies and to enhance its own at-risk youth programs.

This budget reflects the bureau's commitment to strengthening partnerships with other youth program sponsors during FY 92-93 and expanding the number of participants and types of activities supported through the Youth Trust Fund. Participation data will also be collected and used to evaluate the impacts of this new program effort.

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 have been ranked in the top 75 public golf courses by Golf Digest magazine.

This FY 92-93 budget request includes appropriation in the following program categories:

Ongoing operation and maintenance of the city's three 18-hole courses (Eastmoreland, Progress Downs and Rose City); the Heron Lakes golf course, soon to be two eighteen hole courses when additions are completed in summer, 1992; three driving ranges; and 4 club houses. Operation and maintenance is performed by city employees.

Programming of the courses through concessionaire agreements. This request includes compensation to each concessionaire in accordance with their contractual agreement (10 to 11% of greens fees). Other pro shop services are provided by the concessionaire with the Golf Fund receiving a percentage of the revenue collected.

Capital improvements including re-design and re-construction of the Progress Downs Golf Course. The primary re-design objective is to improve the quality of the existing 18-hole course. The secondary objective is to add approximately 6-9 holes for a short beginner's course. Total capital funding budgeted is \$1.9 million.

Public service programs including reduced rates for youth, seniors, and high school team tournaments. This includes Operation EAGLE support for 20 youth working 8 hours a week; Project PAR EXCELLENCE support for 20 mentors matched with 20 at-risk youth; and continuation of the Youth Trust Fund.

A General Fund overhead contribution of \$112,194 and a \$66,500 interagency agreement for management, accounting, budgeting and administrative services provided within the park bureau for the golf fund.

The FY 92-93 budget request includes the addition of 4 positions. The new positions are three

mechanics and one greenskeeper. The addition of three mechanics will increase the Fund's total mechanic positions to four, or one for each golf course. Total positions in the Golf Program increased from 24 to 28.

**BUREAU MANAGEMENT OBJECTIVES**

The following objectives are planned to be met by June 30, 1993:

<u>Effectiveness Measures</u>	<i>Actual FY 90-91</i>	<i>Revised FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
Renovation/Addition to Progress Downs	*	*	75%	75%
Move Maintenance Facility at Eastmoreland	*	*	100%	100%
Heron Lakes Golf Cart Paths	*	*	100%	100%
West Delta Park Improvement Study Phase	*	*	50%	50%

**GOLF (617)**

Golf Operating Fund (154)

Public Affairs

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>GOLF OPERATIONS</u></b>				
<i>Total Expenditures</i>	\$2,917,041	\$5,119,936	\$5,067,474	\$5,067,474
<i>Authorized Full-Time Positions</i>	23.00	24.00	28.00	28.00
<i>Workload Measures:</i>				
<i>Golf Acreage Maintained</i>	625	625	680	680

This program supports ongoing golf course operation, maintenance and replacement for the City of Portland's four golf courses; clubhouse facility staffing; and youth golf programs. The Youth Golf programs have been expanded to include generating revenues for the newly established Youth Trust Fund. On June 19, 1991, the City Council approved a greens fee increase of \$.50/nine holes for the purpose of funding high priority youth recreation programs. Revenues generated by the fee increase are deposited in a separate new youth recreation program trust fund established within the park bureau. The bureau uses the trust funds to leverage existing youth activities in the community by forming partnerships with other youth serving and community agencies and to enhance its own at-risk youth programs. The surcharge is expected to generate approximately \$200,000 annually.

Four Capital Improvement projects totalling \$1,945,000 have been budgeted for FY 1992-93. The projects are as follows: Eastmoreland maintenance building (\$180,000), West Delta Dike Improvement (\$265,000), Progress Downs Course Renovation (\$1,250,000) and Heron Lake Golf Cart Paths (\$250,000). Some of these projects will be funded by the golf revenue bonds issued in the summer of 1991. The balance will be funded by the Golf Fund.

**GOLF (617)****Golf Operating Fund (154)****Public Affairs****LINE ITEM APPROPRIATIONS**

<i>Expenditure Classification</i>	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
511000 Full-Time Employees	\$763,718	\$834,365	\$742,139	\$866,001	\$866,001
512000 Part-Time Employees	129,975	105,177	298,524	232,897	232,897
514000 Overtime	21,527	31,193	13,525	41,040	41,040
515000 Premium Pay	8,129	10,026	13,096	12,940	12,940
517000 Benefits	314,696	310,549	398,984	435,571	435,571
<b>Total Personal Services</b>	<b>\$1,238,045</b>	<b>\$1,291,310</b>	<b>\$1,466,268</b>	<b>\$1,588,449</b>	<b>\$1,588,449</b>
521000 Professional Services	\$5,059	\$18,959	\$12,459	\$20,000	\$20,000
522000 Utilities	72,286	82,631	111,311	110,000	110,000
523000 Equipment Rental	422	2,226	800	800	800
524000 Repair & Maintenance	67,438	25,926	27,634	26,524	26,524
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	376,834	429,676	455,043	490,000	490,000
531000 Office Supplies	148	6,625	600	600	600
532000 Operating Supplies	140,310	133,578	89,588	140,000	140,000
533000 Repair & Maintenance Supplies	108,020	108,722	97,850	120,000	120,000
534000 Minor Equipment	30,023	7,903	5,000	5,000	5,000
535000 Clothing	3,205	1,711	3,100	3,380	3,380
539000 Other Commodities	4,593	3,747	0	0	0
541000 Education	1,425	6,758	1,350	8,000	8,000
542000 Local Travel	0	0	0	0	0
543000 Out-of-Town Travel	1,595	656	4,500	4,450	4,450
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	23,557	25,148	25,093	27,500	27,500
<b>Subtotal External Materials &amp; Services</b>	<b>\$834,915</b>	<b>\$854,266</b>	<b>\$834,328</b>	<b>\$956,254</b>	<b>\$956,254</b>
551000 Fleet Services	\$44,194	\$67,574	\$81,438	\$79,499	\$79,499
552000 Printing/Distribution	6,694	4,760	4,231	5,000	5,000
553000 Internal Rent	164	47,195	5,944	22,583	22,583
554000 Communications	11,360	10,896	5,962	7,537	7,537
555000 Data Processing	616	1,218	1,726	2,409	2,409
556000 Insurance	58,377	56,312	60,732	73,625	73,625
557000 Equipment Lease	0	0	0	0	0
558000 Same Fund Services	0	0	0	0	0
559000 Other Fund Services	161,963	185,818	491,280	534,888	534,888
<b>Subtotal Internal Materials &amp; Services</b>	<b>\$283,368</b>	<b>\$373,773</b>	<b>\$651,313</b>	<b>\$725,541</b>	<b>\$725,541</b>
<b>Total Materials &amp; Services</b>	<b>\$1,118,283</b>	<b>\$1,228,039</b>	<b>\$1,485,641</b>	<b>\$1,681,795</b>	<b>\$1,681,795</b>
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	0	0	0	0	0
563000 Improvements	563,111	346,800	1,939,885	1,678,575	1,678,575
564000 Equipment	78,146	50,859	228,142	118,655	118,655
<b>Total Capital Outlay</b>	<b>\$641,257</b>	<b>\$397,659</b>	<b>\$2,168,027</b>	<b>\$1,797,230</b>	<b>\$1,797,230</b>
573000 Cash Transfers - Equipment	\$0	\$33	\$0	\$0	\$0
<b>Total Appropriation</b>	<b>\$2,997,585</b>	<b>\$2,917,041</b>	<b>\$5,119,936</b>	<b>\$5,067,474</b>	<b>\$5,067,474</b>

**GOLF (617)**  
**Golf Operating Fund (154)**  
**Public Affairs**

**FULL-TIME POSITIONS**

<i>Class</i>	<i>Title</i>	<i>Actual FY 89-90</i>		<i>Actual FY 90-91</i>		<i>Revised Budget FY 91-92</i>		<i>Proposed FY 92-93</i>		<i>Adopted FY 92-93</i>	
		<i>No.</i>	<i>Amount</i>	<i>No.</i>	<i>Amount</i>	<i>No.</i>	<i>Amount</i>	<i>No.</i>	<i>Amount</i>	<i>No.</i>	<i>Amount</i>
4175	Golf Course Manager	1	39,652	1	44,583	1	48,126	1	45,967	1	45,967
4150	Parks District Supervisor	1	28,504	1	35,682	1	39,674	1	41,551	1	41,551
4149	Golf Course Foreman	4	117,703	4	133,549	4	138,674	4	123,400	4	123,400
1524	General Mechanic	0	0	0	0	1	29,699	4	138,892	4	138,892
1221	Greenskeeper II	4	102,065	4	114,674	4	119,369	5	148,665	5	148,665
1220	Greenskeeper I	13	475,794	13	505,791	13	368,946	13	367,536	13	367,536
<b>TOTAL FULL-TIME POSITIONS</b>		<b>23</b>	<b>763,718</b>	<b>23</b>	<b>834,279</b>	<b>24</b>	<b>744,488</b>	<b>28</b>	<b>866,011</b>	<b>28</b>	<b>866,011</b>



**HYDROELECTRIC POWER OPERATING FUND (152)**

**FUND SUMMARY**

	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b>RESOURCES</b>					
<i>Revenue</i>					
<i>Miscellaneous Revenue</i>					
<i>Sales – Miscellaneous</i>	\$185,219	\$311,151	\$457,555	\$441,200	\$441,200
<i>Interest on Investments</i>	6,621	11,970	5,000	6,500	6,500
<i>Miscellaneous Revenues</i>	2,029	59	0	0	0
	<u>193,869</u>	<u>323,180</u>	<u>462,555</u>	<u>447,700</u>	<u>447,700</u>
<i>Total Revenue</i>	193,869	323,180	462,555	447,700	447,700
<i>Transfers from Other Funds – Cash</i>					
<i>Hydro Renewal &amp; Replacement</i>					
<i>General</i>	948	4,856	50,000	50,000	50,000
	110,000	0	41,497	0	0
	<u>110,948</u>	<u>4,856</u>	<u>91,497</u>	<u>50,000</u>	<u>50,000</u>
<i>Transfers from Other Funds – Svc. Reimb.</i>					
<i>Water</i>	85,393	13,093	20,000	36,000	36,000
<i>Beginning Fund Balance</i>	46,955	64,495	0	60,000	60,000
<b>TOTAL RESOURCES</b>	<u>\$437,165</u>	<u>\$405,624</u>	<u>\$574,052</u>	<u>\$593,700</u>	<u>\$593,700</u>

**REQUIREMENTS**

<i>Bureau Requirements</i>					
<i>Personal Services</i>	\$217,074	\$156,391	\$168,562	\$169,154	\$169,154
<i>External Materials &amp; Services</i>	(21,457)	40,962	130,300	120,500	120,500
<i>Internal Materials &amp; Services</i>					
<i>General</i>	3,880	5,673	5,972	6,415	6,415
<i>Autoport</i>	0	0	2,160	2,160	2,160
<i>Water</i>	91,687	58,076	92,000	83,000	83,000
<i>Printing/Distribution Services</i>	2,727	2,888	4,499	4,105	4,105
<i>Communications Services</i>	8,659	9,336	6,825	9,438	9,438
<i>Fleet Services</i>	7,635	6,330	7,038	8,766	8,766
<i>Insurance &amp; Claims</i>	24,417	22,768	23,818	23,833	23,833
<i>Workers Compensation</i>	0	6,405	6,127	4,688	4,688
	<u>139,005</u>	<u>111,476</u>	<u>148,439</u>	<u>142,405</u>	<u>142,405</u>
<i>Capital Outlay</i>	0	4,863	5,000	5,000	5,000
<i>Capital Cash Transfers</i>					
<i>Communications Services</i>	0	950	0	700	700
<b>Total Bureau Requirements</b>	<u>334,622</u>	<u>314,642</u>	<u>452,301</u>	<u>437,759</u>	<u>437,759</u>
<i>General Operating Contingency</i>	0	0	11,026	101,028	100,428
<i>Compensation Adjustments</i>	0	0	0	14,000	14,000
<i>Total Contingency</i>	0	0	11,026	115,028	114,428
<i>Transfers to Other Funds – Cash</i>					
<i>General – Overhead</i>					
<i>Health Insurance</i>	37,243	47,243	110,598	40,775	40,775
<i>Fleet Services</i>	805	0	0	0	0
	0	18	127	138	738
	<u>38,048</u>	<u>47,261</u>	<u>110,725</u>	<u>40,913</u>	<u>41,513</u>
<i>Unappropriated Ending Balance</i>	64,495	43,721	0	0	0
<b>TOTAL REQUIREMENTS</b>	<u>\$437,165</u>	<u>\$405,624</u>	<u>\$574,052</u>	<u>\$593,700</u>	<u>\$593,700</u>

**BUREAU OF HYDROELECTRIC POWER (637)**

Hydroelectric Power Operating Fund (152)

Department of Public Affairs

**APPROPRIATION SUMMARY**

	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>EXPENDITURES</u></b>					
<i>Personal Services</i>	\$217,074	\$156,391	\$168,562	\$169,154	\$169,154
<i>External Materials and Services</i>	(21,457)	40,962	130,300	120,500	120,500
<i>Internal Materials and Services</i>	139,005	111,476	148,439	142,405	142,405
<i>Capital Outlay</i>	0	4,863	5,000	5,000	5,000
<i>Cash Transfers-Equipment</i>	0	950	0	700	700
<b>TOTAL EXPENDITURES</b>	<b>\$334,622</b>	<b>\$314,642</b>	<b>\$452,301</b>	<b>\$437,759</b>	<b>\$437,759</b>
<b><u>Authorized Full-Time Positions</u></b>					
<i>Total</i>	4	3	3	3	3
<b><u>FUNDING SOURCES</u></b>					
<i>General Fund Discretionary</i>		\$0	\$41,497	\$0	\$0
<b><u>Non-Discretionary Resources</u></b>					
<i>Grants and Donations</i>		0	0	0	0
<i>Contract Revenue</i>		301,549	390,804	401,759	401,759
<i>Interagency Services</i>		13,093	20,000	36,000	36,000
<i>Bureau/Operating Fund Revenue</i>		0	0	0	0
<i>Bureau/Operating Fund Revenue</i>		\$314,642	\$410,804	\$437,759	\$437,759
<b>TOTAL FUNDING</b>		<b>\$314,642</b>	<b>\$452,301</b>	<b>\$437,759</b>	<b>\$437,759</b>
<b><u>PROGRAMS</u></b>					
<i>Hydroelectric Power Administration</i>		\$314,642	\$452,301	\$437,759	\$437,759
<b>TOTAL PROGRAMS</b>		<b>\$314,642</b>	<b>\$452,301</b>	<b>\$437,759</b>	<b>\$437,759</b>

**GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR**

The Bureau of Hydroelectric Power manages the City's 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 FY 1992-93 Budget for the Hydroelectric Power Operating Fund is \$593,700, which is \$19,648 more than the FY 1991-92 Revised Budget. This funding level supports the administrative and operational costs associated with 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 from the Federal Energy Regulatory Commission and permits from 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 Supervising Engineer, Programmer Analyst, and a Clerical Specialist.

## BUREAU OF HYDROELECTRIC POWER (637)

Hydroelectric Power Operating Fund (152)

Department of Public Affairs

APPROPRIATION SUMMARY

### 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 (PGE). For FY 1992-93, power sales revenues are estimated at \$14,855 less than in 1991-92 as a result of somewhat lower than normal levels of power generation. At the end of FY 1989-90, the Hydroelectric Power Operating Fund required a cash transfer from the General Fund due to an unanticipated reduction in available resources. In subsequent years a transfer was budgeted as an added contingency which was not to be used unless it was needed to balance the fund at the end of the fiscal year. In fact, the transfer budgeted for FY 1990-91 was not made, and the Bureau no longer anticipates the need for the budgeted General Fund transfer of \$41,497 during FY 1991-92. In addition, no General Fund transfer has been budgeted in FY 1992-93. This is due to higher than normal levels of power generation in recent years, coupled with a drop in the Operating Funds's General Fund Overhead Assessment by \$69,823.

As in prior years, \$251,926 in debt service payments will be credited against power sales revenue due the City from PGE for the Hydro Bond Fund money which was previously used by the City to complete construction of the Performing Arts Center. This credit is actually taken by PGE before it pays the City for the power produced from the City's Project, and therefore does not appear in the City's Budget process.

### BUREAU MANAGEMENT OBJECTIVES

The Bureau of Hydroelectric Power has identified four primary objectives for FY 1992-93, as follows:

- o To coordinate the work and administer the three consultant contracts which are required in order to respond to recommendations contained in the 1991 FERC Safety Inspection Reports for the Portland Hydroelectric Project and associated facilities.*
- o To take all appropriate measures to safeguard the City's investment in the \$50,000,000 Portland Hydroelectric Project and comply with the terms of that project's Power Sales Agreement and Revenue Bond Trust Indentures.*
- o To provide all Federal and State licensing and permit-issuing agencies with the required documentation and meet all license/permit requirements within agency established time limits.*
- o 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.*

**BUREAU OF HYDROELECTRIC POWER (637)**

Hydroelectric Power Operating Fund (152)

Department of Public Affairs

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>HYDROELECTRIC POWER ADMINISTRATION</u></b>				
<i>Total Expenditures</i>	\$314,642	\$452,301	\$437,759	\$437,759
<i>Authorized Full-Time Positions</i>	3.00	3.00	3.00	3.00
<i>Workload Measures:</i>				
Survey Data Submittals	2	2	2	2
Monthly Inspection Reports	12	12	12	12
Emergency Action Plans Revision & Test	2	2	2	2

The FY 1992-93 Budget for the Hydroelectric Power Administration is \$437,759, which is \$14,542 less than the FY 1991-92 Revised Budget. The funding level supports the activities which are required for 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 as well as the Trustee for the Hydropower Revenue Bonds (United States National Bank) who is administering outstanding debt of \$43,920,000 as of June 30, 1992.

The objective of this program is to provide the necessary operational oversight and administrative support required to facilitate the ongoing operation of the City's Portland Hydroelectric Project.

**BUREAU OF HYDROELECTRIC POWER (637)**

Hydroelectric Power Operating Fund (152)

Department of Public Affairs

**LINE ITEM APPROPRIATIONS**

<i>Expenditure Classification</i>	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
511000 Full-Time Employees	\$159,856	\$112,570	\$119,510	\$120,395	\$120,395
512000 Part-Time Employees	0	0	0	0	0
514000 Overtime	126	292	530	550	550
515000 Premium Pay	449	313	740	750	750
517000 Benefits	56,643	43,216	47,782	47,459	47,459
<b>Total Personal Services</b>	<b>\$217,074</b>	<b>\$156,391</b>	<b>\$168,562</b>	<b>\$169,154</b>	<b>\$169,154</b>
521000 Professional Services	\$10,863	\$25,082	\$52,000	\$40,000	\$40,000
522000 Utilities	0	0	0	0	0
523000 Equipment Rental	0	0	0	0	0
524000 Repair & Maintenance	(773)	11,251	12,500	13,000	13,000
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	(33,120)	456	3,000	3,000	3,000
531000 Office Supplies	(2,336)	1,218	2,500	4,500	4,500
532000 Operating Supplies	1,919	932	3,000	2,500	2,500
533000 Repair & Maintenance Supplies	0	0	0	0	0
534000 Minor Equipment	7	871	500	500	500
535000 Clothing	0	0	0	0	0
539000 Other Commodities	0	0	0	0	0
541000 Education	618	1,054	1,600	1,500	1,500
542000 Local Travel	0	0	0	0	0
543000 Out-of-Town Travel	1,262	0	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	103	98	52,700	53,000	53,000
<b>Subtotal External Materials &amp; Services</b>	<b>(\$21,457)</b>	<b>\$40,962</b>	<b>\$130,300</b>	<b>\$120,500</b>	<b>\$120,500</b>
551000 Fleet Services	\$7,635	\$6,330	\$7,038	\$8,766	\$8,766
552000 Printing/Distribution	2,727	2,888	4,499	4,105	4,105
553000 Facilities Services	0	0	0	0	0
554000 Communications	8,659	9,336	6,825	9,438	9,438
555000 Data Processing	210	408	472	415	415
556000 Insurance	24,417	29,173	29,945	28,521	28,521
557000 Equipment Lease	0	0	0	0	0
558000 Same Fund Services	0	0	0	0	0
559000 Other Fund Services	95,357	63,341	99,660	91,160	91,160
<b>Subtotal Internal Materials &amp; Services</b>	<b>\$139,005</b>	<b>\$111,476</b>	<b>\$148,439</b>	<b>\$142,405</b>	<b>\$142,405</b>
<b>Total Materials &amp; Services</b>	<b>\$117,548</b>	<b>\$152,438</b>	<b>\$278,739</b>	<b>\$262,905</b>	<b>\$262,905</b>
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	4,863	0	5,000	5,000
564000 Equipment	0	0	5,000	0	0
<b>Total Capital Outlay</b>	<b>\$0</b>	<b>\$4,863</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>
573000 Cash Transfers - Equipment	\$0	\$950	\$0	\$700	\$700
<b>Total Appropriation</b>	<b>\$334,622</b>	<b>\$314,642</b>	<b>\$452,301</b>	<b>\$437,759</b>	<b>\$437,759</b>

**BUREAU OF HYDROELECTRIC POWER (637)**

Hydroelectric Power Operating Fund (152)

Department of Public Affairs

*FULL-TIME POSITIONS*

<i>Class</i>	<i>Title</i>	<i>Actual FY 89-90</i>		<i>Actual FY 90-91</i>		<i>Revised Budget FY 91-92</i>		<i>Proposed FY 92-93</i>		<i>Adopted FY 92-93</i>	
		<i>No.</i>	<i>Amount</i>	<i>No.</i>	<i>Amount</i>	<i>No.</i>	<i>Amount</i>	<i>No.</i>	<i>Amount</i>	<i>No.</i>	<i>Amount</i>
1740	Hydropower Manager	1	57,775	0	0	0	0	0	0	0	0
3167	Supervising Engineer	1	49,275	1	49,416	1	54,722	1	54,518	1	54,518
0372	Programmer Analyst-Engineering	1	34,235	1	38,587	1	39,620	1	40,800	1	40,800
0114	Clerical Specialist	1	18,571	1	24,567	1	25,168	1	25,077	1	25,077
<b>TOTAL POSITIONS</b>											
		<b>4</b>	<b>159,856</b>	<b>3</b>	<b>112,570</b>	<b>3</b>	<b>119,510</b>	<b>3</b>	<b>120,395</b>	<b>3</b>	<b>120,395</b>

**N.W. I-405 RECREATION FUND (111)**

**FUND SUMMARY**

	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>RESOURCES</u></b>					
<i>Revenue</i>					
<i>Service Charges &amp; Fees</i>					
<i>Rents &amp; Reimbursements</i>	\$162,700	\$166,512	\$174,100	\$158,933	\$158,933
<i>Miscellaneous Revenues</i>					
<i>Interest On Investments</i>	67,001	74,687	68,000	34,980	34,980
<b>Total Revenue</b>	<b>229,701</b>	<b>241,199</b>	<b>242,100</b>	<b>193,913</b>	<b>193,913</b>
<i>Transfers from Other Funds – Cash</i>					
<i>General Fund</i>	50,075	0	0	0	0
<i>Beginning Fund Balance</i>					
<i>Unencumbered</i>	680,653	885,074	960,950	598,402	598,402
<b>TOTAL RESOURCES</b>	<b>\$960,429</b>	<b>\$1,126,273</b>	<b>\$1,203,050</b>	<b>\$792,315</b>	<b>\$792,315</b>
<b><u>REQUIREMENTS</u></b>					
<i>Bureau Requirements</i>					
<i>External Materials and Services</i>					
<i>Internal Materials and Services</i>	\$29,120	\$32,788	\$476,290	\$30,111	\$30,111
<i>General</i>					
<i>Facilities Services</i>	44,899	1,853	7,136	7,011	7,011
<i>General</i>	0	75,236	120,382	102,300	102,300
<b>Total Bureau Requirements</b>	<b>74,019</b>	<b>109,877</b>	<b>603,808</b>	<b>139,422</b>	<b>139,422</b>
<i>Contingency</i>					
<i>General Operating Contingency</i>	0	0	588,257	646,799	646,799
<i>Transfers to Other Funds – Cash</i>					
<i>General – Overhead</i>	1,336	11,336	10,985	6,094	6,094
<i>Unappropriated Ending Balance</i>	885,074	1,005,060	0	0	0
<b>TOTAL REQUIREMENT</b>	<b>\$960,429</b>	<b>\$1,126,273</b>	<b>\$1,203,050</b>	<b>\$792,315</b>	<b>\$792,315</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 neighbors. 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 and the parking storage areas impact on neighborhood livability. An extensive landscaped park complex was developed around the fenced commercial parking and storage area. The Bureau of General Services maintains this park area. FY 1992-93 will be the last complete year that the City will have responsibility for the Northwest I-405 properties.

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. The TAC has indicated an interest in transferring the proceeds of the Fund to the Oregon Community Foundation. This Budget does not assume this transfer, since the Council has not yet approved it.

**N.W. I-405 RECREATION (210)**

N.W. I-405 Recreation Fund (111)

Finance and Administration

**APPROPRIATION SUMMARY**

	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised FY 91-92</i>	<i>Revised FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>EXPENDITURES</u></b>						
<i>Personal Services</i>	\$0	\$0	\$0	\$0	\$0	\$0
<i>External Materials and Services</i>	29,120	32,788	476,290	30,111	30,111	30,111
<i>Internal Materials and Services</i>	44,899	77,089	127,518	109,311	109,311	109,311
<i>Capital Outlay</i>	0	0	0	0	0	0
<i>Cash Transfers-Equipment</i>	0	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$74,019</b>	<b>\$109,877</b>	<b>\$603,808</b>	<b>\$139,422</b>	<b>\$139,422</b>	<b>\$139,422</b>
<b><u>Authorized Full-Time Positions</u></b>						
<i>Total</i>	0	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	0
<i>Contract Revenue</i>		0	0	0	0	0
<i>Interagency Services</i>		0	0	0	0	0
<i>Bureau/Operating Fund Revenue</i>		109,877	603,808	139,422	139,422	139,422
<b>Total Non-Discretionary Resources</b>		<b>\$109,877</b>	<b>\$603,808</b>	<b>\$139,422</b>	<b>\$139,422</b>	<b>\$139,422</b>
<b>TOTAL FUNDING</b>		<b>\$109,877</b>	<b>\$603,808</b>	<b>\$139,422</b>	<b>\$139,422</b>	<b>\$139,422</b>
<b><u>PROGRAMS</u></b>						
<i>Commercial Space</i>		\$0	\$37,000	\$50,889	\$50,889	\$50,889
<i>Operations</i>		109,877	566,808	88,533	88,533	88,533
<b>TOTAL PROGRAMS</b>		<b>\$109,877</b>	<b>\$603,808</b>	<b>\$139,422</b>	<b>\$139,422</b>	<b>\$139,422</b>

**GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR**

For 1992-93, the adopted operating budget for this fund totals \$139,422, compared to FY 1991-92 Revised Budget of \$603,808. The reduction in expenditures from FY 1991-92 Revised Budget reflect FY 1991-92 appropriation for payment to the Friendly House for acquisition and construction of a recreation center by Friendly House. No payment has been requested for FY 1992-93.

Rents and Reimbursements are expected to be less than FY 1991-92 Revised Budget. A large commercial space has been vacated and the Bureau of General Services Property Management Division expects that this space will remain unoccupied due to access problems.



**N.W. I-405 RECREATION (210)**

N.W. I-405 Recreation Fund (111)

Finance and Administration

**PROGRAM SUMMARY**

---

<i>Program</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>COMMERCIAL SPACE</u></b>				
<i>Total Expenditures</i>	\$47,856	\$37,000	\$50,889	\$50,889
<i>Authorized Full-Time Positions</i>	0.00	0.00	0.00	0.00
<i>Workload Measures:</i>				
Number Of Leases Negotiated	6	N/A	N/A	N/A
Occupancy Rate	N/A	100%	100%	100%

---

This program provides professional property management services for I-405 commercial space. It maintains the space in a safe and efficient manner consistent with deriving maximum income and insuring that it is competitive with comparable commercial space.

---

**OPERATIONS**

<i>Total Expenditures</i>	\$62,021	\$566,808	\$88,533	\$88,533
<i>Authorized Full-Time Positions</i>	0.00	0.00	0.00	0.00
<i>Workload Measures:</i>				
Services Provided (hours)	1,393	1,065	N/A	N/A
Work Orders Completed	N/A	10	10	10

---

The City's lease with Oregon Department of Transportation requires the City to "provide recreational improvements and services to the Northwest neighborhoods". This program maintains the attached park areas at a level which meets the terms of the City lease with the State of Oregon. The program also maintains park areas at a level consistent with similar Bureau of Parks facilities.

Bureau of General Services maintains the park area at a high level of landscaped maintenance along with providing quality maintenance to the commercial space. Bureau of General Service will contract with the Parks Bureau in FY 1992-93 for maintenance. This will result in a reduction in maintenance costs.

The reduction in expenditures from FY 1991-92 Revised Budget is the one-time payment in FY 1991- 92 to the Friendly House for the recreation center project.

**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 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</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	29,120	32,788	476,290	30,111	30,111
<b>Subtotal External Materials &amp; Services</b>	<b>\$29,120</b>	<b>\$32,788</b>	<b>\$476,290</b>	<b>\$30,111</b>	<b>\$30,111</b>
551000 Fleet Services	\$0	\$0	\$0	\$0	\$0
552000 Printing/Distribution	0	0	0	0	0
553000 Facilities Services	0	75,236	120,382	102,300	102,300
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	44,899	1,853	7,136	7,011	7,011
<b>Subtotal Internal Materials &amp; Services</b>	<b>\$44,899</b>	<b>\$77,089</b>	<b>\$127,518</b>	<b>\$109,311</b>	<b>\$109,311</b>
<b>Total Materials &amp; Services</b>	<b>\$74,019</b>	<b>\$109,877</b>	<b>\$603,808</b>	<b>\$139,422</b>	<b>\$139,422</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
<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>\$74,019</b>	<b>\$109,877</b>	<b>\$603,808</b>	<b>\$139,422</b>	<b>\$139,422</b>

**PARKING FACILITIES OPERATING FUND (159)**

**FUND SUMMARY**

	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>RESOURCES</u></b>					
<i>Revenue</i>					
<i>Service Charges &amp; Fees</i>					
<i>Parking Fees</i>	\$2,749,837	\$3,451,237	\$3,448,003	\$3,876,175	\$3,876,175
<i>Rents/Tenant Reimbursement</i>	630,573	638,144	671,700	734,111	734,111
	<u>3,380,410</u>	<u>4,089,381</u>	<u>4,119,703</u>	<u>4,610,286</u>	<u>4,610,286</u>
<i>Miscellaneous Revenues</i>					
<i>Interest on Investments</i>	223,053	217,185	144,235	160,160	160,160
<i>Other Miscellaneous Revenues</i>	6,160	0	200,000	0	0
	<u>229,213</u>	<u>217,185</u>	<u>344,235</u>	<u>160,160</u>	<u>160,160</u>
<b>Total Revenue</b>	<u><b>3,609,623</b></u>	<u><b>4,306,566</b></u>	<u><b>4,463,938</b></u>	<u><b>4,770,446</b></u>	<u><b>4,770,446</b></u>
<i>Transfers from Other Funds – Cash</i>					
<i>General</i>	0	15,000	15,000	15,000	15,000
<i>Transportation</i>	0	0	0	2,688	2,688
	<u>0</u>	<u>15,000</u>	<u>15,000</u>	<u>17,688</u>	<u>17,688</u>
<i>Beginning Fund Balance</i>					
<i>Encumbered</i>	0	236,743	97,956	105,710	105,710
<i>Unencumbered</i>	2,000,647	2,063,170	2,094,679	2,918,633	2,918,633
<b>Total Beginning Fund Balance</b>	<u><b>2,000,647</b></u>	<u><b>2,299,913</b></u>	<u><b>2,192,635</b></u>	<u><b>3,024,343</b></u>	<u><b>3,024,343</b></u>
<b>TOTAL RESOURCES</b>	<u><b>\$5,610,270</b></u>	<u><b>\$6,621,479</b></u>	<u><b>\$6,671,573</b></u>	<u><b>\$7,812,477</b></u>	<u><b>\$7,812,477</b></u>
<b><u>REQUIREMENTS</u></b>					
<i>Bureau Requirements</i>					
<i>External Materials and Services</i>	\$1,367,042	\$1,692,947	\$1,761,378	\$2,177,490	\$2,177,490
<i>Internal Materials and Services</i>					
<i>General</i>	820,028	76,026	79,389	79,341	79,341
<i>Communications Services</i>	1,400	2,984	1,414	4,588	4,588
<i>Insurance and Claims</i>	16,616	14,815	12,343	13,961	13,961
<i>Facilities Services</i>	0	438,672	668,076	585,525	585,525
<i>Printing &amp; Distribution</i>	217	0	0	0	0
	<u>838,261</u>	<u>532,497</u>	<u>761,222</u>	<u>683,415</u>	<u>683,415</u>
<b>Capital Outlay</b>	<u><b>216,277</b></u>	<u><b>316,117</b></u>	<u><b>722,607</b></u>	<u><b>400,000</b></u>	<u><b>400,000</b></u>
<b>Total Bureau Requirements</b>	<u><b>2,421,580</b></u>	<u><b>2,541,561</b></u>	<u><b>3,245,207</b></u>	<u><b>3,260,905</b></u>	<u><b>3,260,905</b></u>
<i>Transfers to Other Funds – Cash</i>					
<i>General – Overhead</i>	13,075	23,075	83,533	69,929	69,929
<i>General Fund Tax Offset</i>	92,972	206,073	122,526	119,852	119,852
<i>Downtown Parking Bond Redemp.</i>	44,434	42,000	26,000	0	0
<i>Morrison Park East Bond Redemp.</i>	366,850	326,000	363,000	154,487	154,487
<i>Morrison Park West Bond Redem.</i>	302,280	287,000	308,000	215,811	215,811
<i>Old Town Parking Bond Redemp.</i>	69,166	160,000	683,200	664,265	689,265
<i>Public Arts Trust</i>	0	0	6,500	0	0
	<u>888,777</u>	<u>1,044,148</u>	<u>1,592,759</u>	<u>1,224,344</u>	<u>1,249,344</u>

**PARKING FACILITIES OPERATING FUND (159)**

**FUND SUMMARY**

	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>REQUIREMENTS - Continued</u></b>					
<i>Contingency</i>					
<i>General Operating Contingency</i>	0	0	1,833,607	3,327,228	3,302,228
<i>Ending Fund Balance</i>	2,299,913	3,035,770	0	0	0
<b>TOTAL REQUIREMENTS</b>	<b>\$5,610,270</b>	<b>\$6,621,479</b>	<b>\$6,671,573</b>	<b>\$7,812,477</b>	<b>\$7,812,477</b>

**GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR**

Parking Facilities Fund accounts for the operations and maintenance for five of the City's seven publicly-owned parking garages: Third and Alder, Tenth and Yamhill, O'Bryant Square, Front and Davis, and Fourth and Yamhill. Combined, these five garages provide 2,528 parking spaces and 57,480 square feet of commercial space for the downtown area, and are self-supporting. Management and policy direction for the garage system is provided by the Bureau of General Services, in cooperation with the Office of Transportation, Office Finance and Administration, and the Portland Development Commission. Garage operations, security, promotion, and janitorial services are provided by a contract with the Association for Portland Progress (APP).

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 focus is to provide short term, convenient, safe parking for shoppers and other downtown visitors.

The Bureau of General Services and the other Bureaus participating in oversight of the parking garages will present a strategic plan to the Council to formally adopt policies for the garages. The strategic plan for the parking system will be important in identifying the problems, opportunities, and appropriate role for the garages in the City's downtown parking system.

## PARKING FACILITIES (712)

Parking Facilities Operating Fund (159)

Finance and Administration

### APPROPRIATION SUMMARY

	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised FY 91-92</i>	<i>Revised FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>EXPENDITURES</u></b>						
<i>Personal Services</i>	\$0	\$0	\$0	\$0	\$0	\$0
<i>External Materials and Services</i>	1,367,042	1,692,947	1,761,378	2,177,490	2,177,490	2,177,490
<i>Internal Materials and Services</i>	838,261	532,497	761,222	683,415	683,415	683,415
<i>Capital Outlay</i>	216,277	316,117	722,607	400,000	400,000	400,000
<i>Cash Transfers-Equipment</i>	0	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$2,421,580</b>	<b>\$2,541,561</b>	<b>\$3,245,207</b>	<b>\$3,245,207</b>	<b>\$3,260,905</b>	<b>\$3,260,905</b>
<b><u>Authorized Full-Time Positions</u></b>						
<i>Total</i>	0	0	0	0	0	0
<b><u>FUNDING SOURCES</u></b>						
<i>General Fund Discretionary</i>		\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
<b><u>Non-Discretionary Resources</u></b>						
<i>Grants and Donations</i>		0	0	0	0	0
<i>Contract Revenue</i>		0	0	0	0	0
<i>Interagency Services</i>		0	0	0	0	0
<i>Bureau/Operating Fund Revenue</i>		2,526,561	3,230,207	3,245,905	3,245,905	3,245,905
<b>Total Non-Discretionary Resources</b>		<b>2,526,561</b>	<b>3,230,207</b>	<b>3,245,905</b>	<b>3,245,905</b>	<b>3,245,905</b>
<b>TOTAL FUNDING</b>		<b>\$2,541,561</b>	<b>\$3,245,207</b>	<b>\$3,245,207</b>	<b>\$3,260,905</b>	<b>\$3,260,905</b>
<b><u>PROGRAMS</u></b>						
<i>Parking Operations</i>		\$2,236,361	\$2,616,525	\$2,683,791	\$2,683,791	\$2,683,791
<i>Commercial Space</i>		305,200	628,682	577,114	577,114	577,114
		0	0	0	0	0
<b>TOTAL PROGRAM</b>		<b>\$2,541,561</b>	<b>\$3,245,207</b>	<b>\$3,245,207</b>	<b>\$3,260,905</b>	<b>\$3,260,905</b>

### **GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR**

The FY 1992-93 Beginning Fund Balance is higher than FY 1991-92, due to the fund receiving the remaining amount of bond proceeds for the original construction of Front & Davis, higher than anticipated revenues and lower than anticipated capital and operating expenses in FY 1990-91. Funding for the 1992-93 expenditures will largely come from parking fees, totalling \$3,876,175, and commercial space rental, totalling \$734,111.

The 1992-93 operating budget for Parking Facilities is \$3,260,905, which is less than a 0.5% increase. The FY 1992-93 budget includes structural repairs to provide seismic safety for the Third and Alder garage. In addition, the budget supports commercial space repairs, which are required as a result of aging of the facilities. Total cash transfers will be approximately \$315,000 less largely due to the refunding of the Old Town Parking Garage bonds. The payment to the Portland Development Commission (PDC) will increase by \$342,800. The payment to PDC each fiscal year is for the prior fiscal years' net revenues in order to reimburse PDC for the its' cost to construct the Fourth and Yamhill garage.

**BUREAU MANAGEMENT OBJECTIVES**

The Bureau of General Services submitted the following performance objectives pertaining to the Parking Facilities Fund:

- 1. Achieve and maintain 100% occupancy at all garages. April 1, 1993
- 2. Change the tenant mix on the Morrison Street side of Third and Alder garage. April 1, 1993
- 3. Achieve and maintain the following short term/long term objectives for the garages: June 30, 1993

	<i>SHORT</i>	<i>LONG</i>
<i>a. Third and Alder</i>	<i>85%</i>	<i>15%</i>
<i>b. Tenth and Yamhill</i>	<i>85%</i>	<i>15%</i>
<i>c. Front and Davis</i>	<i>45%</i>	<i>55%</i>
<i>d. Fourth and Yamhill</i>	<i>85%</i>	<i>15%</i>
<i>e. O'Bryant Square</i>	<i>85%</i>	<i>15%</i>

**PARKING FACILITIES (712)**

Parking Facilities Operating Fund (159)

Finance and Administration

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>PARKING OPERATIONS</u></b>				
<i>Total Expenditures</i>	\$2,236,361	\$2,616,525	\$2,683,791	\$2,683,791
<i>Authorized Full-Time Positions</i>	0.00	0.00	0.00	0.00
<i>Workload Measures:</i>				
Gross Parking Revenue per Year	\$3,451,237	\$3,448,003	\$3,876,175	\$3,876,175
<i>Percent of Short-Term Parking:</i>				
Third and Alder	84%	85%	85%	85%
Tenth and Morrison	88%	87%	85%	85%
O'Bryant Square	19%	25%	25%	25%
Front and Davis	45%	38%	45%	45%
Fourth and Yamhill	80%	85%	85%	85%

This program provides 2528 parking spaces in five garages: 800 spaces at Third and Alder, 750 spaces at Tenth and Yamhill, 405 spaces at Front and Davis, 450 spaces at Fourth and Yamhill, and 123 spaces at O'Bryant Square.

Appropriation for capital improvement projects include \$6,419 for waterproofing and structural improvement at the O'Bryant Square garage, and \$240,150 for structural repairs to provide seismic safety at the Third and Alder garage.

**COMMERCIAL SPACE**

<i>Total Expenditures</i>	\$305,200	\$628,682	\$577,114	\$577,114
<i>Authorized Full-Time Positions</i>	0.00	0.00	0.00	0.00
<i>Workload Measures:</i>				
Occupancy Rate	100%	100%	100%	100%

This program provides property management services for commercial space within the Third and Alder, Tenth and Yamhill, and Front and Davis parking garages. There is 57,480 square feet of commercial space: 17,380 at Third and Alder, 27,594 at Tenth and Yamhill, and 12,056 at Front and Davis. As of January, 1992, 75% of the available space was occupied.

Capital improvement projects include HVAC improvements (\$119,619), and commercial space windows replacement at the 3rd and Alder garage (\$81,376).

# PARKING FACILITIES (712)

Parking Facilities Operating Fund (159)

Finance and Administration

## LINE ITEM APPROPRIATIONS

<i>Expenditure Classification</i>	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</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	\$1,131,991	\$1,354,583	\$1,397,965	\$1,439,982	\$1,439,982
522000 Utilities	134,710	159,928	159,767	176,974	176,974
523000 Equipment Rental	0	0	0	0	0
524000 Repair & Maintenance	(801)	3,296	0	0	0
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	44,867	12,784	9,900	10,048	10,048
531000 Office Supplies	(64,438)	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	75	0	0	0	0
542000 Local Travel	0	0	0	0	0
543000 Out-of-Town Travel	0	0	2,000	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	120,638	162,356	191,746	550,486	550,486
<b>Subtotal External Materials &amp; Services</b>	<b>\$1,367,042</b>	<b>\$1,692,947</b>	<b>\$1,761,378</b>	<b>\$2,177,490</b>	<b>\$2,177,490</b>
551000 Fleet Services	\$0	\$0	\$0	\$0	\$0
552000 Printing/Distribution	217	0	0	0	0
553000 Facilities Services	0	438,672	668,076	585,525	585,525
554000 Communications	1,400	2,984	1,414	4,588	4,588
555000 Data Processing	0	0	0	0	0
556000 Insurance	16,616	14,815	12,343	13,961	13,961
557000 Equipment Lease	0	0	0	0	0
558000 Same Fund Services	0	0	0	0	0
559000 Other Fund Services	820,028	76,026	79,389	79,341	79,341
<b>Subtotal Internal Materials &amp; Services</b>	<b>\$838,261</b>	<b>\$532,497</b>	<b>\$761,222</b>	<b>\$683,415</b>	<b>\$683,415</b>
<b>Total Materials &amp; Services</b>	<b>\$2,205,303</b>	<b>\$2,225,444</b>	<b>\$2,522,600</b>	<b>\$2,860,905</b>	<b>\$2,860,905</b>
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	29,074	0	514,482	400,000	400,000
563000 Improvements	187,203	254,109	208,125	0	0
564000 Equipment	0	62,008	0	0	0
<b>Total Capital Outlay</b>	<b>\$216,277</b>	<b>\$316,117</b>	<b>\$722,607</b>	<b>\$400,000</b>	<b>\$400,000</b>
573000 Cash Transfers - Equipment	\$0	\$0	\$0	\$0	\$0
<b>Total Appropriation</b>	<b>\$2,421,580</b>	<b>\$2,541,561</b>	<b>\$3,245,207</b>	<b>\$3,260,905</b>	<b>\$3,260,905</b>



**PARKS SYSTEM IMPROVEMENTS FUND (119)**

**FUND SUMMARY**

	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b>RESOURCES</b>					
<i>Revenue</i>					
<i>Current Year Property Taxes:</i>					
<i>Forecasted Revenues</i>	\$2,262,161	\$2,287,114	1,815,792	\$0	\$0
<i>Levy Option Revenue</i>	0	0	0	0	0
<b>Total Current Year Taxes</b>	<b>2,262,161</b>	<b>2,287,114</b>	<b>1,815,792</b>	<b>0</b>	<b>0</b>
<i>Prior-Year Taxes</i>	0	0	110,000	150,000	150,000
<b>Total Property Taxes</b>	<b>2,262,161</b>	<b>2,287,114</b>	<b>1,925,792</b>	<b>150,000</b>	<b>150,000</b>
<i>Miscellaneous Revenues</i>					
<i>Interest on Investments</i>	95,472	234,990	65,000	15,000	15,000
<i>Donations and Grants</i>	0	250,000	10,000		
<b>Total Revenue</b>	<b>2,357,633</b>	<b>2,772,104</b>	<b>2,000,792</b>	<b>165,000</b>	<b>165,000</b>
<i>Beginning Fund Balance</i>					
<i>Encumbered</i>	0	0	0	1,500,000	1,500,000
<i>Unencumbered</i>		2,080,265	2,239,006	1,539,707	1,539,707
<b>Total Beginning Fund Balance</b>	<b>0</b>	<b>2,080,265</b>	<b>2,239,006</b>	<b>3,039,707</b>	<b>3,039,707</b>
<b>TOTAL RESOURCES</b>	<b>\$2,357,633</b>	<b>\$4,852,369</b>	<b>\$4,239,798</b>	<b>\$3,204,707</b>	<b>\$3,204,707</b>

**REQUIREMENTS**

<i>Bureau Requirements</i>					
<i>External Materials &amp; Services</i>	\$53,159	\$128,522	\$283,749	\$0	\$0
<i>Internal Materials &amp; Services</i>					
<i>General</i>	88,054	158,090	257,640	383,937	383,937
<i>Printing/Distribution</i>	0	50	0	0	0
<i>Maintenance</i>	0	5,224	0	0	0
<i>Transportation</i>	0	0	27,636	0	0
<i>Water</i>		6,200	0	0	0
<i>Public Art Trust</i>	0	41,943	0	0	0
<b>Capital Outlay</b>	<b>136,155</b>	<b>550,454</b>	<b>3,435,216</b>	<b>1,015,793</b>	<b>1,015,793</b>
<b>Total Bureau Requirements</b>	<b>277,368</b>	<b>890,483</b>	<b>4,004,241</b>	<b>1,399,730</b>	<b>1,399,730</b>
<i>Cash Transfers to Other Funds</i>					
<i>General - Overhead</i>	0	10,000	33,982	30,103	30,103
<i>Public Art Trust</i>	0	0	14,895	0	0
	0	10,000	48,877	30,103	30,103
<i>Contingency</i>					
<i>General Operating Contingency</i>	0	0	186,680	274,874	274,874
<i>Encumbrance Carryover</i>	0	0	0	1,500,000	1,500,000
<i>Levy Option Contingency</i>	0	0	0	0	0
<b>Total Contingency</b>	<b>0</b>	<b>0</b>	<b>186,680</b>	<b>1,774,874</b>	<b>1,774,874</b>
<i>Unappropriated Ending Balance</i>	2,080,265	3,951,886	0	0	0
<b>TOTAL REQUIREMENTS</b>	<b>\$2,357,633</b>	<b>\$4,852,369</b>	<b>\$4,239,798</b>	<b>\$3,204,707</b>	<b>\$3,204,707</b>

**EXPENDITURES - AU 263**

<i>External Materials &amp; Services</i>					
<i>5210 Professional Services</i>	\$52,359	\$120,113	\$283,749	\$0	\$0
<i>5290 Repair and Maintenance</i>	0	498	0	0	
<i>5490 Miscellaneous</i>	800	7,911	0	0	0
<i>Internal Materials &amp; Services</i>					
<i>5520 Printing/Distribution</i>	0	50	0	0	0

## PARKS SYSTEM IMPROVEMENTS FUND (119)

	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Approved FY 92-93</i>
<b><u>EXPENDITURES CONT'D</u></b>					
<i>Other Fund Services</i>	88,054	211,547	285,276	383,937	383,937
<i>Capital Outlay</i>					
<i>5490 Land</i>	20,000	0	0	0	0
<i>5630 Improvements</i>	116,155	550,454	3,435,216	1,015,793	1,015,793
	<u>277,368</u>	<u>890,573</u>	<u>4,004,241</u>	<u>1,399,730</u>	<u>1,399,730</u>
<b><u>TOTAL APPROPRIATION</u></b>	<b><u>\$277,368</u></b>	<b><u>\$890,573</u></b>	<b><u>\$4,004,241</u></b>	<b><u>\$1,399,730</u></b>	<b><u>\$1,399,730</u></b>

### GENERAL DESCRIPTION

This Fund was created based upon voter approval of a Parks System Improvements levy on June 27, 1989. FY 1991-92 was the third and final year of the levy. The levy totalled \$7,300,002 or \$2,433,334 per year. Levy dollars have been dedicated to youth-oriented parks and to facility improvements and operation. Roughly 70% of all levy dollars have been spent to address infrastructure preservation needs. The intent of the levy was to address the following goals:

1. Improve maintenance efficiency, especially at high-volume usage sites
2. Address park safety and security issues
3. Improve or build facilities that serve youth, including playground equipment, ball fields and community centers
4. Serve neighborhoods that have a high concentration of at-risk or low-income populations

Twenty seven levy projects have been completed or are under construction. Eight are in design, and three projects will be designed and constructed in FY 92-93. Seven additional projects were dropped because of a need to remain within the property tax limitation of \$10/\$1,000 of assessed value. This reduced the amount available in third year levy funds by \$750,920. Park bureau efforts to successfully attract partnership and sponsorship support resulted in neighborhood association, corporate, "friends" group, grant, financial and in-kind contributions to allow some of these projects to proceed in spite of Ballot Measure 5 reductions.

Major projects supported by the Park System Improvements Levy include:

- Matt Dishman Community Center and Pool-- is the single largest levy project budgeted at approximately \$2.5 million. This project involved a limited renovation of the community center along with the covering of the existing pool. Through these improvements, the center will be better able to meet the recreational needs of inner Northeast Portland Residents. The pool is anticipated to be open in the summer of 1992.
- Skavone Stadium -- Levy dollars enabled the replacement of Skavone Stadium. Replacement allows the continued operation of a stadium quality baseball program at Westmoreland Park. Total cost is approximately \$295,798. Another stadium at Farragut Park was razed because of its condition and was replaced with new fencing, bleachers and lighting.

- Irrigation systems at four parks -- Washington, Buckman, Alberta and Columbia Annex totalling \$120,567. This effort was to replace a deteriorated, labor intensive and high water consumption manual system. Replacing these antiquated systems will result in greener parks, healthier plant material and turf. These new irrigation systems will effect savings in manpower and water costs.
- Facility improvements have or will be made at ten community centers, arts centers and pools in addition to the improvements at Matt Dishman. The largest of these is a project valued at almost \$300,000, to redevelop Montavilla Community Center. Other improvements include classroom improvements at Hillside Community Center, a new parking lot at Fulton Park Community Center and electrical and other repairs at Sellwood and Mt. Scott Community Centers. Brick work at Community Music Center, shower room improvements at Columbia Park Pool, house and ground upgrades at Overlook House, and a new gate and entry constructed at Leach Botanical Park and Home have also been or are in the process of being completed.
- The levy has or will be used for major rehabilitation at Kenton and Peninsula Parks, and for more limited improvements at Argay, Brentwood, King School-Park, Irving, Lair Hill, Brooklyn, Creston, Gabriel and Willamette Parks. Two new projects that the Bureau of Parks and Recreation has undertaken with Park System Improvement Funds is the development of Harney Park, a park deficient neighborhood, and also the development of a Skateboard Park.
- Funds were also used for more specialized projects such as improving the water quality at Laurelhurst Lake, building trails along the 40 mile Loop, installing alarm systems at all centers and operation facilities, and installing new tennis court lighting at Grant Park, Laurelhurst Park and on the outdoor courts at the Portland Tennis Center.

The primary emphasis of the program in FY 1992-93 will be to complete unfinished levy fund projects. The budget is primarily composed of carryover levy funds from FY 1991-92. A budget of \$150,000 will be available during FY 92-93 to support project planners assigned to completing projects in process. Projects Alberta Park, Bloomington Park, Fulton Park Community Center, Gabriel Park, Hillside Community Center, Kenton Park, trail development and Washington Park irrigation system replacement.

This budget also supports expenditures anticipated for opening the Matt Dishman Swim Center in Summer, 1992 (the largest single project). FY 1992-93 levy funds include support for programming staff, utility costs, regular and routine maintenance plus 100% of preventive maintenance costs for the pool. Part of these expenses will be offset by anticipated revenues in the amount of \$50,000-\$70,000.

**PORTLAND INTERNATIONAL RACEWAY FUND (156)**

**FUND SUMMARY**

	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>RESOURCES</u></b>					
<i>Revenue</i>					
<i>Service Charges &amp; Fees</i>					
<i>Concessions</i>	\$156,252	\$131,651	\$165,000	\$153,794	\$153,794
<i>Rents &amp; Reimbursements</i>	316,272	291,495	335,000	410,000	410,000
<i>Miscellaneous Revenues</i>					
<i>Interest on Investments</i>	16,767	19,348	20,000	20,000	20,000
<i>Other Miscellaneous</i>	0	0	0	0	0
<b>Total Revenue</b>	<b>489,291</b>	<b>442,494</b>	<b>520,000</b>	<b>583,794</b>	<b>583,794</b>
<i>Beginning Fund Balance</i>					
<i>Encumbered</i>	0	0	85,595	14,710	14,710
<i>Unencumbered</i>	143,699	247,181	182,774	40,000	40,000
<b>TOTAL RESOURCES</b>	<b>\$632,990</b>	<b>\$689,675</b>	<b>\$788,369</b>	<b>\$638,504</b>	<b>\$638,504</b>
<b><u>REQUIREMENTS</u></b>					
<i>Personal Services</i>	\$191,063	\$229,909	\$245,412	\$239,881	\$239,881
<i>External Materials &amp; Services</i>	104,898	164,118	188,406	148,000	148,000
<i>Internal Materials &amp; Services</i>					
<i>General</i>	28,292	10,025	28,472	26,862	26,862
<i>Sewer System</i>	0	2,613	8,000	4,000	4,000
<i>Transportation</i>	0	2,243	1,000	0	0
<i>Printing/Distribution Services</i>	591	259	516	600	600
<i>Communications Services</i>	7,819	5,965	6,713	6,243	6,243
<i>Fleet Services</i>	151	1,178	409	275	275
<i>Insurance &amp; Claims</i>	10,080	10,938	13,427	12,382	12,382
<i>Water</i>	0	313	0	0	0
<i>Workers Compensation</i>	0	3,783	6,023	7,323	7,323
<i>Data Processing</i>	85	174	289	642	642
<i>Capital Outlay</i>	28,520	20,646	113,836	75,000	75,000
<b>Total Bureau Requirements</b>	<b>371,499</b>	<b>452,164</b>	<b>612,503</b>	<b>521,208</b>	<b>521,208</b>
<i>Cash Transfers to Other Funds</i>					
<i>General – Overhead</i>	13,847	23,847	56,954	36,680	36,680
<i>Health Insurance</i>	463	0	0	0	0
<i>Contingency</i>					
<i>General Operating Contingency</i>	0	0	116,969	30,126	30,126
<i>Encumbrance Carryover</i>	0	0	0	40,000	40,000
<i>Personal Services Contingency</i>	0	0	1,943	10,490	10,490
<b>Total Contingency</b>	<b>0</b>	<b>0</b>	<b>118,912</b>	<b>80,616</b>	<b>80,616</b>
<i>Unappropriated Ending Balance</i>	247,181	213,664	0	0	0
<b>Total Fund Requirements</b>	<b>261,028</b>	<b>237,511</b>	<b>175,866</b>	<b>117,296</b>	<b>117,296</b>
<b>TOTAL REQUIREMENTS</b>	<b>\$632,990</b>	<b>\$689,675</b>	<b>\$788,369</b>	<b>\$638,504</b>	<b>\$638,504</b>

The Portland International Raceway is a self-sustaining motor-sports facility for the recreational use of the community. The raceway offers a safe place for groups, clubs and organizations to conduct racing and non-racing, vehicle-oriented events. The facility is 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 for raceway driver training sessions, recreational activities and competitive events. Annually, the raceway draws over 250,000 spectators at 135 events and is in use nearly every day of the year.

Ninety-five per cent 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 enjoyment of participants and also for training. Revenues generated by the professional "spectator" events subsidize smaller events and activities year-round at the track. Annual spectator events include the Rose Festival Cup Race, the Budweiser/G.I. Joe's 200, G.I. Joe's Grand Prix and the Portland Swap Meet.

The FY 92-93 PIR budget continues existing programs and activities at a budget of \$446,208, plus the addition of two capital projects in the amount of \$75,000 for a total budget request of \$521,208. The projects will involve a waterline extension to the fire hydrants in the north pit area (\$65,000) and the purchase of a garbage compactor (\$10,000). When compared to FY 91-92, the PIR budget request reflects adjustments to such line item costs as sewer services, printing and distribution, transportation, fleet, and data processing to more accurately match actual historical spending patterns and tighten expenditures. The projected general operating contingency of \$80,126 is at a lower level than in recent years due to higher than planned expenditures.

**PORTLAND INTERNATIONAL RACEWAY (608)**

Portland International Raceway Fund (156)

Public Affairs

**APPROPRIATION SUMMARY**

	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised FY 91-92</i>	<i>Revised FY 92-93</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>EXPENDITURES</u></b>						
<i>Personal Services</i>	\$191,063	\$229,909	\$245,412	\$239,881	\$239,881	\$239,881
<i>External Materials and Services</i>	104,898	164,118	188,406	148,000	148,000	148,000
<i>Internal Materials and Services</i>	47,018	37,491	64,849	58,327	58,327	58,327
<i>Capital Outlay</i>	28,520	20,646	113,836	75,000	75,000	75,000
<i>Cash Transfers-Equipment</i>	0	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$371,499</b>	<b>\$452,164</b>	<b>\$612,503</b>	<b>\$521,208</b>	<b>\$521,208</b>	<b>\$521,208</b>
<b><u>Authorized Full-Time Positions</u></b>						
<i>Total</i>	4	4	4	4	4	4
<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>		0	0	0	0	0
<i>Interagency Services</i>		0	0	0	0	0
<i>Bureau/Operating Fund Revenue</i>		452,164	612,503	521,208	521,208	521,208
<b>TOTAL FUNDING</b>		<b>\$452,164</b>	<b>\$612,503</b>	<b>\$521,208</b>	<b>\$521,208</b>	<b>\$521,208</b>
<b><u>PROGRAMS</u></b>						
<i>PIR Operations</i>		\$452,664	\$612,503	\$521,208	\$521,208	\$521,208
<b>TOTAL PROGRAMS</b>		<b>\$452,164</b>	<b>\$612,503</b>	<b>\$521,208</b>	<b>\$521,208</b>	<b>\$521,208</b>

**GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR**

The Portland International Raceway is a self-sustaining motor-sports facility for the recreational use of the community. The raceway offers a safe place for groups, clubs and organizations to conduct racing and non-racing, vehicle-oriented events. The facility is 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 for raceway driver training sessions, recreational activities and competitive events. Annually, the raceway draws over 250,000 spectators at 135 events and is in use nearly every day of the year.

The FY 92-93 PIR budget continues existing programs and activities at a budget of \$446,208, plus the addition of two capital projects in the amount of \$75,000 for a total budget request of \$521,208. The projects will involve a waterline extension to the fire hydrants in north pit area (\$50,000) and the purchase of a garbage compactor (\$25,000). Staffing level remains at four positions.

**PORTLAND INTERNATIONAL RACEWAY (608)**

Portland International Raceway Fund (156)

Public Affairs

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>PIR OPERATIONS</u></b>				
<i>Total Expenditures</i>	\$452,664	\$612,503	\$521,208	\$521,208
<i>Authorized Full-Time Positions</i>	4.00	4.00	4.00	4.00
<i>Performance/Workload Measures:</i>				
Use Days	295	295	400	400
Revenue Generated	442,494	520,000	520,000	525,000
Number of People Attended	261,910	255,000	300,000	300,000

The Portland International Raceway is a self-sustaining motor-sports facility for the recreational use of the community. The raceway offers a safe place for groups, clubs and organizations to conduct racing and non-racing, vehicle-oriented events. The facility is 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 over 250,000 spectators at 135 events and is in use nearly every day of the year.

The FY 92-93 PIR budget continues existing programs and activities at a budget of \$446,208, plus the addition of two capital projects in the amount of \$75,000 for a total budget request of \$521,208. When compared to FY 91-92, the PIR budget request reflects adjustments to such line item costs as sewer services, printing and distribution, transportation, fleet, and data processing to more accurately match actual historical spending patterns and tighten expenditures. The program continues the same level of staffing of 4 positions.

**PORTLAND INTERNATIONAL RACEWAY (608)**

Portland International Raceway Fund (156)

Public Affairs

**LINE ITEM APPROPRIATIONS**

<i>Expenditure Classification</i>	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
511000 Full-Time Employees	\$101,155	\$133,749	\$136,275	\$135,762	\$135,762
512000 Part-Time Employees	37,787	43,633	47,565	45,000	45,000
514000 Overtime	7,492	1,355	0	0	0
515000 Premium Pay	0	0	0	0	0
517000 Benefits	44,629	51,172	61,572	59,119	59,119
<b>Total Personal Services</b>	<b>\$191,063</b>	<b>\$229,909</b>	<b>\$245,412</b>	<b>\$239,881</b>	<b>\$239,881</b>
521000 Professional Services	\$3,414	\$52,539	\$78,950	\$30,000	\$30,000
522000 Utilities	24,721	22,723	18,779	5,000	5,000
523000 Equipment Rental	1,428	16,015	11,794	25,000	25,000
524000 Repair & Maintenance	26,792	20,565	31,818	40,000	40,000
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	2,278	3,280	5,897	4,000	4,000
531000 Office Supplies	655	2,807	800	1,000	1,000
532000 Operating Supplies	10,387	19,369	10,000	10,000	10,000
533000 Repair & Maintenance Supplies	28,428	15,374	20,008	20,000	20,000
534000 Minor Equipment	4,277	2,669	2,000	3,000	3,000
535000 Clothing	0	150	0	0	0
539000 Other Commodities	0	7,380	0	0	0
541000 Education	65	0	0	0	0
542000 Local Travel	67	0	0	0	0
543000 Out-of-Town Travel	0	0	0	0	0
544000 External Rent	338	0	6,384	8,000	8,000
545000 Interest	0	0	0	0	0
546000 Refunds	0	0	0	0	0
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	2,048	1,247	1,976	2,000	2,000
<b>Subtotal External Materials &amp; Services</b>	<b>\$104,898</b>	<b>\$164,118</b>	<b>\$188,406</b>	<b>\$148,000</b>	<b>\$148,000</b>
551000 Fleet Services	\$151	\$1,178	\$409	\$275	\$275
552000 Printing/Distribution	591	259	516	600	600
553000 Internal Rent	0	0	0	0	0
554000 Communications	7,819	5,965	6,713	6,243	6,243
555000 Data Processing	85	174	289	642	642
556000 Insurance	10,080	14,721	19,450	19,705	19,705
557000 Equipment Lease	0	0	0	0	0
558000 Same Fund Services	0	0	0	0	0
559000 Other Fund Services	28,292	15,194	37,472	30,862	30,862
<b>Subtotal Internal Materials &amp; Services</b>	<b>\$47,018</b>	<b>\$37,491</b>	<b>\$64,849</b>	<b>\$58,327</b>	<b>\$58,327</b>
<b>Total Materials &amp; Services</b>	<b>\$151,916</b>	<b>\$201,609</b>	<b>\$253,255</b>	<b>\$206,327</b>	<b>\$206,327</b>
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	0	0	0	0	0
563000 Improvements	26,625	20,646	111,836	75,000	75,000
564000 Equipment	1,895	0	2,000	0	0
<b>Total Capital Outlay</b>	<b>\$28,520</b>	<b>\$20,646</b>	<b>\$113,836</b>	<b>\$75,000</b>	<b>\$75,000</b>
573000 Cash Transfers - Equipment	\$0	\$0	\$0	\$0	\$0
<b>Total Appropriation</b>	<b>\$371,499</b>	<b>\$452,164</b>	<b>\$612,503</b>	<b>\$521,208</b>	<b>\$521,208</b>



**PORTLAND INTERNATIONAL RACEWAY (608)**

Portland International Raceway Fund (156)

Public Affairs

*FULL-TIME POSITIONS*

Class	Title	Actual FY 89-90		Actual FY 90-91		Revised Budget FY 91-92		Proposed FY 92-93		Adopted FY 92-93	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
4352	Race Track Manager	1	41,475	1	45,445	1	46,060	1	45,894	1	45,894
4351	Race Track Maintenance Specialist	1	30,696	1	33,662	1	32,302	1	32,176	1	32,176
1240	Maintenance Mechanic	1	26,646	1	29,998	1	31,128	1	31,007	1	31,007
1218	Utility Worker	0	0	0	0	1	26,785	1	26,685	1	26,685
0816	Administrative Analyst Technician	1	2,397	1	24,644	0	0	0	0	0	0
0114	Clerical Specialist I	0	0	0	0	0	0	0	0	0	0
<b>TOTAL FULL-TIME POSITIONS</b>		<b>4</b>	<b>101,214</b>	<b>4</b>	<b>133,749</b>	<b>4</b>	<b>136,275</b>	<b>4</b>	<b>135,762</b>	<b>4</b>	<b>135,762</b>

**PUBLIC SAFETY CAPITAL FUND (118)**

**FUND SUMMARY**

	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>RESOURCES</u></b>					
<i>Revenue</i>					
<i>Property Taxes</i>					
<i>Current Year's Taxes:</i>	\$2,275,000	2,289,052	\$1,865,795	\$0	\$0
<i>Prior Year Taxes</i>	0	60,962	180,000	145,459	145,459
<i>Total Property Taxes</i>	2,275,000	2,350,014	2,045,795	145,459	145,459
<i>Miscellaneous Revenues</i>					
<i>Interest on Investments</i>	96,000	220,466	225,000	387,683	387,683
<i>Transfer from Other Funds</i>					
<i>Emergency Communications</i>	0	0	921,000	0	0
<i>Total Revenue</i>	2,371,000	2,570,480	3,191,795	533,142	533,142
<i>Beginning Fund Balance</i>	0	2,309,324	3,038,369	7,752,707	8,572,707
<b>TOTAL RESOURCES</b>	<b>\$2,371,000</b>	<b>\$4,879,804</b>	<b>\$6,230,164</b>	<b>\$8,285,849</b>	<b>\$9,105,849</b>
<b><u>REQUIREMENTS</u></b>					
<i>Expenditures</i>					
<i>Personal Services</i>	57,076	60,136	63,179	67,617	67,617
<i>External Materials &amp; Svcs.</i>	26,146	12,119	28,000	24,500	24,500
<i>Internal Materials &amp; Svcs.</i>					
<i>Printing &amp; Distribution</i>	1,300	748	0	2,000	2,000
<i>Communications</i>	0	4,839	644	615	615
<i>Data Processing</i>	0	0	0	137	137
<i>Emergency Communications</i>	0	33,500	0	0	0
	1,300	39,087	644	2,752	2,752
<i>Capital Outlay</i>	30,927	1,604,083	6,091,306	5,115,000	5,115,000
<i>Equipment Cash Transfers</i>	0	0	0	44,465	44,465
<i>Total Expenditures</i>	116,749	1,754,512	6,183,129	5,254,334	5,254,334
<i>Fund Requirements</i>					
<i>Transfers to Other Funds - Cash</i>					
<i>General-Overhead</i>	0	7,205	39,880	35,932	35,932
<i>Communications Services</i>	0	0	0	129,000	3,282,441
<i>Contingency</i>					
<i>General Operating Contingency</i>			7,155	2,866,583	533,142
<i>Unappropriated Ending Balance</i>	2,254,251	3,118,087	0	0	0
<b>TOTAL REQUIREMENTS</b>	<b>\$2,371,000</b>	<b>\$4,879,804</b>	<b>\$6,230,164</b>	<b>\$8,285,849</b>	<b>\$9,105,849</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 special levy. FY 1991-92 was the third and final year of the levy. FY 1992-93 resources are comprised of \$8,572,707 in beginning fund balance, \$145,459 in prior year taxes, and \$387,683 in interest income.

The FY 1992-93 budget contains appropriation for the major capital components of the system approved by the voters, including a new computer aided emergency dispatch system, mobile digital terminals for Police, and Fire vehicles, an automatic locator system, a computerized geobased mapping system, and management information systems for the Bureaus of Police, Fire and Emergency Communications. Funds are also provided for project management.

The new CAD computer will be installed in the new emergency dispatch facility, which will replace the current facility at Kelly Butte, in May of 1993, with an expected cutover date in September, 1993.

A \$3.3 million transfer to the Communications Fund is also budgeted to cover part of the General Fund's share of the new 800 Mhz trunked radio system. These funds comprise the balance of the \$5.3 million that was authorized in the FY 1991-92 budget for public safety projects. The funds were transferred from General Fund contingency to the Public Safety Capital Fund during FY 1991-92. Also budgeted is a \$44,465 transfer to the Facilities Fund which covers the 1% for Art contribution associated with the new emergency dispatch facility.

**PUBLIC SAFETY CAPITAL (260)****Public Safety Capital Fund (118)****Public Safety****LINE ITEM APPROPRIATIONS**

<i>Expenditure Classification</i>	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 90-91</i>
5110 Full-Time Employees	\$48,231	54,102	\$57,242	\$61,680	\$61,680
5120 Part-Time Employees	\$0	0	0	0	0
5140 Overtime	\$0	0	0	0	0
5150 Premium Pay	\$0	90	0	0	0
5170 Benefits	\$8,845	5,944	5,937	5,937	5,937
<b>Total Personal Services</b>	<b>\$57,076</b>	<b>\$60,136</b>	<b>\$63,179</b>	<b>\$67,617</b>	<b>\$67,617</b>
5210 Professional Services	\$6,389	\$6,389	\$10,000	\$10,000	\$10,000
5220 Utilities	\$0	\$0	0	\$0	\$0
5230 Equipment Rental	\$0	\$0	0	\$0	\$0
5240 Repair & Maintenance	\$0	\$0	250	\$1,000	\$1,000
5280 Local Match Payment	\$0	\$0	0	\$0	\$0
5290 Miscellaneous Services	\$0	\$67	0	\$0	\$0
5310 Office Supplies	\$2,874	\$2,807	500	\$0	\$0
5320 Operating Supplies	\$6,205	\$0	0	\$0	\$0
5330 Repair & Maintenance Supplies	\$0	\$0	250	\$1,500	\$1,500
5340 Minor Equipment	\$0	\$0	1,500	\$0	\$0
5350 Clothing	\$0	\$0	0	\$0	\$0
5390 Other Commodities	\$1,653	\$0	250	\$0	\$0
5410 Education	\$0	\$0	250	\$0	\$0
5420 Local Travel	\$0	\$0	1,000	\$0	\$0
5430 Out-of-Town Travel	\$8,992	\$2,823	14,000	10,000	10,000
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	\$33	\$33	0	2,000	2,000
<b>Subtotal Direct Materials &amp; Services</b>	<b>\$26,146</b>	<b>\$12,119</b>	<b>\$28,000</b>	<b>\$24,500</b>	<b>\$24,500</b>
5510 Fleet Services	\$0	\$0	\$0	\$0	\$0
5520 Printing/Distribution	\$1,300	\$748	0	2,000	2,000
5530 Facilities Services	\$0	\$0	0	0	0
5540 Communications	\$0	\$4,839	644	615	615
5550 Data Processing	\$0	\$0	0	137	137
5560 Insurance	\$0	\$0	0	0	0
5570 Equipment Lease	\$0	\$0	0	0	0
5580 Same Fund Services	\$0	\$0	0	0	0
5590 Other Fund Services	\$0	\$33,500	0	0	0
<b>Subtotal Service Reimbursements</b>	<b>\$1,300</b>	<b>\$39,087</b>	<b>\$644</b>	<b>\$2,752</b>	<b>\$2,752</b>
<b>Total Materials &amp; Services</b>	<b>\$27,446</b>	<b>\$51,206</b>	<b>\$28,644</b>	<b>\$27,252</b>	<b>\$27,252</b>
5610 Land	\$0	\$0	\$0	\$0	\$0
5620 Buildings	0	0	0	0	0
5630 Improvements	0	0	0	0	0
5640 Equipment	30,927	1,604,083	6,091,306	5,115,000	5,115,000
<b>Total Capital Outlay</b>	<b>\$30,927</b>	<b>\$1,604,083</b>	<b>\$6,091,306</b>	<b>\$5,115,000</b>	<b>\$5,115,000</b>
5730 Cash Transfers-Equipment	0	0	0	44,465	44,465
<b>Total Appropriation</b>	<b>115,449</b>	<b>1,712,365</b>	<b>6,183,129</b>	<b>5,254,334</b>	<b>5,254,334</b>

**PUBLIC SAFETY CAPITAL (260)**

Public Safety Capital Fund (118)

Public Safety

*FULL-TIME POSITIONS*

Class	Title	Actual FY 89-90		Actual FY 90-91		Revised Budget FY 91-92		Proposed FY 92-93		Adopted FY 92-93	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
5138	Police Captain	1	54,101	1	55,719	1	61,680	1	61,680	1	61,680
<b>TOTAL FULL-TIME POSITIONS</b>		1	54,101	1	55,719	1	61,680	1	61,680	1	61,680

**REFUSE DISPOSAL FUND (157)**

**FUND SUMMARY**

	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>RESOURCES</u></b>					
<i>Revenue</i>					
<i>Licenses and Permits</i>					
<i>Public Utility Licenses</i>	\$0	\$0	\$893,260	\$1,533,172	\$1,533,172
<i>Other Licenses - Commercial</i>	0	0	747,658	612,031	612,031
	0	0	1,640,918	2,145,203	2,145,203
<i>Service Charges &amp; Fees</i>					
<i>Public Utility/Works Charges</i>	461,754	253,592	1,574,849	534,000	534,000
<i>Rents &amp; Reimbursements</i>	299,849	230,000	120,000	120,000	120,000
	761,603	483,592	1,694,849	654,000	654,000
<i>Miscellaneous Revenues</i>					
<i>Interest on Investments</i>	190,950	160,602	120,000	100,000	100,000
<i>Other Miscellaneous</i>	500	381,527	0	0	0
	191,450	542,129	120,000	100,000	100,000
<i>Total Revenue</i>	953,053	1,025,721	3,455,767	2,899,203	2,899,203
<i>Transfers from Other Funds - Cash</i>					
<i>Federal and State Grants</i>	126,000	282,420	418,243	770,256	345,813
<i>Sewer System Operating</i>	0	0	1,000,000	35,000	35,000
	126,000	282,420	1,418,243	805,256	380,813
<i>Transfers from Other Funds - Svc Reimbursement</i>					
<i>Housing &amp; Community Develop</i>	0	0	0	15,000	15,000
<i>Beginning Fund Balance</i>					
<i>Encumbered</i>	0	0	239,475	0	0
<i>Unencumbered</i>	2,003,819	2,097,803	800,000	1,250,000	1,250,000
<i>Total Beginning Fund Balance</i>	2,003,819	2,097,803	1,039,475	1,250,000	1,250,000
<b>TOTAL RESOURCES</b>	<b>\$3,082,872</b>	<b>\$3,405,944</b>	<b>\$5,913,485</b>	<b>\$4,969,459</b>	<b>\$4,545,016</b>
<b><u>REQUIREMENTS</u></b>					
<i>Bureau Requirements</i>					
<i>Personal Services</i>	\$0	\$343,747	\$614,947	\$602,905	\$602,905
<i>External Materials &amp; Services</i>	461,555	1,495,569	2,631,161	727,000	727,000
<i>Internal Materials &amp; Services</i>					
<i>General Fund</i>	0	61,982	30,000	42,500	42,500
<i>Sewer System Operating</i>	405,337	69,284	95,138	0	0
<i>Buildings</i>	0	0	200,470	280,412	280,412
<i>Fleet Services</i>	0	491	1,033	5,918	5,918
<i>Communications Services</i>	0	2,125	7,673	9,049	9,049
<i>Printing/Distribution Services</i>	0	25,307	143,803	67,941	67,941
	405,337	159,189	478,117	405,820	405,820
<i>Capital Outlay</i>	0	0	701,500	618,200	618,200
<i>Cash Transfers - Equipment</i>					
<i>Fleet Services</i>	0	0	0	9,000	9,000
<i>Total Bureau Requirements</i>	866,892	1,998,505	4,425,725	2,362,925	2,362,925

**REFUSE DISPOSAL FUND (157)**

**FUND SUMMARY**

	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>REQUIREMENTS — Continued</u></b>					
<i>Transfers to Other Funds – Cash</i>					
<i>General – Overhead</i>	\$4,570	\$13,403	\$58,118	\$63,538	\$63,538
<i>General – Business Licenses</i>	0	0	77,000	65,000	65,000
<i>Communications Svcs</i>	0	0	0	0	500
<i>Sewer System Operating</i>	115,498	94,253	727,970	116,263	116,263
	<u>120,068</u>	<u>107,656</u>	<u>863,088</u>	<u>244,801</u>	<u>245,301</u>
<i>Contingency</i>					
<i>Compensation Set-Aside</i>	0	0	19,973	0	0
<i>General Operating Contingency</i>	0	0	604,699	661,733	236,790
	<u>0</u>	<u>0</u>	<u>624,672</u>	<u>661,733</u>	<u>236,790</u>
<i>Unappropriated Ending Balance</i>	2,095,912	1,299,783	0	1,700,000	1,700,000
<b>TOTAL REQUIREMENTS</b>	<u>\$3,082,872</u>	<u>\$3,405,944</u>	<u>\$5,913,485</u>	<u>\$4,969,459</u>	<u>\$4,545,016</u>

**GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR**

The purpose of the Refuse Disposal Fund is to account for the expenses and revenues associated with the City's oversight of solid waste collection activities in Portland as well as efforts to reduce the amount of solid waste through recycling and waste reduction. The fund is managed by the Bureau of Environmental Services. Historically, the fund was used to receive rental income from the Metropolitan Service District (Metro) for the city-owned St. Johns Landfill. However, the St. Johns Landfill closed in January 1991 and the responsibility for the site has passed to Metro through intergovernmental agreement. Metro now receives the material from local garbage haulers in a transfer station and then trucks it to landfills in Eastern Oregon.

Besides the closure of the St. Johns landfill, the other major change in recent years to the Refuse Disposal Fund has been the February 3, 1992 implementation of franchises for residential garbage haulers, accompanied by weekly curbside recycling. For the Refuse Disposal Fund, this has meant a change in the primary source of revenue. Whereas in the past the fund received the rent for the St. Johns Landfill and a tonnage fee from the haulers dedicated to recycling programs, now the fund receives a franchise fee from the residential haulers amounting to 5% of their gross local revenue (shown as "Public Utility Licenses" on the fund summary) and a permit fee from the commercial haulers (shown in the "Other Permits" line on the fund summary). The increase in those two revenues from 1991-92 to 1992-93 is attributable to the fact that the franchise fees and commercial permits will be in place for the full year during 1992-93, as opposed to five months in 1991-92. As part of the implementation of weekly curbside recycling, the City purchased recycling containers for each of the 130,000 households within the Portland Urban Services Boundary. The cost of this was recovered partly by a special one-time charge to the garbage haulers in 1991-92, which is \$560,769 of the "Public Works/Utility Charges" line in the 1991-92 column of the fund summary. The drop-off in that revenue line from 1991-92 to 1992-93 is also explained by the discontinuation of the former tonnage fee in February 1992, when the new franchise/permit system was implemented. The final component of the "Public Works/Utility Charges" revenue--and the only one continuing into 1992-93--is a hazardous waste site remediation surcharge for the clean-up of the Guilds Lake site in NW Portland, which was formerly a municipal incinerator and landfill.

The Bureau originally expected that the remainder of the cost of the recycling containers would require a \$1,000,000 interfund loan from the Sewer System Operating Fund during 1991-92, to be repaid over the following two years. As it turned out, a grant from Metro was approved at a higher level than originally expected, so the interfund loan will not be necessary.

**REFUSE DISPOSAL, BUREAU OF ENVIRONMENTAL SERVICES (155)**

Refuse Disposal Fund (157)

Public Works

**APPROPRIATION SUMMARY**

	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>EXPENDITURES</u></b>					
<i>Personal Services</i>	\$0	\$343,747	\$614,947	\$602,905	\$602,905
<i>External Materials and Services</i>	461,555	1,495,569	2,631,161	727,000	727,000
<i>Internal Materials and Services</i>	405,337	159,189	478,117	405,820	405,820
<i>Capital Outlay</i>	0	0	701,500	618,200	618,200
<i>Cash Transfers-Equipment</i>	0	0	0	9,000	9,000
<b>TOTAL EXPENDITURES</b>	<b>\$866,892</b>	<b>\$1,998,505</b>	<b>\$4,425,725</b>	<b>\$2,362,925</b>	<b>\$2,362,925</b>
<b><u>Authorized Full-Time Positions</u></b>					
<i>Total</i>	0	5	11	11	11
<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>		282,420	418,243	770,256	345,813
<i>Contract Revenue</i>		0	0	0	0
<i>Interagency Services</i>		0	0	15,000	15,000
<i>Bureau Cost Recovery/Operating Fund</i>		1,716,085	4,007,482	1,577,669	2,002,112
<b>TOTAL FUNDING</b>		<b>\$1,998,505</b>	<b>\$4,425,725</b>	<b>\$2,362,925</b>	<b>\$2,362,925</b>
<b><u>PROGRAMS</u></b>					
<i>Solid Waste</i>		\$1,588,111	\$2,108,529	\$1,277,490	\$1,277,490
<i>Recycling</i>		410,394	2,317,196	1,085,435	1,085,435
<b>TOTAL PROGRAMS</b>		<b>\$1,998,505</b>	<b>\$4,425,725</b>	<b>\$2,362,925</b>	<b>\$2,362,925</b>

**GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR**

The Refuse Disposal Fund in 1992-93 will continue implementing the residential solid waste franchising program started on February 3, 1992 and the accompanying increase in the promotion of recycling activities. Under the new system, residential garbage collection is still provided by private haulers but routes are consolidated into separate service areas, rates must be approved by the City, and curbside recycling is now offered on a weekly basis to all single-family households in the City. As a continuation of this effort, the installation of recycling centers at multi-family dwellings will receive particular emphasis in 1992-93. The total expenditures from the fund will be less in 1992-93 primarily because of the one-time expense in the 1991-92 budget for the purchase of recycling containers. The ongoing expenditures will actually be more because of the full-year implementation of the franchising system. The 11 positions authorized in 1991-92 as part of the franchising effort are continued in the new fiscal year.

The administration and enforcement of the franchise system, as well as the recycling promotion, is funded by a franchise fee amounting to 5% of the residential garbage hauler's gross local revenues, as well as permit revenues from commercial haulers. With a full year's revenue from the 5% franchise fee to residential garbage haulers, the Refuse Disposal Fund's participation in anti-dumping activities carried out by the Bureau of Buildings Neighborhood Quality staff will increase from \$200,470 to \$280,412 in 1992-93. The 1992-93 grant revenue is reduced between the Proposed and Adopted budget stages due to an updated estimate of how much of the Metro Recycling Grant grant will have been spent by the end of 1991-92.



# REFUSE DISPOSAL, BUREAU OF ENVIRONMENTAL SERVICES (155)

Refuse Disposal Fund (157)

Public Works

APPROPRIATION SUMMARY

## GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR - (continued)

The 1992-93 Budget also continues the City's soil cleanup at the Guilds Lake property in Northwest Portland, formerly a municipal incinerator and landfill. Between the years of about 1927 and 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 the oil. This budget includes \$600,000 for the second year of remediation, with the total two-year costs estimated at approximately \$1.3 million including FY 1991-92. The State legislature passed ORS 459.311 which allows a local government responsible for hazardous waste site remediation to impose a surcharge on all solid waste collection services within the government's boundaries. In accordance with this, in February 1991 the City imposed a surcharge of \$1.50 per ton of solid waste collected to fund the cleanup of the Guilds Lake site, and the surcharge is expected to be in effect until June 30, 1993.

The Solid Waste and Recycling programs within the Refuse Disposal Fund have set the following goals for the fiscal year 1992-93:

### *Solid Waste Management*

1. Effectively manage Portland's 69 residential solid waste and recycling franchises to:
  - a. Ensure that franchisees adhere to Administrative Rules for service delivery;
  - b. Monitor franchise service delivery costs to be included in the rate reviews; and
  - c. Oversee billing and receipt of franchise fees for program support.
2. Provide project administration, funding and monitoring for the Guild's Lake hazardous waste site remediation in accordance with the DEQ consent order.
3. Produce one direct mail piece for all commercial waste customers.
4. Participate in seven neighborhood coalition cleanups.
5. Complete a residential solid waste rate study.
6. Complete a commercial cost-of-service study.

### *Recycling Services*

1. Reduce the number of residential waste tons tipped by 30,000 tons.
2. Achieve 60 percent curbside recycling participation within the Portland Urban Service Boundary.
3. Produce four recycling handouts and/or mail pieces for residential waste customers (including information on home composting of yard debris).
4. Establish recycling depots at 266 multi-family sites.
5. Initiate two special recyclable materials depot pilot projects.
6. Implement a biweekly yard debris collection program through franchised haulers.

# REFUSE DISPOSAL, BUREAU OF ENVIRONMENTAL SERVICES (155)

Refuse Disposal Fund (157)

Public Works

PROGRAM SUMMARY

<i>Program</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>SOLID WASTE</u></b>				
<i>Total Expenditures</i>	\$1,588,111	\$2,108,529	\$1,277,490	\$1,277,490
<i>Authorized Full-Time Positions</i>	3	7	7	7
<i>Workload Measures:</i>				
Residential Franchise Managed	N/A	70	70	70
Commercial Hauling Permits Granted	N/A	60	60	60
Scheduled Hauler Inspections	N/A	95	200	95
Commercial Information Pieces Distributed	N/A	N/A	35,000	35,000
Neighborhood Coalition Cleanups	N/A	N/A	7	7

This program provides administration and enforcement of the City's garbage hauling permits and residential garbage franchises. Administration of the garbage franchises requires the program staff to develop, monitor and enforce service standards for the haulers, carry out rate studies and recommend rate changes to the City Council, approve transfers of franchises or adjustments to franchise area boundaries, and collects the franchise fee from the City's approximately 69 residential haulers. This program also coordinates the City's participation in household hazardous waste collection and oversees commercial waste collection activities under the City's permit system. In 1992-93, a major effort for this program will be to oversee the clean-up of contaminated soil at the site of a former City incinerator and landfill at Guild's Lake. The seven positions currently authorized for this program are budgeted to continue in 1992-93.

## **RECYCLING**

<i>Total Expenditures</i>	\$410,394	\$2,317,196	\$1,085,435	\$1,085,435
<i>Authorized Full-Time Positions</i>	2	4	4	4
<i>Workload Measures:</i>				
Mailings to Residential Customers	N/A	150,000	150,000	1
Residential Information Pieces Distributed	N/A	N/A	450,000	450,000
Multi-Family Unit Served	190	126	266	0
Depot Pilot Projects	N/A	N/A	2	2
Implement Yard Debris Collection Program	N/A	N/A	1	50,000

The purpose of this program is to aggressively promote recycling and waste reduction in both the residential and commercial sectors in Portland. This program responds to the requirements of Oregon's "Opportunity to Recycle Act," which was passed in 1983 and significantly amended in 1991 to require additional recycling services to be available to residential customers. In addition to administering the weekly curbside recycling effort for residential customers, the program staff also promotes service standards related to commercial recycling. A major effort for 1992-93 will be the establishment of 266 recycling depots in multi-family apartment complexes and the implementation of a yard-debris collection program through the franchised haulers.

**REFUSE DISPOSAL, BUREAU OF ENVIRONMENTAL SERVICES (155)**

**Refuse Disposal Fund (157)**

**Public Works**

**LINE ITEM APPROPRIATIONS**

<i>Expenditure Classification</i>	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
511000 Full-Time Employees	\$0	\$255,251	\$429,561	\$425,867	\$425,867
512000 Part-Time Employees	0	412	19,341	14,968	14,968
514000 Overtime	0	373	0	0	0
515000 Premium Pay	0	848	0	0	0
517000 Benefits	0	86,863	166,045	162,070	162,070
<b>Total Personal Services</b>	<b>\$0</b>	<b>\$343,747</b>	<b>\$614,947</b>	<b>\$602,905</b>	<b>\$602,905</b>
521000 Professional Services	\$396,634	\$403,717	\$669,104	\$500,000	\$500,000
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	189	9,177	2,447	2,000	2,000
531000 Office Supplies	0	350	1,352	1,500	1,500
532000 Operating Supplies	0	3,973	1,400	1,200	1,200
533000 Repair & Maintenance Supplies	0	0	0	6,900	6,900
534000 Minor Equipment	60,742	71,343	1,466,821	182,700	182,700
535000 Clothing	0	0	0	0	0
539000 Other Commodities	0	1,074	26	0	0
541000 Education	0	1,285	2,893	3,000	3,000
542000 Local Travel	0	5	850	1,000	1,000
543000 Out-of-Town Travel	3,602	3,559	5,068	7,700	7,700
544000 External Rent	0	0	0	20,000	20,000
545000 Interest	0	0	0	0	0
546000 Refunds	0	0	0	0	0
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	388	1,001,086	481,200	1,000	1,000
<b>Subtotal External Materials &amp; Services</b>	<b>\$461,555</b>	<b>\$1,495,569</b>	<b>\$2,631,161</b>	<b>\$727,000</b>	<b>\$727,000</b>
551000 Fleet Services	\$0	\$491	\$1,033	\$5,918	\$5,918
552000 Printing/Distribution	0	25,307	143,803	67,941	67,941
553000 Facilities Services	0	0	0	0	0
554000 Communications	0	2,125	7,673	9,049	9,049
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	405,337	131,266	325,608	322,912	322,912
<b>Subtotal Internal Materials &amp; Services</b>	<b>\$405,337</b>	<b>\$159,189</b>	<b>\$478,117</b>	<b>\$405,820</b>	<b>\$405,820</b>
<b>Total Materials &amp; Services</b>	<b>\$866,892</b>	<b>\$1,654,758</b>	<b>\$3,109,278</b>	<b>\$1,132,820</b>	<b>\$1,132,820</b>
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	0	694,000	600,000	600,000
564000 Equipment	0	0	7,500	18,200	18,200
566000 Equipment Lease	0	0	0	0	0
<b>Total Capital Outlay</b>	<b>\$0</b>	<b>\$0</b>	<b>\$701,500</b>	<b>\$618,200</b>	<b>\$618,200</b>
573000 Cash Transfers - Equipment	\$0	\$0	\$0	\$9,000	\$9,000
<b>Total Appropriation</b>	<b>\$866,892</b>	<b>\$1,998,505</b>	<b>\$4,425,725</b>	<b>\$2,362,925</b>	<b>\$2,362,925</b>

**REFUSE DISPOSAL, BUREAU OF ENVIRONMENTAL SERVICES (155)**

Refuse Disposal Fund (157)

Public Works

*FULL-TIME POSITIONS*

<i>Class</i>	<i>Title</i>	<i>Actual FY 89-90</i>		<i>Actual FY 90-91</i>		<i>Revised Budget FY 91-92</i>		<i>Requested FY 92-93</i>		<i>Proposed FY 92-93</i>	
		<i>No.</i>	<i>Amount</i>	<i>No.</i>	<i>Amount</i>	<i>No.</i>	<i>Amount</i>	<i>No.</i>	<i>Amount</i>	<i>No.</i>	<i>Amount</i>
1831	Solid Waste Director	0	0	1	36,829	1	48,979	1	47,502	1	47,502
3359	Senior Project Coordinator	0	0	0	0	0	0	1	51,137	1	51,137
3229	Planner A	0	0	1	35,527	1	34,689	1	36,526	1	36,526
3163	Engineering Associate A	0	0	1	21,927	0	0	0	0	0	0
3133	Project Coordinator	0	0	1	97,133	0	0	0	0	0	0
3109	Technician	0	0	0	0	3	155,942	2	89,273	2	89,273
2210	Field Representative	0	0	0	0	2	51,797	2	51,616	2	51,616
0827	Management Analyst	0	0	0	0	1	37,530	1	37,398	1	37,398
0809	Urban Serv. Public Involve. Coord	0	0	0	37,952	2	75,458	2	93,158	2	93,158
0221	Secretarial Clerk II	0	0	0	4,658	0	0	1	19,261	1	19,261
0114	Clerical Specialist	0	0	1	21,227	1	25,168	0	0	0	0
<b>TOTAL FULL-TIME POSITIONS</b>		<b>0</b>	<b>0</b>	<b>5</b>	<b>255,251</b>	<b>11</b>	<b>429,561</b>	<b>11</b>	<b>425,867</b>	<b>11</b>	<b>425,867</b>

## SEWER SYSTEM OPERATING FUND (151)

## FUND SUMMARY

	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b>RESOURCES</b>					
<i>External Revenue</i>					
<i>Permits &amp; Licenses</i>					
<i>Sewer Permits</i>	\$120,230	\$179,480	\$111,097	\$139,503	\$139,503
<i>Service Charges</i>					
<i>Monthly Sewer Charges</i>	29,720,994	35,335,686	43,377,746	52,909,987	52,909,987
<i>Connection Charges</i>	4,496,321	3,346,921	5,700,000	41,736,323	41,736,323
<i>Wholesale Contracts</i>	0	1,649,057	1,407,000	1,283,704	1,283,704
<i>Other Utility Charges</i>	1,613,622	658,623	358,672	481,602	481,602
<i>Total Utility Charges</i>	35,830,937	40,990,287	50,843,418	96,411,616	96,411,616
<i>Rents &amp; Reimbursements</i>	48,979	47,481	41,479	49,855	49,855
<i>Misc. Service Charges</i>	94,770	2,460	0	0	0
	35,974,686	41,040,228	50,884,897	96,461,471	96,461,471
<i>Miscellaneous Revenues</i>					
<i>Sales of Equipment</i>	150	0	0	0	0
<i>Sales - Miscellaneous</i>	118,233	277,966	501,945	35,691	35,691
<i>Refunds</i>	11,376	15,184	4,608	8,351	8,351
<i>Interest on Investments</i>	849,173	622,360	439,446	557,482	557,482
<i>Assessment Collections</i>	493,284	3,306,127	0	0	0
<i>Loan Repayments</i>		87,977	0	0	0
<i>Assessment Bond Sales</i>		7,050,713	0	0	0
<i>Other Misc. Revenues</i>	3,276	103,221	22,320	42,621	42,621
	1,475,342	11,463,548	968,319	644,145	644,145
<i>Total External Revenue</i>	37,570,258	52,683,256	51,964,313	97,245,119	97,245,119
<i>Transfers from Other Funds - Cash</i>					
<i>Computer Services</i>	0	0	31,582	5,264	5,264
<i>Refuse Disposal</i>	115,498	94,253	727,970	116,263	116,263
<i>Sewer Construction</i>	1,785,512	1,520,830	2,283,008	2,423,194	2,423,194
<i>Sewer Rate Stabiliz.</i>	5,325,000	0	3,631,545	6,241,110	6,241,110
<i>Transportation Operating</i>	0	0	141,391	141,391	141,391
	7,226,010	1,615,083	6,815,496	8,927,222	8,927,222
<i>Transfers from Other Funds - Svc. Reimb.</i>					
<i>General</i>	3,740	372	0	0	0
<i>Facilities Services</i>	0	0	0	0	167,000
<i>Portland Intern'l Raceway</i>	5,321	2,614	8,000	4,000	4,000
<i>Refuse Disposal</i>	383,678	69,284	95,138	0	0
<i>Sewer System Construction</i>	4,135,981	22,881,969	52,356,964	71,726,537	71,726,537
<i>Transportation Operating</i>	242,984	253,253	370,868	383,071	408,173
<i>Water</i>	11,890	60,206	39,500	82,400	107,502
	4,783,594	23,267,698	52,870,470	72,196,008	72,413,212
<i>Beginning Fund Balance</i>					
<i>Encumbered</i>	0	0	1,585,492	0	0
<i>Unencumbered</i>	4,255,357	4,209,441	5,914,906	11,057,244	11,082,244
<i>Total Beginning Fund Bal.</i>	4,255,357	4,209,441	7,500,398	11,057,244	11,082,244
<b>TOTAL RESOURCES</b>	<b>\$53,835,219</b>	<b>\$81,775,478</b>	<b>\$119,150,677</b>	<b>\$189,425,593</b>	<b>\$189,667,797</b>

## SEWER SYSTEM OPERATING FUND (151)

	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b>REQUIREMENTS</b>					
<i>Personal Services</i>	\$13,711,495	\$15,657,689	\$20,284,914	\$21,297,275	\$21,349,857
<i>External Materials &amp; Services</i>	7,188,189	15,802,918	26,225,903	38,180,656	38,042,074
<i>Internal Materials &amp; Services</i>					
<i>General Fund</i>	582,208	621,026	720,858	1,041,006	1,086,758
<i>Autoport</i>	0	360	43,200	63,720	63,720
<i>Buildings</i>	0	93,820	91,994	150,000	150,000
<i>Communication Services</i>	286,456	339,918	306,733	489,291	489,291
<i>Computer Services</i>	0	0	159,630	100,425	100,425
<i>Facilities Services</i>	311,138	612,482	597,895	660,847	660,847
<i>Fleet Services</i>	313,412	397,622	508,029	483,076	483,076
<i>Insurance &amp; Claims</i>	83,151	134,500	190,393	255,091	255,091
<i>LID Construction</i>	0	15,000	17,500	18,550	18,550
<i>Printing &amp; Distribution</i>	282,989	286,234	444,904	465,234	465,234
<i>Transportation Operating</i>	7,335,718	9,840,644	13,535,675	12,911,385	13,074,967
<i>Water</i>	1,485,766	1,396,612	1,690,114	1,735,065	1,735,065
<i>Workers' Compensation</i>	450,144	393,998	407,675	375,963	375,963
	11,130,982	14,132,216	18,714,600	18,749,653	18,958,987
<i>Capital Outlay</i>	908,291	14,605,550	31,398,131	54,169,329	54,290,577
<i>Cash Transfers-Equipment</i>					
<i>Printing &amp; Distribution</i>	6,000	3,716	8,103	0	0
<i>Communications Svcs</i>	19,759	77,362	2,200	0	0
<i>Fleet Services</i>	124,000	17,248	160,000	23,400	23,400
	149,759	98,326	170,303	23,400	23,400
<i>Total Bureau Requirements</i>	33,088,716	60,296,699	96,793,851	132,420,313	132,664,895
<i>Transfers to Other Funds - Cash</i>					
<i>General Fund - Overhead</i>	1,233,738	1,357,112	1,782,841	1,936,883	1,936,883
<i>General Fund Utility Lic.</i>	2,286,933	2,762,058	3,132,785	4,371,131	4,371,131
<i>Communications Svcs</i>	0	0	0	49,250	71,550
<i>Fleet Services</i>	0	890	6,274	6,818	6,818
<i>Health Insurance</i>	53,342	0	0	0	0
<i>Public Arts Trust</i>	0	48,788	0	0	0
<i>Refuse Disposal</i>	0	0	1,000,000	35,000	35,000
<i>Sewer System Construction</i>	4,745,457	0	2,558,798	26,015,846	26,015,846
<i>Sewer System Debt Redem</i>	3,217,591	7,986,365	9,902,879	14,278,950	14,278,950
<i>Sewer System Rate Stabiliz</i>	5,000,000	3,400,000	0	0	0
<i>Transportation Operating</i>	0	0	81,810	108,334	108,334
	16,537,061	15,555,213	18,465,387	46,802,212	46,824,512
<i>Contingency</i>					
<i>General Operating Contg.</i>	0	0	3,535,162	5,956,545	5,931,867
<i>Compensation Set-Aside</i>	0	0	356,277	1,046,523	1,046,523
<i>Total Contingency</i>	0	0	3,891,439	7,003,068	6,978,390
<i>Unappropriated Ending Bal.</i>	4,209,442	5,923,566	0	3,200,000	3,200,000
<b>TOTAL REQUIREMENTS</b>	<b>\$53,835,219</b>	<b>\$81,775,478</b>	<b>\$119,150,677</b>	<b>\$189,425,593</b>	<b>\$189,667,797</b>

GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR

The purpose of the Sewer System Operating Fund is to account for revenues and expenses associated with the development, maintenance, and operation of the City's sanitary sewer and storm drainage system. Since 1990-91, the fund has been used not only for operating expenditures, but for the Bureau's extensive capital improvement program as well. Prior to 1990-91, this fund just included only the operating budget, so the total fund requirements are not directly comparable between 1989-90 and subsequent years. Since the change in accounting procedure in 1990-91, the Sewer Construction Fund serves as a vehicle for segregating the balances that are dedicated to capital projects, and it also reimburses the Sewer Operating Fund for its expenses related to the Capital Improvement Program (CIP). Thus, the "Service Reimbursement Transfers from Other Funds--Sewer Construction Fund" revenue line item on the fund summary is a fairly accurate indicator of the amount of money in the Sewer Operating Fund budget that is used directly on CIP projects--about \$71.7 million in 1992-93. The major reason that \$71.7 million figure is so much higher than the previous year's \$52.3 million is because of the recently-adopted Mid-County Sewer Financial Assistance program, which is explained in the narrative that accompanies the Appropriation Summary. Information on the Bureau's 1992-93 capital budget is also available in detail in the City Capital Budget, which is printed with the Adopted Budget document.

Beginning in FY 1992-93, there will be a change in the basis of accounting for revenue from monthly sewer charges. In the past, those revenues have been recorded on a "cash" basis--that is, the money from sewer bills has been counted as revenue only when it has been mailed in by the customer and deposited by the City. In the future, that revenue will be "accrued"--that is, the money will be counted as revenue as soon as it is owed by the customer, even if it is not physically collected for another month or two into the next fiscal year. This is significant because the customer billing is done only once every three months for any given customer, so at any one time there is a noticeable amount of money--approximately \$3.2 million--that is owed (or "earned" from the standpoint of the utility) and will be collected within the next couple of months. This earned-but-not-yet-collected money is called "receivables." Because the Bureau's ratemaking process has already been taking the receivables into account, recognizing the receivables as revenue will not affect the sewer rates, but it will create a higher reported balance (by about \$3.2 million) in the budget documents. This shows up in the fund summary as a higher beginning balance and a corresponding "unappropriated ending fund balance" of \$3.2 million.

**BUREAU OF ENVIRONMENTAL SERVICES (145)**

Sewer System Operating Fund (151)

Public Works

**APPROPRIATION SUMMARY**

	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>EXPENDITURES</u></b>					
<i>Personal Services</i>	\$13,711,495	\$15,657,689	\$20,284,914	\$21,297,275	\$21,349,857
<i>External Materials and Svcs</i>	7,188,189	15,802,918	26,225,903	38,180,656	38,042,074
<i>Internal Materials and Svcs</i>	11,130,982	14,132,216	18,714,600	18,749,653	18,958,987
<i>Capital Outlay</i>	908,291	14,605,550	31,398,131	54,169,329	54,290,577
<i>Cash Transfers-Equipment</i>	149,759	98,326	170,303	23,400	23,400
<b>TOTAL EXPENDITURES</b>	<b>\$33,088,716</b>	<b>\$60,296,699</b>	<b>\$96,793,851</b>	<b>\$132,420,313</b>	<b>\$132,664,895</b>
<b><u>Authorized Full-Time Positions</u></b>					
<i>Total</i>	300	328	379	384	385
<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>		1,649,057	1,407,000	1,283,704	1,283,704
<i>Interagency Services</i>		22,267,698	52,870,470	72,196,008	72,413,212
<i>Bureau/Operating Fund Revenue</i>		36,379,944	42,516,381	58,940,601	58,967,979
<i>Total Non-Discretionary Resources</i>		\$60,296,699	\$96,793,851	\$132,420,313	\$132,664,895
<b>TOTAL FUNDING</b>		<b>\$60,296,699</b>	<b>\$96,793,851</b>	<b>\$132,420,313</b>	<b>\$132,664,895</b>
<b><u>PROGRAMS</u></b>					
<i>Sewerage System</i>		\$22,401,726	\$47,126,363	\$45,006,711	\$45,006,711
<i>Mid-County Sewer</i>		3,233,053	6,060,452	48,431,612	48,481,816
<i>System Management</i>		2,289,128	2,979,937	3,242,366	3,242,366
<i>Environmental Management</i>		25,526,175	31,317,953	26,261,909	26,453,909
<i>Business Operations</i>		4,680,509	5,968,423	8,343,369	8,345,747
<i>Office of the Director</i>		2,166,108	3,340,723	1,134,346	1,134,346
<b>TOTAL PROGRAMS</b>		<b>\$60,296,699</b>	<b>\$96,793,851</b>	<b>\$132,420,313</b>	<b>\$132,664,895</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 108,000 residential customer accounts, 11,000 commercial accounts, and 6 wholesale customers. Including the wholesale contracts, the Bureau provides sanitary sewer service to a population of about 650,000 in the metropolitan area, with another 100,000 people to be added as the 54,000 properties in the Mid-Multnomah County area are connected to the system over the coming seven years. The Bureau's sewer and drainage activities are supported through sewer and drainage charges, wholesale contracts with other jurisdictions, reimbursements to services provided to other bureaus, and reimbursements from the Sewer Construction Fund for capital expenses incurred directly by the Sewer Operating Fund.

The Bureau is also responsible for managing the City's solid waste and recycling functions. Those functions are discussed under the Refuse Disposal Fund, but their management objectives and effectiveness/efficiency measures are included below with the Bureau as a whole.

The Bureau's 1992-93 operating budget for the Sewer Operating Fund is \$61.0 million and its capital budget \$71.7 million. Both of those figures reflect the impact of the recently adopted Mid-County Sewer Financial Assistance program (explained below), which added \$14.5 million to the operating budget and



## BUREAU OF ENVIRONMENTAL SERVICES (145)

Sewer System Operating Fund (151)

Public Works

APPROPRIATION SUMMARY

---

\$28.3 million to the capital budget. Outside of the Mid-County added costs, the capital budget is decreased by about \$9 million from the previous year (reflecting tighter estimating, not less to do), and the operating budget is approximately the level of the previous year plus inflation. What appears to be six new positions are actually transfers in from other bureaus; net of these transfers, the Environmental Services authorized position strength is the same in 1992-93 as in 1991-92.

In addition, for 1992-93 the Bureau absorbed some significant new costs within the base budget (the current funding plus inflation). These include \$250,000 for the inspection of diversions required by the new Stipulation and Final Order (SFO) on the Combined Sewer Overflow (CSO) problem; \$129,410 for Maintenance Engineering for certain small sewer separation projects required by the SFO; \$89,552 in additional compensation required by union agreement for employees required to wear pagers; \$378,000 in required improvements to the Materials Test Laboratory; \$44,000 from increased workload to the Development Assistance section created by new environmental zoning and erosion control regulations; and \$140,000 for sludge hauling in response to new regulatory requirements for sludge processing. The result is that the Bureau's operating budget for 1992-93, excluding the special payments to be made to Mid-County residents, is actually tighter than in 1991-92.

Sewer rates are established every two years based on a biennial rate study, so the 1992-93 rates have already been adopted by the City Council. For 1992-93, single-family sewer rates will be increasing by 21.6% for single-family customers and 33.9% for commercial customers. This increase and similar increases projected for the coming ten years are driven mainly by expansions to the capital improvement program mandated by the State or federal governments. Of particular note is the Stipulation and Final Order (SFO), a negotiated agreement with the State Department of Environmental Quality (DEQ) that addresses the problem of overflows of raw sewage from the combined sewers. ("Combined" refers to pipes that carry both sanitary sewage and stormwater. They comprise about 70% of Portland's sewer pipes.) Complying with the SFO over the coming ten or more years is expected to cost between \$500 million and \$1 billion. This will be financed by sewer revenue bonds, and the ratepayers will see sharp increases in their monthly bills in order to pay the debt service on those bonds.

A major factor in the 1992-93 budget for the Bureau of Environmental Services is the Mid-County Sewer Financial Assistance Program adopted by the City Council on March 11, 1992. This program offers financial relief to owners of single-family property in the Mid-County area who are either City residents or who consent to annex. This financial relief includes a per-square-foot cap on sewer construction assessments (worth about \$2,000 to a typical homeowner), a flat \$500 credit, a deferred-payment loan option for owners with large lots, and a private plumbing loan program. The assistance would be available to those who pre-pay before December 31, 1993 or who have already connected. The impact of the Mid-County Assistance program on the 1992-93 operating budget is to create a one-time appropriation of \$10 million for refunds to already-connected property owners and about \$4.5 million (to be repaid over time) to establish the private plumbing loan program. On the capital budget, the impact is to fund capital expenses out of the Sewer Operating Fund that were formerly treated as Local Improvement Districts and budgeted in the LID Construction Fund. This, along with the pre-payment window of opportunity, adds \$28.3 million to the Sewer capital budget, since an influx of prepayments is expected as property owners take advantage of the limited-term offer before December 31, 1993.

## **BUREAU OF ENVIRONMENTAL SERVICES (145)**

Sewer System Operating Fund (151)

Public Works

*APPROPRIATION SUMMARY*

---

### **BUREAU MANAGEMENT OBJECTIVES**

#### **A. Water Quality Objectives**

1. Protect natural environment and public health from deterioration by:
  - a. Meeting all regulations (ongoing).
  - b. Completing construction of 41 miles of sanitary sewer in Mid-County (FY 93).
  - c. Disconnecting 4000 cesspools (FY 93).
  - d. Operating and maintaining the sewage system and drainage system for maximum reliability at least cost (ongoing).
  - e. Treating 27 billion gallons of wastewater by removing 14,000 tons of TSS and 15,000 tons of BOD (FY 93).
  - f. Inspecting and repairing 100 miles of sewer and 85 pump stations (FY 93).
  - g. Keeping harmful industrial chemicals and metal out of the sewerage system, and adequately treating industrial waste discharged to the sewerage system (ongoing).
  - h. Inspecting 160 major industrial/commercial facilities and assuring that all are in compliance or under an appropriate compliance schedule (FY 93).
2. Enhance the quality of Portland's streams and groundwater to restore their native quality through:
  - a. Advancing the Clean River Program adopted by City Council in April 1989 (ongoing).
    - 1) Submittal of Draft Combined Sewer Overflow Facilities Plan to the Department of Environmental Quality (FY 93).
    - 2) Submittal of Part 2, National Pollutant Discharge Elimination System Stormwater Permit application (FY 93).
    - 3) TMDL compliance in the Fanno Basin (FY 93).
  - b. Multi-objective management of local stream basins:
    - 1) Installation of six constructed wetlands serving drainage, water cleaning, open space, wildlife and educational functions (FY 93).
    - 2) Implementation of five "early action projects" in the Johnson Creek Basin in coordination with the Springwater Line Trail (FY 93).
  - c. Rebuilding and repairing obsolete or dysfunctional components of the collection and treatment systems (ongoing).
    - 1) Repair of SE Division, 39th to 60th (FY 93).
    - 2) Intermediate Blower Replacement, Phase 2 (FY 93).

#### **B. Solid Waste Objectives**

1. Sustain participation in residential recycling above 60% (ongoing).
2. Achieve 65% by december 1, 70% by April 1, 75% by July 1, 1993 (FY 93).
3. Divert 40% of all waste from landfills (ongoing).
4. Divert 60,000 tons from all users (residential, apartment, commercial) (FY 93).
5. Initiate a curbside yard debris program (FY 93).
6. Increase apartment recycling to 750 apartment complexes by July, 1992 (FY 93).

#### **C. Customer Service Objectives**

1. Provide useful, clear information to all customers about sewer service, solid waste and recycling service and water quality programs (ongoing).
2. 12,500 customer contacts through meetings; 200,000 phone calls responded to; and 500,000 pieces of information mailed (FY 93).
3. Assist 25 industrial/commercial sewer customers in developing ways to reduce pollution for least cost (FY 93).

**BUREAU OF ENVIRONMENTAL SERVICES (145)**

Sewer System Operating Fund (151)

Public Works

**APPROPRIATION SUMMARY**

**D. Fiscal Management Objectives**

1. Administer fair, equitable rates and charges based on cost-of-service.
  - a. Sewer rates (ongoing).
  - b. Implement consumption-based sewer rates for residential customers (FY 93).
  - c. Complete FY 94-95 biennial sewer rate study (FY 93).
  - d. Garbage/Recycling rates (on-going).
2. Assure best long-term value for investments in sewerage system.
  - a. Carefully administer bond sales with the objective of gaining the highest possible credit rating (on-going).
  - b. Implement an improved CIP development process to quantify cost/benefit characteristics of specific project proposals (FY 93).
3. Efficient internal systems and effective cost control.
  - a. Ensure timely completion of budget and quarterly reporting processes; fully implement Information Expert reporting systems (ongoing).
  - b. Engage an independent firm to conduct audit of the Sewer System Operating Fund (FY 93).
  - c. Implement Project Tracking System (FY 93).
  - d. Develop and incorporate measurable cost/benefit analysis in operating budget decisions (FY 93).

	<i>Actual</i> <i>FY 90-91</i>	<i>Revised Budget</i> <i>FY 91-92</i>	<i>Proposed</i> <i>FY 92-93</i>	<i>Adopted</i> <i>FY 92-93</i>
<b><u>EFFECTIVENESS MEASURES</u></b>				
% Participation of Residential Recycling	26%	40%	60%	60%
% Waste Diverted From Landfills Through Residential Recycling	30%	40%	40%	40%
% BOD (Biological Oxygen Demand) Removed	85%	90%	90%	90%
Mid-County Properties with Cesspools Disconnected Since 7/1/87, as % of Original Number of Properties with Cesspools in Affected Area	15%	23%	32%	32%
% Industrial Discharge Enforcement Samples in Full Compliance (Data Collected/ Reported on Calendar Year Basis; So FY 89-90 = 1989 Results, FY 90-91 = 1990 Results, etc.)	77%	80%	80%	80%
Number of Pump Station Bypasses	9	6	0	0
% Residential Recycling Participation	26%	40%	60%	60%
Recyclable Material Diverted From Portland Residential Waste System (tons)	30,000	50,000	65,000	65,000
<b><u>EFFICIENCY MEASURES</u></b>				
Time-loss Hrs (injuries) per 1000 Hrs Worked	0.97	0.21	0.13	0.13
% Compostor Capacity Utilized	36%	55%	44%	44%
Treatment Plant Energy Consumption (Kilowatt Hrs) per Million Gallons of Sewage Treated	1,091	1,134	1,166	1,166

**BUREAU OF ENVIRONMENTAL SERVICES (145)**

Sewer System Operating Fund (151)

Public Works

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>SEWERAGE SYSTEM</u></b>				
<i>Total Expenditures</i>	\$22,401,726	\$47,126,363	\$45,006,711	\$45,006,711
<i>Operating Budget Only</i>	19,758,179	27,099,781	26,902,551	26,902,551
<i>Authorized Full-Time Positions</i>	163.00	171.00	173.00	173.00
<i>Workload Measures:</i>				
Volume of Wastewater Treated (million gallons):				
Volume of Flow Primary Treatmt	*	26,214	26,300	26,300
Volume of Flow Secondary Treatmt	*	25,430	25,500	25,500
Miles of Pipe Cleaned – Linear Ft.	755,000	1,000,000	1,300,000	1,300,000
Biological Oxygen Demand (BOD) Removed – %				
(EPA NPDES Permit minimum = 85%)	86	90	90	90
# of Violations of Discharge Limits	*	0	0	0
Sewer Sludge Composted – %	*	75	75	75

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. In 1992-93, this program's operating budget is funded at approximately the same level as in 1991-92.

**MID-COUNTY SEWER**

<i>Total Expenditures</i>	\$3,233,053	\$6,060,452	\$48,431,612	\$48,481,816
<i>Operating Budget Only</i>	1,366,280	1,618,650	16,288,755	16,338,959
<i>Authorized Full-Time Positions</i>	37.00	45.00	44.00	45.00
<i>Workload Measures:</i>				
Miles of Sanitary Sewer Completed	*	34	34	34
Miles of Sanitary Sewer Under Construct	*	20	20	20
Number of New Connections	*	3,200	4,000	4,000

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 54,000 properties.

The 1992-93 budget for this program is significantly affected by the Mid-County Sewer Financial Assistance program adopted by the City Council in March 1992. For a limited period ending December 31, 1993, single-family property owners can pre-pay their line charges at a reduced rate (presently \$.50 per square foot, or \$3,500 for a 7,000 square foot lot), receive a flat \$500 credit for disconnecting an existing cesspool, have access to a private plumbing loan program, and receive the option (for large lot

**BUREAU OF ENVIRONMENTAL SERVICES (145)**

Sewer System Operating Fund (151)

Public Works

*PROGRAM SUMMARY*

<i>Program</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
----------------	----------------------------	------------------------------------	------------------------------	-----------------------------

**MID-COUNTY SEWER — Continued**

owners) of a deferred-payment loan for the part of the line charge pertaining to a lot size greater than 7,000 square feet. The provisions are retroactive, so refunds will be paid to eligible property owners who have already connected at rates higher than the \$.50/square foot cap.

The impact of the Mid-County Assistance program on the 1992-93 operating budget is to create a one-time increase of \$10 million for refunds to already-connected property owners and about \$4.5 million (to be repaid over time) to establish a private plumbing loan program. On the capital budget, the impact is to fund capital expenses out of the Sewer Operating Fund that were formerly treated as Local Improvement Districts and budgeted in the LID Construction Fund. This, along with the pre-payment window of opportunity, adds \$28.3 million to the Sewer capital budget, since an influx of prepayments is expected as property owners take advantage of the limited-term offer before December 31, 1993.

**SYSTEM MANAGEMENT**

<i>Total Expenditures</i>	\$2,289,128	\$2,979,937	\$3,242,366	\$3,242,366
<i>Operating Budget Only</i>	2,289,128	2,979,937	3,242,366	3,242,366
<i>Authorized Full-Time Positions</i>	29.00	35.00	35.00	35.00
<i>Workload Measures:</i>				
No. Industrial Permits Administered	*	150	160	160
No. Enforcement Actions Undertaken	*	125	150	150
No. Industrial On-site Inspection	*	0	250	250

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.

Within this program in 1992-93, the Source Control Division is reorganizing to meet increasing workload demands. More emphasis will be placed in 1992-93 on field work and monitoring of Industrial Users in the areas of industrial waste surveys, inspections, and follow-up investigations.

**BUREAU OF ENVIRONMENTAL SERVICES (145)**

Sewer System Operating Fund (151)

Public Works

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>ENVIRONMENTAL MANAGEMENT</u></b>				
<i>Total Expenditures</i>	\$25,526,175	\$31,317,953	\$26,261,909	\$26,453,909
<i>Operating Budget Only</i>	2,633,611	3,881,411	4,999,488	4,999,488
<i>Authorized Full-Time Positions</i>	64.00	87.00	88.00	88.00
<i>Workload Measures:</i>				
Complete CSO Reduction Plan	*	*	100%	100%
Complete Flow & Water Quality Monitoring Plan	*	*	100%	100%
Complete Part II NPDES Permit	*	*	100%	100%
Complete Johnson Ck Corridor Plan	*	*	90%	90%
Policy Issue Analyses & Responses	*	10	12	12
Sumps Installed	*	*	100	100
Linear Ft. Sewer Pipeline Constructed	*	*	6,000	6,000
Pump Stations Add/Modified/Completed	*	*	11	11
Wetland Water Quality Sites Completed	*	*	5	5

This program is responsible for the management of the Clean River program, a strategic plan adopted in May 1990 for proactively shaping Portland's environment with an integrated perspective, promoting environmental education, and developing a leadership position for the Bureau in relation to new and changing national and state regulations.

The 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. The environmental education and policy section develops and implements water quality education activities and provides comprehensive analysis of emerging regulations and issues.

This program also manages a \$21 million capital budget aimed at meeting existing and upcoming regulatory mandates. This includes a lead role in addressing the Combined Sewer Overflow problem.

**BUREAU OF ENVIRONMENTAL SERVICES (145)**

Sewer System Operating Fund (151)

Public Works

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>BUSINESS OPERATIONS</u></b>				
<i>Total Expenditures</i>	\$4,680,509	\$5,968,423	\$8,343,369	\$8,345,747
<i>Operating Budget Only</i>	4,680,509	5,968,423	8,343,369	8,345,747
<i>Authorized Full-Time Positions</i>	25.00	27.00	36.00	36.00
<i>Workload Measures:</i>				
No. IBIS End User Reports	*	*	23	23
No. Staff Using On-line IBIS Reports	*	*	75	75
Number of Affirmative Action Hires within the Bureau	71	30	30	30

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. In the 1992-93 budget, four positions (primarily in the computer support area) formerly funded by Environmental Services through interagency agreements with other bureaus are being transferred into this program. In addition, the Customer Services work unit, with six people, is being transferred from the Office of the Director into Business Operations. The 1992-93 budget also includes funds for an outside audit of the Sewer System Operating Fund.

**OFFICE OF THE DIRECTOR**

<i>Total Expenditures</i>	\$2,166,108	\$3,340,723	\$1,134,346	\$1,134,346
<i>Operating Budget Only</i>	2,166,108	3,340,723	1,134,346	1,134,346
<i>Authorized Full-Time Positions</i>	10.00	14.00	8.00	8.00

This program manages the Bureau of Environmental Services, and supervises the Bureau's Intergovernmental Affairs Manager, and the Communications Division. 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 1992-93 budget for this program reflects the transfer of the Customer Services Division, with six positions, to the Business Operations program.

**BUREAU OF ENVIRONMENTAL SERVICES (145)**

**Sewer System Operating Fund (151)**

**Public Works**

**LINE ITEM APPROPRIATIONS**

<i>Expenditure Classification</i>	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
511000 Full-Time Employees	\$9,231,629	\$10,594,344	\$13,785,114	\$14,364,786	\$14,403,143
512000 Part-Time Employees	210,204	244,227	492,856	599,849	599,850
514000 Overtime	506,758	570,486	530,072	566,653	566,653
515000 Premium Pay	133,681	133,796	116,322	204,898	204,898
517000 Benefits	3,629,223	4,114,836	5,360,550	5,561,089	5,575,313
<b>Total Personal Services</b>	<b>\$13,711,495</b>	<b>\$15,657,689</b>	<b>\$20,284,914</b>	<b>\$21,297,275</b>	<b>\$21,349,857</b>
521000 Professional Services	\$1,329,815	\$7,958,732	\$16,114,665	\$14,433,640	\$14,295,058
522000 Utilities	2,971,839	3,479,771	3,326,612	3,576,195	3,576,195
523000 Equipment Rental	19,818	13,159	425,071	374,152	374,152
524000 Repair & Maintenance	205,175	277,766	400,003	584,593	584,593
528000 Local Match Payment	0	727,197	0	14,000	14,000
529000 Miscellaneous Services	52,075	144,201	467,349	662,277	662,277
531000 Office Supplies	84,072	114,530	171,429	143,975	143,975
532000 Operating Supplies	1,040,800	1,316,902	1,633,254	1,553,195	1,553,195
533000 Repair & Maintenance Suppl	773,129	703,736	834,229	1,102,436	1,102,436
534000 Minor Equipment	185,064	115,157	277,635	220,782	220,782
535000 Clothing	22,810	56,301	39,569	40,713	40,713
539000 Other Commodities	(4,483)	118,202	4,815	2,495	2,495
541000 Education	96,146	148,810	251,465	192,624	192,624
542000 Local Travel	1,781	4,530	6,698	10,083	10,083
543000 Out-of-Town Travel	57,588	56,413	128,767	115,634	115,634
544000 External Rent	42,838	105,046	78,986	85,412	85,412
545000 Interest	0	998	0	0	0
546000 Refunds	53,322	102,441	20,000	10,096,131	10,096,131
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	256,400	359,026	2,045,356	4,972,319	4,972,319
<b>Subtotal External Materials &amp; Service</b>	<b>\$7,188,189</b>	<b>\$15,802,918</b>	<b>\$26,225,903</b>	<b>\$38,180,656</b>	<b>\$38,042,074</b>
551000 Fleet Services	\$313,412	\$397,622	\$508,029	\$483,076	\$483,076
552000 Printing/Distribution	282,989	286,234	444,904	465,234	465,234
553000 Facilities Services	311,138	612,482	597,895	660,847	660,847
554000 Communications	286,456	339,918	306,733	489,291	489,291
555000 Data Processing	22,011	106,938	159,630	100,425	100,425
556000 Insurance	533,295	528,498	598,068	631,054	631,054
557000 Equipment Lease	0	0	0	0	0
558000 Same Fund Services	0	0	0	0	0
559000 Other Fund Services	9,381,681	11,860,524	16,099,341	15,919,726	16,129,060
<b>Subtotal Internal Materials &amp; Service</b>	<b>\$11,130,982</b>	<b>\$14,132,216</b>	<b>\$18,714,600</b>	<b>\$18,749,653</b>	<b>\$18,958,987</b>
<b>Total Materials &amp; Services</b>	<b>\$18,319,171</b>	<b>\$29,935,134</b>	<b>\$44,940,503</b>	<b>\$56,930,309</b>	<b>\$57,001,061</b>
561000 Land	\$555	\$4,700	\$1,487,960	\$1,956,000	\$1,956,000
562000 Buildings	818	0	0	0	0
563000 Improvements	371,178	14,148,422	28,353,155	49,433,995	49,555,243
564000 Equipment	535,740	452,428	1,557,016	2,779,334	2,779,334
<b>Total Capital Outlay</b>	<b>\$908,291</b>	<b>\$14,605,550</b>	<b>\$31,398,131</b>	<b>\$54,169,329</b>	<b>\$54,290,577</b>
573000 Cash Transfers - Equipment	\$149,759	\$98,326	\$170,303	\$23,400	\$23,400
<b>Total Appropriation</b>	<b>\$33,088,716</b>	<b>\$60,296,699</b>	<b>\$96,793,851</b>	<b>\$132,420,313</b>	<b>\$132,664,895</b>



# BUREAU OF ENVIRONMENTAL SERVICES (145)

## Sewer System Operating Fund (151)

### Public Works

### FULL-TIME POSITIONS

Class	Title	Actual FY 89-90		Actual FY 90-91		Revised Budget FY 91-92		Proposed FY 92-93		Adopted FY 92-93	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
0982	Director of Environmental Services	0	0	1	70,093	1	72,779	1	72,495	1	72,495
3359	Senior Projects Coordinator	0	0	2	63,838	2	100,718	2	102,711	2	102,711
3355	Urban Projects Coordinator	0	0	0	0	0	0	0	0	0	0
3283	Water Laboratory Supervisor	2	68,765	2	73,840	2	76,345	2	76,044	2	76,044
3281	Water Laboratory Tech. (Lead)	1	29,890	1	31,963	1	31,789	1	33,053	1	33,053
3280	Water Laboratory Technician	7	196,626	10	207,563	11	337,512	11	339,767	11	339,767
3271	Graphics illustrator II	0	8,844	1	23,297	1	32,771	1	36,235	1	36,235
3261	Lead instrument Technician	1	36,402	1	38,690	1	40,299	1	40,152	1	40,152
3260	Instrument Technician	3	72,176	4	102,043	4	153,667	4	153,092	4	153,092
3229	Planner A	2	35,525	0	0	0	0	0	0	0	0
3194	Environmental Specialist	0	0	4	116,679	8	288,722	9	352,310	9	352,310
3171	Chief Engineer	2	114,265	1	113,392	2	126,282	2	125,782	2	125,782
3169	Principal Engineer	6	228,196	6	279,433	6	338,822	6	338,822	6	338,822
3167	Supervising Engineer	0	38,250	3	89,930	3	162,316	3	163,178	3	163,178
3166	Senior Engineer	12	386,532	10	489,127	14	698,662	13	661,197	13	661,197
3164	Engineer	1	47,071	1	62,785	3	151,551	3	151,551	3	151,551
3163	Senior Engineering Associate	13	467,332	15	521,464	22	870,337	24	1,047,390	24	1,047,390
3153	Engineering Associate	19	723,408	17	673,518	18	687,465	18	709,069	18	709,069
3152	Public Works Inspector III	0	0	1	45,825	1	46,347	1	46,166	1	46,166
3151	Public Works Inspector II	5	258,918	8	297,911	10	427,630	10	432,444	10	432,444
3150	Public Works Inspector I	14	418,988	12	420,556	15	576,840	15	576,840	15	576,840
3148	Construction Proj. Coordinator	1	42,827	1	26,110	1	47,250	1	47,250	1	47,250
3133	Project Coordinator	7	212,123	6	207,041	0	0	0	0	0	0
3132	Chief Drafting Specialist	1	41,650	2	83,928	2	88,529	2	90,740	2	90,740
3129	Drafting Technician	3	333,043	1	43,071	1	34,689	1	34,556	1	34,556
3109	Technician III	0	0	0	0	4	175,166	6	246,107	6	246,107
3108	Technician II	24	429,860	26	735,099	32	1,023,463	33	1,124,667	34	1,183,024
3107	Technician I	7	149,570	9	164,781	11	272,697	13	329,178	13	329,178
2212	Supervising Field Representative	1	23,921	0	27,440	1	36,467	1	36,791	1	36,791
2211	Field Representative II	1	29,015	1	22,402	0	0	0	0	0	0
2210	Field Representative	2	58,686	2	46,643	3	88,182	3	88,182	3	88,182
1831	Solid Waste Director	1	29,048	0	14,844	1	52,137	1	52,137	1	52,137
1829	Wastewater Operations Director	1	97,807	3	163,377	4	238,896	4	242,899	4	242,899
1828	Wastewater Opr. Superintendent	1	45,155	1	12,386	1	55,508	1	55,508	1	55,508
1827	Wastewater Maint. Superintendent	1	50,928	1	56,193	1	56,982	1	56,982	1	56,982
1819	Maintenance Analyst	1	0	1	0	1	28,439	1	28,439	1	28,439
1818	Wastewater Operations Manager	2	95,243	4	180,952	3	157,919	2	104,860	2	104,860
1817	Wastewater Maint. Supervisor	4	160,246	3	126,537	3	122,726	3	122,337	3	122,337
1816	Wastewater Opr. Supervisor	4	185,838	4	169,951	4	159,670	4	159,670	4	159,670
1815	Wastewater Opr. Specialist	3	82,334	3	105,104	3	108,180	3	108,180	3	108,180
1813	Wastewater Mechanic II	22	551,383	24	715,474	22	703,957	22	735,205	22	735,205
1812	Wastewater Mechanic I	8	222,258	3	87,408	3	87,466	7	194,832	7	194,832
1811	Wastewater Operator II	35	1,088,676	38	1,147,769	39	1,283,438	38	1,273,972	38	1,273,972
1810	Wastewater Operator I	28	686,114	23	603,924	23	620,570	23	658,490	23	658,490
1809	Wastewater Mechanic Trainee	0	0	4	0	4	94,402	0	0	0	0
1775	Water Analysis Supervisor	1	0	1	7,911	1	43,511	1	44,866	1	44,866
1610	PW Operations Foreman	0	0	0	0	0	0	1	39,401	1	39,401
<b>TOTAL THIS PAGE</b>		<b>247</b>	<b>7,746,911</b>	<b>261</b>	<b>8,470,292</b>	<b>293</b>	<b>10,801,096</b>	<b>299</b>	<b>11,333,547</b>	<b>300</b>	<b>11,371,904</b>

**BUREAU OF ENVIRONMENTAL SERVICES (145)**

**Sewer System Operating Fund (151)**

**Public Works**

**FULL-TIME POSITIONS**

Class	Title	Actual FY 89-90		Actual FY 90-91		Revised Budget FY 91-92		Proposed FY 92-93		Adopted FY 92-93	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
<b>TOTALS FROM PREVIOUS PAGE</b>		247	7,746,911	261	8,470,292	293	10,801,098	299	11,333,547	300	11,371,904
1520	Maintenance Machinist	1	30,347	1	32,454	1	33,697	1	33,575	1	33,575
1457	Supervising Electrician	1	39,628	1	41,485	1	42,360	1	42,198	1	42,198
1455	Electrician Foreman	0	4,457	1	41,459	1	42,781	1	42,616	1	42,616
1453	Electrician	6	179,367	7	195,180	8	277,334	8	306,184	8	306,184
1443	Painter	1	30,347	2	49,506	2	67,394	2	67,150	2	67,150
1331	Dredge Operator II	1	30,347	1	34,022	1	33,697	0	0	0	0
1330	Dredge Operator I	1	26,351	0	28,208	1	29,044	1	29,044	1	29,044
1313	Automotive Equipment Opr. III	2	56,860	2	62,406	3	89,759	2	62,682	2	62,682
1218	Utility Worker	0	6,757	0	0	0	0	0	0	0	0
0981	Water Quality Administrator	0	0	1	31,510	1	70,851	1	71,618	1	71,618
0980	Sewerage System Administrator	1	69,846	1	68,754	1	71,892	1	71,618	1	71,618
0978	Source Control Officer	1	0	0	0	1	56,714	1	56,714	1	56,714
0976	Env. Compliance Officer	0	0	1	0	1	50,235	1	51,469	1	51,469
0950	Assistant Financial Analyst	1	28,588	0	7,000	0	0	0	0	0	0
0943	Economist II	0	41,528	1	46,576	1	50,036	1	50,363	1	50,363
0900	Staff Assistant	0	0	1	33,542	0	0	0	0	0	0
0873	Neighborhood Assoc. Coordinator	1	31,013	1	35,445	1	36,356	1	36,227	1	36,227
0852	Loss Control Officer	1	41,358	1	45,043	1	46,769	1	46,583	1	46,583
0847	Communications Svcs. Director	1	28,690	1	33,393	1	40,113	1	40,048	1	40,048
0846	Communications Spec	0	0	0	11,782	2	71,855	2	71,855	2	71,855
0829	Financial Analyst	0	0	1	41,504	2	79,302	2	79,302	2	79,302
0828	Senior Management Analyst	2	80,083	4	132,541	3	136,672	3	137,934	3	137,934
0827	Management Analyst	1	37,286	2	89,259	5	195,945	5	193,291	5	193,291
0819	Administrative Assistant I	1	49,584	1	34,726	3	94,484	4	118,683	4	118,683
0816	Administrative Analyst Tech.	1	13,770	2	50,952	2	53,571	1	25,265	1	25,265
0812	Intergovt Program Manager	0	0	0	0	1	46,436	1	42,679	1	42,679
0808	Intergovernmental Specialist	0	0	1	40,000	0	0	0	0	0	0
0660	Human Resources Officer	0	0	1	38,145	1	51,599	1	51,407	1	51,407
0650	Training & Development Officer	1	34,236	2	73,307	1	39,463	1	40,820	1	40,820
0548	Administrative Svcs. Director	2	93,383	2	78,233	1	53,967	1	54,351	1	54,351
0545	Administrative Svcs. Officer II	1	7,718	0	0	0	0	0	0	0	0
0544	Administrative Svcs. Officer I	1	13,648	2	57,961	2	83,038	3	125,169	3	125,169
0517	Utilities Accountant	1	51,598	1	41,863	1	44,332	1	44,161	1	44,161
0516	Principal Accountant	1	39,915	1	42,999	1	44,332	1	44,161	1	44,161
0515	Senior Accountant	1	29,758	2	57,213	2	66,065	2	68,422	2	68,422
0514	Associate Accountant	0	3,822	1	29,658	2	61,590	2	54,583	2	54,583
0510	Accounting Assistant	1	22,672	1	24,239	1	25,168	1	25,077	1	25,077
0413	Stores System Manager	1	10,007	1	40,392	1	43,489	1	44,474	1	44,474
0410	Senior Storekeeper	3	59,950	3	97,020	1	29,608	1	29,608	1	29,608
0409	Storekeeper	0	0	0	0	4	118,925	4	115,133	4	115,133
0380	MIS Analyst	0	0	0	0	1	39,015	1	38,858	1	38,858
0379	Aest MIS Analyst	0	0	0	1,754	1	28,439	1	28,439	1	28,439
0374	Systems/Program Manager	0	0	0	13,951	1	46,193	1	53,056	1	53,056
0373	Senior Prog Analyst	0	0	0	0	0	0	1	46,020	1	46,020
0372	Programmer Analyst	0	0	0	0	1	35,314	1	37,835	1	37,835
<b>TOTAL THIS PAGE</b>		284	8,939,826	312	10,253,774	359	13,328,932	365	13,912,219	366	13,950,576

**BUREAU OF ENVIRONMENTAL SERVICES (145)**

**Sewer System Operating Fund (151)**

**Public Works**

*FULL-TIME POSITIONS*

Class	Title	Actual FY 89-90		Actual FY 90-91		Revised Budget FY 91-92		Proposed FY 92-93		Adopted FY 92-93	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
<i>TOTALS FROM PREVIOUS PAGE</i>		284	8,939,826	312	10,253,774	350	13,328,932	365	13,912,219	366	13,950,576
0345	Word Processing Operator I	1	22,484	1	24,004	0	0	0	0	0	0
0222	Secretarial Assistant	1	22,774	0	0	0	0	0	0	0	0
0221	Secretarial Clerk II	3	80,748	2	44,966	4	84,176	3	69,181	3	69,181
0220	Secretarial Clerk I	5	90,398	5	76,726	2	43,286	2	45,018	2	45,018
0118	Customer Service Representative	0	0	0	22,104	3	68,361	3	68,090	3	68,090
0115	Supervising Clerk	1	18,018	1	26,375	1	27,117	1	27,019	1	27,019
0114	Clerical Specialist	5	57,400	7	146,396	10	233,242	10	243,250	10	243,250
<b>TOTAL FULL-TIME POSITIONS</b>		<b>300</b>	<b>9,231,629</b>	<b>328</b>	<b>10,594,344</b>	<b>379</b>	<b>13,785,114</b>	<b>384</b>	<b>14,364,786</b>	<b>385</b>	<b>14,403,143</b>

## STREET LIGHTING FUND (113)

## FUND SUMMARY

	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b>RESOURCES</b>					
<i>Revenue</i>					
<i>Property Taxes</i>					
<i>Current Yr. Property Taxes</i>	6,750,017	6,797,400	2,315,033	0	0
<i>Prior Year Property Taxes</i>	232,096	293,551	400,000	180,000	180,000
<i>Total Property Taxes</i>	6,982,113	7,090,951	2,715,033	180,000	180,000
<i>Miscellaneous Revenues</i>					
<i>Interest on Investments</i>	928,491	929,054	500,000	309,736	309,736
<i>Other Misc. Revenues</i>	26,279	23,112	20,000	20,000	20,000
<i>Total Misc. Revenues</i>	954,770	952,166	520,000	329,736	329,736
<i>Total Revenue</i>	7,936,883	8,043,117	3,235,033	509,736	509,736
<i>Transfer of Residual Equity</i>					
<i>St. Light Cap. Repl. Fund</i>	0	710,997	0	0	0
<i>Beginning Fund Balance</i>					
<i>Encumbered</i>	0	0	28,229	30,000	30,000
<i>Unencumbered</i>	0	0	11,664,959	7,320,680	7,402,680
<i>Total Beginning Fund Bal.</i>	8,514,335	9,828,172	11,693,188	7,350,680	7,432,680
<b>TOTAL RESOURCES</b>	<b>16,451,218</b>	<b>18,582,286</b>	<b>14,928,221</b>	<b>7,860,416</b>	<b>7,942,416</b>
<b>REQUIREMENTS</b>					
<i>Bureau Requirements</i>					
<i>Personal Services</i>	0	0	0	0	0
<i>External Materials &amp; Services</i>	(4,595)	1,713	28,229	0	0
<i>Internal Materials &amp; Services</i>					
<i>Transportation Operating Fund</i>	4,379,055	3,996,739	10,052,361	7,699,496	7,781,496
<i>Transportation Construction Fund</i>	1,648,088	615,254		0	0
	6,027,143	4,611,993	10,052,361	7,699,496	7,781,496
<i>Capital Outlay</i>	0	0	0	0	0
<i>Total Bureau Requirements</i>	6,022,548	4,613,706	10,080,590	7,699,496	7,781,496
<i>Contingency</i>					
<i>General Oper. Contingency</i>	0	0	1,104,485	0	0
<i>Encumbrance Carryover</i>	0	0	0	30,000	30,000
<i>Total Contingency</i>	0	0	1,104,485	30,000	30,000
<i>Transfers to Other Funds—Cash</i>					
<i>General Fund—Overhead</i>	34,720	44,720	122,313	104,670	104,670
<i>Transportation Oper. Fund</i>	182,903	181,491	0	0	0
<i>Transportation Constr. Fund</i>	55,941	122,313	0	0	0
<i>Capital Replacement Fund</i>	326,934	331,820	0	0	0
<i>Total Cash Transfers Out</i>	600,498	680,344	122,313	104,670	104,670

**STREET LIGHTING FUND (113)**

**FUND SUMMARY**

	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<i>Other Requirements—Street Lts Stock</i>	0	0	26,250	26,250	26,250
<i>Reserve for Future Years</i>	0	0	1,072,158	0	0
<i>Unapprop. Ending Fund Bal.</i>	9,828,172	13,288,235	2,522,425	0	0
<b>TOTAL REQUIREMENTS</b>	<b>16,451,218</b>	<b>18,582,285</b>	<b>14,928,221</b>	<b>7,860,416</b>	<b>7,942,416</b>

The activity in this fund was supported by revenues from a three-year \$.49 per \$1,000 of assessed valuation special levy approved by the voters in March 1989. Due to the passage of Measure 5, City Council decided to levy only a portion of 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 City's General Fund. Other factors influencing the decision to reduce the levy amount included the impact to other governmental jurisdictions, the financial condition of the Street Lighting Fund, and the effect on the provision of street lighting services as a result of the lost property tax revenues.

The activities of the Street Lighting Program take place in the Street Lighting section of the Bureau of Traffic Management, and are expended out of the Transportation Operating Fund. The Street Lighting Fund reimburses the Transportation Operating Fund for costs incurred as a result of Street Light activities. It also pays the Transportation Operating Fund for administrative costs (overhead cost recovery) associated with the operation of the Street Lighting Program, such as rent, communications, accounting services, etc. The Street Light Fund also pays the General Fund directly for services provided by General Fund programs, such as Treasury investment and accounting activities.

The 1992-93 budget anticipates expenditure of all resources in the Street Lighting Fund. Sufficient resources exist within the fund to continue operation of the program for FY 1992- 93. The existing fund balance will be used to pay for a reduced street lighting program. During budget deliberations, City Council elected to fund the Street Lighting program in Transportation beginning in FY 1993-94, and increase the General Fund cash transfer amount, dedicating those funds to Street Lighting, and reaching 100% General Fund support of Street Lighting Operations and Maintenance in FY 95-96.

The total 1992-93 fund-level budget for the Street Lighting Fund is \$7,942,416. That amount is \$6,985,805 less than the 1991-92 Revised Budget. In addition to the loss of levy revenue, the decrease is mostly attributable to the decline in the unappropriated ending fund balance, which has a zero balance in 1992-93, compared to the \$2,522,425 in FY 1991-92. The rest of the reduction is a result of reducing service levels and eliminating the "reserve for future years". In order to provide the street lighting service level in the 1992-93 budget, it is necessary to draw down on the fund balance. The estimated resources supporting street lighting includes an estimated beginning fund balance of \$7,432,680, prior year property tax receipts of \$180,000, and interest earnings of \$309,736.

On the requirements side, the budget includes service reimbursements and cash transfers of approximately \$7.9 million. The service reimbursement to the Transportation Operating Fund total \$7.8 million and support operating costs of \$4.6 million, a capital improvement program of \$2.6 million, and overhead cost recovery of \$613,530. The operating costs includes street lighting power, maintenance, an other operating costs, such as program administration. This level of funding also includes \$260,000 for funding operations and maintenance for path and

road lighting in City parks. Funding for utilities is held constant at \$3.5 million, an amount that does not include any contingencies for potential electric rate increases.

The Capital Improvement Program supported by the Street Lighting Fund totals \$2.6 million for 1992-93. Significant projects within the CIP package include \$1.4 million for street lighting projects in the Oregon Convention Center/Lloyd District area and \$680,000 for lighting 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. Other capital work includes purchase and conversion of street lights in annexed areas and street light installations both inside and outside the Central Business District. The FY 1992-93 budget discontinues the \$300,000 program for lighting that support economic development projects.

The "Reserve for Future Years" which was a result of the consolidation of the Street Lighting Capital Replacement Fund into the Street Lighting Fund in FY 1990-91 has been eliminated. The capital replacement fund was established in FY 1989-90 to account for funds that were being set aside to pay for the future replacement of existing street light luminaries. The reserve was eliminated so that 1992-93 program requirements could be met with the available funds.

The City Council has directed that the street lighting program continue to reside in Transportation in the coming years. It is their intent that the General Fund transfer to the Street Lighting program increase over time to the point that the program is fully supported by the General Fund in FY 1995-96. The Street Lighting budget, beginning in FY 1993-94, will be an operations and maintenance budget, and the level of capital expenditures will be determined in the annual Capital Review process.

**OFFICE OF TRANSPORTATION (159)**

Transportation Operating Fund (112)

Public Works

**APPROPRIATION SUMMARY**

	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>EXPENDITURES</u></b>					
<i>Personal Services</i>	\$27,455,218	\$29,226,280	\$34,918,189	\$35,571,039	\$35,711,929
<i>External Materials and Serv.</i>	13,623,904	18,578,865	23,075,320	22,211,514	22,206,281
<i>Internal Materials and Services</i>	11,084,266	12,148,650	12,560,233	12,625,243	12,732,345
<i>Capital Outlay</i>	1,525,494	2,863,936	6,923,147	9,880,336	9,904,261
<i>Cash Transfers-Equipment</i>	0	0	159,600	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$53,688,882</b>	<b>\$62,817,731</b>	<b>\$77,636,489</b>	<b>\$80,288,132</b>	<b>\$80,554,816</b>
<b><u>Authorized Full-Time Positions</u></b>					
<i>Total</i>	672	682	709	697	700
<b><u>FUNDING SOURCES</u></b>					
<i>General Fund Discretionary</i>		\$3,460,805	\$1,936,780	\$2,050,077	\$2,050,077
<i>Other Transportation General Disc.</i>		40,545,570	39,901,633	41,443,378	41,553,751
<i>Total Gen. Transportation Revenues (GTR)</i>		44,006,375	41,838,413	43,493,455	43,603,828
<b><u>Non-Discretionary Resources</u></b>					
<i>Grants and Donations</i>		0	3,974,407	4,553,440	4,491,420
<i>Contract Revenue</i>		235	1,680,878	6,769,865	6,769,865
<i>Interagency Services</i>		14,788,192	27,595,516	22,387,119	22,605,450
<i>Bureau Program Revenue</i>		4,022,929	2,547,275	3,084,253	3,084,253
<i>Total Non-Discretionary Sources</i>		\$18,811,356	\$35,798,076	\$36,794,677	\$36,950,988
<b>TOTAL FUNDING</b>		<b>\$62,817,731</b>	<b>\$77,636,489</b>	<b>\$80,288,132</b>	<b>\$80,554,816</b>
<b><u>PROGRAMS</u></b>					
<i>Street Preservation</i>		8,647,908	9,780,158	\$10,668,750	\$10,668,750
<i>Traffic Maintenance</i>		4,568,842	5,345,754	5,404,707	5,404,707
<i>Street Cleaning</i>		4,795,508	4,845,909	4,647,721	4,647,721
<i>Sidewalk Preservation and Safety</i>		2,125,669	2,423,594	2,524,751	2,524,751
<i>Structural Maintenance</i>		1,758,263	1,871,806	2,116,497	2,116,497
<i>Emergency Services</i>		448,667	530,047	559,099	559,099
<i>Sewer Maintenance</i>		5,979,191	5,392,372	5,675,296	5,776,013
<i>Drainage &amp; Roadside Maintenance</i>		0	3,023,305	3,077,742	3,077,742
<i>Maintenance Support and Administration</i>		3,750,779	3,267,560	3,549,022	3,586,887
<i>Operations</i>		1,605,098	1,609,672	852,575	1,089,770
<i>Project Analysis and Design</i>		0	0	805,325	568,130
<i>Neighborhood Traffic Management</i>		490,439	1,056,767	513,401	587,288
<i>Traffic Signal System</i>		1,519,554	1,846,865	6,782,104	1,890,944
<i>Street Lighting System</i>		5,824,711	9,268,814	1,960,944	6,864,104
<i>Parking Patrol</i>		1,656,523	1,853,486	1,952,237	1,952,237
<i>Collector Recovery Program</i>		0	0	73,887	60,798
<i>Parking Management</i>		854,383	1,818,401	848,205	848,205
<i>Traffic Management Administration</i>		716,983	1,186,705	1,245,259	1,245,259
<i>Arterial Improvements</i>		5,505,456	6,589,884	13,554,137	13,579,137
<i>Local Improvements</i>		3,869,709	4,787,153	4,311,519	4,311,519
<i>Development Services</i>		2,501,991	4,809,227	3,225,416	3,225,416
<i>Engineering Support</i>		1,693,857	2,430,770	2,071,320	2,076,522
<i>Director</i>		772,755	631,207	633,184	658,286
<i>Resources</i>		928,653	1,095,783	1,178,495	1,178,495
<i>Planning</i>		2,802,792	2,171,250	2,056,539	2,056,539
<b>TOTAL PROGRAMS</b>		<b>\$62,817,731</b>	<b>\$77,636,489</b>	<b>\$80,288,132</b>	<b>\$80,554,816</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. This system consists of paved streets, sidewalks, bridges, curbs, street corners, 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 around-the-clock response to emergencies such as storms and other incidents that inhibit safe transportation.

Many of the activities supported by the 1992-93 Budget are dictated by Council adopted policies such as the City's Comprehensive Plan, the Arterials Street Classification Policy, the Neighborhood Traffic Management Program, the Downtown Parking and Circulation Policy, the Downtown Parking Management Plan, and the City of Portland Street Lighting Standards.

The Office of Transportation is comprised of four bureaus: The Bureau of Maintenance, the Bureau of Traffic Management, the Bureau of Transportation Engineering, and the Office of the Transportation Director.

The Office of Transportation's total 1992-1993 proposed budget is \$80,288,132, which represents an increase of \$2,651,643 (or 3.4%) over the FY 1991-92 Revised Budget. The 1992-93 budget provides for current levels of service for Transportation activities, with the exception of reductions in the activities within the Bureau of Maintenance supported by an interagency agreement with the Bureau of Environmental Services, and reductions in the Street Lighting program. The Office of Transportation requested no additional resources for its activities, beyond those identified in its Financial Plan presented to Council in December 1991. The Transportation Capital Improvement program for 1992-93 totals \$22,411,621.

The Office of Transportation's primary source of funding is referred to as General Transportation Revenues (GTR) and is comprised of State Gas Tax revenues, General Fund cash transfer, Parking Meter revenues, City/County Road Agreement revenues, and miscellaneous revenues such as interest earnings. Other sources of funding include service reimbursements, in which other City bureaus pay the Office of Transportation for services it provides to those bureaus; contracts with other jurisdictions, such as Tri-Met or Metro; State and Federal Grants, and revenues from service charges and fees (cost recovery). The FY 92-93 budget is supported by the following sources: GTR (\$43,216,600, including a General Fund Transfer amount of \$2,050,077), service reimbursements (\$22,433,728), contracts (\$6,744,129), State and Federal Grants (\$4,579,176), and bureau revenues (cost recovery) (\$3,084,253).

The total number of positions is reduced by a net of 12 from the number in 1991-92. Fourteen positions were cut in the Bureau of Maintenance as a result of the decreased interagency with Environmental Services. In addition to the 14 positions cut in the Bureau of Maintenance, two positions from the Bureau of Transportation Engineering were transferred to BES, and one Programmer Analyst position was cut in Engineering, bringing the total position reductions to 17. Five new positions are added, which include a Utility Worker, Technician, Sr. Engineering Associate, Engineer, and Secretary Clerk.



## OFFICE OF TRANSPORTATION (159)

Transportation Operating Fund (112)

Public Works

APPROPRIATION SUMMARY

### 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. This system consists of paved streets, sidewalks, bridges, curbs, street corners, 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 around-the-clock response to emergencies such as storms and other incidents that inhibit safe transportation.

Many of the activities supported by the 1992-93 Budget are dictated by Council adopted policies such as the City's Comprehensive Plan, the Arterials Street Classification Policy, the Neighborhood Traffic Management Program, the Downtown Parking and Circulation Policy, the Downtown Parking Management Plan, and the City of Portland Street Lighting Standards.

The Office of Transportation is comprised of four bureaus: The Bureau of Maintenance, the Bureau of Traffic Management, the Bureau of Transportation Engineering, and the Office of the Transportation Director.

The Office of Transportation's total 1992-1993 proposed budget is \$80,288,132, which represents an increase of \$2,651,643 (or 3.4%) over the FY 1991-92 Revised Budget. The 1992-93 budget provides for current levels of service for Transportation activities, with the exception of reductions in the activities within the Bureau of Maintenance supported by an interagency agreement with the Bureau of Environmental Services, and reductions in the Street Lighting program. The Office of Transportation requested no additional resources for its activities, beyond those identified in its Financial Plan presented to Council in December 1991. The Transportation Capital Improvement program for 1992-93 totals \$22,411,621.

The Office of Transportation's primary source of funding is referred to as General Transportation Revenues (GTR) and is comprised of State Gas Tax revenues, General Fund cash transfer, Parking Meter revenues, City/County Road Agreement revenues, and miscellaneous revenues such as interest earnings. Other sources of funding include service reimbursements, in which other City bureaus pay the Office of Transportation for services it provides to those bureaus; contracts with other jurisdictions, such as Tri-Met or Metro; State and Federal Grants, and revenues from service charges and fees (cost recovery). The FY 92-93 budget is supported by the following sources: GTR (\$43,216,600, including a General Fund Transfer amount of \$2,050,077), service reimbursements (\$22,433,728), contracts (\$6,744,129), State and Federal Grants (\$4,579,176), and bureau revenues (cost recovery) (\$3,084,253).

The total number of positions is reduced by a net of 12 from the number in 1991-92. Fourteen positions were cut in the Bureau of Maintenance as a result of the decreased interagency with Environmental Services. In addition to the 14 positions cut in the Bureau of Maintenance, two positions from the Bureau of Transportation Engineering were transferred to BES, and one Programmer Analyst position was cut in Engineering, bringing the total position reductions to 17. Five new positions are added, which include a Utility Worker, Technician, Sr. Engineering Associate, Engineer, and Secretary Clerk.

## OFFICE OF TRANSPORTATION (159)

Transportation Operating Fund (112)

Public Works

APPROPRIATION SUMMARY

---

The total Capital Improvement Program (CIP) request for FY 1992-93 is \$22,411,621. The adopted capital improvement plan includes 65 projects scheduled for FY 1992-93. Significant capital projects include continued improvements in the Oregon Convention Center/Lloyd District area, completion of the N Marine Drive Phase I, NE Airport Way. Additionally, design, planning, and site acquisition activities are planned for the Westside Light Rail project and for the Central City Trolley project.

The Office of Transportation has committed \$19.5 million dollars of financial security and \$3 million of Transportation revenues to support the development of the Oregon Arena Project. The total of \$22.5 Mil. will be provided from proceeds of revenue bonds secured with gas tax and parking meter revenues and repaid from project revenues. The \$3 million of direct PDOT support will advance the construction of street projects already planned for the Coliseum area.

For FY 1992-93, the following program changes have been made:

The Project Analysis and Design Program has been added as a separate program. In the FY 1991-92 budget, these activities were included in the Operations Program.

The Alternative Transportation Program has been folded into the Project Analysis and Design Program.

A new program, the Collector Recovery Program, has been created to address excessive volumes and safety issues on residential neighborhood collector streets through education, enforcement, and engineering measures.

The following are specific program funding changes from 1991-92.

Due to a reduction in the interagency service agreement with the Bureau of Environmental Services, there will be reductions from current service levels in the Maintenance Bureau's Street Cleaning, Sewer Maintenance, and Drainage & Roadside Maintenance Programs.

The Neighborhood Traffic Management Program will maintain current service levels. The large FY 1991-92 budget is due to projects that were carried over from the prior year.

The Parking Management Program funds current service level - the decrease from FY 1991-92 is due to the major downtown parking meter upgrade project that is included and will be completed during FY 1991-92.

The Street Lighting program will be reduced in order to stay within the remaining resources in the Street Lighting Fund. There will be reductions in capital and construction in the amount of \$760,000, along with reductions in the Park's Lighting program, arterial streets upgrade program, Central Business District installations, and lighting acquisitions due to annexation. The Economic Development program will be eliminated.

The Arterial Improvements Program will increase substantially. The Bureau of Transportation Engineering will begin the largest construction program in its history. Refer to the Capital Improvement Program for detail on specific projects.

## OFFICE OF TRANSPORTATION (159)

Transportation Operating Fund (112)

Public Works

APPROPRIATION SUMMARY

### BUREAU PERFORMANCE OBJECTIVES AND EFFICIENCY/EFFECTIVENESS MEASURES

The Office of Transportation has submitted the following Efficiency and Effectiveness Measures for FY 1992-93.

Objective: Increase productivity through more efficient utilization of resources while maintaining the services and products produced.

Efficiency/Effectiveness Measure: Deliver annual savings equal to 5% of budget through increased productivity.

Objective: Develop an implementation plan to address Transportation's FY 1992-97 financial plan.

Efficiency/Effectiveness Measures:

- Develop an approach to maximize Portland's utilization of resources available from the Federal Surface Transportation Act.
- Identify a full cost recovery program of fees and charges
- In cooperation with the Office of Finance and Administration, provide additional analysis for a street user fee.
- Prepare a PDOT FY 1992-93 Financial Plan for presentation to City Council.

Objective: Improve the condition of transportation facilities

Efficiency/Effectiveness Measure: Reduce the backlog of streets requiring maintenance from 396 miles to 388 miles.

Objective: Implement strategies which increase the public's knowledge and awareness of the impacts of auto travel on neighborhood livability.

Efficiency/Effectiveness Measures:

- Complete development of the Collector Recovery Program, begin testing of two projects, and reduce speed in those project streets by 5 mph in the 85th percentile.
- Increase public awareness of speeding on residential streets by contacting 4,300 motorists through the Speed Watch program.
- Through the Reclaiming Our Streets Program, plan, conduct and evaluate second annual Neighborhood Congress, a citywide one-day citizen's congress to address current and future traffic and transportation needs.

Objective: Provide options which achieve a balanced transportation system and clean air, particularly by reducing reliance on the single-occupant auto.

Efficiency/Effectiveness Measures:

- Complete the development and signing of selected bikeway streets in N Portland.
- Establish a standing Citizens Advisory Committee for the Pedestrian Program.
- Develop and implement plan for complying with the pedestrian requirements of the Americans with Disabilities Act.

## OFFICE OF TRANSPORTATION (159)

Transportation Operating Fund (112)

Public Works

APPROPRIATION SUMMARY

---

- Regional Rail Program – hold Summit III and complete the Preliminary Alternatives Analysis for the South (Clackamas Town Center) and North (Vancouver) Light Rail Transit Corridors.
- Secure receipt of the HUD planning grant for Central City Trolley, complete alignment selection process, and proceed with final design engineering for implementation.
- Improve transportation demand management and air quality by implementing such measures as transit subsidy, carpooling, and alternative work hours within the Central City and promote similar measures throughout the region.

Objective: Insure the timely provision of the capital transportation facilities necessary for the continued development, economic growth and liveability of the City.

Efficiency/Effectiveness Measures:

- Airport Way – Complete the construction of the \$22 million facility which opens the Columbia South Shore to commercial and industrial development in Fall, 1992.
- Marine Drive – Complete the first phase from I-5 to N Portland Road in Fall 1992. Begin construction of the final phase into the Rivergate Industrial District in Spring, 1993.
- Transit Mall Extension – Assist in the completion of final design, and begin construction management in January, 1993. This project will extend the Transit Mall north to Union Station and complement the redevelopment of the North of Burnside District and the Old Town area.
- Oregon Convention Center – Complete the reconstruction of NE Holladay Street as the edestrian and transit spine service the Lloyd District.
- Neighborhood Improvement Program – Strengthen the bureau's marketing and public information program and find innovative techniques to hasten the design and construction of economical local street improvements.
- Westside Light Rail – Complete final design and begin construction in October 1993.

**OFFICE OF TRANSPORTATION (159)**

Transportation Operating Fund (112)

Public Works

**PROGRAM SUMMARY**

Program	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>STREET PRESERVATION</u></b>				
Total Expenditures	\$8,647,908	\$9,780,158	\$10,668,750	\$10,668,750
General Fund Discretionary Expenditures	0	0	0	0
Authorized Full-Time Positions	97.0	96.0	95.0	95.0
Workload Measures:				
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)	47	168	0	0
Slurry Sealing (Miles)	46	50	50	50
Chip Sealing (Miles)	56	52	0	0
Resurfacing (Miles)	56	53	53	53

The City of Portland is responsible for maintaining 1,521 miles of fully improved streets and 297 miles of partially improved streets 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. Dependent on the condition of the street, the Pavement Management System helps identify the most cost effective maintenance technique, which may range from sealing cracks or patching small holes to complete reconstruction. As of October 1991, PMS data showed a 396 mile backlog of streets requiring surface treatment, rehabilitation or reconstruction with an estimated cost of \$30.0 million. It would require treatment of 97 miles of street annually just to maintain the backlog at the present level of 396. This is because of normal deterioration of street stock due to the damage caused by weather and traffic. Street preservation activities proposed for FY 1992-93 total 105 miles, which will result in a reduction in the backlog of 8 miles, or approximately 3% of the backlog. The treatment program consists of 52 miles of resurfacing, 50 miles of slurry sealing, and 3 miles of new construction.

**TRAFFIC MAINTENANCE**

Total Expenditures	\$4,568,842	\$5,345,754	\$5,404,707	\$5,404,707
General Fund Discretionary Expenditures	0	10,000	0	0
Authorized Full-Time Positions	54.0	56.0	56.0	56.0
Workload Measures:				
Sign Maintenance	17,360	15,520	15,520	15,520
Signal Repairs	4,240	7,990	6,974	6,974
Parking Meter Repairs	36,311	36,311	39,311	39,311
Pavement Markings (Sq Ft)	294,180	300,030	308,460	308,460
Striping Miles	2,880	3,408	3,401	3,401

The Traffic Maintenance Program supports the maintenance of 890 signalized intersections; 90 partially controlled intersections; 5,168 legends placed on the street surface; 3,401 miles of painted line; 1,700 crosswalks; 30,000 traffic control signs; 37,000 parking control signs, and 67,000 street name signs. In addition, the City owns approximately 43,000 street lights, of which 6,000 are maintained by the Bureau of Maintenance. The FY 1992-93 service level supports 15,520 sign repairs; signal repairs at 6,974 locations; 3,401 miles of pavement striping; 309,460 square feet of pavement makings; and service to 5,800 meters.

**OFFICE OF TRANSPORTATION (159)**

Transportation Operating Fund (112)

Public Works

**PROGRAM SUMMARY**

Program	<i>Actual</i> <i>FY 90-91</i>	<i>Revised Budget</i> <i>FY 91-92</i>	<i>Proposed</i> <i>FY 92-93</i>	<i>Adopted</i> <i>FY 92-93</i>
<b><u>STREET CLEANING</u></b>				
Total Expenditures	\$4,795,508	\$4,795,508	\$4,647,721	\$4,647,721
General Fund Discretionary Expenditures	0	0	0	0
Authorized Full-Time Positions	62.0	62.0	50.0	50.0
Workload Measures:				
Residential Sweeping (Curb Miles)	20,685	34,875	36,750	36,750
Arterial Sweeping (Curb Miles)	17,793	28,204	30,200	30,200
CBD Sweeping (Curb Miles)	10,373	10,600	11,000	11,000
Trash, Cans Emptied	128,597	154,785	160,000	160,000
Leaf Removal	11,619	14,000	22,000	22,000

The Street Cleaning program supports the cleaning of 4,022 miles of street within the City of Portland, which includes 1,990 miles of residential streets, 1,989 miles of arterials and 43 miles of streets in the Central Business District. The funding level for 1992-93 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 \$1.44 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 \$70,000 decrease from 1991-92 and \$160,484 from the amount required to provide the same level of service as was provided in FY 1991-92. These reductions are the result of budget cuts which took place within the Bureau of Environmental Services. As a result of the reductions the Street Cleaning program will be reduced by 3 positions, which will in turn result in the elimination of response to emergency calls from the Police and Fire Bureaus to handle oil spills and glass clean ups from accidents, and will reduce the efficiency of the day shift sweeping operation and lengthen the street cleaning cycle.

**OFFICE OF TRANSPORTATION (159)**

Transportation Operating Fund (112)

Public Works

**PROGRAM SUMMARY**

Program	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b>SIDEWALK PRESERVATION &amp; SAFETY</b>				
Total Expenditures	\$2,125,669	\$2,125,669	\$2,524,751	\$2,524,751
General Fund Discretionary Expenditures	0	0	0	0
Authorized Full-Time Positions	34.0	34.0	34.0	34.0
Workload Measures:				
Inspection Postings	1,018	6,000	4,900	4,900
Sidewalk/Driveway Repair (Sq Ft)	137,108	120,000	120,000	120,000
Corner Maintenance (Sq Ft)	55,943	55,000	60,000	60,000
Curb Maintenance	17,026	18,000	19,200	19,200

The Sidewalk and Preservation program oversees the maintenance of 2,486 miles of sidewalk, 2,530 miles of curb and 80,734 corners within the City. The City Charter assigns the responsibility for maintenance of sidewalks to the owner of the abutting property, therefore the Bureau of Maintenance inspects the sidewalks and notifies the property owners of needed repairs. In the event timely repairs are not made by the property owner, the Bureau of Maintenance makes the repairs and bills the property owner for the cost. Non-reimbursable activities include inspections, permits issuance, corner and curb maintenance, and Transit Mall maintenance.

The FY 1992-93 proposed funding level provides for 4,900 inspection postings, replacement of 120,000 square feet of sidewalk and driveway, repair of 600 corners, and the repair and replacement of defective brick and granite on the Transit Mall. This is a level of service equivalent to that provided in FY 1991-92.

**OFFICE OF TRANSPORTATION (159)**

Transportation Operating Fund (112)

Public Works

**PROGRAM SUMMARY**

Program	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>STRUCTURAL MAINTENANCE</u></b>				
Total Expenditures	\$1,758,263	\$1,871,806	\$2,116,497	\$2,116,497
General Fund Discretionary Expenditures	0	15,000	0	0
Authorized Full-Time Positions	28.0	29.0	29.0	29.0
Workload Measures:				
Bridge Projects	20	25	23	23
Stairway Projects	19	23	25	25
Retaining Wall Projects	10	19	17	17
Ft Rails & Fences Maintained	5,295	4,500	4,000	4,000
Tunnel Projects	1	1	0	0

The objective of the Structural Maintenance program is to control deterioration of vehicle and pedestrian structures within the public right-of-way. In conjunction with the Bureau of Transportation Engineering, the Maintenance Bureau plans and conducts an annual maintenance program to ensure public safety and convenience and control deterioration of these structures. The activity level within this program is dependent on the size and complexity of the projects identified for repair, which accounts for the decrease in the number of bridge and retaining wall maintenance projects. 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 1992-93 provides for maintenance/repair of 23 bridges, 25 stairways, and 17 retaining walls. A slight increase in the budget in FY 92-93 reflects the additional funds towards upgrading of guardrails and an enhanced level of maintenance of Transit Mall furniture.



**OFFICE OF TRANSPORTATION (159)**

Transportation Operating Fund (112)

Public Works

**PROGRAM SUMMARY**

Program	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>EMERGENCY SERVICES</u></b>				
Total Expenditures	\$448,667	\$530,047	\$559,099	\$559,099
General Fund Discretionary Expenditures	\$0	0	0	0
Authorized Full-Time Positions	\$0	1.0	1.0	1.0
Workload Measures: [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.

**SEWER MAINTENANCE**

Total Expenditures	\$5,979,191	\$5,392,372	\$5,675,296	\$5,776,013
General Fund Discretionary Expenditures	0	0	0	0
Authorized Full-Time Positions	102.0	84.0	81.0	83.0
Workload Measures:				
Sewers Repaired, Ft	5,579	4,869	4,869	4,869
Sewers Reconstructed, Ft	1,089	1,100	1,100	1,100
Emergency Services, Calls	17,645	13,782	9,640	9,640
Visual/TV Inspection, Ft	242,341	573,750	585,750	585,750
Sewers Cleaned, Ft	733,443	1,500,000	1,300,000	1,300,000
Clean Drainage Facilities	331	480	480	480

The Sewer Maintenance program oversees the annual programs for cleaning and inspection of the 1,767 miles of sewer, investigation of customer problems, and repair and reconstruction of damaged broken or deteriorated sewers. These programs were established in cooperation with the Bureau of Environmental Services (BES), which funds the entire cost of the Sewer Maintenance program via an interagency agreement. The City of Portland's sewer system services 110,291 homes, 9878 multiple dwelling buildings, and 13,551 commercial and industrial establishments for a total of 133,720 individual connections and customers.

Cutbacks in the BES interagency have resulted in a reduced service level and the elimination of two positions. The Sewer Maintenance Interagency agreement is \$25,580 less than the FY 1991-92 amount and \$237,030 less than what would have been necessary to maintain the same level of service. These service reductions will result in a significant decrease in the level of emergency response to sewer customers.

**OFFICE OF TRANSPORTATION (159)**

Transportation Operating Fund (112)

Public Works

**PROGRAM SUMMARY**

Program	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>DRAINAGE &amp; ROADSIDE MAINTENANCE</u></b>				
Total Expenditures	\$0	\$3,023,305	\$3,077,742	\$3,077,742
General Fund Discretionary Expenditures	0	0	0	0
Authorized Full-Time Positions	0.0	36.0	29.0	29.0
Workload Measures:				
Roadside Vegetation Mgmt. (Miles)	N/A	N/A	2,175	2,175
Ditch Maintenance (Miles)	N/A	N/A	60	60
Major Trash Rack Repairs	N/A	N/A	1,950	1,950

The Drainage and Roadside Maintenance program was newly created in FY 1991-92 to house drainage maintenance, roadside vegetation control, and shoulder and roadside maintenance activities. The drainage and roadside maintenance program assists the Bureau of Environmental Services in meeting the goals of the City's "Clean Rivers Program", as well as federally mandated requirements. The Maintenance Bureau is actively testing, developing, and implementing Maintenance Practices for storm water management, and an Integrated Vegetation Management (IVM) program to manage the roadside vegetation.

The funding level for 1992-93 supports a reduced level of drainage maintenance, roadside vegetation control and shoulder maintenance compared to FY 1991-92, due to a reduction in the support from the Bureau of Environmental Services. Of the total program budget of \$3.2 million, approximately \$1.4 million is funded by an interagency agreement with the Bureau of Environmental Services. This represents a reduction of \$276,521 from the FY 1991-92 level, and \$569,290 less than what would have been required to provide the same level of service as provided in 1991-92. A total of seven positions have been eliminated as a result of the reduced interagency. The reduced staffing level will result in a decrease (of between 25 to 60% depending upon the project) in the routine cycles to inspect, clean, repair, replace and construct drainage facilities, and will also have a negative impact to water quality.

**MAINTENANCE SUPPORT AND ADMINISTRATION**

Total Expenditures	\$3,750,779	\$3,267,560	\$3,549,022	\$3,586,887
General Fund Discretionary Expenditures	0	0	0	0
Authorized Full-Time Positions	52.0	50.0	51.0	51.0
Workload Measures:				
Avg MIS Report Cycle, Wks Delay	6	5	5	5
Avg Billing Cycle	7	6	6	6
Purchases Processed	680	720	720	720
Pieces of Fleet Eq.	529	504	504	504

The Maintenance Support and Administration program maximizes the efficiency and effectiveness of the field operations by providing specialized, centrally administered direct support services to the Bureau of Maintenance. These services 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**

Program	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b>OPERATIONS</b>				
Total Expenditures	\$1,605,098	\$1,609,672	\$852,575	\$1,089,770
General Fund Discretionary Expenditures	0	114,912	0	0
Authorized Full-Time Positions	20.0	22.0	15.0	15.0
Workload Measures:				
Public Requests Responded To	900	700	1,200	1,200
Traffic Data Studies Conducted	4,000	4,000	4,500	4,500
Special Events Coordinated	100	100	100	100
Development Applications Reviewed	750	750	750	750

The Operations program is a comprehensive program that 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, 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 Project Analysis and Design (PAD) function has been segregated from the Operations Program for FY 1992-93. Program activities will be at approximately the same level as in FY 1991-92. These include responding to 1200 citizen requests, review of approximately 750 land use cases, and building permits, and analysis of traffic data collected at over 4,000 locations annually. The totals for FY 1990-91 and 1991-92 include the PAD program.

**PROJECT ANALYSIS AND DESIGN**

Total Expenditures	\$0	\$0	\$805,325	\$568,130
General Fund Discretionary Expenditures	0	0	0	0
Authorized Full-Time Positions	0.0	0.0	8.0	8.0
Workload Measures:				
Transportation Projects Analyzed	N/A	65	65	0
Guardrail Installations (Lin. Ft)	N/A	N/A	1,000	0
High Accident Locations Analyzed	N/A	N/A	20	0
Curb Ramps Constructed	N/A	N/A	146	0
Miles of Bikeway Implemented	N/A	N/A	30	0

In FY 1992-93, the Project Analysis and Design (PAD) program is budgeted as a separate program. It was previously a part of the Operations Program. The PAD also includes the Alternative Transportation Program, which was a separate program in FY 1991-92. The PAD program provides for the planning, design and construction monitoring needed to improve traffic operations and safety. The PAD Program also identifies capital requirements needed to accommodate cyclists and improve pedestrian access, including curb ramps. Activities supported by the PAD staff include traffic design and review of federally funded projects, traffic engineering analysis and planning for the existing transportation network, including identification of the top 250 high accident locations, and identification and application for funding for capital projects, and management of the guardrail improvement program.

**OFFICE OF TRANSPORTATION (159)**

Transportation Operating Fund (112)

Public Works

**PROGRAM SUMMARY**

Program	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>NEIGHBORHOOD TRAFFIC MANAGEMENT</u></b>				
Total Expenditures	\$490,439	\$1,056,767	\$513,401	\$587,288
General Fund Discretionary Expenditures	0	337,000	0	0
Authorized Full-Time Positions	5.0	5.0	5.0	5.0
Workload Measures:				
Requests (Intersections) Evaluated	35/100	40/120	100/200	100/200
Projects (Intersections) Planned	6 /16	4 /12	11 /61	11 /61
Projects (Intersections) Designed	3 /32	15 /65	8 /44	8 /44
Projects (Intersections) Constructed	4 /26	5/34	4 /9	4 /9
Projects (Intersections) Evaluated	2 /6	8 /24	25/100	25/100

The objective of the Neighborhood Traffic Management (NTMP) 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 program also supports the policies of the Comprehensive Plan by reducing the impact of vehicular traffic in residential streets.

The funding level for 1992-93 provides for the construction of the following projects: SW Boones Ferry Road; SE Harold Street; North Smith; and NE Wisteria. Additionally, the program staff will plan development for three new projects yet to be determined, and will evaluate a minimum of 100 intersections where traffic management devices have been installed.

**TRAFFIC SIGNAL SYSTEM**

Total Expenditures	\$1,519,554	\$1,846,865	\$6,782,104	\$1,890,944
General Fund Discretionary Expenditures	0	0	0	0
Authorized Full-Time Positions	6.0	7.0	8.0	8.0
Workload Measures:				
Signal Operation Reviews	85	85	85	85
Inventory Inspections	150	150	450	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 program pays for all traffic signal power costs, but not traffic signal maintenance costs, which are budgeted in the Maintenance Bureau. Services will be at a level consistent with 1991-92. Traffic Signal capital improvement projects include remodeling of signals at four locations, installation of two new school signals; and installation of one new full signal; and completion of FY 91-92 Citywide intersection safety improvements.

**OFFICE OF TRANSPORTATION (159)**

Transportation Operating Fund (112)

Public Works

PROGRAM SUMMARY

Program	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>STREET LIGHTING SYSTEM</u></b>				
Total Expenditures	\$5,824,711	\$9,268,814	\$1,960,944	\$6,864,104
General Fund Discretionary Expenditures	0	0	0	0
Authorized Full-Time Positions	7.0	8.0	7.0	7.0
Workload Measures:				
Street Light Outage Reports	1,200	1,200	1,200	0
Street Light Requests Processed	110	350	350	0

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.

This year represents the first year after expiration of the Street Lighting Levy. The program has been scaled back in the area of capital spending in order to provide street lighting service with the residual resources available in the fund. Of the \$6.8 million Street Lighting program budget, \$4.4 million supports administration and operating costs associated with the street lighting system. This includes \$3.7 million for street and park lighting power, which does not provide for any contingency for rate increase. The remaining \$2.4 million supports the Street Lighting Capital Improvement Program (CIP).

Of the \$2.4 million set aside for capital improvement in the program, the most significant project is a \$1.4 million proposed expenditure for street lighting projects in the Oregon Convention Center/Lloyd District area. Much of this amount is carryover from FY 1991-92 which will not be spent because projects have been delayed. It will be re-budgeted in FY 1992-93. The program has budgeted \$680,000 in capital projects for the lighting of public access roads and pathways in the City's Parks system. This compares to approximately \$1.9 million in FY 1991-92, of which approximately \$900,000 was funding for projects not completed and carried over from FY 1990-91.

Other capital work includes purchase and conversion of street lights in annexed areas and street light installations both inside and outside the Central Business District. In the past the Street Lighting program has allocated a certain amount of money to fund street lighting projects done in conjunction with the City's economic developments efforts. That amount was \$300,000 in FY 1991-92. The FY 1992-93 budget discontinues that program.

The City Council has directed that the street lighting program continue to reside in Transportation in the coming years. It is their intent that the General Fund subsidy to the Street Lighting program increase over time to the point that the program is fully subsidized by the General Fund in FY 1995-96. The Street Lighting budget, beginning in FY 1993-94, will be an operations and maintenance budget, and the level of capital expenditures will be determined in the annual Capital Review process.

**OFFICE OF TRANSPORTATION (159)**

Transportation Operating Fund (112)

Public Works

**PROGRAM SUMMARY**

Program	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 1992-93</i>	<i>Adopted FY 1992-93</i>
<b>PARKING PATROL</b>				
Total Expenditures	\$1,656,523	\$1,853,486	\$1,952,237	\$1,952,237
General Fund Discretionary Expenditures	0	0	0	0
Authorized Full-Time Positions	42.0	40.0	40.0	40.0
Workload Measures:				
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 Parking Patrol program provides parking enforcement city-wide. Personnel provide routine patrol and citation issuance, response to special enforcement requests, enforcement of unpaid parking citations (through the tag warrant process), and supervisory and clerical support. The objective is to ensure an optimum level of safe and continuous traffic flow and provide the maximum number of short-term on-street parking spaces to support retail and commercial business throughout the City of Portland.

The funding level for 1992-93 maintains the existing service level which includes parking enforcement city-wide Monday through Friday, and in the central retail areas on Saturday.

**COLLECTOR RECOVERY PROGRAM**

Total Expenditures	\$0	\$0	\$73,887	\$60,798
General Fund Discretionary Expenditures	0	0	0	0
Authorized Full-Time Positions	0.0	1.0	1.0	1.0
Workload Measures:				

This program was created during FY 1991-92, and is an outgrowth of the 1991 update of the Arterial Street Classification Policy (ASCP). The purpose of the program is to improve neighborhood livability in established neighborhoods by working with citizens to address traffic concerns related to speeding, excessive volumes, and safety on residential neighborhood collector streets. This program will address these concerns through the development and implementation of education, enforcement, and engineering measures.

The first full year of the program will focus on program development, including two demonstration projects. Program development will be managed by Traffic Management staff with extensive involvement by a citizen's advisory committee and a technical advisory committee. The program structure is expected to be completed and approved by City Council by Winter 1992.

**OFFICE OF TRANSPORTATION (159)**

Transportation Operating Fund (112)

Public Works

**PROGRAM SUMMARY**

Program	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 1992-93</i>	<i>Adopted FY 1992-93</i>
<b><u>PARKING MANAGEMENT</u></b>				
Total Expenditures	\$854,383	\$1,818,401	\$848,205	\$848,205
General Fund Discretionary Expenditures	0	0	0	0
Authorized Full-Time Positions	12.0	11.0	11.0	11.0
Workload Measures:				
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 to support economic development opportunities, traffic flow, transit usage, and environmental quality. Some of 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, and parking control signage and design. The Parking Management Program is also responsible for the management of City-owned garages.

The FY 1992-93 proposed budget does not include funding for the second phase of the parking meter upgrade capital improvement project. That phase has been delayed until FY 1993-94.

**TRAFFIC MANAGEMENT ADMINISTRATION**

Total Expenditures	\$716,983	\$1,186,705	\$1,245,259	\$1,245,259
General Fund Discretionary Expenditures	0	0	0	0
Authorized Full-Time Positions	7.0	9.0	10.0	10.0
Workload Measures:				
Programs Administrated	7	8	8	0
Public Outreach Materials Developed	N/A	6	6	0

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, Project Analysis and Design, Neighborhood Traffic Management, Traffic Signal System, Street Lighting, Parking Patrol, Parking Management, and Collector Recovery. Also included in the Administration program are the Bureau's public education activities, and its intern program, which offers students interested in traffic engineering the opportunity to gain valuable, on-the-job experience.

The FY 1992-93 budget supports a level of service equal to that provided in the prior year. One secretarial position has been added. It was created within target, and does not exceed the funding limit established by the bureau.

**OFFICE OF TRANSPORTATION (159)**

Transportation Operating Fund (112)

Public Works

**PROGRAM SUMMARY**

Program	<i>Actual</i> <i>FY 90-91</i>	<i>Revised Budget</i> <i>FY 91-92</i>	<i>Proposed</i> <i>FY 1992-93</i>	<i>Adopted</i> <i>FY 1992-93</i>
<b><u>ARTERIAL IMPROVEMENTS</u></b>				
Total Expenditures	\$5,505,456	\$6,589,884	\$13,554,137	\$13,579,137
General Fund Discretionary Expenditures	0	62,921	1,189,075	0
Authorized Full-Time Positions	21.0	23.0	24.0	24.0
Workload Measures:				
Lane Miles of Arterial Improvements				
Designed/Contracted	33.1	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 1992-93 supports the largest capital improvement in the bureau's history. The capital improvement program totals approximately \$14.5 million which includes transportation improvements on the freeways, regional highways, and arterials/collectors within the City. These funds will in turn be used to leverage a total of \$15 million in federal, state and local revenues for 23 specific improvements. These include Airport Way, Marine Drive, NW 23 and Burnside. The leveraged funds are also used to fund the Road Rehabilitation program, which is a long-range program aimed at eliminating the present accumulation of streets that have deteriorated to the point that capital reconstruction is the most cost-effective maintenance option.



**OFFICE OF TRANSPORTATION (159)**

Transportation Operating Fund (112)

Public Works

**PROGRAM SUMMARY**

Program	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 1992-93</i>	<i>Adopted FY 1992-93</i>
<b><u>LOCAL IMPROVEMENTS</u></b>				
Total Expenditures	\$3,869,709	\$4,787,153	\$4,311,519	\$4,311,519
General Fund Discretionary Expenditures	0	0	0	0
Authorized Full-Time Positions	50.0	49.0	50.0	50.0
Workload Measures:				
LID Projects Designed/Constructed	8	11	15	0

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. Local improvements manages the City's Local Improvement District (LID) and Housing and Community Development (HCD) funded neighborhood street improvement programs, and inspection of and improvements to the City's bridges, tunnels, and retaining walls. Local Improvements also provides design and construction management services to the Neighborhood Traffic Management Program and survey and construction inspection services in support of programs in Transportation and the Bureau of Environmental Services.

Major activities for 1992-93 include the completion of the NW 13th Avenue project; the design and contract administration of the City's HCD-funded Neighborhood Street Improvement program; coordination, design and administration of the Local Improvement program for streets; design and contract administration of the Neighborhood Traffic Management Program for the Bureau of Traffic Management; and design management services for the Permit Engineering subprogram.

The FY 1992-93 budget continues current service levels for the LID program. The budget request includes the resources necessary to respond to increased in public demand for neighborhood street improvements. This resulted from the adoption of the new performance street ("skinny" or narrow street) standards. The improvements are self-financed through the Local Improvement District process.

**DEVELOPMENT SERVICES**

Total Expenditures	\$2,501,991	\$4,809,227	\$3,225,416	\$3,225,416
Authorized Full-Time Positions	0	0	0	0
Workload Measures:	41.0	42.0	41.0	41.0
Applications, permits, and acquisitions processed, issued or completed	10,841	12,300	10,870	0
Total area mapped/Number of sq. miles	147.80	150.00	138.30	0.00

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 1992-93 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. The program is also responsible for maintenance of the infrastructure database.

The FY 1992-93 budget includes reclass of two positions to provide technical resources and oversight necessary to address the environmental concerns which arise when working in hazardous or environmentally sensitive sites. Both positions are being funded by a bureau-wide reallocation of funds.

**OFFICE OF TRANSPORTATION (159)**

Transportation Operating Fund (112)

Public Works

**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>ENGINEERING SUPPORT</u></b>				
Total Expenditures	\$1,693,857	\$2,430,770	\$2,071,320	\$2,076,522
General Fund Discretionary Expenditures	0	0	0	0
Authorized Full-Time Positions	13.0	15.0	12.0	13.0
Workload Measures:				
Transportation programs administered	4	4	4	

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 1992-93 is reduced by four positions. Two data processing-related and one engineering associate positions are being transferred to the Bureau of Environmental Services. A Senior Programmer Analyst position is being cut, and the savings reallocated within the program.

<b><u>DIRECTOR</u></b>				
Total Expenditures	\$772,755	\$631,207	\$633,184	\$658,286
General Fund Discretionary Expenditures	0	0	0	0
Authorized Full-Time Positions	3.0	3.0	3.0	3.0
Workload Measures:				
[None Submitted]				

The Director program provides overall management and policy guidance for the activities and services of the Office of Transportation. It recommends and ensures the implementation of transportation policies approved by Council, coordinates program development opportunities as request by the Commissioner, represents the Portland Office of Transportation to both public and private sector agencies and provides administrative guidance and direction for Transportation. Other program activities includes participation in regional planning for transportation projects and advocate the interest of the City of Portland, coordinate activities between the Office of Transportation and other City bureaus, as well as other public jurisdictions, and participate in management committees with city- wide concerns.

During 1992-93 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.

**OFFICE OF TRANSPORTATION (159)**

Transportation Operating Fund (112)

Public Works

**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>RESOURCES</b>				
Total Expenditures	\$928,653	\$1,095,783	\$1,178,495	\$1,178,495
General Fund Discretionary Expenditures	0	0	0	0
Authorized Full-Time Positions	17.0	17.0	17.0	17.0
Workload Measures:				
Number of Staff to Total Office of Transportation Personnel	2.7%	2.7%	2.7%	2.7%
Number of Gen. Ledger Transactions Processed				

The Resources program provides financial and administrative management, involvement in inter-governmental and constituency relations, Transportation system status and condition reporting, and cost of service analysis for the Office of Transportation and the Street Lighting Fund.

The funding level for 1992-93 maintains the same level of services as provided in 1991-92. 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**

Total Expenditures	\$2,802,792	\$2,171,250	\$2,056,539	\$2,056,539
General Fund Discretionary Expenditures	0	758,447	861,002	0
Authorized Full-Time Positions	18.0	18.0	19.0	19.0
Workload Measures:				
Land Use Cases Reviewed	752	800	600	
Public Meetings Attended or Conducted	260	260	135	

The Planning program supports activities in the following areas: Regional Rail Program, Project Planning, and Policy Development and Capital Programming. The major focus of the Regional Rail Program will be analysis of the I-205/Milwaukie Corridor, continued development of the North Corridor, and public information. Project Planning will focus on the NW Project and McLoughlin Corridor projects, the Central City Parking and Circulation Study, and other small projects. Policy Development will focus on developing the Transportation Systems Plan.

The FY 1992-93 request increases by approximately \$240,000 the General Fund Transfer amount allocated to the Regional Rail Program. That program will expand to cover the two preliminary alternative analysis studies.

A position is being transferred from Transportation Engineering to provide overall information systems planning for the Office of Transportation.

**OFFICE OF TRANSPORTATION (159)**

Transportation Operating Fund (112)

Public Works

**LINE ITEM APPROPRIATIONS**

Expenditure Classification	Actual FY 89-90	Actual FY 90-91	Revised Budget FY 91-92	Proposed FY 92-93	Adopted FY 92-93
511000 Full-Time Employees	\$18,499,500	\$19,610,070	\$22,456,150	\$23,417,776	\$23,517,866
512000 Part-Time Employees	362,739	475,787	1,664,655	1,037,167	1,037,167
514000 Overtime	855,906	895,859	1,335,317	1,228,256	1,228,256
515000 Premium Pay	315,400	377,949	273,317	328,720	328,720
517000 Benefits	7,421,673	7,866,615	9,188,750	9,559,120	9,599,920
<b>Total Personal Services</b>	<b>\$27,455,218</b>	<b>\$29,226,280</b>	<b>\$34,918,189</b>	<b>\$35,571,039</b>	<b>\$35,711,929</b>
521000 Professional Services	\$789,843	\$2,783,141	\$6,828,900	\$5,283,252	\$5,217,252
522000 Utilities	3,956,348	3,975,361	4,741,139	4,513,251	4,513,251
523000 Equipment Rental	306,093	107,515	175,858	40,363	40,363
524000 Repair & Maintenance	437,903	664,533	1,006,674	1,108,125	1,108,125
528000 Local Match Payment	2,258,453	3,367,554	1,406,287	2,139,462	2,139,462
529000 Miscellaneous Services	91,056	201,238	249,703	124,476	124,476
531000 Office Supplies	43,478	71,176	80,163	88,858	88,858
532000 Operating Supplies	853,078	1,639,489	1,506,353	2,603,643	2,664,410
533000 Repair & Maintenance Supp	4,019,420	4,471,174	6,118,589	5,480,545	5,480,545
534000 Minor Equipment	152,721	228,227	313,788	232,552	232,552
535000 Clothing	39,885	76,209	79,440	84,880	84,880
539000 Other Commodities	385,285	342,252	(14,777)	7,223	7,223
541000 Education	86,908	104,407	129,787	159,389	159,389
542000 Local Travel	5,665	9,966	18,500	15,250	15,250
543000 Out-of-Town Travel	73,303	65,030	132,558	151,223	151,223
544000 External Rent	60,377	87,826	66,044	94,008	94,008
545000 Interest	0	0	0	0	0
546000 Refunds	6,711	6,669	14,125	14,000	14,000
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	57,377	377,098	222,189	71,014	71,014
<b>Subtotal Direct Materials &amp; Services</b>	<b>\$13,623,904</b>	<b>\$18,578,865</b>	<b>\$23,075,320</b>	<b>\$22,211,514</b>	<b>\$22,206,281</b>
551000 Fleet Services	\$4,057,615	\$4,927,200	\$5,351,491	\$5,978,323	\$5,978,323
552000 Printing/Distribution	296,021	317,793	387,959	403,639	403,639
553000 Facilities Services	706,241	790,201	815,771	869,723	869,723
554000 Communications	450,516	463,295	444,183	541,760	541,760
555000 Data Processing	56,312	88,037	96,667	101,934	101,934
556000 Insurance	1,372,312	1,361,904	1,485,008	1,665,252	1,665,252
557000 Equipment Lease	228,445	156,654	245,730	218,193	218,193
558000 Same Fund Services	2,605,853	2,551,045	0	0	0
559000 Other Fund Services	1,310,951	1,492,521	3,733,424	2,846,419	2,953,521
<b>Subtotal Service Reimbursements</b>	<b>\$11,084,266</b>	<b>\$12,148,650</b>	<b>\$12,560,233</b>	<b>\$12,625,243</b>	<b>\$12,732,345</b>
<b>Total Materials &amp; Services</b>	<b>\$24,708,170</b>	<b>\$30,727,515</b>	<b>\$35,635,553</b>	<b>\$34,836,757</b>	<b>\$34,938,626</b>
561000 Land	\$32,000	\$3,930	\$0	\$20,000	\$20,000
562000 Buildings	0	0	54,000	0	0
563000 Improvements	1,015,060	2,060,823	4,935,173	9,246,017	9,267,017
564000 Equipment	478,434	799,183	1,933,974	614,319	617,244
<b>Total Capital Outlay</b>	<b>\$1,525,494</b>	<b>\$2,863,936</b>	<b>\$6,923,147</b>	<b>\$9,880,336</b>	<b>\$9,904,261</b>
573000 Cash Transfers – Equip.	\$0	\$0	\$159,600	\$0	\$0
<b>Total Appropriation</b>	<b>\$53,688,882</b>	<b>\$62,817,731</b>	<b>\$77,636,489</b>	<b>\$80,288,132</b>	<b>\$80,554,816</b>

**OFFICE OF TRANSPORTATION (159)**

**Transportation Operating Fund (112)**

**Public Works**

**FULL-TIME POSITIONS**

Class	Title	Actual FY 89-90		Actual FY 90-91		Revised Budget FY 91-92		Proposed FY 92-93		Adopted FY 92-93	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
0914	Director of Transportation	1	65,567	1	70,285	1	68,854	1	72,475	1	72,475
0912	Traffic Management Manager	1	44,160	1	64,468	1	63,132	1	66,482	1	66,482
3173	City Engineer	1	62,256	1	34,485	1	65,374	1	68,841	1	68,841
1616	PW Maintenance Director	1	63,218	1	67,270	1	63,132	1	66,482	1	66,482
3359	Sr. Project Coordinator	5	170,640	7	357,020	8	473,521	13	624,034	13	624,034
3358	CBD Program Manager	1	43,691	0	0	1	43,178	1	47,182	1	47,182
3356	Urban Services Coordinator	2	81,969	2	70,752	2	81,808	2	95,464	2	95,464
3345	Street Light Manager	1	38,587	1	45,937	1	46,594	1	49,068	1	49,068
3343	St Light Operation Supervisor	1	41,915	1	43,183	1	41,668	1	43,869	1	43,869
3271	Graphics Illustrator II	0	0	1	23,236	1	30,453	1	32,109	1	32,109
3270	Graphics Illustrator I	0	994	0	0	0	0	0	0	0	0
3256	Communications Engr. III	0	0	1	39,621	1	45,846	1	50,550	1	50,550
3250	Electronics Technician I	0	0	0	0	1	30,697	1	32,552	1	32,552
3247	Transportation Revenue Coord	1	37,565	0	0	1	40,944	1	44,475	1	44,475
3236	Chief Planner	1	46,259	1	49,481	1	50,807	1	54,351	1	54,351
3231	Senior City Planner	8	312,055	8	289,635	7	278,205	7	281,757	7	281,757
3229	City Planner	6	124,659	7	198,028	7	212,755	7	218,325	7	218,325
3219	Right-of-Way Services Manag	1	47,172	1	48,661	1	47,977	1	51,933	1	51,933
3217	Right-of-Way Agent	1	21,213	1	31,018	1	41,165	1	42,915	1	42,915
3216	Right-of-Way Technician	3	45,483	0	0	0	0	0	0	0	0
3209	Signal System Manager	1	48,734	1	52,136	1	51,205	1	53,912	1	53,912
3207	City Traffic Engineer	0	15,960	0	0	0	0	0	0	0	0
3206	Asst. City Traffic Engineer	1	50,024	1	53,653	1	52,547	1	55,332	1	55,332
3205	Sr. Traffic Engineer	2	95,302	2	98,203	2	96,124	1	50,939	1	50,939
3204	Parking Manager	1	50,917	1	51,527	1	48,606	1	51,177	1	51,177
3173	City Engineer	1	62,256	0	0	0	0	0	0	0	0
3169	Principal Engineer	3	153,474	2	113,567	4	202,733	5	285,825	5	285,825
3167	Supervising Engineer	1	49,458	1	54,586	2	100,817	3	152,143	3	152,143
3166	Senior Engineer	7	350,593	8	100,586	9	430,721	9	462,830	9	462,830
3165	Eng. Surveying Manager	1	49,322	1	23,023	1	49,340	1	61,949	1	61,949
3164	Engineer	1	22,697	1	58,667	1	44,288	2	90,431	2	90,431
3163	Senior Engineering Asso	23	717,731	25	586,473	29	908,943	21	909,394	21	909,394
3153	Engineering Assoc	18	493,055	22	708,662	18	604,086	16	562,160	16	562,160
3152	Public Works Inspector III	2	42,048	0	0	1	43,848	0	0	0	0
3151	Public Works Inspector II	4	80,333	4	138,968	4	162,482	4	174,556	4	174,556
3150	Public Works Inspector I	7	215,244	7	260,762	7	258,954	9	346,566	9	346,566
3148	Construction Projects Coord	0	0	0	0	0	0	1	44,624	1	44,624
3145	Street Permit Supervisor	1	39,936	0	0	0	0	0	0	0	0
3133	Technician III	7	226,886	8	228,405	8	253,954	7	287,755	7	287,755
3132	Chief Drafting Specialist	1	41,130	1	44,187	1	43,199	1	45,477	1	45,477
3124	Surveyor III	1	41,145	1	44,927	1	43,199	1	45,477	1	45,477
3122	Surveyor I	7	223,535	8	278,601	8	271,976	8	288,873	8	288,873
3121	Surveyor Aide II	9	226,089	10	251,471	10	264,715	10	279,370	10	279,370
3120	Surveyor Aide I	4	63,617	5	98,610	5	120,761	3	79,636	3	79,636
3129	Technician II/Drafting	16	462,961	16	705,196	9	303,398	8	267,679	8	267,679
<b>TOTAL THIS PAGE</b>		<b>154</b>	<b>5,069,850</b>	<b>160</b>	<b>5,385,290</b>	<b>161</b>	<b>6,082,006</b>	<b>158</b>	<b>6,538,969</b>	<b>158</b>	<b>6,538,969</b>

**OFFICE OF TRANSPORTATION (159)**

**Transportation Operating Fund (112)**

**Public Works**

**FULL-TIME POSITIONS**

Class	Title	Actual FY 89-90		Actual FY 90-91		Revised Budget FY 91-92		Proposed FY 92-93		Adopted FY 92-93	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
<b>TOTALS FROM PREVIOUS P</b>		<b>154</b>	<b>5,069,850</b>	<b>160</b>	<b>5,385,290</b>	<b>161</b>	<b>6,082,006</b>	<b>156</b>	<b>6,538,969</b>	<b>156</b>	<b>6,538,969</b>
3108	Technician II	9	371,141	0	0	11	710,192	19	675,809	19	675,809
3107	Technician I	17	366,616	16	347,612	16	394,494	0	370,821	0	370,821
2250	Sidewalk Inspector	4	124,417	4	117,587	4	129,784	0	136,640	0	136,640
2242	Parking Patrol Manager	1	40,914	1	43,762	1	42,989	0	45,268	0	45,268
2241	Asst Parking Patrol Supervisor	3	90,914	3	97,170	3	94,635	3	99,660	3	99,660
2240	Parking Patrol Deputy	34	723,992	35	756,742	34	862,111	34	910,337	34	910,337
2212	Supervising Field Rep.	0	0	1	33,883	1	34,940	1	36,791	1	36,791
2211	Field Representative II	1	29,453	1	40,474	1	30,937	2	65,146	2	65,146
2210	Field Representative	2	55,203	2	50,499	3	82,478	2	56,334	2	56,334
2118	Lighting & Signal Inspector	1	37,357	1	35,944	2	77,114	2	82,644	2	82,644
1617	Pub Wks Oper Manager	3	151,117	3	179,094	4	216,476	4	223,376	4	223,376
1612	Pub Wks Oper Super	9	371,659	10	399,954	10	435,978	10	459,570	10	459,570
1610	PW Operations Foreman	21	738,328	22	698,572	22	813,601	21	822,741	21	822,741
1608	Paving Crew Leader	7	209,451	7	210,928	7	220,815	7	232,540	7	232,540
1607	Equipment Coord	1	42,898	1	45,340	1	43,639	1	45,957	1	45,957
1524	General Mechanic	2	42,856	2	63,848	2	63,760	2	67,150	2	67,150
1513	Welder	1	30,331	1	31,784	1	31,880	1	33,575	1	33,575
1455	Electrician Foreman	1	30,742	1	41,174	1	40,474	1	42,616	1	42,616
1454	Lead Electrician	2	46,529	2	78,596	2	76,252	2	80,304	2	80,304
1453	Electrician	12	392,932	12	411,161	12	436,140	13	459,276	13	459,276
1443	Painter	1	30,391	1	32,800	1	31,880	1	33,575	1	33,575
1440	Traffic Sign Crew Ldr	8	240,734	8	260,269	8	252,360	8	265,760	8	265,760
1420	Carpenter	8	229,075	8	245,387	8	255,040	8	268,600	8	268,600
1410	Concrete Finisher	12	352,129	13	376,087	12	382,560	12	402,900	12	402,900
1325	Sewer Vacuum Operator	4	99,172	4	83,311	5	117,333	4	125,364	4	125,364
1318	Constr Equip Oper III	3	62,608	3	69,248	3	94,969	3	102,042	3	102,042
1316	Constr Equip Oper II	12	333,250	14	356,307	14	437,124	13	433,212	13	433,212
1315	Constr Equip Oper I	1	29,108	1	31,081	1	30,015	1	31,312	1	31,312
1313	Auto Equip Oper III	12	315,084	12	310,018	13	353,718	12	376,092	12	376,092
1311	Auto Equip Oper II	39	927,305	43	1,087,060	46	1,384,207	48	1,427,184	48	1,427,184
1310	Auto Equip Oper I	2	52,097	2	54,855	2	53,700	2	56,544	2	56,544
1252	Parking Revenue Investigator	2	40,287	1	43,397	1	42,130	1	44,370	1	44,370
1251	Ld Parking Meter Tech	1	30,308	1	33,048	1	31,796	1	33,471	1	33,471
1250	Parking Meter Tech	3	90,949	3	75,674	3	90,387	3	95,589	3	95,589
1230	Sewer Cons Crew Ldr	8	242,705	8	254,627	8	255,040	8	268,600	8	268,600
1229	Sr. Sewer Worker	4	112,894	4	120,293	5	148,815	5	156,705	5	156,705
1225	Asphalt Raker	14	298,950	15	369,522	14	375,900	14	395,808	14	395,808
1224	Sign Maker	1	30,347	1	32,453	1	31,880	1	33,575	1	33,575
<b>TOTAL THIS PAGE</b>		<b>420</b>	<b>12,484,093</b>	<b>427</b>	<b>12,904,851</b>	<b>445</b>	<b>15,289,549</b>	<b>426</b>	<b>16,036,227</b>	<b>426</b>	<b>16,036,227</b>

**OFFICE OF TRANSPORTATION (159)**

**Transportation Operating Fund (112)**

**Public Works**

**FULL-TIME POSITIONS**

Class	Title	Actual FY 89-90		Actual FY 90-91		Revised Budget FY 91-92		Proposed FY 92-93		Adopted FY 92-93	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
<b>TOTALS FROM PREVIOUS P</b>		420	12,484,093	427	12,904,851	445	15,289,549	426	16,036,227	426	16,036,227
1223	Sr Utility Worker	1	20,721	0	0	1	28,233	1	29,733	1	29,733
1218	Utility Worker	145	3,480,530	148	3,432,753	147	3,912,604	141	3,976,663	141	4,033,207
1210	Laborer	40	813,779	40	1,347,753	38	919,144	33	840,642	33	840,642
1110	Custodial Worker	2	25,580	2	44,743	2	44,310	2	46,646	2	46,646
0976	Environ. Compliance Operator	0	0	0	0	0	0	1	50,040	1	50,040
0849	Loss Control Rep	1	0	1	27,628	1	31,545	1	35,204	1	35,204
0847	Communications Svcs. Dir.	1	0	1	15,532	2	73,854	2	80,096	2	80,096
0846	Communications Specialists	0	0	0	0	1	23,143	1	31,028	1	31,028
0843	Volunteer Coordinator	0	1,719	1	21,589	1	29,244	1	31,088	1	31,088
0833	Senior Financial Analyst	1	39,636	2	78,051	1	41,874	1	45,987	1	45,987
0828	Senior Management Analyst	1	46,554	1	47,300	3	113,474	3	136,597	3	136,597
0827	Management Analyst	4	140,790	3	85,417	4	146,342	4	156,320	4	156,320
0826	Asst. Management Analyst	1	24,114	3	62,616	2	61,612	2	66,714	2	66,714
0816	Admin. Analyst Technician	1	9,422	0	0	0	0	0	0	0	0
0650	Training & Dev Officer	1	33,984	1	39,609	1	38,776	1	38,377	1	38,377
0548	Admin. Services Director	1	49,233	1	50,910	1	51,624	1	54,351	1	54,351
0545	Admin. Services Officer II	1	25,365	0	0	2	97,141	2	100,955	2	100,955
0544	Admin. Services Officer I	2	37,553	3	78,832	1	42,130	1	39,505	1	39,505
0515	Senior Accountant	2	59,509	2	64,380	2	62,502	2	70,198	2	70,198
0514	Associate Accountant	3	92,276	4	114,890	4	104,596	5	145,221	5	145,221
0510	Accounting Assistant	3	68,730	3	99,244	2	44,928	1	25,077	1	25,077
0413	Stores System Manager	1	42,444	1	46,067	1	42,234	1	44,474	1	44,474
0411	Stores Supervisor	2	61,387	2	65,602	2	64,514	2	67,944	2	67,944
0410	Storekeeper	3	78,033	3	86,764	3	84,384	3	88,824	3	88,824
0385	Systems Manager	1	49,046	1	23,308	1	51,520	1	54,246	1	54,246
0383	Prin. Programmer Analyst	0	0	1	46,536	2	87,434	3	148,416	3	148,416
0379	Asst MIS Analyst	0	0	1	13,593	3	59,170	2	63,962	2	63,962
0373	Senior Programmer Analyst	1	41,540	4	146,747	3	119,501	1	38,858	1	82,404
0372	Prog. Analyst/Engineer	3	104,498	2	51,210	2	72,165	2	81,600	2	81,600
0365	Data Processing Oper Tech	0	0	0	0	1	23,727	1	26,790	1	26,790
0345	Word Processing Operator I	2	44,842	2	54,093	2	47,202	2	49,694	2	49,694
0315	Service Dispatcher	4	97,369	4	48,586	4	101,027	4	109,996	4	109,996
0314	Ld Service Dispatcher	1	27,623	1	29,052	1	28,506	1	30,025	1	30,025
0222	Secretarial Assistant	1	30,500	2	45,248	2	47,558	2	52,419	2	52,419
0221	Secretarial Clerk II	11	220,963	13	279,745	11	241,512	12	280,520	12	280,520
0220	Secretarial Clerk I	8	163,267	8	76,065	7	149,653	7	155,830	7	155,830
0117	Office Manager II	1	24,721	1	32,722	1	31,796	1	33,471	1	33,471
0115	Supervising Clerk	0	6,746	0	0	0	0	2	54,038	2	0
0114	Clerical Specialist I	2	52,933	2	48,634	2	47,622	0	0	0	54,038
<b>TOTAL POSITIONS</b>		<b>672</b>	<b>18,499,500</b>	<b>691</b>	<b>19,610,070</b>	<b>709</b>	<b>22,456,150</b>	<b>679</b>	<b>23,417,776</b>	<b>679</b>	<b>23,517,866</b>

**WATER OPERATING FUND (153)**

**FUND SUMMARY**

	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>RESOURCES</u></b>					
<i>Revenue</i>					
<i>Service Charges &amp; Fees</i>					
<i>Water Sales</i>	\$38,150,777	\$40,687,941	\$43,677,325	\$45,404,960	\$45,404,960
<i>New Services</i>	1,263,483	921,500	904,110	950,000	950,000
<i>Main Extensions</i>	268,164	341,314	930,800	680,000	680,000
<i>Misc. Water Charges</i>	349,747	766,459	552,500	555,584	555,584
<i>Damage Collections</i>	87,456	41,122	27,431	28,803	28,803
<i>Minimum Purchase</i>	6,650	0	0	0	0
	40,126,277	42,758,336	46,092,166	47,619,347	47,619,347
<i>Rents &amp; Reimbursements</i>	52,308	80,484	50,589	53,118	53,118
	40,178,585	42,838,820	46,142,755	47,672,465	47,672,465
<i>Miscellaneous Revenues</i>					
<i>Project Revenue</i>	0	13,307	1,460,832	1,268,800	1,268,800
<i>Sales Miscellaneous</i>					
<i>Stock &amp; Non-Stock Sales</i>	11,384	70,782	8,925	8,925	8,925
<i>Hydropower Sales</i>	27,531	0	27,800	73,700	73,700
<i>Refunds</i>	10,030	8,617	3,570	3,570	3,570
<i>Wash County Supply O&amp;M</i>	9,735	0	10,800	11,232	11,232
<i>Interest on Investments</i>	902,713	884,816	668,476	734,771	734,771
<i>Other Miscellaneous Revenues</i>	13,112	208,522	5,551	0	0
	974,505	1,186,044	2,185,954	2,100,998	2,100,998
<i>Total Revenue</i>	41,153,090	44,024,864	48,328,709	49,773,463	49,773,463
<i>Transfers from Other Funds - Cash</i>					
<i>Water Construction</i>	9,454,736	12,264,906	20,798,529	14,086,595	14,086,595
<i>Federal Grants</i>	260,216	145,436	294,000	302,500	302,500
	9,714,952	12,410,342	21,092,529	14,389,095	14,389,095
<i>Transfers from Other Funds - Svc. Reimb.</i>					
<i>General</i>	49,424	22,661	21,575	19,925	19,925
<i>Facilities Fund</i>	0	15,910	5,100	5,300	5,300
<i>Hydropower</i>	91,687	58,076	92,000	83,000	83,000
<i>Sewer System</i>	1,485,766	1,396,617	1,690,114	1,735,065	1,735,065
<i>Transportation</i>	132,239	149,373	74,300	53,150	53,150
<i>Fleet Services</i>	54,838	59,153	64,000	67,400	67,400
<i>LID</i>	0	0	144,000	0	0
<i>Other Interagency</i>	2,816	15,697	0	0	0
	1,816,770	1,717,487	2,091,089	1,963,840	1,963,840
<i>Beginning Fund Balance</i>	3,815,054	6,305,121	6,536,224	0	0
<i>Encumbered</i>	0	0	0	0	0
<i>Unencumbered</i>	0	0	0	12,560,191	12,560,191
<i>Total Beginning Fund Balance</i>	3,815,054	6,305,121	6,536,224	12,560,191	12,560,191
<b><u>TOTAL RESOURCES</u></b>	<b>\$56,499,866</b>	<b>\$64,457,814</b>	<b>\$78,048,551</b>	<b>\$78,686,589</b>	<b>\$78,686,589</b>



**WATER OPERATING FUND (153)**

**FUND SUMMARY**

	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>REQUIREMENTS</u></b>					
<i>Bureau Requirements</i>					
<i>Personal Services</i>	19,518,633	20,908,907	23,955,850	24,610,829	24,610,829
<i>External Materials &amp; Services</i>	4,793,170	8,083,886	10,814,275	10,652,387	10,652,387
<i>Internal Materials &amp; Services</i>					
<i>General</i>	993,484	218,788	262,197	394,435	394,435
<i>Autoport</i>	0	0	27,000	28,080	28,080
<i>Hydropower</i>	0	13,092	20,000	36,000	36,000
<i>Sewer System</i>	0	60,206	39,500	82,400	107,502
<i>Transportation</i>	0	625,651	764,878	781,103	781,103
<i>Printing/Distribution Services</i>	448,870	494,583	518,390	542,325	542,325
<i>Communications Services</i>	412,847	430,758	491,800	486,996	486,996
<i>Fleet Services</i>	1,171,352	1,490,449	1,715,071	908,154	908,154
<i>Data Processing</i>	757,925	815,729	951,699	1,915,578	1,915,578
<i>Insurance &amp; Claims</i>	1,086,335	266,798	269,354	336,998	336,998
<i>Portland Building</i>	497,331	616,119	589,665	725,796	725,796
<i>Workers Compensation</i>	0	772,525	734,478	961,594	961,594
<i>Transportation Construction</i>	0	0	0	0	0
	5,368,144	5,804,698	6,384,032	7,199,459	7,224,561
<i>Capital Outlay</i>	1,825,058	2,537,535	11,738,124	8,059,480	8,059,480
<i>Equipment Cash Transfers</i>					
<i>Communications Services</i>	35,635	5,412	28,634	127,657	127,657
<i>Fleet Services</i>	120,507	257,000	335,157	292,000	292,000
<i>Printing/Distribution Services</i>	5,850	625	2,000	15,000	15,000
	161,992	263,037	365,791	434,657	434,657
<b>Total Bureau Requirements</b>	<b>31,666,997</b>	<b>37,598,063</b>	<b>53,258,072</b>	<b>50,956,812</b>	<b>50,981,914</b>
<b><i>Fund Requirements</i></b>					
<b><i>Transfers to Other Funds – Cash</i></b>					
<i>General Fund Overhead</i>	1,550,423	1,395,381	1,583,731	1,730,883	1,730,883
<i>General – Utility License Fee</i>	2,267,945	2,548,500	2,699,720	2,807,548	2,807,548
<i>General Fund</i>	0	0	24,945	0	0
<i>Parks Grant</i>	75,000	0	0	0	0
<i>Health Insurance</i>	89,287	0	0	0	0
<i>Communications Services</i>	0	0	0	85,200	108,500
<i>Fleet Management</i>	0	4,890	34,547	37,544	37,544
<i>Washington Cty Supply Bond Red</i>	138,486	126,285	131,977	134,581	134,581
<i>Water Bond Sinking</i>	6,371,609	6,282,305	7,010,711	7,249,551	7,249,551
<i>Water Construction</i>	8,034,998	8,119,429	10,766,088	10,319,942	10,319,942
	18,527,748	18,476,790	22,251,719	22,365,249	22,388,549
<i>Inventory Increases</i>	0	(42,014)	65,000	52,500	52,500

**WATER OPERATING FUND (153)**

**FUND SUMMARY**

	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<i>Contingency</i>					
<i>General Operating Contingency</i>	0	0	2,473,760	5,312,028	5,263,626
<i>Encumbrance Carryover</i>	1,923,155	0	0	0	0
<b><i>Total Contingency</i></b>	<b>1,923,155</b>	<b>0</b>	<b>2,473,760</b>	<b>5,312,028</b>	<b>5,263,626</b>
<i>Unappropriated Ending Balance</i>	4,381,966	8,424,975	0	0	0
<i>Total Fund Requirements</i>	24,832,869	26,859,751	24,790,479	27,729,777	27,704,675
<b>TOTAL REQUIREMENTS</b>	<b>56,499,866</b>	<b>64,457,814</b>	<b>78,048,551</b>	<b>78,686,589</b>	<b>78,686,589</b>

The FY 1992-93 Budget for the Water Operating Fund is \$78,686,589, which is \$638,038 more than the FY 1991-92 Revised Budget and supports an operating budget of \$36,396,812, a capital improvement program of \$14,560,000, fund level cash transfer requirements of \$22,365,249, a general operating contingency of \$5,312,028, and a stock inventory increase of \$52,500.

The \$638,038 increase above 1991-92, is the result of the net impact of \$2.8 million in additional general operating contingency appropriation, \$110,528 which supports additional cash transfer requirements, as well as a reduction of \$2.3 million in bureau requirements.

It should be noted that due to a change in accounting practices, end of the year accounts receivable are recognized as part of the fund balance. The majority of the receivables are Water Sales and are estimated at \$4.0 million.

The Capital Improvement Program (CIP) supported by the FY 1992-93 Budget totals \$14,560,000 and includes 54 projects which provide for maintenance, improvements, and expansions to the water supply, water distribution and water quality systems.

Of the total CIP budget, \$8,897,000 supports improvements and maintenance of the distribution system. This system's capitalized maintenance is directed towards protection of assets from preventable deterioration or hazards, and the repair or replacement of damaged, worn, obsolete or substandard facilities. Maintenance of the distribution system totals \$5,708,000 and includes projects, such as the Control Systems Maintenance (\$399,000), Mains Program (\$3,309,000) and Oregon Department of Transportation (ODOT) Relocations (\$300,000). The improvement projects total \$3,119,000 and 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 include Sylvan Improvements (\$300,000) and various tank and main projects.

Capitalized maintenance of the Water Supply system which includes dams, headworks, reservoirs, conduits, storage facilities, pump stations and transmission mains total \$1,511,000. Projects in this category include Bull Run Bridge Maintenance, Watershed Dams Maintenance and Headworks Maintenance. The Supply system improvement projects total \$285,000 and include Conduit 5 Right-of-Way, Powell Butte, Reservoir #2 and Dam 2 Spillway. These projects will be undertaken by the Bureau of Water Works in the context of conservation efforts and efficient use of programs.

Water Quality projects which address the requirements for pure, potable water and the facilities required to provide it total \$3.135 million. Of this amount, \$1.994 million is identified for Lab Improvements to address federal and state regulations promulgated in response to the Safe Drinking Water Act. In addition, \$798,000 million supports studies, such as the following: 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.

Overall, planning studies in Water Quality, Supply and Distribution amount to \$1.6 million. Such projects include 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 Revenue/Demand Model. Of the total cost of these studies, \$776,800 will be reimbursed by participating agencies and water purveyors in the Portland Regional area.

Cash transfer requirements total \$22.36 million and include \$10.32 million to the Water Construction Fund to support CIP expenditures, \$7.25 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 \$4.54 million to the General Fund. Of the transfer to the General Fund, \$2.81 million represents utility license fee requirements and \$1.73 million is for overhead charges.

The FY 1992-93 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 5.93%. The rate charged to wholesale customers is calculated in accordance with the terms of the 25-year wholesale water sales agreement. For FY 1992-93, the application of specific guidelines for computation of these water rates results in a decrease of 3.6%, although total revenues generated from the wholesale rates is anticipated to be equivalent to the FY 1991-92 amount. FY 1992-93 water sales revenue is projected to be \$45.4 million, which compares to \$43.7 million in 1991-92. The Water Operating Fund is primarily supported by water sales revenues as well as cash transfers of \$14.4 million, service reimbursements of \$2.0 million, and miscellaneous revenues estimated at \$1.0 million.

Several of the CIP projects are partially funded by external resources estimated at \$1.774 million. These projects include Supply & Transmission Alternatives Study, Mains Program, Regional Water Supply Plan, Transit Mall Extension, Westside Header, ODOT Relocations, and West Side Light Rail. The cash transfer from the Water Construction Fund which reimburses the Water Operating Fund for CIP expenditures totals \$14.09 million compared with \$20.8 in FY 1991-92. The \$6.7 million decrease is a result of the elimination of outstanding encumbrances in the FY 1992-93 budget. Outstanding encumbrances involve carryover of appropriation from one fiscal year to the next for previously authorized projects which did not proceed as scheduled. The majority of the \$6.7 million decrease is a result of the omission of outstanding FY 1991-92 year-end encumbrances in the FY 1992-93 Budget.

**BUREAU OF WATER WORKS (180)**

Water Operating Fund (153)

Public Affairs

**APPROPRIATION SUMMARY**

	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>EXPENDITURES</u></b>					
<i>Personal Services</i>	\$19,518,633	\$20,908,907	\$23,955,850	\$24,610,829	\$24,610,829
<i>External Materials and Services</i>	4,793,170	8,083,886	10,814,275	10,652,387	10,652,387
<i>Internal Materials and Services</i>	5,368,144	5,804,698	6,384,032	7,199,459	7,224,561
<i>Capital Outlay</i>	1,825,058	2,537,535	11,738,124	8,059,480	8,059,480
<i>Cash Transfers-Equipment</i>	161,992	263,037	365,791	434,657	434,657
<b>TOTAL EXPENDITURES</b>	<b>\$31,666,997</b>	<b>\$37,598,063</b>	<b>\$53,258,072</b>	<b>\$50,956,812</b>	<b>\$50,981,914</b>
<b><u>Authorized Full-Time Positions</u></b>					
<i>Total</i>	475	489	494	502	502
<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>		145,436	294,000	302,500	302,500
<i>Contract Revenue</i>		0	0	0	0
<i>Interagency Services</i>		1,717,487	2,091,089	1,963,840	1,963,840
<i>Bureau/Operating Fund Revenue</i>		35,735,140	50,872,983	48,690,472	48,715,574
<b>Total Non-Discretionary Resources</b>		<b>\$37,598,063</b>	<b>\$53,258,072</b>	<b>\$50,956,812</b>	<b>\$50,981,914</b>
<b>TOTAL FUNDING</b>		<b>\$37,598,063</b>	<b>\$53,258,072</b>	<b>\$50,956,812</b>	<b>\$50,981,914</b>
<b><u>PROGRAMS</u></b>					
<i>Administration</i>		\$1,734,443	\$1,682,838	\$3,607,461	\$3,607,461
<i>Finance</i>		8,050,327	9,795,902	7,963,499	7,963,499
<i>Distribution</i>		19,503,309	26,274,423	25,996,836	26,021,938
<i>Supply</i>		5,029,457	7,531,503	7,743,267	7,743,267
<i>Water Quality</i>		3,280,527	7,973,406	5,645,749	5,645,749
<b>TOTAL PROGRAMS</b>	<b>ERR PROG PO</b>	<b>\$37,598,063</b>	<b>\$53,258,072</b>	<b>\$50,956,812</b>	<b>\$50,981,914</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. The Bureau ensures that system provides sufficient quantities of high quality water to satisfy the existing and future needs of the community. Altogether, over 700,000 persons (approximately one-third of the State of Oregon's population) are served by the Portland Water Bureau.

The FY 1992-93 Budget for the Bureau of Water Works is \$50,981,914, and it supports an operating budget of \$36,396,812 which maintains its current service level as well as service level enhancements and a Capital Improvement Program (CIP) of \$14,560,000. This total reflects a decrease of \$2,301,260 from the FY 1991-92 Revised Budget. The staffing level for FY 1992-93 includes a total of 502 positions, compared with 494 in FY 1991-92, an increase of eight positions.

A significant portion of the \$2.3 million decrease in the total budget is attributable to the re-appropriation of outstanding encumbrances included in the FY 1991-92 budget. Outstanding encumbrances involve carryover of appropriation from one fiscal year to the next for previously authorized projects which did not proceed as scheduled. For FY 1992-93, encumbrances have been excluded from the Water Bureau's budget.

## BUREAU OF WATER WORKS (180)

Water Operating Fund (153)

Public Affairs

APPROPRIATION SUMMARY

### GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR (cont'd)

The top priority projects and intended accomplishments for the Bureau of Water Works in FY 1992-93 include pursuing the following: Affirmative Action employment; implementation of the Water Conservation Plan; long-range regional water supply planning; implementation of a public information program; and implementation of the Customer Billing and Information System (CBIS). In order to accomplish these Bureau-established objectives, the budget includes an estimated \$1,848,292 in support of the following service level enhancements:

Regulatory Compliance – \$297,244 -- Addresses the new Environmental Protection Agency (EPA) regulations which requires the Water Bureau to monitor groundwater-related contaminants and continues the flow/pumping modeling activities previously implemented by the Department of Environmental Quality (DEQ). To accomplish the mandated sampling, monitoring and tracking of the new regulations, two full-time positions are included: one Water Quality Inspector and one Compliance Officer.

Watershed/Reservoir Management – \$199,493 -- Implement findings of the Ron Wyden Task Force on the management of water quality program in the Bull Run Watershed. In response to the recommendations of the Task Force, the Water Bureau contracted for a water measurement survey and review of historical water quality in 1991. The 1991 studies included recommendations which result in this request -- laboratory equipment and further studies. To meet these requirements, one Environmental Specialist position is included.

Water Conservation – \$200,000 -- It is anticipated that the Bureau's Conservation Plan will be finalized early in 1992. As a result, the Bureau will encourage long-term water efficiency through the phase-in of several customer incentive-based programs. A total of \$180,000 will be allocated towards implementation of such programs. These programs will include low-flow showerhead installations for multi-family and single-family dwellings and some commercial applications, such as hotels, motels, health clubs (\$85,000); rebates in the amount of \$50 for installation of ultra low-flow toilets (\$75,000); educating suppliers and retailers of the 1993 requirements of the efficient plumbing fixtures bill – State Senate Bill 203 – (\$5,000); and school presentations (\$15,000). Funds totalling \$20,000 will be allocated towards a Conservation Water Rate Study, as well.

Engineering Staffing – \$374,771 -- Of the total for this program, \$195,032 is included in the operating budget and \$179,739 in the capital budget. Included in the operating budget is the Control Center Network Analysis which will allow for more efficient use and management of the water system. Engineering Fiscal Management supports fiscal control of the CIP.

Engineering Operations Support, will require additional resources to cover the increasing workload in the Project Management Section. Major areas identified which will have an increased workload include: construction cost estimates for customers; review of new materials and equipment; update of the currently approved materials and standards; and review and inspection of materials provided to the Bureau.

CIP projects have been delayed in the past due to inadequate staffing levels. Three

## BUREAU OF WATER WORKS (180)

Water Operating Fund (153)

Public Affairs

APPROPRIATION SUMMARY

---

### GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR (cont'd)

positions will assist in implementing the Capital Improvement Program for FY 1992-93, and the cost of these positions will be reimbursed from Water Construction Fund revenues; as a result, there will be no current impact on water rates.

This funding level includes seven full-time positions, four of which involve the operating component, as follows: (1) Technician II for the Control Center Analysis; (1) Administrative Analyst Technician for the Engineering Fiscal Management section; and 2 Technician II's for the Engineering Operations Support. The three positions requested for the CIP component include: (2) Senior Engineering Associates and (1) Senior Engineer for the Capital Improvement Program.

ACD Phone System - \$100,000 -- This project involves the purchase of an automatic phone system as a result of the City's conversion from ROLM to Centrex. The cost of this conversion is included in the current Interagency with the Bureau of General Services. As part of the conversion, the Bureau of Water Works must replace its current automatic call dispatch telephone system in order for it to be compatible with the new Centrex system. This system will provide customers with the following:

- o Automatic call distribution and screening;*
- o Unattended informational messages; and*
- o Increased messaging capabilities.*

These features will enable current staff to handle increasing work load more efficiently; and there will be substantial improvements in the management reporting process to monitor activity levels and facilitate future requirements.

Automatic Meter Reading - \$50,000 -- Supported is research, testing, analysis, and planning for automating the Water Bureau's meter reading and information process. A pilot project is underway to field test the most attractive system from the standpoints of economics and water management. The funding for this project will enable the Bureau to properly test the system and address any issues and alternatives during the preliminary phases of project development prior to formalization of this effort.

Cooperative Training Program - \$50,000 -- The Cooperative Training Program is administered through an interagency agreement with the Bureau of Maintenance. This on-going training program requires continued funding of \$150,000 in FY 1992-93 for a Training Officer and associated materials and services. The Water Bureau share is \$50,000. Under this agreement, the Bureau of Maintenance supplies trainers, materials, classrooms, program management and development. By sharing in the cost of an existing program, the Water Bureau will save money, instead of developing a program of its own. The training concentrates on field employees in the Operations and Engineering Divisions to help provide employees with uniform skills and knowledge to accomplish their assigned work in the most safe and efficient manner, eg., crane operator certification, large construction equipment, and commercial driver's license test preparation. The training occurs after work hours and provides career opportunities to the Bureaus' employees. New programs, such as hazardous material handling, may also be developed in the future.

## BUREAU OF WATER WORKS (180)

Water Operating Fund (153)

Public Affairs

APPROPRIATION SUMMARY

### GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR (cont'd)

Construction Intern Program – \$91,584 -- The Construction Intern Program is a result of a Resolution #34710 passed by City Council in April, 1990, affirming the City's commitment to hire more socially and economically-disadvantaged individuals on City public works projects. Two programs have evolved from that Resolution: First Source Hiring Program which is now under contract to CH2A & Associates and the Construction Trades Intern Program (CTIP). Between 15 and 20 intern positions will receive education and on-the-job training in City bureaus related to the construction trades through the CTIP program. The interns will then be certified to participate in apprenticeship programs offered by labor organizations.

The advisory group which developed this program is supportive of its implementation. The estimated cost annually is between \$290,000 and \$377,000 city-wide. The Water Bureau's share of this cost is estimated at \$91,584. Six interns will be placed in the following areas: welding shop, carpenter shop, tool room, grounds maintenance, and electricians (2).

GIS Mapping – \$300,000 -- The City of Portland has entered into a contract with Roy F. Weston, Inc., to prepare a "Strategic Implementation Plan" for an Automated Mapping/Facilities Management/Geographic Information Systems (AM/FM/GIS) to be completed in Spring, 1992. The plan is jointly funded by the Bureaus of Water, Environmental Services, Transportation and the Office of Finance and Administration. The Water Bureau portion of \$300,000 is based upon an estimated first-year cost of \$1,200,000 divided equally among the four bureaus.

Space Acquisition – \$100,000 -- This project addresses Phase I of "Alternative I" of the Portland Building space realignment. City Council informally approved the proposal on December 3, 1991, which would provide an additional 4,273 square feet on the 5th Floor for the Water Bureau. The estimated \$100,000 will pay the costs of remodeling and moving into the new space.

Trunked Radio – \$85,200 -- This project includes the Water Bureau's share of the City's new 800 MHz trunked radio system to be implemented by the Bureau of General Services in FY 1992-93. The total commitment for the first year is \$442,400, of which \$357,200 will be covered by current reserves. This nets a requirement of \$85,200 which is the Water Bureau's initial share of the costs.

Aside from the above-stated service level 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 Works' total Budget for FY 1992-92 is supported by the following sources: Bureau/operating fund revenue (\$48,715,574), service reimbursements (\$1,963,840), and State and Federal grants (\$302,500). As the numbers indicate, the Bureau of Water Works' primary funding source is bureau/operating 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 OF WATER WORKS (180)**

Water Operating Fund (153)

Public Affairs

**APPROPRIATION SUMMARY****GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR (cont'd)****BUREAU MANAGEMENT OBJECTIVES***The Bureau of Water Works submitted the following management objectives for FY 1992-93:*

- o Actively pursue Affirmative Action employment through development and implementation of a minority education program within the Bureau.*
- o Actively pursue water conservation through implementation of the Water Conservation Plan program.*
- o Actively pursue long-range regional water supply planning through implementation of the planned work program.*
- o Actively pursue citizen involvement through implementation of the Public Information Program.*
- o Successfully implement the new Customer Billing and Information System (CBIS).*
- o Implement the Bureau's Capital Improvement Program during FY 1992-93.*
- o Successfully implement the Bureau's Organization Development program during FY 1992-93.*
- o Satisfactorily address legal and regulatory water issues at local, state and federal levels as they arise during FY 1992-93.*
- o Actively pursue environmental issues constraining use of the wellfield during FY 1992-93.*

**EFFECTIVENESS MEASURES**

	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
Monitor the system's water quality to ensure that it meets, or exceeds the U.S. EPA and State of Oregon Water Quality Standards during FY 1992-93.	<i>100%</i>	<i>100%</i>	<i>100%</i>	<i>100%</i>
Provide sufficient quantities of water at standard levels of pressure (between 20 to 110 pounds per square inch) to meet customer demand during FY 1992-93.	<i>100%</i>	<i>100%</i>	<i>100%</i>	<i>100%</i>
Provide three days of average water demand in storage during FY 1992-93.	<i>100%</i>	<i>100%</i>	<i>100%</i>	<i>100%</i>
Complete all system emergency repairs within 24 hours of call during FY 1992-93.	<i>100%</i>	<i>100%</i>	<i>100%</i>	<i>100%</i>
Repair fire hydrants and return to service within five days during FY 1992-93.	<i>100%</i>	<i>100%</i>	<i>100%</i>	<i>100%</i>



**BUREAU OF WATER WORKS (180)**

Water Operating Fund (153)

Public Affairs

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>ADMINISTRATION</u></b>				
<i>Total Expenditures</i>	\$1,734,443	\$1,682,838	\$3,607,461	\$3,607,461
<i>Authorized Full-Time Positions</i>	9.00	12.00	12.00	12.00
<i>Workload Measures:</i>				
Implementation of Public Information Program	N/A	100%	100%	100%
Implementation of Capital Improvement Project	71.0%	80%	100%	100%

The FY 1992-93 Budget for the Administration program is \$3,607,461 which is \$1,924,623 more than the 1991-92 Revised Budget. Program activities include bureau-wide training and development, communications services, planning, and water conservation.

The most significant change from FY 1991-92 is the transfer of the interagency agreements for insurance and space rent which total \$1.75 million from the "Water Finance Program" to the Administration Program in FY 1992-93.

**FINANCE**

<i>Total Expenditures</i>	\$8,050,327	\$9,795,902	\$7,963,499	\$7,963,499
<i>Authorized Full-Time Positions</i>	107.00	107.00	107.00	107.00
<i>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 FY 1992-93 Budget for the Water Finance program is \$7,963,499, or \$1.8 million less than the 1991-92 Revised Budget. This budget supports all central financial, administrative, personnel, office support and information services activities throughout the Water Bureau. In addition, this program provides primary customer contact through meter reading and billing/collecting activities for all City and wholesale water customers.

The most significant change from FY 1991-92 is the transfer of the interagency agreements for insurance and space rent which total \$1.75 million from this program to the "Administration Program" in FY 1992-93.

**BUREAU OF WATER WORKS (180)**

Water Operating Fund (153)

Public Affairs

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>DISTRIBUTION</u></b>				
<i>Total Expenditures</i>	\$19,503,309	\$26,274,423	\$25,996,836	\$26,021,938
<i>Authorized Full-Time Positions</i>	287.00	282.00	287.00	287.00
<i>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 FY 1992-93 Budget for the Water Distribution program is \$26,021,938 or \$252,485 less than the 1991-92 Revised Budget. This program is responsible for the operation, maintenance, and improvement of the water distribution system within the City and supports the operations of the Operations and Engineering Divisions, exclusive of the Engineering section's Water Supply area which is included in the Water Supply Program.

The CIP portion of this Budget is \$8,897,000 and includes major projects, such as the Mains Program (\$3,309,000); the Water Control Center (\$1,049,000); Oregon Department Of Transportation (ODOT) Relocations (\$605,000); and Control Systems Maintenance (\$399,000).

Changes from FY 1991-92 include the net effect of the encumbrance carryover of approximately \$2.8 million in 91-92 and inflation, resulting in a decrease in this program in FY 1992-93. No encumbrances are budgeted in FY 1992-93.

**SUPPLY**

<i>Total Expenditures</i>	\$5,029,457	\$7,531,503	\$7,743,267	\$7,743,267
<i>Authorized Full-Time Positions</i>	64.00	65.00	67.00	67.00
<i>Workload Measures:</i>				
Meet Customer Demand For Water	100%	100%	100%	100%
Ensure Three Days of Water Storage	100%	100%	100%	100%

The FY 1992-93 Budget for the Water Supply program is \$7,743,567, or \$209,286 more than the current year, which supports the operation and maintenance of the supply system which provides water to city customers and other wholesale purveyors. The supply system includes all the activities at the bull run water shed, pump stations, reservoirs, tanks, groundwater system operation maintenance, dams, conduits and mains, and the water control center.

The Capital Improvement Program (CIP) portion of this Budget is \$2,528,000 and includes major projects, such as the dams stability study (\$350,000); the Supply and Transmission Alternatives (\$400,000); Bull Run Lake Maintenance (\$180,000); and the Regional Water Supply plan (\$257,000).

Changes from FY 1991-92 include the net effect of encumbrance carryover of \$524,897 in 91-92 and inflation in FY 1992-93, resulting in a slight increase in this program for FY 1992-93.

**BUREAU OF WATER WORKS (180)**

Water Operating Fund (153)

Public Affairs

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>WATER QUALITY</u></b>				
<i>Total Expenditures</i>	\$3,280,527	\$7,973,406	\$5,645,749	\$5,645,749
<i>Authorized Full-Time Positions</i>	22.00	26.00	29.00	29.00
<i>Workload Measures:</i>				
Maintain State and EPA Water Quality Standards	100%	100%	100%	100%

The FY 1992-93 Budget for the Water Quality program is \$5,645,749, which is \$2,327,657 less than the 1991-92 Revised Budget. The program is responsible for ensuring that all US Environmental Protection Agency (EPA) 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 (CIP) portion of this Budget is \$3,135,000 and includes major projects, such as Lab Improvements (\$1,994,000); Groundwater Treatment Study (\$309,000) and Alternative Sources Treatment Study (\$314,000). Due to the changes in fiscal planning due to reporting on a modified accrual basis, some of the project totals have been adjusted.

Significant changes from FY 1991-92 include the net effect of encumbrance carryover of \$631,299 as well as a higher level of CIP projects in FY 1991-92, resulting in a decrease in this program for FY 1992-93.

**BUREAU OF WATER WORKS (180)**

**Water Operating Fund (153)**

**Public Affairs**

**LINE ITEM APPROPRIATIONS**

<i>Expenditure Classification</i>	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
511000 Full-Time Employees	\$13,348,966	\$14,251,916	\$16,624,373	\$16,900,711	\$16,900,711
512000 Part-Time Employees	378,873	372,381	339,018	355,717	355,717
514000 Overtime	333,189	468,574	331,352	428,574	428,574
515000 Premium Pay	88,218	91,463	91,325	92,532	92,532
517000 Benefits	5,369,387	5,724,573	6,569,782	6,833,295	6,833,295
<b>Total Personal Services</b>	<b>\$19,518,633</b>	<b>\$20,908,907</b>	<b>\$23,955,850</b>	<b>\$24,610,829</b>	<b>\$24,610,829</b>
521000 Professional Services	\$806,095	\$2,372,143	\$3,255,886	\$3,378,325	\$3,378,325
522000 Utilities	879,317	917,792	1,227,048	1,218,000	1,218,000
523000 Equipment Rental	26,596	95,672	27,740	25,100	25,100
524000 Repair & Maintenance	229,321	425,819	497,676	440,775	440,775
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	355,108	497,306	1,259,649	1,212,980	1,212,980
531000 Office Supplies	(626,156)	63,573	70,657	85,100	85,100
532000 Operating Supplies	645,573	698,872	899,054	843,550	843,550
533000 Repair & Maintenance Supplies	3,938,211	2,134,249	2,731,262	2,439,700	2,439,700
534000 Minor Equipment	77,861	128,453	207,534	263,555	263,555
535000 Clothing	50,373	45,258	90,213	72,800	72,800
539000 Other Commodities	(1,915,970)	47,418	11,600	23,040	23,040
541000 Education	62,320	107,625	114,590	123,080	123,080
542000 Local Travel	9,553	9,152	11,820	13,750	13,750
543000 Out-of-Town Travel	131,592	119,244	151,619	161,982	161,982
544000 External Rent	1,023	4,187	1,811	101,000	101,000
545000 Interest	0	0	0	0	0
546000 Refunds	101	0	0	0	0
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	122,252	417,123	256,116	249,650	249,650
<b>Subtotal External Materials &amp; Services</b>	<b>\$4,793,170</b>	<b>\$8,083,886</b>	<b>\$10,814,275</b>	<b>\$10,652,387</b>	<b>\$10,652,387</b>
551000 Fleet Services	\$1,171,352	\$1,490,449	\$1,715,071	\$1,915,578	\$1,915,578
552000 Printing/Distribution	448,870	494,583	518,390	542,325	542,325
553000 Facilities Services	497,331	616,119	589,665	725,796	725,796
554000 Communications	412,847	430,758	491,800	486,996	486,996
555000 Data Processing	757,925	815,729	951,699	908,154	908,154
556000 Insurance	1,086,335	1,039,323	1,003,832	1,298,592	1,298,592
557000 Equipment Lease	0	0	0	0	0
558000 Same Fund Services	0	0	0	0	0
559000 Other Fund Services	993,484	917,737	1,113,575	1,322,018	1,347,120
<b>Subtotal Internal Materials &amp; Services</b>	<b>\$5,368,144</b>	<b>\$5,804,698</b>	<b>\$6,384,032</b>	<b>\$7,199,459</b>	<b>\$7,224,561</b>
<b>Total Materials &amp; Services</b>	<b>\$10,161,314</b>	<b>\$13,888,584</b>	<b>\$17,198,307</b>	<b>\$17,851,846</b>	<b>\$17,876,948</b>
561000 Land	\$9,470	(\$110)	\$96,000	\$0	\$0
562000 Buildings	83,850	0	1,898,820	2,454,800	2,454,800
563000 Improvements	1,383,952	2,088,902	8,856,111	4,531,700	4,531,700
564000 Equipment	347,786	448,743	887,193	1,072,980	1,072,980
<b>Total Capital Outlay</b>	<b>\$1,825,058</b>	<b>\$2,537,535</b>	<b>\$11,738,124</b>	<b>\$8,059,480</b>	<b>\$8,059,480</b>
573000 Cash Transfers - Equipment	\$161,992	\$263,037	\$365,791	\$434,657	\$434,657
<b>Total Appropriation</b>	<b>\$31,666,997</b>	<b>\$37,598,063</b>	<b>\$53,258,072</b>	<b>\$50,956,812</b>	<b>\$50,981,914</b>

**BUREAU OF WATER WORKS (180)**

**Water Operating Fund (153)**

**Public Affairs**

**FULL-TIME POSITIONS**

Class	Title	Actual FY 89-90		Actual FY 90-91		Revised Budget FY 91-92		Proposed FY 92-93		Adopted FY 92-93	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
1744	Water Bureau Administrator	1	63,559	2	86,884	1	72,779	1	72,495	1	72,495
4113	Gardener	2	55,084	2	50,873	2	63,982	2	63,726	2	63,726
3356	Urban Services Coordinator	0	0	0	0	0	0	0	0	0	0
3285	Water Analytic Chemist	1	34,778	1	37,599	1	38,615	1	38,461	1	38,461
3284	Water Microbiologist	1	33,520	1	37,141	1	38,615	1	38,461	1	38,461
3280	Water Laboratory Technician	4	106,926	4	121,905	5	156,540	5	156,225	5	156,225
3261	Lead Instrument Technician	1	30,241	1	38,989	1	40,299	1	40,152	1	40,152
3260	Instrument Technician	2	75,131	2	74,522	2	76,834	2	76,546	2	76,546
3236	Water Planning Coord.	1	0	1	27,828	1	51,377	1	51,177	1	51,177
3217	Right of Way Agt	0	0	0	0	0	0	1	35,134	1	35,134
3216	Right-of-Way Tech.	1	14,929	0	0	0	0	0	0	0	0
3194	Environmental Spec	0	0	0	0	0	0	1	34,556	1	34,556
3180	Water Utility Engineer	1	46,967	1	50,241	1	52,152	1	51,949	1	51,949
3177	Water Engineer Supervisor	4	74,647	4	199,524	4	268,756	5	272,380	5	272,380
3175	Chief Engineer	1	56,899	1	62,513	1	63,141	1	62,891	1	62,891
3169	Principal Engineer	4	212,779	4	226,269	4	228,816	4	227,928	4	227,928
3168	Water Ctl. Ctr. Sup	0	0	1	0	1	49,139	1	48,734	1	48,734
3167	Supervising Engineer	0	122,655	1	11,793	0	0	0	0	0	0
3166	Senior Engineer	5	142,194	2	100,295	2	104,304	2	102,458	2	102,458
3165	Engineering Survey Manager	1	45,894	1	50,785	1	52,152	1	51,949	1	51,949
3164	Engineer	0	45,530	2	85,924	3	143,021	3	139,036	3	139,036
3163	Eng. Associate B	0	62,853	10	279,843	13	737,204	15	620,267	15	620,267
3162	Engineer III	9	50,477	0	0	0	0	0	0	0	0
3161	Civil Engineer Assoc. II	0	61,883	0	0	0	0	0	0	0	0
3160	Civil Engineer Associate I	2	17,973	0	0	0	0	0	0	0	0
3153	Eng. Associate A	0	69,934	6	143,543	1	40,159	2	72,121	2	72,121
3151	Public Works Inspector II	1	39,437	1	43,417	1	43,800	1	43,639	1	43,639
3150	Public Works Inspector I	2	0	0	0	2	75,460	2	75,095	2	75,095
3140	Engineering Technician	6	83,038	0	0	0	0	0	0	0	0
3132	Chief Drafting Specialist	1	41,470	1	44,381	1	45,661	1	45,477	1	45,477
3131	Senior Drafting Specialist	4	53,244	0	0	0	0	0	0	0	0
3130	Drafting Specialist	4	78,786	0	0	0	0	0	0	0	0
3129	Drafting Technician	0	101,534	5	47,426	0	0	0	0	0	0
3124	Surveyor III	0	0	0	0	1	43,069	1	41,693	1	41,693
3123	Surveyor II	1	34,640	1	37,460	1	38,504	1	38,357	1	38,357
3122	Surveyor I	2	61,956	3	79,030	3	107,805	3	102,833	3	102,833
3120	Surveying Aide I	1	33,822	2	35,729	1	26,719	1	26,622	1	26,622
3113	Senior Engineering Aide	2	14,434	0	0	0	0	0	0	0	0
3112	Engineering Aide	3	30,462	0	0	0	0	0	0	0	0
3108	Technician II	0	135,257	16	433,998	19	752,372	21	687,989	21	687,989
3107	Technician I	0	55,287	6	111,752	3	82,918	3	83,959	3	83,959
1785	Watershed Resource Advisor	1	47,034	1	50,229	0	0	0	0	0	0
1780	Watershed Hydrologist	1	70,714	2	74,756	1	40,986	1	40,820	1	40,820
1775	Water Analysis Supervisor	1	41,562	1	44,543	1	48,149	1	45,978	1	45,978
1773	Assistant Chief Operating Engr	1	37,357	1	40,579	1	41,474	1	41,322	1	41,322
1772	Chief Water Operating Engr.	1	41,877	1	45,091	1	46,126	1	45,957	1	45,957
1771	Lead Operating Engineer	13	236,504	8	237,996	11	489,191	7	246,715	7	246,715
<b>TOTAL THIS PAGE</b>		<b>86</b>	<b>2,663,068</b>	<b>96</b>	<b>3,012,858</b>	<b>92</b>	<b>4,158,119</b>	<b>96</b>	<b>3,823,102</b>	<b>96</b>	<b>3,823,102</b>

**BUREAU OF WATER WORKS (180)**

**Water Operating Fund (153)**

**Public Affairs**

**FULL-TIME POSITIONS**

Class	Title	Actual FY 89-90		Actual FY 90-91		Revised Budget FY 91-92		Proposed FY 92-93		Adopted FY 92-93	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
<b>TOTALS FROM PREVIOUS PAGE</b>		86	2,663,068	96	3,012,858	92	4,158,119	96	3,823,102	96	3,823,102
1770	Operating Engineer	10	420,161	13	398,657	5	168,485	9	303,845	9	303,845
1765	Water Operations Sched. Coord	1	38,769	1	40,464	1	37,898	1	41,906	1	41,906
1760	Water Operations Sched. Spec.	2	65,187	2	72,298	2	67,434	2	74,584	2	74,584
1750	Headworks Operator	7	205,023	7	223,449	7	212,429	8	268,600	8	268,600
1749	Water Resource Project Manager	0	0	0	0	1	48,734	1	51,949	1	51,949
1748	Water Headworks Pipeline Insp	1	30,788	1	34,029	1	31,866	1	35,245	1	35,245
1747	Water Services Officer	1	45,999	1	50,718	1	47,424	1	52,451	1	52,451
1742	Director Finance & Admin	1	54,392	1	63,194	1	56,077	1	62,034	1	62,034
1738	Water Operations Director	1	58,484	2	117,952	2	112,154	2	124,068	2	124,068
1737	Water Operations Manager	0	0	5	244,598	5	226,095	5	250,040	5	250,040
1736	Water Operations Supervisor	5	205,114	0	0	0	0	0	0	0	0
1734	Water Operations Foreman	15	514,708	14	521,017	16	565,288	15	584,541	15	584,541
1721	Lead Meter Mechanic	1	36,985	1	34,296	1	31,866	1	35,245	1	35,245
1720	Water Service Mechanic	50	1,903,818	48	1,553,884	53	1,808,391	52	1,745,900	52	1,745,900
1718	Water Meter Technician	3	80,478	3	85,742	3	83,430	3	92,268	3	92,268
1716	Customer Accounts System Mgr	1	42,659	1	49,694	1	46,467	1	51,407	1	51,407
1715	Customer Accounts System Sup	1	32,928	0	0	0	0	0	0	0	0
1714	Water Quality Technician	2	57,324	0	0	0	0	0	0	0	0
1713	Water Quality Inspector	3	108,920	3	91,673	3	85,302	6	171,505	6	171,505
1712	Senior Water Svc Inspector	1	37,330	1	41,571	1	36,130	1	39,964	1	39,964
1711	Water Service Inspector	9	239,067	9	250,789	9	246,546	9	272,673	9	272,673
1710	Water Meter Reader	14	303,217	14	362,300	14	339,703	14	374,752	14	374,752
1709	Lead Water Quality Inspector	1	1,843	1	31,563	1	29,848	1	33,011	1	33,011
1708	Asst. Sr. Wtr Serv Insp	0	0	0	0	1	29,120	1	32,844	1	32,844
1532	Automotive Mechanic	1	6,033	1	32,719	1	30,347	1	33,575	1	33,575
1524	General Mechanic	2	47,510	2	64,579	2	60,694	2	67,150	2	67,150
1515	Welder Foreman	1	33,662	1	38,748	1	34,403	1	38,043	1	38,043
1513	Welder	2	58,743	3	97,268	2	60,694	2	67,150	2	67,150
1457	Supervising Electrician	1	36,999	1	41,301	1	38,147	0	0	0	0
1455	Electrical Supervisor	0	0	0	0	1	42,360	1	42,616	1	42,616
1453	Electrician	3	121,402	4	148,198	4	138,360	4	153,092	4	153,092
1442	Water Operations Painter	3	79,431	3	93,775	3	88,671	3	98,031	3	98,031
1439	Lead Water Operations Painter	1	30,140	1	28,897	1	31,075	1	34,368	1	34,368
1422	Carpenter Foreman	1	33,239	1	36,924	1	34,403	1	38,043	1	38,043
1420	Carpenter	5	145,044	6	195,302	6	182,082	6	201,450	6	201,450
1410	Concrete Finisher	2	47,408	2	64,851	2	60,694	2	67,150	2	67,150
1318	Construction Equipment Op III	1	0	0	0	0	0	0	0	0	0
1316	Construction Equipment Op II	11	339,636	14	445,190	15	451,770	15	497,107	15	497,107
1315	Construction Equipment Op I	1	27,655	1	30,513	1	28,579	1	31,612	1	31,612
1313	Automotive Equipment Op III	1	28,484	0	0	1	28,330	1	29,524	1	29,524
1311	Automotive Equipment Op II	16	360,676	14	398,731	14	526,236	14	416,262	14	416,262
1283	Water Svc Mechanic Apprentice	8	225,400	5	128,694	7	203,987	7	220,644	7	220,644
1281	Carpenter Apprentice	1	27,293	0	0	0	0	0	0	0	0
1223	Senior Utility Worker	0	0	2	43,372	1	25,563	1	29,733	1	29,733
1218	Utility Worker	70	1,669,887	74	1,600,881	76	2,222,256	74	2,093,589	74	2,093,589
1212	Water Works Helper	28	413,279	17	401,269	19	500,958	19	499,871	19	499,871
<b>TOTAL THIS PAGE</b>		375	10,874,183	376	11,169,960	380	13,258,415	387	13,180,944	387	13,180,944

**BUREAU OF WATER WORKS (180)**

Water Operating Fund (153)

Public Affairs

*FULL-TIME POSITIONS*

Class	Title	Actual FY 89-90		Actual FY 90-91		Revised Budget FY 91-92		Proposed FY 92-93		Adopted FY 92-93	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
<b>TOTALS FROM PREVIOUS PAGE</b>		375	10,874,183	376	11,169,960	380	13,258,415	387	13,180,944	387	13,180,944
1210	Laborer	0	18,580	1	23,165	0	0	0	0	0	0
1115	Building Maintenance Mechanic	1	29,477	1	33,405	1	30,347	1	33,575	1	33,575
1110	Custodian	1	0	0	0	0	0	0	0	0	0
0975	Deputy Director	0	0	1	46,457	1	60,091	1	60,256	1	60,256
0950	Assistant Financial Analyst	0	0	1	28,148	1	25,709	0	0	0	0
0943	Economist II	0	18,798	1	49,228	1	45,063	1	50,363	1	50,363
0852	Loss Control Officer	1	37,178	1	44,990	1	42,120	1	46,583	1	46,583
0847	Communications Svcs Director	1	33,680	1	39,008	1	36,213	1	40,048	1	40,048
0833	Senior Financial Analyst	2	63,237	3	124,482	4	156,872	4	181,260	4	181,260
0829	Financial Analyst	1	33,707	1	36,115	1	35,859	2	77,214	2	77,214
0828	Senior Management Analyst	1	38,662	1	44,386	2	78,140	2	88,015	2	88,015
0827	Management Analyst	1	55,379	2	75,983	2	70,250	3	117,524	3	117,524
0826	Assistant Mgmt Analyst	2	25,816	3	80,015	3	86,903	4	123,390	4	123,390
0819	Administrative Assistant I	3	68,942	0	0	0	0	0	0	0	0
0816	Administrative Analyst Technician	0	0	1	12,658	1	22,152	2	51,231	2	51,231
0660	Human Resource Officer	1	44,656	0	0	0	0	0	0	0	0
0650	Training & Development Officer	1	34,166	1	39,474	1	36,920	1	40,820	1	40,820
0548	Administrative Svcs Director	1	47,654	1	52,695	1	49,546	1	54,351	1	54,351
0517	Utilities Accountant	2	96,851	3	92,773	3	119,194	3	127,639	3	127,639
0515	Senior Accountant	1	57,900	3	85,219	2	59,488	2	70,198	2	70,198
0514	Associate Accountant	1	46,899	1	5,174	3	73,382	3	78,441	3	78,441
0510	Accounting Assistant	3	24,236	3	68,269	2	45,344	2	50,154	2	50,154
0413	Stores System Manager	1	39,112	1	43,261	1	40,206	1	44,474	1	44,474
0411	Stores Supervisor I	1	29,792	1	32,520	1	30,701	1	33,972	1	33,972
0410	Storekeeper I	3	56,697	3	86,465	3	80,310	3	88,824	3	88,824
0388	Data Entry Coordinator	1	28,320	0	0	0	0	0	0	0	0
0385	Systems Manager	1	47,773	1	54,064	1	49,046	1	54,246	1	54,246
0383	Principal Programmer Analyst	2	89,489	2	98,055	3	126,152	3	153,636	3	153,636
0380	MIS Analyst	0	0	1	40,029	1	36,535	1	45,833	1	45,833
0379	Asst. MIS Analyst	0	2,579	1	29,353	1	27,484	2	63,816	2	63,816
0373	Senior Programmer Analyst	2	63,683	4	163,329	4	159,763	4	178,249	4	178,249
0372	Programmer Analyst	3	121,689	3	116,232	2	70,941	2	81,600	2	81,600
0371	Data Processing Analyst/Oper	1	30,549	1	38,126	1	32,368	1	36,811	1	36,811
0368	Data Entry Coordinator	0	0	1	13,883	1	26,426	1	31,863	1	31,863
0348	Word Processing Supervisor	1	23,875	0	0	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	3	45,730	2	44,928	1	24,847	1	24,847
0315	Service Dispatcher	3	48,102	2	53,266	2	49,712	2	54,998	2	54,998
0222	Secretarial Assistant	1	24,880	1	28,709	1	23,733	1	26,246	1	26,246
0221	Secretarial Clerk II	3	38,216	2	45,146	2	44,304	3	69,387	3	69,387
0220	Secretarial Clerk I	6	113,247	6	108,055	5	101,661	6	134,909	6	134,909
0210	Typist Clerk	1	17,802	0	0	0	0	0	0	0	0
0140	Data Entry Clerk	3	52,068	4	41,897	3	59,856	2	41,926	2	41,926
0133	Cust. Accts. Supervisor	0	0	3	96,515	4	117,784	4	131,323	4	131,323
<b>TOTAL THIS PAGE</b>		435	12,540,471	448	13,286,241	449	15,453,918	460	15,768,966	460	15,768,966

**BUREAU OF WATER WORKS (180)**  
**Water Operating Fund (153)**  
**Public Affairs**

**FULL-TIME POSITIONS**

Class	Title	Actual FY 89-90		Actual FY 90-91		Revised Budget FY 91-92		Proposed FY 92-93		Adopted FY 92-93	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
<b>TOTALS FROM PREVIOUS PAGE</b>		<b>435</b>	<b>12,540,471</b>	<b>446</b>	<b>13,286,241</b>	<b>449</b>	<b>15,453,918</b>	<b>460</b>	<b>15,768,968</b>	<b>460</b>	<b>15,768,968</b>
0133	Billing Specialist Supervisor	1	7,587	0	0	0	0	0	0	0	0
0132	Cust. Accts. Spec II	0	0	3	83,155	4	103,336	4	114,340	4	114,340
0131	Billing Specialist	5	105,296	0	0	0	0	0	0	0	0
0131	Cust. Accts. Spec I	0	0	21	428,524	21	609,975	23	620,594	23	620,594
0124	Support Services Supervisor	1	27,152	0	0	1	27,955	1	27,019	1	27,019
0123	Credit Relations/Collect Sup	1	27,051	0	0	0	0	0	0	0	0
0120	Credit Relations Rep	7	120,077	0	0	0	0	0	0	0	0
0118	Customer Services Rep	9	157,600	0	0	0	0	0	0	0	0
0117	Office Manager II	1	29,372	1	11,252	2	60,528	1	33,846	1	33,846
0116	Office Manager I	2	26,824	2	58,758	1	27,225	2	61,388	2	61,388
0115	Supervising Clerk	0	23,118	2	53,662	1	24,419	1	27,019	1	27,019
0114	Clerical Specialist I	11	284,418	14	330,324	15	317,017	10	247,539	10	247,539
	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>13,348,966</b>	<b>489</b>	<b>14,251,916</b>	<b>494</b>	<b>16,624,373</b>	<b>502</b>	<b>16,900,711</b>	<b>502</b>	<b>16,900,711</b>



	Actual FY 89-90	Actual FY 90-91	Revised Budget FY 91-92	Proposed FY 92-93	Adopted FY 92-93
<b>RESOURCES</b>					
<i>Revenue</i>					
<i>Miscellaneous Revenues</i>					
<i>Mult. Co. Aging Services Division</i>	0	0	31,008	0	0
<i>Portland Development Commission</i>	0	0	10,040	7,867	7,867
<i>Note Sales</i>	0	0	0	227,505	227,505
<i>Interest Earnings</i>	0	0	0	17,000	17,000
<b>Total Revenue</b>	<b>0</b>	<b>0</b>	<b>41,048</b>	<b>252,372</b>	<b>252,372</b>
<i>Trans. from Other Funds--Cash</i>					
<i>General</i>	0	0	0	70,000	70,000
<i>Transportation Operating</i>	0	0	26,318	0	0
<i>Trans. from Other Funds--Svc. Reimb.</i>					
<i>General Fund</i>	0	0	2,003,998	2,254,234	2,254,734
<i>Buildings Operating</i>	0	0	50,940	49,736	49,736
<i>Emergency Communications</i>	0	0	53,732	56,782	56,782
<i>F&amp;PDR</i>	0	0	0	6,793	6,793
<i>Master Lease Acquisition</i>	0	0	20,000	0	0
<i>Golf</i>	0	0	1,726	2,409	2,409
<i>Hydropower Operating</i>	0	0	472	415	415
<i>PIR</i>	0	0	289	642	642
<i>Public Safety Capital</i>	0	0	0	137	137
<i>Sewer System Operating</i>	0	0	159,630	100,425	100,425
<i>Transportation Operating</i>	0	0	96,667	101,934	101,934
<i>Water</i>	0	0	951,699	918,263	918,263
<i>Communication Services</i>	0	0	22,912	0	0
<i>Fleet Operating</i>	0	0	9,599	0	0
<i>Printing/Distribution</i>	0	0	1,695	0	0
	0	0	3,373,359	3,491,770	3,492,270
<i>Beginning Fund Balance</i>					
<i>Encumbered</i>	0	0	0	0	0
<i>Unencumbered</i>	0	0	0	191,368	191,368
<b>Total Beginning Fund Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>191,368</b>	<b>191,368</b>
<b>TOTAL RESOURCES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,440,725</b>	<b>\$4,005,510</b>	<b>\$4,006,010</b>
<b>REQUIREMENTS</b>					
<i>Bureau Requirements</i>					
<i>External Materials &amp; Services</i>	0	0	0	58,039	58,039
<i>Internal Materials &amp; Services</i>					
<i>General</i>	0	0	3,019,699	3,100,351	3,100,351
<i>Master Lease Acquisition</i>	0	0	318,270	0	0
	0	0	3,337,969	3,158,390	3,158,390
<i>Capital Outlay</i>	0	0	30,000	320,605	320,605
<b>Total Bureau Requirements</b>	<b>0</b>	<b>0</b>	<b>3,367,969</b>	<b>3,478,995</b>	<b>3,478,995</b>

## COMPUTER SERVICES FUND (711)

## FUND SUMMARY

	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b>Contingency</b>					
General Operating Contingency	0	0	37,007	58,206	58,706
COLA Contingency	0	0	4,167	66,434	66,434
Encumbrance Carryover	0	0	0	0	0
<b>Total Contingency</b>	<b>0</b>	<b>0</b>	<b>41,174</b>	<b>124,640</b>	<b>125,140</b>
<b>Transfers to Other Funds – Cash</b>					
Intermediate Debt Fund	0	0	0	0	0
Sewage System Operating	0	0	31,582	5,264	5,264
General Fund (O/H)	0	0	0	36,110	36,110
<b>Debt Retirement</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>360,501</b>	<b>360,501</b>
<b>Unappropriated Ending Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL REQUIREMENTS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,440,725</b>	<b>\$4,005,510</b>	<b>\$4,006,010</b>
<b>EXPENDITURES – AU 550</b>					
<b>Materials and Services</b>					
5450 Interest	0	0	0	58,039	58,039
5570 Equipment Lease	0	0	318,270	0	0
5590 Other Fund Services	0	0	3,019,699	3,100,351	3,100,351
	<b>0</b>	<b>0</b>	<b>3,337,969</b>	<b>3,158,390</b>	<b>3,158,390</b>
<b>Capital Outlay</b>					
5640 Equipment	0	0	30,000	320,605	320,605
5660 Equipment Lease Purchase	0	0	0	0	0
	<b>0</b>	<b>0</b>	<b>30,000</b>	<b>320,605</b>	<b>320,605</b>
<b>TOTAL APPROPRIATION</b>	<b>0</b>	<b>0</b>	<b>3,367,969</b>	<b>3,478,995</b>	<b>3,478,995</b>

The Computer Services working capital fund was established in FY 1991-92. The functions this new operation provides have previously been budgeted within the General Fund in the Office of Finance and Administration (OF&A).

The Computer Fund receives revenues and records expenditures associated with facilitating multi-year funding of major capital purchases of data processing equipment.

The total FY 1992-93 budget for the Computer Services Fund is \$4,006,010, of which \$70,000 is for Capital Improvement Projects funded by the Capital Set-Aside for the Novell-IBM Gateway and Electronic mail projects. The Fund is backed by interagency and contract revenue. The interagency revenue for 1992-93 totals \$3,492,270, an increase of \$118,911, or 3.4%, from the 1991-92 Revised Budget primarily due to inflation.

Budgeted expenditures include an Interagency Agreement with OF&A 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 nine projects within the Technical Services program of Computer Services. The capital replacement projects total \$320,605 in FY 1992-93.

**COMMUNICATIONS SERVICES OPERATING FUND (707)**

**FUND SUMMARY**

	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>RESOURCES</u></b>					
<i>Revenue</i>					
<i>Service Charges &amp; Fees</i>					
<i>Rents &amp; Reimbursements</i>	\$13,946	\$12,773	\$20,000	\$13,000	\$13,000
<i>Misc. Service Charges</i>	107,678	166,243	120,000	220,000	220,000
	121,624	179,016	140,000	233,000	233,000
<i>Miscellaneous Revenues</i>					
<i>Sale of Capital Equip.</i>	1,229	3,200	0	3,000	3,000
<i>Interest on Investments</i>	359,392	323,898	350,000	250,000	250,000
<i>Miscellaneous Revenues</i>	3,485	3,841	500	1,000	1,000
	364,106	330,939	350,500	254,000	254,000
<i>Total Revenue</i>	485,730	509,955	490,500	487,000	487,000
<i>Transfers from Other Funds – Svc Reimb.</i>					
<i>General</i>	1,884,883	2,065,905	1,895,735	2,305,676	2,306,777
<i>Autoport Operating</i>	903	443	373	816	816
<i>Building</i>	91,926	106,689	102,204	166,334	166,334
<i>Emergency Comm.</i>	481,524	881,852	1,564,578	1,524,310	1,524,310
<i>E/R-Civic Stadium</i>	5,283	0	0	0	0
<i>E/R-Memorial Coliseum</i>	10,240	0	0	0	0
<i>Environmental Commission</i>	0	0	0	2,333	2,333
<i>Facilities Services</i>	0	53,144	29,244	47,862	47,862
<i>Fire/Police Dis./Retirement</i>	4,046	4,861	4,094	4,513	4,513
<i>Fleet</i>	24,085	27,675	24,408	18,266	18,266
<i>Golf</i>	11,361	10,901	5,962	7,537	7,537
<i>Hydroelectric Power</i>	8,659	9,337	6,825	9,438	9,438
<i>Insurance/Claims</i>	8,596	0	0	0	0
<i>Parking Facilities</i>	1,400	2,984	1,414	4,588	4,588
<i>Performing Arts</i>	3,439	0	0	0	0
<i>PIR</i>	7,819	5,966	6,713	6,243	6,243
<i>Portland Building</i>	2,028	0	0	0	0
<i>Printing/Distribution</i>	17,280	16,158	16,056	12,571	12,571
<i>Public Safety Levy</i>	569	4,840	644	615	615
<i>Refuse Disposal</i>	0	2,125	7,673	9,049	9,049
<i>Sewer System Operating</i>	286,456	339,920	306,733	489,291	489,291
<i>Transportation</i>	450,517	463,307	444,183	541,760	541,760
<i>Water</i>	412,847	430,788	491,800	486,996	486,996
<i>Workers' Comp.</i>	7,429	0	0	0	0
	3,721,290	4,426,895	4,908,639	5,638,198	5,639,299
<i>Intra-Fund Agency Reimbursable</i>	\$0	\$0	\$44,591	\$65,974	\$65,974
<i>Transfers from Other Funds – Cash</i>					
<i>General</i>	125,355	188,131	43,224	167,363	178,563
<i>Buildings</i>	0	0	0	0	10,200
<i>Emergency Communications</i>	0	0	58,136	0	3,100
<i>Fleet</i>	0	0	0	0	1,100

**COMMUNICATIONS SERVICES OPERATING FUND (707)**

**FUND SUMMARY**

	<i>Actual FY 88-89</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><i>REQUIREMENTS – Continued</i></b>					
<b><i>Transfers to Other Funds – Cash</i></b>					
<i>General Fund – Overhead</i>	132,054	145,259	165,802	148,921	148,921
<i>Fleet Services</i>	0	51	360	392	392
<i>Health Insurance</i>	2,231	0	0	0	0
	<u>134,285</u>	<u>145,310</u>	<u>166,162</u>	<u>149,313</u>	<u>149,313</u>
<b><i>Contingency</i></b>					
<i>General Operating Contingency</i>	0	0	(45,746)	498,494	503,600
<i>Compensation Adjustments</i>	0	0	9,000	11,000	11,000
<i>Encumbrance Carryover</i>	0	0	0	0	0
<b><i>Total Contingency</i></b>	<u>0</u>	<u>0</u>	<u>(36,746)</u>	<u>509,494</u>	<u>514,600</u>
<i>Unappropriated Ending Balance</i>	3,513,928	4,762,435	250,000	150,000	150,000
<b><i>TOTAL REQUIREMENTS</i></b>	<u>\$7,038,597</u>	<u>\$9,426,093</u>	<u>\$10,113,221</u>	<u>\$11,875,537</u>	<u>\$14,773,156</u>

**GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR**

The Communications Services Fund operates and maintains the City's telecommunications, radio, and other electronic systems (such as 9-1-1 dispatch, Police sirens, radar guns, and video systems) which are provided to all City bureaus and agencies. The total 1992-93 adopted budget for the fund is equal to \$14,773,156 which includes operations and maintenance of the electronic systems, as well as the replacement of radio and electronic equipment.

The fund's major source of revenues are service reimbursement transfers from other City funds, totalling \$5,639,299. This amount is equal to a 14.86% increase over the 1991-92 revised budget of \$4,908,639. The large increase is due to increased telephone usage by City bureaus in cellular phones, leased and business lines, and Rolm and Centrex lines.

The other major source of revenues in the Communication Services Fund is the fund balance held as a reserve for the replacement of radios and other electronic equipment. Replacement reserves are budgeted in a Special Appropriation and total \$8,499,419. Of this amount \$1,097,000 is earmarked for video, sirens and telemetry equipment while the remaining \$7.4 million will be used towards the purchase of the City's new 800 MhZ trunked radio system. The total system cost is \$10.5 million. For FY 1992-93, Communications has budgeted \$3.9 million in a capital improvement package which will cover the majority of the system backbone cost. The remaining \$1.3 million in backbone cost and the \$5.25 million radio cost will be budgeted in FY 1993-94.

Between the proposed and adopted budget stages, the cash transfer from the Public Safety Capital Fund to the Communications Fund was increased by \$3,153,441. These funds were held in the Public Safety Capital contingency to cover the General Fund's share of the 800 MhZ radio system. The transfer was increased to cover additional cash payments for the 800 system that may be required in FY 92/93.

**COMMUNICATIONS SERVICES OPERATING FUND (707)**

**FUND SUMMARY**

	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>RESOURCES - Continued</u></b>					
<i>Hydropower</i>	0	950	0	700	1,300
<i>Portland Building</i>	7,672	0	0	0	2,800
<i>Printing</i>	0	0	0	0	600
<i>Public Safety Capital</i>	0	0	0	129,000	3,282,441
<i>Refuse Disposal</i>	0	0	0	0	500
<i>Sewer System Operating</i>	19,759	77,362	9,000	49,250	71,550
<i>Transportation Operating</i>	44,532	3,155	4,600	11,250	43,750
<i>Water</i>	35,636	5,412	28,634	212,857	236,157
	<b>232,954</b>	<b>275,010</b>	<b>143,594</b>	<b>570,420</b>	<b>3,832,061</b>
<b><u>Beginning Fund Balance</u></b>					
<i>Encumbered</i>	0	419,757	22,577	0	0
<i>Unencumbered</i>	3,513,928	4,009,476	4,503,320	5,113,945	4,748,822
<b>Total Beginning Fund Balance</b>	<b>3,513,928</b>	<b>4,429,233</b>	<b>4,525,897</b>	<b>5,113,945</b>	<b>4,748,822</b>
<b>TOTAL RESOURCES</b>	<b>\$7,953,902</b>	<b>\$9,641,093</b>	<b>\$10,113,221</b>	<b>\$11,875,537</b>	<b>\$14,773,156</b>

**REQUIREMENTS**

**Bureau Requirements**

<i>Personal Services</i>	\$686,465	\$853,680	\$941,083	\$964,376	\$964,376
<i>External Materials and Services</i>	2,214,315	2,826,849	3,057,712	3,557,008	3,567,583
<b><u>Internal Materials and Services</u></b>					
<i>General</i>	244,311	217,800	249,163	296,420	296,420
<i>Autoport</i>	0	0	1,080	1,080	1,080
<i>Computer Services</i>	0	21,968	22,912	0	0
<i>Equipment Acquisition</i>	0	6,968	191,257	0	0
<i>Facilities Services</i>	0	46,850	45,599	100,678	100,678
<i>Fleet</i>	12,289	25,523	24,367	28,359	28,359
<i>Insurance &amp; Claims</i>	2,606	9,488	10,171	13,086	13,086
<i>Portland Building</i>	18,730	0	0	0	0
<i>Printing/Distribution</i>	7,821	23,036	8,851	16,800	16,800
<i>Workers' Compensation</i>	7,078	18,448	18,213	24,103	24,103
	<b>292,835</b>	<b>370,081</b>	<b>571,613</b>	<b>480,526</b>	<b>480,526</b>
<i>Capital Outlay</i>	196,769	430,826	4,893,806	5,608,846	8,490,784
<i>Equipment Cash Transfers</i>	0	36,912	0	0	0
<i>Intra-Fund Agency Credits</i>	0	0	44,591	65,974	65,974
<b>Total Bureau Requirements</b>	<b>3,390,384</b>	<b>4,518,348</b>	<b>9,508,805</b>	<b>10,676,730</b>	<b>13,569,243</b>
<i>Debt Retirement</i>	0	215,000	225,000	390,000	390,000

**COMMUNICATIONS SERVICES (360)**  
 Communications Services Operating Fund (707)  
 Finance and Administration

**APPROPRIATION SUMMARY**

	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>EXPENDITURES</u></b>					
<i>Personal Services</i>	\$672,140	\$785,420	\$867,917	\$902,741	\$902,741
<i>External Materials and Services</i>	2,158,907	2,761,756	2,982,091	3,483,108	3,493,683
<i>Internal Materials and Services</i>	292,835	370,081	567,558	428,243	428,243
<i>Capital Outlay</i>	120,429	289,862	507,309	215,457	245,157
<i>Cash Transfers-Equipment</i>	0	36,912	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$3,244,311</b>	<b>\$4,244,031</b>	<b>\$4,924,875</b>	<b>\$5,029,549</b>	<b>\$5,069,824</b>
<b><u>Authorized Full-Time Positions</u></b>					
<i>Total</i>	14	14	16	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>		3,790,005	4,784,875	4,816,569	4,856,824
<i>Bureau/Operating Fund Revenue</i>		454,026	140,000	213,000	213,000
<b>Total Non-Discretionary Resources</b>		<b>\$4,244,031</b>	<b>\$4,924,875</b>	<b>\$5,029,549</b>	<b>\$5,069,824</b>
<b>TOTAL FUNDING</b>		<b>\$4,244,031</b>	<b>\$4,924,875</b>	<b>\$5,029,549</b>	<b>\$5,069,824</b>
<b><u>PROGRAMS</u></b>					
<i>Electronic Maintenance</i>		\$1,133,642	\$1,167,479	\$1,024,206	\$1,024,206
<i>Electronic Engineering</i>		225,224	227,682	215,604	215,604
<i>Telecommunications</i>		2,689,028	3,198,572	3,640,019	3,650,594
<i>Cash Transfers</i>		196,137	331,142	149,720	179,420
<b>TOTAL PROGRAM</b>		<b>\$4,244,031</b>	<b>\$4,924,875</b>	<b>\$5,029,549</b>	<b>\$5,069,824</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 is a description of expenditures for AU 360.

The total adopted budget is \$5,069,824. Netting out one time capital purchases and associated debt retirement payments, this is an increase of approximately 8.8% from FY 1991-92. The increase is due to increased bureau usage in the areas of cellular phones, leased and business lines, Rolm and Centrex lines, and pagers.

**COMMUNICATIONS SERVICES (360)**  
 Communications Services Operating Fund (707)  
 Finance and Administration

**APPROPRIATION SUMMARY**

In FY 1992-93, Communications Services Division will continue to add Centrex telephone service for Portland Building occupants. By doing this, the Rolm system will be phased out over time, and one standard telephone system will be used throughout the City. This migration will occur over a two year period. Telephone replacement funds collected since the middle of FY 1990-91 will be used to assist in moving bureaus from Rolm to Centrex. A complete phase out is planned by July 1994. Debt service payments on the Rolm system will be paid off in FY 1993-94.

In conjunction with the construction of the new emergency dispatch facility at Eastport Plaza, the City Council authorized the construction of a new Radio Repair Shop, to be located adjacent to the new dispatch facility. The Radio Repair Shop is currently located at SW 17th and Jefferson, and cannot efficiently serve present operations. Because of height and weight restrictions, large vehicles cannot be serviced in the shop. Technicians must service the vehicles on the street or go to the location where the equipment is housed. By bringing all Communications personnel together at a new Radio Repair Shop, all personnel will be consolidated at one location, and will be available both to service vehicles and equipment and to provide all necessary upkeep on the new 800 MHz radio system, the CAD computer, and the phone system. The new facility is estimated to cost \$1.7 million, and will be paid for by interagency users of the Communications Division.

**MANAGEMENT OBJECTIVES**

The Communications Services Division of the Bureau of General Services submitted the following performance objectives for the 1992-93 fiscal year:

- \* Begin construction of 800 MHz Trunked Radio System by July 1, 1993.
- \* Convert remainder of City phones to Centrex.
- \* Change long distance phone vendor and save \$3,000 a month.

**EFFECTIVENESS MEASURES**

	<i>Actual FY 90-91</i>	<i>Revised FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
Percent of Time Portable Radios are Returned to Service within 8 Hours	98%	90%	90%	90%
Percent of time Work Orders are Processed Within 3 Days of Receipt	*	90%	92%	92%
Percent of time Response to Request for New Equipment is Made Within 2 Days	95%	95%	95%	95%

**COMMUNICATIONS SERVICES (360)**  
 Communications Services Operating Fund (707)  
 Finance and Administration

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>ELECTRONIC MAINTENANCE</u></b>				
<i>Total Expenditures</i>	\$1,133,642	\$1,167,479	\$1,024,206	\$1,024,206
<i>Authorized Full-Time Positions</i>	9.00	10.00	10.00	10.00
<i>Performance/Workload Measures:</i>				
Percentage of Police, Water, and Maintenance Mobile				
Radios Returned to Service Within One Hour	100%	95%	95%	95%
Percentage of Fire Mobile Radios Returned				
to Service Within Two Hours	95%	95%	95%	95%
Percentage of Portable Radios Returned				
to Service Within Eight Hours	98%	90%	90%	90%
Percentage of Radio Systems Returned to				
Normal Operation Within Eight Hours	N/A	95%	95%	95%
Percentage of Video Systems Returned to				
Normal Operation Within Eight Hours	N/A	90%	90%	90%
Percentage of Emergency 24-Hour Service				
Provided Within One Hour	N/A	100%	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.

Dollars are budgeted to provide electronic test equipment for service vehicles. Presently equipment is removed from the shop to take to job sites. This is not an efficient use of equipment as it requires time to move and it leaves the shop less effective.

**ELECTRONIC ENGINEERING**

<i>Total Expenditures</i>	\$225,224	\$227,682	\$215,604	\$215,604
<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	100%	100%	100%

The Engineering program provides communications consulting services to other bureaus in the City. Services provided cover all aspects of communications: radio, data transmission, microwave, remote control, television surveillance, cellular telephones, telemtry, and audio systems.

Funds have been budgeted to purchase additional computer equipment, particularly a Computer Aided Design system. This will allow the documentation of all data and microwave links presently being used by the City and Multnomah County. The intent is to reduce future costs by combining services to bureaus. Additional test equipment for the 800 MHz radio system will also be purchased in FY 1992-93.



**COMMUNICATIONS SERVICES (360)**  
 Communications Services Operating Fund (707)  
 Finance and Administration

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>TELECOMMUNICATIONS</u></b>				
<i>Total Expenditures</i>	\$2,689,028	\$3,198,572	\$3,640,019	\$3,650,594
<i>Authorized Full-Time Positions</i>	3.00	4.00	4.00	4.00
<i>Performance/Workload Measures:</i>				
Percentage of Work Orders				
Processed Within 3 Days	N/A	90%	95%	95%
Percentage of Invoices				
Processed Within 5 Business Days	N/A	95%	90%	90%
Percentage of Trouble Reports				
Cleared Within 24 Hours	N/A	85%	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.

All City telephone hardware and equipment is City owned and works either through the Rolm owned switch or the US WEST contracted Digital Centrex. Migration from the Rolm to Centrex will occur over the next several years. Technological advances have been made in the area of voice-mail and T-1 transmission of voice and data signals.

In FY 1992-93, contracts will be established with major vendor for services that are used on a repeated basis. This will save time plus fix costs over an extended period of time.

**CASH TRANSFERS**

<i>Total Expenditures</i>	\$196,137	\$331,142	\$149,720	\$179,420
<i>Authorized Full-Time Positions</i>	0.00	0.00	0.00	0.00
<i>Performance/Workload Measures:</i>				
Percentage of Requests for New Equipment				
Responded to within 2 Working Days	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.

**COMMUNICATIONS SERVICES (360)**  
**Communications Services Operating Fund (707)**  
**Finance and Administration**

**LINE ITEM APPROPRIATIONS**

<i>Expenditure Classification</i>	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
511000 Full-Time Employees	\$457,187	\$527,977	\$575,143	\$584,454	\$584,454
512000 Part-Time Employees	23,518	27,405	31,136	18,800	18,800
514000 Overtime	7,005	18,266	9,100	16,000	16,000
515000 Premium Pay	19,471	26,679	21,200	47,400	47,400
517000 Benefits	164,959	185,093	231,338	236,087	236,087
<b>Total Personal Services</b>	<b>\$672,140</b>	<b>\$785,420</b>	<b>\$867,917</b>	<b>\$902,741</b>	<b>\$902,741</b>
521000 Professional Services	\$44,372	\$73,785	\$38,500	\$15,000	\$15,000
522000 Utilities	8,240	6,640	11,498	8,500	8,500
523000 Equipment Rental	245,291	825	0	0	0
524000 Repair & Maintenance	32,929	45,647	86,600	74,000	74,000
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	1,764,328	2,359,071	2,550,500	3,028,132	3,039,575
531000 Office Supplies	(216,289)	2,493	5,700	3,500	3,500
532000 Operating Supplies	10,809	8,485	4,000	4,000	4,000
533000 Repair & Maintenance Supplies	152,491	146,238	206,700	144,500	144,500
534000 Minor Equipment	108,174	52,395	17,743	121,131	120,263
535000 Clothing	1,453	1,006	2,050	1,600	1,600
539000 Other Commodities	236	320	300	100	100
541000 Education	4,384	5,559	9,300	7,700	7,700
542000 Local Travel	11	6	0	0	0
543000 Out-of-Town Travel	1,856	6,042	0	11,200	11,200
544000 External Rent	0	50,823	8,100	0	0
545000 Interest	0	0	40,000	60,445	60,445
546000 Refunds	0	0	0	0	0
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	622	2,421	1,100	3,300	3,300
<b>Subtotal External Materials &amp; Services</b>	<b>\$2,158,907</b>	<b>\$2,761,756</b>	<b>\$2,982,091</b>	<b>\$3,483,108</b>	<b>\$3,493,683</b>
551000 Fleet Services	\$12,289	\$25,523	\$24,367	\$25,254	\$25,254
552000 Printing/Distribution	7,821	\$23,036	8,851	\$16,800	\$16,800
553000 Facilities Services	18,730	\$46,850	45,599	\$54,900	\$54,900
554000 Communications	0	0	0	\$0	\$0
555000 Data Processing	17,982	\$21,968	22,912	\$0	\$0
556000 Insurance	9,684	\$27,936	28,384	\$37,189	\$37,189
557000 Equipment Lease	0	\$6,968	191,257	\$0	\$0
558000 Same Fund Services	0	\$0	0	\$0	\$0
559000 Other Fund Services	226,329	217,800	246,188	294,100	294,100
<b>Subtotal Internal Materials &amp; Services</b>	<b>\$292,835</b>	<b>\$370,081</b>	<b>\$567,558</b>	<b>\$428,243</b>	<b>\$428,243</b>
<b>Total Materials &amp; Services</b>	<b>\$2,451,742</b>	<b>\$3,131,837</b>	<b>\$3,549,649</b>	<b>\$3,911,351</b>	<b>\$3,921,926</b>
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	0	\$0	\$0	0	0
563000 Improvements	0	50,000	10,000	0	0
564000 Equipment	120,429	239,862	497,309	215,457	245,157
<b>Total Capital Outlay</b>	<b>\$120,429</b>	<b>\$289,862</b>	<b>\$507,309</b>	<b>\$215,457</b>	<b>\$245,157</b>
573000 Cash Transfers - Equipment	\$0	\$36,912	\$0	\$0	\$0
<b>Total Appropriation</b>	<b>\$3,244,311</b>	<b>\$4,244,031</b>	<b>\$4,924,875</b>	<b>\$5,029,549</b>	<b>\$5,069,824</b>

**SPECIAL APPROPRIATIONS – COMMUNICATIONS SERVICES (446)**

Communications Services Operating Fund (707)

Finance and Administration

**APPROPRIATION SUMMARY**

	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 91-92</i>
<b><u>EXPENDITURES</u></b>					
<i>Personal Services</i>	\$14,325	\$68,259	\$73,166	\$61,635	\$61,635
<i>External Materials and Services</i>	55,408	65,093	75,621	73,900	73,900
<i>Internal Materials and Services</i>	0	0	48,646	118,257	118,257
<i>Capital Outlay</i>	76,340	140,999	4,386,497	5,393,389	8,245,627
<i>Cash Transfers-Equipment</i>	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$146,073</b>	<b>\$274,351</b>	<b>\$4,583,930</b>	<b>\$5,647,181</b>	<b>\$8,499,419</b>
<b><u>Authorized Full-Time Positions</u></b>					
<i>Total</i>	0	0	1	1	1
<b><u>FUNDING SOURCES</u></b>					
<i>General Discretionary</i>		0	0	0	0
<b><u>Non-Discretionary Resources</u></b>					
<i>Grants and Donations</i>		0	0	0	0
<i>Contracts</i>		0	0	0	0
<i>Interagency Services</i>		132,685	360,622	386,000	386,000
<i>Bureau/Operating Fund Revenue</i>		141,666	4,223,308	5,261,181	8,113,419
<b>Total Non-Discretionary Resources</b>		<b>274,351</b>	<b>4,583,930</b>	<b>5,647,181</b>	<b>\$8,499,419</b>
<b>TOTAL FUNDING</b>		<b>\$274,351</b>	<b>\$4,583,930</b>	<b>\$5,647,181</b>	<b>\$8,499,419</b>
<b><u>PROGRAMS</u></b>					
<i>Equipment Replacement</i>		\$274,351	\$4,583,930	\$5,647,181	\$8,499,419
<b>TOTAL PROGRAM</b>		<b>\$274,351</b>	<b>\$4,583,930</b>	<b>\$5,647,181</b>	<b>\$8,499,419</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. It also includes a budgeted cash transfer from the Public Safety Capital Fund to cover part of the General Fund's share of the new 800 Mhz trunked radio system.

The Special Appropriation FY 1992-93 budget is \$8,499,419. Of this amount, \$1,097,000 is earmarked for video, sirens and telemetry equipment, while the remaining \$7.4 million will be used for the purchase of the City's new 800 MHz trunked radio system. The total system cost is \$10.5 million. For FY 1992-93, Communications has budgeted \$3.9 million in a capital improvement package which will cover the majority of the \$5.25 system backbone cost. Replacement reserves collected over the years will pay for all but \$274,000 of the first year expense. Cash transfers from the Public Safety Fund, the Sewer Operating Fund, the Water Fund, and the Transportation Operating Fund have been budgeted to take care of each fund's FY 92-93 share in excess of what is held in replacement reserves.

Between the proposed and adopted budget, the budgeted cash transfer from the Public Safety Capital Fund to the Communications Fund was increased by \$3.1 million. These funds were held in the Public Safety Capital Fund to cover the General Fund's share of the 800 trunked radio system. The transfer was increased to cover additional cash payments for the system that may be required in FY 92/93.

**SPECIAL APPROPRIATIONS – COMMUNICATIONS SERVICES (446)**

Communications Services Operating Fund (707)

Finance and Administration

**LINE ITEM APPROPRIATIONS**

<i>Expenditure Classification</i>	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
511000 Full-Time Employees	\$10,397	\$48,812	\$51,111	\$44,412	\$44,412
512000 Part-Time Employees	0	0	0	0	0
514000 Overtime	0	0	0	0	0
515000 Premium Pay	0	1,363	1,600	0	0
517000 Benefits	3,928	18,084	20,455	17,223	17,223
<b>Total Personal Services</b>	<b>\$14,325</b>	<b>\$68,259</b>	<b>\$73,166</b>	<b>\$61,635</b>	<b>\$61,635</b>
521000 Professional Services	\$26,309	\$3,665	\$25,000	\$50,000	\$50,000
522000 Utilities	0	0	0	0	0
523000 Equipment Rental	0	0	0	5,000	5,000
524000 Repair & Maintenance	0	0	0	0	0
528000 Local Match Payment	0	0	0	3,500	3,500
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	29,099	58,405	47,621	10,000	10,000
535000 Clothing	0	0	0	0	0
539000 Other Commodities	0	0	0	0	0
541000 Education	0	9	0	0	0
542000 Local Travel	0	0	0	0	0
543000 Out-of-Town Travel	0	2,921	1,500	2,000	2,000
544000 External Rent	0	0	0	0	0
545000 Interest	0	0	1,500	3,400	3,400
546000 Refunds	0	0	0	0	0
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	0	93	0	0	0
<b>Subtotal External Materials &amp; Services</b>	<b>\$55,408</b>	<b>\$65,093</b>	<b>\$75,621</b>	<b>\$73,900</b>	<b>\$73,900</b>
551000 Fleet Services	\$0	\$0	\$0	\$3,105	\$3,105
552000 Printing/Distribution	0	0	0	0	0
553000 Facilities Services	0	0	0	45,778	45,778
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	44,591	65,974	65,974
559000 Other Fund Services	0	0	4,055	3,400	3,400
<b>Subtotal Internal Materials &amp; Services</b>	<b>\$0</b>	<b>\$0</b>	<b>\$48,646</b>	<b>\$118,257</b>	<b>\$118,257</b>
<b>Total Materials &amp; Services</b>	<b>\$55,408</b>	<b>\$65,093</b>	<b>\$124,267</b>	<b>\$192,157</b>	<b>\$192,157</b>
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	0	0	449,558	804,222
564000 Equipment	76,340	140,999	4,386,497	4,943,831	7,441,405
565000 Equipment Lease Purchase	0	0	0	0	0
<b>Total Capital Outlay</b>	<b>\$76,340</b>	<b>\$140,999</b>	<b>\$4,386,497</b>	<b>\$5,393,389</b>	<b>\$8,245,627</b>
573000 Cash Transfers - Equipment	\$0	\$0	\$0	\$0	\$0
<b>Total Appropriation</b>	<b>\$146,073</b>	<b>\$274,351</b>	<b>\$4,583,930</b>	<b>\$5,647,181</b>	<b>\$8,499,419</b>

**COMMUNICATIONS SERVICES (360 & 446)**

Communications Services Operating Fund (707)

Finance and Administration

*FULL-TIME POSITIONS*

Class	Title	Actual FY 89-90		Actual FY 90-91		Revised Budget FY 91-92		Proposed FY 92-93		Adopted FY 92-93	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
3257	Communications Services Director	1	44,783	1	51,450	1	54,567	1	54,351	1	54,351
3256	Communications Engineer III	0	24,990	0	0	0	0	0	0	0	0
3254	Communications Engineer II	0	0	0	0	0	0	0	0	0	0
3253	Communications Main Supervisor	1	38,104	1	42,846	1	42,072	1	38,064	1	38,064
3252	Communications Engineer I	0	0	0	0	0	0	0	0	0	0
3251	Communications Technician II	7	213,894	7	262,547	6	229,302	6	227,427	6	227,427
3249	Telephone Telemetry Technician	1	29,401	1	31,614	1	32,678	1	32,552	1	32,552
3248	Electronic Tech Assistant	0	0	0	0	1	24,237	1	26,100	1	26,100
3133	Project Coordinator	1	16,176	1	42,575	2	78,600	1	42,282	1	42,282
3108	Technician II	1	36,015	1	38,203	0	0	0	0	0	0
0410	Storekeeper I	1	26,509	1	29,542	1	29,200	1	29,608	1	29,608
0305	Telephone Coordinator	1	27,315	1	29,200	2	63,473	2	66,500	2	66,500
0114	Clerical Specialist	0	0	0	0	1	21,014	1	23,346	1	23,346
NEW	Telecommunications Manager	0	0	0	0	0	0	1	44,224	1	44,224
<b>AU 360 - FULL-TIME POSITIONS</b>		<b>14</b>	<b>457,187</b>	<b>14</b>	<b>527,977</b>	<b>16</b>	<b>575,143</b>	<b>16</b>	<b>584,454</b>	<b>16</b>	<b>584,454</b>
3256	Communications Engineer III	0	10,397	0	48,812	1	51,111	1	44,412	1	44,412
<b>AU 446 - FULL-TIME POSITIONS</b>		<b>0</b>	<b>10,397</b>	<b>0</b>	<b>48,812</b>	<b>1</b>	<b>51,111</b>	<b>1</b>	<b>44,412</b>	<b>1</b>	<b>44,412</b>
<b>TOTAL FULL-TIME POSITIONS</b>		<b>14</b>	<b>467,584</b>	<b>14</b>	<b>576,789</b>	<b>17</b>	<b>626,254</b>	<b>17</b>	<b>628,866</b>	<b>17</b>	<b>628,866</b>

**FACILITIES SERVICES FUND (704)**

**FUND SUMMARY**

	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>RESOURCES</u></b>					
<i>Revenue</i>					
<i>Service Charges</i>					
<i>Parking Fees</i>	\$132,312	\$121,308	\$131,169	\$141,995	\$141,995
<i>Rents and Reimbursements</i>	119,035	132,961	128,775	118,444	118,444
<i>Miscellaneous</i>	0	22,020	0	0	0
	<u>251,347</u>	<u>276,289</u>	<u>259,944</u>	<u>260,439</u>	<u>260,439</u>
<i>Government Sources</i>					
<i>Multnomah County Cost Sharing</i>	482,085	540,230	577,323	570,759	570,759
<i>Local Cost Sharing</i>	424,451	323,354	378,083	393,898	393,898
	<u>906,536</u>	<u>863,584</u>	<u>955,406</u>	<u>964,657</u>	<u>964,657</u>
<i>Miscellaneous Revenues</i>					
<i>Interest on Investments</i>	129,858	135,756	91,385	95,453	95,453
<i>Other Miscellaneous Revenue</i>	189	513,818	0	227,040	227,040
<i>Bond Proceeds</i>	0	0	0	531,334	698,334
	<u>130,047</u>	<u>649,574</u>	<u>91,385</u>	<u>853,827</u>	<u>1,020,827</u>
<b>Total Revenue</b>	<u><b>1,287,930</b></u>	<u><b>1,789,447</b></u>	<u><b>1,306,735</b></u>	<u><b>2,078,923</b></u>	<u><b>2,245,923</b></u>
<i>Transfers from Other Funds – Svc. Reimb.</i>					
<i>General</i>	1,051,910	2,415,978	2,513,280	3,221,515	3,221,515
<i>Autoport</i>	0	110,134	133,210	177,313	177,313
<i>Building Operating</i>	262,475	295,949	293,605	315,366	315,366
<i>Communications Services</i>	19,330	46,849	45,599	100,678	100,678
<i>Environmental Commission</i>	0	0	0	10,000	10,000
<i>Emergency Communications</i>	0	263,615	228,813	236,188	236,188
<i>Fire &amp; Police Dis &amp; Retirement</i>	32,685	32,668	33,135	33,975	33,975
<i>Fleet Services</i>	1,802	153,939	425,247	486,439	486,439
<i>Golf</i>	164	47,196	5,944	22,583	22,583
<i>Insurance and Claims</i>	30,502	0	0	0	0
<i>Justice Center</i>	0	688,980	1,227,772	905,128	905,128
<i>NW I-405 Recreation</i>	0	75,235	120,382	102,300	102,300
<i>Parking Facilities</i>	0	438,672	668,076	585,525	585,525
<i>Printing/Distribution</i>	27,412	45,369	48,412	14,606	14,606
<i>Sewer System Operating</i>	311,138	612,483	562,195	660,847	660,847
<i>Transportation Operating</i>	706,241	790,204	815,771	869,723	869,723
<i>Water</i>	498,006	616,122	589,665	725,796	725,796
<i>Workers' Compensation</i>	36,972	0	0	0	0
	<u>2,978,637</u>	<u>6,633,393</u>	<u>7,711,106</u>	<u>8,467,982</u>	<u>8,467,982</u>
<i>Transfers from Other Funds – Cash</i>					
<i>General</i>	0	965,529	1,108,569	1,182,041	1,012,041
<i>Federal Grants</i>	0	11,515	0	0	0
<i>Public Safety</i>	0	0	0	44,465	44,465
	<u>0</u>	<u>977,044</u>	<u>1,108,569</u>	<u>1,226,506</u>	<u>1,056,506</u>

**FACILITIES SERVICES FUND (704)**

**FUND SUMMARY**

	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><i>RESOURCES (continued)</i></b>					
<i>Beginning Fund Balance</i>					
<i>Encumbered</i>	0	0	63,339	0	0
<i>Unencumbered</i>	648,457	1,708,529	1,377,786	1,670,216	1,670,216
<i>Total Beginning Fund Balance</i>	648,457	1,708,529	1,441,125	1,670,216	1,670,216
<b>TOTAL RESOURCES</b>	<b>\$4,915,024</b>	<b>\$11,108,413</b>	<b>\$11,567,535</b>	<b>\$13,443,627</b>	<b>\$13,440,627</b>
<b><i>REQUIREMENTS</i></b>					
<i>Bureau Requirements</i>					
<i>Personal Services</i>	\$0	\$1,123,612	\$1,226,349	\$1,198,388	\$1,198,388
<i>External Materials and Services</i>	1,851,375	5,647,435	6,240,893	7,071,439	7,076,047
<i>Internal Materials and Services</i>					
<i>General</i>	1,284,192	225,415	325,106	430,226	430,226
<i>Autoport Operating</i>	7,200	7,830	11,880	9,720	9,720
<i>Communications Services</i>	2,028	53,136	29,244	47,862	47,862
<i>Fleet</i>	0	26,274	31,605	31,867	31,867
<i>Insurance and Claims</i>	14,384	36,789	30,128	35,797	35,797
<i>Printing/Distribution</i>	1,817	23,109	13,650	22,153	22,153
<i>Transportation</i>	0	2,148	39,763	0	
<i>Water</i>	0	15,909	5,100	5,300	5,300
<i>Environmental Services</i>	0	0	0	0	167,000
<i>Workers' Compensation</i>	0	24,687	23,274	38,878	38,878
	1,309,621	415,297	509,750	621,803	788,803
<i>Capital Outlay</i>	0	1,163,190	1,691,936	1,250,194	1,075,586
<i>Cash Transfers-Equipment</i>	0	25,859	0	0	0
<b>Total Bureau Requirements</b>	<b>3,160,996</b>	<b>8,375,393</b>	<b>9,668,928</b>	<b>10,141,824</b>	<b>10,138,824</b>
<i>Other Bureau Requirements</i>					
<i>Debt Retirement</i>	0	825,000	880,000	1,261,829	1,261,829
<i>Transfers to Other Funds - Cash</i>					
<i>General - Overhead</i>	45,499	70,000	164,585	257,425	257,425
<i>Fleet</i>	0	45	1,877	346	346
<i>Public Arts Trust</i>	0	0	0	49,705	49,705
<b>Total Trnsf to Other Funds - Cash</b>	<b>45,499</b>	<b>70,045</b>	<b>166,462</b>	<b>307,476</b>	<b>307,476</b>
<i>Contingency</i>					
<i>General Operating Contingency</i>	0	0	841,685	1,184,623	1,184,623
<i>Compensation Adjustment</i>	0	0	10,460	47,875	47,875
<i>Major Maintenance-Ptld Bldg</i>	0	0	0	250,000	250,000
<i>Major Maintenance-City Hall</i>	0	0	0	250,000	250,000
<b>Total Contingency</b>	<b>0</b>	<b>0</b>	<b>852,145</b>	<b>1,732,498</b>	<b>1,732,498</b>
<i>Unappropriated Ending Balance</i>	1,708,529	1,837,975	0	0	0
<b>TOTAL REQUIREMENTS</b>	<b>\$4,915,024</b>	<b>\$11,108,413</b>	<b>\$11,567,535</b>	<b>\$13,443,627</b>	<b>\$13,440,627</b>

**GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR**

The Facilities Services Fund was created in FY 1990-91 to account for all of the facilities related programs managed by the Bureau of General Services. The programs previously in the General Fund's Bureau of General Services (Property Management, Project Management, Facilities Maintenance, and Capital Improvements) were combined within the Portland Building Fund to create the Facilities Services Fund. 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. General Services allocates this subsidy to the programs it feels needs the funds most.

There are no specific policies for Facilities Services, however, a Property Management policy has been developed to guide the City's property resources. The Public Facilities Plan will be presented to Council before the beginning of the FY 1992-93. The Public Facilities Plan will be the tool in planning and implementing long term capital maintenance for City Facilities.

Facilities Services consolidated its ten budget programs, which were identified by project, into three programs, which are identified by function, to achieve better management control and responsibility. The three programs are: Facilities Maintenance; Property Management; and Project Management. The other seven programs (City Hall, Portland Building Office Space, Portland Building Commercial Space, Portland Building Operations, Heliport, Unassigned Properties, and Capital Improvement Projects) were absorbed by these three programs. The significant increase in Project Management and Facilities Maintenance budget reflects this consolidation of programs.

The Facilities Services operating fund isolates and identifies the necessary funds for minor, short-term maintenance and major, long term repairs. It allocates costs, sets rates and controls contingency funds for the Facilities Services Programs. The fund permits cash to be carried forward each year for funding of major facilities repairs. The Facilities Services budget is contingent upon bureau's requests and the needs of City buildings that are maintained by the Bureau of General Services.



# FACILITIES SERVICES (732)

Facilities Services Fund (704)

Finance and Administration

## APPROPRIATION SUMMARY

	Actual FY 89-90	Actual FY 90-91	Revised FY 91-92	Revised FY 92-93	Proposed FY 92-93	Adopted FY 92-93
<b>EXPENDITURES</b>						
Personal Services	\$0	\$1,123,612	\$1,226,349	\$1,198,388	\$1,198,388	\$1,198,388
External Materials and Services	1,851,375	5,647,435	6,240,893	7,071,439	7,071,439	7,076,047
Internal Materials and Services	1,309,621	415,297	509,750	621,803	621,803	788,803
Capital Outlay	0	1,163,190	1,691,936	1,250,194	1,250,194	1,075,586
Cash Transfers-Equipment	0	25,859	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$3,160,996</b>	<b>\$8,375,393</b>	<b>\$9,668,928</b>	<b>\$10,141,824</b>	<b>\$10,141,824</b>	<b>\$10,138,824</b>
<b>Authorized Full-Time Positions</b>						
Total	0	22	22	22	22	22
<b>FUNDING SOURCES</b>						
General Fund Discretionary		\$965,529	\$675,969	\$595,487	\$595,487	\$265,487
<b>Non-Discretionary Resources</b>						
Grants and Donations		11,515	0	0	0	0
Contract Revenue		863,585	955,406	964,657	964,657	964,657
Bond Sale Proceeds		0	0	531,334	531,334	698,334
Interagency Services		6,633,393	7,711,106	8,467,982	8,467,982	8,467,982
Bureau Revenues/Operating Fund		(98,629)	326,447	(417,636)	(417,636)	(257,636)
Total Non-Discretionary Resources		\$7,409,864	\$8,992,959	\$9,546,337	\$9,546,337	\$9,873,337
<b>TOTAL FUNDING</b>		<b>\$8,375,393</b>	<b>\$9,668,928</b>	<b>\$10,141,824</b>	<b>\$10,141,824</b>	<b>\$10,138,824</b>
<b>PROGRAMS</b>						
Property Management		\$188,729	\$200,402	\$188,546	\$188,546	\$188,546
Project Management		2,021,150	2,280,568	2,511,672	2,511,672	2,508,672
Facilities Maintenance		3,408,329	4,980,139	7,441,606	7,441,606	7,441,606
Portland Building Office Space		2,489,485	2,098,525	0	0	0
Portland Building Commercial Space		33,740	22,096	0	0	0
Portland Building Parking Operations		56,504	54,002	0	0	0
Capital Improvement Projects		(121,495)	0	0	0	0
City Hall		205,433	29,129	0	0	0
Unassigned Property		73,709	4,067	0	0	0
Heliport Operations		19,809	0	0	0	0
<b>TOTAL PROGRAMS</b>		<b>\$8,375,393</b>	<b>\$9,668,928</b>	<b>\$10,141,824</b>	<b>\$10,141,824</b>	<b>\$10,138,824</b>

### GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR

Facilities Services Fund resources are derived from rents, hourly rates for providing services (maintenance, cleaning, security, utilities, and property and project management) and percentages of sales and leases of property. Hourly rates are charged for bureau or other government agency requested services. For FY 1992-93, budgeted resources from services provided will be \$8,467,982, which is 10%, or \$756,876, more than FY 1991-92 Revised Budget. In addition, the fund receives resources from bureaus as reimbursements for costs incurred on behalf of the bureaus. This arrangement allows the City to record and capitalize acquisition and improvements to City facilities within the Facilities Services Fund. In FY 1992-93 Facilities Services Fund includes two new resources and offsetting expenditures, the financing of the Police Vehicle Storage facility and Emergency Communications Center, totalling \$447,592. Facilities Services will incur the costs and then bill the receiver bureaus via an interagency.

**FACILITIES SERVICES (732)**

Facilities Services Fund (704)

Finance and Administration

*APPROPRIATION SUMMARY*

**GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR (continued)**

In addition, interagency revenues increased as a result of budgeting for the first full year of operations at the Police precinct on Martin Luther King Blvd. totalling \$472,174, and additional office space outside the Portland Building for bureaus that need additional space and additional Police community policing centers totalling \$124,477. Other revenues include \$531,334 of bond proceeds from the sale of Limited Tax General Obligation Bonds to finance the construction of two buildings at the Police Storage Facility and conversion of the St. Johns City Hall building for alternative uses. The Water Bureau has requested Facilities Services to remodel the Fifth Floor of the Portland Building for their subsequent use at a cost of \$91,780.

This budget includes the last year of the three-year cash transfer from the General Fund in the amount of \$159,327.

FY 1992-93 Facilities Services Fund operating budget totals \$10,138,824, which is 5% more than FY 1991-92 Revised Budget of \$9,668,928. Expenditures for rent increased \$514,730 due to the need for additional space and relocation. FY 1992-93 budget includes \$41,937 for East Precinct, \$348,120 for the Police precinct on Martin Luther King Blvd, and \$82,178 for the rental space outside the Portland Building for bureaus that need additional space. Facilities Services budget includes an additional \$728,957 minor improvements and upgrades. However, appropriation for Capital Outlay and Professional Services combined decreased \$956,000 from FY 1991-92 Revised Budget.

A Major Maintenance reserve for the Portland Building and City Hall has been established totalling \$500,000. It will be used for unforeseen major emergency needs. In addition, a counter-cyclical reserve has been established. This reserve is equivalent to approximately 6.5% of budgeted fixed expenses or \$462,000. This reserve will be used to counteract a budget shortfall caused by an economic recession in the future. Additionally, \$320,000 is available to use in FY 1993-94 and FY 1994-95 to stabilize the Portland Building operations and maintenance rate. The projected ending fund balance for FY 1992-93 is \$1.8 million.

**BUREAU MANAGEMENT OBJECTIVES**

The Bureau of General Services submitted the following performance objectives, with estimated completion dates, for the Facilities Services Division:

- |   |                    |
|---|--------------------|
| 1. Lease 100% of Old Town Garage retail space                       | September 30, 1992 |
| 2. Complete analysis of Fleet relocation                            | September 30, 1992 |
| 3. Relocate N. Precinct Headquarters                                | December 31, 1992  |
| 4. Begin construction of new Eastside Facilities Communication Shop | January 1, 1993    |

## FACILITIES SERVICES (732)

Facilities Services Fund (704)

Finance and Administration

### PROGRAM SUMMARY

<i>Program</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>PROPERTY MANAGEMENT</u></b>				
<i>Total Expenditures</i>	\$188,729	\$200,402	\$188,546	\$188,546
<i>General Fund Discretionary Expenditures</i>	37,120	49,685	31,865	31,865
<i>Authorized Full-Time Positions</i>	2.20	2.20	2.60	2.60
<i>Workload Measures:</i>				
Income as Percent of Expenditures	83%	100%	100%	100%
Billable Hours as a Percent of Available Hours	N/A	N/A	80%	80%
Percentage of Office Space Occupied	N/A	N/A	80%	80%

This program manages the City's commercial property leases, and researches, evaluates, and negotiates as needed for both the sale of surplus properties and the purchase of new properties. The hourly rate for Property Maintenance is \$44. As part of the creation of the Facilities Fund, this program receives the last year of a three-year General Fund subsidy, intended to allow the program to develop self-supporting revenues. Property Management receives service reimbursement revenues equivalent to commissions for services such as leases, purchases and sales negotiations. In addition, Property Management charges an hourly rate for its management services. For 1992-93, the program anticipates that it will recover through billing 94% of its fixed costs. The balance will come from the General Fund subsidy.

### **PROJECT MANAGEMENT**

<i>Total Expenditures</i>	\$2,021,150	\$2,280,568	\$2,511,672	\$2,508,672
<i>General Fund Discretionary Expenditures</i>	350,336	246,541	563,622	233,622
<i>Authorized Full-Time Positions</i>	4.50	4.60	4.60	4.60
<i>Workload Measures:</i>				
Income as a percentage of expenditures	99%	N/A	N/A	N/A
Projects completed as a percentage of projects received	35%	N/A	N/A	N/A
Projects turnaround (Percentage of monthly milestones met)	N/A	75%	90%	90%
Billable hours as a percentage of available hours	N/A	89%	80%	80%

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 hourly rate for Project Maintenance is \$55. The Project Management Program will receive the last year of a three-year General Fund subsidy, intended to allow the program to develop self-supporting revenues. For 1992-93, 67% of its budget, or \$1,690,910, are pass through costs. The remaining program expenses are supported by billings at the hourly, rental rates and the General Fund subsidy. For 1992-93, the program anticipates recovering 69% of its fixed costs through billings. City Hall's Project Management requirement is projected to increase \$10,450 in anticipated billings for advisory and consultant services. The increase in the 1992-93 budget is the result of normal cost of living increases, and consolidating seven separate programs within three.

## FACILITIES SERVICES (732)

Facilities Services Fund (704)

Finance and Administration

PROGRAM SUMMARY

<i>Program</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>FACILITIES MAINTENANCE</u></b>				
<i>Total Expenditures</i>	\$3,408,329	\$4,980,139	\$7,441,606	\$7,441,606
<i>General Fund Discretionary Expenditures</i>	95,371	10,815	0	0
<i>Authorized Full-Time Positions</i>	9.30	9.30	14.80	14.80
<i>Workload Measures:</i>				
Income as a percentage of expenditures	99%	100%	N/A	N/A
Work orders completed as a percentage of work orders opened	86%	100%	90%	90%
Billable hours as a percentage of available	N/A	N/A	80%	80%

The program provides building maintenance services to over 37 City facilities (Portland Building, City Hall, and others), directing and providing janitorial services, security, elevator and HVAC maintenance, and other building maintenance and repairs. Facilities Maintenance rate methodology for computing charges has changed for FY 1992-93. Beginning in FY 1992-93, an hourly rate for variable work will replace the current methodology, whereby expenditures were reimbursed on an actual basis plus a charge for overhead. The charge for overhead was to recover non-billable expenditures (vacation, sick leave, and others). The hourly rate is now calculated as the budgeted total cost of providing a service divided by the total number of anticipated units of service. This new method is being used to standardize all Bureau of General Services rates for variable work. The hourly rate for Facilities Maintenance is \$41. The services provided for the Portland Building and City Hall will continue to be included in the fixed space rental rates. The fixed space rental rate is developed by taking the estimated total cost of operating the building and divide by the total usable square footage adjusted for a vacancy factor. The derived rate per square foot is then multiplied by the number of square feet occupied.

Approximately 30% of the program budget is for contracted services, while another 25% of the budget is for utilities. The program is self-sufficient and recovers all of its costs through service reimbursement revenues from other City bureaus. The increase in the 1992-93 budget is the result of increased request for services, most notably new costs associated with the new 911 Center for Emergency Communications totalling \$270,432, the Police Vehicle Storage facility totalling \$247,160, and the new Police precinct on Martin Luther King Blvd. totalling \$472,174. In addition, the budget reflects the consolidation of some of the seven separate programs.

### **PORTLAND BUILDING OFFICE SPACE**

<i>Total Expenditures</i>	\$2,489,485	\$2,098,525	\$0	\$0
<i>General Fund Discretionary Expenditures</i>	0	0	0	0
<i>Authorized Full-Time Positions</i>	4.10	3.80	0.00	0.00
<i>Workload Measures:</i>				
Occupancy Rate	98%	100%	N/A	N/A
Income as a Percent of Expenditures	78%	100%	N/A	N/A

This program provided for expenses associated with operating and maintaining the Portland Building, including utilities, repairs, cleaning, security, and debt service payments.

In FY 1992-93 the expenses and services associated with this program will be absorbed by the programs of Property Management, Project Management, and Facilities Maintenance.

**FACILITIES SERVICES (732)**

Facilities Services Fund (704)

Finance and Administration

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>PORTLAND BUILDING COMMERCIAL SPACE</u></b>				
<i>Total Expenditures</i>	\$33,740	\$22,096	\$0	\$0
<i>General Fund Discretionary Expenditures</i>	0	0	0	0
<i>Authorized Full-Time Positions</i>	0.20	0.20	0.00	0.00
<i>Workload Measures:</i>				
Leases Negotiated	1	N/A	N/A	N/A
Occupancy Rate	100%	100%	N/A	N/A

This program provided for the property management of the Portland Building's commercial space.

In FY 1992-93 the expenses and services associated with this program will be absorbed by the programs of Property Management, Project Management, and Facilities Maintenance.

<b><u>PORTLAND BUILDING PARKING OPERATIONS</u></b>				
<i>Total Expenditures</i>	\$56,504	\$54,002	\$0	\$0
<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>Workload Measures:</i>				
Gross Revenue per Year	\$97,213	\$140,119	N/A	N/A
Short-term Parking	89%	95%	N/A	N/A

This program provided short-term public parking and limited long-term parking for tenants.

In FY 1992-93 the expenses and services associated with this program will be absorbed by the programs of Property Management, Project Management, and Facilities Maintenance.

<b><u>CAPITAL IMPROVEMENT PROJECTS</u></b>				
<i>Total Expenditures</i>	(\$121,495)	\$0	\$0	\$0
<i>General Fund Discretionary Expenditures</i>	63,909	364,500	0	0
<i>Authorized Full-Time Positions</i>	0.00	0.00	0.00	0.00
<i>Workload Measures:</i>				
Projects completed as a percentage of projects approved	24%	N/A	N/A	N/A
Total Number of Projects	N/A	27%	N/A	N/A

This program included the capital improvement projects that Facilities Services managed for other City bureaus and funds.

In FY 1992-93 the expenses and services associated with this program will be absorbed by the programs of Property Management, Project Management, and Facilities Maintenance.

**FACILITIES SERVICES (732)**

Facilities Services Fund (704)

Finance and Administration

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>CITY HALL</u></b>				
<i>Total Expenditures</i>	\$205,433	\$29,129	\$0	\$0
<i>General Fund Discretionary Expenditures</i>	261,210	0	0	0
<i>Authorized Full-Time Positions</i>	1.50	1.60	0.00	0.00
<i>Workload Measures:</i>				
Building Maintenance Costs per Square Foot	\$9.29	\$9.02	N/A	N/A

This program provided the operations and maintenance for the City Hall Building, supported from service reimbursements (rental charges) from building tenants.

In FY 1992-93 the expenses and services associated with this program will be absorbed by the programs of Property Management, Project Management, and Facilities Maintenance.

**UNASSIGNED PROPERTY**

<i>Total Expenditures</i>	\$73,709	\$4,067	\$0	\$0
<i>General Fund Discretionary Expenditures</i>	149,921	4,428	0	0
<i>Authorized Full-Time Positions</i>	0.20	0.30	0.00	0.00
<i>Workload Measures:</i>				
Number of Unassigned Properties Remaining	N/A	260	N/A	N/A

This program accounted for the property taxes and maintenance of various properties not currently assigned to any specific City bureau, and as such these properties are managed by the Bureau of General Services.

In FY 1992-93 the expenses and services associated with this program will be absorbed by the programs of Property Management, Project Management, and Facilities Maintenance.

**HELIPORT OPERATIONS**

<i>Total Expenditures</i>	\$19,809	\$0	\$0	\$0
<i>General Fund Discretionary Expenditures</i>	7,662	0	0	0
<i>Authorized Full-Time Positions</i>	0.00	0.00	0.00	0.00
<i>Workload Measures:</i>				
Helicopter Landings per Month	120	N/A	N/A	N/A
Donations to Trust Fund	\$0	N/A	N/A	N/A

This program has not been budgeted since 1990-91, when the Northwest Rotorcraft Association (NWRA) 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.

# FACILITIES SERVICES (732)

## Facilities Services Fund (704)

### Finance and Administration

### LINE ITEM APPROPRIATIONS

<i>Expenditure Classification</i>	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
511000 Full-Time Employees	\$0	\$743,395	\$826,832	\$833,976	\$833,976
512000 Part-Time Employees	0	17,534	15,226	0	0
514000 Overtime	0	49,149	35,129	23,260	23,260
515000 Premium Pay	0	14,244	15,300	14,346	14,346
517000 Benefits	0	299,290	333,862	326,806	326,806
<b>Total Personal Services</b>	<b>\$0</b>	<b>\$1,123,612</b>	<b>\$1,226,349</b>	<b>\$1,198,388</b>	<b>\$1,198,388</b>
521000 Professional Services	\$35,502	\$558,451	\$777,902	\$426,213	\$430,821
522000 Utilities	0	917,673	1,008,995	1,004,176	1,004,176
523000 Equipment Rental	0	1,121	1,400	3,050	3,050
524000 Repair & Maintenance	305	1,523,342	1,819,277	2,199,367	2,199,367
525000 Non-Capital Improvement	0	8,306	0	258,280	258,280
529000 Miscellaneous Services	80,982	260,257	170,708	258,274	258,274
531000 Office Supplies	0	2,544	2,200	1,838	1,838
532000 Operating Supplies	0	87,804	80,367	88,012	88,012
533000 Repair & Maintenance Supplies	0	98,264	149,620	101,325	101,325
534000 Minor Equipment	0	15,578	3,255	6,274	6,274
535000 Clothing	0	771	1,000	800	800
539000 Other Commodities	0	1,915	4,375	800	800
541000 Education	0	4,263	11,565	11,750	11,750
542000 Local Travel	0	878	1,250	1,700	1,700
543000 Out-of-Town Travel	0	69	2,050	1,500	1,500
544000 External Rent	1,708,267	41,937	227,937	742,667	742,667
545000 Interest	0	1,961,574	1,884,065	1,889,731	1,889,731
546000 Refunds	0	0	0	0	0
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	26,319	162,688	94,927	75,682	75,682
<b>Subtotal External Materials &amp; Services</b>	<b>\$1,851,375</b>	<b>\$5,647,435</b>	<b>\$6,240,893</b>	<b>\$7,071,439</b>	<b>\$7,076,047</b>
551000 Fleet Services	\$0	\$26,274	\$31,605	\$31,867	\$31,867
552000 Printing/Distribution	0	23,109	13,650	22,153	22,153
553000 Facilities Services	1,817	0	0	0	0
554000 Communications	2,028	53,136	29,244	47,862	47,862
555000 Data Processing	0	0	0	0	0
556000 Insurance	14,384	61,476	53,402	74,675	74,675
557000 Equipment Lease	0	0	0	0	0
558000 Same Fund Services	0	0	0	0	0
559000 Other Fund Services	1,291,392	251,302	381,849	445,246	612,246
<b>Subtotal Internal Materials &amp; Services</b>	<b>\$1,309,621</b>	<b>\$415,297</b>	<b>\$509,750</b>	<b>\$621,803</b>	<b>\$788,803</b>
<b>Total Materials &amp; Services</b>	<b>\$3,160,996</b>	<b>\$6,062,732</b>	<b>\$6,750,643</b>	<b>\$7,693,242</b>	<b>\$7,864,850</b>
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	0	2,000	318,000	1,241,194	1,066,586
563000 Improvements	0	1,156,711	1,353,386	0	0
564000 Equipment	0	4,479	20,550	9,000	9,000
<b>Total Capital Outlay</b>	<b>\$0</b>	<b>\$1,163,190</b>	<b>\$1,691,936</b>	<b>\$1,250,194</b>	<b>\$1,075,586</b>
573000 Cash Transfers - Equipment	\$0	\$25,859	\$0	\$0	\$0
<b>Total Appropriation</b>	<b>\$3,160,996</b>	<b>\$8,375,393</b>	<b>\$9,668,928</b>	<b>\$10,141,824</b>	<b>\$10,138,824</b>

**FACILITIES SERVICES (732)**

Facilities Services Fund (704)

Finance and Administration

*FULL-TIME POSITIONS*

Class	Title	Actual FY 89-90		Actual FY 90-91		Revised Budget FY 91-92		Proposed FY 92-93		Adopted FY 92-93	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
<b><u>FULL-TIME POSITIONS</u></b>											
3350	Facilities Manager	0	0	1	54,139	1	55,545	1	55,332	1	55,332
3210	Lease And Property Technician	0	0	1	31,322	1	34,524	1	36,482	1	36,482
3164	Engineer	0	0	1	49,694	1	51,604	1	51,114	1	51,114
3138	Architectural Supervisor	0	0	1	47,086	1	48,061	1	47,878	1	47,878
3136	Property Manager	0	0	1	44,445	1	46,154	1	45,978	1	45,978
3134	Architect	0	0	1	45,092	1	44,288	1	46,374	1	46,374
3108	Technician II	0	0	1	29,415	1	29,181	1	33,373	1	33,373
1443	Painter	0	0	1	32,366	1	33,704	1	33,575	1	33,575
1218	Utility Worker	0	0	2	27,550	2	56,760	2	56,544	2	56,544
1118	Facilities Maintenance Manager	0	0	1	48,455	1	48,921	1	48,734	1	48,734
1117	Building Maintenance Supervisor II	0	0	1	24,996	1	39,374	1	41,172	1	41,172
1116	Lead Building Maintenance Mecha	0	0	1	31,943	1	35,380	1	35,245	1	35,245
1115	Building Maintenance Mechanic	0	0	9	276,892	9	303,336	9	302,175	9	302,175
<b>TOTAL FULL-TIME POSITIONS</b>		<b>0</b>	<b>0</b>	<b>22</b>	<b>743,395</b>	<b>22</b>	<b>826,832</b>	<b>22</b>	<b>833,976</b>	<b>22</b>	<b>833,976</b>



**FLEET SERVICES OPERATING FUND (705)**

**FUND SUMMARY**

	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b>RESOURCES</b>					
<i>Revenue</i>					
<i>Service Charges &amp; Fees</i>					
<i>Misc. Service Charges</i>	\$2,508	\$64,503	\$5,000	\$5,000	\$5,000
<i>Miscellaneous Revenues</i>					
<i>Sales of Capital Equipment</i>	301,874	529,295	150,000	160,000	160,000
<i>Sales-Undercover Vehicles</i>	6,414	9,919	20,000	10,000	10,000
<i>Sales-Miscellaneous</i>	4,028	3,287	1,000	1,000	1,000
<i>Refunds</i>	27	30	0	0	0
<i>Interest on Investment</i>	372,170	379,032	200,000	220,000	220,000
<i>Miscellaneous Revenue</i>	66,411	18,030	1,000	1,000	1,000
	750,924	939,593	372,000	392,000	392,000
<b>Total Revenue</b>	<b>753,432</b>	<b>1,004,096</b>	<b>377,000</b>	<b>397,000</b>	<b>397,000</b>
<i>Transfers from Other Funds - Cash</i>					
<i>General</i>	413,946	281,358	211,401	372,158	412,158
<i>Building</i>	48,600	40,519	53,667	13,985	13,985
<i>Communications</i>	0	36,963	360	392	392
<i>Emergency Communications</i>	8,614	39	276	299	299
<i>Facilities Services</i>	0	22,514	318	346	346
<i>Golf</i>	0	51	233	253	253
<i>Hydropower</i>	0	18	127	138	138
<i>Printing/Distribution</i>	15,000	8,120	848	921	921
<i>Refuse Disposal</i>	0	0	0	9,000	9,000
<i>Sewer Operating</i>	124,000	18,136	166,274	30,218	30,218
<i>Transportation</i>	114,955	93,056	155,000	0	0
<i>Water</i>	120,507	261,890	369,704	329,544	329,544
	845,622	762,664	958,208	757,254	797,254
<i>Transfers from Other Funds - Svc. Reimb.</i>					
<i>General</i>	3,682,794	4,538,288	4,323,762	5,015,020	5,002,079
<i>Assessment Collection</i>	0	0	2,065	2,070	2,070
<i>Building Operating</i>	171,197	283,710	253,954	273,222	273,222
<i>Communications Services</i>	12,289	25,523	24,367	25,254	25,254
<i>Communications S/A</i>	0	0	0	3,105	3,105
<i>Emergency Communication</i>	9,817	11,414	10,109	11,679	11,679
<i>Environmental Commission</i>	0	0	0	100	100
<i>Facilities Services</i>	0	26,283	31,605	31,867	31,867
<i>Golf Fund</i>	44,194	67,582	81,438	79,499	79,499
<i>Hydropower Operating</i>	7,636	6,330	7,038	8,766	8,766
<i>Ins/Claims Operating</i>	1,273	0	0	0	0
<i>PIR</i>	151	1,178	409	275	275
<i>Printing/Distribution</i>	35,681	44,049	43,639	47,685	47,685
<i>Refuse Disposal</i>	0	493	1,033	5,918	5,918
<i>Sewer Operating</i>	313,412	397,646	508,029	483,076	483,076
<i>Transportation Operating</i>	4,057,616	4,927,350	5,350,491	5,978,323	5,978,323
<i>Water</i>	1,171,353	1,490,260	1,715,071	1,915,578	1,915,578

## FLEET SERVICES OPERATING FUND (705)

	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b>RESOURCES (Continued)</b>					
<i>Workers' Comp</i>	1,059	0	0	0	0
	9,508,472	11,820,106	12,353,010	13,881,437	13,868,496
<i>Beginning Fund Balance</i>					
<i>Encumbered</i>	0	0	2,574,582	0	0
<i>Unencumbered</i>	1,948,871	3,940,823	671,923	3,629,892	4,067,556
<i>Total Beginning Fund Balance</i>	1,948,871	3,940,823	3,246,505	3,629,892	4,067,556
<b>TOTAL RESOURCES</b>	<b>\$13,056,397</b>	<b>\$17,527,689</b>	<b>\$16,934,723</b>	<b>\$18,665,583</b>	<b>\$19,130,306</b>
<b>REQUIREMENTS</b>					
<i>Bureau Requirements</i>					
<i>Personal Services</i>	\$3,092,848	\$3,240,380	\$3,762,310	\$3,682,002	\$3,682,002
<i>External Materials and Services</i>	2,232,153	2,857,144	2,864,736	3,893,311	3,880,370
<i>Internal Materials and Services</i>					
<i>General</i>	467,480	277,196	241,875	277,191	277,191
<i>Autoport</i>	0	0	21,315	6,734	6,734
<i>Communications</i>	24,086	27,675	24,408	18,266	18,266
<i>Computer Services</i>	0	0	9,599	0	0
<i>Equip. Acquisition</i>	65,234	53,000	165,956	0	0
<i>Facilities Services</i>	0	0	425,247	486,439	486,439
<i>Ins./Claims Operating</i>	7,410	153,940	31,225	40,602	40,602
<i>Portland Building Fund</i>	1,802	30,080	0	0	0
<i>Printing/Distribution</i>	12,400	18,217	13,135	17,200	17,200
<i>Transportation</i>	26,166	0	0	0	0
<i>Water</i>	54,838	59,153	64,000	67,400	67,400
<i>Workers' Comp</i>	288,593	147,970	127,076	145,635	145,635
	948,009	767,231	1,123,836	1,059,467	1,059,467
<i>Capital Outlay</i>	2,533,744	4,648,305	8,178,767	8,416,790	8,456,790
<i>Cash Transfers-Equipment</i>	0	0	0	0	0
<b>Total Bureau Requirements</b>	<b>8,806,754</b>	<b>11,513,060</b>	<b>15,929,649</b>	<b>17,051,570</b>	<b>17,078,629</b>
<i>Transfers to Other Funds - Cash</i>					
<i>General Fund - Overhead</i>	292,528	321,781	413,921	404,251	404,251
<i>General Fund - Other</i>	0	105,000	3,118	0	0
<i>Health Insurance</i>	16,292	0	0	0	0
<i>Communications</i>	0	0	0	0	1,100
	308,820	426,781	417,039	404,251	405,351
<i>Debt Retirement</i>	0	0	0	130,933	130,933
<i>Contingency</i>					
<i>General Operating Contingency</i>	0	0	23,035	350,000	786,564
<i>Compensation Adjustments</i>	0	0	0	163,829	163,829
<b>Total Contingency</b>	<b>0</b>	<b>0</b>	<b>23,035</b>	<b>513,829</b>	<b>950,393</b>
<i>Unappropriated Ending Balance</i>	3,940,823	5,587,848	565,000	565,000	565,000
<b>TOTAL REQUIREMENTS</b>	<b>\$13,056,397</b>	<b>\$17,527,689</b>	<b>\$16,934,723</b>	<b>\$18,665,583</b>	<b>\$19,130,306</b>

**FLEET SERVICES (562)**  
 Fleet Services Operating Fund (705)  
 Finance and Administration

**APPROPRIATION SUMMARY**

	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>EXPENDITURES</u></b>					
<i>Personal Services</i>	\$3,092,848	\$3,240,380	\$3,762,310	\$3,682,002	\$3,682,002
<i>External Materials and Services</i>	2,232,153	2,857,181	2,864,736	3,893,311	3,880,370
<i>Internal Materials and Services</i>	948,009	767,194	1,123,836	1,059,467	1,059,467
<i>Capital Outlay</i>	2,533,744	4,648,306	8,178,767	8,416,790	8,456,790
<i>Cash Transfers-Equipment</i>	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$8,806,754</b>	<b>\$11,513,061</b>	<b>\$15,929,649</b>	<b>\$17,051,570</b>	<b>\$17,078,629</b>
<b><u>Authorized Full-Time Positions</u></b>					
<i>Total</i>	75	76	76	75	75
<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>		10,887,997	13,311,218	14,507,758	14,534,817
<i>Bureau/Operating Fund Revenue</i>		625,064	2,618,431	2,543,812	2,543,812
<i>Bureau/Operating Fund Revenue</i>		\$11,513,061	\$15,929,649	\$17,051,570	\$17,078,629
<b>TOTAL FUNDING</b>		<b>\$11,513,061</b>	<b>\$15,929,649</b>	<b>\$17,051,570</b>	<b>\$17,078,629</b>
<b><u>PROGRAMS</u></b>					
<i>Administration</i>		\$588,637	\$938,623	\$997,313	\$997,313
<i>Maintenance and Repair</i>		4,942,333	5,376,349	6,514,370	6,501,429
<i>Body and Paint</i>		511,489	516,985	569,580	569,580
<i>Fabrication</i>		440,138	534,345	506,096	506,096
<i>Motorpool</i>		89,931	169,116	127,502	127,502
<i>Lease Equipment</i>		229,025	457,355	475,729	475,729
<i>Capital Replacement</i>		4,581,059	6,971,676	7,009,812	7,009,812
<i>Police Undercover Account</i>		53,172	60,948	42,818	42,818
<i>Cash Transfers</i>		77,277	904,252	808,350	848,350
<b>TOTAL PROGRAMS</b>		<b>11,513,061</b>	<b>\$15,929,649</b>	<b>\$17,051,570</b>	<b>\$17,078,629</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 1992-93 operating budget for Fleet Services is \$17,078,629, a 7.8% increase over the 1991-92 revised budget of \$15,929,649. Personal Services has declined by \$80,000 due to the elimination of an auto servicer position, and the reduction of part-time appropriation. As part of its FY 1992-93 budget, Fleet is reclassifying 4 auto servicer positions into auto mechanic positions. The auto mechanics have more experience and skill in auto repair, and Fleet considers this higher skill level vital to keep vehicles

**FLEET SERVICES (562)**

Fleet Services Operating Fund (705)

Finance and Administration

**APPROPRIATION SUMMARY**

and equipment property maintained and repaired. Along with the reclass, one auto servicer position is being abolished in the expectation that the auto mechanics can perform more efficiently.

External materials and services shows an increase of almost \$1 million dollars from the FY 1991-92 Revised Budget. This is the result of large increases in repair and maintenance due to increased contract se to outside vendors for specialized equipment maintenance and repair, as well as large increases in the cost of repair and maintenance supplies due to increased parts costs and increased service requests from user bureaus.

Capital replacement expenditures shows a slight drop from \$8.2 million in the FY 91-92 revised to \$8.1 million in the FY 92-93 Adopted Budget. This is due to a decline in new equipment cash transfer requests made by user bureaus. Fleet has also budgeted \$339,000 in capital improvement projects, namely the Fuel Management Project, which will upgrade six fueling sites to meet DEQ and EPA requirements; replacement of the roof flashing and painting the exterior at Stanton Yard; and exterior maintenance at the Powell Shops.

**MANAGEMENT OBJECTIVES**

The Bureau of General Services submitted the following management objectives for the Fleet Services Division for the 1992-93 fiscal year.

1. Average 90% of fleet available for use on a daily basis.
2. Reduce Fleet by 1 position without reduction in service through implementation of new light vehicle mechanic position.
3. Implement Year 4 of the Fleet Improvement Plan.

<b><u>EFFECTIVENESS MEASURES</u></b>	<i>Actual FY 90-91</i>	<i>Revised FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
Percent of Replacement Dollars Spent	100%	95%	95%	95%

**EFFICIENCY MEASURES**

Total Vehicle Availability/Maintenance & Repair	97%	93%	93%	93%
Total Vehicle Availability/Fabrication	98%	98%	98%	98%
Total Vehicle Availability/Body & Paint	98%	99%	99%	99%

**FLEET SERVICES (562)**  
**Fleet Services Operating Fund (705)**  
**Finance and Administration**

<i>Expenditure Classification</i>	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
511000 Full-Time Employees	\$2,095,156	\$2,170,647	\$2,548,315	\$2,539,285	\$2,539,285
512000 Part-Time Employees	122,731	139,648	114,791	49,000	49,000
514000 Overtime	25,391	20,736	29,018	30,300	30,300
515000 Premium Pay	21,571	23,303	25,000	26,600	26,600
517000 Benefits	827,999	886,046	1,045,186	1,036,817	1,036,817
<b>Total Personal Services</b>	<b>\$3,092,848</b>	<b>\$3,240,380</b>	<b>\$3,762,310</b>	<b>\$3,682,002</b>	<b>\$3,682,002</b>
521000 Professional Services	\$25,816	\$15,793	\$32,100	\$2,200	\$2,200
522000 Utilities	99,603	96,593	144,950	127,600	127,600
523000 Equipment Rental	77,098	141,337	218,255	370,500	370,500
524000 Repair & Maintenance	279,212	499,689	386,420	721,500	714,394
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	13,989	17,135	32,870	58,700	58,700
531000 Office Supplies	(56,923)	6,903	15,500	13,650	13,650
532000 Operating Supplies	323,669	391,486	451,902	472,500	472,500
533000 Repair & Maintenance Supplies	1,343,417	1,579,324	1,440,300	1,920,080	1,914,245
534000 Minor Equipment	47,311	35,716	44,200	43,000	43,000
535000 Clothing	25,921	24,449	36,939	39,600	39,600
539000 Other Commodities	0	509	0	0	0
541000 Education	6,178	9,414	10,200	12,400	12,400
542000 Local Travel	2	0	1,300	1,300	1,300
543000 Out-of-Town Travel	3,746	2,137	7,900	10,900	10,900
544000 External Rent	12,546	9,204	13,900	13,000	13,000
545000 Interest	10,284	480	0	20,381	20,381
546000 Refunds	257	0	0	0	0
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	20,027	27,012	28,000	66,000	66,000
<b>Subtotal External Materials &amp; Services</b>	<b>\$2,232,153</b>	<b>\$2,857,181</b>	<b>\$2,864,736</b>	<b>\$3,893,311</b>	<b>\$3,880,370</b>
551000 Fleet Services	\$0	\$0	\$0	\$0	\$0
552000 Printing/Distribution	12,399	18,203	13,135	17,200	17,200
553000 Facilities Services	1,802	153,937	425,247	486,439	486,439
554000 Communications	24,086	27,668	24,408	18,266	18,266
555000 Data Processing	48,013	36,027	9,599	0	0
556000 Insurance	296,003	178,051	158,301	186,237	186,237
557000 Equipment Lease	65,234	53,000	165,956	0	0
558000 Same Fund Services	0	0	0	0	0
559000 Other Fund Services	500,472	300,308	327,190	351,325	351,325
<b>Subtotal Internal Materials &amp; Services</b>	<b>\$948,009</b>	<b>\$767,194</b>	<b>\$1,123,836</b>	<b>\$1,059,467</b>	<b>\$1,059,467</b>
<b>Total Materials &amp; Services</b>	<b>\$3,180,162</b>	<b>\$3,624,375</b>	<b>\$3,988,572</b>	<b>\$4,952,778</b>	<b>\$4,939,837</b>
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	0	0	0	\$339,000	\$339,000
563000 Improvements	0	0	0	0	0
564000 Equipment	2,533,744	4,648,306	8,178,767	8,077,790	8,117,790
<b>Total Capital Outlay</b>	<b>\$2,533,744</b>	<b>\$4,648,306</b>	<b>\$8,178,767</b>	<b>\$8,416,790</b>	<b>\$8,456,790</b>
573000 Cash Transfers - Equipment	\$0	\$0	\$0	\$0	\$0
578000 Debt Retirement	0	0	0	0	0
<b>Total Appropriation</b>	<b>\$8,806,754</b>	<b>\$11,513,061</b>	<b>\$15,929,649</b>	<b>\$17,051,570</b>	<b>\$17,078,629</b>

**FLEET SERVICES (562)**  
 Fleet Services Operating Fund (705)  
 Finance and Administration

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>ADMINISTRATION</u></b>				
<i>Total Expenditures</i>	\$588,637	\$938,623	\$997,313	\$984,372
<i>Authorized Full-Time Positions</i>	9.60	9.60	9.60	9.60
<i>Performance/Workload Measures:</i>				
Total Available Vehicle Hours	16,481,973	15,144,000	15,144,000	15,144,000
Preventive Maintenance Work Orders	4,602	5,000	4,500	4,500
Non-Preventive Maintenance Work Orders	18,748	14,600	14,400	14,400

This program is responsible for managing the acquisition, maintenance, repair, and disposal of approximately 1,900 vehicles in the City in an efficient and timely manner. It also provides direction for repair and maintenance, body and paint, motorpool, and fabrication operations. In addition, specific activities include parts acquisition, preparation of specifications for new equipment, vehicle replacement purchases, new vehicle inspections, information management, and long- and short-range planning of the City's fleet system.

**MAINTENANCE AND REPAIR**

<i>Total Expenditures</i>	\$4,942,333	\$5,376,349	\$6,514,370	\$6,514,370
<i>Authorized Full-Time Positions</i>	51.80	51.80	50.80	50.80
<i>Performance/Workload Measures:</i>				
Total Available Vehicle Hours	16,481,976	15,494,000	15,494,000	15,494,000
Preventive Maintenance Work Orders	4,602	5,000	5,000	5,000
Non-Preventive Maintenance Work Orders	15,652	12,500	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 1992-93.

**FLEET SERVICES (562)**  
 Fleet Services Operating Fund (705)  
 Finance and Administration

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>BODY AND PAINT</u></b>				
<i>Total Expenditures</i>	\$511,489	\$516,985	\$569,580	\$569,580
<i>Authorized Full-Time Positions</i>	6.10	6.10	6.10	6.10
<i>Performance/Workload Measures:</i>				
<i>Total Available Vehicle Hours</i>	16,481,976	16,534,000	16,534,000	16,534,000
<i>Number of Work Orders Received</i>	1,199	1,200	1,000	1,000

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>	\$440,138	\$534,345	\$506,096	\$506,096
<i>Authorized Full-Time Positions</i>	6.10	6.10	6.10	6.10
<i>Performance/Workload Measures:</i>				
<i>Total Available Vehicle Hours</i>	16,481,976	16,404,000	16,404,000	16,404,000
<i>Number of Work Orders Received</i>	1,250	900	900	900

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.

**MOTORPOOL**

<i>Total Expenditures</i>	\$89,931	\$169,116	\$127,502	\$127,502
<i>Authorized Full-Time Positions</i>	1.00	1.00	1.00	1.00
<i>Performance/Workload Measures:</i>				
<i>Number of Trips using Motorpool Vehicles</i>	1,643	2,200	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 budget for FY 1992-93 provides for the acquisition of several newer vehicles to replace the oldest cars in the Motorpool. Fleet customers indicate that an improvement in the condition of the vehicles will result in increased utilization of this service.

**FLEET SERVICES (562)**  
 Fleet Services Operating Fund (705)  
 Finance and Administration

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>LEASE EQUIPMENT</u></b>				
<i>Total Expenditures</i>	\$229,025	\$457,355	\$475,729	\$475,729
<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 1992-93 reflects the lease-purchase of gang mowers for the Parks Bureau, plus accelerated principal payment.

**CAPITAL REPLACEMENT**

<i>Total Expenditures</i>	\$4,581,059	\$6,971,676	\$7,009,812	\$7,009,812
<i>Authorized Full-Time Positions</i>	1.30	1.30	1.30	1.30
<i>Performance/Workload Measures:</i>				
Percent of Replacement Dollars Spent	100%	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 1992-93 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.

**POLICE UNDERCOVER ACCOUNT**

<i>Total Expenditures</i>	\$53,172	\$60,948	\$42,818	\$42,818
<i>Authorized Full-Time Positions</i>	0.10	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 89-90</i>	<i>Revised Budget FY 90-91</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>CASH TRANSFERS</u></b>				
<i>Total Expenditures</i>	\$77,277	\$904,252	\$808,350	\$848,350
<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.

**FLEET SERVICES (562)**  
**Fleet Services Operating Fund (705)**  
**Finance and Administration**

**FULL-TIME POSITIONS**

Class	Title	Actual FY 89-90		Actual FY 90-91		Revised Budget FY 91-92		Proposed FY 92-93		Adopted FY 92-93	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
0548	Administrative Svcs Director	1	49,480	1	53,677	1	54,559	1	54,351	1	54,351
1542	Operations Division Supervisor	1	42,120	1	46,301	1	46,762	1	46,584	1	46,584
1541	Maintenance Division Supervisor	1	41,028	1	46,269	1	46,762	1	46,585	1	46,585
1539	Motor Pool Supervisor	1	1,473	0	0	0	0	0	0	0	0
1538	Automotive Mechanic Foreman II	3	115,590	4	152,863	4	158,288	4	157,685	4	157,685
1533	Lead Automotive Mechanic	4	124,443	4	139,042	4	141,520	4	140,980	4	140,980
1532	Automotive Mechanic	27	803,826	29	831,178	29	977,416	34	1,141,550	34	1,141,550
1530	Motorcycle Mechanic	1	30,347	1	32,454	1	33,704	1	33,575	1	33,575
1522	Maintenance Machinist Foreman	1	35,336	1	38,573	1	39,552	1	39,401	1	39,401
1520	Maintenance Machinist	1	22,982	1	32,370	1	33,704	1	33,575	1	33,575
1517	Auto Body Foreman	1	27,349	1	0	1	37,330	1	37,187	1	37,187
1516	Auto Body Restorer	3	84,018	3	116,104	3	101,112	2	67,150	2	67,150
1513	Welder	3	91,472	3	96,365	3	101,112	3	100,725	3	100,725
1511	Lead Blacksmith/Welder	1	31,866	1	30,893	1	35,380	1	35,245	1	35,245
1446	Auto Painter	1	27,997	1	31,612	1	33,704	1	33,575	1	33,575
1235	Auto Servicer II	1	26,874	1	31,612	1	29,847	1	29,733	1	29,733
1232	Auto Servicer I	16	314,897	14	258,404	14	393,170	8	226,176	8	226,176
0827	Management Analyst	1	34,746	1	38,412	1	39,803	1	39,651	1	39,651
0819	Administrative Assistant	1	30,574	1	32,690	1	33,598	1	33,470	1	33,470
0430	Automotive Parts Specialist	4	124,220	4	82,960	4	118,884	4	118,432	4	118,432
0413	Stores System Manager	1	14,177	1	41,383	1	41,804	1	43,392	1	43,392
0220	Secretarial Clerk I	1	20,341	1	37,485	1	22,595	2	45,018	2	45,018
0000	Driver	0	0	1	0	1	27,709	0	0	0	0
NEW	Lead Auto Body Restorer	0	0	0	0	0	0	1	35,245	1	35,245
<b>TOTAL FULL-TIME POSITIONS</b>		<b>75</b>	<b>2,095,156</b>	<b>76</b>	<b>2,170,647</b>	<b>76</b>	<b>2,548,315</b>	<b>75</b>	<b>2,539,285</b>	<b>75</b>	<b>2,539,285</b>

## HEALTH INSURANCE FUND (701)

## FUND SUMMARY

	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>RESOURCES</u></b>					
<i>Revenue</i>					
<i>Miscellaneous Revenues</i>					
<i>City Contributions</i>	\$9,459,502	\$10,714,210	\$7,470,734	\$12,045,147	\$12,045,147
<i>Employee Contributions</i>	0	0	0	0	0
<i>Interest</i>	148,681	247,407	119,647	222,457	222,457
<i>Other Misc. Revenues</i>	450,704	851,380	650,415	766,991	766,991
<b><i>Total Revenue</i></b>	<b>10,058,887</b>	<b>11,812,997</b>	<b>8,240,796</b>	<b>13,034,595</b>	<b>13,034,595</b>
<i>Transfers from Other Funds - Cash</i>					
<i>General</i>	641,214	0	0	0	0
<i>Sewer System Operating</i>	53,342	0	0	0	0
<i>Hydropower Operating</i>	805	0	0	0	0
<i>Water</i>	89,287	0	0	0	0
<i>Golf</i>	5,394	0	0	0	0
<i>PIR</i>	463	0	0	0	0
<i>Transportation Operating</i>	110,024	0	0	0	0
<i>Emergency Communications</i>	22,119	0	0	0	0
<i>Buildings Operating</i>	34,757	0	0	0	0
<i>Fleet</i>	16,292	0	0	0	0
<i>Printing/Distribution</i>	6,608	0	0	0	0
<i>Communication Services</i>	2,231	0	0	0	0
<i>Insurance &amp; Claims</i>	2,158	0	0	0	0
<i>Workers' Compensation</i>	306	0	0	0	0
<b><i>Total Cash Transfers</i></b>	<b>985,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<i>Beginning Fund Balance</i>	688,468	1,780,263	1,354,733	4,044,679	4,044,679
<b><i>TOTAL RESOURCES</i></b>	<b>\$11,732,355</b>	<b>\$13,593,260</b>	<b>\$9,595,529</b>	<b>\$17,079,274</b>	<b>\$17,079,274</b>
<b><u>REQUIREMENTS</u></b>					
<i>Bureau Requirements</i>					
<i>External Materials &amp; Services</i>	\$9,565,545	\$10,634,155	\$7,579,145	\$11,918,700	\$11,918,700
<i>Internal Materials &amp; Services</i>					
<i>General Fund</i>	340,103	0	219,090	480,418	480,418
<b><i>Total Bureau Requirements</i></b>	<b>9,905,648</b>	<b>10,634,155</b>	<b>7,798,235</b>	<b>12,399,118</b>	<b>12,399,118</b>
<i>Fund Requirements</i>					
<i>Transfers to Other Funds - Cash</i>					
<i>General-Overhead</i>	46,444	41,650	71,177	83,975	83,975
<i>Contingency</i>					
<i>General Operating Contingency</i>	1,780,263	0	1,726,117	4,596,181	4,596,181
<i>COLA Contingency</i>	0	0	0	0	0
<i>Encumbrance Carryover</i>	0	0	0	0	0
<b><i>Total Contingency</i></b>	<b>1,780,263</b>	<b>0</b>	<b>1,726,117</b>	<b>4,596,181</b>	<b>4,596,181</b>

## HEALTH INSURANCE FUND (701)

## FUND SUMMARY

	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<i>(Requirements continued)</i>					
<i>Unappropriated Ending Balance</i>	0	2,917,455	0	0	0
<i>Total Fund Requirements</i>	1,826,707	2,959,105	1,797,294	4,680,156	4,680,156
<b>TOTAL REQUIREMENTS</b>	<b>\$11,732,355</b>	<b>\$13,593,260</b>	<b>\$9,595,529</b>	<b>\$17,079,274</b>	<b>\$17,079,274</b>
<b>EXPENDITURES – AU 465</b>					
<i>External Materials and Services</i>					
<i>5210 Professional Services</i>	442,768	445,120	399,179	547,153	547,153
<i>5290 Miscellaneous Services</i>	9,122,777	9,827,357	7,179,966	11,371,547	11,371,547
<i>Internal Materials and Services</i>					
<i>5590 Others Fund Services</i>	340,103	361,678	219,090	480,416	480,418
<b>TOTAL APPROPRIATION</b>	<b>9,905,648</b>	<b>10,634,155</b>	<b>7,798,235</b>	<b>12,399,116</b>	<b>12,399,118</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 plans. All interest accrued to the Health Fund shall be available to meet fund obligations. The Health Insurance Fund is administered 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".

The difference between the revised FY 1991-92 budget and the Adopted FY 1992-93 budget reflects the creation of the DCTU Health Fund in the amount of \$9,532,717 based on a 1990-91 arbitration award between the City of Portland and the District Council of Trade Unions (DCTU). The arbitrator required the City to create the DCTU Health Insurance Fund to account for all insured and self-insured revenue and expenses. This fund was established in the fall 1991-92 Supplemental budget. The DCTU health gap grievance has been settled and ratified by all parties. The settlement sets aside the arbitrator's award that ordered the City to create a separate DCTU Health Fund and moves the DCTU groups back into the Labor-Management Benefits Committee. The FY 1991-92 spring supplemental budget will move this appropriation back into the Health Insurance Fund. The FY 1992-93 Adopted budget implements this change.

The Health Fund is to be maintained so that sufficient revenues are available to pay all plan expenses. The reserves are maintained at a level adequate to meet claims payments. The reserve requirement is calculated by multiplying 2.5 x the average monthly claims. The calculation equals \$2,369,070 for FY 1992-93. Projected claims for FY 1992-93 is \$11,371,547. This is equivalent to \$317.57 per participant. City contributions are the primary resource to the Fund and are budgeted to be \$12 million in 1992-93. City contributions have been increased to reflect projected costs and labor agreement caps on City contributions. The 1991-92 budget projected a need for employee contributions. Employee contributions were not needed during 1991-92 due to changes made in plan design during the benefits planning process. Based upon current plan benefits and current cost projections, employee contributions will not be necessary to meet fund obligations during 1992-93. The Joint Management Labor Committee is required to make plan changes by March 1, 1992. Staff and related Materials and Services for the fund are budgeted in the Office of Finance and Administration (OF&A) appropriation unit in the General Fund, and the Health Insurance Fund reimburses the General Fund through an Interagency Agreement. The Adopted budget maintains current benefit plan levels.

**INSURANCE AND CLAIMS FUND (708)**

**FUND SUMMARY**

	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b>RESOURCES</b>					
<i>Revenue</i>					
<i>Miscellaneous Revenues</i>					
<i>Interest</i>	277,196	292,937	273,076	200,520	200,520
<i>Other Misc. Revenues</i>	45,670	89,870	34,458	39,828	39,828
<b>Total Revenue</b>	<b>322,866</b>	<b>382,807</b>	<b>307,534</b>	<b>240,348</b>	<b>240,348</b>
<i>Trans. from Other Funds--Svc. Reimb.</i>					
<i>General</i>	1,827,201	1,737,062	1,694,225	2,164,320	2,164,320
<i>Auto Port Operating</i>	3,121	3,905	5,626	4,073	4,073
<i>Buildings Operating</i>	20,858	73,175	76,394	88,407	88,407
<i>Emergency Communications</i>	64,456	46,422	54,294	88,629	88,629
<i>E/R-Civic Stadium</i>	7,762	0	0	0	0
<i>E/R-Memorial Coliseum</i>	73,121	0	0	0	0
<i>Golf</i>	1,907	11,341	14,802	18,281	18,281
<i>Hydropower Operating</i>	24,417	22,768	23,818	23,833	23,833
<i>Parking Facilities</i>	16,616	14,815	12,343	13,961	13,961
<i>Performing Arts Operating</i>	32,026	0	0	0	0
<i>PIR</i>	10,080	10,938	13,427	12,382	12,382
<i>Sewer System Operating</i>	83,151	134,500	190,393	255,091	255,091
<i>Transportation Operating</i>	251,463	354,580	408,606	580,291	580,291
<i>Water</i>	227,769	266,798	269,354	336,998	336,998
<i>Printing/Distribution</i>	1,997	12,746	15,320	19,562	19,562
<i>Communication Services</i>	2,606	9,488	10,171	13,086	13,086
<i>Fleet Operating</i>	7,410	30,080	31,225	40,602	40,602
<i>Portland Building Operating</i>	14,384	36,789	30,128	35,797	35,797
<i>Workers' Comp. Operating</i>	198,060	0	0	0	0
	<b>2,868,405</b>	<b>2,765,407</b>	<b>2,850,126</b>	<b>3,695,313</b>	<b>3,695,313</b>
<i>Transfers from Other Funds - Cash</i>					
<i>General</i>	0	0	0	0	0
	0	0	0	0	0
<i>Beginning Fund Balance</i>					
<i>Encumbered</i>	3,773	0	0	0	0
<i>Unencumbered</i>	3,405,133	3,864,479	3,901,086	3,643,289	3,643,289
<b>Total Beginning Fund Balance</b>	<b>3,408,906</b>	<b>3,864,479</b>	<b>3,901,086</b>	<b>3,643,289</b>	<b>3,643,289</b>
<b>TOTAL RESOURCES</b>	<b>\$6,600,177</b>	<b>\$7,012,693</b>	<b>\$7,058,746</b>	<b>\$7,578,950</b>	<b>\$7,578,950</b>

## INSURANCE AND CLAIMS FUND (708)

## FUND SUMMARY

	Actual FY 89-90	Actual FY 90-91	Revised Budget FY 91-92	Proposed FY 92-93	Adopted FY 92-93
<b>REQUIREMENTS</b>					
<i>Bureau Requirements</i>					
<i>Personal Services</i>	576,369	0	0	0	0
<i>External Materials &amp; Services</i>	1,442,705	1,750,257	1,928,740	2,053,143	2,053,143
<i>Internal Materials &amp; Services</i>					
<i>General</i>	506,454	1,152,784	1,271,101	1,388,031	1,388,031
<i>Printing/Distribution</i>	14,746	0	0	0	0
<i>Communications Services</i>	8,596	0	0	0	0
<i>Fleet Operating</i>	1,273	0	0	0	0
<i>Facilities Services</i>	30,402	0	0	0	0
<i>Workers' Comp. Operating</i>	9,412	0	0	0	0
	570,883	1,152,784	1,271,101	1,388,031	1,388,031
<i>Capital Outlay</i>	894	7,199	0	0	0
<i>Total Bureau Requirements</i>	2,590,851	2,910,240	3,199,841	3,441,174	3,441,174
<i>Contingency</i>					
<i>General Operating Contingency</i>	3,864,480	0	3,765,184	4,077,999	4,077,999
<i>COLA Contingency</i>	0	0	0	0	0
<i>Encumbrance Carryover</i>	3,773	0	0	0	0
<i>Total Contingency</i>	3,868,253	0	3,765,184	4,077,999	4,077,999
<i>Transfers to Other Funds - Cash</i>					
<i>General-Overhead</i>	138,915	141,931	93,721	59,777	59,777
<i>Health Fund</i>	2,158	0	0	0	0
	141,073	141,931	93,721	59,777	59,777
<i>Unappropriated Ending Balance</i>	0	3,960,522	0	0	0
<b>TOTAL REQUIREMENTS</b>	<b>\$6,600,177</b>	<b>\$7,012,693</b>	<b>\$7,058,746</b>	<b>\$7,578,950</b>	<b>\$7,578,950</b>

The Insurance and 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 and claims and negotiating settlements. In addition, the fund supports management of the City's commercial insurance portfolio.

Expenditures in this fund are primarily for claims payments, which are budgeted at \$2,244,649 for FY 1992-93, an increase of \$222,007 from 1991-92. Projected claims payments are based upon the level estimated by the independent actuarial study completed for the period ending June 30, 1991. The primary resource to this fund is from Interagency (I/A) charges to city bureaus. Charges are increasing overall by 29% from the Revised 1991-92 charges. In 1990-91 the City changed from the undiscounted method of calculating reserve requirements or having cash on hand for the City's ultimate needs to the "discounted" which takes into account interest expected to be earned on the cash on hand to meet the City's ultimate needs. As a result of this change a one-time credit of approximately \$420,000 was made to bureaus in FY 1991-92 due to the resulting decrease in the required reserve level. In FY 1992-93 there is no surplus balance to offset rates. As a result the average increase of Insurance and Claims Interagencies for City Bureaus has risen 29%. The FY 1992-93 Interagency calculation uses a \$3.6 million liability reserve requirement, per the June 30, 1991 actuarial estimate at the discounted level.

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.

The target budget is equal to current service level (CSL), however, the costs may vary significantly from year to year, depending on the actuary's projected claims payments and the outlook for the commercial insurance market.

# INSURANCE AND CLAIMS (572)

Insurance and Claims Fund (708)

Finance and Administration

## LINE ITEM APPROPRIATIONS

<i>Expenditure Classification</i>	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
5110 Full-Time Employees	\$414,920	\$0	\$0	\$0	\$0
5120 Part-Time Employees	0	0	0	0	0
5140 Overtime	0	0	0	0	0
5150 Premium Pay	1,100	0	0	0	0
5170 Benefits	160,349	0	0	0	0
<b>Total Personal Services</b>	<b>\$576,369</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
5210 Professional Services	\$331,201	\$74,717	\$122,530	\$102,000	\$102,000
5220 Utilities	0	0	0	0	0
5230 Equipment Rental	0	0	0	0	0
5240 Repair & Maintenance	(39)	0	0	0	0
5280 Local Match Payment	0	0	0	0	0
5290 Miscellaneous Services	1,084,269	1,672,495	1,806,210	1,951,143	1,951,143
5310 Office Supplies	3,697	3,045	0	0	0
5320 Operating Supplies	0	0	0	0	0
5330 Repair & Maintenance Supplies	0	0	0	0	0
5340 Minor Equipment	1,095	0	0	0	0
5350 Clothing	0	0	0	0	0
5390 Other Commodities	0	0	0	0	0
5410 Education	3,935	0	0	0	0
5420 Local Travel	373	0	0	0	0
5430 Out-of-Town Travel	4,666	0	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	13,508	0	0	0	0
<b>Subtotal External Materials &amp; Services</b>	<b>\$1,442,705</b>	<b>\$1,750,257</b>	<b>\$1,928,740</b>	<b>\$2,053,143</b>	<b>\$2,053,143</b>
5510 Fleet Services	\$1,273	\$0	\$0	\$0	\$0
5520 Printing/Distribution	14,746	0	0	0	0
5530 Internal Rent	30,402	0	0	0	0
5540 Communications	8,596	0	0	0	0
5550 Data Processing	34,912	0	0	0	0
5560 Insurance	9,412	0	0	0	0
5570 Equipment Lease	0	0	0	0	0
5580 Same Fund Services	0	0	0	0	0
5590 Other Fund Services	471,542	1,152,784	1,271,101	1,388,031	1,388,031
<b>Subtotal Internal Materials &amp; Services</b>	<b>\$570,883</b>	<b>\$1,152,784</b>	<b>\$1,271,101</b>	<b>\$1,388,031</b>	<b>\$1,388,031</b>
<b>Total Materials &amp; Services</b>	<b>\$2,013,588</b>	<b>\$2,903,041</b>	<b>\$3,199,841</b>	<b>\$3,441,174</b>	<b>\$3,441,174</b>
5610 Land	\$0	\$0	\$0	\$0	\$0
5620 Buildings	0	0	0	0	0
5630 Improvements	0	0	0	0	0
5640 Equipment	894	7,199	8,329	0	0
<b>Total Capital Outlay</b>	<b>\$894</b>	<b>\$7,199</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
5730 Cash Transfers - Equipment	\$0	\$0	\$0	\$0	\$0
<b>Total Appropriation</b>	<b>\$2,590,851</b>	<b>\$2,910,240</b>	<b>\$3,199,841</b>	<b>\$3,441,174</b>	<b>\$3,441,174</b>



**JUSTICE CENTER OPERATING FUND (710)**

**FUND SUMMARY**

	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>RESOURCES</u></b>					
<i>Revenue</i>					
<i>Interest on Investments</i>	\$11,349	\$10,618	\$7,000	\$5,638	\$5,638
<i>Contract</i>	65,280	65,280	65,280	70,652	70,652
<i>State Cost Sharing</i>	0	0	0	0	0
<b>Total Revenue</b>	<b>76,629</b>	<b>75,898</b>	<b>72,280</b>	<b>76,290</b>	<b>76,290</b>
<i>Trans. from Other Funds-Svc Reimb</i>					
<i>General</i>	2,082,509	2,135,372	2,718,869	2,389,880	2,389,880
<i>Communications</i>	0	0	0	0	0
<i>Portland Building</i>	0	0	0	0	0
	<b>2,082,509</b>	<b>2,135,372</b>	<b>2,718,869</b>	<b>2,389,880</b>	<b>2,389,880</b>
<i>Beginning Fund Balance</i>					
<i>Encumbered</i>	0	0	0	0	0
<i>Unencumbered</i>	127,502	101,917	108,918	119,676	119,676
	<b>127,502</b>	<b>101,917</b>	<b>108,918</b>	<b>119,676</b>	<b>119,676</b>
<b>TOTAL RESOURCES</b>	<b>\$2,286,640</b>	<b>\$2,313,187</b>	<b>\$2,900,067</b>	<b>\$2,585,846</b>	<b>\$2,585,846</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>	1,471,400	523,187	535,408	444,400	444,400
<i>Internal Materials &amp; Svcs</i>					
<i>General</i>	696,069	38,016	16,028	12,993	12,993
<i>Autoport</i>	0	0	8,640	8,640	8,640
<i>Facilities Services</i>	0	688,981	1,227,772	905,128	905,128
	<b>696,069</b>	<b>726,997</b>	<b>1,252,440</b>	<b>926,761</b>	<b>926,761</b>
<i>Capital Outlay</i>	0	0	0	0	0
<b>Total Bureau Requirements</b>	<b>2,167,469</b>	<b>1,250,184</b>	<b>1,787,848</b>	<b>1,371,161</b>	<b>1,371,161</b>
<i>Fund Requirements</i>					
<i>Transfers to Other Funds - Cash</i>					
<i>General-Overhead</i>	17,254	20,802	27,377	12,470	12,470
<i>Other Requirements</i>					
<i>Debt Retirement</i>	0	930,000	985,000	1,040,000	1,040,000
<i>Contingency</i>					
<i>General Operating Contingency</i>	0	0	99,842	65,524	65,524
<i>Maintenance Reserve</i>	0	0	0	96,691	96,691
	<b>0</b>	<b>0</b>	<b>99,842</b>	<b>162,215</b>	<b>162,215</b>
<i>Unappropriated Ending Balance</i>	101,917	112,201	0	0	0
<b>TOTAL REQUIREMENTS</b>	<b>\$2,286,640</b>	<b>\$2,313,187</b>	<b>\$2,900,067</b>	<b>\$2,585,846</b>	<b>\$2,585,846</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 Fund is managed by the Bureau of General Services. This budget pertains to the cost of operating the City's share of the building.

In 1982 the City and Multnomah County jointly sold Certificates of Participation to construct the Justice Center Complex. Debt service is paid by rents from the City and Multnomah County for the space they occupy in the building. In 1988 these Certificates were refunded to take advantage of lower interest rates. The projected savings are estimated to be \$900,000 over the life of the issue.

**JUSTICE CENTER (737)**  
**Justice Center Operating Fund (710)**  
**Finance and Administration**

**APPROPRIATION SUMMARY**

	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised FY 91-92</i>	<i>Revised FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>EXPENDITURES</u></b>						
<i>Personal Services</i>	\$0	\$0	\$0	\$0	\$0	\$0
<i>External Materials and Services</i>	1,471,400	523,187	535,408	444,400	444,400	444,400
<i>Internal Materials and Services</i>	696,069	726,997	1,252,440	926,761	926,761	926,761
<i>Capital Outlay</i>	0	0	0	0	0	0
<i>Cash Transfers - Equipment</i>	0	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$2,167,469</b>	<b>\$1,250,184</b>	<b>\$1,787,848</b>	<b>\$1,371,161</b>	<b>\$1,371,161</b>	<b>\$1,371,161</b>
<b><u>Authorized Full-Time Positions</u></b>						
<i>Total</i>	0	0	0	0	0	0
<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>		65,280	65,280	70,652	70,652	70,652
<i>Interagency Services</i>		1,205,372	1,733,869	1,403,189	1,403,189	1,403,189
<i>Bureau/Operating Fund Revenue</i>		(20,468)	(11,301)	(102,680)	(102,680)	(102,680)
<b>Total Non-Discretionary Resources</b>		<b>\$1,250,184</b>	<b>\$1,787,848</b>	<b>\$1,371,161</b>	<b>\$1,371,161</b>	<b>\$1,371,161</b>
<b>TOTAL FUNDING</b>		<b>\$1,250,184</b>	<b>\$1,787,848</b>	<b>\$1,371,161</b>	<b>\$1,371,161</b>	<b>\$1,371,161</b>
<b><u>PROGRAMS</u></b>						
<i>Police Operations</i>		\$1,250,184	\$1,787,848	\$1,371,161	\$1,371,161	\$1,371,161
<b>TOTAL PROGRAMS</b>		<b>\$1,250,184</b>	<b>\$1,787,848</b>	<b>\$1,371,161</b>	<b>\$1,371,161</b>	<b>\$1,371,161</b>

**GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR**

The FY 1992-93 operating budget for the Justice Center totals \$1,371,161, which is \$416,687 less than the 1991-92 Revised Budget. Reduction in expenditures are due to a \$219,000 decrease in Capital Outlay appropriation, \$25,000 savings in janitorial services, \$69,000 savings as a result of cost consolidation with Multnomah County and conservative cost estimating, and \$30,600 in less debt service requirements.

All of the City's cost of the Justice Center program are charged to the Bureau of Police through an interagency agreement. Currently, the Police Bureau reimburses the fund for actual expenditures incurred less a credit for rent revenue received from the State of Oregon for the space occupied for a crime lab.

**JUSTICE CENTER (737)**  
**Justice Center Operating Fund (710)**  
**Finance and Administration**

**PROGRAM SUMMARY**

<i>Program</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>POLICE OPERATIONS</u></b>				
<i>Total Expenditures</i>	\$1,250,184	\$1,787,848	\$1,371,161	\$1,371,161
<i>Authorized Full-Time Positions</i>	0.00	0.00	0.00	0.00
<i>Workload Measures:</i>				
Hours of Services Provided	1,921	3,200	N/A	N/A
Operations and Maintenance Cost per Square Foot per Year	N/A	N/A	\$5.72	\$5.72

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 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</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	40,402	3,439	7,000	4,000	4,000
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	1,430,998	0	1	0	0
545000 Interest	0	483,850	491,947	405,075	405,075
546000 Refunds	0	0	0	0	0
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	0	35,898	36,460	35,325	35,325
<b>Subtotal External Materials &amp; Services</b>	<b>\$1,471,400</b>	<b>\$523,187</b>	<b>\$535,408</b>	<b>\$444,400</b>	<b>\$444,400</b>
551000 Fleet Services	\$0	\$0	\$0	\$0	\$0
552000 Printing/Distribution	0	0	0	0	0
553000 Facilities Services	0	688,981	1,227,772	905,128	905,128
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	696,069	38,016	24,668	21,633	21,633
<b>Subtotal Internal Materials &amp; Services</b>	<b>\$696,069</b>	<b>\$726,997</b>	<b>\$1,252,440</b>	<b>\$926,761</b>	<b>\$926,761</b>
<b>Total Materials &amp; Services</b>	<b>\$2,167,469</b>	<b>\$1,250,184</b>	<b>\$1,787,848</b>	<b>\$1,371,161</b>	<b>\$1,371,161</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
<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>\$2,167,469</b>	<b>\$1,250,184</b>	<b>\$1,787,848</b>	<b>\$1,371,161</b>	<b>\$1,371,161</b>

**PRINTING AND DISTRIBUTION SERVICES FUND (706)**

**FUND SUMMARY**

	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>RESOURCES</u></b>					
<i>Revenue</i>					
<i>Service Charges &amp; Fees</i>					
<i>Misc. Service Charges</i>	\$171,660	\$211,076	\$128,628	\$224,196	\$224,196
<i>Local Sources</i>					
<i>Multnomah Co. Cost Share</i>	1,838,229	2,083,542	673,568	920,136	920,136
<i>Local Cost Share (MSD)</i>	0	0	0	0	0
<i>Miscellaneous Revenues</i>					
<i>Interest on Investments</i>	66,238	60,820	40,000	40,000	40,000
<i>Other Misc. Revenue</i>	13,464	600	10,000	10,000	10,000
<b>Total Revenue</b>	<b>2,089,591</b>	<b>2,356,038</b>	<b>852,196</b>	<b>1,194,332</b>	<b>1,194,332</b>
<i>Transfers from Other Funds – Cash</i>					
<i>General</i>	9,300	50,896	18,950	14,900	14,900
<i>Emergency Communications</i>	0	2,000	0	0	0
<i>Facilities Services</i>	0	3,390			
<i>Housing and Commun. Develop.</i>	1,000	0	0	0	0
<i>Sewer System Operating</i>	6,000	3,716	0	0	0
<i>Transportation Operating</i>	1,825	0	0	0	0
<i>Water</i>	5,850	625	2,000	15,000	15,000
	23,975	60,627	20,950	29,900	29,900
<i>Transfers from Other Funds – Svc. Reimb.</i>					
<i>General</i>	1,482,228	1,778,962	1,623,968	1,826,384	1,851,384
<i>Assessment Collection</i>	2,310	0	0	0	0
<i>Building Operating</i>	209,265	225,677	178,338	228,216	228,216
<i>Communications Services</i>	7,821	23,036	8,851	16,800	16,800
<i>Emergency Communications</i>	15,904	20,499	17,590	20,009	20,009
<i>E/R–Memorial Coliseum</i>	4,020	0	0	0	0
<i>Facilities Services</i>	0	23,143	13,650	22,153	22,153
<i>Fire/Police Dis./Retire.</i>	12,323	10,972	12,422	11,759	11,759
<i>Fleet Services</i>	12,400	18,216	13,135	17,200	17,200
<i>Golf</i>	6,602	4,763	4,231	5,000	5,000
<i>Hydropower Operating</i>	2,728	2,888	4,499	4,105	4,105
<i>Ins./Claims Operating</i>	14,745	0	0	0	0
<i>Parking Facilities</i>	217	0	0	0	0
<i>Parks Systems Improvements</i>	0	52	52	0	0
<i>Performing Arts</i>	48,449	0	0	0	0
<i>Portland Building</i>	1,817	0	0	0	0
<i>Ptld. Internat'l Raceway</i>	591	259	516	600	600
<i>Public Safety Levy</i>	964	749	0	0	0
<i>Refuse Disposal</i>	0	25,310	93,803	67,941	67,941
<i>Sewer System Operating</i>	282,989	286,332	444,904	465,234	465,234
<i>Transportation Operating</i>	296,020	318,000	386,959	403,639	403,639
<i>Water</i>	448,548	494,671	518,390	542,325	542,325

**PRINTING AND DISTRIBUTION SERVICES FUND (706)**

**FUND SUMMARY**

	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b>RESOURCES - Continued</b>					
<i>Transfers from Other Funds - Svc. Reimb.</i>					
<i>Workers' Comp.</i>	15,626	0	0	0	0
<b>Total Svc. Reimb. Transfers</b>	<b>2,865,567</b>	<b>3,233,529</b>	<b>3,321,308</b>	<b>3,631,365</b>	<b>3,656,365</b>
<i>Beginning Fund Balance</i>					
<i>Encumbered</i>	0	0	80,000	0	0
<i>Unencumbered</i>	475,276	951,175	649,653	900,000	900,000
<b>Total Beginning Fund Balance</b>	<b>475,276</b>	<b>951,175</b>	<b>729,653</b>	<b>900,000</b>	<b>900,000</b>
<b>TOTAL RESOURCES</b>	<b>\$5,454,409</b>	<b>\$6,601,369</b>	<b>\$4,924,107</b>	<b>\$5,755,597</b>	<b>\$5,780,597</b>
<b>REQUIREMENTS</b>					
<i>Bureau Requirements</i>					
<i>Personal Services</i>	\$1,303,282	\$1,430,229	\$1,204,245	\$1,229,245	\$1,229,245
<i>External Materials and Services</i>	2,332,630	2,878,575	2,097,535	2,773,933	2,798,933
<i>Internal Materials and Services</i>					
<i>General</i>	286,072	289,173	247,013	249,913	249,913
<i>Autoport</i>	0	0	57,824	71,512	71,512
<i>Communications Services</i>	17,279	16,158	16,056	12,571	12,571
<i>Computer Services</i>	951	0	1,695	0	0
<i>Facilities Services</i>	0	45,369	48,412	14,606	14,606
<i>Fleet Operating</i>	35,681	44,049	43,639	47,685	47,685
<i>Ins./Claims Operating</i>	6,608	15,320	15,320	19,562	19,562
<i>Portland Bldg. Operating</i>	28,112	0	0	0	0
<i>Workers' Comp. Operating</i>	23,260	28,274	33,489	45,097	45,097
	<b>397,963</b>	<b>438,343</b>	<b>463,448</b>	<b>460,946</b>	<b>460,946</b>
<i>Capital Outlay</i>	316,112	401,763	491,930	402,900	402,900
<i>Cash Transfers-Equipment</i>	15,000	8,120	0	0	0
<b>Total Bureau Requirements</b>	<b>4,364,987</b>	<b>5,157,030</b>	<b>4,257,158</b>	<b>4,867,024</b>	<b>4,892,024</b>
<i>Transfers to Other Funds - Cash</i>					
<i>General - Overhead</i>	131,639	120,935	181,469	172,273	172,273
<i>Communications</i>	0	0	0	0	600
<i>Fleet Services</i>	0	0	848	921	921
<i>Health Insurance</i>	6,608	0	0	0	0
	<b>138,247</b>	<b>120,935</b>	<b>182,317</b>	<b>173,194</b>	<b>173,794</b>
<i>Contingency</i>					
<i>General Operating Contingency</i>	0	0	384,632	400,000	399,400
<i>Compensation Adjustment</i>	0	0	0	30,781	30,781
<b>Total Contingency</b>	<b>0</b>	<b>0</b>	<b>384,632</b>	<b>430,781</b>	<b>430,181</b>
<i>Unappropriated Ending Balance</i>	951,175	1,323,404	100,000	284,598	284,598
<b>TOTAL REQUIREMENTS</b>	<b>\$5,454,409</b>	<b>\$6,601,369</b>	<b>\$4,924,107</b>	<b>\$5,755,597</b>	<b>\$5,780,597</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 Printing and Distribution Services Fund accounts for all revenues and expenditures of the Division. The fund's total budget for FY 1992-93 is \$5,780,597 which is 17% higher than the revised FY 1991-92 budget of \$4,924,107. The main source of revenue is from service reimbursement transfers from other City bureaus and funds, totalling \$3,656,365 in FY 1992-93, a 10% increase from the revised FY 1991-92 budget. Multnomah County contracts with the Printing and Distribution Division for printing services, and is expected to pay \$920,136 in the next year. In prior years, Multnomah County also contracted for distribution services, but in FY 1991-92 decided to supply that function in-house.

Overall, rates to users have increased from 4% to 6%. Distribution rates went up 6% due mainly to the loss of the County's business. The fixed costs of the distribution operation could not be reduced on a dollar for dollar basis to offset the loss of revenue. Fund balance of \$110,000 is being used to offset what would have been an even greater rate increase.

The hourly rate charged to users is going up only 2% and is being held relatively constant by the use of \$180,000 from fund balance. Fund balance is available to use as a rate stabilization mechanism since FY 1990-91 rates overrecovered the cost of providing service. The Printing Division anticipates that fund balance will be used for rate stabilization in FY 1993-94 as well.

The Printing and Distribution Services fund has budgeted an unappropriated ending balance of \$284,598 to reserve a portion of the extra fund balance that will be used for reducing rates in FY 1993-94.



**PRINTING AND DISTRIBUTION SERVICES (354)**

Printing and Distribution Services Fund (706)

Finance and Administration

**APPROPRIATION SUMMARY**

	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>EXPENDITURES</u></b>					
<i>Personal Services</i>	\$1,303,282	\$1,430,229	\$1,204,245	\$1,229,245	\$1,229,245
<i>External Materials and Services</i>	2,332,630	2,878,575	2,097,535	2,773,933	2,798,933
<i>Internal Materials and Services</i>	397,963	438,343	463,448	460,946	460,946
<i>Capital Outlay</i>	316,112	401,763	491,930	402,900	402,900
<i>Cash Transfers-Equipment</i>	15,000	8,120	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$4,364,987</b>	<b>\$5,157,030</b>	<b>\$4,257,158</b>	<b>\$4,867,024</b>	<b>\$4,892,024</b>
<b><u>Authorized Full-Time Positions</u></b>					
<i>Total</i>	33	32	25	26	26
<b><u>FUNDING SOURCES</u></b>					
<i>General Fund Discretionary</i>		\$19,573	\$10,000	\$10,000	\$10,000
<b><u>Non-Discretionary Resources</u></b>					
<i>Grants and Donations</i>		0	0	0	0
<i>Contract Revenue</i>		2,019,924	673,568	920,136	920,136
<i>Interagency Services</i>		3,117,533	3,322,258	3,646,264	3,671,264
<i>Bureau/Operating Fund Revenue</i>		0	251,332	300,624	300,624
<i>Bureau/Operating Fund Revenue</i>		\$5,137,457	\$4,247,158	\$4,857,024	\$4,882,024
<b>TOTAL FUNDING</b>		<b>\$5,157,030</b>	<b>\$4,257,158</b>	<b>\$4,867,024</b>	<b>\$4,892,024</b>
<b><u>PROGRAMS</u></b>					
<i>Operations</i>		275,772	421,476	531,211	531,211
<i>Copy Services</i>		462,422	446,305	496,823	496,823
<i>Duplicating</i>		1,923,836	1,945,165	2,368,867	2,393,867
<i>Microfilm</i>		241,827	126,017	167,214	167,214
<i>Downtown Service Center</i>		281,769	0	0	0
<i>Distribution</i>		1,971,404	\$1,318,195	\$1,302,909	\$1,302,909
<b>TOTAL PROGRAM</b>		<b>\$5,157,030</b>	<b>\$4,257,158</b>	<b>\$4,867,024</b>	<b>\$4,892,024</b>

**GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR**

The Printing and Distribution Division of the Bureau of General Services provides support services to all City bureaus, Multnomah County, and other governmental agencies. These services include printing, binding, microfilming, blueprinting, copy machines and xerography, mail processing, inserting and addressing, and delivery of interoffice mail and supplies.

The total adopted operational budget for the Printing and Distribution Division is \$4,892,024. Netting out one time capital costs associated with the move from the Ford Building to the Autoport, the budget is \$776,430 higher or 17% higher than the FY 1991-92 budget. The greatest bulk of the increase occurred in external material and services which increased by almost \$650,000. This increase is the result of increased costs for maintenance contracts for copiers, inflationary increases in paper and printing supplies as well as volume increases in paper, printing supplies and postage due to higher user demand.

**PRINTING AND DISTRIBUTION SERVICES (354)**

Printing and Distribution Services Fund (706)

Finance and Administration

*APPROPRIATION SUMMARY*

With the move from the eastside Ford Building, and the closing of the Portland Building Copy Center, all of the printing and copying operations of the Division are now located at the Portland Autoport at First and SW Jefferson. The closing of the Portland Building Copy Center will save approximately \$25,000 in rental costs.

The budget supports 26 positions, an increase of 1 from the Revised FY 1991-92 staffing level. The additional Reproduction Operator II is being added in the Duplication program and will support Multnomah County quality printing jobs which are now being done through vended services.

The Operations program includes the third year of the Gainshare Project, which provides incentive pay to employees for increased productivity and teamwork which produce cost savings for customers. A total of \$25,000 is being budgeted for Gainshare.

The Printing and Distribution budget also includes a General Fund cash transfer of \$10,000 to support the Photography program. This program provides photography services at City functions, many of which are not directly billable to any one bureau.

**MANAGEMENT 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
2. Increase the use of recycled paper to 90% of available stock

**EFFECTIVENESS MEASURES**

	<i>Actual FY 90-91</i>	<i>Revised FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
Meet guaranteed flow times for duplication services	95%	95%	95%	95%
Complete interoffice mail routes at standard service level	97%	97%	97%	97%

**EFFICIENCY MEASURES**

Reduce costs to customers through Gainshare Project	\$50,000	\$50,000	\$50,000	\$50,000
---	----------	----------	----------	----------

## PRINTING AND DISTRIBUTION SERVICES (354)

Printing and Distribution Services Fund (706)

Finance and Administration

PROGRAM SUMMARY

<i>Program</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>OPERATIONS</u></b>				
<i>Total Expenditures</i>	\$275,772	\$421,476	\$531,211	\$531,211
<i>Authorized Full-Time Positions</i>	3.20	3.70	3.70	3.70
<i>Performance/Workload Measures:</i>				
Reduced Costs to Customers through Gainshare Project	\$50,000	\$50,000	\$50,000	\$50,000
Recycled Paper Used, as percentage of Available Stock	90%	90%	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 1992-93 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>	\$462,422	\$446,305	\$496,823	\$496,823
<i>Authorized Full-Time Positions</i>	1.40	1.10	1.10	1.10
<i>Performance/Workload Measures:</i>				
Percent of Full Service Copiers Serviced on Schedule	100%	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 1992-93 budget includes \$120,000 for replacement of copiers.

### **DUPLICATING**

<i>Total Expenditures</i>	\$1,923,836	\$1,945,165	\$2,368,867	\$2,393,867
<i>Authorized Full-Time Positions</i>	11.40	11.20	12.20	12.20
<i>Performance/Workload Measures:</i>				
Orders Completed On Schedule	95%	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.

## PRINTING AND DISTRIBUTION SERVICES (354)

Printing and Distribution Services Fund (706)

Finance and Administration

### PROGRAM SUMMARY

<i>Program</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>MICROFILM</u></b>				
<i>Total Expenditures</i>	\$241,827	\$126,017	\$167,214	\$167,214
<i>Authorized Full-Time Positions</i>	2.00	2.00	2.00	2.00
Performance/Workload Measures:				
Orders Completed On Schedule	95%	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.

### DOWNTOWN SERVICE CENTER

<i>Total Expenditures</i>	\$281,769	\$0	\$0	\$0
<i>Authorized Full-Time Positions</i>	2.00	0.00	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 moved 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>	\$1,971,404	\$1,318,195	\$1,302,909	\$1,302,909
<i>Authorized Full-Time Positions</i>	12.00	7.00	7.00	7.00
Performance/Workload Measures:				
Process US Mail within Standard Service Time	100%	100%	100%	100%
Complete Interoffice Mail Routes within Standard Service Time	97%	97%	97%	97%

This program is responsible for providing all distribution services to City 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 tracks postage expenditures by organization, and bills accordingly.

**PRINTING AND DISTRIBUTION SERVICES (354)**

Printing and Distribution Services Fund (706)

Finance and Administration

**LINE ITEM APPROPRIATIONS**

<i>Expenditure Classification</i>	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
511000 Full-Time Employees	\$833,305	\$901,525	\$725,257	\$769,606	\$769,606
512000 Part-Time Employees	48,276	50,967	67,196	53,000	53,000
514000 Overtime	51,631	49,865	54,967	57,000	57,000
515000 Premium Pay	10,167	19,552	11,945	13,000	13,000
517000 Benefits	359,903	408,320	344,880	336,639	336,639
<b>Total Personal Services</b>	<b>\$1,303,282</b>	<b>\$1,430,229</b>	<b>\$1,204,245</b>	<b>\$1,229,245</b>	<b>\$1,229,245</b>
521000 Professional Services	(\$5,161)	\$897	\$27,750	\$1,000	\$1,000
522000 Utilities	0	0	0	0	0
523000 Equipment Rental	616	8,180	3,400	4,000	4,000
524000 Repair & Maintenance	162,831	216,760	195,700	293,500	293,500
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	1,655,195	1,984,497	1,315,953	1,603,733	1,603,733
531000 Office Supplies	6,982	4,294	3,500	4,000	4,000
532000 Operating Supplies	454,910	586,686	503,812	813,500	838,500
533000 Repair & Maintenance Supplies	727	4,892	3,050	6,300	6,300
534000 Minor Equipment	2,142	5,468	1,900	4,500	4,500
535000 Clothing	1,957	1,297	1,700	4,500	4,500
539000 Other Commodities	225	0	0	0	0
541000 Education	1,300	2,242	2,500	3,000	3,000
542000 Local Travel	164	1,102	1,700	1,900	1,900
543000 Out-of-Town Travel	1,780	4,275	3,500	5,000	5,000
544000 External Rent	48,300	52,386	12,075	4,000	4,000
545000 Interest	0	0	0	0	0
546000 Refunds	0	0	0	0	0
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	662	5,599	20,995	25,000	25,000
<b>Subtotal External Materials &amp; Services</b>	<b>\$2,332,630</b>	<b>\$2,878,575</b>	<b>\$2,097,535</b>	<b>\$2,773,933</b>	<b>\$2,798,933</b>
551000 Fleet Services	\$35,681	\$44,041	\$43,639	\$47,685	\$47,685
552000 Printing/Distribution	0	0	0	0	0
553000 Facilities Services	28,112	45,365	48,412	14,606	14,606
554000 Communications	17,279	16,150	16,056	12,571	12,571
555000 Data Processing	951	0	1,695	0	0
556000 Insurance	29,868	43,583	48,809	64,659	64,659
557000 Equipment Lease	0	0	0	0	0
558000 Same Fund Services	0	0	0	0	0
559000 Other Fund Services	286,072	289,204	304,837	321,425	321,425
<b>Subtotal Internal Materials &amp; Services</b>	<b>\$397,963</b>	<b>\$438,343</b>	<b>\$463,448</b>	<b>\$460,946</b>	<b>\$460,946</b>
<b>Total Materials &amp; Services</b>	<b>\$2,730,593</b>	<b>\$3,316,918</b>	<b>\$2,560,983</b>	<b>\$3,234,879</b>	<b>\$3,259,879</b>
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	0	0	0	0	0
563000 Improvements	3,876	23,891	110,880	5,000	5,000
564000 Equipment	312,236	377,872	381,050	397,900	397,900
<b>Total Capital Outlay</b>	<b>\$316,112</b>	<b>\$401,763</b>	<b>\$491,930</b>	<b>\$402,900</b>	<b>\$402,900</b>
573000 Cash Transfers - Equipment	\$15,000	\$8,120	\$0	\$0	\$0
<b>Total Appropriation</b>	<b>\$4,364,987</b>	<b>\$5,157,030</b>	<b>\$4,257,158</b>	<b>\$4,867,024</b>	<b>\$4,892,024</b>

**PRINTING AND DISTRIBUTION SERVICES (354)**

Printing and Distribution Services Fund (706)

Finance and Administration

*FULL-TIME POSITIONS*

Class	Title	Actual FY 89-90		Actual FY 90-91		Revised Budget FY 91-92		Proposed FY 92-93		Adopted FY 92-93	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
0356	Printing/Distrib. Div. Manager	1	46,887	1	52,555	1	54,567	1	54,351	1	54,351
0512	Billing Accountant	1	29,744	1	31,814	1	33,033	1	32,907	1	32,907
0363	Photo/Reprographics Supervisor	1	36,908	1	46,101	1	40,854	1	40,507	1	40,507
0362	Photographer	1	28,683	0	0	0	0	0	0	0	0
0354	Reproduction Operator III	3	98,990	4	137,965	3	104,604	3	106,800	3	106,800
0353	Reproduction Coordinator	1	32,356	1	36,447	1	38,039	1	37,897	1	37,897
0351	Reproduction Operator II	4	106,079	3	87,732	2	67,720	3	92,646	3	92,646
0350	Reproduction Operator I	8	176,271	8	196,502	8	206,435	8	205,970	8	205,970
0220	Secretarial Clerk I	1	19,805	1	24,659	1	22,598	1	22,509	1	22,509
0128	Distribution Coordinator	1	39,128	1	40,779	0	0	0	0	0	0
0127	Delivery Driver I	5	121,151	5	139,357	4	99,556	4	114,381	4	114,381
0126	Mail Clerk II	2	25,217	2	47,812	1	22,389	1	25,077	1	25,077
0125	Mail Clerk I	4	72,086	4	59,802	2	35,662	2	36,561	2	36,561
<b>TOTAL FULL-TIME POSITIONS</b>		<b>33</b>	<b>833,305</b>	<b>32</b>	<b>901,525</b>	<b>25</b>	<b>725,257</b>	<b>26</b>	<b>769,606</b>	<b>26</b>	<b>769,606</b>

**WORKERS' COMPENSATION FUND (709)**

**FUND SUMMARY**

	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
<b><u>RESOURCES</u></b>					
<i>Revenue</i>					
<i>Miscellaneous Revenues</i>					
<i>Interest</i>	284,842	415,702	349,591	338,410	338,410
<i>Other Misc. Revenues</i>	480,553	287,960	464,146	159,307	159,307
<b>Total Revenue</b>	<b>765,395</b>	<b>703,662</b>	<b>813,737</b>	<b>497,717</b>	<b>497,717</b>
<i>Trans. from Other Funds--Svc. Reimb.</i>					
<i>General</i>	1,451,487	1,636,040	1,527,115	1,654,848	1,654,848
<i>Buildings Operating</i>	166,707	139,191	129,649	120,880	120,880
<i>Emergency Communications</i>	122,151	123,977	134,687	180,358	180,358
<i>E/R--Civic Stadium</i>	2,311	0	0	0	0
<i>E/R--Memorial Coliseum</i>	71,358	0	0	0	0
<i>Golf</i>	56,470	44,971	45,930	55,344	55,344
<i>Hydropower Operating</i>	0	6,405	6,127	4,688	4,688
<i>Performing Arts Operating</i>	63,413	0	0	0	0
<i>PIR</i>	0	3,783	6,023	7,323	7,323
<i>Sewer System Operating</i>	450,144	393,998	407,675	375,963	375,963
<i>Transportation Operating</i>	1,120,849	1,007,324	1,076,402	1,084,961	1,084,961
<i>Water</i>	858,566	772,525	734,478	961,594	961,594
<i>Printing/Distribution</i>	21,263	30,848	33,489	45,097	45,097
<i>Communication Services</i>	7,078	18,448	18,213	24,103	24,103
<i>Fleet Operating</i>	288,593	147,971	127,076	145,635	145,635
<i>Facilities Services</i>	0	24,687	23,274	38,878	38,878
<i>Insurance &amp; Claims Operating</i>	9,412	0	0	0	0
	4,689,802	4,350,168	4,270,138	4,699,672	4,699,672
<i>Beginning Fund Balance</i>					
<i>Encumbered</i>	3,773	0	0	0	0
<i>Unencumbered</i>	2,128,262	4,265,876	4,994,160	6,150,363	6,150,363
<b>Total Beginning Fund Balance</b>	<b>2,132,035</b>	<b>4,265,876</b>	<b>4,994,160</b>	<b>6,150,363</b>	<b>6,150,363</b>
<b>TOTAL RESOURCES</b>	<b>\$7,587,232</b>	<b>\$9,319,706</b>	<b>\$10,078,035</b>	<b>\$11,347,752</b>	<b>\$11,347,752</b>

**WORKERS' COMPENSATION FUND (709)**

**FUND SUMMARY**

	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 91-92</i>
<b><u>REQUIREMENTS</u></b>					
<i>Bureau Requirements</i>					
<i>Personal Services</i>	189,780	0	0	0	0
<i>External Materials &amp; Services</i>	2,624,484	2,405,731	3,523,153	3,264,229	3,264,229
<i>Internal Materials &amp; Services</i>					
<i>General</i>	173,148	836,307	1,019,168	1,325,812	1,325,812
<i>Printing/Distribution</i>	15,625	0	0	0	0
<i>Communications Services</i>	7,429	0	0	0	0
<i>Fleet Operating</i>	1,059	0	0	0	0
<i>Facilities Services</i>	36,972	0	0	0	0
<i>Insurance &amp; Claims Operating</i>	198,060	0	0	0	0
	432,293	836,307	1,019,168	1,325,812	1,325,812
<i>Capital Outlay</i>	10,160	11,699	10,000	0	0
<i>Total Bureau Requirements</i>	3,256,717	3,253,737	4,552,321	4,590,041	4,590,041
<i>Contingency</i>					
<i>General Operating Contingency</i>	4,265,876	0	5,423,136	6,668,263	6,668,263
<i>COLA Contingency</i>	0	0	0	0	0
<i>Encumbrance Carryover</i>	3,773	0	0	0	0
<i>Total Contingency</i>	4,269,649	0	5,423,136	6,668,263	6,668,263
<i>Transfers to Other Funds - Cash</i>					
<i>General-Overhead</i>	60,866	55,209	102,578	89,448	89,448
<i>Health Fund</i>	0	0	0	0	0
	60,866	55,209	102,578	89,448	89,448
<i>Unappropriated Ending Balance</i>	0	6,010,760	0	0	0
<b>TOTAL REQUIREMENTS</b>	<b>\$7,587,232</b>	<b>\$9,319,706</b>	<b>\$10,078,035</b>	<b>\$11,347,752</b>	<b>\$11,347,752</b>

The Workers' Compensation Fund supports management of the Worker's Compensation self-insurance program and 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 AU. 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. The Workers Compensation Fund reimburses the General Fund for these expenditures through an Interagency Agreement.

Expenditures in this fund are primarily for claims payments, which are budgeted to be \$3,053,413 for FY 1992-93, an increase of \$95,740 from 1991-92. Projected claims payments are based upon the level estimated by the independent actuarial study completed for the period ending June 30, 1991. The primary resource to this fund is from Interagency (I/A) charges to other city bureaus. I/A charges are increasing overall by 10% from the Revised 1991-92 charges. The increase is driven by the current service level for projected claims payments, and a higher reserve requirement based on the latest actuarial study.



The reserve requirement assumed within this budget is 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 level which takes into account the fact that this fund earns interest on the fund balances. The reserve requirement is \$8,275,759, per the June actuarial estimate June 30, 1991. A new plan to reach the full reserve level over a 5-year period has been implemented.

# WORKERS' COMPENSATION (577)

Workers' Compensation Fund (709)

Finance and Administration

## LINE ITEM APPROPRIATIONS

<i>Expenditure Classification</i>	<i>Actual FY 89-90</i>	<i>Actual FY 90-91</i>	<i>Revised Budget FY 91-92</i>	<i>Proposed FY 92-93</i>	<i>Adopted FY 92-93</i>
511000 Full-Time Employees	\$136,979	\$0	\$0	\$0	\$0
512000 Part-Time Employees	0	0	0	0	0
514000 Overtime	126	0	0	0	0
515000 Premium Pay	0	0	0	0	0
517000 Benefits	52,675	0	0	0	0
<b>Total Personal Services</b>	<b>\$189,780</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
521000 Professional Services	\$288,456	\$306,420	\$290,401	\$89,000	\$89,000
522000 Utilities	0	0	0	0	0
523000 Equipment Rental	0	0	0	0	0
524000 Repair & Maintenance	(8)	0	0	0	0
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	2,305,182	2,095,953	3,232,752	3,175,229	3,175,229
531000 Office Supplies	4,724	19	0	0	0
532000 Operating Supplies	92	40	0	0	0
533000 Repair & Maintenance Supplies	0	0	0	0	0
534000 Minor Equipment	2,446	0	0	0	0
535000 Clothing	0	0	0	0	0
539000 Other Commodities	0	0	0	0	0
541000 Education	5,332	40	0	0	0
542000 Local Travel	672	0	0	0	0
543000 Out-of-Town Travel	3,531	995	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	14,057	2,264	0	0	0
<b>Subtotal External Materials &amp; Services</b>	<b>\$2,624,484</b>	<b>\$2,405,731</b>	<b>\$3,523,153</b>	<b>\$3,264,229</b>	<b>\$3,264,229</b>
551000 Fleet Services	\$1,059	\$0	\$0	\$0	\$0
552000 Printing/Distribution	15,625	0	0	0	0
553000 Facilities Services	36,972	0	0	0	0
554000 Communications	7,429	0	0	0	0
555000 Data Processing	33,637	0	0	0	0
556000 Insurance	198,060	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	139,511	836,307	1,019,168	1,325,812	1,325,812
<b>Subtotal Internal Materials &amp; Services</b>	<b>432,293</b>	<b>836,307</b>	<b>1,019,168</b>	<b>1,325,812</b>	<b>1,325,812</b>
<b>Total Materials &amp; Services</b>	<b>3,056,777</b>	<b>3,242,038</b>	<b>4,542,321</b>	<b>4,590,041</b>	<b>4,590,041</b>
561000 Land	0	0	0	0	0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	0	0	0	0
564000 Equipment	10,160	11,699	10,000	0	0
565000 Equipment Lease Purchase	0	0	0	0	0
<b>Total Capital Outlay</b>	<b>\$10,160</b>	<b>\$11,699</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>\$3,256,717</b>	<b>\$3,253,737</b>	<b>\$4,552,321</b>	<b>\$4,590,041</b>	<b>\$4,590,041</b>