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SECTION F - GENERAL SERVICES

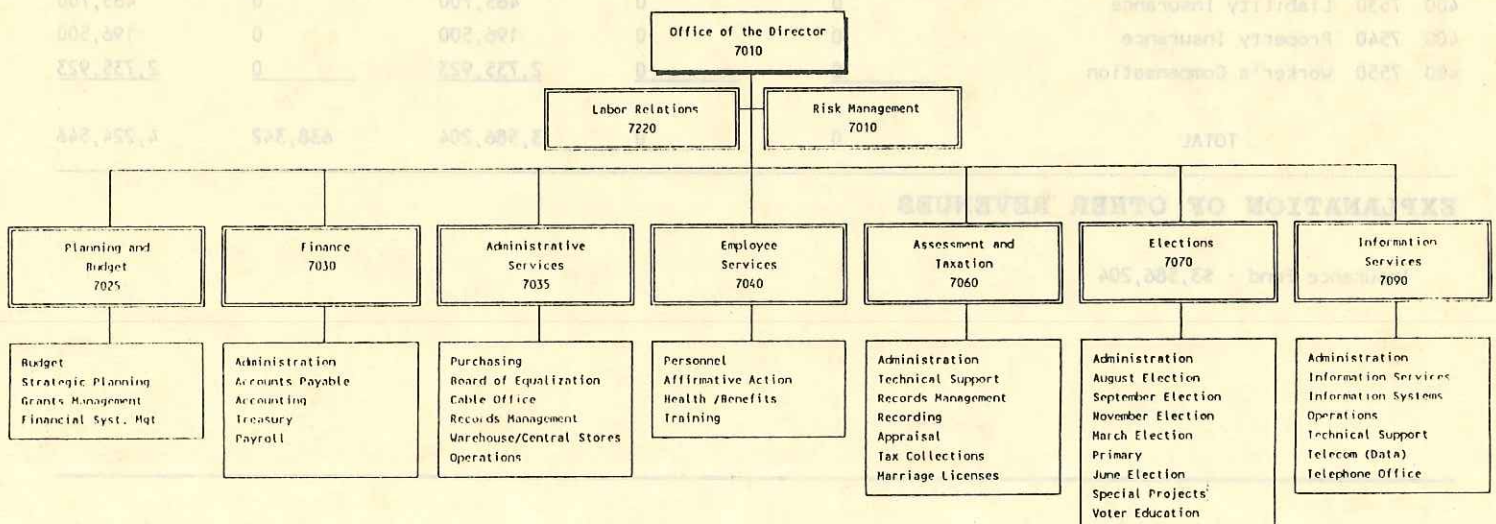
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Pages Beginning with "DGS" are found in the Operational Plan

Pages Beginning with "F" are found in the Financial Plan

DEPARTMENT OF GENERAL SERVICES SUMMARY OF REQUIREMENTS

	FTE	Personal Services	Materials and Services	Capital Outlay	Total Requirement	Less Service Reimbursement	Direct Requirement
General Fund							
Office of the Director	3.00	\$ 201,020	\$ 143,783	\$ 72,031	\$ 416,834	\$ 22,042	\$ 394,792
Labor Relations	3.50	183,978	37,530	0	221,508	19,312	202,196
Planning & Budget	11.00	560,280	58,241	0	618,521	62,243	555,278
Finance	26.31	1,047,782	192,924	0	1,240,706	128,580	1,112,126
Admin. Services	26.80	1,064,340	259,582	6,220	1,330,142	138,467	1,191,675
Employee Services	15.00	650,967	160,842	0	811,809	77,636	734,173
Assessment & Taxation	153.42	6,053,234	2,631,949	245,878	8,931,061	2,009,728	6,921,333
Elections	17.00	956,030	1,694,047	0	2,650,077	215,482	2,434,595
Subtotal	256.03	10,717,631	5,178,898	324,129	16,220,658	2,674,490	13,546,168
Insurance Fund							
Office of the Director	3.50	287,639	3,270,115	28,450	3,586,204	8,917	3,577,287
Employee Services	3.00	120,064	10,377,774	3,000	10,500,838	7,300	10,493,538
Subtotal	6.00	407,703	13,647,889	31,450	14,087,042	16,217	14,070,825
Cable TV Fund	2.00	83,991	942,956	0	1,026,947	23,387	1,003,560
Data Processing Fund	61.00	2,934,552	2,842,959	49,481	5,826,992	960,346	4,866,646
Telephone Fund	6.00	234,038	1,245,337	336,420	1,815,795	208,017	1,607,778
DEPARTMENT TOTAL	331.53	\$14,377,915	\$23,858,039	\$ 741,480	\$38,977,434	\$3,882,457	\$35,094,977



DEPARTMENT OF GENERAL SERVICES

OFFICE OF THE DIRECTOR

Manager: Linda Alexander

Agency 040 Organization 7200

PERSONNEL

	<u>1987-88</u>	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>
Officials & Administrators	3.91	3.07	4.00	4.00
Professionals	2.01	1.41	3.00	3.50
Technicians & Para-Profess.	1.60	1.00	1.00	1.00
Protective Srv. Workers	0.00	0.00	0.00	0.00
Office & Clerical	0.49	1.00	1.50	1.50
Skilled Craft & Srv. Maint.	<u>0.11</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL	8.12	6.48	9.50	10.00

EXPENDITURES

	General Fund (100)	Insurance Fund (400)	Total
Personal Services	\$ 384,998	\$ 287,639	\$ 672,637
Materials & Services	181,313	3,270,115	3,451,428
Capital Outlay	<u>72,031</u>	<u>28,450</u>	<u>100,481</u>
TOTAL	\$ 638,342	\$3,586,204	\$4,224,546

REVENUE CATEGORIES

FD	ORG	ORGANIZATION	Operational	Grant	Other	General Fund Supplement	Total
100	7200	Administration	0	0	0	416,834	416,834
100	7220	Labor Relations	0	0	0	221,508	221,508
400	7520	Risk Management	0	0	188,081	0	188,081
400	7530	Liability Insurance	0	0	465,700	0	465,700
400	7540	Property Insurance	0	0	196,500	0	196,500
400	7550	Worker's Compensation	<u>0</u>	<u>0</u>	<u>2,735,923</u>	<u>0</u>	<u>2,735,923</u>
		TOTAL	0	0	3,586,204	638,342	4,224,546

EXPLANATION OF OTHER REVENUES

Insurance Fund - \$3,586,204

DEPARTMENT OF GENERAL SERVICES
OFFICE OF THE DIRECTOR

Director's Office Program Description

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

	<u>1987-88</u>	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>
FTE	3.58	3.02	3.00	3.00
PS	\$ 183,654	\$ 187,371	\$ 185,454	\$ 201,020
M&S	117,506	117,695	150,186	143,783
CO	<u>94,111</u>	<u>72,253</u>	<u>101,892</u>	<u>72,031</u>
TOTAL	\$ 395,271	\$ 377,319	\$ 437,532	\$ 416,834

Objectives

- Ensure that the policies, organizational structures, procedures, and management systems are in place in the Department of General Services to provide divisions with necessary resources and support to accomplish their missions.
- Develop management convictions and values; integrate those convictions through all levels of the organization and ensure that attitudes and behavior match those words.
- Ensure that quality and service improvement opportunities are identified and implemented.
- Develop a minority recruitment and training program for property appraisers.
- Implement and strengthen new program initiatives in Employee Services.
- Provide leadership to the Board of County Commissioners and Chair to ensure that countywide support needs are identified and met, specifically in the areas of data processing management, financial planning and policies, and employee labor issues.

Risk Management Program Description

To prevent injury as a result of County operations to County employees and the public and to protect the physical and financial assets of the County.

Risk Management

	<u>1987-88</u>	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>
FTE	0.00	0.30	2.00	2.50
PS	\$ 0	\$ 11,561	\$ 87,471	\$ 117,715
M&S	0	4,488	77,770	66,916
CO	<u>0</u>	<u>9,286</u>	<u>5,200</u>	<u>3,450</u>
TOTAL	\$ 0	\$ 25,335	\$ 170,441	\$ 188,081

DEPARTMENT OF GENERAL SERVICES
OFFICE OF THE DIRECTOR

Liability Insurance

	<u>1987-88</u>	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>
FTE	0.00	0.00	0.00	0.00
PS	\$ 0	\$ 0	\$ 0	\$ 0
M&S	740,299	310,264	572,600	465,700
CO	<u>2,221</u>	<u>575</u>	<u>0</u>	<u>0</u>
TOTAL	\$ 742,250	\$ 311,183	\$ 572,600	\$ 465,700

Property Insurance

	<u>1987-88</u>	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>
FTE	0.00	0.00	0.00	0.00
PS	\$ 0	\$ 0	\$ 0	\$ 0
M&S	80,795	100,099	168,000	171,500
CO	<u>442</u>	<u>4,500</u>	<u>25,000</u>	<u>25,000</u>
TOTAL	\$ 81,237	\$ 104,599	\$ 193,000	\$ 196,500

Worker's Compensation

	<u>1987-88</u>	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>
FTE	0.53	0.00	1.00	1.00
PS	\$ 13,281	\$ 710	\$ 187,143	\$ 169,924
M&S	1,273,257	2,018,921	2,187,182	2,565,999
CO	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$1,286,538	\$2,019,631	\$2,374,325	\$2,735,923

Objectives

- Control the number and cost of claims against the County through loss control programs, effective claims management, and improved claim resolution processes.
- Reduce losses in County facilities and operations by identifying potential loss exposures and implementing controls.
- Protect the County's financial assets by assuring that County property is properly valued and insured and that adequate security and risk transfer policies and practices are in effect.
- Ensure the County's compliance with risk management regulatory requirements.
- Implement risk management prevention programs targeted to areas which have experienced the highest losses.

DEPARTMENT OF GENERAL SERVICES
OFFICE OF THE DIRECTOR

Labor Relations Program Description

To negotiate and administer labor contracts; provide management advocacy training, consultation, and technical assistance; and adapt labor relations policy to changes in the legal, social and economic environments.

	<u>1987-88</u>	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>
FTE	4.01	3.16	3.50	3.50
PS	\$ 169,174	\$ 137,490	\$ 166,522	\$ 183,978
M&S	75,597	27,814	36,794	37,530
CO	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$ 243,771	\$ 165,304	\$ 203,316	\$ 221,508

Objectives

- Effectively negotiate and execute all the County collective bargaining agreements.
- Effectively administer all the County collective bargaining agreements.
- Provide labor relations training and consulting services to County departments and the Board.

DEPARTMENT OF GENERAL SERVICES

PLANNING & BUDGET

Manager: Jack Horner

Agency 040 Organization 7430

PERSONNEL

	<u>1987-88</u>	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>
Officials & Administrators	1.85	2.73	3.00	3.00
Professionals	4.62	6.76	8.00	7.00
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	1.00	1.00
Skilled Craft & Srv. Maint.	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL	6.47	9.49	12.00	11.00

EXPENDITURES

	General Fund (100)	Total
Personal Services	\$ 560,280	\$ 560,280
Materials & Services	58,241	58,241
Capital Outlay	<u>0</u>	<u>0</u>
TOTAL	\$ 618,521	\$ 618,521

REVENUE CATEGORIES

<u>FD</u>	<u>ORG</u>	<u>ORGANIZATION</u>	<u>Operational</u>	<u>Grant</u>	<u>Other</u>	General Fund <u>Supplement</u>	<u>Total</u>
100	7430	Planning & Budget	0	0	0	618,521	618,521

DEPARTMENT OF GENERAL SERVICES
PLANNING & BUDGET

Planning & Budget Program Description

To provide fiscal management and policy analysis in order to assist the Chair, the Board of County Commissioners, and County management with long-range program planning, budget implementation, and monitoring.

	1987-88	1988-89	1989-90	1990-91
FTE	6.47	9.49	12.00	10.00
PS	\$ 276,296	\$ 450,517	\$ 564,781	\$ 560,280
M&S	24,456	46,126	48,539	58,241
CO	0	0	0	0
TOTAL	\$ 300,842	\$ 496,643	\$ 613,620	\$ 618,521

Objectives

- To manage the maintenance of the County's 5-Year Strategic Planning process by:
 - Updating and revising the 5-Year Strategic Plan.
 - Updating, revising, and monitoring the 3-Year Operational Plan.
- To create, revise, and monitor the Annual Budget consistent with applicable State and County laws and the Operational Plan.
- To provide analysis of County revenues, expenditures, programs, grants, and such other data bases as may be necessary to support the County's Strategic Planning process, requests from the Chair and the Board of County Commissioners, and the requirements or economic and efficient program management.

Total	Supplemental	Other	Grant	Operational	ORGANIZATION
187,794	123,794	0	0	0	100 7400 Administration
000,700	0	0	0	3,000	100 7401 Campaign Post
276,258	276,258	0	0	0	100 7402 Accounts Payable
437,302	437,302	0	0	0	100 7410 Accounting
195,190	195,190	0	0	0	100 7412 Treasury
178,189	178,189	0	0	0	100 7420 Payroll
1,240,700	1,240,700	0	0	3,000	TOTAL

EXPLANATION OF OTHER REVENUES

Charitable Donation Campaign - \$3,000

DEPARTMENT OF GENERAL SERVICES

FINANCE DIVISION

Manager: Dave Boyer

Agency 040 Organization 7030

PERSONNEL

	<u>1987-88</u>	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>
Officials & Administrators	4.92	3.84	4.00	4.00
Professionals	5.40	4.71	6.00	8.00
Technicians & Para-Profess.	4.59	3.96	4.00	5.50
Protective Srv. Workers	0.00	0.00	0.00	0.00
Office & Clerical	7.79	7.99	8.00	8.81
Skilled Craft & Srv. Maint.	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL	22.70	20.50	22.00	26.31

EXPENDITURES

	General Fund (100)	Total
Personal Services	\$1,047,782	\$1,047,782
Materials & Services	192,924	192,924
Capital Outlay	<u>0</u>	<u>0</u>
TOTAL	\$1,240,706	\$1,240,706

REVENUE CATEGORIES

FD	ORG	ORGANIZATION	Operational	Grant	Other	General Fund Supplement	Total
100	7400	Administration	0	0	0	153,794	153,794
100	7401	Campaign Mgmt.	3,000	0	0	0	3,000
100	7405	Accounts Payable	0	0	0	276,228	276,228
100	7410	Accounting	0	0	0	437,305	437,305
100	7415	Treasury	0	0	0	192,190	192,190
100	7420	Payroll	<u>0</u>	<u>0</u>	<u>0</u>	<u>178,189</u>	<u>178,189</u>
		TOTAL	3,000	0	0	1,237,706	1,240,706

EXPLANATION OF OTHER REVENUES

Charitable Donation Campaign - \$3,000

DEPARTMENT OF GENERAL SERVICES
FINANCE DIVISION

Finance Administration Program Description

To provide central financial functions in an efficient manner to enable other County programs to concentrate on services. To ensure controls and procedures are in place on all County financial systems and activities. To provide financial advice and assistance to the Board of County Commissioners and all County organizations.

The appropriation for the Campaign Management Council (\$3,000) is included in the M&S totals for FY 90-91.

	<u>1987-88</u>	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>
FTE	1.18	0.88	4.00	3.00
PS	\$ 56,936	\$ 50,396	\$ 183,310	\$ 148,139
M&S	4,124	4,758	75,855	8,655
CO	0	0	0	0
TOTAL	\$ 61,060	\$ 55,154	\$ 259,165	\$ 156,794

Objectives

- Maintain quality financial systems and internal control policy and procedures.
- Assure that financial laws/policies are carried out.
- Maximize the use of innovative technology to provide financial services.
- Get best return on County assets and investments.
- Safeguard assets and maintain quality relationships with financial community.
- Provide accurate and timely financial information which meets user needs.
- Provide financial review, assistance, and advice to the Board of County Commissioners and departments.

Accounts Payable Program Description

To issue Accounts Payable checks in an efficient manner that enables other County programs to concentrate on services. To ensure controls and procedures are in place on County's disbursement systems and activities.

	<u>1987-88</u>	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>
FTE	0.00	0.00	7.00	8.00
PS	\$ 0	\$ 0	\$ 212,910	\$ 260,721
M&S	0	0	46,116	15,507
CO	0	0	0	0
TOTAL	\$ 0	\$ 0	\$ 259,026	\$ 276,228

DEPARTMENT OF GENERAL SERVICES
FINANCE DIVISION

Objectives

- Maintain quality financial systems and internal control policy and procedures.
 - Assure that financial laws/policies are carried out.
 - Maximize the use of innovative technology to provide financial services.
 - Get best return on County assets and investments.
 - Safeguard assets and maintain quality relationships with financial community.
 - Provide accurate and timely financial information which meets user needs.
 - Provide financial review, assistance, and advice to the Board of County Commissioners and departments.
-

Accounting Program Description

To provide efficient central general ledger and accounts receivable functions. To ensure controls and procedures are in place on all County financial systems and activities. To prepare monthly financial reports and Comprehensive Annual Financial Report (CAFR).

	<u>1987-88</u>	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>
FTE	16.15	14.50	8.00	8.50
PS	\$ 549,492	\$ 489,322	\$ 300,072	\$ 347,067
M&S	129,465	88,849	59,707	90,238
CO	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$ 678,957	\$ 578,171	\$ 359,779	\$ 437,305

Objectives

- Maintain quality financial systems and internal control policy and procedures.
 - Assure that financial laws/policies are carried out.
 - Maximize the use of innovative technology to provide financial services.
 - Get best return on County assets and investments.
 - Safeguard assets and maintain quality relationships with financial community.
 - Provide accurate and timely financial information which meets user needs.
 - Provide financial review, assistance, and advice to the Board of County Commissioners and departments.
-

Treasury Program Description

To provide efficient Treasury functions for Multnomah County, including cash management, management of investment portfolio, and debt issues.

DEPARTMENT OF GENERAL SERVICES
FINANCE DIVISION

	<u>1987-88</u>	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>
FTE	0.00	0.00	0.00	3.00
PS	\$ 0	\$ 0	\$ 0	\$ 136,806
M&S	0	0	0	55,384
CO	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$ 0	\$ 0	\$ 0	\$ 192,190

Objectives

- Maintain quality financial systems and internal control policy and procedures.
- Assure that financial laws/policies are carried out.
- Maximize the use of innovative technology to provide financial services.
- Get best return on County assets and investments.
- Safeguard assets and maintain quality relationships with financial community.
- Provide accurate and timely financial information which meets user needs.
- Provide financial review, assistance, and advice to the Board of County Commissioners and departments.

Payroll Program Description

To issue payroll checks in an efficient manner to enable other County programs to concentrate on services. To ensure controls and procedures are in place on County's payroll systems and activities.

	<u>1987-88</u>	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>
FTE	5.37	4.56	3.00	3.81
PS	\$ 193,998	\$ 177,927	\$ 117,147	\$ 155,049
M&S	18,133	75,828	23,745	23,140
CO	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$ 212,131	\$ 253,755	\$ 140,892	\$ 178,189

Objectives

- Maintain quality financial systems and internal control policy and procedures.
- Assure that financial laws/policies are carried out.
- Maximize the use of innovative technology to provide financial services.
- Get best return on County assets and investments.
- Safeguard assets and maintain quality relationships with financial community.
- Provide accurate and timely financial information which meets user needs.
- Provide financial review, assistance, and advice to the Board of County Commissioners and departments.

DEPARTMENT OF GENERAL SERVICES
FINANCE DIVISION

TRUST AND AGENCY FUNDS

Multnomah County maintains several funds which are used to account for the receipt of resources held by the County in a fiduciary capacity. Disbursements are made in accordance with the agreement or applicable legislative enactment for each particular fund. The following fiduciary funds are included here for purposes of showing expenditures which have been made on a budgetary basis.

502 - Sewer Systems Development Fund

Accounts for the payment of sewer hookup fees by Mid-County residents. Payments are held by the County until claims for refunds are made.

	<u>1987-88</u>	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>
Expenses	\$ 43,379	\$ 32,957	\$ 40,000	\$ 30,000

853 - Sheriff's Revolving Fund

Accounts for the costs of extraditing prisoners which are prepaid by the County. Reimbursement is received from the State of Oregon as specified in ORS 206.315.

	<u>1987-88</u>	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>
Expenses	\$ 19,463	\$ 58,058	\$ 65,000	\$ 125,000

859 - Fair Apportionment Fund

Accounts for payments made to specified exhibitors at the Multnomah County Fair. Payments are made from the County's apportionment of State racing revenue as specified in ORS 565.280 and 565.290.

	<u>1987-88</u>	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>
Expenses	\$ 3,500	\$ 19,500	\$ 21,000	\$ 30,000

863 - Tibbetts Flower Fund

Accounts for donations received for the purchase of flowers to be placed on graves at County cemeteries on Memorial Day.

	<u>1987-88</u>	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>
Expenses	\$ 671	\$ 724	\$ 800	\$ 850

DEPARTMENT OF GENERAL SERVICES
FINANCE DIVISION

TRUST AND AGENCY FUNDS (Cont.)

865 - Medical Examiner Fund

Accounts for funds belonging to deceased persons. The County holds these funds until they are claimed by the deceased's heirs or, after five years, are transferred to the State Land Board.

	<u>1987-88</u>	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>
Expenses	\$ 5,280	\$ 5,182	\$ 5,500	\$ 7,000

870 - Blue Lake Concert Stage Fund

Donations, held in trust by Multnomah County, for construction of a concert stage at Blue Lake Park.

	<u>1987-88</u>	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>
Expenses	\$ 10,582	\$ 24,151	\$ 25,000	\$ 70,000

877 - Oxbow Nature Center Fund

Donations, held in trust by Multnomah County, for construction of a nature center at Oxbow Park.

	<u>1987-88</u>	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>
Expenses	\$ 2,843	\$ 15,800	\$ 18,000	\$ 65,000

DEPARTMENT OF GENERAL SERVICES
ADMINISTRATIVE SERVICES

Manager: Kathy Busse

Agency 040 Organization 7035

PERSONNEL

	<u>1987-88</u>	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>
Officials & Administrators	4.36	4.00	4.00	5.00
Professionals	5.81	5.16	6.00	8.00
Technicians & Para-Profess.	0.78	2.02	2.00	2.00
Protective Srv. Workers	0.00	0.00	0.00	0.00
Office & Clerical	13.41	13.44	9.58	10.30
Skilled Craft & Srv. Maint.	<u>2.75</u>	<u>3.19</u>	<u>3.50</u>	<u>3.50</u>
TOTAL	27.11	27.81	25.08	28.80

EXPENDITURES

	General Fund (100)	Cable TV Fund (163)	Total
Personal Services	\$1,064,340	\$ 83,991	\$1,148,331
Materials & Services	259,582	942,956	1,202,538
Capital Outlay	<u>6,220</u>	<u>0</u>	<u>6,220</u>
TOTAL	\$1,330,142	\$1,026,947	\$2,357,089

REVENUE CATEGORIES

FD	ORG	ORGANIZATION	Operational	Grant	Other	General Fund Supplement	Total
100	7335	Administration	0	0	0	172,453	172,453
100	7020	Operations	0	0	0	164,263	164,263
100	7390	Board of Equalization	0	0	0	162,956	162,956
100	7440	Purchasing	45,000	0	0	485,491	530,491
100	7640	Records	0	0	0	163,845	163,845
100	7650	Central Stores	0	0	0	136,134	136,134
163	7205	Cable TV	<u>0</u>	<u>0</u>	<u>1,026,947</u>	<u>0</u>	<u>1,026,947</u>
	TOTAL		45,000	0	1,026,947	1,285,142	2,357,089

EXPLANATION OF OTHER REVENUES

Miscellaneous Sales/Service Charges - \$ 45,000
Cable Television Fund - 1,026,947

DEPARTMENT OF GENERAL SERVICES
ADMINISTRATIVE SERVICES

Administration Program Description

To plan, organize and direct all activities of the Administrative Services Division.

	<u>1987-88</u>	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>
FTE	0.50	1.45	1.50	3.30
PS	\$ 28,130	\$ 69,596	\$ 78,177	\$ 156,353
M&S	0	14,119	9,150	16,100
CO	0	1,510	0	0
TOTAL	\$ 28,130	\$ 85,225	\$ 87,327	\$ 172,453

Objectives

- Provide administrative support for the division.
- Ensure all County contracts are accurately entered in automated system in a timely manner.

Operations/Word Processing Program Description

The Word Processing Center will maintain a standard of excellence in providing a range of word processing and graphics services to multiple users and implement procedures to maintain common area equipment.

	<u>1987-88</u>	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>
FTE	9.36	8.74	4.00	4.50
PS	\$ 235,815	\$ 231,641	\$ 130,202	\$ 148,266
M&S	11,461	18,497	19,599	15,997
CO	0	0	0	0
TOTAL	\$ 247,276	\$ 250,138	\$ 149,801	\$ 164,263

Objectives

- Provide word processing support of excellent quality in a timely manner for six DGS organizations located on the 14th floor of the Portland Building.
- Support DGS graphics and printing needs.
- Promulgate and maintain procedures to support common area equipment and resource material.

DEPARTMENT OF GENERAL SERVICES
ADMINISTRATIVE SERVICES

Purchasing Program Description

To provide centralized purchasing of goods and services at the least cost to Multnomah County in a timely manner. To dispose of all materials and equipment declared as surplus or obsolete at the most advantageous prices.

	<u>1987-88</u>	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>
FTE	10.58	12.29	10.50	11.50
PS	\$ 360,658	\$ 432,370	\$ 402,986	\$ 463,941
M&S	39,023	56,150	66,610	66,550
CO	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$ 399,681	\$ 488,520	\$ 469,596	\$ 530,491

Objectives

- Purchase approximately \$75 million of goods and services for Multnomah County in accordance with applicable laws and policies.
- Ensure fair/open competitive bid/RFP opportunities for vendors and contractors.
- Implement M/WBE program according to guidelines developed as a result of market survey and findings.
- Implement standards for accountable, efficient, and professional purchasing services to Multnomah County users.

Board of Equalization (BOE) Program Description

Serve as support to the BOE to enable them 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 assess omitted taxable properties.

Provide taxpayers with 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.

	<u>1987-88</u>	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>
FTE	1.23	1.37	1.58	2.00
PS	\$ 49,416	\$ 53,521	\$ 61,314	\$ 98,600
M&S	77,755	35,792	43,624	58,136
CO	<u>0</u>	<u>114</u>	<u>0</u>	<u>6,220</u>
TOTAL	\$ 127,171	\$ 89,427	\$ 104,938	\$ 162,956

DEPARTMENT OF GENERAL SERVICES
ADMINISTRATIVE SERVICES

Objectives

- Enable the BOE to hear and rule on all eligible appeals of property valuations within legal deadlines.
 - To make available to taxpayers sufficient information enabling them to understand and exercise their petition rights.
 - Establish effective communication with Assessment and Taxation and the Department of Revenue to ensure consistency of information and mutual cooperation in meeting program objectives.
-

Records Program Description

To maintain inactive records for County departments in accordance with statute and in conjunction with management needs for access, preservation, space, and security.

	<u>1987-88</u>	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>
FTE	0.65	1.96	2.00	2.00
PS	\$ 25,830	\$ 67,050	\$ 73,587	\$ 80,779
M&S	70,496	55,896	79,685	83,066
CO	<u>3,396</u>	<u>0</u>	<u>9,029</u>	<u>0</u>
TOTAL	\$ 99,695	\$ 122,946	\$ 162,301	\$ 163,845

Objectives

- Provide courteous and timely reference and retrieval services to existing users.
 - Manage proper receiving, coding, storage, and destruction of records in the Records Center.
 - Maintain a neat, safe, and organized environment within the Records Center.
 - Identify and preserve the County's permanent records collection.
 - Plan and implement an automated records retention and disposition system.
-

Central Stores Program Description

To manage and account for inventories of purchased goods at convenience and cost savings to the departments.

	<u>1987-88</u>	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>
FTE	3.06	0.00	3.50	3.50
PS	\$ 89,072	\$ 0	\$ 103,216	\$ 116,401
M&S	17,775	17,730	23,493	19,733
CO	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$ 106,847	\$ 17,730	\$ 126,709	\$ 136,134

DEPARTMENT OF GENERAL SERVICES
ADMINISTRATIVE SERVICES

Objectives

- Assure accurate and complete inventory status for all goods purchased by Central Stores.
 - Acquire and maintain a daily inventory of approximately \$500,000 in supplies at competitive prices of appropriate quality for County agencies; disburse inventory to County agencies approximately 2.3 times each year.
 - Dispose of all County-owned property and Sheriff's stolen/unclaimed property.
-

Cable Television Program Description

Multnomah Cable Regulatory Commission

The mission of the MCRC is to regulate cable television franchise agreements and to administer contracts with Multnomah Cable Access and Mt. Hood Community College on behalf of the jurisdictions representing the citizens of Gresham, Troutdale, Fairview, Wood Village and unincorporated Multnomah County.

MCRC Staff

The mission of the MCRC staff is to enable the MCRC to make informed decisions; to ensure that the cable companies, MCAC, and MHCC comply with the spirit and letter of their agreements 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 system's capabilities.

	<u>1987-88</u>	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>
FTE	1.73	2.00	2.00	2.00
PS	\$ 62,903	\$ 80,930	\$ 76,993	\$ 83,991
M&S	670,619	736,138	982,077	942,956
CO	<u>0</u>	<u>0</u>	<u>9,000</u>	<u>0</u>
TOTAL	\$ 733,522	\$ 817,068	\$1,068,070	\$1,026,947

Objectives

- Address franchise issues and requirements in a timely manner.
 - Monitor Multnomah Cable Access Corp. for compliance with its contract.
 - Monitor the Program in Community Television for compliance with its contract.
 - Operate an office to support the MCRC's mission and to comply with legal and administrative requirements.
 - Assure that consumer inquiries and needs are answered.
 - Explore innovative uses of the cable system's capabilities.
-

DEPARTMENT OF GENERAL SERVICES
EMPLOYEE SERVICES

Manager: Susan Ayers

Agency 040 Organization 7040

PERSONNEL

	<u>1987-88</u>	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>
Officials & Administrators	2.57	4.45	4.00	3.00
Professionals	4.33	4.73	5.00	8.00
Technicians & Para-Profess.	0.16	2.92	3.00	3.00
Protective Srv. Workers	0.00	0.00	0.00	0.00
Office & Clerical	0.00	0.00	3.00	4.00
Skilled Craft & Srv. Maint.	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
 TOTAL	 7.06	 12.10	 15.00	 18.00

EXPENDITURES

	General Fund (100)	Insurance Fund (400)	Total
Personal Services	\$ 650,967	\$ 120,064	\$ 771,031
Materials & Services	160,842	10,377,774	10,538,616
Capital Outlay	<u>0</u>	<u>3,000</u>	<u>3,000</u>
 TOTAL	 \$ 811,809	 \$10,500,838	 \$11,312,647

REVENUE CATEGORIES

FD	ORG	ORGANIZATION	<u>Operational</u>	<u>Grant</u>	<u>Other</u>	General Fund <u>Supplement</u>	<u>Total</u>
100	7510	Administration	0	0	0	589,300	589,300
100	7511	Affirmative Action	0	0	0	128,620	128,620
100	7512	Training	0	0	0	93,889	93,889
400	7234	Health/Wellness	0	0	350,584	0	350,584
400	7524	Life Insurance	0	0	170,753	0	170,753
400	7525	Long Term Disability	0	0	518,959	0	518,959
400	7526	Unemployment Ins.	0	0	486,963	0	486,963
400	7531	Medical/Dental	<u>0</u>	<u>0</u>	<u>8,973,579</u>	<u>0</u>	<u>8,973,579</u>
 TOTAL			 0	 0	 10,500,838	 811,809	 11,312,647

EXPLANATION OF OTHER REVENUES

Insurance Fund - \$10,500,838

DEPARTMENT OF GENERAL SERVICES
EMPLOYEE SERVICES

Administration Program Description

To provide Multnomah County with quality performance, excellence in service and professional consultation that assures effective employee services committed to the development and maintenance of a quality work force to assist in the achievement of the County's goals.

	<u>1987-88</u>	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>
FTE	6.05	9.88	10.00	11.50
PS	\$ 262,372	\$ 433,605	\$ 410,191	\$ 502,497
M&S	63,752	148,544	133,150	86,803
CO	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$ 326,124	\$ 582,149	\$ 543,341	\$ 589,300

Objectives

- Provide effective and timely consultation service to department management in the acquisition of qualified personnel and in the effective management of their human resources.
 - Implement and maintain a classification and compensation plan and process used by the County to equitably classify and compensate its employees.
 - Implement an improved evaluation process.
 - Continue implementation and integration of a value-based approach to human resource management.
 - Provide organizational development intervention upon request of department management.
 - Implement and maintain an efficient, effective, and job-related recruitment and examination process.
 - Maintain an accurate, complete, and up-to-date automated and manual personnel information data base which produces and distributes regular and special management information reports.
-

Affirmative Action Program Description

To provide equal access to employment opportunities to all applicants that should apply to Multnomah County and ensure equitable treatment of employees in the promotion, demotion, and transfer process. In 1990-91, this program includes \$61,720 to provide support for the strategic initiative identified by the Policy Development Committee.

	<u>1987-88</u>	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>
FTE	1.01	1.00	1.00	2.50
PS	\$ 47,710	\$ 49,355	\$ 52,824	\$ 110,916
M&S	1,251	7,508	7,441	17,704
CO	<u>3,100</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$ 52,061	\$ 56,863	\$ 60,265	\$ 128,620

DEPARTMENT OF GENERAL SERVICES
EMPLOYEE SERVICES

Objectives

- Ensure that Multnomah County meets the Affirmative Action goals set by the Board of County Commissioners.
 - Resolve employment discrimination and affirmative action complaints from employees and the community.
 - Develop contract compliance with MBE/FBE/DBE in conjunction with Administrative Services.
 - Ensure service delivery compliance with Title VI of the Civil Rights Act.
 - Coordinate countywide enforcement of Sections 503 and 504 of the Rehabilitation Act of 1973.
 - Evaluate departments to determine compliance levels.
-

Training Program Description

To promote the development of employee skills and abilities through training and education.

	<u>1987-88</u>	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>
FTE	0.00	1.00	1.00	1.00
PS	\$ 0	\$ 32,793	\$ 35,164	\$ 37,554
M&S	0	41,545	58,731	56,335
CO	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$ 0	\$ 74,338	\$ 93,895	\$ 93,889

Objectives

- Manage the countywide training plan.
 - Support Risk Management in its training efforts.
 - Implement a plan for management development training.
 - Develop a training process for new employees and new supervisors on Multnomah County administrative procedures.
-

Benefits Program Description

The Benefits Administration program provides for employee insurance coverage (medical/dental, life, unemployment and long-term disability) and promotes health awareness among County employees.

Health/Wellness

	<u>1987-88</u>	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>
FTE	0.00	0.22	3.00	3.00
PS	\$ 0	\$ 5,991	\$ 112,735	\$ 120,064
M&S	133,187	145,287	175,224	227,520
CO	<u>1,405</u>	<u>0</u>	<u>5,500</u>	<u>3,000</u>
TOTAL	\$ 134,592	\$ 151,278	\$ 293,459	\$ 350,584

DEPARTMENT OF GENERAL SERVICES
EMPLOYEE SERVICES

Life Insurance

	<u>1987-88</u>	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>
FTE	0.00	0.00	0.00	0.00
PS	\$ 0	\$ 0	\$ 0	\$ 0
M&S	126,816	129,447	117,195	170,753
CO	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$ 126,816	\$ 129,447	\$ 117,195	\$ 170,753

Long-Term Disability

	<u>1987-88</u>	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>
FTE	0.00	0.00	0.00	0.00
PS	\$ 0	\$ 0	\$ 0	\$ 0
M&S	74,452	68,539	247,954	518,959
CO	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$ 74,452	\$ 68,539	\$ 247,954	\$ 518,959

Unemployment Insurance

	<u>1987-88</u>	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>
FTE	0.00	0.00	0.00	0.00
PS	\$ 0	\$ 0	\$ 0	\$ 0
M&S	238,764	209,843	368,068	486,963
CO	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$ 238,764	\$ 209,843	\$ 368,068	\$ 486,963

Medical/Dental

	<u>1987-88</u>	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>
FTE	0.00	0.00	0.00	0.00
PS	\$ 0	\$ 0	\$ 0	\$ 0
M&S	5,545,272	6,280,672	6,553,373	8,973,579
CO	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$5,545,272	\$6,280,672	\$6,553,373	\$8,973,579

DEPARTMENT OF GENERAL SERVICES
EMPLOYEE SERVICES

Objectives

- Effective management of the County's health, life, unemployment and long-term disability insurance programs.
 - Coordination of programs and sponsorship of classes, outings, etc. designed to heighten health awareness among County employees
 - Provide information about and administer the Employee Assistance Program (EAP).
-

DEPARTMENT OF GENERAL SERVICES
ASSESSMENT & TAXATION

Manager: Janice Druian

Agency 040 Organization 7060

PERSONNEL

	<u>1987-88</u>	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>
Officials & Administrators	14.33	12.65	14.00	14.00
Professionals	6.49	4.63	6.00	9.00
Technicians & Para-Profess.	46.20	47.62	50.00	67.00
Protective Srv. Workers	0.00	0.00	0.00	0.00
Office & Clerical	59.85	59.06	62.42	63.42
Skilled Craft & Srv. Maint.	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL	126.87	123.96	132.42	153.42

EXPENDITURES

	General Fund (100)	Total
Personal Services	\$6,053,234	\$6,053,234
Materials & Services	2,631,949	2,631,949
Capital Outlay	<u>245,878</u>	<u>245,878</u>
TOTAL	\$8,931,061	\$8,931,061

REVENUE CATEGORIES

FD	ORG	ORGANIZATION	Operational	Grant	Other	General Fund Supplement	Total
100	7565	Administration	0	0	0	256,560	256,560
100	7566	Technical Support	0	0	0	1,832,403	1,832,403
100	7570	Records Management	0	0	0	1,219,820	1,219,820
100	7575	Recording	1,000,000	0	0	(705,603)	294,397
100	7580	Appraisal	0	0	0	3,928,696	3,928,696
100	7630	Tax Collection	208,500	0	0	1,092,959	1,301,459
100	7635	Marriage Licenses	<u>188,500</u>	<u>0</u>	<u>0</u>	<u>(90,774)</u>	<u>97,726</u>
		TOTAL	1,397,000	0	0	7,534,061	8,931,061

EXPLANATION OF OTHER REVENUES

Recording Fees	- \$1,000,000
Miscellaneous Fees/Licenses	- 244,000
Marriage Licenses	- 153,000

DEPARTMENT OF GENERAL SERVICES
ASSESSMENT & TAXATION

Assessment & Taxation Administration Program Description

To coordinate and direct the services provided by A&T and to ensure compliance with the mandated functions of A&T in an efficient, cost-effective manner.

	<u>1987-88</u>	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>
FTE	13.68	11.93	3.00	3.00
PS	\$ 502,078	\$ 448,310	\$ 143,831	\$ 160,368
M&S	102,858	79,296	34,279	95,492
CO	0	0	0	700
TOTAL	\$ 604,936	\$ 527,606	\$ 178,108	\$ 256,560

Objectives

- Comply with all mandated functions within prescribed time frames.
 - Identify areas needing improvement.
 - Develop a plan to assure compliance.
 - Implement appropriate elements of the plan.
- Continue implementation of the Computerized Mapping System.
- Implement and maintain second phase of A&T system improvements.
- Develop and implement a comprehensive employee performance management and development system.
 - Develop performance expectations and performance plans for all employees.
 - Identify skill development needs.
 - Develop a skill matrix.
 - Development plans for all employees.
 - Make programs available for improving professional skills.
- Develop a minority recruitment and training program for appraisers.
- Promote teambuilding throughout A&T.
- Improve overall operating efficiency.

Technical Support Program Description

Manage information resources for A&T, provide support for user information services and act as liaison with Information Services Division.

DEPARTMENT OF GENERAL SERVICES
ASSESSMENT & TAXATION

	<u>1987-88</u>	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>
FTE	0.00	0.00	9.00	11.00
PS	\$ 0	\$ 0	\$ 308,548	\$ 433,941
M&S	0	0	48,391	1,176,729
CO	0	0	0	221,733
TOTAL	\$ 0	\$ 0	\$ 356,939	\$1,832,403

Objectives

- Maintain an information systems plan for A&T; consult with A&T management regarding information technologies, services and strategies on an ongoing basis; and lead the creation of an information resources strategy that will support organizational goals.
- Manage A & T participation in information systems projects.
- Create and maintain user documentation; plan and lead user acceptance testing; lead and assist development of user procedures; and provide user training and implementation support.
- Maintain a status report of A&T issues and work requests; provide a focal point that authorizes and prioritizes work to be done; and represent A&T in technical direction setting activities.

Records Management Program Description

To comply with mandated functions within prescribed time frames, and to continue documentation and training on the computerized maps and new records received from the Department of Revenue.

	<u>1987-88</u>	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>
FTE	24.69	24.75	26.00	20.00
PS	\$ 715,551	\$ 747,299	\$ 846,558	\$ 732,534
M&S	377,056	404,802	415,963	466,041
CO	0	0	0	21,245
TOTAL	\$1,092,607	\$1,152,101	\$1,262,521	\$1,219,820

Objectives

- Comply with all mandated functions within prescribed time frames.
 - Perform all duties relating to recording of documents.
 - Maintain ownerships and data related to ownership changes.
 - Maintain property descriptions and related information on the computer and hardcopy.
 - Maintain hardcopy, maps and computer map data showing parcels, taxing districts, etc.
 - Answer telephone and counter inquiries quickly and efficiently.
 - Bring new maps and computer files into service.

DEPARTMENT OF GENERAL SERVICES
ASSESSMENT & TAXATION

Records Management (Cont.)

- Promote employee training and development.
 - Promote teambuilding and maximize communications.
 - Improve the professional skill level of employees.
 - Improve the public skill level of employees.
- Improve overall operating efficiency.
 - Evaluate the organization and implement changes where needed.
 - Inventory furniture and equipment and develop a plan to replace worn out or obsolete items.
 - Review procedures for inefficiencies and implement change where needed.

Recording Program Description

Serve as Recording Agent for Multnomah County to comply with all mandated functions within prescribed time frames and to continue documentation and training.

	<u>1987-88</u>	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>
FTE	0.00	0.00	0.00	7.00
PS	\$ 0	\$ 0	\$ 0	\$ 230,981
M&S	0	0	0	63,416
CO	0	0	0	0
TOTAL	\$ 0	\$ 0	\$ 0	\$ 294,397

Objectives

- Comply with all mandated functions within prescribed time frames.
 - Perform all duties relating to recording of documents.
 - Answer telephone and counter inquiries quickly and efficiently.
- Promote employee training and development.
 - Promote team-building and maximize communications.
 - Improve the professional skill level of employees.
 - Improve the public skill level of employees.
- Improve overall operating efficiency.
 - Evaluate the organization and implement changes where necessary.
 - Inventory furniture and equipment and develop plan to replace worn out or obsolete items.
 - Review procedures for inefficiencies and implement change where needed.

Appraisal Program Description

To provide appraisals of all taxable real and personal property in Multnomah County in an efficient, timely and professional manner, appraisals at true cash value and equity in the assessment process and information and assistance to the public and to be responsive to all requests which relate to our area of responsibility.

DEPARTMENT OF GENERAL SERVICES
ASSESSMENT & TAXATION

	<u>1987-88</u>	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>
FTE	64.54	64.37	69.00	86.00
PS	\$2,201,309	\$2,413,458	\$2,625,666	\$3,546,318
M&S	72,092	94,403	150,163	382,378
CO	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$2,073,270	\$2,561,611	\$2,775,829	\$3,928,696

Objectives

- Comply with all mandated functions within prescribed time frames.
- Promote employee training and development.
 - Promote team-building and communications.
 - Improve professional skills.
 - Improve public skills.
- Improve overall operating efficiency.
 - Replace obsolete and worn out furniture and equipment.
 - Improve overall operating efficiency in the Appraisal area.
 - Improve procedures.

Tax Collection Program Description

To support A&T by providing accurate, timely and efficient collection of both real and personal property taxes, accurate and timely turnover of funds to the various tax levying districts with a complete accounting audit trail and responsive information for the public regarding property tax matters and general assistance in all matters pertinent to our functional responsibilities.

	<u>1987-88</u>	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>
FTE	23.96	22.91	25.42	23.92
PS	\$ 717,845	\$ 729,954	\$ 823,965	\$ 866,692
M&S	182,387	202,952	246,026	433,567
CO	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,200</u>
TOTAL	\$ 900,232	\$ 932,906	\$1,069,991	\$1,301,459

DEPARTMENT OF GENERAL SERVICES
ASSESSMENT & TAXATION

Objectives

- Comply with all mandated functions within prescribed time frames.
- Comply with mandated requirements and generally accepted accounting practices in the control and distribution of unsegregated tax funds.
- Provide the public with accurate, timely information regarding property tax.

Marriage Licenses Program Description

To support the mission of the Tax Collection section through the issuance of marriage licenses and other legal instruments provided as part of the County Clerk function.

	1987-88	1988-89	1989-90	1990-91
FTE	0.00	0.00	0.00	2.50
PS	\$ 0	\$ 0	\$ 0	\$ 82,400
M&S	0	0	0	14,326
CO	0	0	0	1,000
TOTAL	\$ 0	\$ 0	\$ 0	\$ 97,726

Objectives

- Comply with all mandated functions within prescribed time frames.
- Conduct an ongoing evaluation of procedures to determine ways to improve accuracy and efficiency of service provision.
- Provide the public with accurate and timely service information.

DEPARTMENT OF GENERAL SERVICES
ELECTIONS DIVISION

Manager: Vicki Ervin

Agency 040 Organization 7070

PERSONNEL

	<u>1987-88</u>	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>
Officials & Administrators	1.50	1.00	2.00	2.00
Professionals	2.04	2.25	2.00	2.00
Technicians & Para-Profess.	2.19	1.81	1.00	1.00
Protective Srv. Workers	0.00	0.00	0.00	0.00
Office & Clerical	8.75	9.86	10.00	10.00
Skilled Craft & Srv. Maint.	<u>2.01</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>
TOTAL	16.49	16.92	17.00	17.00

EXPENDITURES

	General Fund (100)	Total
Personal Services	\$ 956,030	\$ 956,030
Materials & Services	1,694,047	1,694,047
Capital Outlay	<u>0</u>	<u>0</u>
TOTAL	\$2,650,077	\$2,650,077

REVENUE CATEGORIES

<u>FD</u>	<u>ORG</u>	<u>ORGANIZATION</u>	<u>Operational</u>	<u>Grant</u>	<u>Other</u>	General Fund <u>Supplement</u>	<u>Total</u>
100	7690	Administration	9,300	0	0	938,884	948,184
100	7700	August Election	157,736	0	0	0	157,736
100	7710	September Election	157,736	0	0	0	157,736
100	7720	General Election	14,300	0	0	685,259	699,559
100	7730	March Election	338,859	0	0	(1,574)	337,285
100	7740	May Election	161,480	0	0	0	161,480
100	7750	June Election	161,480	0	0	0	161,480
100	7760	Special Projects	0	0	0	7,926	7,926
100	7790	Voter Outreach/Education	<u>0</u>	<u>0</u>	<u>0</u>	<u>18,691</u>	<u>18,691</u>
		TOTAL	1,000,891	0	0	1,649,186	2,650,077

EXPLANATION OF OTHER REVENUES

Election Recovery Fees - \$ 991,335
Miscellaneous - 9,556

DEPARTMENT OF GENERAL SERVICES
ELECTIONS DIVISION

Administration Program Description

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; and working for improvements which will result in increased participation and lower costs.

Administration

	<u>1987-88</u>	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>
FTE	16.49	16.92	17.00	17.00
PS	\$ 533,411	\$ 567,265	\$ 598,757	\$ 661,521
M&S	199,044	243,309	270,595	286,663
CO	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$ 732,455	\$ 810,574	\$ 869,352	\$ 948,184

August Election

	<u>1987-88</u>	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>
FTE	0.00	0.00	0.00	0.00
PS	\$ 1,621	\$ 1,700	\$ 10,520	\$ 34,508
M&S	8,589	10,857	90,895	123,228
CO	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$ 10,210	\$ 12,557	\$ 101,415	\$ 157,736

September Election

	<u>1987-88</u>	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>
FTE	0.00	0.00	0.00	0.00
PS	\$ 5,176	\$ 1,023	\$ 10,520	\$ 34,508
M&S	14,362	8,801	90,895	123,228
CO	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$ 19,538	\$ 9,824	\$ 101,415	\$ 157,736

DEPARTMENT OF GENERAL SERVICES
ELECTIONS DIVISION

General Election

	<u>1987-88</u>	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>
FTE	0.00	0.00	0.00	0.00
PS	\$ 191	\$ 97,444	\$ 0	\$ 96,990
M&S	0	604,066	0	602,569
CO	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$ 191	\$ 701,510	\$ 0	\$ 699,559

March Election

	<u>1987-88</u>	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>
FTE	0.00	0.00	0.00	0.00
PS	\$ 4,844	\$ 41,187	\$ 10,520	\$ 38,252
M&S	35,254	220,618	119,536	299,033
CO	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$ 40,098	\$ 261,805	\$ 130,056	\$ 337,285

May Election

	<u>1987-88</u>	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>
FTE	0.00	0.00	0.00	0.00
PS	\$ 0	\$ 27,509	\$ 0	\$ 38,252
M&S	0	214,816	0	123,228
CO	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$ 0	\$ 242,325	\$ 0	\$ 161,480

June Election

	<u>1987-88</u>	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>
FTE	0.00	0.00	0.00	0.00
PS	\$ 873	\$ 21,185	\$ 10,520	\$ 38,252
M&S	8,165	205,517	90,895	123,228
CO	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$ 9,038	\$ 226,702	\$ 101,415	\$ 161,480

DEPARTMENT OF GENERAL SERVICES
ELECTIONS DIVISION

Special Projects

	<u>1987-88</u>	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>
FTE	0.00	0.00	0.00	0.00
PS	\$ 32,248	\$ 8,059	\$ 1,940	\$ 2,126
M&S	0	14,186	5,800	5,800
CO	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$ 32,248	\$ 22,245	\$ 7,740	\$ 7,926

Primary Election

	<u>1987-88</u>	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>
FTE	0.00	0.00	0.00	0.00
PS	\$ 82,856	\$ 0	\$ 77,628	\$ 0
M&S	785,631	0	862,098	0
CO	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$ 868,487	\$ 0	\$ 939,726	\$ 0

Voter Outreach/Education

	<u>1987-88</u>	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>
FTE	0.00	0.00	0.00	0.00
PS	\$ 0	\$ 9,599	\$ 10,594	\$ 11,621
M&S	0	9,581	4,263	7,070
CO	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$ 0	\$ 19,180	\$ 14,857	\$ 18,691

Objectives

- Conduct, administer and oversee six scheduled election dates.
- Develop programs designed to provide voter education and enhance voter registration.

DEPARTMENT OF GENERAL SERVICES
INFORMATION SERVICES DIVISION

Manager: Jim Munz

Agency 040 Organization 7090

PERSONNEL

	<u>1987-88</u>	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>
Officials & Administrators	14.89	10.43	11.00	11.00
Professionals	6.58	8.16	11.00	12.00
Technicians & Para-Profess.	26.70	29.33	29.00	31.00
Protective Srv. Workers	0.00	0.00	0.00	0.00
Office & Clerical	13.32	13.27	13.00	13.00
Skilled Craft & Srv. Maint.	<u>0.04</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL	61.53	61.19	64.00	67.00

EXPENDITURES

	Data Processing Fund (301)	Telephone Fund (402)	Total
Personal Services	\$ 2,934,552	\$ 234,038	\$ 3,168,590
Materials & Services	2,842,959	1,245,337	4,088,296
Capital Outlay	<u>49,481</u>	<u>336,420</u>	<u>385,901</u>
TOTAL	\$ 5,826,992	\$ 1,815,795	\$ 7,642,787

REVENUE CATEGORIES

FD	ORG	ORGANIZATION	Operational	Grant	Other	General Fund Supplement	Total
301	7925	Information Center	301,610	0	0	0	301,610
301	7930	ISD Administration	1,265,856	0	0	0	1,265,856
301	7940	Information Systems	1,288,720	0	0	0	1,288,720
301	7950	Operations	1,428,861	0	0	0	1,428,861
301	7960	Technical Support	1,073,147	0	0	0	1,073,147
301	7970	Telecom - Data	468,798	0	0	0	468,798
402	7990	Telephone Office	<u>1,815,795</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,815,795</u>
TOTAL			7,642,787	0	0	0	7,642,787

EXPLANATION OF OTHER REVENUES

Data Processing Fund - \$5,826,992
Telephone Fund - 1,815,795

DEPARTMENT OF GENERAL SERVICES
INFORMATION SERVICES DIVISION

ISD Administration Program Description

To plan, organize, and direct all Information Services activities.

	<u>1987-88</u>	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>
FTE	6.83	6.92	7.00	7.00
PS	\$ 225,345	\$ 238,917	\$ 262,437	\$ 284,731
M&S	722,236	783,804	888,993	973,775
CO	<u>7,015</u>	<u>8,946</u>	<u>7,000</u>	<u>7,350</u>
TOTAL	\$ 954,596	\$1,031,667	\$ 1,158,430	\$1,265,856

Objectives

- Define and maintain acceptable levels of service.
 - Improve accountability to users and to the Data Processing Management Committee (DPMC).
-

Information Center Program Description

To support the integration of the County's office automation (OA) network and make electronic mail and related electronic services to all County facilities.

	<u>1987-88</u>	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>
FTE	1.32	3.62	4.00	4.00
PS	\$ 55,317	\$ 144,305	\$ 177,083	\$ 179,864
M&S	56,043	66,926	102,770	121,746
CO	<u>14,236</u>	<u>1,700</u>	<u>0</u>	<u>0</u>
TOTAL	\$ 125,596	\$ 213,684	\$ 279,853	\$ 301,610

Objectives

- Provide efficient and effective operation of the office automation network.
 - Support integration of the OA network.
 - Provide for maintenance of the OA network.
-

DEPARTMENT OF GENERAL SERVICES
INFORMATION SERVICES DIVISION

Information Systems Program Description

Define, design, develop, and implement information systems that meet professional standards and respond to priorities and direction of the DPMC and County agencies. Maintain, enhance, and support information systems based on the requirements of County agencies, legislative mandates, and budgetary constraints. Provide services that ensure professional administration of the ISD data base environment and build a foundation upon which countywide data administration can take place.

	<u>1987-88</u>	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>
FTE	25.45	22.91	23.00	25.00
PS	\$1,100,793	\$1,026,871	\$1,095,940	\$1,250,145
M&S	60,140	81,018	31,500	38,575
CO	<u>15,602</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$1,176,535	\$1,107,889	\$1,127,440	\$1,288,720

Objectives

- Manage the development and implementation of funded projects.
 - Apply professional quality management practices, structured methods, and tools for the development of information systems.
 - Define and establish an environment in which application systems can be developed, tested, and modified without affecting production systems or work flow.
 - Provide direct or indirect support services necessary to maintain the stability and integrity of information systems and address client information needs.
 - Identify and formalize data standards to be used for all system maintenance and development projects.
 - Ensure that data files adhere to data standards and that data models represent information efficiently and logically.
 - Coordinate and control changes and enhancements to the data base environments.
-

Computer Operations Program Description

To provide an efficient, reliable, centralized computer facility for all County departments.

	<u>1987-88</u>	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>
FTE	17.33	15.23	15.00	15.00
PS	\$ 612,593	\$ 581,875	\$ 609,400	\$ 645,918
M&S	705,099	773,323	633,275	740,812
CO	<u>2,304</u>	<u>112,400</u>	<u>96,447</u>	<u>42,131</u>
TOTAL	\$1,319,996	\$1,467,858	\$1,339,122	\$1,428,861

DEPARTMENT OF GENERAL SERVICES
INFORMATION SERVICES DIVISION

Objectives

- Operate computer system hardware according to established procedures and schedules.
- Service data communications network users to resolve problems.
- Schedule and run production jobs, distributing reports according to established procedures and schedules.
- Manage the maintenance and repair of equipment.

Technical Support Program Description

To provide an efficient, reliable, centralized computer facility and service for all County user departments.

	<u>1987-88</u>	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>
FTE	3.78	5.00	7.00	7.00
PS	\$ 209,743	\$ 257,129	\$ 381,125	\$ 410,101
M&S	472,424	482,984	634,775	633,046
CO	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$ 682,167	\$ 740,113	\$1,015,900	\$1,075,529

Objectives

- Maintain software products with vendor-supplied upgrades, enhancements, and fixes.
- Report on and track computer equipment performance.
- Provide capacity planning information and projections.
- Enforce established standards for the use of computing equipment.
- Participate in or perform recommendation, evaluation, and installation of new hardware/software products and options.

Telecom (Data) Program Description

To plan, design, and direct installations; make changes of data communication networks in the County; analyze current and planned network usage.

	<u>1987-88</u>	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>
FTE	3.01	3.00	3.00	3.00
PS	\$ 134,993	\$ 143,866	\$ 153,653	\$ 163,793
M&S	420,311	236,734	254,137	305,005
CO	<u>9,129</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$ 504,846	\$ 380,600	\$ 407,790	\$ 468,798

DEPARTMENT OF GENERAL SERVICES
INFORMATION SERVICES DIVISION

Objectives

- Provide and coordinate the necessary resources for existing data communication facilities, new installations, and modifications.
- Monitor and evaluate new data communication technologies.
- Train network help desk on new equipment, methods, and software.
- Provide a help desk function to terminal users, resolve data network failures, perform new installations, move and coordinate terminal repairs.

Telephone Office Program Description

To provide management planning and technical services in support of Multnomah County voice communication systems in over 50 County facilities.

	<u>1987-88</u>	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>
FTE	0.00	4.51	5.00	6.00
PS	\$ 340	\$ 177,485	\$ 202,305	\$ 234,038
M&S	804,417	921,243	980,958	1,245,337
CO	<u>180,747</u>	<u>138,191</u>	<u>331,469</u>	<u>336,420</u>
TOTAL	\$ 985,504	\$1,236,919	\$1,514,732	\$1,815,795

Objectives

- Provide a public information service for access to County and State Court agencies.
- Prepare an annual telephone directory for County and State Court agencies.
- Provide and coordinate the necessary resources of existing voice communication facilities, new installations, and modifications.
- Monitor and evaluate new voice communication technologies.
- Provide a help desk function to voice users, and training for all new employees, to resolve network failures and coordinate equipment repairs.