



MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST

(revised 08/02/10)

Board Clerk Use Only

Meeting Date: 4/14/11
Agenda Item #: R.7
Est. Start Time: 10:40 am
Date Submitted: 3/31/11

Agenda Title: *Second Reading of An Ordinance Relating To County Organization; Amending MCC Chapter 7, County Management, and Chapter 25, Non-Departmental; to Establish a Department of County Assets; and Creating a Communications Office.*

Note: If Ordinance, Resolution, Order or Proclamation, provide exact title. For all other submissions, provide a clearly written title sufficient to describe the action requested.

Requested Meeting Date: April 14th, 2011
Amount of Time Needed: 15 Minutes
Department: Non-Departmental
Division: Chair's Office
Contact(s): Joanne Fuller
Phone: 503-988-3691 **Ext.** 85599 **I/O Address:** 503/6
Presenter Name(s) & Title(s): Joanne Fuller, Interim Chief Operating Officer

General Information

1. What action are you requesting from the Board?

Second reading and approval of Ordinance relating to County organization; amending MCC Chapter 7, County Management, and Chapter 25, Non-Departmental; to establish a Department of County Assets; and creating a Communications Office.

2. Please provide sufficient background information for the Board and the public to understand this issue. Please note which Program Offer this action affects and how it impacts the results.

Multnomah County engaged the Coraggio Group to conduct an assessment of administrative services with the intent of identifying specific areas in which the County could save money without having to impact direct community services. As a result of this analysis, the Chair concluded that structural changes will improve the strategic management of county assets and create clearer responsibility and accountability for organizational decision making and outcomes.

The Department of County Management (DCM) which is organized under MCC Chapter 7, currently includes the following divisions: Assessment, Recording & Taxation (DART), the Budget Office, Human Resources, Facilities and Property Management (FPM), Finance and Risk Management, and Fleet, Records, Electronics, Distribution and Stores (FREDS).

Information Technology (IT) is organized as a non-departmental unit under MCC Chapter 25. The proposed restructuring will create a separate Department of County Assets (DCA) under a new MCC Chapter 8. This change will result in two divisions moving from the current DCM into the newly created department. The divisions of the Department of County Assets will include IT, FPM and FREDS.

The Public Affairs Office (to be renamed County Communications Office) is organized as a non-departmental unit managed by the Chair's Office. Its functions are not currently codified within the County Code. This ordinance establishes the County Communications Office under Non-Departmental.

There is one housekeeping item which includes moving the Affirmative Action function from DCM to the Office of Diversity and Equity under MCC Chapter 25 Non-Departmental.

The proposed Department of County Assets, MCC Chapter 8, would include the following functions:

- Maintain secure and reliable IT services.
- Deliver new technological capabilities.
- Implement project, resource, application portfolio, performance and service management.
- Acquisition, management and disposition of county facilities and lands.
- Fleet, records management, archival and storage, electronic, and distribution services.

The Department of County Management, MCC Chapter 7, will continue to include the following functions:

- Plan, prepare and monitor the budget.
- Accounting and treasurer duties; financial reports, receipt, investment and expenditure of funds.
- Liability insurance and property insurance.
- Assessor and tax collector duties.
- Board of Property Tax Appeals.
- Marriage license and domestic partner registration services.
- County recording duties.
- Other county clerk duties.
- Purchase material and supplies and administer contracts.
- Employee and human resource services.
- Collective bargaining and labor relations matters.
- Risk management and insurance programs.
- Accounts payable, accounts receivable and payroll.
- Management and disposition of tax foreclosed property.
- Perform administrative duties as delegated by the Chair's executive rule.

The Non-Departmental units, MCC Chapter 25, would be amended to include the following functions:

- Multnomah County Communications Office.
- Inclusion of the Affirmative Action functions under the Office of Diversity and Equity.

Implementation of this restructuring is anticipated to:

- Improve government efficiency, achieve budget savings and sustain service delivery by consolidating like activities in order to reduce overhead and duplication.
- Allow for the strategic management of county assets in a way that is financially sustainable.

- Improve the coordination of programs within each of the departments.
- Achieve financial savings to assist in balancing the county's wide array of services within current state and local revenues.

3. Explain the fiscal impact (current year and ongoing).

Total estimated savings from these changes will not be known until the implementation planning is completed. Some savings from these efforts will be included in the Multnomah County Chair's FY 2012 Executive Budget that will be released May 5, 2011. The changes will be effective on July 1, 2011.

4. Explain any legal and/or policy issues involved.

These changes are necessary to recognize and codify the proposed administrative changes and provide transparency into county functions. In accordance with §6.20 of the County Charter the Board shall prescribe the functions of each administrative department and may change the functions of departments. The Charter and BCC-1 Section 8, require that an affirmative concurrence of four or more commissioners is necessary to establish a new department.

5. Explain any citizen and/or other government participation that has or will take place.

N/A

Required Signature

**Elected Official or
Department/
Agency Director:**



Date: 3/31/11

Jeff Cogen, Chair