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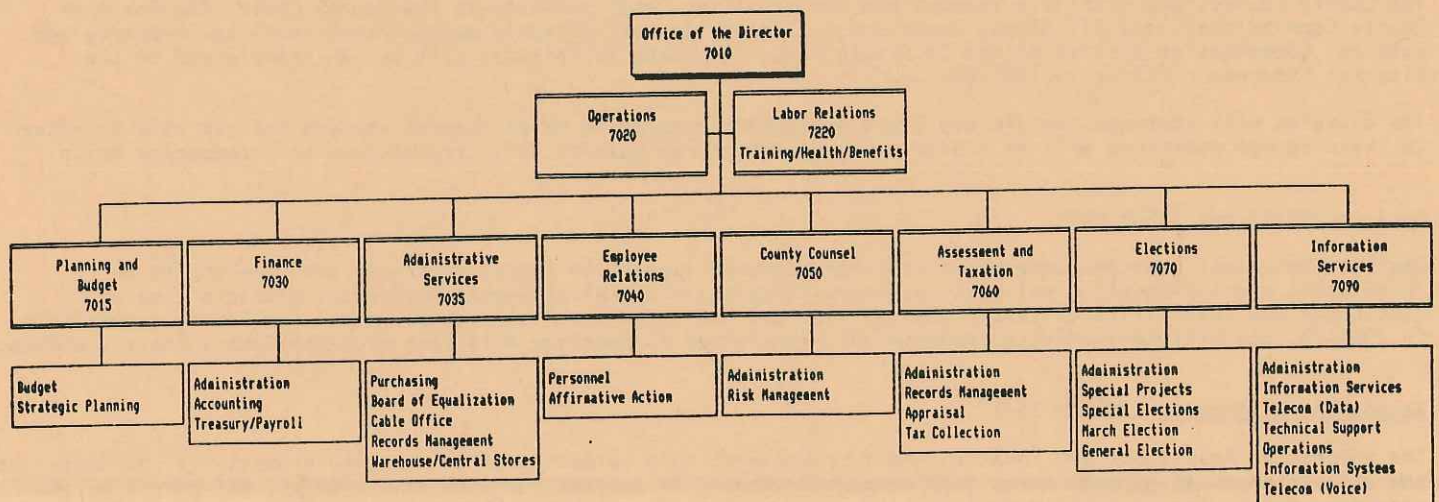
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# DEPARTMENT OF GENERAL SERVICES

## SUMMARY OF REQUIREMENTS

	FTE	PERSONAL SERVICES	MATERIALS AND SERVICES	CAPITAL OUTLAY	TOTAL REQUIREMENT	LESS SERVICE REIMBURSEMENT	DIRECT REQUIREMENT
<b>General Fund</b>							
Office/Director	3.00	\$ 165,883	\$ 109,723	\$ 79,059	\$ 354,665	\$ 14,756	\$ 339,909
Operations	9.50	246,691	17,607	0	264,298	31,159	233,139
Labor Relations	6.00	238,947	105,547	0	344,494	26,000	318,494
Planning & Budget	10.00	451,802	33,243	0	485,045	41,905	443,140
Finance	22.00	762,616	130,715	0	893,331	76,908	816,423
Administrative Svcs	17.50	614,708	246,900	0	861,608	77,476	784,132
Employee Relations	8.00	346,353	190,308	0	536,661	35,814	500,847
County Counsel	14.00	636,515	96,648	0	733,163	56,574	676,589
Assessment & Taxation	132.00	4,392,305	833,229	0	5,225,534	607,236	4,618,298
Elections	17.00	688,897	1,227,926	0	1,916,823	105,420	1,811,403
<b>SUBTOTAL</b>	<b>239.00</b>	<b>\$ 8,544,717</b>	<b>\$ 2,991,846</b>	<b>\$ 79,059</b>	<b>\$11,615,622</b>	<b>\$1,073,248</b>	<b>\$10,542,374</b>
<b>Insurance Fund</b>							
Risk Management- Office/Director	2.00	86,695	7,450	10,000	104,145	8,634	95,511
Risk Management- Labor Relations	0.00	0	6,808,224	1,800	6,810,024	82,029	6,727,995
Risk Management- County Counsel	5.00	170,820	2,044,363	25,000	2,240,183	49,678	2,190,505
<b>SUBTOTAL</b>	<b>7.00</b>	<b>257,515</b>	<b>8,860,037</b>	<b>36,800</b>	<b>9,154,352</b>	<b>140,341</b>	<b>9,014,011</b>
<b>Data Process. Fund</b> (Info. Services)	<b>59.00</b>	<b>2,446,345</b>	<b>2,417,508</b>	<b>134,575</b>	<b>4,998,428</b>	<b>1,017,848</b>	<b>3,980,580</b>
<b>Cable TV Fund</b>	<b>2.00</b>	<b>68,871</b>	<b>798,915</b>	<b>0</b>	<b>867,786</b>	<b>23,228</b>	<b>844,558</b>
<b>Telephone Fund</b>	<b>5.00</b>	<b>188,369</b>	<b>963,291</b>	<b>128,939</b>	<b>1,280,599</b>	<b>172,202</b>	<b>1,108,397</b>
<b>DEPARTMENTAL TOTAL</b>	<b>312.00</b>	<b>\$11,505,817</b>	<b>\$16,031,597</b>	<b>\$379,373</b>	<b>\$27,916,787</b>	<b>\$2,426,867</b>	<b>\$25,489,920</b>





**DEPARTMENT OF GENERAL SERVICES  
INTRODUCTION**

The Department of General Services provides central administrative support to all County Departments to ensure cohesive and fiscally responsible management of the County's resources. Approximately 71% of all appropriated dollars (\$16,301,165) are General Fund dollars (\$11,626,710).

**Office of The Director** (\$458,810)

The Director's Office is responsible for maintaining sufficient managerial and administrative support services to ensure effective and lawful utilization of the County's fiscal resources and to effect compliance with statutory requirements. The Board of Equalization and the Cable Office were transferred to Administrative Support and Labor Relations was split off to a separate division.

**Labor Relations** (\$7,154,518)

Labor Relations was transferred from the Director's Office and negotiates/administers labor contracts and a management compensation plan, coordinates training and has administrative responsibility for the benefits to County employees, the Medical/Dental section houses Health Promotion, a program which has as its aim the betterment of County employee health through a Health Promotion newsletter and a variety of classes and seminars.

**Operations** (\$264,298)

Operations provides centrally coordinated word processing and administrative support services to DGS sections located on the 14th floor of The Portland Building.

**Planning and Budget** (\$485,045)

The Division of Planning and Budget was established in mid-1987-88, formerly a part of the Finance Division. In addition to producing and monitoring the annual County budget, the division will initiate the development of a Countywide strategic plan.

**Finance** (\$893,331)

The Finance Division develops and maintains legally and administratively required accounting systems to receive, disburse and account for all County funds, deposits, investments and controls cash to maximize safety and return, and administers the County payroll.

In 1987-88, the Finance Division was split, with responsibilities for Purchasing going to the new Administrative Support Division, and the Budget Section going to the new Planning and Budget Division.

**County Counsel** (\$2,973,346)

The County Counsel and staff are responsible for providing legal services to the County Chair, the Board of County Commissioners and all County Departments. County Counsel directly manages the Liability, Property and Workers' Compensation portion of the Insurance Fund. The drug forfeitures section was transferred to the District Attorney's Office in 1987-88.

The division will continue the limited light employment program in which injured workers not yet able to return to their former positions will be placed with departments at specifically-created jobs on a temporary basis.

**Employee Relations** (\$536,661)

Employee Relations provides comprehensive human resource support to County officials and departments in formulating and implementing policies necessary to maintain a quality County workforce; provides timely, continuous and legal lists of candidates for clerical and other civil service positions for County departments. In 1987-88, the Affirmative Action program was transferred to Employee Relations from the County Chair's Office.

**Assessment & Taxation** (\$5,225,534)

The purpose of Assessment and Taxation (A&T) is the equitable valuation of all taxable property in the County and the collection of ad valorem taxes from property owners. In conjunction with this program, A&T serves as the recording office for legal instruments, issues passport applications, sells marriage licenses and dog licenses, retails firearm sales licenses and collects the transient lodging and vehicle rental taxes.



**Elections** (\$1,916,823)

Elections maintains all voter registration records and conducts all elections held in Multnomah County.

In 1988-89, Elections anticipates conducting six elections. Once again, a registration file of approximately 330,000 voters will undergo a 25% turnover. The new fiscal year will also require the verification of signatures for as many as 43 initiative petitions. Whenever possible, the Division conducts elections by mail to increase voter involvement and reduce election costs.

**Information Services** (\$6,279,027)

The Information Services Division provides information processing and telecommunications services to support the service delivery objectives of County agencies. Services include consulting support, applications development and maintenance, equipment and facilities management, computer operations, and voice and data telecommunications.

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DEPARTMENT OF GENERAL SERVICES  
DIRECTOR'S OFFICE

Manager: Linda Alexander

Agency 040

Organization 7010

**PURPOSE**

The Director's Office is responsible for maintaining sufficient management and administrative support services to ensure effective and lawful utilization of the County's fiscal, human, and capital resources, to enhance the County's fiscal stability and to effect compliance with statutory requirements.

PERSONNEL	1985-86	1986-87	1987-88	1988-89
Officials & Administrators	4.53	4.00	4.00	2.00
Professionals	0.76	1.00	1.00	2.00
Technicians & Para-Profess.	0.00	1.00	3.00	0.00
Protective Srv. Workers	0.00	0.00	0.00	0.00
Office & Clerical	3.19	2.00	1.00	0.00
Skilled Craft & Srv. Maint.	0.00	0.00	0.00	1.00
Total	8.48	8.00	9.00	5.00

EXPENDITURES	General Fund (100)	Insurance Fund (163)	Total
Personal Services	\$ 165,883	\$ 86,695	\$ 252,578
Materials & Services	109,723	7,450	117,173
Capital Outlay	79,059	10,000	89,059
Total	\$ 354,665	\$ 104,145	\$ 458,810

**PROGRAMS**

			Revenue Categories					
Fd	Org	Organization	Operational	Grant	Insurance Fund Supplement	General Fund Supplement	Total	
100	7200	Administration	\$ 0	\$ 0	\$ 0	\$ 354,665	\$	354,665
400	7201	Risk Mgmt.	0	0	104,145	0		104,145
					104,145	\$ 354,665	\$	458,810



DEPARTMENT OF GENERAL SERVICES  
DIRECTOR'S OFFICE

Manager: Linda Alexander

Agency 040

Organization 7010

PROGRAM

100 7210 Administration

**MISSION**

To provide leadership and excellence in administration to the people and organizations in the department while creating an environment which encourages and supports each person and thereby each organization to realize its full potential.

**OBJECTIVES**

**FTE**

**COST**

- |  |      |           |
|--|------|-----------|
| • Work with division managers to define 1989-90 objectives and develop work plans for each division by section by May 31, 1989.  | .25  | \$ 16,349 |
| • Plan and implement performance-based management system requirements necessary to achieve objectives, meet changing programmatic needs and address key organizational issues on an ongoing basis.                                 | .50  | 203,260   |
| • Develop the department's 1989-90 budget in conformance with adopted Countywide process and procedures and meet or exceed all milestones.   | .35  | 21,567    |
| • Provide leadership to the Data Processing Management Committee to ensure compliance with the Board ordinance and meet County departments needs.  | .30  | 16,178    |
| • Provide leadership in the Finance Committee in the specific areas of financial planning, i.e., budget, capital and purchasing policies.  | .05  | 4,272     |
| • Provide a leadership resource to the Chair as a member of her management team.   | .15  | 8,810     |
| • Provide leadership and effective administration to all DGS organizations so that on an ongoing basis the managers know what their jobs are - how they are expected to perform them, and the results they are expected to attain. | 1.20 | 72,263    |
| • Provide leadership to elected officials and County managers in implementing the initial phase of Countywide strategic planning.  | .10  | 5,983     |
| • Provide leadership to strengthening the risk management program in order to ensure success of a prevention-based approach throughout the County.   | .10  | 5,983     |

**COSTS**

3.00

\$ 354,665

**REVENUES:** General Fund \$354,665

<b>COSTS</b>	<u>1985-86</u>	<u>1986-87</u>	<u>1987-88</u>	<u>1988-89</u>
<b>FTE</b>	5.00		3.00	3.00
PS	\$ 214,467	\$ 154,788	\$ 160,042	\$ 165,883
M&S	118,569	66,745	103,915	109,723
CO	108,440	198,426	181,062	79,059
<b>TOTAL</b>	<b>\$ 441,476</b>	<b>\$ 419,959</b>	<b>\$ 445,019</b>	<b>\$ 354,665</b>

DEPARTMENT OF GENERAL SERVICES  
DIRECTOR'S OFFICE

Manager: Linda Alexander

Agency 040

Organization 7010

400 7201 Risk Management

MISSION

This program is being proposed this year. Its purpose is to provide adequate risk management to handle loss, recovery, loss prevention and claims investigation.

REVENUES: Insurance Fund \$104,145

COSTS	1985-86	1986-87	1987-88	1988-89
FTE	0.00	0.00	0.00	2.00
PS	\$ 0	\$ 0	\$ 0	\$ 86,695
M&S	0	0	0	7,450
CO	0	0	0	1,000
TOTAL	\$ 0	\$ 0	\$ 0	\$ 104,145

Note: Funds budgeted in the Director's Office for Risk Management will not be spent until the Risk Management report is presented to the Board of County Commissioners.

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AGENCY: 040 GENERAL SERVICES  
FUND: 100 GENERAL FUND  
BUDGET ORG: 7010 OFFICE OF THE DIRECTOR

PERSONAL SERVICES					
156,396	110,435	115,281	131,778		
0	8,976	4,850	4,850	5100 PERMANENT	119,670
0	138	0	0	5200 TEMPORARY	4,850
3,310	1,235	0	0	5300 OVERTIME	0
54,761	34,004	29,837	34,263	5400 PREMIUM	0
214,467	154,788	149,968	170,891	5500 FRINGE BENEFITS	29,296
0	0	10,074	11,606	TOTAL EXTERNAL	153,816
				5550 INSURANCE BENEFITS	12,067
214,467	154,788	160,042	182,497	TOTAL PERSONAL SERVICES	165,883
EXTERNAL MATERIALS AND SERVICES					
0	0	19,500	19,500	6050 COUNTY SUPPLEMENTS	0
0	0	0	0	6060 PASS-THROUGH PAYMENTS	0
36,933	21,500	12,500	14,500	6110 PROFESSIONAL SVCS	12,500
5,454	1,458	2,400	2,400	6120 PRINTING	2,800
0	0	0	0	6130 UTILITIES	0
145	4,685	0	0	6140 COMMUNICATIONS	0
0	0	0	0	6170 RENTALS	0
670	0	750	750	6180 REPAIRS AND MAINTENANCE	750
0	0	0	0	6190 MAINTENANCE CONTRACTS	0
22	3	1,000	1,000	6200 POSTAGE	1,000
2,199	1,256	1,750	2,125	6230 SUPPLIES	1,500
238	10	0	0	6270 FOOD	0
46,657	36,430	61,822	62,572	6310 EDUCATION & TRAINING	86,884
989	1,198	1,000	1,000	6330 TRAVEL	1,000
0	0	0	0	6520 INSURANCE	0
0	0	0	0	6530 EXTERNAL DATA PROCESSING	0
0	0	0	0	6550 DRUGS	0
0	0	0	0	6580 CLAIMS PAID	0
0	0	0	0	6590 JUDGMENTS	0
0	27	0	0	6610 AWARDS AND PREMIUMS	0
477	170	600	600	6620 DUES AND SUBSCRIPTIONS	600
0	0	0	0	6650	0
0	0	0	0	7810 PRINCIPAL	0
0	0	0	0	7820 INTEREST	0
93,784	66,737	101,322	104,447	TOTAL EXTERNAL	107,034
0	0	0	0	INTERNAL SERVICE REIMBURSEMENTS	0
0	0	0	0	7100 INDIRECT COSTS	0
0	0	2,393	2,393	7150 TELEPHONE	2,689
0	0	0	0	7200 DATA PROCESSING	0
17	8	200	200	7300 MOTOR POOL	0
0	0	0	0	7400 BUILDING MANAGEMENT	0
24,768	0	0	0	7500 OTHER INTERNAL	0
24,785	8	2,593	2,593	TOTAL INTERNAL	2,689
118,569	66,745	103,915	107,040	TOTAL MATERIALS & SERVICES	109,723
0	0	0	0	8100 LAND	0
0	116,490	0	0	8200 BUILDINGS	0
0	0	0	0	8300 OTHER IMPROVEMENTS	0
108,440	81,936	181,062	181,062	8400 EQUIPMENT	79,059
108,440	198,426	181,062	181,062	TOTAL CAPITAL OUTLAY	79,059
416,691	419,951	432,352	456,400	DIRECT BUDGET	339,909
441,476	419,959	445,019	470,599	TOTAL BUDGET	354,665



AGENCY: 040 GENERAL SERVICES  
FUND: 100 GENERAL FUND  
SUM ORG: 7010 OFFICE OF THE DIRECTOR

[illegible]



# REQUIREMENT DETAIL

AGENCY: 040 GENERAL SERVICES  
FUND: 400 INSURANCE FUND  
SUM ORG: 7010 OFFICE OF THE DIRECTOR

1988-89  
ADOPTED

1988-89  
APPROVED

1988-89  
PROPOSED

1988-89  
ADOPTED

1985-86 ACTUAL	1986-87 ACTUAL	1987-88 ADOPTED	1987-88 REVISED	1988-89 PROPOSED	1988-89 APPROVED	1988-89 ADOPTED
PERSONAL SERVICES						
317	0	0	0	63,517	63,517	0
0	0	0	0	0	0	0
0	0	0	0	0	0	0
0	0	0	0	0	0	0
0	0	0	0	0	0	0
317	0	0	0	16,044	16,044	0
0	0	0	0	79,561	79,561	0
0	0	0	0	7,134	7,134	0
317	0	0	0	86,695	86,695	0
EXTERNAL MATERIALS AND SERVICES						
0	0	0	0	0	0	0
0	0	0	0	0	0	0
315,206	305,069	363,000	363,000	421,000	421,000	0
1,574	3,669	5,000	5,000	7,750	7,750	0
0	0	0	0	0	0	0
418	557	0	0	0	0	0
0	0	300	300	0	0	0
45	0	200	200	300	300	0
0	0	0	0	200	200	0
3	0	500	500	0	0	0
501	848	1,400	1,400	2,900	2,900	0
0	0	0	0	0	0	0
911	1,431	2,000	2,000	5,000	5,000	0
0	9	450	450	1,050	1,050	0
214,035	288,382	2,899,728	2,899,544	2,519,444	2,519,444	0
0	0	0	0	0	0	0
0	0	0	0	0	0	0
2,410,811	2,885,598	2,604,919	2,657,408	3,772,501	3,772,501	0
0	0	0	0	0	0	0
1,147	1,289	1,530	1,530	1,500	1,500	0
0	360	200	200	500	500	0
0	0	0	0	0	0	0
0	0	0	0	0	0	0
0	0	0	0	0	0	0
2,944,651	3,487,212	5,879,227	5,931,532	6,732,145	6,732,145	0
INTERNAL SERVICE REIMBURSEMENTS						
0	0	0	8,699	0	0	0
0	0	0	0	1,933	1,933	0
0	0	0	0	0	0	0
0	393	0	0	0	0	0
0	0	2,200	2,200	2,235	2,235	0
0	34,484	44,461	44,461	79,361	79,361	0
0	34,877	46,661	55,360	83,529	83,529	0
2,944,651	3,522,089	5,925,888	5,986,892	6,815,674	6,815,674	0
TOTAL MATERIALS & SERVICES						
0	0	0	0	0	0	0
0	0	0	0	0	0	0
0	0	0	0	0	0	0
6,222	2,200	1,800	1,800	11,800	11,800	0
6,222	2,200	1,800	1,800	11,800	11,800	0
2,951,190	3,489,412	5,881,027	5,933,332	6,823,506	6,823,506	0
2,951,190	3,524,289	5,927,688	5,988,692	6,914,169	6,914,169	0

AGENCY: 040 GENERAL SERVICES  
FUND: 400 INSURANCE FUND  
SUM ORG: 7010 OFFICE OF THE DIRECTOR

[illegible]



DEPARTMENT OF GENERAL SERVICES  
LABOR RELATIONS

Manager: Ken Upton

Agency 040

Organization 7220

**PURPOSE STATEMENT**

The purpose of the Employee Relations Division is to provide advisory, consultative and technical assistance to all departments and divisions in the development, retention and evaluation of all human resources to enhance the ability of Multnomah County to achieve its departmental and organizational goals, objectives and action plans.

PERSONNEL	1985-86	1986-87	1987-88	1988-89
Officials & Administrators	0.00	0.00	1.00	1.00
Professionals	0.00	0.00	1.00	3.00
Technicians & Para-Profess.	0.00	0.00	2.00	2.00
Protective Srv. Workers	0.00	0.00	0.00	0.00
Office & Clerical	0.00	0.00	0.00	0.00
Skilled Craft & Srv. Maint.	0.00	0.00	0.00	0.00
Total	0.00	0.00	4.00	6.00

**100 7220 Labor Relations (General Fund)**

**MISSION**

- To professionally negotiate and administer the County's labor contracts; to develop and administer responsive employee benefits program; to promote employee health and the development of employee skills and abilities through training and education.

**OBJECTIVES**

**FTE**

**COST**

**LABOR RELATIONS ADMINISTRATION**

Professionalism: develop a workplan for the utilization and professional development of our staff.

.06

\$ 3,273

Line Management Administration Input: develop, with input of line managers, their role in contract administration and negotiation.

.20

9,080

Collective Bargaining: effectively negotiate and execute all the County collective bargaining agreements.

1.50

77,821

Labor Contract Administration: effectively administer all the County Collective Bargaining Agreements.

1.02

57,269

Unemployment Claims Administration: effectively administer the County Unemployment Claims Management Program.

.04

1,296

**HEALTH AND BENEFITS PROGRAM ADMINISTRATION**

Responsive Employee Benefits Plan: develop an employee benefits plan that is cost-effective, responsive to user needs and problems, and offers choices.

.50

21,256

Benefit Plan Administration: effectively and efficiently administer the existing employee benefits plan.

.50

21,256

Benefit Communication Program: develop and manage a benefits communication program.

.25

2,339

Health Promotion Program: continue to offer a high quality, comprehensive health promotion program responsive to employee needs and interests, and evaluate the program's effectiveness.

.50

21,256

Employee Assistance: effectively administer and evaluate the Employee Assistance Program.

.22

\$ 935

Child Care: manage payments of funds to current providers of child care service.

.21

25,688

(Continued on next page)



DEPARTMENT OF GENERAL SERVICES  
LABOR RELATIONS

Manager: Ken Upton

Agency 040

Organization 7220

100 7220 Labor Relations (Cont'd)

OBJECTIVES	FTE	COST
<b>TRAINING AND EMPLOYEE COMMUNICATION</b>		
<u>Employee Development</u> : administer and evaluate existing supervisory and clerical training program and update and manage training program for 1988-89.	.50	54,068
<u>Employee Education</u> : Continue Infectious Disease and Hazardous Materials Education Programs for County managers, supervisors and all other untrained employees.	.18	6,263
<u>Employee Recognition</u> : develop a modified employee recognition plan for FY 1988-89.	.07	6,136
<u>Newsletter</u> : manage the production and distribution of <u>Bylines</u> .	.20	35,269
<u>Administration</u> : develop and monitor the contracts for services in the Labor Relations Section.	.05	1,739
<b>COSTS</b>	6.00	\$344,944
<b>REVENUES: General Fund \$344,944</b>		

COSTS	1985-86	1986-87	1987-88	1988-89
FTE	0.00	0.00	4.00	6.00
PS	\$ 0	\$ 0	\$ 161,728	\$ 238,947
M&S	0	0	45,771	105,547
CO	0	0	0	0
<b>TOTAL</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 207,499</b>	<b>\$ 344,494</b>

**Insurance Fund**

The portion of the Insurance Fund housed in the Office of the Director (Labor Relations) is composed of the Medical/Dental and Unemployment sections. The former section provides health and dental benefits to County employees. Dollars are originally budgeted under fringe benefits and then transferred to the Insurance Fund. Medical/Dental Expenditures include general Medical/Dental and Health Promotion which administers the Employee Assistance Program.

The Unemployment section, which provides unemployment benefits to former County employees is also taken from budgeted fringe benefits.

Insurance Fund	1985-86	1986-87	1987-88	1988-89
7460 Medical/Dental	\$ 2,631,871	\$ 2,849,338	\$ 5,435,063	\$ 6,040,969
7234 Health/Benefits	104,967	141,389	160,041	258,079
7520 Unemployment	214,035	544,762	153,020	321,596
7225 Long Term Disb.	73,741	77,428	83,005	86,776
7224 Life Insurance	87,884	92,000	96,559	102,604



DEPARTMENT OF GENERAL SERVICES  
LABOR RELATIONS

Manager: Ken Upton

Agency 040

Organization 7220

400 7220 Labor Relations (Insurance Fund)

OBJECTIVES	FTE	COST
• Health Promotion Program	0.00	258,079
• Insurance Fund Payments and Reserve - Unemployment Long Term Disability Medical/Dental Insurance Life Insurance	0.00	321,596 86,776 6,040,969 102,604
<b>COSTS</b>	0.00	\$6,810,024
<b>REVENUES:</b> Insurance Fund \$6,810,024		

400 7231 Labor Relations Medical/Dental

COSTS	1985-86	1986-87	1987-88	1988-89
FTE	0.00	0.00	0.00	0.00
PS	\$ 0	\$ 0	\$ 0	\$ 0
M&S	2,631,871	3,334,887	5,435,063	6,040,969
CO	0	2,200	0	0
<b>TOTAL</b>	<b>\$ 2,631,871</b>	<b>\$ 3,337,087</b>	<b>\$ 5,435,063</b>	<b>\$ 6,040,969</b>

400 7234 Health Promotion/Benefits

COSTS	1985-86	1986-87	1987-88	1988-89
FTE	0.00	0.00	0.00	0.00
PS	\$ 0	\$ 0	\$ 0	\$ 0
M&S	98,745	0	158,241	256,279
CO	6,222	0	1,800	1,800
<b>TOTAL</b>	<b>\$ 104,967</b>	<b>\$ 0</b>	<b>\$ 160,041</b>	<b>\$ 258,079</b>

400 7226 Unemployment Insurance

COSTS	1985-86	1986-87	1987-88	1988-89
FTE	0.00	0.00	0.00	0.00
PS	\$ 0	\$ 0	\$ 0	\$ 0
M&S	214,035	187,202	153,020	321,596
CO	0	0	0	0
<b>TOTAL</b>	<b>\$ 214,035</b>	<b>\$ 187,202</b>	<b>\$ 153,020</b>	<b>\$ 321,596</b>

DEPARTMENT OF GENERAL SERVICES  
LABOR RELATIONS

Manager: Ken Upton

Agency 040

Organization 7220

400 7225 Long Term Disability (LTD)

COSTS		<u>1985-86</u>	<u>1986-87</u>	<u>1987-88</u>	<u>1988-89</u>
FTE		0.00	0.00	0.00	0.00
PS	\$	0	\$ 0	\$ 0	\$ 0
M&S		0	0	83,005	86,776
CO		0	0	0	0
<b>TOTAL</b>	<b>\$</b>	<b>0</b>	<b>\$ 0</b>	<b>\$ 83,005</b>	<b>\$ 86,776</b>

400 7224 Life Insurance

COSTS		<u>1985-86</u>	<u>1986-87</u>	<u>1987-88</u>	<u>1988-89</u>
FTE		0.00	0.00	0.00	0.00
PS	\$	0	\$ 0	\$ 0	\$ 0
M&S		0	0	96,559	102,604
CO		0	0	0	0
<b>TOTAL</b>	<b>\$</b>	<b>0</b>	<b>\$ 0</b>	<b>\$ 96,559</b>	<b>\$ 102,604</b>

0944M



# REQUIREMENT DETAIL

AGENCY: 040 GENERAL SERVICES  
FUND: 100 GENERAL FUND  
SUM ORG: 7220 LABOR RELATIONS

1988-89  
PROPOSED

1988-89  
APPROVED

1988-89  
ADOPTED

1985-86 ACTUAL	1986-87 ACTUAL	1987-88 ADOPTED	1987-88 REVISED	PERSONAL SERVICES	1988-89 PROPOSED	1988-89 APPROVED	1988-89 ADOPTED
0	0	117,286	118,974	5100 PERMANENT	173,586	173,586	0
0	0	0	0	5200 TEMPORARY	0	0	0
0	0	0	0	5300 OVERTIME	0	0	0
0	0	0	0	5400 PREMIUM	0	0	0
0	0	28,223	28,676	5500 FRINGE BENEFITS	43,848	43,848	0
0	0	145,509	147,650	TOTAL EXTERNAL	217,434	217,434	0
0	0	16,219	16,276	5550 INSURANCE BENEFITS	21,513	21,513	0
0	0	161,728	163,926	TOTAL PERSONAL SERVICES	238,947	238,947	0
EXTERNAL MATERIALS AND SERVICES							
0	0	0	0	6050 COUNTY SUPPLEMENTS	0	0	0
0	0	0	0	6060 PASS-THROUGH PAYMENTS	0	0	0
0	0	6,500	16,500	6110 PROFESSIONAL SVCS	54,250	54,250	0
0	0	7,500	7,500	6120 PRINTING	11,250	11,250	0
0	0	0	0	6130 UTILITIES	0	0	0
0	0	0	0	6140 COMMUNICATIONS	0	0	0
0	0	0	0	6170 RENTALS	0	0	0
0	0	0	0	6180 REPAIRS AND MAINTENANCE	0	0	0
0	0	0	0	6190 MAINTENANCE CONTRACTS	0	0	0
0	0	3,000	3,000	6200 POSTAGE	1,300	1,300	0
0	0	800	800	6230 SUPPLIES	800	800	0
0	0	0	0	6270 FOOD	0	0	0
0	0	24,010	24,010	6310 EDUCATION & TRAINING	27,310	27,310	0
0	0	700	700	6330 TRAVEL	1,050	1,050	0
0	0	0	0	6520 INSURANCE	0	0	0
0	0	0	0	6530 EXTERNAL DATA PROCESSING	0	0	0
0	0	0	0	6550 DRUGS	0	0	0
0	0	0	0	6580 CLAIMS PAID	0	0	0
0	0	0	0	6590 JUDGMENTS	0	0	0
0	0	0	0	6610 AWARDS AND PREMIUMS	4,000	4,000	0
0	0	1,000	1,000	6620 DUES AND SUBSCRIPTIONS	1,100	1,100	0
0	0	0	0	6650	0	0	0
0	0	0	0	7810 PRINCIPAL	0	0	0
0	0	0	0	7820 INTEREST	0	0	0
0	0	43,510	53,510	TOTAL EXTERNAL	101,060	101,060	0
INTERNAL SERVICE REIMBURSEMENTS							
0	0	0	0	7100 INDIRECT COSTS	0	0	0
0	0	1,661	1,661	7150 TELEPHONE	4,487	4,487	0
0	0	0	0	7200 DATA PROCESSING	0	0	0
0	0	600	600	7300 MOTOR POOL	0	0	0
0	0	0	0	7400 BUILDING MANAGEMENT	0	0	0
0	0	0	0	7500 OTHER INTERNAL	0	0	0
0	0	2,261	2,261	TOTAL INTERNAL	4,487	4,487	0
0	0	45,771	55,771	TOTAL MATERIALS & SERVICES	105,547	105,547	0
8100 LAND							
0	0	0	0	8100 LAND	0	0	0
0	0	0	0	8200 BUILDINGS	0	0	0
0	0	0	0	8300 OTHER IMPROVEMENTS	0	0	0
0	0	0	0	8400 EQUIPMENT	0	0	0
0	0	0	0	TOTAL CAPITAL OUTLAY	0	0	0
0	0	189,019	201,160	DIRECT BUDGET	318,494	318,494	0
0	0	207,499	219,697	TOTAL BUDGET	344,494	344,494	0

AGENCY: 040 GENERAL SERVICES  
FUND: 100 GENERAL FUND  
SUM ORG: 7220 LABOR RELATIONS

1985-86 ACTUAL		1986-87 ACTUAL		1987-88 ADOPTED		1987-88 REVISED			1988-89 PROPOSED		1988-89 APPROVED		1988-89 ADOPTED	
FTE	BASE	FTE	BASE	FTE	BASE	FTE	BASE		FTE	BASE	FTE	BASE	FTE	BASE
0.00	0	0.00	0	2.00	44,304	2.00	44,304	ADMIN TECHNICIAN	2.00	43,734	2.00	43,734	0.00	0
0.00	0	0.00	0	0.00	0	0.00	0	MANAGEMENT ANALYST	1.00	24,409	1.00	24,409	0.00	0
0.00	0	0.00	0	1.00	41,082	1.00	41,082	PROGRAM MANAGER 1	1.00	40,925	1.00	40,925	0.00	0
0.00	0	0.00	0	1.00	31,900	1.00	31,900	ADMIN SPEC 2	2.00	64,518	2.00	64,518	0.00	0
0.00	0	0.00	0	4.00	117,286	4.00	117,286	5100 PERMANENT	6.00	173,586	6.00	173,586	0.00	0



**DEPARTMENT OF GENERAL SERVICES  
OPERATIONS**

Manager: Alice Sakelaris

Agency 040

Organization 7020

<b>PERSONNEL</b>	<u>1985-86</u>	<u>1986-87</u>	<u>1987-88</u>	<u>1988-89</u>
Officials & Administrators	1.00	1.00	1.00	1.00
Professionals	0.00	0.00	0.00	0.00
Technicians & Para-Profess.	0.00	0.00	0.00	0.00
Protective Srv. Workers	0.00	0.00	0.00	0.00
Office & Clerical	7.99	8.00	8.50	8.50
Skilled Craft & Srv. Maint.	0.00	0.00	0.00	0.00
<b>Total</b>	<b>8.99</b>	<b>9.00</b>	<b>9.50</b>	<b>9.50</b>

<b>EXPENDITURES</b>	<b>General Fund (100)</b>	<b>Federal/State Fund (156)</b>	<b>Other ( )</b>	<b>Total</b>
Personal Services	\$ 246,691	\$ 0	\$ 0	\$ 246,691
Materials & Services	17,607	0	0	17,607
Capital Outlay	0	0	0	0
<b>Total</b>	<b>\$ 264,298</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 264,298</b>

<b>PROGRAMS</b>		<b>Revenue Categories</b>					<b>General Fund Supplement</b>	<b>Total</b>
<u>Fd</u>	<u>Org</u>	<u>Organization</u>	<u>Operational</u>	<u>Grant</u>	<u>Other</u>			
100	7020	Operations	\$ 0	\$ 0	\$ 0	\$ 0	264,298	\$ 264,298

**MISSION**

The Operations Unit is comprised of a skilled, conscientious staff dedicated to providing efficient, flexible and responsive administrative support and word processing functions for the divisions located on the 14th Floor of the Portland Building.

<b>OBJECTIVES</b>	<b>FTE</b>	<b>COST</b>
1. To provide administrative support in receiving, processing, updating information and meeting all of the requirements of a support staff for the divisions located on the 14th Floor.	5.9	\$159,680
2. To provide word processing support through a Word Processing Center in processing, inputting and updating information for the divisions located on the 14th Floor.	3.3	92,964
3. To encourage use of the capabilities of the word processing and dictation equipment and utilize the capabilities of the administrative support staff.	.08	2,947
4. To maintain organizational procedures to avoid disruption in providing support to the divisions.	.06	3,925
5. To continue to focus on training and enhance skills necessary to further staff's professional development.	.07	2,211
6. To assist in planning, completion and updating of all of the Employee Relations Applications on the Wang VS 100 system.	.09	2,571
<b>COSTS</b>	<b>9.5</b>	<b>\$264,298</b>
<b>REVENUES: General Fund \$264,298</b>		

DEPARTMENT OF GENERAL SERVICES  
OPERATIONS

Manager: Alice Sakelaris

Agency 040

Organization 7020

100 7020 Operations (Cont'd)

COSTS FTE	<u>1985-86</u> 9.65	<u>1986-87</u> 8.89	<u>1987-88</u> 9.50	<u>1988-89</u> 9.50
PS	\$ 208,449	\$ 211,299	\$ 234,833	\$ 246,691
M&S	12,721	15,564	14,987	17,607
CO	0	0	0	0
<b>TOTAL</b>	<b>\$ 221,170</b>	<b>\$ 226,863</b>	<b>\$ 249,820</b>	<b>\$ 264,298</b>

0898M



# REQUIREMENT DETAIL

AGENCY: 040 GENERAL SERVICES  
FUND: 100 GENERAL FUND  
SUM ORG: 7020 OPERATIONS

1988-89  
PROPOSED

1988-89  
APPROVED

1988-89  
ADOPTED

1985-86 ACTUAL	1986-87 ACTUAL	1987-88 ADOPTED	1987-88 REVISED	PERSONAL SERVICES	1988-89 PROPOSED	1988-89 APPROVED	1988-89 ADOPTED
147,056	149,403	166,533	172,195	PERSONAL SERVICES	175,723	175,723	0
0	1,868	0	0	5100 PERMANENT	886	886	0
277	0	0	0	5200 TEMPORARY	0	0	0
1,603	3,030	1,258	1,258	5300 OVERTIME	1,253	1,253	0
59,513	56,998	44,290	45,809	5400 PREMIUM	44,927	44,927	0
208,449	211,299	212,081	219,262	5500 FRINGE BENEFITS	222,789	222,789	0
0	0	22,752	22,902	TOTAL EXTERNAL	23,902	23,902	0
208,449	211,299	234,833	242,164	5550 INSURANCE BENEFITS	246,691	246,691	0
0	0	0	0	TOTAL PERSONAL SERVICES	0	0	0
0	0	0	0	EXTERNAL MATERIALS AND SERVICES	0	0	0
0	0	0	0	6050 COUNTY SUPPLEMENTS	0	0	0
0	0	0	0	6060 PASS-THROUGH PAYMENTS	0	0	0
611	612	1,500	1,500	6110 PROFESSIONAL SVCS	1,500	1,500	0
0	0	0	0	6120 PRINTING	0	0	0
9,641	9,908	0	0	6130 UTILITIES	0	0	0
0	0	0	0	6140 COMMUNICATIONS	0	0	0
0	0	0	0	6170 RENTALS	0	0	0
1,215	1,651	2,000	2,000	6180 REPAIRS AND MAINTENANCE	2,000	2,000	0
0	1,007	2,540	2,540	6190 MAINTENANCE CONTRACTS	3,140	3,140	0
0	2	0	0	6200 POSTAGE	0	0	0
885	2,038	3,160	3,160	6230 SUPPLIES	3,160	3,160	0
0	0	0	0	6270 FOOD	0	0	0
0	0	0	0	6310 EDUCATION & TRAINING	350	350	0
300	217	350	350	6330 TRAVEL	0	0	0
0	0	0	0	6520 INSURANCE	0	0	0
0	0	0	0	6530 EXTERNAL DATA PROCESSING	0	0	0
0	0	0	0	6550 DRUGS	0	0	0
0	0	0	0	6580 CLAIMS PAID	0	0	0
0	0	0	0	6590 JUDGMENTS	0	0	0
0	0	0	0	6610 AWARDS AND PREMIUMS	0	0	0
32	129	200	200	6620 DUES AND SUBSCRIPTIONS	200	200	0
0	0	0	0	6650	0	0	0
0	0	0	0	7810 PRINCIPAL	0	0	0
0	0	0	0	7820 INTEREST	0	0	0
12,684	15,564	9,750	9,750	TOTAL EXTERNAL	10,350	10,350	0
0	0	0	0	INTERNAL SERVICE REIMBURSEMENTS	0	0	0
0	0	0	0	7100 INDIRECT COSTS	0	0	0
0	0	5,237	5,237	7150 TELEPHONE	7,257	7,257	0
0	0	0	0	7200 DATA PROCESSING	0	0	0
0	0	0	0	7300 MOTOR POOL	0	0	0
0	0	0	0	7400 BUILDING MANAGEMENT	0	0	0
37	0	0	0	7500 OTHER INTERNAL	0	0	0
37	0	5,237	5,237	TOTAL INTERNAL	7,257	7,257	0
12,721	15,564	14,987	14,987	TOTAL MATERIALS & SERVICES	17,607	17,607	0
0	0	0	0	8100 LAND	0	0	0
0	0	0	0	8200 BUILDINGS	0	0	0
0	0	0	0	8300 OTHER IMPROVEMENTS	0	0	0
0	0	0	0	8400 EQUIPMENT	0	0	0
0	0	0	0	TOTAL CAPITAL OUTLAY	0	0	0
221,133	226,863	221,831	229,012	DIRECT BUDGET	233,139	233,139	0
221,170	226,863	249,820	257,151	TOTAL BUDGET	264,298	264,298	0



AGENCY: 040 GENERAL SERVICES  
FUND: 100 GENERAL FUND  
SUM ORG: 7020 OPERATIONS

1985-86 ACTUAL		1986-87 ACTUAL		1987-88 ADOPTED		1987-88 REVISED				1988-89 PROPOSED		1988-89 APPROVED		1988-89 ADOPTED	
FTE	BASE	FTE	BASE	FTE	BASE	FTE	BASE			FTE	BASE	FTE	BASE	FTE	BASE
6.99	105,600	6.34	98,490	7.50	121,548	7.50	125,681	OFFICE ASSISTANT 2		7.50	128,843	7.50	128,843	0.00	0
1.00	18,220	0.97	17,641	1.00	19,192	1.00	19,845	OFFICE ASSISTANT 3		1.00	20,309	1.00	20,309	0.00	0
0.00	0	0.14	2,334	0.00	0	0.00	0	ADMIN SPECIALIST 1		0.00	0	0.00	0	0.00	0
0.00	0	0.01	128	0.00	0	0.00	0	REGIONAL PARK SUPR		0.00	0	0.00	0	0.00	0
1.00	23,236	1.00	24,272	1.00	25,793	1.00	26,670	OPERATIONS SUPR 1		1.00	26,571	1.00	26,571	0.00	0
0.00	0	0.26	3,888	0.00	0	0.00	0	MAINTENANCE OP SUPR		0.00	0	0.00	0	0.00	0
0.00	0	0.01	59	0.00	0	0.00	0	PROGRAM MANAGER 1		0.00	0	0.00	0	0.00	0
0.00	0	0.16	2,591	0.00	0	0.00	0	ELECTRICAL SUPR		0.00	0	0.00	0	0.00	0
8.99	147,056	8.89	149,403	9.50	166,533	9.50	172,196	5100 PERMANENT		9.50	175,723	9.50	175,723	0.00	0



**DEPARTMENT OF GENERAL SERVICES  
PLANNING & BUDGET**

Manager: Jack Horner

Agency 040

Organization 7025

**PERSONNEL**

	1985-86	1986-87	1987-88	1988-89
Officials & Administrators	1.00	1.50	1.00	2.00
Professionals	5.00	4.50	5.00	8.00
Technicians & Para-Profess.	0.00	0.00	0.00	0.00
Protective Srv. Workers	0.00	0.00	0.00	0.00
Office & Clerical	0.00	0.00	0.00	0.00
Skilled Craft & Srv. Maint.	0.00	0.00	0.00	0.00
<b>Total</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>	<b>10.00</b>

**EXPENDITURES**

	General Fund (100)	Federal/State Fund (156)	Other ( )	Total
Personal Services	\$ 451,802	\$ 0	\$ 0	\$ 451,802
Materials & Services	33,243	0	0	33,243
Capital Outlay	0	0	0	0
<b>Total</b>	<b>\$ 485,045</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 485,045</b>

**PROGRAMS**

**Revenue Categories**

Fd	Org	Organization	Operational	Grant	Other	General Fund Supplement	Total
100	7025	Plng & Budget	\$ 0	\$ 0	\$ 0	\$ 485,045	\$ 485,045

**PROGRAM**

100 7025 Planning & Budget

**MISSION**

To lead the strategic planning and annual budget process to ensure that the Board of County Commissioners has appropriate short and long term information to make informed priority judgements on program emphasis, resource allocation, and the economy, efficiency, and effectiveness of management.

**OBJECTIVES**

	FTE	COST
• Meet the requirements of local budget law.	2.85	\$ 136,345
• Monitor County financial position.	2.30	106,600
• Maintain appropriation and estimated receipt tables in LGFS.	0.55	24,450
• Perform research on procedural and analytical projects.	0.30	15,000
• Improve LGFS reporting and insure accuracy of information.	3.00	139,850
• Direct County strategic planning efforts emphasizing development of process, overall plan, and initial phases of implementation.	1.00	61,800

**COSTS:**

10.00 \$ 485,045

**REVENUES:** General Fund \$485,045

DEPARTMENT OF GENERAL SERVICES  
PLANNING & BUDGET

Manager: Jack Horner

Agency 040

Organization 7025

100 7025 Planning & Budget (Cont'd)

COSTS	<u>1985-86</u>	<u>1986-87</u>	<u>1987-88</u>	<u>1988-89</u>
FTE	6.00	6.06	6.00	10.00
PS	\$ 226,990	\$ 240,804	\$ 256,729	\$ 451,082
M&S	21,900	20,476	21,133	33,243
CO	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$ 248,890	\$ 261,280	\$ 277,862	\$ 485,045

Note: One of the two new positions fund for LGFS development is intended to be funded for two years only.

0925M



## REQUIREMENT DETAIL

AGENCY: 040 GENERAL SERVICES						REQUIREMENT DETAIL	
FUND: 100 GENERAL FUND							
SUM ORG: 7025 PLANNING AND BUDGET							
1985-86 ACTUAL	1986-87 ACTUAL	1987-88 ADOPTED	1987-88 REVISED	PERSONAL SERVICES	1988-89 PROPOSED	1988-89 APPROVED	1988-89 ADOPTED
164,301	174,599	186,961	213,963	PERSONAL SERVICES	330,101	330,101	0
509	0	0	0	5100 PERMANENT	0	0	0
68	50	0	0	5200 TEMPORARY	0	0	0
2,540	2,947	0	0	5300 OVERTIME	0	0	0
59,572	63,208	50,161	59,545	5400 PREMIUM	84,843	84,843	0
226,990	240,804	237,122	273,508	5500 FRINGE BENEFITS	414,944	414,944	0
0	0	19,607	20,214	TOTAL EXTERNAL	36,858	36,858	0
				5550 INSURANCE BENEFITS			
226,990	240,804	256,729	293,722	TOTAL PERSONAL SERVICES	451,802	451,802	0
				EXTERNAL MATERIALS AND SERVICES			
0	0	0	0	6050 COUNTY SUPPLEMENTS	0	0	0
2,262	432	0	0	6060 PASS-THROUGH PAYMENTS	0	0	0
11,680	10,972	13,000	13,000	6110 PROFESSIONAL SVCS	1,450	1,450	0
0	0	0	0	6120 PRINTING	15,240	15,240	0
4,147	3,968	0	0	6130 UTILITIES	0	0	0
0	0	0	0	6140 COMMUNICATIONS	0	0	0
0	0	0	0	6170 RENTALS	0	0	0
0	507	0	0	6180 REPAIRS AND MAINTENANCE	0	0	0
0	0	0	0	6190 MAINTENANCE CONTRACTS	0	0	0
0	4	0	0	6200 POSTAGE	0	0	0
1,818	2,588	3,950	3,950	6230 SUPPLIES	7,520	7,520	0
0	0	0	0	6270 FOOD	0	0	0
0	39	0	0	6310 EDUCATION & TRAINING	0	0	0
1,800	1,521	2,450	3,537	6330 TRAVEL	3,850	3,850	0
0	0	0	0	6520 INSURANCE	0	0	0
0	0	0	0	6530 EXTERNAL DATA PROCESSING	0	0	0
0	0	0	0	6550 DRUGS	0	0	0
0	0	0	0	6580 CLAIMS PAID	0	0	0
0	0	0	0	6590 JUDGMENTS	0	0	0
0	0	0	0	6610 AWARDS AND PREMIUMS	0	0	0
191	434	0	0	6620 DUES AND SUBSCRIPTIONS	136	136	0
0	0	0	0	6650	0	0	0
0	0	0	0	7810 PRINCIPAL	0	0	0
0	0	0	0	7820 INTEREST	0	0	0
21,898	20,465	19,400	20,487	TOTAL EXTERNAL	28,196	28,196	0
				INTERNAL SERVICE REIMBURSEMENTS			
0	0	0	0	7100 INDIRECT COSTS	0	0	0
0	0	1,733	1,733	7150 TELEPHONE	5,017	5,017	0
0	0	0	0	7200 DATA PROCESSING	0	0	0
2	11	0	0	7300 MOTOR POOL	30	30	0
0	0	0	0	7400 BUILDING MANAGEMENT	0	0	0
0	0	0	0	7500 OTHER INTERNAL	0	0	0
2	11	1,733	1,733	TOTAL INTERNAL	5,047	5,047	0
				TOTAL MATERIALS & SERVICES	33,243	33,243	0
21,900	20,476	21,133	22,220	8100 LAND	0	0	0
0	0	0	0	8200 BUILDINGS	0	0	0
0	0	0	0	8300 OTHER IMPROVEMENTS	0	0	0
0	0	0	0	8400 EQUIPMENT	0	0	0
0	0	0	0	TOTAL CAPITAL OUTLAY	0	0	0
248,888	261,269	256,522	293,995	DIRECT BUDGET	443,140	443,140	0
248,890	261,280	277,862	315,942	TOTAL BUDGET	485,045	485,045	0



# PERSONNEL DETAIL

AGENCY: 040 GENERAL SERVICES  
FUND: 100 GENERAL FUND  
SUM ORG: 7025 PLANNING AND BUDGET

1985-86 ACTUAL		1986-87 ACTUAL		1987-88 ADOPTED		1987-88 REVISED		1988-89 PROPOSED		1988-89 APPROVED		1988-89 ADOPTED	
FTE	BASE	FTE	BASE	FTE	BASE	FTE	BASE	FTE	BASE	FTE	BASE	FTE	BASE
0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
4.00	101,013	4.00	92,412	4.00	114,551	4.00	114,551	5.00	144,521	5.00	144,521	5.00	144,521
1.00	39,887	1.00	52,926	1.00	40,914	1.00	40,914	1.00	40,925	1.00	40,925	1.00	40,925
0.00	0	0.00	0	0.00	0	0.00	0	1.00	33,109	1.00	33,109	1.00	33,109
1.00	33,979	1.00	29,261	1.00	31,496	1.00	31,496	1.00	32,339	1.00	32,339	1.00	32,339
0.00	0	0.00	0	0.00	0	0.00	0	1.00	36,185	1.00	36,185	1.00	36,185
0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
0.00	0	0.00	0	0.00	0	0.62	27,002	1.00	43,022	1.00	43,022	1.00	43,022
TAX SUPR/BUD ANALYST													
OFFICE ASSISTANT 2													
OFFICE ASSISTANT 3													
OFFICE ASSISTANT 4													
ADMIN TECHNICIAN													
ADMIN SPECIALIST 1													
WAREHOUSE WORKER													
WAREHOUSE WORKER/CH													
TEMPORARY WORKER													
MANAGEMENT ANALYST													
PROGRAM MANAGER 1													
ADMIN SPEC 2													
FINANCE SPECIALIST 2													
PROGRAM MGMT SPEC													
ELECTRICAL SUPR													
PROGRAM MANAGER 2													
6.00	174,879	6.00	174,599	6.00	186,961	6.62	213,963	10.00	330,101	10.00	330,101	10.00	330,101
5100 PERMANENT													
0												0	



DEPARTMENT OF GENERAL SERVICES  
FINANCE

Manager: Martin Marglowski

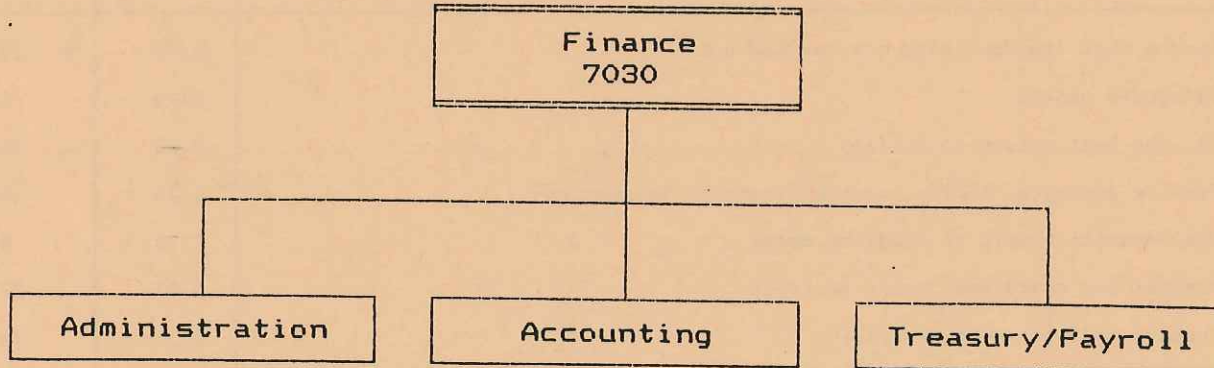
Agency 040

Organization 7030

**MISSION STATEMENT**

The Finance Division develops and maintains legally and administratively required accounting systems to receive, disburse, and account for all County funds, deposits, investments and controls cash to maximum safety and return, and administers the central County payroll.

**DIVISIONAL ORGANIZATION CHART**



PERSONNEL	1985-86	1986-87	1987-88	1988-89
Officials & Administrators	7.67	7.00	7.00	4.00
Professionals	13.08	16.00	16.00	5.00
Technicians & Para-Profess.	4.00	4.00	4.00	0.00
Protective Srv. Workers	0.00	0.00	0.00	0.00
Office & Clerical	16.01	16.69	15.00	9.00
Skilled Craft & Srv. Maint.	3.00	2.00	0.00	4.00
Total	43.45	45.69	42.00	22.00

EXPENDITURES	General Fund (100)	Federal/State Fund (156)	Other ( )	Total
Personal Services	\$ 762,616	\$ 0	\$ 0	\$ 762,616
Materials & Services	130,715	0	0	130,715
Capital Outlay	0	0	0	0
Total	\$ 893,331	\$ 0	\$ 0	\$ 893,331

**PROGRAMS**

			Revenue Categories			General Fund Supplement	Total
Fd	Org	Organization	Operational	Grant	Other		
100	7400	Administration	\$ 0	\$ 0	\$ 0	\$ 106,545	\$ 106,545
100	7410	Accounting	0	0	0	574,285	574,285
100	7420	Treasury	0	0	0	212,501	212,501
Total			\$ 13,500	\$	\$	\$ 893,331	\$ 893,331

DEPARTMENT OF GENERAL SERVICES  
FINANCE

Manager: Martin Marglowski

Agency 040

Organization 7030

PROGRAM

100 7400 Administration

<b>MISSION</b>		
To provide administrative functions so well that other County programs can concentrate on services.		
<b>OBJECTIVES</b>	<b>FTE</b>	<b>COST</b>
• Assure that laws/policies are carried out	0.40	\$ 27,086
• Safeguard assets	0.05	3,186
• Get the best return on dollars	2.20	12,468
• Provide accurate, timely, usable financial information	0.25	15,528
• Use innovative ways of handling money	0.10	6,346
• Monitor and coordinate grant activity	0.67	27,776
• Prepare indirect cost proposal	0.33	14,155
<b>COSTS</b>	<b>2.00</b>	<b>\$ 106,545</b>
<b>REVENUES:</b> General Funds \$106,545		

<b>COSTS</b>	<u>1985-86</u>	<u>1986-87</u>	<u>1987-88</u>	<u>1988-89</u>
<b>FTE</b>	1.00	2.00	2.00	2.00
PS	\$ 60,986	\$ 106,509	\$ 114,919	\$ 101,835
M&S	6,701	8,759	4,382	4,710
CO	0	0	0	0
<b>TOTAL</b>	<b>\$ 67,687</b>	<b>\$ 115,268</b>	<b>\$ 119,200</b>	<b>\$ 106,545</b>



DEPARTMENT OF GENERAL SERVICES  
FINANCE

Manager: Martin Marglowski

Agency 040

Organization 7030

00 7410 Accounting

<b>MISSION</b>		
To provide administrative functions so well that other County programs can concentrate on services.		
<b>OBJECTIVES</b>	<b>FTE</b>	<b>COST</b>
• Maintain fixed assets system.	1.00	\$ 29,807
• Monitor and coordinate County's grant activities.	0.05	3,142
• Prepare indirect cost proposal.	0.05	4,192
• Distribute monthly financial reports.	5.15	167,143
• Collect accounts receivable on a timely basis.	0.44	16,425
• Prepare monthly internal control report.	0.80	28,283
• Prepare annual financial report.	0.70	80,505
• Issue warrants on a timely basis.	6.78	243,510
• Assure accounts payable and general ledger staff are familiar with rules.	0.03	1,278
<b>COSTS</b>	<b>15.00</b>	<b>\$ 574,285</b>
<b>REVENUES: General Funds \$574,285</b>		

<b>COSTS</b>	<u>1985-86</u>	<u>1986-87</u>	<u>1987-88</u>	<u>1988-89</u>
<b>FTE</b>	16.00	16.33	17.00	15.00
PS	\$ 474,329	\$ 506,162	\$ 561,677	\$ 473,190
M&S	104,354	120,577	102,680	101,095
CO	0	0	0	0
<b>TOTAL</b>	<b>\$ 578,683</b>	<b>\$ 626,739</b>	<b>\$ 664,357</b>	<b>\$ 574,285</b>

DEPARTMENT OF GENERAL SERVICES  
FINANCE

Manager: Martin Marglowski

Agency 040

Organization 7030

100 7420 Treasury/Payroll

**MISSION**

To provide administrative functions so well that other County programs can concentrate on services.

**OBJECTIVES**

**FTE**

**COST**

• Insure adequate safekeeping and banking arrangements are maintained.	0.06	\$ 7,300
• Consolidate and identify opportunities for debt financing.	0.10	5,720
• Prepare and distribute annual payroll reports.	0.10	3,789
• Prepare and distribute quarterly payroll reports.	0.13	4,587
• Assure laws/policies are carried out.	0.27	12,438
• Insure that investment return is no less than 1/2 of 1% of State Pool.	0.44	23,796
• Issue payroll every two weeks.	0.36	12,105
• Make sure controls are in place.	0.26	15,310
• Prepare and distribute all payroll reports.	2.23	66,741
• Record and account for all cash receipts and disbursements.	2.05	60,715

**COSTS**

5.00

\$ 212,501

**REVENUES:** General Funds \$235,487

<b>COSTS</b>		<u>1985-86</u>	<u>1986-87</u>	<u>1987-88</u>	<u>1988-89</u>
<b>FTE</b>		6.00	6.00	6.00	5.00
PS	\$	190,131	\$ 196,684	\$ 208,922	\$ 187,591
M&S		13,551	22,107	23,590	24,910
CO		0	0	0	0
<b>TOTAL</b>	\$	203,682	\$ 218,791	\$ 232,512	\$ 212,501

0899M



# REQUIREMENT DETAIL

AGENCY: 040 GENERAL SERVICES  
FUND: 100 GENERAL FUND  
SUM ORG: 7030 FINANCE

1988-89  
ADOPTED

1988-89  
APPROVED

1988-89  
PROPOSED

1985-86 ACTUAL	1986-87 ACTUAL	1987-88 ADOPTED	1987-88 REVISED	PERSONAL SERVICES	1988-89 PROPOSED	1988-89 APPROVED	1988-89 ADOPTED
534,492	589,165	639,330	608,459	5100 PERMANENT	553,482	553,482	0
0	4,634	3,000	3,000	5200 TEMPORARY	0	0	0
1,411	536	1,150	1,150	5300 OVERTIME	1,150	1,150	0
4,087	6,334	485	485	5400 PREMIUM	655	655	0
185,456	208,686	171,372	161,614	5500 FRINGE BENEFITS	140,771	140,771	0
725,446	809,355	815,337	774,708	TOTAL EXTERNAL	696,058	696,058	0
0	0	70,080	69,406	5550 INSURANCE BENEFITS	66,558	66,558	0
725,446	809,355	885,417	844,114	TOTAL PERSONAL SERVICES	762,616	762,616	0
EXTERNAL MATERIALS AND SERVICES							
0	0	0	0	6050 COUNTY SUPPLEMENTS	0	0	0
0	0	0	0	6060 PASS-THROUGH PAYMENTS	0	0	0
47,464	75,212	62,390	62,390	6110 PROFESSIONAL SVCS	50,860	50,860	0
12,188	13,625	15,150	15,150	6120 PRINTING	14,050	14,050	0
0	0	0	0	6130 UTILITIES	0	0	0
19,250	17,424	0	0	6140 COMMUNICATIONS	0	0	0
0	0	0	750	6170 RENTALS	0	0	0
1,195	1,368	3,200	2,450	6180 REPAIRS AND MAINTENANCE	1,700	1,700	0
0	0	0	0	6190 MAINTENANCE CONTRACTS	2,000	2,000	0
25,075	30,400	30,660	30,660	6200 POSTAGE	35,700	35,700	0
3,866	5,978	5,880	5,880	6230 SUPPLIES	9,655	9,655	0
0	7	0	0	6270 FOOD	0	0	0
552	2,159	0	0	6310 EDUCATION & TRAINING	0	0	0
2,159	1,899	3,350	3,350	6330 TRAVEL	3,250	3,250	0
0	0	0	0	6520 INSURANCE	0	0	0
0	0	0	0	6530 EXTERNAL DATA PROCESSING	0	0	0
0	0	0	0	6550 DRUGS	0	0	0
0	0	0	0	6580 CLAIMS PAID	0	0	0
0	0	0	0	6590 JUDGMENTS	0	0	0
0	174	0	0	6610 AWARDS AND PREMIUMS	0	0	0
1,663	3,000	2,360	2,360	6620 DUES AND SUBSCRIPTIONS	3,150	3,150	0
11,171	0	0	0	6650	0	0	0
0	0	0	0	7810 PRINCIPAL	0	0	0
0	0	0	0	7820 INTEREST	0	0	0
124,583	151,246	122,990	122,990	TOTAL EXTERNAL	120,365	120,365	0
INTERNAL SERVICE REIMBURSEMENTS							
0	0	0	0	7100 INDIRECT COSTS	0	0	0
0	0	7,462	7,462	7150 TELEPHONE	9,155	9,155	0
0	0	0	0	7200 DATA PROCESSING	0	0	0
23	123	200	200	7300 MOTOR POOL	195	195	0
0	0	0	0	7400 BUILDING MANAGEMENT	0	0	0
0	74	0	0	7500 OTHER INTERNAL	1,000	1,000	0
23	197	7,662	7,662	TOTAL INTERNAL	10,350	10,350	0
124,606	151,443	130,652	130,652	TOTAL MATERIALS & SERVICES	130,715	130,715	0
8100 LAND							
0	0	0	0	8100 LAND	0	0	0
0	0	0	0	8200 BUILDINGS	0	0	0
0	0	0	0	8300 OTHER IMPROVEMENTS	0	0	0
0	0	0	0	8400 EQUIPMENT	0	0	0
0	0	0	0	TOTAL CAPITAL OUTLAY	0	0	0
850,029	960,601	938,327	897,698	DIRECT BUDGET	816,423	816,423	0
850,052	960,798	1,015,069	974,766	TOTAL BUDGET	893,331	893,331	0



AGENCY: 040 GENERAL SERVICES  
FUND: 100 GENERAL FUND  
SUM ORG: 7030 FINANCE

1985-86 ACTUAL		1986-87 ACTUAL		1987-88 ADOPTED		1987-88 REVISED		1988-89 PROPOSED		1988-89 APPROVED		1988-89 ADOPTED	
FTE	BASE	FTE	BASE	FTE	BASE	FTE	BASE	FTE	BASE	FTE	BASE	FTE	BASE
6.16	105,336	4.70	78,759	6.00	101,777	6.00	105,228	5.00	89,197	5.00	89,197	0.00	0
4.00	75,212	4.03	77,572	5.00	102,480	5.00	105,964	4.00	84,020	4.00	84,020	0.00	0
0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
0.04	754	0.87	17,866	0.00	0	0.00	0	1.00	21,799	1.00	21,799	0.00	0
0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
3.00	64,681	3.00	66,877	3.00	69,920	3.00	69,920	3.00	70,032	3.00	70,032	0.00	0
3.07	89,137	3.00	74,754	3.00	79,985	3.00	79,985	3.00	80,937	3.00	80,937	0.00	0
0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
0.02	227	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
0.00	0	0.28	9,053	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
1.67	45,561	2.00	55,222	2.00	58,416	2.00	58,416	2.00	58,120	2.00	58,120	0.00	0
0.00	0	0.12	3,616	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
2.00	74,749	2.00	77,494	2.00	82,027	1.25	51,224	1.00	40,925	1.00	40,925	0.00	0
0.00	0	0.39	11,635	1.00	32,264	1.00	32,264	0.00	0	0.00	0	0.00	0
1.00	27,604	0.02	434	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
0.25	6,864	2.13	52,941	2.00	60,480	2.00	60,480	2.00	62,542	2.00	62,542	0.00	0
0.00	0	0.00	0	0.00	0	0.75	31,974	1.00	45,910	1.00	45,910	0.00	0
1.00	46,078	1.58	58,526	1.00	51,981	0.25	12,995	0.00	0	0.00	0	0.00	0
0.00	0	0.15	4,416	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
22.21	536,203	24.27	589,165	25.00	639,330	24.25	608,450	22.00	553,482	22.00	553,482	0.00	0



DEPARTMENT OF GENERAL SERVICES  
ADMINISTRATIVE SUPPORT

Manager: Kathy Busse

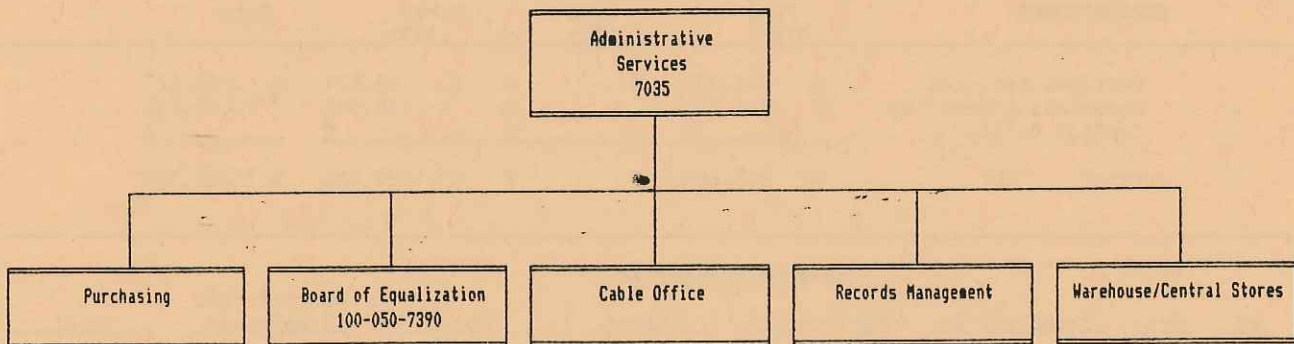
Agency 040

Organization 7035

PURPOSE STATEMENT

The Administrative Support Division was created during FY 88 to consolidate various administrative activities into one operational unit.

DIVISIONAL ORGANIZATION CHART



**DEPARTMENT OF GENERAL SERVICES  
ADMINISTRATIVE SUPPORT**

Manager: Kathy Busse

Agency 040

Organization 7035

PERSONNEL	1985-86	1986-87	1987-88	1988-89
Officials & Administrators	1.50	1.00	1.00	2.00
Professionals	4.00	6.00	5.00	6.00
Technicians & Para-Profess.	2.50	1.00	1.00	3.00
Protective Srv. Workers	0.00	0.00	0.00	0.00
Office & Clerical	5.75	5.00	6.00	6.50
Skilled Craft & Srv. Maint.	2.00	2.00	2.00	2.00
Total	15.75	15.00	15.00	19.50

EXPENDITURES	General Fund (100)	Federal/State Fund (156)	Other (163)	Total
Personal Services	\$ 614,708	\$ 0	\$ 68,871	\$ 683,579
Materials & Services	246,900	0	798,915	1,045,815
Capital Outlay	0	0	0	0
Total	\$ 861,608	\$ 0	\$ 867,786	\$ 1,729,394

PROGRAMS			Revenue Categories				General Fund	
<u>Fd</u>	<u>Org</u>	<u>Organization</u>	<u>Operational</u>	<u>Grant</u>	<u>Other</u>	<u>Supplement</u>	<u>Total</u>	
100	7036	Administration	\$ 0	\$ 0	\$ 0	\$ 79,269	\$ 79,269	
100	7440	Purchasing	17,380	0	0	400,529	417,909	
100	7390	Bd of Equal.	0	0	0	95,804	95,804	
100	7640	Records	0	0	0	159,453	159,453	
100	7650	Central Stores	0	0	0	109,173	109,173	
100	7205	Cable TV	0	0	867,786	0	867,786	
Total			\$ 17,380	\$ 0	\$ 867,786	\$ 844,228	\$1,729,394	

**PROGRAM**

100 7036 Administrative

<b>MISSION</b>		
To provide administrative functions so well that other County programs can concentrate on services.		
<b>OBJECTIVES</b>	<b>FTE</b>	<b>COST</b>
• Provide administrative support for the division.	1.50	\$ 79,269
<b>COSTS:</b>	1.50	\$ 79,269
<b>REVENUES:</b> General Funds \$79,269		

COSTS	1985-86	1986-87	1987-88	1988-89
FTE	0.00	0.00	0.00	1.50
PS	\$ 0	\$ 0	\$ 0	\$ 69,373
M&S	0	0	0	9,896
CO	0	0	0	0
TOTAL	\$ 0	\$ 0	\$ 0	\$ 79,269



DEPARTMENT OF GENERAL SERVICES  
ADMINISTRATIVE SUPPORT

Manager: Kathy Busse

Agency 040

Organization 7035

100 7440 Purchasing

<b>MISSION</b>		
To provide administrative functions so well that other County programs can concentrate on services.		
<b>OBJECTIVES</b>	<b>FTE</b>	<b>COST</b>
• Insure staff keeps abreast of laws/policies affecting Purchasing.	0.10	\$ 3,899
• Maintain Contract Information System	0.40	\$ 15,599
• Train/educate buyers and department staff on value based purchasing.	0.30	\$ 11,699
• Devise and implement a better contract approval process.	0.10	\$ 3,899
• Insure timely purchase of goods and services.	7.50	\$ 296,394
• Assist departments in meeting goals for W/MBE and QRF program.	1.00	\$ 38,899
• Devise and implement a better contract approval process.	0.10	\$ 3,899
• Provide building reception for various services.	0.60	\$ 23,399
• Maintain centralized public records of all County contracts and purchasing transactions.	0.90	\$ 35,099
<b>COSTS:</b>	<b>10.50</b>	<b>\$ 417,909</b>
<b>REVENUES:</b> General Fund \$411,617/Operational Revenue \$17,380		

<b>COSTS</b>	<u>1985-86</u>	<u>1986-87</u>	<u>1987-88</u>	<u>1988-89</u>
<b>FTE</b>	13.82	11.14	11.00	10.50
PS	\$ 426,076	\$ 358,231	\$ 386,022	\$ 372,895
M&S	58,480	45,548	41,290	45,014
CO	0	0	0	0
<b>TOTAL</b>	<b>\$ 484,556</b>	<b>\$ 403,779</b>	<b>\$ 427,312</b>	<b>\$ 417,909</b>

DEPARTMENT OF GENERAL SERVICES  
ADMINISTRATIVE SUPPORT

Manager: Kathy Busse

Agency 040

Organization 7035

100 7390 Board of Equalization

**MISSION**

The mission of the Board of Equalization is to examine and correct the assessment role prepared by the Assessor, increase or reduce the valuation of any property therein assessed so that the valuation is the true cash value of the property and assesses omitted taxable property.

The mission of the Board of Equalization staff is to provide taxpayers clear information as they file their real and personal property petitions, to organize petitions and related materials for the Board's review, and to inform petitioners and the Tax Assessor of the Board's decision.

**OBJECTIVES**

**FTE**

**COST**

- Provide support for the Board so they may hear a rule on appeals by processing petitions, scheduling hearings, mailing orders, and maintaining files.

1.50

\$ 95,804

**COSTS:**

1.50

\$ 95,804

**REVENUES:** General Fund \$95,804

<b>COSTS</b>	<b>1985-86</b>	<b>1986-87</b>	<b>1987-88</b>	<b>1988-89</b>
<b>FTE</b>	1.21	0.77	1.00	1.50
PS	\$ 37,918	\$ 33,887	\$ 47,743	\$ 51,400
M&S	35,978	27,864	40,136	44,404
CO	0	747	0	0
<b>TOTAL</b>	<b>\$ 73,896</b>	<b>\$ 62,498</b>	<b>\$ 87,879</b>	<b>\$ 95,804</b>

100 7640 Records

**MISSION**

To provide administrative functions so well that other County programs can concentrate on services.

**OBJECTIVES**

**FTE**

**COST**

- Sets up and maintains records system for County agencies including retention schedules, microfilming, blueprinting, records storage, retrieval and destruction.

1.00

\$ 159,453

**COSTS:**

1.00

\$ 159,453

**REVENUES:** General Fund \$159,453

<b>COSTS</b>	<b>1985-86</b>	<b>1986-87</b>	<b>1987-88</b>	<b>1988-89</b>
<b>FTE</b>	0.73	1.95	1.00	1.00
PS	\$ 26,317	\$ 63,234	\$ 31,481	\$ 32,217
M&S	83,328	91,456	127,968	127,236
CO	0	0	0	0
<b>TOTAL</b>	<b>\$ 109,645</b>	<b>\$ 154,690</b>	<b>\$ 164,003</b>	<b>\$ 159,453</b>



DEPARTMENT OF GENERAL SERVICES  
ADMINISTRATIVE SUPPORT

Manager: Kathy Busse

Agency 040

Organization 7035

**100 7650 Central Stores**

<b>MISSION</b>		
To provide administrative functions for other County programs.		
<b>OBJECTIVES</b>	<b>FTE</b>	<b>COST</b>
<ul style="list-style-type: none"> <li>Provide administrative support for the divisions, operate Central Stores to receive warehouse, and deliver goods and supplies.</li> </ul>	1.50	\$ 109,173
<b>COSTS:</b>	1.50	\$ 109,173
<b>REVENUES:</b> General Fund \$111,173		

<b>COSTS</b>	<u>1985-86</u>	<u>1986-87</u>	<u>1987-88</u>	<u>1988-89</u>
<b>FTE</b>	0.00	2.04	3.00	3.00
PS	\$ 0	\$ 58,108	\$ 89,567	\$ 88,823
M&S	0	22,067	15,814	20,350
CO	0	0	0	0
<b>TOTAL</b>	\$ 0	\$ 80,175	\$ 105,381	\$ 109,173

**63 7205 Cable Television**

<b>MISSION</b>
<p><u>Multnomah Cable Regulatory Commission</u></p> <p>The mission of the CRC is to regulate the franchise agreements with Rogers Cable - Multnomah East and Columbia Cable, and the contracts with Multnomah Cable Access Center and Mt. Hood Community College on behalf of the jurisdictions representing the citizens of Gresham, Troutdale, Fairview, Wood Village and unincorporated Multnomah County.</p> <p><u>CRC Staff</u></p> <p>The mission of the CRC staff is to enable the CRC to make its decisions; to ensure that the cable companies, MCAC and MHCC comply with the spirit and letter of their agreements with the CRC; to address consumer issues assuring that citizens receive prompt, fair and courteous service from the cable companies; and to champion innovative community uses of cable so that citizens and institutions receive maximum benefits from the capabilities of the systems.</p>

DEPARTMENT OF GENERAL SERVICES  
ADMINISTRATIVE SUPPORT

Manager: Kathy Busse

Agency 040

Organization 7035

163 7205 Cable Television Continued

OBJECTIVES	FTE	COST
1) To address franchise issues and requirements in a timely manner.	.85	\$ 70,476
2) To monitor Multnomah Cable Access Corp. for compliance with its contract.	.15	589,757
3) To monitor Program in Community Television for compliance with its contract.	.05	156,022
4) To operate the office to support the MCRC's mission and to comply with legal and administrative requirements.	.57	31,121
5) To assure that consumer needs and inquiries are answered.	.33	16,176
6) To explore innovative uses of cable system's capabilities.	.05	4,234
<b>COSTS:</b>	<b>2.00</b>	<b>\$ 867,786</b>
<b>REVENUES: Cable Fund \$867,786</b>		

COSTS	1985-86	1986-87	1987-88	1988-89
FTE	2.60	2.00	2.00	2.00
PS	\$ 99,907	\$ 90,330	\$ 83,984	\$ 68,871
M&S	488,664	614,855	809,411	798,915
CO	0	0	0	0
<b>TOTAL</b>	<b>\$ 588,571</b>	<b>\$ 705,185</b>	<b>\$ 893,395</b>	<b>\$ 867,786</b>

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AGENCY: 040 GENERAL SERVICES  
FUND: 100 GENERAL FUND  
SUM ORG: 7035 ADMINISTRATIVE S

PERSONAL SERVICES					
346,826	356,997	378,630	410,408		
8,426	14,280	16,732	16,732	5100 PERMANENT	442,264
150	833	820	820	5200 TEMPORARY	9,471
4,349	5,901	8,114	8,114	5300 OVERTIME	1,485
130,560	135,449	102,757	113,556	5400 PREMIUM	2,891
490,311	513,460	507,053	549,630	5500 FRINGE BENEFITS	109,324
0	0	47,760	48,482	TOTAL EXTERNAL	557,730
				5550 INSURANCE BENEFITS	56,978
490,311	513,460	554,813	598,112	TOTAL PERSONAL SERVICES	614,708
EXTERNAL MATERIALS AND SERVICES					
0	0	0	0	6050 COUNTY SUPPLEMENTS	0
0	0	0	0	6060 PASS-THROUGH PAYMENTS	0
36,136	29,406	40,678	40,678	6110 PROFESSIONAL SVCS	46,964
80,589	84,377	130,860	130,860	6120 PRINTING	133,421
0	0	0	0	6130 UTILITIES	0
18,492	19,545	0	0	6140 COMMUNICATIONS	0
0	0	0	0	6170 RENTALS	600
3,704	3,548	3,920	3,920	6180 REPAIRS AND MAINTENANCE	4,350
0	101	0	0	6190 MAINTENANCE CONTRACTS	5,004
20,942	18,941	16,950	16,950	6200 POSTAGE	19,645
8,181	10,708	10,355	10,355	6230 SUPPLIES	13,875
0	2,614	850	850	6270 FOOD	0
0	308	0	0	6310 EDUCATION & TRAINING	0
1,094	913	1,125	1,125	6330 TRAVEL	1,650
0	0	0	0	6520 INSURANCE	0
0	0	0	0	6530 EXTERNAL DATA PROCESSING	0
0	0	0	0	6550 DRUGS	0
0	0	0	0	6580 CLAIMS PAID	0
0	0	0	0	6590 JUDGMENTS	0
0	0	0	0	6610 AWARDS AND PREMIUMS	200
75	1,906	1,930	1,930	6620 DUES AND SUBSCRIPTIONS	2,130
0	0	0	0	6650	0
0	0	0	0	7810 PRINCIPAL	0
0	0	0	0	7820 INTEREST	0
169,213	172,367	206,668	206,668	TOTAL EXTERNAL	227,839
0	416	0	0	INTERNAL SERVICE REIMBURSEMENTS	0
0	0	11,025	11,025	7100 INDIRECT COSTS	0
0	7,169	0	0	7150 TELEPHONE	13,274
8,444	6,954	7,515	7,515	7200 DATA PROCESSING	0
0	0	0	0	7300 MOTOR POOL	5,787
129	29	0	0	7400 BUILDING MANAGEMENT	0
8,573	14,568	18,540	18,540	7500 OTHER INTERNAL	0
				TOTAL INTERNAL	19,061
177,786	186,935	225,208	225,208	TOTAL MATERIALS & SERVICES	246,900
TOTAL BUDGET					
659,524	686,574	718,275	760,852	DIRECT BUDGET	785,569
668,097	701,142	784,575	827,874	TOTAL BUDGET	861,608



AGENCY: 040 GENERAL SERVICES  
FUND: 100 GENERAL FUND  
SUM ORG: 7035 ADMINISTRATIVE SUPPORT

1985-86 ACTUAL		1986-87 ACTUAL		1987-88 ADOPTED		1987-88 REVISED		1988-89 PROPOSED		1988-89 APPROVED		1988-89 ADOPTED	
FTE	BASE	FTE	BASE	FTE	BASE	FTE	BASE	FTE	BASE	FTE	BASE	FTE	BASE
3.70	57,738	3.50	56,340	4.00	68,517	4.00	70,847	5.00	87,307	4.50	79,602	0.00	0
0.96	17,009	0.49	9,293	1.00	19,905	1.01	20,669	0.00	0	0.00	0	0.00	0
0.96	20,401	1.00	21,639	1.00	22,469	1.00	22,469	1.00	23,135	1.00	23,135	0.00	0
0.92	17,952	0.13	2,565	0.00	0	0.00	0	1.00	21,381	1.00	21,381	0.00	0
3.73	97,067	5.13	131,875	5.00	141,376	5.00	141,376	5.00	143,633	5.00	143,633	0.00	0
0.00	0	0.54	11,711	1.00	22,712	1.00	22,712	1.00	23,562	1.00	23,562	0.00	0
1.66	31,466	0.68	12,504	1.00	19,063	1.00	19,063	1.00	17,285	1.00	17,285	0.00	0
0.93	18,307	1.68	35,655	1.00	21,583	1.00	21,583	1.00	22,641	1.00	22,641	0.00	0
0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
0.25	3,522	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
0.96	18,838	0.27	5,742	1.00	21,924	1.00	23,612	1.00	23,873	1.00	23,873	0.00	0
0.73	17,171	0.38	9,929	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
0.00	0	0.22	4,135	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
0.86	31,240	0.45	17,821	1.00	41,081	1.00	41,081	1.00	36,185	1.00	36,185	0.00	0
0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
0.00	0	0.38	6,336	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
0.10	3,733	0.55	20,938	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
0.00	0	0.00	0	0.00	0	0.00	28,684	1.00	43,262	1.00	43,262	0.00	0
0.00	0	0.50	10,514	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
15.76	334,444	15.90	356,997	16.00	378,630	16.67	412,096	18.00	442,264	17.50	434,559	0.00	0



# REQUIREMENT DETAIL

1985-86 ACTUAL 1986-87 ACTUAL 1987-88 ADOPTED 1987-88 REVISED AGENCY: 040 GENERAL SERVICES  
 FUND: 163 CABLE TELEVISION FUND 1988-89 PROPOSED 1988-89 APPROVED 1988-89 ADOPTED  
 SUM ORG: 7205 ADMIN SVCS (CABLE)

66,764	64,339	61,350	61,350	PERSONAL SERVICES	51,200	51,200	0
7,030	3,018	0	0	5100 PERMANENT	0	0	0
0	0	0	0	5200 TEMPORARY	0	0	0
1,517	1,125	0	0	5300 OVERTIME	0	0	0
24,596	21,848	16,460	16,460	5400 PREMIUM	0	0	0
99,907	90,330	77,810	77,810	5500 FRINGE BENEFITS	12,933	12,933	0
0	0	6,174	6,174	TOTAL EXTERNAL	64,133	64,133	0
				5550 INSURANCE BENEFITS	4,738	4,738	0
99,907	90,330	83,984	83,984	TOTAL PERSONAL SERVICES	68,871	68,871	0
0	0	0	0	EXTERNAL MATERIALS AND SERVICES	0	0	0
400,529	544,610	711,368	711,368	6050 COUNTY SUPPLEMENTS	736,679	736,679	0
38,334	33,612	68,727	68,727	6060 PASS-THROUGH PAYMENTS	30,000	30,000	0
3,788	2,389	3,500	3,500	6110 PROFESSIONAL SVCS	3,500	3,500	0
0	0	0	0	6120 PRINTING	0	0	0
2,048	2,454	0	0	6130 UTILITIES	0	0	0
55	80	0	0	6140 COMMUNICATIONS	0	0	0
85	36	400	400	6170 RENTALS	100	100	0
0	0	0	0	6180 REPAIRS AND MAINTENANCE	0	0	0
2,295	2,010	2,500	2,500	6190 MAINTENANCE CONTRACTS	2,500	2,500	0
452	215	500	500	6200 POSTAGE	400	400	0
234	46	0	0	6230 SUPPLIES	200	200	0
1,006	5,214	3,900	3,900	6270 FOOD	5,475	5,475	0
1,158	957	1,050	1,050	6310 EDUCATION & TRAINING	771	771	0
0	0	0	0	6330 TRAVEL	0	0	0
0	0	0	0	6520 INSURANCE	0	0	0
0	0	0	0	6530 EXTERNAL DATA PROCESSING	0	0	0
0	0	0	0	6550 DRUGS	0	0	0
0	0	0	0	6580 CLAIMS PAID	0	0	0
0	0	0	0	6590 JUDGMENTS	0	0	0
0	25	0	0	6610 AWARDS AND PREMIUMS	0	0	0
1,090	965	1,250	1,250	6620 DUES AND SUBSCRIPTIONS	800	800	0
59	0	0	0	6650	0	0	0
0	0	0	0	7810 PRINCIPAL	0	0	0
0	0	0	0	7820 INTEREST	0	0	0
451,143	592,613	793,195	793,195	TOTAL EXTERNAL	780,425	780,425	0
12,945	17,454	9,867	9,867	INTERNAL SERVICE REIMBURSEMENTS	11,607	11,607	0
35	0	1,461	1,461	7100 INDIRECT COSTS	2,070	2,070	0
15	53	0	0	7150 TELEPHONE	0	0	0
4,888	4,735	4,888	4,888	7200 DATA PROCESSING	0	0	0
19,638	0	0	0	7300 MOTOR POOL	4,813	4,813	0
37,521	22,242	16,216	16,216	7400 BUILDING MANAGEMENT	0	0	0
				7500 OTHER INTERNAL	18,490	18,490	0
488,664	614,855	809,411	809,411	TOTAL INTERNAL	798,915	798,915	0
0	0	0	0	8100 LAND	0	0	0
0	0	0	0	8200 BUILDINGS	0	0	0
0	0	0	0	8300 OTHER IMPROVEMENTS	0	0	0
0	0	0	0	8400 EQUIPMENT	0	0	0
0	0	0	0	TOTAL CAPITAL OUTLAY	0	0	0
551,050	682,943	871,005	871,005	DIRECT BUDGET	844,558	844,558	0
588,571	705,185	893,395	893,395	TOTAL BUDGET	867,786	867,786	0



AGENCY: 040 GENERAL SERVICES  
FUND: 163 CABLE TELEVISION FUND  
SUM ORG: 7205 ADMIN SVCS (CABLE)

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DEPARTMENT OF GENERAL SERVICES  
EMPLOYEE RELATIONS

Manager: Lloyd Williams

Agency 040

Organization 7040

PERSONNEL	1985-86	1986-87	1987-88	1988-89
Officials & Administrators	1.00	1.33	2.00	2.00
Professionals	6.95	7.34	4.00	5.00
Technicians & Para-Profess.	2.79	1.29	1.00	1.00
Protective Srv. Workers	0.13	0.00	0.00	0.00
Office & Clerical	0.00	0.00	0.00	0.00
Skilled Craft & Srv. Maint.	0.00	0.00	0.00	0.00
Total	10.87	9.96	7.00	8.00

EXPENDITURES	General Fund (100)	Federal/State Fund (156)	Insurance (400)	Total
Personal Services	\$ 346,353	\$ 0	\$ 0	\$ 346,353
Materials & Services	190,308	0	0	190,308
Capital Outlay	0	0	0	0
Total	\$ 536,661	\$ 0	\$ 0	\$ 536,661

PROGRAMS

Revenue Categories

Fd	Org	Organization	Operational	Grant	Other	General Fund Supplement	Total
100	7510	Administration	\$ 0	\$ 0	\$ 0	\$ 479,051	\$ 479,051
100	7511	Affirm Action	0	0	0	57,610	57,610
		Total	\$ 0	\$ 0	\$ 0	\$ 536,661	\$ 536,661

DEPARTMENT OF GENERAL SERVICES  
EMPLOYEE RELATIONS

Manager: Lloyd Williams

Agency 040

Organization 7040

PROGRAM

100 7510 Employee Relations

**MISSION**

Employee Relations mission is to provide County managers with leadership to assure they have the human resource services necessary to accomplish their goals and assure equitable and impartial treatment of employees and applicants.

This is accomplished by a quality program of employee development, training, risk management, benefits and information management, recruitment, selection, classification and compensation system and organizational development. Through these program responsibilities, County managers will be provided with assistance, direction and enhancement of their skills to continue their development of their employees.

**OBJECTIVES**

**FTE**

**COST**

- |   |      |           |
|---|------|-----------|
| 1. Develop and implement a classification and compensation system that addresses comparable worth, career progression and position control essential for human resource management. Maintain the system steady state.   | 1.25 | \$ 57,460 |
| a. Develop the RFP for the acquisition of a consulting firm to assist in the re-tooling of the compensation and classification system.  | 1.75 | 29,854    |
| b. Retain the services of a consulting firm to assist with the development of the new compensation plan.  |      | 125,000   |
| 2. Develop and implement a Personnel Administration system that includes recruitment, selection, exit interviewing, equal employment opportunity and provide the necessary and required training for the aforementioned. Maintain the Personnel Administration system steady state. | 1.00 | 53,347    |
| 3. Plan and oversee the management and career progression of the Employee Relations staff through staff development, employment counseling, training and management development skill enhancements.   | .50  | 26,674    |
| 4. Provide professional consultation to County managers through organizational development, management development and human resource development for effective management of human resources.  | .50  | 26,674    |
| 5. Maintain current staff ongoing activities that enhance user effectiveness through personnel selection, recruitment, classification, training and exit interviewing.  | 3.00 | 160,042   |

**COSTS**

7.00

\$ 479,051

**REVENUES:** General Fund \$479,051

COSTS	1985-86	1986-87	1987-88	1988-89
FTE	10.87	9.96	6.00	7.00
PS	\$ 401,815	\$ 392,568	\$ 277,031	\$ 296,688
M&S	93,371	109,834	49,459	182,363
CO	0	0	0	0
<b>TOTAL</b>	<b>\$ 495,186</b>	<b>\$ 502,402</b>	<b>\$ 326,490</b>	<b>\$ 479,051</b>



**DEPARTMENT OF GENERAL SERVICES  
EMPLOYEE RELATIONS**

Manager: Lloyd Williams

Agency 040

Organization 7040

**100 7511 Affirmative Action**

**MISSION**

The purpose of the Affirmative Action/Equal Employment Opportunity Program is to:

1. Provide equal access to employment opportunities to all applicants that should apply to Multnomah County.
2. Ensure equitable treatment of employees in the promotion, demotion and transfer process.
3. Enhance the skill level of managers to cross cultural concerns to insure an effective managerial interface between management and employees.
4. Develop, monitor, and evaluate a comprehensive program to identify, enhance and improve the County's utilization of minorities and women to achieve "full and equal employment with Multnomah County operations".
5. To ensure compliance with all applicable Federal, State and Local regulations, Laws and Executive Orders, including but not limited to:
  - a. Title 41, Chapter 60 for Federal Contractors, and [Ord. 248 s.21 (1980); Ord. 448 s.3 (1984); Ord. 461 rpld Ord. 448 (1985)].
  - b. Title VII of the Civil Rights Act of 1964, Equal Employment Opportunity Act of 1972, the Age Discrimination in Employment Act of 1967, the Rehabilitation Act of 1973, the Equal Pay Act of 1963 and the Standard for a Merit System in Personnel Act of 1970.

OBJECTIVES	FTE	COST
1. To monitor applicant flow into Multnomah County and track the success rate of inclusion into County employment through:		\$
a. development of an effective reporting structure to review and enhance applicant tracking.	.25	13,152
2. To revise the Affirmative Action Plan and enhance the utilization of minorities and women.	.15	9,892
3. To enhance the information baseline of the handicapped to develop a realistic strategy for their inclusion in the employment of Multnomah County.	.10	5,261
4. To train and upgrade the skill levels of managers in cross cultural concerns, EEO laws and AA Regulations and requirements and provide consultation to the community.	.15	10,892
5. To investigate, counsel and resolve employment discrimination and affirmative action complaints from employees and the community.	.25	13,152
6. To monitor Contract Compliance with MBE/FBE/DBE in conjunction with Administrative Services.	.10	5,261
<b>COSTS</b>	<b>1.00</b>	<b>\$ 57,610</b>
<b>REVENUES:</b>		

COSTS	1985-86	1986-87	1987-88	1988-89
FTE	0.00	1.00	1.00	1.00
PS	\$ 0	\$ 0	\$ 49,502	\$ 49,665
M&S	0	0	6,793	7,945
CO	0	0	3,100	0
<b>TOTAL</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 59,395</b>	<b>\$ 57,610</b>

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## REQUIREMENT DETAIL

AGENCY: 040 GENERAL SERVICES						REQUIREMENT DETAIL	
FUND: 100 GENERAL FUND							
SUM ORG: 7040 EMPLOYEE RELATIONS							
1985-86 ACTUAL	1986-87 ACTUAL	1987-88 ADOPTED	1987-88 REVISED	PERSONAL SERVICES	1988-89 PROPOSED	1988-89 APPROVED	1988-89 ADOPTED
289,776	285,415	236,850	199,846	PERSONAL SERVICES	253,691	253,691	0
71	0	0	0	5100 PERMANENT	0	0	0
0	0	0	0	5200 TEMPORARY	0	0	0
3,067	3,577	0	0	5300 OVERTIME	0	0	0
108,901	103,576	63,168	53,240	5400 PREMIUM	0	0	0
401,815	392,568	300,018	253,086	5500 FRINGE BENEFITS	64,561	64,561	0
0	0	26,515	23,945	TOTAL EXTERNAL	318,252	318,252	0
				5550 INSURANCE BENEFITS	28,101	28,101	0
401,815	392,568	326,533	277,031	TOTAL PERSONAL SERVICES	346,353	346,353	0
0	0	0	0	EXTERNAL MATERIALS AND SERVICES	0	0	0
0	0	0	0	6050 COUNTY SUPPLEMENTS	0	0	0
37,450	53,381	26,400	23,400	6060 PASS-THROUGH PAYMENTS	0	0	0
15,858	15,128	9,000	7,500	6110 PROFESSIONAL SVCS	146,000	146,000	0
0	0	0	0	6120 PRINTING	15,200	15,200	0
14,109	13,130	0	0	6130 UTILITIES	0	0	0
0	30	0	0	6140 COMMUNICATIONS	0	0	0
724	150	0	0	6170 RENTALS	0	0	0
0	0	0	0	6180 REPAIRS AND MAINTENANCE	0	0	0
14,792	16,161	10,000	10,000	6190 MAINTENANCE CONTRACTS	0	0	0
3,731	2,242	2,080	1,200	6200 POSTAGE	15,000	15,000	0
0	88	0	0	6230 SUPPLIES	1,525	1,525	0
0	4,790	0	0	6270 FOOD	0	0	0
2,108	1,521	1,750	1,750	6310 EDUCATION & TRAINING	0	0	0
0	0	0	0	6330 TRAVEL	2,750	2,750	0
0	0	0	0	6520 INSURANCE	0	0	0
0	0	0	0	6530 EXTERNAL DATA PROCESSING	0	0	0
0	0	0	0	6550 DRUGS	0	0	0
0	0	0	0	6580 CLAIMS PAID	0	0	0
0	0	0	0	6590 JUDGMENTS	0	0	0
0	10	0	0	6610 AWARDS AND PREMIUMS	0	0	0
3,714	2,688	1,620	1,000	6620 DUES AND SUBSCRIPTIONS	2,120	2,120	0
5	0	0	0	6650	0	0	0
0	0	0	0	7810 PRINCIPAL	0	0	0
0	0	0	0	7820 INTEREST	0	0	0
92,491	109,319	50,850	44,850	TOTAL EXTERNAL	182,595	182,595	0
0	0	0	0	INTERNAL SERVICE REIMBURSEMENTS	0	0	0
0	0	4,802	4,009	7100 INDIRECT COSTS	0	0	0
0	0	0	0	7150 TELEPHONE	7,380	7,380	0
0	0	0	0	7200 DATA PROCESSING	0	0	0
880	515	600	600	7300 MOTOR POOL	333	333	0
0	0	0	0	7400 BUILDING MANAGEMENT	0	0	0
0	0	0	0	7500 OTHER INTERNAL	0	0	0
880	515	5,402	4,609	TOTAL INTERNAL	7,713	7,713	0
93,371	109,834	56,252	49,459	TOTAL MATERIALS & SERVICES	190,308	190,308	0
0	0	0	0	8100 LAND	0	0	0
0	0	0	0	8200 BUILDINGS	0	0	0
0	0	0	0	8300 OTHER IMPROVEMENTS	0	0	0
0	0	3,100	0	8400 EQUIPMENT	0	0	0
0	0	3,100	0	TOTAL CAPITAL OUTLAY	0	0	0
494,306	501,887	353,968	297,936	DIRECT BUDGET	500,847	500,847	0
495,186	502,402	385,885	326,490	TOTAL BUDGET	536,661	536,661	0



AGENCY: 040 GENERAL SERVICES  
 FUND: 100 GENERAL FUND  
 SUM ORG: 7040 EMPLOYEE RELATIONS

## PERSONNEL DETAIL

1985-86 ACTUAL		1986-87 ACTUAL		1987-88 ADOPTED		1987-88 REVISED		1988-89 PROPOSED		1988-89 APPROVED		1988-89 ADOPTED	
FTE	BASE	FTE	BASE	FTE	BASE	FTE	BASE	FTE	BASE	FTE	BASE	FTE	BASE
2.79	54,885	1.29	26,517	1.00	22,265	1.00	22,265	1.00	20,629	1.00	20,629	0.00	0
0.13	2,564	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
5.00	126,189	5.00	133,002	4.00	116,489	4.00	116,489	4.00	113,587	4.00	113,587	0.00	0
0.00	0	0.33	6,923	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
1.95	64,815	2.00	67,745	0.00	0	0.00	0	1.00	35,820	1.00	35,820	0.00	0
0.00	0	0.00	0	1.00	37,004	1.00	37,004	1.00	37,090	1.00	37,090	0.00	0
0.00	0	0.34	7,024	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
1.00	41,323	1.00	44,203	1.00	47,882	1.00	47,882	1.00	46,565	1.00	46,565	0.00	0
ADMIN TECHNICIAN													
TEMPORARY WORKER													
MANAGEMENT ANALYST													
PROGRAM MANAGER 1													
ADMIN SPEC 2													
PROGRAM MGMT SPEC													
MANAGEMENT ASSISTANT													
PROGRAM MANAGER 2													
10.87	289,776	9.96	285,414	7.00	223,640	7.00	223,640	8.00	253,691	8.00	253,691	0.00	0

DEPARTMENT OF GENERAL SERVICES  
COUNTY COUNSEL

Manager: Larry Kressel

Agency 040

Organization 7050

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MISSION STATEMENT

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To provide effective legal advice and representation in order to prevent or minimize County liability and assist the County in achieving its goals.

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DIVISION OBJECTIVES	FTE	COST
• Draft legal documents and provide legal opinions in response to client requests in a timely manner.	5.65	\$ 292,222
• Determine the County's legal liability when claims are filed and to effectively represent the County in litigation.	10.45	2,552,250
• Assist the County in developing an effective, cost efficient risk management function that emphasizes prevention availability as well as vigorous defense against claims.	0.70	35,164
• Continuously upgrade practice skills of all staff and meet professional standards for continuing legal education.	0.75	41,762
• Establish an office environment that maximizes the ability of staff to respond professionally and efficiently to all requests and inquiries.	1.45	51,948
TOTAL	19.00	\$ 2,973,346

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**DEPARTMENT OF GENERAL SERVICES  
COUNTY COUNSEL**

Manager: Larry Kressel

Agency 040

Organization 7050

PERSONNEL	1985-86	1986-87	1987-88	1988-89
Officials & Administrators	1.00	1.83	1.00	1.00
Professionals	8.57	7.61	9.00	8.00
Technicians & Para-Profess.	1.00	1.00	1.00	1.00
Protective Srv. Workers	0.00	0.00	0.00	0.00
Office & Clerical	3.66	3.27	4.00	4.00
Skilled Craft & Srv. Maint.	0.00	0.00	0.00	0.00
<b>Total</b>	<b>14.23</b>	<b>13.71</b>	<b>15.00</b>	<b>14.00</b>

NOTE: An additional 5.00 FTE are appropriated in the "Limited Light" Program in the Insurance Fund.

EXPENDITURES	General Fund (100)	Federal/State Fund (156)	Insurance (400)	Total
Personal Services	\$ 636,515	\$ 0	\$ 170,820	\$ 807,335
Materials & Services	96,648	0	2,044,363	2,141,011
Capital Outlay	0	0	25,000	25,000
<b>Total</b>	<b>\$ 733,163</b>	<b>\$ 0</b>	<b>\$ 2,240,183</b>	<b>\$ 2,973,346</b>

**PROGRAMS**

			Revenue Categories			General Fund	
<u>Fd</u>	<u>Org</u>	<u>Organization</u>	<u>Operational</u>	<u>Grant</u>	<u>Other</u>	<u>Supplement</u>	<u>Total</u>
100	7560	Administration	\$ 0	\$ 0	\$ 0	\$ 733,163	\$ 733,163
400	7530	Liability Ins.	635,000	0	0	0	635,000
400	7540	Prop. Ins.	158,000	0	0	0	158,000
400	7550	Workers' Comp.	1,377,182	0	0	0	1,447,183
Total			\$ 2,170,182	\$ 0	\$ 58,507	\$ 733,163	\$2,973,346

**100 7560 Administration**

**MISSION**

To provide effective legal advice and representation in order to prevent or minimize County liability and assist the County in achieving its goals.

**OBJECTIVES**

- |   | FTE  | COST       |
|---|------|------------|
| • Draft legal documents and provide legal opinions in response to client requests in a timely manner.   | 5.60 | \$ 293,763 |
| • Determine the County's legal liability when claims are filed and effectively represent the County in litigation.  | 5.60 | 320,224    |
| • Assist the County in developing an effective, cost efficient risk management function that emphasizes prevention availability as well as vigorous defense against claims. | 0.70 | 36,863     |
| • Continuously upgrade practice skills of all staff and meet professional standards for continuing legal education.   | 0.70 | 33,658     |
| • Establish an office environment that maximizes the ability of staff to respond professionally and efficiently to all requests and inquiries.                              | 1.40 | 48,655     |

**COSTS**

14.00      \$ 733,163

**REVENUES:** General Fund \$733,163



DEPARTMENT OF GENERAL SERVICES  
COUNTY COUNSEL

Manager: Larry Kressel

Agency 040

Organization 7050

PROGRAMS

7455 Insurance Fund

The portion of the Insurance Fund housed in County Counsel is composed of Liability, Property and Workers' Compensation Insurance sections. The Fund is largely a self-insurance fund into which money is placed in anticipation of claims against the County. While Liability and Property Insurance are funded by Contributions from the General Fund which are added to carryover dollars, Workers' Compensation is funded out of each Department's Insurance Benefits object code at a set rate which anticipates the yearly cost of Workers' Compensation benefits.

Insurance Fund (400)	1985-86	1986-87	1987-88	1988-89
7530 Liability	\$ 198,819	\$ 399,050	\$ 620,000	\$ 635,000
7540 Property	134,825	110,722	163,825	158,000
7550 Workers' Comp.	<u>1,644,649</u>	<u>993,253</u>	<u>1,377,182</u>	<u>1,447,183</u>
TOTAL	\$ 1,978,293	\$ 1,503,025	\$ 2,161,007	\$ 2,240,183

400 7530 Liability Insurance

The Liability Insurance Section of the Insurance Fund provides self-insurance protection in matters of general liability. Due to the high cost of insurance rates, the County does not carry premiums for catastrophic loss.

COSTS	1985-86	1986-87	1987-88	1988-89
FTE	0.00	0.00	0.00	0.00
PS	\$ 0	\$ 0	\$ 0	\$ 0
M&S	198,819	399,050	620,000	610,000
CO	<u>0</u>	<u>0</u>	<u>0</u>	<u>25,000</u>
TOTAL	\$ 198,819	\$ 399,050	\$ 620,000	\$ 635,000

400 7540 Property Insurance

The Property Insurance Section covers payments for premiums on real property, certain major equipment (data processing) and expense below deductible levels.

COSTS	1985-86	1986-87	1987-88	1988-89
FTE	0.00	0.00	0.00	0.00
PS	\$ 0	\$ 0	\$ 0	\$ 0
M&S	130,080	110,722	163,825	158,000
CO	<u>4,745</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$ 134,825	\$ 110,722	\$ 163,825	\$ 158,000

400 7550 Workers' Compensation

The Workers' Compensation Section of the Insurance Fund provides for payment of Workers' Compensation claims, administration of the Fund and the Limited Light Program. (\$170,820). Under this program, injured workers who are not yet ready to return to former positions, but who are capable of performing limited tasks will be placed with departments at specifically created jobs on a temporary basis. The \$170,820 pays for wages of these employees. It is estimated that the program will place 5.00 FTE at the average County wage.

COSTS	1985-86	1986-87	1987-88	1988-89
FTE	0.00	0.61	5.00	5.00
PS	\$ 0	\$ 155,806	\$ 165,403	\$ 170,820
M&S	1,644,649	837,447	1,211,779	1,276,363
CO	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$ 1,644,649	\$ 993,253	\$ 1,377,182	\$ 1,447,183



DEPARTMENT OF GENERAL SERVICES  
COUNTY COUNSEL

Manager: Larry Kressel

Agency 040

Organization 7050

00 7560 Administration Continued

COSTS	1985-86	1986-87	1987-88	1988-89
FTE	14.32	13.42	14.00	14.00
PS	\$ 577,737	\$ 612,088	\$ 682,864	\$ 636,515
M&S	81,964	57,756	70,448	96,648
CO	0	0	0	0
TOTAL	\$ 659,701	\$ 669,884	\$ 753,312	\$ 733,163

DEPARTMENT OF GENERAL SERVICES  
COUNTY COUNSEL

Manager: Larry Kressel

Agency 040

Organization 7050

100 7555 Forfeiture

This program was transferred to the District Attorney's Office during FY 88.

COSTS		<u>1985-86</u>	<u>1986-87</u>	<u>1987-88</u>	<u>1988-89</u>
FTE		0.00	0.29	1.00	0.00
PS	\$	0	\$ 37,411	\$ 44,782	\$ 0
M&S		0	7,571	13,725	0
CO		0	0	0	0
TOTAL	\$	0	\$ 44,982	\$ 58,507	\$ 0

0900M



# REQUIREMENT DETAIL

AGENCY: 040 GENERAL SERVICES  
FUND: 100 GENERAL FUND  
SUM ORG: 7050 COUNTY COUNSEL

1988-89  
ADOPTED

1988-89  
APPROVED

1988-89  
PROPOSED

1985-86 ACTUAL	1986-87 ACTUAL	1987-88 ADOPTED	1987-88 REVISED	PERSONAL SERVICES	1988-89 PROPOSED	1988-89 APPROVED	1988-89 ADOPTED
422,356	450,959	503,803	489,640	5100 PERMANENT	471,766	471,766	0
1,872	4,970	0	0	5200 TEMPORARY	0	0	0
124	0	0	0	5300 OVERTIME	0	0	0
9,520	5,556	0	0	5400 PREMIUM	0	0	0
143,865	150,603	133,417	129,368	5500 FRINGE BENEFITS	117,863	117,863	0
577,737	612,088	637,220	619,008	TOTAL EXTERNAL	589,629	589,629	0
0	0	45,644	43,446	5550 INSURANCE BENEFITS	46,886	46,886	0
577,737	612,088	682,864	662,454	TOTAL PERSONAL SERVICES	636,515	636,515	0
EXTERNAL MATERIALS AND SERVICES							
0	0	0	0	6050 COUNTY SUPPLEMENTS	0	0	0
0	0	0	0	6060 PASS-THROUGH PAYMENTS	0	0	0
40,621	23,720	34,300	90,496	6110 PROFESSIONAL SVCS	60,000	60,000	0
6,432	5,137	9,328	8,628	6120 PRINTING	8,128	8,128	0
0	0	0	0	6130 UTILITIES	0	0	0
12,042	10,639	0	0	6140 COMMUNICATIONS	0	0	0
0	0	0	0	6170 RENTALS	0	0	0
858	1,117	225	200	6180 REPAIRS AND MAINTENANCE	550	550	0
0	0	0	0	6190 MAINTENANCE CONTRACTS	682	682	0
3,317	1,256	3,800	3,450	6200 POSTAGE	3,200	3,200	0
2,328	3,729	4,050	3,554	6230 SUPPLIES	3,200	3,200	0
0	0	0	0	6270 FOOD	0	0	0
0	0	1,100	364	6310 EDUCATION & TRAINING	0	0	0
3,307	1,968	3,200	3,200	6330 TRAVEL	3,200	3,200	0
0	0	0	0	6520 INSURANCE	0	0	0
0	0	0	0	6530 EXTERNAL DATA PROCESSING	0	0	0
0	0	0	0	6550 DRUGS	0	0	0
0	0	0	0	6580 CLAIMS PAID	0	0	0
0	0	0	0	6590 JUDGMENTS	0	0	0
0	47	0	0	6610 AWARDS AND PREMIUMS	0	0	0
11,536	8,908	6,617	5,991	6620 DUES AND SUBSCRIPTIONS	8,000	8,000	0
122	0	0	0	6650	0	0	0
0	0	0	0	7810 PRINCIPAL	0	0	0
0	0	0	0	7820 INTEREST	0	0	0
0	0	0	0	TOTAL EXTERNAL	0	0	0
80,563	56,521	62,620	115,883	INTERNAL SERVICE REIMBURSEMENTS	86,960	86,960	0
0	0	0	0	7100 INDIRECT COSTS	0	0	0
0	0	6,800	5,970	7150 TELEPHONE	8,660	8,660	0
0	248	0	0	7200 DATA PROCESSING	0	0	0
1,366	987	1,028	1,028	7300 MOTOR POOL	1,028	1,028	0
0	0	0	0	7400 BUILDING MANAGEMENT	0	0	0
35	0	0	0	7500 OTHER INTERNAL	0	0	0
1,401	1,235	7,828	6,998	TOTAL INTERNAL	9,688	9,688	0
81,964	57,756	70,448	122,881	TOTAL MATERIALS & SERVICES	96,648	96,648	0
EXTERNAL MATERIALS AND SERVICES							
0	0	0	0	8100 LAND	0	0	0
0	0	0	0	8200 BUILDINGS	0	0	0
0	0	0	0	8300 OTHER IMPROVEMENTS	0	0	0
0	0	0	0	8400 EQUIPMENT	0	0	0
0	0	0	0	TOTAL CAPITAL OUTLAY	0	0	0
658,300	668,609	699,840	734,891	DIRECT BUDGET	676,589	676,589	0
659,701	669,844	753,312	785,335	TOTAL BUDGET	733,163	733,163	0



# PERSONNEL DETAIL

AGENCY: 040 GENERAL SERVICES  
FUND: 100 GENERAL FUND  
SUM ORG: 7050 COUNTY COUNSEL

1985-86 ACTUAL		1986-87 ACTUAL		1987-88 ADOPTED		1987-88 REVISED		1988-89 PROPOSED		1988-89 APPROVED		1988-89 ADOPTED	
FTE	BASE	FTE	BASE	FTE	BASE	FTE	BASE	FTE	BASE	FTE	BASE	FTE	BASE
0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
3.66	64,219	3.27	61,722	4.00	79,922	4.00	82,639	4.00	79,310	4.00	79,310	0.00	0
1.00	21,652	1.00	21,806	1.00	23,108	1.00	23,108	1.00	23,344	1.00	23,344	0.00	0
1.86	36,501	0.14	2,904	1.00	19,388	1.00	20,047	1.00	21,172	1.00	21,172	0.00	0
1.00	29,732	1.73	54,997	1.00	32,663	1.00	32,663	0.00	0	0.00	0	0.00	0
0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
0.00	0	0.70	16,086	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
4.75	172,381	4.74	181,661	6.00	239,698	6.00	239,698	6.00	241,995	6.00	241,995	0.00	0
0.96	40,485	1.00	44,715	1.00	47,810	1.00	47,810	1.00	43,764	1.00	43,764	0.00	0
1.00	57,386	1.13	67,068	1.00	61,214	1.00	61,214	1.00	62,181	1.00	62,181	0.00	0
OFFICE ASSISTANT 2													
OFFICE ASSISTANT 3													
FINANCE TECHNICIAN													
LAW CLERK													
DEP COUNTY COUNSEL 2													
PROGRAM MGMT SPEC													
PROGRAM MANAGER 2													
DEP COUNTY COUNSEL 3													
DEP COUNTY COUNSEL 4													
COUNTY COUNSEL													
14.23	422,356	13.71	450,959	15.00	503,803	15.00	507,179	14.00	471,766	14.00	471,766	0.00	0



# REQUIREMENT DETAIL

AGENCY: 040 GENERAL SERVICES  
FUND: 400 INSURANCE FUND  
SUM ORG: 7050 COUNTY COUNSEL

1988-89  
ADOPTED

1988-89  
APPROVED

1988-89  
PROPOSED

1985-86 ACTUAL	1986-87 ACTUAL	1987-88 ADOPTED	1987-88 REVISED	PERSONAL SERVICES	1988-89 PROPOSED	1988-89 APPROVED	1988-89 ADOPTED
0	14,309	119,851	119,851	5100 PERMANENT	0	0	0
0	0	0	0	5200 TEMPORARY	123,400	123,400	0
0	0	0	0	5300 OVERTIME	0	0	0
0	0	0	0	5400 PREMIUM	0	0	0
0	5,731	35,152	35,152	5500 FRINGE BENEFITS	31,170	31,170	0
0	20,040	155,003	155,003	TOTAL EXTERNAL	154,570	154,570	0
0	0	10,400	10,400	5550 INSURANCE BENEFITS	16,250	16,250	0
0	20,040	165,403	165,403	TOTAL PERSONAL SERVICES	170,820	170,820	0
0	182,655	0	0	EXTERNAL MATERIALS AND SERVICES	0	0	0
0	0	0	0	6050 COUNTY SUPPLEMENTS	0	0	0
94,921	87,472	170,000	170,000	6060 PASS-THROUGH PAYMENTS	0	0	0
254	1,665	3,500	3,500	6110 PROFESSIONAL SVCS	160,000	160,000	0
0	0	0	0	6120 PRINTING	2,000	2,000	0
0	170	0	0	6130 UTILITIES	0	0	0
0	0	0	0	6140 COMMUNICATIONS	0	0	0
0	0	0	0	6170 RENTALS	0	0	0
0	0	25,150	25,150	6180 REPAIRS AND MAINTENANCE	25,150	25,150	0
0	0	0	0	6190 MAINTENANCE CONTRACTS	0	0	0
0	0	16,500	16,500	6200 POSTAGE	2,000	2,000	0
280	786	1,500	1,500	6230 SUPPLIES	1,300	1,300	0
0	0	0	0	6270 FOOD	0	0	0
318	108	700	700	6310 EDUCATION & TRAINING	1,000	1,000	0
0	20	200	200	6330 TRAVEL	200	200	0
1,735,562	115,837	134,825	110,966	6520 INSURANCE	140,000	140,000	0
0	0	0	0	6530 EXTERNAL DATA PROCESSING	0	0	0
1,704	0	0	0	6550 DRUGS	0	0	0
138,059	1,478,677	1,611,315	1,610,843	6580 CLAIMS PAID	0	0	0
0	0	0	0	6590 JUDGMENTS	1,679,285	1,679,285	0
0	0	0	0	6610 AWARDS AND PREMIUMS	0	0	0
150	0	0	0	6620 DUES AND SUBSCRIPTIONS	0	0	0
0	0	0	0	6650	0	0	0
0	0	0	0	7810 PRINCIPAL	0	0	0
0	0	0	0	7820 INTEREST	0	0	0
1,971,248	1,867,390	1,963,690	1,939,359	TOTAL EXTERNAL	2,010,935	2,010,935	0
0	0	0	0	INTERNAL SERVICE REIMBURSEMENTS	0	0	0
0	0	0	0	7100 INDIRECT COSTS	0	0	0
0	0	628	628	7150 TELEPHONE	863	863	0
0	0	0	0	7200 DATA PROCESSING	0	0	0
0	0	0	23,859	7300 MOTOR POOL	0	0	0
1,725	2,300	0	0	7400 BUILDING MANAGEMENT	1,380	1,380	0
575	28,209	31,286	31,286	7500 OTHER INTERNAL	31,185	31,185	0
2,300	30,509	31,914	55,773	TOTAL INTERNAL	33,428	33,428	0
1,973,548	1,897,899	1,995,604	1,995,132	TOTAL MATERIALS & SERVICES	2,044,363	2,044,363	0
0	0	0	0	8100 LAND	0	0	0
0	0	0	0	8200 BUILDINGS	0	0	0
0	0	0	0	8300 OTHER IMPROVEMENTS	0	0	0
4,745	8,947	0	8,000	8400 EQUIPMENT	25,000	25,000	0
4,745	8,947	0	8,000	TOTAL CAPITAL OUTLAY	25,000	25,000	0
1,975,993	1,896,377	2,118,693	2,102,362	DIRECT BUDGET	2,190,505	2,190,505	0
1,978,293	1,926,886	2,161,007	2,168,535	TOTAL BUDGET	2,240,183	2,240,183	0



AGENCY: 040 GENERAL SERVICES  
FUND: 400 INSURANCE FUND  
SUM ORG: 7050 COUNTY COUNSEL

[illegible]



DEPARTMENT OF GENERAL SERVICES  
ASSESSMENT AND TAXATION

Manager: Wanda Wright

Agency 040

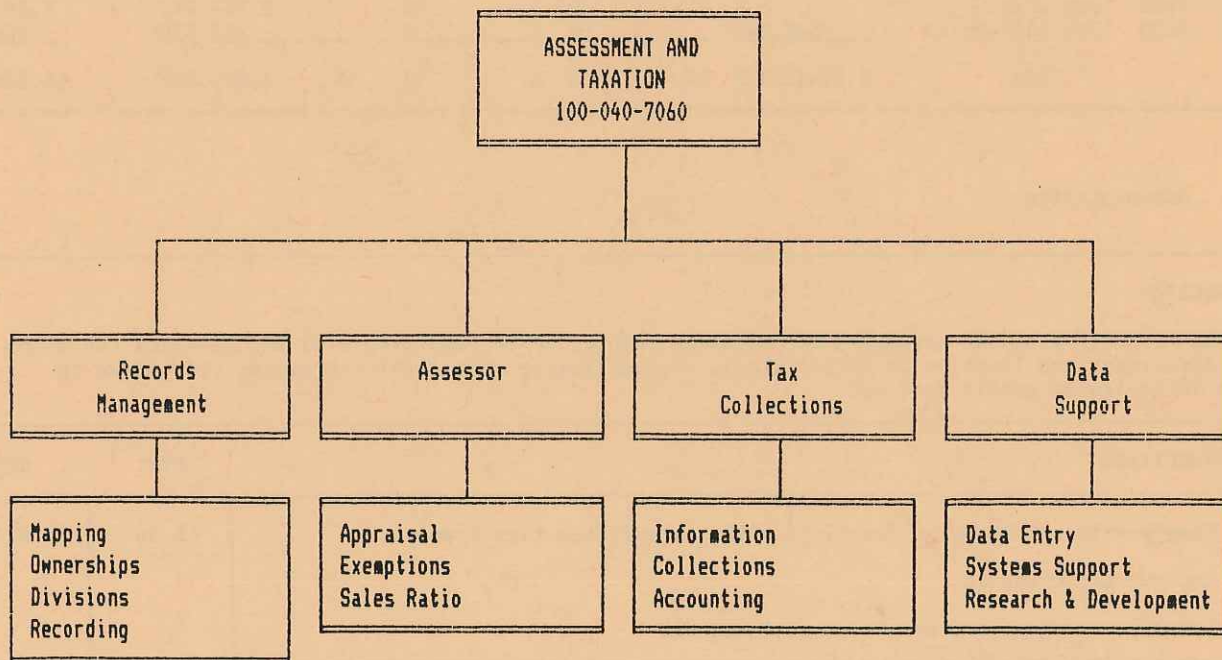
Organization 7060

MISSION STATEMENT

To be responsive to the taxpayers of Multnomah County, while complying with mandated functions of Assessment and Taxation in an efficient, cost effective manner which promotes confidence in the integrity of public service.

DIVISION OBJECTIVES	FTE	COST
• Comply with all mandated functions within prescribed time frames.	128.00	\$ 5,070,146
• Promote employee training and development.	2.50	104,361
• Improve overall operating efficiency.	1.50	51,027
<b>TOTAL</b>	<b>132.00</b>	<b>\$ 5,225,534</b>

DIVISIONAL ORGANIZATION CHART



**DEPARTMENT OF GENERAL SERVICES  
ASSESSMENT AND TAXATION**

Manager: Wanda Wright

Agency 040

Organization 7060

PERSONNEL	1985-86	1986-87	1987-88	1988-89
Officials & Administrators	11.03	14.28	11.00	11.00
Professionals	5.46	6.22	7.00	7.00
Technicians & Para-Profess.	43.05	42.79	50.00	52.00
Protective Srv. Workers	0.00	0.00	0.00	0.00
Office & Clerical	59.95	58.80	65.00	62.00
Skilled Craft & Srv. Maint.	0.00	0.00	0.00	0.00
<b>Total</b>	<b>119.49</b>	<b>129.00</b>	<b>133.00</b>	<b>132.00</b>

EXPENDITURES	General Fund (100)	Federal/State Fund (156)	Other ( )	Total
Personal Services	\$ 4,392,305	\$ 0	\$ 0	\$ 4,329,305
Materials & Services	833,229	0	0	833,229
Capital Outlay	0	0	0	0
<b>Total</b>	<b>\$ 5,225,534</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 5,225,534</b>

PROGRAMS			Revenue Categories				General Fund Supplement	Total
Fd	Org	Organization	Operational	Grant	Other			
100	7565	Administration	\$ 0	\$ 0	\$ 0	\$	527,606	\$ 527,606
100	7570	Records Mgt	999,170	0	0		152,931	1,152,101
100	7580	Appraisal	0	0	0		2,561,611	2,561,611
100	7630	Tax Collection	646,840	0	0		337,376	984,216
<b>Total</b>			<b>\$ 1,646,010</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$</b>	<b>3,579,524</b>	<b>\$5,225,534</b>

**PROGRAM**

100 7565 Administration

<b>MISSION</b>		
To be responsive to the taxpayers of Multnomah County, while complying with the mandated functions of Assessment and Taxation in an efficient, cost effective manner which promotes confidence in the integrity of public service.		
<b>OBJECTIVES</b>	<b>FTE</b>	<b>COST</b>
<ul style="list-style-type: none"> <li>Comply with all mandated functions within prescribed time frames.</li> <li>Improve efficiencies.</li> <li>Establish program and performance standards.</li> </ul>	13.00	\$ 527,606
<b>COSTS</b>	13.00	\$ 527,606
REVENUE: General Fund \$527,606		

COSTS	1985-86	1986-87	1987-88	1988-89
FTE	13.93	12.24	14.00	13.00
PS	\$ 454,135	\$ 417,836	\$ 505,919	\$ 448,310
M&S	137,137	155,951	118,550	79,296
CO	0	0	0	0
<b>TOTAL</b>	<b>\$ 591,272</b>	<b>\$ 573,787</b>	<b>\$ 624,469</b>	<b>\$ 527,606</b>



**DEPARTMENT OF GENERAL SERVICES  
ASSESSMENT AND TAXATION**

Manager: Wanda Wright

Agency 040

Organization 7060

00 7570 Records Management

<b>MISSION</b>		
Comply with mandated functions within prescribed time frames, and began daily maintenance of the new maps on the computerized map systems.		
<b>OBJECTIVES</b>	<b>FTE</b>	<b>COST</b>
<ul style="list-style-type: none"> <li>Comply with all mandated functions within prescribed time frames.                             <ul style="list-style-type: none"> <li>Perform all duties relating to recording of documents. 5.00 \$ 181,786</li> <li>Maintain ownerships and related data such as address changes due to ownership changes. 5.50 166,197</li> <li>Maintain property descriptions and related information on the computer and hardcopy. 4.50 136,907</li> <li>Maintain hardcopy, maps and computer map data showing parcels, taxing districts, etc. 2.50 90,220</li> <li>Answer telephone and counter inquiries quickly and efficiently. 3.25 89,268</li> <li>Bring new maps and computer files into service. 2.50 406,435</li> </ul> </li> <li>Promote employee training and development. 1.00 48,786                             <ul style="list-style-type: none"> <li>To promote team building and maximize communications.</li> <li>Improve the professional skill level of employees.</li> <li>Improve the public skill level of employees.</li> </ul> </li> <li>Improve overall operating efficiency. 0.75 32,502                             <ul style="list-style-type: none"> <li>Evaluate the organization and implement changes where needed.</li> <li>Inventory furniture and equipment &amp; develop plan to replace wornout or obsolete items.</li> <li>Review procedures for inefficiencies and implement change where needed.</li> <li>Continue to improve on the workplan for Record Management.</li> </ul> </li> </ul>		
<b>COSTS</b>	25.00	\$1,152,101
<b>REVENUE:</b> General Fund \$152,931/Operational \$999,170		

<b>COSTS</b>	<u>1985-86</u>	<u>1986-87</u>	<u>1987-88</u>	<u>1988-89</u>
<b>FTE</b>	24.01	24.34	25.00	25.00
PS	\$ 656,463	\$ 681,615	\$ 734,147	\$ 747,299
M&S	58,267	49,578	308,015	404,802
CO	0	0	0	0
<b>TOTAL</b>	<b>\$ 714,730</b>	<b>\$ 731,193</b>	<b>\$ 1,042,162</b>	<b>\$ 1,152,101</b>

DEPARTMENT OF GENERAL SERVICES  
ASSESSMENT AND TAXATION

Manager: Wanda Wright

Agency 040

Organization 7060

100 7580 Appraisal

MISSION		
To Provide:		
<ul style="list-style-type: none"> <li>Appraisals of all taxable real and personal property in Multnomah County in an efficient, timely and professional manner.</li> <li>Appraisals at true cash value and equity in the assessment process.</li> <li>Information and assistance to the public and to be responsive to all requests which relate to our area of responsibilities.</li> </ul>		
OBJECTIVES	FTE	COST
<ul style="list-style-type: none"> <li>To comply with all mandated functions within prescribed time frames.</li> </ul>	67.00	\$ 2,487,511
<ul style="list-style-type: none"> <li>Promote employee training and development:                             <ul style="list-style-type: none"> <li>Promote team building and communications</li> <li>Improve professional skills.</li> <li>Improve public service skills.</li> </ul> </li> </ul>	1.50	55,575
<ul style="list-style-type: none"> <li>Improve overall operating efficiency:                             <ul style="list-style-type: none"> <li>Replace obsolete and wornout furniture and equipment.</li> <li>Improve overall operating efficiency in the appraisal area.</li> <li>Improve procedures.</li> </ul> </li> </ul>	0.50	18,525
<b>COSTS</b>	69.00	\$ 2,561,611
<b>REVENUE: General Fund \$1,561,611</b>		

COSTS	1985-86	1986-87	1987-88	1988-89
FTE	58.04	60.38	67.00	69.00
PS	\$ 1,911,648	\$ 2,001,178	\$ 2,310,131	\$ 2,413,458
M&S	76,898	72,092	112,150	148,153
CO	0	0	0	0
<b>TOTAL</b>	<b>\$ 1,988,546</b>	<b>\$ 2,073,270</b>	<b>\$ 2,422,281</b>	<b>\$ 2,561,611</b>



DEPARTMENT OF GENERAL SERVICES  
ASSESSMENT AND TAXATION

Manager: Wanda Wright

Agency 040

Organization 7060

00 7630 Tax Collection

**MISSION**

To support the Division Mission by providing:

- Accurate, timely and efficient collection of both real and personal property taxes. (Tax Collection Unit).
- Accurate and timely turnover of funds to the various tax levying districts with a complete accounting audit trail. (Tax Accounting/Control Unit)
- Responsive information for the public regarding property tax matters and general assistance in all matters pertinent to our functional responsibilities. (Tax Information Unit)

**OBJECTIVES**

**FTE**

**COST**

- |   |       |            |
|---|-------|------------|
| <ul style="list-style-type: none"> <li>• To comply with all mandated functions within prescribed time frames<br/>PS 294,498<br/>M&amp;S 165,034</li> </ul>  | 8.33  | \$ 459,532 |
| <ul style="list-style-type: none"> <li>• To comply with mandated requirements and generally accepted accounting practices in the control and distribution of unsegregated tax funds.<br/>PS 219,266<br/>M&amp;S 14,330</li> </ul> | 6.33  | 233,596    |
| <ul style="list-style-type: none"> <li>• To provide the public accurate, timely information regarding property tax.<br/>PS 269,474<br/>M&amp;S 21,614</li> </ul>  | 10.34 | 291,088    |

**COSTS**

25.00

\$ 984,216

**REVENUE:** General Fund \$337,376/Operational \$646,840

COSTS	1985-86	1986-87	1987-88	1988-89
FTE	23.51	25.13	27.00	25.00
PS	\$ 655,896	\$ 719,388	\$ 809,598	\$ 783,238
M&S	158,398	174,894	191,640	200,978
CO	0	0	0	0
Total	\$ 814,294	\$ 894,282	\$ 1,001,238	\$ 984,216

0902M



# REQUIREMENT DETAIL

AGENCY: 040 GENERAL SERVICES					1987-88		1988-89		1988-89	
FUND: 100 GENERAL FUND					REVISED		ADOPTED		APPROVED	
SUM ORG: 7060 ASSESSMENT & TAXATION										
PERSONAL SERVICES										
2,628,510	2,684,849	3,075,774	3,100,051	5100 PERMANENT					3,134,688	0
51,701	93,487	65,244	65,244	5200 TEMPORARY					48,070	0
2,718	0	0	0	5300 OVERTIME					0	0
21,124	39,393	6,776	6,776	5400 PREMIUM					7,409	0
974,089	1,002,288	831,292	836,576	5500 FRINGE BENEFITS					797,085	0
3,678,142	3,820,017	3,979,086	4,008,647	TOTAL EXTERNAL					3,987,252	0
0	0	380,709	381,401	5550 INSURANCE BENEFITS					405,053	0
3,678,142	3,820,017	4,359,795	4,390,048	TOTAL PERSONAL SERVICES					4,392,305	0
EXTERNAL MATERIALS AND SERVICES										
0	0	0	0	6050 COUNTY SUPPLEMENTS					0	0
0	0	0	0	6060 PASS-THROUGH PAYMENTS					0	0
37,425	63,741	205,000	205,000	6110 PROFESSIONAL SVCS					208,800	0
57,518	52,830	57,185	57,185	6120 PRINTING					59,065	0
0	0	0	0	6130 UTILITIES					0	0
88,410	93,976	0	0	6140 COMMUNICATIONS					0	0
1,344	1,192	112,640	112,640	6170 RENTALS					2,640	0
33,821	5,131	9,550	9,550	6180 REPAIRS AND MAINTENANCE					9,950	0
0	23,804	47,225	47,225	6190 MAINTENANCE CONTRACTS					68,390	0
143,518	135,484	158,775	158,775	6200 POSTAGE					170,850	0
13,543	19,494	30,265	30,265	6230 SUPPLIES					51,986	0
0	0	0	0	6270 FOOD					0	0
0	0	0	0	6310 EDUCATION & TRAINING					0	0
45,673	44,791	53,170	53,170	6330 TRAVEL					54,990	0
0	0	0	0	6520 INSURANCE					0	0
0	569	875	875	6530 EXTERNAL DATA PROCESSING					875	0
0	0	0	0	6550 DRUGS					0	0
0	0	0	0	6580 CLAIMS PAID					0	0
0	0	0	0	6590 JUDGMENTS					0	0
0	401	0	0	6610 AWARDS AND PREMIUMS					0	0
407	1,852	3,500	3,500	6620 DUES AND SUBSCRIPTIONS					3,500	0
0	0	0	0	6650					0	0
0	0	0	0	7810 PRINCIPAL					0	0
0	0	0	0	7820 INTEREST					0	0
421,659	443,265	678,185	678,185	TOTAL EXTERNAL					631,046	0
INTERNAL SERVICE REIMBURSEMENTS										
0	0	0	0	7100 INDIRECT COSTS					0	0
0	0	42,450	42,450	7150 TELEPHONE					49,694	0
0	0	0	0	7200 DATA PROCESSING					0	0
9,041	9,132	9,720	9,720	7300 MOTOR POOL					8,489	0
0	0	0	0	7400 BUILDING MANAGEMENT					0	0
0	118	0	0	7500 OTHER INTERNAL					144,000	0
9,041	9,250	52,170	52,170	TOTAL INTERNAL					202,183	0
430,700	452,515	730,355	730,355	TOTAL MATERIALS & SERVICES					833,229	0
8100 LAND										
0	0	0	0	8200 BUILDINGS					0	0
0	0	0	0	8300 OTHER IMPROVEMENTS					0	0
0	0	0	0	8400 EQUIPMENT					0	0
0	0	0	0	TOTAL CAPITAL OUTLAY					0	0
4,099,801	4,263,282	4,657,271	4,686,832	DIRECT BUDGET					4,618,298	0
4,108,842	4,272,532	5,090,150	5,120,403	TOTAL BUDGET					5,225,534	0



AGENCY: 040 GENERAL SERVICES  
 FUND: 100 GENERAL FUND  
 SUM ORG: 7060 ASSESSMENT & TAXATION

# PERSONNEL DETAIL

1985-86 ACTUAL		1986-87 ACTUAL		1987-88 ADOPTED		1987-88 REVISED		1988-89 PROPOSED		1988-89 APPROVED		1988-89 ADOPTED	
FTE	BASE	FTE	BASE	FTE	BASE	FTE	BASE	FTE	BASE	FTE	BASE	FTE	BASE
0.00	49	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
42.63	679,442	43.08	696,308	48.00	823,650	47.00	833,943	46.00	837,395	46.00	837,395	0.00	0
11.36	209,387	11.72	218,744	13.00	256,294	13.00	265,007	14.00	282,784	14.00	282,784	0.00	0
4.39	91,564	4.00	83,079	4.00	87,644	4.00	90,624	2.00	46,270	2.00	46,270	0.00	0
0.96	20,605	1.47	32,380	2.00	43,189	2.00	43,189	3.00	66,559	3.00	66,559	0.00	0
1.52	40,626	2.00	54,170	2.00	51,582	2.00	51,582	2.00	57,588	2.00	57,588	0.00	0
1.31	28,109	1.44	30,314	2.00	45,476	2.00	45,476	1.00	22,152	1.00	22,152	0.00	0
2.73	58,690	2.05	43,931	3.00	65,793	3.50	75,927	4.00	86,398	4.00	86,398	0.00	0
1.00	28,142	1.00	28,856	1.00	29,952	1.50	42,203	2.00	61,499	2.00	61,499	0.00	0
1.00	28,772	0.09	2,646	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
27.44	702,059	25.48	646,006	33.00	851,376	33.00	851,376	32.00	844,054	32.00	844,054	0.00	0
5.58	165,511	6.32	182,532	6.00	185,536	6.00	185,536	6.00	187,480	6.00	187,480	0.00	0
1.03	17,525	1.94	39,609	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
3.00	72,358	3.00	74,597	3.00	78,177	3.00	78,177	3.00	74,070	3.00	74,070	0.00	0
0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
0.00	96	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
0.49	17,224	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
0.08	1,315	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
1.00	23,410	1.00	24,593	1.00	25,823	1.00	26,701	1.00	23,858	1.00	23,858	0.00	0
2.40	55,103	2.00	48,888	2.00	51,562	2.00	52,437	3.00	76,734	3.00	76,734	0.00	0
2.29	85,449	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
1.95	50,276	2.58	63,654	2.00	58,414	2.00	60,400	1.00	31,926	1.00	31,926	0.00	0
1.52	53,551	5.01	161,561	4.00	154,853	4.00	154,853	4.00	158,150	4.00	158,150	0.00	0
0.00	0	0.00	0	0.00	0	0.00	0	2.00	51,417	2.00	51,417	0.00	0
2.94	91,806	3.00	97,116	3.00	101,715	3.50	119,725	2.00	66,714	2.00	66,714	0.00	0
0.88	25,047	1.00	28,800	1.00	30,841	0.50	15,420	0.00	0	0.00	0	0.00	0
0.00	0	0.00	0	0.00	0	0.50	13,855	1.00	31,737	1.00	31,737	0.00	0
0.00	0	0.00	0	0.00	0	0.50	18,162	1.00	36,323	1.00	36,323	0.00	0
0.00	0	0.22	8,719	1.00	40,076	0.50	20,038	0.00	0	0.00	0	0.00	0
0.00	0	0.02	765	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
1.00	37,430	1.61	52,639	1.00	42,549	1.00	42,549	1.00	43,660	1.00	43,660	0.00	0
0.99	44,964	1.42	54,896	1.00	51,272	1.00	51,272	1.00	47,920	1.00	47,920	0.00	0
0.00	0	0.64	10,046	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
119.49	2,628,510	122.09	2,684,849	133.00	3,075,774	133.50	3,138,452	132.00	3,134,688	132.00	3,134,688	0.00	0



**DEPARTMENT OF GENERAL SERVICES  
ELECTIONS**

Manager: Vicki Ervin

Agency 040

Organization 7070

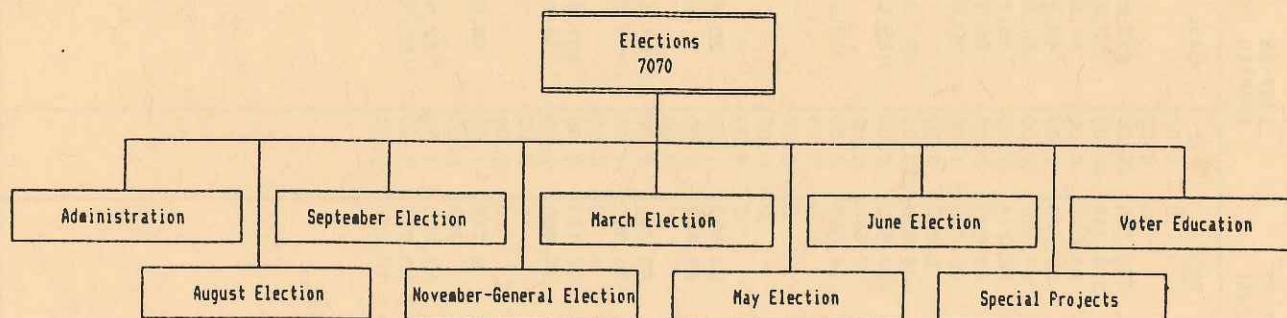
**MISSION**

To serve all citizens and local governments of Multnomah County by providing excellence in the conduct of the electoral process.

- Anticipating and responding to the needs of those citizens and governments.
- Assuring integrity of the electoral process.
- Working for improvements which will result in increased participation and lower costs.

OBJECTIVES	FTE	COST
Conduct elections in Multnomah County (includes voter registration, petition checking, ballot preparation, etc.).	16.80	\$ 1,897,736
Operate non-mandated programs for increased voter outreach and education. Dispatch Facility. This amount includes 911 revenue received from the State.	0.20	\$ 19,087
<b>COSTS</b>	17.00	\$ 1,916,823
<b>REVENUES:</b> Election recoveries \$690,448/Filing fees \$1,300/Voter lists \$5,000/ Sales \$3,700/General Fund Supplement \$1,216,375		

**DIVISIONAL ORGANIZATION CHART**





**DEPARTMENT OF GENERAL SERVICES  
ELECTIONS**

Manager: Vicki Ervin

Agency 040

Organization 7070

**PURPOSE STATEMENT**

The Elections Division is responsible for maintaining all voter registration records and conducting all elections held within Multnomah County. Functions of the Elections Division are delineated in state law, federal law, County code and administrative rules.

- To meet all legal requirements;
- To promote election processes which enhance voter awareness and participation;
- To provide a high level of integrity and honesty;
- To explore ways to provide economies without compromising the above objectives; and
- To maintain a professional approach to the operation and development of the division.

<b>PERSONNEL</b>	<u>1985-86</u>	<u>1986-87</u>	<u>1987-88</u>	<u>1988-89</u>
Officials & Administrators	1.00	1.71	1.00	1.00
Professionals	3.99	2.00	2.00	2.00
Technicians & Para-Profess.	0.00	1.99	2.00	0.00
Protective Srv. Workers	0.00	0.00	0.00	0.00
Office & Clerical	9.95	8.86	10.00	10.00
Skilled Craft & Srv. Maint.	<u>2.00</u>	<u>1.99</u>	<u>2.00</u>	<u>2.00</u>
Total	16.94	16.55	17.00	17.00

<b>EXPENDITURES</b>	General Fund (100)	Federal/State Fund (156)	Other ( )	Total
Personal Services	\$ 688,897	\$ 0	\$ 0	\$ 688,897
Materials & Services	1,227,926	0	0	1,227,926
Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$ 1,916,823	\$ 0	\$ 0	\$ 1,916,823

**PROGRAMS**

**Revenue Categories**

<u>Fd</u>	<u>Org</u>	<u>Organization</u>	<u>Operational</u>	<u>Grant</u>	<u>Other</u>	<u>General Fund Supplement</u>	<u>Total</u>
100	7690	Administration	\$ 8,700	\$ 0	\$ 0	\$ 749,467	\$ 758,167
100	7760	Spec. Projects	0	0	0	31,749	31,749
100	7730	Ann'l Dist Elec March	190,296	0	0	(1,300)	188,996
100	7700	Spec Election August	97,804	0	0	0	97,804
100	7710	Spec Election September	97,804	0	0	0	97,804
100	7720	Gnr'l Election	110,236	0	0	423,981	534,217
100	7740	Spec Election May	97,804	0	0	0	97,804
100	7750	Spec Election June	97,804	0	0	0	97,804
100	7790	Voter Outreach & Education	<u>0</u>	<u>0</u>	<u>0</u>	<u>12,478</u>	<u>12,478</u>
		TOTAL	\$ 700,448	\$ 0	\$ 0	\$ 1,216,375	\$1,916,823

**DEPARTMENT OF GENERAL SERVICES  
ELECTIONS**

Manager: Vicki Ervin

Agency 040

Organization 7070

**PROGRAM**

**100 7690 Administration**

Administration provides all full time support to the County Election process. Specific election costs are itemized below by election.

COSTS	1985-86	1986-87	1987-88	1988-89
FTE	16.86	16.55	17.00	17.00
PS	\$ 503,221	\$ 509,637	\$ 542,187	\$ 550,785
M&S	200,475	158,923	190,339	204,382
CO	0	0	0	0
<b>TOTAL</b>	<b>\$ 703,696</b>	<b>\$ 668,560</b>	<b>\$ 732,526</b>	<b>\$ 758,167</b>

**100 7760 Special Projects**

This section provides for verification of signatures for State initiative petitions and general equipment purchases. Equipment purchased includes a new signature verification machine and new disk storage.

COSTS	1985-86	1986-87	1987-88	1988-89
FTE	0.00	0.00	0.00	0.00
PS	\$ 6,372	\$ 5,917	\$ 7,468	\$ 3,749
M&S	9,321	3,014	15,800	28,000
CO	0	0	0	0
<b>TOTAL</b>	<b>\$ 15,693</b>	<b>\$ 8,931</b>	<b>\$ 23,268</b>	<b>\$ 31,749</b>

**100 7720 General Election**

In odd numbered years, this election provides for Countywide election of officers for Federal, State, County, City, Water District and METRO offices, which require ballot preparation, monitoring and arranging election board workers, voter registration, ballot reception and counting, general election preparation and post-election processing (reconciliation, abstracting, payroll and billing).

COSTS	1985-86	1986-87	1987-88	1988-89
FTE	0.00	0.00	0.00	0.00
PS	\$ 0	\$ 85,090	\$ 0	\$ 72,849
M&S	0	491,102	0	461,368
CO	0	0	0	0
<b>TOTAL \$</b>	<b>0</b>	<b>\$ 576,192</b>	<b>\$ 0</b>	<b>\$ 534,217</b>

**100 7790 Voter Outreach**

COSTS	1985-86	1986-87	1987-88	1988-89
FTE	0.00	0.00	0.00	0.00
PS	\$ 0	\$ 0	\$ 0	\$ 10,234
M&S	0	0	0	2,244
CO	0	0	0	0
<b>TOTAL</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 12,478</b>



DEPARTMENT OF GENERAL SERVICES  
ELECTIONS

Manager: Vicki Ervin

Agency 040

Organization 7070

00 7730 Annual District Election

Countywide election for all school, fire and water districts including Election preparation (ballot printing, mailing, personnel, etc.), accounting for ballots, signature verification, ballot counting and post election process.

COSTS	1985-86	1986-87	1987-88	1988-89
FTE	0.00	0.00	0.00	0.00
PS	\$ 2,290	\$ 41,386	\$ 32,170	\$ 10,256
M&S	32,686	211,706	99,992	178,740
CO	0	0	0	0
TOTAL	\$ 34,976	\$ 253,092	\$ 132,162	\$ 188,996

7700  
100 7710 Special Elections  
7740  
7750

There are four special election dates next fiscal year: May, June, August and September. These elections include any kind of ballot measure except a tax base election and are primarily used by schools and cities, but are available for any jurisdiction.

COSTS	1985-86	1986-87	1987-88	1988-89
FTE	0.00	0.00	0.00	0.00
PS	\$ 32,134	\$ 61,757	\$ 128,680	\$ 41,024
M&S	381,471	277,926	359,968	350,192
CO	0	0	0	0
TOTAL	\$ 413,605	\$ 339,683	\$ 488,648	\$ 391,216

00 7770 Primary Election

The Primary Election held in May 1988, is held every even numbered year and represents the election of officers for Federal, State, County, City and Metro Offices. Costs are for ballot preparation, arranging of polling places, voter registration, supervision of Board workers, ballot reception/counting and post election processes (reconciliation, abstracting, payroll billing, etc.).

COSTS	1985-86	1986-87	1987-88	1988-89
FTE	0.00	0.00	0.00	0.00
PS	\$ 79,518	\$ 0	\$ 85,642	\$ 0
M&S	682,812	0	723,547	0
CO	0	0	0	0
TOTAL	\$ 762,330	\$ 0	\$ 809,189	\$ 0

0903M



## REQUIREMENT DETAIL

AGENCY: 040 GENERAL SERVICES  
FUND: 100 GENERAL FUND  
SUM ORG: 7070 ELECTIONS

1988-89	1988-89
APPROVED	ADOPTED
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
10	10
11	11
12	12
13	13
14	14
15	15
16	16
17	17
18	18
19	19
20	20
21	21
22	22
23	23
24	24
25	25
26	26
27	27
28	28
29	29
30	30
31	31
32	32
33	33
34	34
35	35
36	36
37	37
38	38
39	39
40	40
41	41
42	42
43	43
44	44
45	45
46	46
47	47
48	48
49	49
50	50
51	51
52	52
53	53
54	54
55	55
56	56
57	57
58	58
59	59
60	60
61	61
62	62
63	63
64	64
65	65
66	66
67	67
68	68
69	69
70	70
71	71
72	72
73	73
74	74
75	75
76	76
77	77
78	78
79	79
80	80
81	81
82	82
83	83
84	84
85	85
86	86
87	87
88	88
89	89
90	90
91	91
92	92
93	93
94	94
95	95
96	96
97	97
98	98
99	99
100	100

1987-88	1987-88
ADOPTED	REVISED

1985-86 ACTUAL	1986-87 ACTUAL
-------------------	-------------------

PERSONAL SERVICES

397,075	397,075	0
106,293	106,293	0
17,499	17,499	0
0	0	0
111,153	111,153	0
632,020	632,020	0
56,877	56,877	0

397,075	
106,293	
17,499	
0	
111,153	
632,020	
56,877	

5100 PERMANENT  
5200 TEMPORARY  
5300 OVERTIME  
5400 PREMIUM  
5500 FRINGE BENEFITS  
TOTAL EXTERNAL  
5550 INSURANCE BENEFITS

688,897	688,897	0
---------	---------	---

688,897  
CES

TOTAL PERSONAL SERVICES

## EXTERNAL MATERIALS AND SERVICES

	O	O
	O	O
180,126		
571,086		
	O	O
	O	O
6,614		

NTS	0
MENTS	0
CS	180,126
	571,086
	0
	0
	0
	6,614

6050 COUNTY SUPPLEMENTS  
6060 PASS-THROUGH PAYMENTS  
6110 PROFESSIONAL SVCS  
6120 PRINTING  
6130 UTILITIES  
6140 COMMUNICATIONS  
6170 RENTALS

98,894	98,894	0
0	0	0
186,695	186,695	0
132,843	132,843	0
0	0	0
725	725	0
700	700	0

MAINTENANCE	98,894
TRACTS	0
	186,695
	132,843
	0
MINING	725
	700

5180 REPAIRS AND MAINTENANCE  
5190 MAINTENANCE CONTRACTS  
5200 POSTAGE  
5230 SUPPLIES  
5270 FOOD  
5310 EDUCATION & TRAINING  
5330 TRAVEL

	PROCESSING	0
		0
		0
		0
		0
		0
	VOLUMES	0
	OPTIONS	1,700

5520 INSURANCE  
5530 EXTERNAL DATA PROCESSING  
5540 RESEARCH AND DEVELOPMENT  
5550 DRUGS  
5560 CLAIMS PAID  
5570 JUDGMENTS  
5580 AWARDS AND PREMIUMS  
5590 DUES AND SUBSCRIPTIONS

	0	0	0
	0	0	0
	0	0	0
179,383	1,179,383		0
14,016	14,016		0

REBURSEMENTS	0
	0
	0
	0
	0
	1, 179, 383
	0
	14, 016

6650	
77810	PRINCIPAL
77820	INTEREST
	TOTAL EXTERNAL
	INTERNAL SERVICE REIMBURSEMENT
77100	INDIRECT COSTS
77150	TELEPHONE

0	0
4,527	4,527
0	0
30,000	30,000
48,543	48,543
227,926	1,227,926
	0

0	4,527	0
MENT	30,000	
	48,543	
RVICES	1,227,926	

77200 DATA PROCESSING	
77300 MOTOR POOL	
77400 BUILDING MANAGEMENT	
77500 OTHER INTERNAL	
TOTAL INTERNAL	
TOTAL MATERIALS & SERVICES	

○ ○ ○ ○ ○
○ ○ ○ ○ ○
○ ○ ○ ○ ○

CONTENTS

3100	LAND	
3200	BUILDINGS	
3300	OTHER IMPROVEMENTS	
3400	EQUIPMENT	
	TOTAL CAPITAL OUTLAY	

1,811,403	1,811,403	0
1,916,823	1,916,823	0

1,811,403  
1,916,823

DIRECT BUDGET  
TOTAL BUDGET



AGENCY: 040 GENERAL SERVICES  
FUND: 100 GENERAL FUND  
SUM ORG: 7070 ELECTIONS

SD MODA07 JB FEB 87

**DEPARTMENT OF GENERAL SERVICES  
INFORMATION SERVICES**

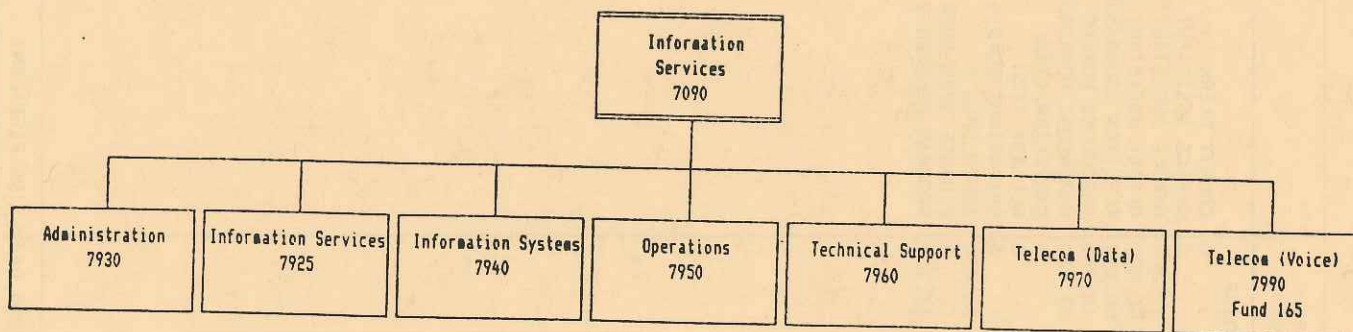
Manager: Jim Munz

Agency 040

Organization 7090

PERSONNEL	1985-86	1986-87	1987-88	1988-89
Officials & Administrators	7.42	8.56	9.00	9.00
Professionals	8.24	10.36	6.00	8.00
Technicians & Para-Profess.	31.90	28.25	34.00	32.00
Protective Srv. Workers	0.00	0.00	0.00	0.00
Office & Clerical	13.62	13.50	15.00	15.00
Skilled Craft & Srv. Maint.	0.00	0.00	0.00	0.00
<b>Total</b>	<b>61.18</b>	<b>63.00</b>	<b>64.00</b>	<b>64.00</b>

EXPENDITURES	General Fund (100)	Telephone Fund (156)	Data Processing Fund (301)	Total
Personal Services	\$ 0	\$ 188,369	\$ 2,446,345	\$ 2,634,714
Materials & Services	0	963,291	2,417,508	3,380,799
Capital Outlay	0	129,000	134,575	263,575
<b>Total</b>	<b>\$ 0</b>	<b>\$ 1,280,660</b>	<b>\$ 4,998,428</b>	<b>\$ 6,279,088</b>



**PROGRAMS**

**Revenue Categories**

Fd	Org	Organization	Operational	Grant	Other	General Fund Supplement	Total
<b>Data Processing</b>							
301	7925	Information Ctr	\$ 208,228	\$ 0	\$ 0	\$ 0	\$ 208,228
301	7930	Administration	1,139,958	0	0	0	1,139,958
301	7940	Info Systems	1,084,616	0	0	0	1,084,616
301	7950	Production Sys	1,374,453	0	0	0	1,374,453
301	7960	Tech Support	742,276	0	0	0	742,276
301	7970	Telecomm (Data)	448,897	0	0	0	448,897
		<b>Subtotal</b>	<b>4,998,428</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,998,428</b>
<b>Telephone Services</b>							
100	7980	Telecomm (Voice)	0	0	0	0	0
165	7990	Telephone Fund	1,280,660	0	0	0	1,280,660
		<b>Subtotal</b>	<b>971,126</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,118,545</b>
		<b>Total</b>	<b>\$ 6,729,088</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 6,729,088</b>



DEPARTMENT OF GENERAL SERVICES  
INFORMATION SERVICES

Manager: Jim Munz

Agency 040

Organization 7090

A list of all data processing revenue sources follows:

State of Oregon Circuit Court	\$ 31,400
State of Oregon District Court	103,352
City of Gresham	1,918
Clackamas County Juvenile	5,447
Washington County Juvenile	17,984
City of Portland	29,491
Multco Title Companies	103,868
Miscellaneous	32,857
General Fund	3,927,147
Road Fund	65,282
Federal/State Fund	325,404
Animal Control Fund	56,761
Telephone Fund	44,742

SUBTOTAL \$ 4,991,688

DP Fund Supplement 6,740

TOTAL \$ 4,998,428

**PROGRAM**

**301 7925 Information Center**

This section was created during FY 1987-88.

OBJECTIVES	FTE	COST
Support the integration of the OA Network.	2.00	\$ 137,985
<ul style="list-style-type: none"> <li>Facilitate monthly VS System Administrator meetings.</li> <li>Perform office automation analysis and propose configurations as required.</li> <li>Provide technical support for secondary systems.</li> <li>Perform office automation analysis and propose configurations as required.</li> </ul>		
Provide training and problem-solving services.	1.00	\$ 70,243
<ul style="list-style-type: none"> <li>Provide user "help desk" function; identifying and resolving Network hardware and software problems.</li> <li>Provide new user orientations covering current system features.</li> <li>Maintain accuracy and completeness of User Starter Kit and distribute copies/updates to all users.</li> </ul>		
<b>COSTS</b>	3.00	\$ 208,228

**301 7925 Information Center**

COSTS	1985-86	1986-87	1987-88	1988-89
FTE	0.00	0.00	3.00	3.00
PS	\$ 0	\$ 0	\$ 115,164	\$ 133,296
M&S	0	0	68,220	73,232
CO	0	0	15,400	1,700
<b>TOTAL</b>	\$ 0	\$ 0	\$ 198,784	\$ 208,228

**301 7930 Administration**

To provide efficient and effective information and communication services for County agencies.

OBJECTIVES	FTE	COST
Plan, organize and direct all ISD activities.	7.00	\$ 1,139,958
<ul style="list-style-type: none"> <li>Define and maintain acceptable levels of service.</li> <li>Improve accountability to users and to the Data Processing Management Committee.</li> </ul>		
<b>COSTS</b>	7.00	\$ 1,139,958

DEPARTMENT OF GENERAL SERVICES  
INFORMATION SERVICES

Manager: Jim Munz

Agency 040

Organization 7090

301 7930 Administration

COSTS		1985-86	1986-87	1987-88	1988-89
FTE		6.50	7.09	7.00	7.00
PS	\$	213,302	\$ 217,565	\$ 227,715	\$ 243,045
M&S		535,837	654,823	778,153	889,913
CO		399	2,488	7,000	7,000
TOTAL	\$	749,538	\$ 874,876	\$ 1,012,868	\$ 1,139,958

301 7940 Information Systems

OBJECTIVES	FTE	COST
Direct and manage the development, maintenance, and support of information systems that meet the needs of County agencies.	1.00	\$ 62,466
<ul style="list-style-type: none"> <li>Identify and implement technology to improve systems performance and staff productivity.</li> <li>Provide management information and consulting support to the Board of County Commissioners, the Data Processing Management Committee, and County Agency Management.</li> </ul>		
Establish and maintain data standards and provide data base design for application development and maintenance.	2.00	104,429
<ul style="list-style-type: none"> <li>Define and maintain application security standards.</li> <li>Maintain and improve the performance of the data base management system and provide reliable data base backup, recovery, and utility services.</li> </ul>		
Maintain and enhance existing information systems to support the changing needs and legal requirements of County agencies.	19.00	843,785
<ul style="list-style-type: none"> <li>Provide consulting and analysis support to help County agencies make effective use of ISD services and information technology.</li> </ul>		
Develop new information systems based on the priorities defined by the Data Processing Management Committee.	2.00	73,936
<b>COSTS</b>	<b>24.00</b>	<b>\$ 1,084,616</b>

COSTS		1985-86	1986-87	1987-88	1988-89
FTE		26.05	25.60	28.00	24.00
PS	\$	1,031,173	\$ 1,049,047	\$ 1,182,322	\$ 1,057,116
M&S		35,283	21,726	60,512	27,500
CO		150	11,105	0	0
TOTAL	\$	1,066,606	\$ 1,081,878	\$ 1,241,834	\$ 1,084,616



DEPARTMENT OF GENERAL SERVICES  
INFORMATION SERVICES

Manager: Jim Munz

Agency 040

Organization 7090

301 7950 Computer Operations

OBJECTIVES	FTE	COST
<ul style="list-style-type: none"> <li>Operate and supervise maintenance of the centralized computer equipment on a 24/7 basis in accordance with published schedules.</li> </ul>	7.00	\$ 1,139,032
<ul style="list-style-type: none"> <li>Schedule, process and distribute computer generated reports. Track and report resolution of any problems associated with this process.</li> </ul>	7.00	190,126
<ul style="list-style-type: none"> <li>Provide an operational quality assurance process for all new applications report resolution of any problems associated with this process.</li> </ul>	1.00	45,295
<b>COSTS</b>	15.00	\$ 1,374,453

COSTS	1985-86	1986-87	1987-88	1988-89
FTE	17.67	17.40	16.00	15.00
PS	\$ 582,368	\$ 594,776	\$ 554,966	\$ 542,699
M&S	804,647	945,802	718,240	705,879
CO	20,690	301,811	27,450	125,875
<b>TOTAL</b>	<b>\$ 1,407,705</b>	<b>\$ 1,842,389</b>	<b>\$ 1,300,656</b>	<b>\$ 1,374,453</b>

301 7960 Technical Support

OBJECTIVES	FTE	COST
<ul style="list-style-type: none"> <li>Provide management, planning &amp; leadership to operate a cost-effective, productive &amp; responsive section within DGS/ISD.</li> </ul>	1.00	\$ 60,717
<ul style="list-style-type: none"> <li>Provide systems programming functions to evaluate, acquire, install and maintain all software tools.</li> </ul>	1.00	53,485
<ul style="list-style-type: none"> <li>Provide systems programming functions to support the Information Systems Division with technical assistance and problem solving.</li> </ul>	1.00	\$ 52,488
<ul style="list-style-type: none"> <li>Provide capacity/performance planning and management to effectively utilize software, hardware, network, and application tools within the County.</li> </ul>	2.00	85,152
<ul style="list-style-type: none"> <li>Provide software tools required for efficient, reliable, and dependable Centralized Computer Facilities for all County departments.</li> </ul>		\$ 477,833
<ul style="list-style-type: none"> <li>Overtime and Premium pay for 4 FTE's.</li> </ul>		12,601
<b>COSTS</b>	5.00	\$ 742,276

COSTS	1985-86	1986-87	1987-88	1988-89
FTE	4.93	3.99	4.00	5.00
PS	\$ 238,270	\$ 181,950	\$ 191,059	\$ 264,443
M&S	198,590	342,724	445,786	477,833
CO	0	808	0	0
<b>TOTAL</b>	<b>\$ 436,860</b>	<b>\$ 525,482</b>	<b>636,845</b>	<b>\$ 742,276</b>

DEPARTMENT OF GENERAL SERVICES  
INFORMATION SERVICES

Manager: Jim Munz

Agency 040

Organization 7090

301 7970 Telecom (Data)

<b>MISSION</b> To plan, design and direct installations; make changes of data communications networks in the County. Analyze current and planned network usage.		
<b>OBJECTIVES</b>	<b>FTE</b>	<b>COST</b>
<ul style="list-style-type: none"> <li>Provide and coordinate the necessary resources for existing data communication facilities, new installations and modifications.</li> </ul>		\$ 17,950
<ul style="list-style-type: none"> <li>Configure the data communications network to meet County's requirements at least cost.</li> </ul>		
<ul style="list-style-type: none"> <li>Monitor and evaluate new communication technologies (hardware and software).</li> </ul>	2.00	\$ 331,064
<ul style="list-style-type: none"> <li>Train network help desk on new equipment, methods and software.</li> </ul>		
<ul style="list-style-type: none"> <li>Provide a help desk function to terminal users, resolve data network failures, perform new installations, move and coordinate terminal repairs.</li> </ul>	3.00	99,883
<b>COSTS</b>	5.00	\$ 448,897

<b>COSTS</b>	<u>1985-86</u>	<u>1986-87</u>	<u>1987-88</u>	<u>1988-89</u>
<b>FTE</b>	1.98	2.62	5.00	5.00
PS	\$ 91,086	\$ 114,484	\$ 199,738	\$ 205,746
M&S	390,218	382,209	318,757	243,151
CO	<u>6,671</u>	<u>8,153</u>	<u>13,500</u>	<u>0</u>
<b>TOTAL</b>	<b>\$ 487,975</b>	<b>\$ 504,846</b>	<b>\$ 531,995</b>	<b>\$ 448,897</b>

165 7990 Telecom - Voice

Personnel for this section are included in the Telephone Fund in 1988-89 Budget.

<b>OBJECTIVES</b>	<b>FTE</b>	<b>COST</b>
Provide management planning and technical services in support of Multnomah County voice communication systems in 43 County facilities.		\$
<ul style="list-style-type: none"> <li>Public information.</li> </ul>	1.50	43,676
<ul style="list-style-type: none"> <li>Consultation, vendor management, directory preparation, employee training, cost distribution and user billings, toll management, system upgrades and coordination performance of moves and changes.</li> </ul>	3.50	\$ 1,236,923
<b>COSTS</b>	5.00	\$ 1,280,599

<b>COSTS</b>	<u>1985-86</u>	<u>1986-87</u>	<u>1987-88</u>	<u>1988-89</u>
<b>FTE</b>	4.45	4.00	4.00	5.00
PS	\$ 128,363	\$ 129,395	\$ 145,414	\$ 188,367
M&S	15,353	1,426,382	806,975	963,291
CO	<u>22,030</u>	<u>42,423</u>	<u>169,200</u>	<u>128,939</u>
<b>TOTAL</b>	<b>\$ 165,746</b>	<b>\$ 1,598,200</b>	<b>\$ 1,121,589</b>	<b>\$ 1,280,599</b>

Note: History includes Personal Services costs which were in the General Fund prior to 1988-89.



# REQUIREMENT DETAIL

AGENCY: 040 GENERAL SERVICES  
 FUND: 301 DATA PROCESSING FUND  
 SUM ORG: 7090 INFORMATION SERVICES

1985-86 1986-87 1987-88 1987-88 1988-89 1988-89 1988-89  
 ACTUAL ACTUAL ADOPED REVISED PROPOSED APPROVED ADOPTED

1,512,266	1,523,983	1,679,335	1,687,163		1,708,910	1,708,910	0
2,591	3,075	0	0		0	0	0
63,703	51,272	26,500	26,500		31,572	31,572	0
17,874	30,097	7,308	7,308		51,029	51,029	0
559,765	549,395	458,421	460,522		455,405	455,405	0
2,156,199	2,157,822	2,171,564	2,181,493		2,246,916	2,246,916	0
0	0	183,236	183,432		199,429	199,429	0
2,156,199	2,157,822	2,354,800	2,364,925		2,446,345	2,446,345	0
PERSONAL SERVICES							
5100 PERMANENT							
5200 TEMPORARY							
5300 OVERTIME							
5400 PREMIUM							
5500 FRINGE BENEFITS							
TOTAL EXTERNAL							
5550 INSURANCE BENEFITS							
TOTAL PERSONAL SERVICES							
EXTERNAL MATERIALS AND SERVICES							
6050 COUNTY SUPPLEMENTS							
6060 PASS-THROUGH PAYMENTS							
6110 PROFESSIONAL SVCS							
6120 PRINTING							
6130 UTILITIES							
6140 COMMUNICATIONS							
6170 RENTALS							
6180 REPAIRS AND MAINTENANCE							
6190 MAINTENANCE CONTRACTS							
6200 POSTAGE							
6230 SUPPLIES							
6270 FOOD							
6310 EDUCATION & TRAINING							
6330 TRAVEL							
6520 INSURANCE							
6530 EXTERNAL DATA PROCESSING							
6550 DRUGS							
6580 CLAIMS PAID							
6590 JUDGMENTS							
6610 AWARDS AND PREMIUMS							
6620 DUES AND SUBSCRIPTIONS							
6650							
7810 PRINCIPAL							
7820 INTEREST							
TOTAL EXTERNAL							
INTERNAL SERVICE REIMBURSEMENTS							
7100 INDIRECT COSTS							
7150 TELEPHONE							
7200 DATA PROCESSING							
7300 MOTOR POOL							
7400 BUILDING MANAGEMENT							
7500 OTHER INTERNAL							
TOTAL INTERNAL							
TOTAL MATERIALS & SERVICES							
2,183,542	2,347,284	2,321,448	2,386,316		2,417,508	2,417,508	0
EXTERNAL MATERIALS AND SERVICES							
8100 LAND							
8200 BUILDINGS							
8300 OTHER IMPROVEMENTS							
8400 EQUIPMENT							
TOTAL CAPITAL OUTLAY							
DIRECT BUDGET							
TOTAL BUDGET							
3,693,826	4,259,820	3,810,919	3,898,116		3,980,580	3,980,580	0
4,367,651	4,829,471	4,724,198	4,811,591		4,998,428	4,998,428	0



AGENCY: 040 GENERAL SERVICES  
FUND: 301 DATA PROCESSING FUND  
SUM ORG: 7090 INFORMATION SERVICES

1985-86 ACTUAL			1986-87 ACTUAL			1987-88 ADOPTED			1987-88 REVISED			1988-89 PROPOSED			1988-89 APPROVED			1988-89 ADOPTED		
FTE	BASE		FTE	BASE		FTE	BASE		FTE	BASE		FTE	BASE		FTE	BASE		FTE	BASE	
0.74	10,153		0.42	5,955		1.00	14,609		1.00	15,106		1.00	15,106	OFFICE ASSISTANT 1	1.00	15,054		0.00	0	
6.52	104,890		6.71	108,416		8.00	135,421		8.00	140,025		8.00	140,025	OFFICE ASSISTANT 2	7.00	127,369		0.00	0	
3.91	72,050		4.83	90,464		4.00	80,227		4.00	82,954		4.00	82,954	OFFICE ASSISTANT 3	5.00	101,664		0.00	0	
1.00	26,319		0.90	26,214		0.00	0		0.00	0		0.00	0	ADMIN SPECIALIST 1	0.00	0		0.00	0	
2.97	66,237		0.81	18,442		3.00	68,661		3.00	68,661		3.00	68,661	DATA PROCESSING TECH	2.00	47,116		0.00	0	
0.00	0		0.06	951		0.00	0		0.00	0		0.00	0	PROGRAM DEVEL SPEC	0.00	0		0.00	0	
1.00	25,535		0.70	19,122		1.00	28,834		1.00	28,834		1.00	28,834	DATA PROCESSING SPEC	2.00	54,448		0.00	0	
8.01	253,657		5.77	188,398		6.00	199,478		6.00	199,478		6.00	199,478	PROGRAMMER ANALYST SR	6.00	202,996		0.00	0	
5.98	130,540		6.76	153,414		6.00	141,973		6.00	141,973		6.00	141,973	PROGRAMMER	5.00	121,172		0.00	0	
0.00	0		1.99	68,886		3.00	107,964		3.00	107,964		3.00	107,964	SR PROG ANALYST/LEAD	4.00	147,596		0.00	0	
5.15	135,341		5.50	151,998		8.00	224,170		8.00	224,170		8.00	224,170	PROGRAMMER ANALYST	8.00	224,360		0.00	0	
0.00	0		0.00	0		0.00	0		0.00	0		0.00	0	SOFTWARE SYS SPEC 1	0.00	0		0.00	0	
3.11	114,319		3.63	123,456		3.00	115,385		3.00	115,385		3.00	115,385	SOFTWARE SYS SPEC 2	3.00	116,092		0.00	0	
3.79	85,936		3.42	76,966		4.00	92,504		3.30	75,112		3.00	69,353	COMPUTER OPERATOR 1	3.00	69,353		0.00	0	
4.00	104,500		4.00	107,562		4.00	111,760		4.00	111,760		4.00	111,760	COMPUTER OPERATOR 2	4.00	111,332		0.00	0	
1.00	29,122		0.67	20,664		0.00	0		0.00	0		0.00	0	MANAGEMENT ANALYST	0.00	0		0.00	0	
2.93	101,055		2.96	107,203		4.00	148,604		4.00	148,604		4.00	148,604	DATA PROC MGR 1	3.00	118,011		0.00	0	
2.49	111,361		1.76	75,580		2.00	93,590		2.25	105,609		2.25	105,609	DATA PROC MGR 2	3.00	135,186		0.00	0	
0.00	0		0.01	20		0.00	0		0.00	0		0.00	0	PROGRAM SUPERVISOR	0.00	0		0.00	0	
1.00	29,382		1.69	47,663		1.00	32,907		1.00	32,907		1.00	32,907	COMPUTER OPER SUPR	1.00	32,782		0.00	0	
0.00	0		0.14	2,058		0.00	0		0.00	0		0.00	0	PROGRAM MANAGER 1	0.00	0		0.00	0	
1.33	39,364		1.70	49,635		1.00	30,850		1.00	30,850		1.00	30,850	ADMIN SPEC 2	1.00	33,025		0.00	0	
0.80	27,166		0.60	20,680		0.00	0		0.00	0		0.00	0	FINANCE SPECIALIST 2	0.00	0		0.00	0	
0.00	0		0.21	3,027		0.00	0		0.00	0		0.00	0	PROGRAM MGMT SPEC	0.00	0		0.00	0	
0.00	0		0.02	238		0.00	0		0.00	0		0.00	0	PROGRAM MANAGER 2	0.00	0		0.00	0	
1.00	45,339		1.44	56,971		1.00	52,398		1.00	52,398		1.00	52,398	PROGRAM MANAGER 3	1.00	51,354		0.00	0	
56.73	1,512,266		56.70	1,523,983		60.00	1,679,335		59.55	1,681,790		59.00	1,708,910	5100 PERMANENT	59.00	1,708,910		59.00	1,708,910	0.00
																				0



# REQUIREMENT DETAIL

AGENCY: 040 GENERAL SERVICES  
FUND: 165  
SUM ORG: 7990 TELEPHONE FUND

1988-89  
ADOPTED

1988-89  
APPROVED

1988-89  
PROPOSED

1985-86 ACTUAL	1986-87 ACTUAL	1987-88 ADOPTED	1987-88 REVISED	PERSONAL SERVICES	1988-89 PROPOSED	1988-89 APPROVED	1988-89 ADOPTED
94,891	91,471	100,721	101,952	5100 PERMANENT	130,054	130,054	0
975	4,592	6,336	6,336	5200 TEMPORARY	7,380	7,380	0
119	686	593	593	5300 OVERTIME	1,755	1,755	0
766	1,123	0	0	5400 PREMIUM	3,887	3,887	0
31,612	31,523	27,646	27,976	5500 FRINGE BENEFITS	33,849	33,849	0
128,363	129,395	135,296	136,857	TOTAL EXTERNAL	176,925	176,925	0
0	0	8,526	8,557	5550 INSURANCE BENEFITS	11,444	11,444	0
128,363	129,395	143,822	145,414	TOTAL PERSONAL SERVICES	188,369	188,369	0
EXTERNAL MATERIALS AND SERVICES							
0	0	0	0	6050 COUNTY SUPPLEMENTS	0	0	0
0	0	0	0	6060 PASS-THROUGH PAYMENTS	0	0	0
560	298	0	0	6110 PROFESSIONAL SVCS	0	0	0
5,985	6,253	500	500	6120 PRINTING	5,000	5,000	0
0	0	0	0	6130 UTILITIES	0	0	0
4,358	511,390	528,336	531,788	6140 COMMUNICATIONS	512,456	512,456	0
0	26,917	147,548	68,348	6170 RENTALS	102,808	102,808	0
141	194,497	0	0	6180 REPAIRS AND MAINTENANCE	0	0	0
0	0	160,500	160,500	6190 MAINTENANCE CONTRACTS	168,292	168,292	0
15	0	1,046	1,046	6200 POSTAGE	0	0	0
1,329	1,203	0	0	6230 SUPPLIES	1,400	1,400	0
0	0	0	0	6270 FOOD	0	0	0
1,152	370	0	0	6310 EDUCATION & TRAINING	5,689	5,689	0
1,800	251	350	350	6330 TRAVEL	555	555	0
0	0	0	0	6520 INSURANCE	0	0	0
0	0	0	0	6530 EXTERNAL DATA PROCESSING	6,000	6,000	0
0	0	0	0	6550 DRUGS	0	0	0
0	0	0	0	6580 CLAIMS PAID	0	0	0
0	0	0	0	6590 JUDGMENTS	0	0	0
0	9	0	0	6610 AWARDS AND PREMIUMS	0	0	0
0	291	333	333	6620 DUES AND SUBSCRIPTIONS	333	333	0
0	0	0	0	6650	0	0	0
0	0	0	0	7810 PRINCIPAL	0	0	0
0	0	0	0	7820 INTEREST	0	0	0
15,340	741,479	838,613	762,865	TOTAL EXTERNAL	802,533	802,533	0
INTERNAL SERVICE REIMBURSEMENTS							
0	0	0	0	7100 INDIRECT COSTS	103,076	103,076	0
0	0	1,368	1,368	7150 TELEPHONE	0	0	0
0	0	44,742	44,742	7200 DATA PROCESSING	44,742	44,742	0
0	0	0	0	7300 MOTOR POOL	540	540	0
0	0	0	0	7400 BUILDING MANAGEMENT	12,400	12,400	0
13	684,903	0	0	7500 OTHER INTERNAL	0	0	0
13	684,903	46,110	46,110	TOTAL INTERNAL	160,758	160,758	0
15,353	1,426,382	884,723	808,975	TOTAL MATERIALS & SERVICES	963,291	963,291	0
8100 LAND							
0	0	0	0	8200 BUILDINGS	0	0	0
0	0	0	0	8300 OTHER IMPROVEMENTS	0	0	0
22,030	42,423	90,000	169,200	8400 EQUIPMENT	128,939	128,939	0
22,030	42,423	90,000	169,200	TOTAL CAPITAL OUTLAY	128,939	128,939	0
165,733	913,297	1,063,909	1,068,922	DIRECT BUDGET	1,108,397	1,108,397	0
165,746	1,598,200	1,118,545	1,123,589	TOTAL BUDGET	1,280,599	1,280,599	0



AGENCY: 040 GENERAL SERVICES  
FUND: 165  
SUM ORG: 7990 TELEPHONE FUND

[illegible]