# ANNOTATED MINUTES

Tuesday, March 1, 2005 - **8:30 AM**
Multnomah Building, First Floor Commissioners Boardroom 100
501 SE Hawthorne Boulevard, Portland

## BUDGET WORK SESSION

*Chair Diane Linn convened the meeting at 8:34 a.m., with Commissioners Serena Cruz and Lonnie Roberts present; Vice-Chair Lisa Naito excused/arriving at 8:55 a.m.; and Commissioner Maria Rojo de Steffey excused/arriving at 9:17 a.m.*

WS-1 Budget Work Session on Program Offerings. 3.5 HOURS REQUESTED. Presented by Dave Boyer, Karyne Dargan and Mark Campbell, with Peter Hutchinson and Laurie Ohmann from Public Strategies Group. This session will be cable-cast live and taped and may be seen by Cable subscribers in Multnomah County at the following times:

Tuesday, 3/1/05 at 8:30 AM, (LIVE) Channel 21
Friday, 3/4/05 at 8:00 AM, Channel 29
Saturday, 3/5/05 at 8:00 AM, Channel 29
Sunday, 3/6/05 at 10:00 AM, Channel 29
Produced through Multnomah Community Television
(503) 491-7636, ext. 332 for further info
or http://www.mctv.org

***DAVE BOYER, KARYNE DARGAN, CHAIR LINN, PETER HUTCHINSON PRESENTATIONS INCLUDING OVERVIEW; REVIEW OF TODAY'S AGENDA; OPENING COMMENTS; AND THINGS TO CONSIDER WHEN REVIEWING PROGRAM OFFERS.***

***I WANT TO HAVE CLEAN, HEALTHY NEIGHBORHOODS WITH A VIBRANT SENSE OF COMMUNITY OUTCOME TEAM MEMBER DAVE HOUGHTON RECAP PRESENTATION. SARAH LANDIS PRESENTATION REPORT ON MARQUEE INDICATOR DATA MEASUREMENTS AND RESPONSE TO QUESTIONS AND REQUEST FOR ADDITIONAL INFORMATION FROM***

***COMMISSIONER ROBERTS AND CHAIR LINN. DEPARTMENT PRESENTATIONS ON PROGRAM OFFERS FROM WENDY LEBOW FOR COMMISSION ON CHILDREN AND FAMILIES; MOLLY RAPHAEL FOR LIBRARY SERVICES; AND CECILIA JOHNSON FOR BUSINESS AND COMMUNITY SERVICES; AND RESPONSE TO QUESTIONS OF COMMISSIONERS CRUZ, ROBERTS AND CHAIR LINN.***

***I WANT ALL CHILDREN IN MULTNOMAH COUNTY TO SUCCEED IN SCHOOL OUTCOME TEAM MEMBER WENDY LEAR RECAP PRESENTATION. SARAH LANDIS PRESENTATION REPORT ON MARQUEE INDICATOR DATA MEASUREMENTS. DEPARTMENT PRESENTATIONS ON PROGRAM OFFERS FROM PEGGY SAMOLINSKI FOR SCHOOL AND COMMUNITY PARTNERSHIPS; PATRICIA PATE FOR COUNTY HUMAN SERVICES; MOLLY RAPHAEL FOR LIBRARY SERVICES; AND CAROL FORD FOR HEALTH; AND RESPONSE TO QUESTIONS AND REQUEST FOR ADDITIONAL INFORMATION FROM COMMISSIONERS ROBERTS, CRUZ, AND CHAIR LINN.***

*Commissioner Naito was excused at 10:10 a.m.*

*The meeting was recessed at 10:14 a.m. and reconvened at 10:28 a.m.*

***I WANT MY GOVERNMENT TO BE ACCOUNTABLE AT EVERY LEVEL OUTCOME TEAM MEMBERS TOM GUINEY AND KATHY TUNEBERG RECAP PRESENTATIONS. SARAH LANDIS PRESENTATION REPORT ON MARQUEE INDICATOR DATA MEASUREMENTS. PRESENTATIONS ON PROGRAM OFFERS FROM CITIZEN INVOLVEMENT COMMITTEE CHAIR KEN RAY; TONY MOUNTS FOR COUNTY BUSINESS SERVICES; AND CHIEF FINANCIAL OFFICER DAVE BOYER FOR FINANCE, BUDGET, ASSESSMENT AND TAXATION.***

*Commissioner Naito returned at 10:51 a.m.*

***DAVE BOYER RESPONSE TO QUESTIONS AND REQUESTS FOR ADDITIONAL INFORMATION FROM COMMISSIONER CRUZ, CHAIR LINN AND COMMISSIONER ROBERTS.***

***PETER HUTCHINSON AND KARYNE DARGAN WRAP UP PRESENTATION INCLUDING RECOMMENDATIONS ON FOCUS FOR RANKINGS; CONTACTS FOR ADDITIONAL INFORMATION REGARDING PROGRAM OFFERS; REMINDER TO PRINT RANKING DOCUMENT BEFORE SUBMITTING VOTE; AND IN RESPONSE TO A QUESTION OF COMMISSIONER NAITO, ADVISING THAT THE DUE DATE FOR BOARD MEMBERS TO COMPLETE THE ROUND ONE RANKING IS MARCH 11, 2005; WITH ROUND TWO RANKING DUE BY MARCH 18, 2005 FOLLOWING THE MARCH 15 AND 16 BUDGET WORK SESSIONS.***

*There being no further business, the meeting as adjourned at 11:14 a.m.*

---

Wednesday, March 2, 2005 - **8:30 AM**
Multnomah Building, First Floor Commissioners Boardroom 100
501 SE Hawthorne Boulevard, Portland

# BUDGET WORK SESSION

*Chair Diane Linn convened the meeting at 8:34 a.m., with Commissioners Serena Cruz and Maria Rojo de Steffey present, and Vice-Chair Lisa Naito and Commissioner Lonnie Roberts excused.*

WS-2 Budget Work Session on Program Offerings. 3.5 HOURS REQUESTED. Presented by Dave Boyer, Karyne Dargan and Mark Campbell, with Peter Hutchinson and Laurie Ohmann from Public Strategies Group. This session will be cable-cast live and taped and may be seen by Cable subscribers in Multnomah County at the following times:

Wednesday, 3/2/05 at 8:30 AM, (LIVE) Channel 21

Saturday, 3/5/05 at 3:00 PM, Channel 29
Sunday, 3/6/05 at 5:00 PM, Channel 29
Monday, 3/7/05 at 8:30 PM, Channel 29
Produced through Multnomah Community Television
(503) 491-7636, ext. 332 for further info
or http://www.mctv.org

***PETER HUTCHINSON REVIEW OF TODAY'S AGENDA; OPENING COMMENTS; AND THINGS TO CONSIDER WHEN REVIEWING PROGRAM OFFERS.***

***I WANT MULTNOMAH COUNTY TO HAVE A THRIVING ECONOMY OUTCOME TEAM MEMBER MARY SHORTALL PRESENTATION. SARAH LANDIS PRESENTATION REPORT ON MARQUEE INDICATOR DATA MEASUREMENTS. PRESENTATIONS ON PROGRAM OFFERS FROM CECILIA JOHNSON FOR BUSINESS AND COMMUNITY SERVICES AND ROB FUSSELL FOR THE STRATEGIC INVESTMENT PROGRAM; AND RESPONSE TO BOARD QUESTIONS FROM CHAIR LINN.***

***I WANT TO FEEL SAFE AT HOME, WORK, SCHOOL, AND AT PLAY OUTCOME TEAM MEMBER BECKY PORTER PRESENTATION. SARAH LANDIS PRESENTATION REPORT ON MARQUEE INDICATOR DATA MEASUREMENTS AND RESPONSE TO QUESTION OF COMMISSIONER CRUZ. DEPARTMENT PRESENTATIONS ON PROGRAM OFFERS FROM BERNIE GIUSTO FOR THE SHERIFF'S OFFICE; MICHAEL SCHRUNK FOR THE DISTRICT ATTORNEY'S OFFICE; JOANNE FULLER FOR COMMUNITY JUSTICE; AND LILLIAN SHIRLEY FOR HEALTH. LARRY AAB, SHERIFF GIUSTO, JOANNE FULLER AND MIKE SCHRUNK RESPONSE TO QUESTIONS FROM COMMISSIONER CRUZ AND CHAIR LINN.***

*The meeting was recessed at 9:50 a.m. and reconvened at 9:57 a.m.*

***I WANT ALL MULTNOMAH COUNTY RESIDENTS AND THEIR FAMILIES TO HAVE THEIR BASIC LIVING NEEDS MET OUTCOME TEAM MEMBERS KATHY TINKLE AND TOM SIMPSON PRESENTATIONS. SARAH LANDIS PRESENTATION REPORT ON MARQUEE INDICATOR DATA MEASUREMENTS. PRESENTATIONS ON PROGRAM OFFERS FROM DAVE KOCH FOR COMMUNITY JUSTICE; LOLENZO POE FOR SCHOOL AND COMMUNITY PARTNERSHIPS; PATRICIA PATE FOR COUNTY HUMAN SERVICES; AND LILLIAN SHIRLEY FOR HEALTH; AND RESPONSE TO QUESTIONS, COMMENTS AND REQUESTS FOR ADDITIONAL INFORMATION FROM COMMISSIONER CRUZ, CHAIR LINN AND COMMISSIONER ROJO.***

***PETER HUTCHINSON WRAP UP PRESENTATION ON THE 512 PROGRAM OFFERS TARGETED IN SIX GOALS; REMINDER THAT THE DUE DATE FOR BOARD MEMBERS TO COMPLETE THE ROUND ONE RANKING IS MARCH 11, 2005; AND THAT THE NEXT BUDGET WORK SESSIONS ARE SCHEDULED FOR MARCH 15 AND 16, 2005.***

*There being no further business, the meeting as adjourned at 10:43 a.m.*

---

Thursday, March 3, 2005 - **9:30 AM**
Multnomah Building, First Floor Commissioners Boardroom 100
501 SE Hawthorne Boulevard, Portland

# REGULAR MEETING

*Chair Diane Linn convened the meeting at 9:30 a.m., with Commissioners Serena Cruz and Maria Rojo de Steffey present, Vice-Chair Lisa Naito participating via speakerphone, and Commissioner Lonnie Roberts excused.*

## CONSENT CALENDAR

***UPON MOTION OF COMMISSIONER CRUZ, SECONDED BY COMMISSIONER ROJO, THE***

***CONSENT CALENDAR (ITEMS C-1 THROUGH C-4) WAS UNANIMOUSLY APPROVED.***

**NON-DEPARTMENTAL**

C-1 Appointment of Ruth Duran to the Multnomah County COMMUNITY HEALTH COUNCIL

C-2 Appointments of Jill Hinsley, Pat Steiner, Keith Castro, Valerie Conner, Judy Craine and Reappointments of Deborah Hunter and Debe Nagy-Nero to the Multnomah County FOOD SERVICE ADVISORY BOARD

**DEPARTMENT OF BUSINESS AND COMMUNITY SERVICES**

C-3 RESOLUTION Authorizing the Private Sale of a Tax Foreclosed Property to METRO

***RESOLUTION 05-037.***

**DEPARTMENT OF COUNTY HUMAN SERVICES**

C-4 Renewal of Government Revenue Contract (Non 190 Agreement) 0405153 with the City of Portland, Providing Funding for the McKinney Special Needs Housing Program for People with Developmental Disabilities

**REGULAR AGENDA**
**PUBLIC COMMENT**

Opportunity for Public Comment on non-agenda matters. Testimony is limited to three minutes per person. Fill out a speaker form available in the Boardroom and turn it into the Board Clerk.

***PAUL PHILLIPS COMMENTS ASKING WHETHER RECENT VISITORS TO HIS APARTMENT WERE FROM THE COUNTY. CHAIR LINN ADVISED MR. PHILLIPS TO FOLLOW UP WITH ANDY SMITH OF HER OFFICE.***

***MULTNOMAH COUNTY CITIZEN INVOLVEMENT COMMITTEE CHAIR KEN RAY AND CITY CLUB OF PORTLAND EXECUTIVE DIRECTOR WENDY RADMACHER WILLIS COMMENTS RECAPPING THEIR JOINTLY HOSTED SIX COMMUNITY***

***STRATEGY FORUM MEETINGS HELD IN THE COMMISSIONERS BOARDROOM DURING THE MONTH OF FEBRUARY REGARDING THE COUNTY'S NEW BUDGETING PROCESS; INCLUDING FEEDBACK AND SUGGESTIONS FOR NEXT YEAR. CHAIR LINN AND COMMISSIONER CRUZ EXPRESSED APPRECIATION FOR THE EFFORTS OF THE CITIZEN INVOLVEMENT COMMITTEE AND CITY CLUB AND ADVISED THEY LOOK FORWARD TO IMPROVED COLLABORATION. MR. RAY EXPRESSED APPRECIATION FOR THE EFFORTS OF DAVE BOYER, KARYNE DARGAN AND THE BUDGET STAFF.***

**DEPARTMENT OF BUSINESS AND COMMUNITY SERVICES**

R-1 Presentation of Multnomah County's Comprehensive Annual Financial Report, Component Unit Financial Reports, and Schedule of Expenditures of Federal Awards for the year ending June 30, 2004. Presented by Dave Boyer, Chief Financial Officer; Mindy Harris, Accounting Manager; Cara Fitzpatrick, Accounting Supervisor, Gary Homsley, Assurance Partner, Grant Thornton LLP, Ray Barlow, Senior Assurance Manager, Grant Thornton LLP and Jack Pessia, Citizen Representative, Audit Committee. 15 MINUTES REQUESTED.

***DAVE BOYER COMMENTS, ACKNOWLEDGEMENTS AND INTRODUCTIONS. COMMISSIONER NAITO COMMENTS IN SUPPORT OF THE EFFORTS OF THE AUDIT COMMITTEE AND FINANCE STAFF. RAY BARLOW INDEPENDENT AUDIT PRESENTATION. MINDY HARRIS, CARA FITZPATRICK AND DAVE BOYER EXPLANATION IN RESPONSE TO QUESTIONS OF COMMISSIONER CRUZ REGARDING LOANS TO CONTRACTORS. JACK PESSIA COUNTY AUDIT COMMITTEE PRESENTATION. CHAIR LINN EXPRESSED HER APPRECIATION OF THE OVERVIEW OF INDEPENDENT AUDITORS, MR. PESSIA, COMMISSIONER NAITO AND THE FINANCE OFFICE STAFF.***

R-2 Presentation of Certificate of Achievement for Excellence in Financial Reporting Award for the Comprehensive Annual Financial Report for June 30, 2003. Presented by Chief Financial Officer, Mindy Harris, Accounting Manager and Cara Fitzpatrick, Accounting Supervisor.

***DAVE BOYER, MINDY HARRIS AND THE BOARD GREETED, ACKNOWLEDGED AND THANKED ACCOUNTING STAFF CARA FITZPATRICK; ALICE STREET, MICHELLE BARWICK, SUSAN LUCE, TORY MITCHELL, BILL MORAVICS AND LEE ANN THOMPSON. CHAIR LINN PRESENTED PLAQUE TO DAVE BOYER AND IN RESPONSE TO A QUESTION OF CHAIR LINN, MR. BOYER ADVISED THAT MULTNOMAH COUNTY IS IN THE TOP 3% OF ALL FEDERAL, STATE AND LOCAL GOVERNMENT ENTITIES IN AMERICA TO WIN THIS AWARD, AND THAT THIS IS THE 20TH STRAIGHT FISCAL YEAR MULTNOMAH COUNTY HAS WON SAME.***

R-3 RESOLUTION Approving the 2004-2007 Labor Agreement Between Multnomah County and the Federation of Oregon Parole and Probation Officers. Presented by Gail Parnell, Rebecca Gabriel and Invited Others. 15 MINUTES REQUESTED.

***COMMISSIONER CRUZ MOVED AND COMMISSIONER ROJO SECONDED, APPROVAL OF R-3. REBECCA GABRIEL INTRODUCED STEVE LIDAY AND CARL GOODMAN FROM THE DEPARTMENT OF COMMUNITY JUSTICE, AND PATRICK BRASESCO, BRENNAN MITCHELL, BRIAN MONTGOMERY AND STUART WALKER OF THE BARGAINING TEAM. MS. GABRIEL EXPLANATION. STEVE LIDAY, CARL GOODMAN AND PATRICK BRASESCO COMMENTS IN SUPPORT. CHAIR LINN AND COMMISSIONER NAITO COMMENTS IN APPRECIATION AND SUPPORT. RESOLUTION 05-038 UNANIMOUSLY ADOPTED.***

**DEPARTMENT OF COUNTY HUMAN SERVICES**

R-4 Budget Modification DCHS-12 Reclassifying Certain Positions in the Department of County Human Services to the Appropriate County-wide Job Classifications, as Determined by the Class/Comp Unit of Central Human Resources

***COMMISSIONER CRUZ MOVED AND COMMISSIONER ROJO SECONDED, APPROVAL OF R-4. MARY OVERGAARD EXPLANATION. BUDGET MODIFICATION UNANIMOUSLY APPROVED.***

**DEPARTMENT OF HEALTH**

R-5 Budget Modification HD-16 Authorizing Addition of Two Positions in the Medical Accounts Receivable Unit to Enhance the Health Department's Fee Revenue Collections Efforts

***COMMISSIONER CRUZ MOVED AND COMMISSIONER ROJO SECONDED, APPROVAL OF R-5. WENDY LEAR EXPLANATION. BUDGET MODIFICATION UNANIMOUSLY APPROVED.***

***AT THE REQUEST OF CHAIR LINN AND UPON MOTION OF COMMISSIONER CRUZ, SECONDED BY COMMISSIONER ROJO, CONSIDERATION OF THE FOLLOWING ITEM WAS UNANIMOUSLY APPROVED.***

**DEPARTMENT OF HEALTH**

UC-1 NOTICE OF INTENT to Apply for Grant Funding from the Oregon Dental Foundation and the American Dental Association to Expand Capacity to Provide Oral Health Services to School Aged Uninsured Youth in Multnomah County

***COMMISSIONER ROJO MOVED AND COMMISSIONER NAITO SECONDED, APPROVAL OF UC-1. SUE SANZI-SCHADEL EXPLANATION. CHAIR LINN COMMENTS IN SUPPORT. NOTICE OF INTENT UNANIMOUSLY APPROVED.***

**NON-DEPARTMENTAL**

R-6 Authorizing Settlement of Millican v. Multnomah County, Multnomah County Court Case No. 0304-03562

***COMMISSIONER ROJO MOVED AND COMMISSIONER CRUZ SECONDED, APPROVAL OF R-6. SCOTT ASPHAUG EXPLANATION. AUTHORIZATION UNANIMOUSLY APPROVED.***

*There being no further business, the meeting as adjourned at 10:24 a.m.*

---

Thursday, March 3, 2005 - **10:25 AM**
**(OR IMMEDIATELY FOLLOWING REGULAR MEETING)**
Multnomah Building, First Floor Commissioners Conference Room 112
501 SE Hawthorne Boulevard, Portland

# EXECUTIVE SESSION

*Chair Diane Linn convened the meeting at 10:30 a.m., with Commissioners Serena Cruz and Maria Rojo de Steffey present, Vice-Chair Lisa Naito participating via speakerphone, and Commissioner Lonnie Roberts excused.*

E-1 The Multnomah County Board of Commissioners Will Meet in Executive Session Pursuant to ORS 192.660(2)(h). Only Representatives of the News Media and Designated Staff are allowed to Attend. Representatives of the News Media and All Other Attendees are Specifically Directed Not to Disclose Information that is the Subject of the Executive Session. No Final Decision will be made in the Executive Session. Presented by Agnes Sowle. 15-30 MINUTES REQUESTED.

***EXECUTIVE SESSION HELD.***

*There being no further business, the meeting was adjourned at 11:21 a.m.*

BOARD CLERK FOR MULTNOMAH COUNTY, OREGON

*Deborah L. Bogstad*

Multnomah County Oregon

# Board of Commissioners & Agenda

*connecting citizens with information and services*

## BOARD OF COMMISSIONERS


**Diane Linn, Chair**
501 SE Hawthorne Boulevard, Suite 600
Portland, Or 97214
Phone: (503) 988-3308 FAX (503) 988-3093
Email: mult.chair@co.multnomah.or.us

**Maria Rojo de Steffey, Commission Dist. 1**
501 SE Hawthorne Boulevard, Suite 600
Portland, Or 97214
Phone: (503) 988-5220 FAX (503) 988-5440
Email: district1@co.multnomah.or.us

**Serena Cruz, Commission Dist. 2**
501 SE Hawthorne Boulevard, Suite 600
Portland, Or 97214
Phone: (503) 988-5219 FAX (503) 988-5440
Email: serena@co.multnomah.or.us

**Lisa Naito, Commission Dist. 3**
501 SE Hawthorne Boulevard, Suite 600
Portland, Or 97214
Phone: (503) 988-5217 FAX (503) 988-5262
Email: district3@co.multnomah.or.us

**Lonnie Roberts, Commission Dist. 4**
501 SE Hawthorne Boulevard, Suite 600
Portland, Or 97214
Phone: (503) 988-5213 FAX (503) 988-5262
Email: lonnie.j.roberts@co.multnomah.or.us


**On-line Streaming Media, View Board Meetings**
**www.co.multnomah.or.us/cc/live_broadcast.shtml**

**On-line Agendas & Agenda Packet Material**
**www.co.multnomah.or.us/cc/agenda.shtml**

**Americans with Disabilities Act Notice: If you need this agenda in an alternate format, or wish to participate in a Board Meeting, please call the Board Clerk (503) 988-3277, or the City/County Information Center TDD number (503) 823-6868, for information on available services and accessibility.**

## MARCH 1, 2 & 3, 2005 BOARD MEETINGS-REVISED

## FASTLOOK AGENDA ITEMS OF INTEREST


| | |
|---|---|
| Pg 2 | 8:30 a.m. Tuesday Budget Work Session on Program Offerings |
| Pg 2 | 8:30 a.m. Wednesday Budget Work Session on Program Offerings |
| Pg 3 | 9:30 a.m. Thursday Opportunity for Public Comment on Non-Agenda Matters |
| Pg 3 | 9:30 a.m. Thursday Comprehensive Annual Financial Report |
| Pg 4 | 9:50 a.m. Thursday FOPPO Contract Ratification |
| Pg 4 | 10:05 a.m. Thursday Budget Modifications DCHS-12 and HD-16 |
| Pg 5 | 10:25 a.m. Thursday Executive Session |
| | **The March 10 and March 24, 2005 Board Meetings are Cancelled** |


Thursday meetings of the Multnomah County Board of Commissioners are cable-cast live and taped and may be seen by Cable subscribers in Multnomah County at the following times:

Thursday, 9:30 AM, (LIVE) Channel 30
Friday, 11:00 PM, Channel 30
Saturday, 10:00 AM, Channel 30
Sunday, 11:00 AM, Channel 30
Produced through Multnomah Community Television
**(503) 491-7636, ext. 332 for further info**
**or: http://www.mctv.org**

Tuesday, March 1, 2005 - **8:30 AM**
Multnomah Building, First Floor Commissioners Boardroom 100
501 SE Hawthorne Boulevard, Portland

# BUDGET WORK SESSION

WS-1 Budget Work Session on Program Offerings. 3.5 HOURS REQUESTED. Presented by Dave Boyer, Karyne Dargan and Mark Campbell, with Peter Hutchinson and Laurie Ohmann from Public Strategies Group. This session will be cable-cast live and taped and may be seen by Cable subscribers in Multnomah County at the following times:

Tuesday, 3/1/05 at 8:30 AM, (LIVE) Channel 21
Friday, 3/4/05 at 8:00 AM, Channel 29
Saturday, 3/5/05 at 8:00 AM, Channel 29
Sunday, 3/6/05 at 10:00 AM, Channel 29
Produced through Multnomah Community Television
(503) 491-7636, ext. 332 for further info
or http://www.mctv.org

---

Wednesday, March 2, 2005 - **8:30 AM**
Multnomah Building, First Floor Commissioners Boardroom 100
501 SE Hawthorne Boulevard, Portland

# BUDGET WORK SESSION

WS-2 Budget Work Session on Program Offerings. 3.5 HOURS REQUESTED. Presented by Dave Boyer, Karyne Dargan and Mark Campbell, with Peter Hutchinson and Laurie Ohmann from Public Strategies Group. This session will be cable-cast live and taped and may be seen by Cable subscribers in Multnomah County at the following times:

Wednesday, 3/2/05 at 8:30 AM, (LIVE) Channel 21
Saturday, 3/5/05 at 3:00 PM, Channel 29
Sunday, 3/6/05 at 5:00 PM, Channel 29
Monday, 3/7/05 at 8:30 PM, Channel 29
Produced through Multnomah Community Television
(503) 491-7636, ext. 332 for further info
or http://www.mctv.org

Thursday, March 3, 2005 - **9:30 AM**
Multnomah Building, First Floor Commissioners Boardroom 100
501 SE Hawthorne Boulevard, Portland

# REGULAR MEETING

## CONSENT CALENDAR - 9:30 AM
## NON-DEPARTMENTAL

C-1 Appointment of Ruth Duran to the Multnomah County COMMUNITY HEALTH COUNCIL

C-2 Appointments of Jill Hinsley, Pat Steiner, Keith Castro, Valerie Conner, Judy Craine and Reappointments of Deborah Hunter and Debe Nagy-Nero to the Multnomah County FOOD SERVICE ADVISORY BOARD

## DEPARTMENT OF BUSINESS AND COMMUNITY SERVICES

C-3 RESOLUTION Authorizing the Private Sale of a Tax Foreclosed Property to METRO

## DEPARTMENT OF COUNTY HUMAN SERVICES

C-4 Renewal of Government Revenue Contract (Non 190 Agreement) 0405153 with the City of Portland, Providing Funding for the McKinney Special Needs Housing Program for People with Developmental Disabilities

## REGULAR AGENDA - 9:30 AM
## PUBLIC COMMENT - 9:30 AM

Opportunity for Public Comment on non-agenda matters. Testimony is limited to three minutes per person. Fill out a speaker form available in the Boardroom and turn it into the Board Clerk.

## DEPARTMENT OF BUSINESS AND COMMUNITY SERVICES - 9:30 AM

R-1 Presentation of Multnomah County's Comprehensive Annual Financial Report, Component Unit Financial Reports, and Schedule of Expenditures of Federal Awards for the year ending June 30, 2004. Presented by Dave Boyer, Chief Financial Officer; Mindy Harris, Accounting Manager; Cara Fitzpatrick, Accounting Supervisor, Gary Homsley, Assurance Partner, Grant Thornton LLP, Ray Barlow, Senior Assurance Manager, Grant

Thornton LLP and Jack Pessia, Citizen Representative, Audit Committee. 15 MINUTES REQUESTED.

R-2 Presentation of Certificate of Achievement for Excellence in Financial Reporting Award for the Comprehensive Annual Financial Report for June 30, 2003, Dave Boyer. Presented by Chief Financial Officer, Mindy Harris, Accounting Manager and Cara Fitzpatrick, Accounting Supervisor.

R-3 RESOLUTION Approving the 2004-2007 Labor Agreement Between Multnomah County and the Federation of Oregon Parole and Probation Officers. Presented by Gail Parnell, Rebecca Gabriel and Invited Others. 15 MINUTES REQUESTED.

**DEPARTMENT OF COUNTY HUMAN SERVICES - 10:05 AM**

R-4 Budget Modification DCHS-12 Reclassifying Certain Positions in the Department of County Human Services to the Appropriate County-wide Job Classifications, as Determined by the Class/Comp Unit of Central Human Resources

**DEPARTMENT OF HEALTH - 10:15 AM**

R-5 Budget Modification HD-16 Authorizing Addition of Two Positions in the Medical Accounts Receivable Unit to Enhance the Health Department's Fee Revenue Collections Efforts

UC-1 NOTICE OF INTENT to Apply for Grant Funding from the Oregon Dental Foundation and the American Dental Association to Expand Capacity to Provide Oral Health Services to School Aged Uninsured Youth in Multnomah County

**NON-DEPARTMENTAL - 10:20 AM**

R-6 Authorizing Settlement of Millican v. Multnomah County, Multnomah County Court Case No. 0304-03562

Thursday, March 3, 2005 - **10:25 AM**
**(OR IMMEDIATELY FOLLOWING REGULAR MEETING)**
Multnomah Building, First Floor Commissioners Conference Room 112
501 SE Hawthorne Boulevard, Portland

# EXECUTIVE SESSION

E-1 The Multnomah County Board of Commissioners Will Meet in Executive Session Pursuant to ORS 192.660(2)(h). Only Representatives of the News Media and Designated Staff are allowed to Attend. Representatives of the News Media and All Other Attendees are Specifically Directed Not to Disclose Information that is the Subject of the Executive Session. No Final Decision will be made in the Executive Session. Presented by Agnes Sowle. 15-30 MINUTES REQUESTED.

**Lonnie Roberts**
**Multnomah County Commissioner**
**District 4**

501 SE Hawthorne Boulevard, Suite 600
Portland, Oregon 97214
(503) 988-5213 phone
(503) 988-5262 fax
Email: lonnie.j.roberts@co.multnomah.or.us
www.co.multnomah.or.us/cc/ds4/

# MEMORANDUM

DATE: February 28, 2004

TO: Chair Diane Linn
Commissioner Maria Rojo de Steffey, District 1
Commissioner Serena Cruz, District 2
Commissioner Lisa Naito, District 3
Board Clerk Deb Bogstad

FROM: Kristen West
Staff Assistant to Commissioner Lonnie Roberts

RE: Notice of Meeting Excuse (Revised from January 31, 2005)

---

Commissioner Roberts will be present for the March 1 Budget Work Session, however he will not be attending the March 2, 2005 Budget Work Session; nor will he be attending the March 3, 2005 Regular Board Meeting and Executive Session. He will be in Washington DC for the National Association of Workforce Boards Conference with WSI. Thank you.

**Lonnie Roberts**
**Multnomah County Commissioner**
**District 4**

501 SE Hawthorne Boulevard, Suite 600
Portland, Oregon 97214
(503) 988-5213 phone
(503) 988-5262 fax
Email: lonnie.j.roberts@co.multnomah.or.us
www.co.multnomah.or.us/cc/ds4/

# MEMORANDUM

DATE: January 31, 2004

TO: Chair Diane Linn
Commissioner Maria Rojo de Steffey, District 1
Commissioner Serena Cruz, District 2
Commissioner Lisa Naito, District 3
Board Clerk Deb Bogstad

FROM: Kristen West
Staff Assistant to Commissioner Lonnie Roberts

RE: Notice of Meeting Excuse

---

Commissioner Roberts will not be attending the March 1, 2005 or March 2, 2005 Budget Work Sessions. Nor will he be attending the March 3, 2005 Regular Board meeting. He will be in Washington DC for the National Association of Workforce Boards Conference with WSI. Thank you.

MULTNOMAH COUNTY OREGON

BOARD OF COUNTY COMMISSIONERS
501 S.E. HAWTHORNE BLVD., Room 600
PORTLAND, OREGON 97204
(503) 988-5217

LISA NAITO ● DISTRICT 3 COMMISSIONER

# MEMORANDUM

TO: Chair Diane Linn
Commissioner Maria Rojo de Steffey
Commissioner Serena Cruz
Commissioner Lonnie Roberts
Board Clerk Deb Bogstad

FROM: Carol Wessinger
Staff to Commissioner Lisa Naito

DATE: February 11, 2005

RE: Commissioner Naito will be absent from the March 2, 2005 Board Briefing. Commissioner Naito will be absent from the March 3, 2005 Board Meeting but will participate by phone.

---

On March 2, 2005, Commissioner Naito will be traveling to the NACO & JPACT conferences in Washington DC. On March 3, 2005 Commissioner Naito will participate in the Board Meeting by phone.

Thank you,
Carol Wessinger

**BOGSTAD Deborah L**

**From:** MATTIODA Gina M
**Sent:** Friday, February 25, 2005 3:16 PM
**To:** #MULT BLDG ALL STAFF
**Subject:** Multnomah Building Lobby display

## Same-sex marriage display to be in Multnomah Building lobby during March, then donated to Oregon Historical Society Archives

To mark the one-year anniversary of the 3,022 same-sex couples who were issued marriage licenses in March and April of 2004, Multnomah County Commissioners are collecting photos and written memories for display in the lobby of the Multnomah Building during March.

The collection will then be turned over to the Oregon Historical Society and entered into their archives as a resource for future generations. The OHS Research Library contains one of the country's most extensive collections of state history materials, including over 12,000 linear feet of documents and over 2.5 million photographic images.

Photos and written memories can be submitted to: 2004 Wedding Album Project; Multnomah County; 501 SE Hawthorne Blvd., Suite 600; Portland, OR 97214. Questions about materials submission should be directed to Matthew Lashua at 503-988-6796.

Gina Mattioda
Director, Public Affairs Office
501 SE Hawthorne Blvd., Suite 600
Portland, Oregon 97214
phone: 503.988.5766
fax: 503.988.6801
cell phone: 503.708.5692
email: gina.m.mattioda@co.multnomah.or.us

# MULTNOMAH COUNTY
# AGENDA PLACEMENT REQUEST

| Board Clerk Use Only | |
|---|---|
| **Meeting Date:** | 03/03/05 |
| **Agenda Item #:** | C-1 |
| **Est. Start Time:** | 9:30 AM |
| **Date Submitted:** | 02/14/05 |

**BUDGET MODIFICATION:** -

| | |
|---|---|
| **Agenda Title:** | **Appointment of Ruth Duran to the Multnomah County Community Health Council** |

*Note: If Ordinance, Resolution, Order or Proclamation, provide exact title. For all other submissions, provide a clearly written title.*

| | | | |
|---|---|---|---|
| **Date Requested:** | March 3, 2005 | **Time Requested:** | N/A |
| **Department:** | **Non-Departmental** | **Division:** | Chair's Office |
| **Contact(s):** | Chair Linn, Andy Smith | | |
| **Phone:** | 503/988-3308 **Ext.** 85772 | **I/O Address:** | 503/600 |
| **Presenter(s):** | Consent Calendar | | |

## General Information

**1. What action are you requesting from the Board?**

Request Board approve appointment of Ruth Duran to the Multnomah County Community Health Council.

**2. Please provide sufficient background information for the Board and the public to understand this issue.**

The Community Health Council (CHC) is required under federal guidelines: Title 42, Public Safety and Multnomah County Code 21.300, Multnomah County Ordinance 230. The CHC assists and advises the County Health Department in promoting its vision of healthy people in healthy communities. The CHC supports and guides the Health Department in its mission to provide comprehensive health care that is quality drive, affordable and culturally competent to the people of Multnomah County. It provides input and feedback to generally advise the development, implementation and evaluation of Health Department programs including, but not limited to all programs funded through the Federal Bureau of Primary Health Care. The CHC also serves as the Citizen Budget Advisory Committee for the County Health Department. Membership can range from 9 to 25 members – consumers of County health programs constitute the majority; remaining

members are health care providers and representatives of the community. Members are appointed to 3-year terms by the County Chair from nominees selected by the current Council with approval of the Board of County Commissioners. Sonia Manhas of the County Health Department is the Community Health Council Manager.

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

   No current year or ongoing fiscal impact.

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

   No legal and/or policy issues involved.

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

   N/A

## Required Signatures

**Department/ Agency Director:** _____ **Date:** 02/14/05

**Budget Analyst:** _____ **Date:** _____

**Department HR:** _____ **Date:** _____

**Countywide HR:** _____ **Date:** _____

# MULTNOMAH COUNTY
# AGENDA PLACEMENT REQUEST

| Board Clerk Use Only | |
|---|---|
| **Meeting Date:** | 03/03/05 |
| **Agenda Item #:** | C-2 |
| **Est. Start Time:** | 9:30 AM |
| **Date Submitted:** | 02/18/05 |

**BUDGET MODIFICATION:** -

| | |
|---|---|
| **Agenda Title:** | **Appointments of Jill Hinsley, Pat Steiner, Keith Castro, Valerie Conner, Judy Craine and Reappointments of Deborah Hunter and Debe Nagy-Nero to the Multnomah County Food Service Advisory Board** |

*Note: If Ordinance, Resolution, Order or Proclamation, provide exact title. For all other submissions, provide a clearly written title.*

| | | | |
|---|---|---|---|
| **Date Requested:** | 03/03/05 | **Time Requested:** | Consent Calendar |
| **Department:** | Non-Departmental | **Division:** | Chair's Office |
| **Contact(s):** | Chair Diane Linn, Andy Smith | | |
| **Phone:** | 503/988-3308 **Ext.** 85772 | **I/O Address:** | 503/600 |
| **Presenter(s):** | N/A | | |

## General Information

1. **What action are you requesting from the Board?**

   Request Board approve appointments of Jill Hinsley, Pat Steiner, Keith Castro, Valerie Conner, Judy Craine and reappointments of Deborah Hunter and Debe Nagy-Nero to the Multnomah County Food Service Advisory Board

2. **Please provide sufficient background information for the Board and the public to understand this issue.**

   The Foods Service Advisory Board advises the Multnomah County Health Department on community needs and priorities; assists in planning and review of programmatic changes; makes recommendations to Board of County Commissioners on implementation of delegated food protection program; and reviews and provides evaluation of effectiveness of delegated food protection program. There are 15 members: 9 representatives from the food industry and 6 representatives from public consumers. Alternates are allowed for each category. Members are appointed to 3-year terms in (accordance with State statute) by the County Chair with

approval of the Board of County Commissioners. Greig Warner, Health Department, Disease Prevention and Control, is staff liaison to the Multnomah County Food Service Advisory Board.

3. **Explain the fiscal impact (current year and ongoing).**
   No current year/ongoing fiscal impact.
4. **Explain any legal and/or policy issues involved.**
   No legal and/or policy issues involved.
5. **Explain any citizen and/or other government participation that has or will take place.**
   N/A

## Required Signatures

**Department/ Agency Director:** _____ **Date:** 2/18/2005

**Budget Analyst:** _____ **Date:** _____

**Department HR:** _____ **Date:** _____

**Countywide HR:** _____ **Date:** _____

# MULTNOMAH COUNTY
# AGENDA PLACEMENT REQUEST

| Board Clerk Use Only | |
|---|---|
| **Meeting Date:** | 03/03/05 |
| **Agenda Item #:** | C-3 |
| **Est. Start Time:** | 9:30 AM |
| **Date Submitted:** | 02/04/05 |

**BUDGET MODIFICATION:** -

**Agenda Title:** **RESOLUTION Authorizing the Private Sale of a Tax Foreclosed Property to METRO**

*Note: If Ordinance, Resolution, Order or Proclamation, provide exact title. For all other submissions, provide a clearly written title.*

| | | | |
|---|---|---|---|
| **Date Requested:** | March 3, 2005 | **Time Requested:** | Consent Item |
| **Department:** | **Business and Community Services** | **Division:** | Tax Title |
| **Contact(s):** | Gary Thomas | | |
| **Phone:** | 503-988-3590 **Ext.** 22591 | **I/O Address:** | 503/4/TT |
| **Presenter(s):** | Gary Thomas | | |

## General Information

1. **What action are you requesting from the Board?**

   The Tax Title Section is requesting the Board to approve the private sale of a tax foreclosed property to METRO.

2. **Please provide sufficient background information for the Board and the public to understand this issue.**

   The subject property is a vacant lot approximately 83' x 70' x 125' x 170' that came into Multnomah County ownership through the foreclosure of delinquent tax liens on November 2, 1989. The property is located in a wooded, undeveloped area above and to the south of NW St Helens Road. There are BPA overhead power lines fairly close to the property.

   We propose to sell the property to Metro who owns approximately 330 acres to the north and west of the subject property. The subject parcel is in Metro's "Forest Park Target Area" and they propose to use the property for park purposes. We are selling the property to Metro for the same amount, $100, as would be charged if we transferred it to them. Selling the property to them on a private sale will simply speed up the process of getting it into their ownership which they requested.

The attached Exhibit A, a plat map shows the location of the property. Exhibit B, an aerial photo, shows the lot in relation to the surrounding area.

Although no written confirmation was obtained from Multnomah County Land Use Planning we did receive verbal and email confirmation from their office that the property is unsuitable for the construction or placement of a dwelling thereon under current zoning ordinances and building codes, as provided under ORS 275.225. The subject is zoned CFU-1 (Commercial Forest Use-1) and has overlays for wildlife habitat and views. The property is also in a slope hazard area (HDP). The CFU-1 zone does not list single family dwellings as an allowable use.

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

   The Private Sale will allow for a partial recovery of the delinquent taxes, fees and expenses (see Exhibit C).

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

   No legal issues are expected. The parcel will be sold "As Is" without guarantee of clear title.

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

   No citizen or government participation is anticipated.

# EXHIBIT A

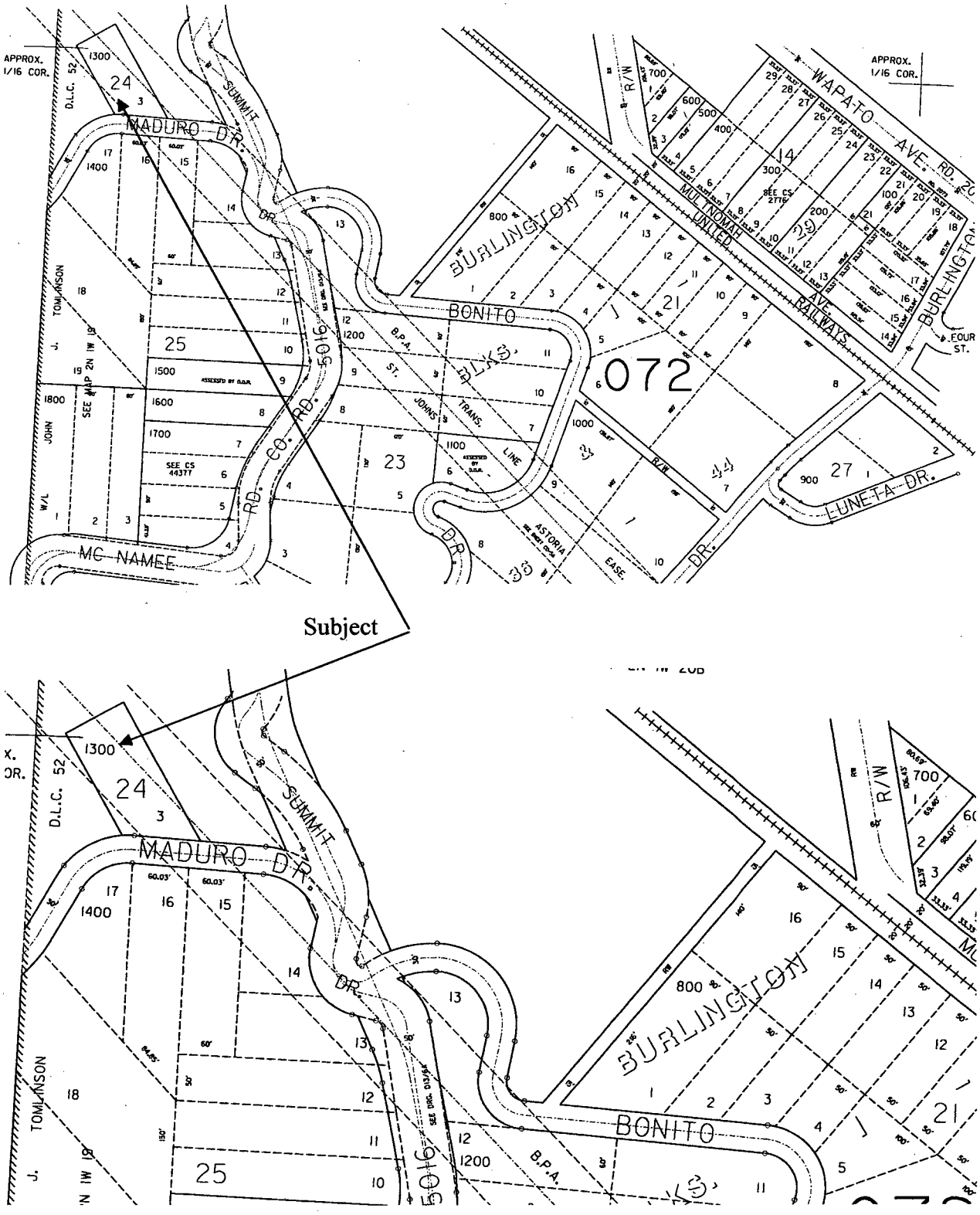

Subject
MADURO DR.
SUMMIT DR.
BONITO
MC NAMEE
BURLINGTON
WAPATO AVE. RD. 20
LUNETA DR.
MULTNOMAH UNITED RAILWAYS
ASTORIA
EASE.
J. TOMLINSON
D.L.C. 52
APPROX. 1/16 COR.
072
24
25
23
21
14
29
27
44
33
1300
1400
1500
1600
1700
1800
1200
1100
1000
900
800
700
600
500
400
300
200
100
R/W
B.P.A.
FOUR ST.

**EXHIBIT B**

R124328 2N1W20BC 1300 Vacant Lot (West of NW St Helens RD)

**EXHIBIT C**
**PROPOSED PROPERTY LISTED FOR PRIVATE SALE**
**FISCAL YEAR 2004-05**

LEGAL DESCRIPTION:
LOT 3, BLOCK 24, BURLINGTON

| | |
|---|---|
| ADJACENT PROPERTY ADDRESS: | None |
| TAX ACCOUNT NUMBER: | R124328 |
| GREENSPACE DESIGNATION: | Open space |
| SIZE OF PARCEL: | Approximately 83' x 70' x 125' x 170' (10,313sf) |
| ASSESSED VALUE: | $1,900 |

**ITEMIZED EXPENSES FOR TOTAL PRICE OF PRIVATE SALE**

| | |
|---|---|
| BACK TAXES & INTEREST: | $376.42 |
| TAX TITLE MAINTENANCE COST & EXPENSES: | $22.50 |
| RECORDING FEE: | $26.00 |
| SUB-TOTAL | $424.92 |
| MINIMUM PRICE REQUEST OF PRIVATE SALE | $100.00 |

## Required Signatures

**Department/ Agency Director:** Robert A Macatee **Date:** 02/08/05

**Budget Analyst:** _____ **Date:** _____

**Department HR:** _____ **Date:** _____

**Countywide HR:** _____ **Date:** _____

## BOGSTAD Deborah L

**From:** GRACE Becky J
**Sent:** Friday, February 04, 2005 10:07 AM
**To:** BOGSTAD Deborah L
**Subject:** FW: Metro Private Sale March 3rd Board Agenda

-----Original Message-----
**From:** CREAN Christopher D
**Sent:** Friday, February 04, 2005 10:04 AM
**To:** GRACE Becky J
**Subject:** RE: Metro Private Sale March 3rd Board Agenda

Becky –

I have reviewed the attached resolution and deed for the sale to Metro and they may be circulated for signature as proposed. Thanks.

- Chris

> -----Original Message-----
> **From:** GRACE Becky J
> **Sent:** Friday, February 04, 2005 10:01 AM
> **To:** CREAN Christopher D
> **Subject:** Metro Private Sale March 3rd Board Agenda
>
> Hi Chris,
> Attached for your review and approval are the Board Agenda documents for the Metro Private Sale.
> Thank you,
>
> Becky Grace
> Tax Title, Multnomah County
> 501 SE Hawthorne, Suite 310
> Portland, OR 97214
> 503.988.3590 x27145

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

**RESOLUTION NO. _____**

Authorizing the Private Sale of a Tax Foreclosed Property to METRO.

**The Multnomah County Board of Commissioners Finds:**

a. Multnomah County acquired the real property described below through the foreclosure of liens for delinquent property taxes.

b. The property has an assessed value of $1,900 on the County's current tax roll.

c. Although no written confirmation from the Multnomah County Land Use Planning was obtained, we did receive verbal and email confirmation from their office that the property, approximately 10,313 square feet, is unsuitable for the construction or placement of a dwelling thereon under current zoning ordinances and building codes, as provided under ORS 275.225.

d. METRO has agreed to pay $100, an amount the Board finds to be a reasonable price for the property in conformity with ORS 275.225.

**The Multnomah County Board of Commissioners Resolves:**

1. Upon Tax Title's receipt of the payment of $100, the Chair on behalf of Multnomah County, is authorized to execute a deed conveying to METRO, the following described real property:

   LOT 3, BLOCK 4, in the duly recorded plat of BURLINGTON, in the City of Portland, Multnomah County, Oregon.

ADOPTED this 3rd day of March 2005.

BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

_____
Diane M. Linn, Chair

REVIEWED:

AGNES SOWLE, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By_____
Christopher D. Crean, Assistant County Attorney

Until a change is requested, all tax statements
Shall be sent to the following address:
METRO REGIONAL PARKS and GREENSPACES
600 NE GRAND AVENUE
PORTLAND OR 97232

After recording, return to:
MULTNOMAH COUNTY
TAX TITLE DIVISION
503/4

**Deed D051999**

MULTNOMAH COUNTY, a political subdivision of the State of Oregon, Grantor, conveys to METRO, a municipal corporation and political subdivision of the State of Oregon, that certain real property located in the City of Portland, Multnomah County, Oregon more particularly described as follows:

LOT 3, BLOCK 24, located in the duly recorded plat of BURLINGTON

The true and actual consideration paid for this transfer; stated in the terms of dollars is $100.

**THIS INSTRUMENT WILL NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY APPROVED USES AND TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES AS DEFINED IN ORS 30.930.**

IN WITNESS WHEREOF, MULTNOMAH COUNTY has caused these presents to be executed by the Chair of the Multnomah County Board of Commissioners the 3rd day of March 2005, by authority of a Resolution of the Board of County Commissioners heretofore entered of record.

BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

_____
Diane M. Linn, Chair

REVIEWED:

AGNES SOWLE, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By_____
Christopher D. Crean, Assistant County Attorney

STATE OF OREGON )
) ss
COUNTY OF MULTNOMAH )

This Deed was acknowledged before me this 3rd day of March 2005, by Diane M. Linn, to me personally known, as Chair of the Multnomah County Board of Commissioners, on behalf of the County by authority of the Multnomah County Board of Commissioners.

_____
Deborah Lynn Bogstad
Notary Public for Oregon
My Commission expires: 6/27/05

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

**RESOLUTION NO. 05-037**

Authorizing the Private Sale of a Tax Foreclosed Property to METRO

**The Multnomah County Board of Commissioners Finds:**

a. Multnomah County acquired the real property described below through the foreclosure of liens for delinquent property taxes.

b. The property has an assessed value of $1,900 on the County's current tax roll.

c. Although no written confirmation from the Multnomah County Land Use Planning was obtained, we did receive verbal and email confirmation from their office that the property, approximately 10,313 square feet, is unsuitable for the construction or placement of a dwelling thereon under current zoning ordinances and building codes, as provided under ORS 275.225.

d. METRO has agreed to pay $100, an amount the Board finds to be a reasonable price for the property in conformity with ORS 275.225.

**The Multnomah County Board of Commissioners Resolves:**

1. Upon Tax Title's receipt of the payment of $100, the Chair on behalf of Multnomah County, is authorized to execute a deed conveying to METRO, the following described real property:

   LOT 3, BLOCK 4, in the duly recorded plat of BURLINGTON, in the City of Portland, Multnomah County, Oregon.

ADOPTED this 3rd day of March 2005.

BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

Diane M. Linn, Chair

REVIEWED:

AGNES SOWLE, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By _____
Christopher D. Crean, Assistant County Attorney

Until a change is requested, all tax statements
Shall be sent to the following address:
METRO REGIONAL PARKS and GREENSPACES
600 NE GRAND AVENUE
PORTLAND OR 97232

After recording, return to:
MULTNOMAH COUNTY
TAX TITLE DIVISION
503/4

**Deed D051999**

MULTNOMAH COUNTY, a political subdivision of the State of Oregon, Grantor, conveys to METRO, a municipal corporation and political subdivision of the State of Oregon, that certain real property located in the City of Portland, Multnomah County, Oregon more particularly described as follows:

LOT 3, BLOCK 24, located in the duly recorded plat of BURLINGTON

The true and actual consideration paid for this transfer; stated in the terms of dollars is $100.

**THIS INSTRUMENT WILL NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY APPROVED USES AND TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES AS DEFINED IN ORS 30.930.**

IN WITNESS WHEREOF, MULTNOMAH COUNTY has caused these presents to be executed by the Chair of the Multnomah County Board of Commissioners the 3rd day of March 2005, by authority of a Resolution of the Board of County Commissioners heretofore entered of record.

BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

_____
Diane M. Linn, Chair

REVIEWED:

AGNES SOWLE, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By _____
Christopher D. Crean, Assistant County Attorney

STATE OF OREGON )
) ss
COUNTY OF MULTNOMAH )

This Deed was acknowledged before me this 3rd day of March 2005, by Diane M. Linn, to me personally known, as Chair of the Multnomah County Board of Commissioners, on behalf of the County by authority of the Multnomah County Board of Commissioners.

_____
Deborah Lynn Bogstad
Notary Public for Oregon
My Commission expires: 6/27/05

Until a change is requested, all tax statements
Shall be sent to the following address:
METRO REGIONAL PARKS and GREENSPACES
600 NE GRAND AVENUE
PORTLAND OR 97232

After recording, return to:
MULTNOMAH COUNTY
TAX TITLE DIVISION
503/4

**Deed D051999**

MULTNOMAH COUNTY, a political subdivision of the State of Oregon, Grantor, conveys to METRO, a municipal corporation and political subdivision of the State of Oregon, that certain real property located in the City of Portland, Multnomah County, Oregon more particularly described as follows:

LOT 3, BLOCK 24, located in the duly recorded plat of BURLINGTON

The true and actual consideration paid for this transfer, stated in the terms of dollars is $100.

**THIS INSTRUMENT WILL NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY APPROVED USES AND TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES AS DEFINED IN ORS 30.930.**

IN WITNESS WHEREOF, MULTNOMAH COUNTY has caused these presents to be executed by the Chair of the Multnomah County Board of Commissioners the 3rd day of March 2005, by authority of a Resolution of the Board of County Commissioners heretofore entered of record.

BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

Diane M. Linn, Chair

REVIEWED:

AGNES SOWLE, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By _____
Christopher D. Crean, Assistant County Attorney

STATE OF OREGON )
) ss
COUNTY OF MULTNOMAH )

This Deed was acknowledged before me this 3rd day of March 2005, by Diane M. Linn, to me personally known, as Chair of the Multnomah County Board of Commissioners, on behalf of the County by authority of the Multnomah County Board of Commissioners.

OFFICIAL SEAL
DEBORAH LYNN BOGSTAD
NOTARY PUBLIC-OREGON
COMMISSION NO. 345246
MY COMMISSION EXPIRES JUNE 27, 2005

Deborah Lynn Bogstad
Notary Public for Oregon
My Commission expires: 6/27/05

# MULTNOMAH COUNTY
# AGENDA PLACEMENT REQUEST

| Board Clerk Use Only | |
|---|---|
| **Meeting Date:** | 03/03/05 |
| **Agenda Item #:** | C-4 |
| **Est. Start Time:** | 9:30 AM |
| **Date Submitted:** | 02/14/05 |

**BUDGET MODIFICATION:** -

| | |
|---|---|
| **Agenda Title:** | **Renewal of Government Revenue Contract (Non 190 Agreement) 0405153 with the City of Portland, Providing Funding for the McKinney Special Needs Housing Program for People with Developmental Disabilities** |

*Note: If Ordinance, Resolution, Order or Proclamation, provide exact title. For all other submissions, provide a clearly written title.*

| | | | |
|---|---|---|---|
| **Date Requested:** | March 3, 2005 | **Time Requested:** | N/A |
| **Department:** | County Human Services | **Division:** | Developmental Disabilities |
| **Contact(s):** | Patrice Botsford | | |
| **Phone:** | (503) 988-3658 **Ext.** 26360 | **I/O Address:** | 166/4 |
| **Presenter(s):** | Consent Calendar | | |

## General Information

1. **What action are you requesting from the Board?**

   The Department of County Human Services recommends Board approval of the FY 04-05 renewal revenue agreement with the City of Portland Bureau of Housing and Community Development.

2. **Please provide sufficient background information for the Board and the public to understand this issue.**

   The Department of County Human Services – Developmental Disability Service Division annually receives a transfer of City of Portland funds for the purchase of human services for homeless programs to include a) Special needs/Housing services – provide assessments of the developmentally disabled to determine services needed for housing stability; provide access to direct one to one independent living assistance and b) Administration Services – work with providers of services to homeless single adults to ensure good referrals and networking. This agreement is retroactive due to a delay in receiving the final document from the City of Portland.

3. **Explain the fiscal impact (current year and ongoing).**
   This revenue agreement will provide the Department with $15,000 for Fiscal Year 04/05.
4. **Explain any legal and/or policy issues involved.**

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

## Required Signatures

**Department/ Agency Director:** _____ **Date:** 02/09/05

**Budget Analyst:** _____ **Date:** _____

**Department HR:** _____ **Date:** _____

**Countywide HR:** _____ **Date:** _____

RECEIVED
FEB 15 2005
COUNTY COUNSEL FOR
MULTNOMAH COUNTY, OR

Hi Patrick –

Enclosed is a revenue agreement with the City of Portland, Bureau of Housing and Community Development. This document has already been reviewed and approved by you on February 7th, 2005.

Please sign where indicated on the enclosed documents and forward to Deb Bogstad at 503/4 for inclusion on the next board agenda.

Please call me at ext. 26410 if you have any questions or concerns about this document.

Thanks, Kristie

# MULTNOMAH COUNTY CONTRACT APPROVAL FORM

*(See Administrative Procedure CON-1)*

Contract #: 0405153

Pre-approved Contract Boilerplate (with County Attorney signature) [X] Attached [] Not Attached

Amendment #: 0

| Class I | Class II | Class III A |
|---|---|---|
| Contracts $75,000 and less per 12 month period | Contracts over $75,000 per 12 month period | [] Government Contracts (190 Agreement) |
| [] Professional Services Contracts<br>[] PCRB Contracts<br>[] Maintenance Agreements<br>[] Licensing Agreements<br>[] Public Works Construction Contracts<br>[] Architectural & Engineering Contracts<br>[] Revenue Contracts<br>[] Grant Contracts<br>[] Non-Expenditure Contracts | [] Professional Services Contracts<br>[] PCRB Contracts<br>[] Maintenance Agreements<br>[] Licensing Agreements<br>[] Public Works Construction Contracts<br>[] Architectural & Engineering Contracts<br>[] Revenue Contracts<br>[] Grant Contracts<br>[] Non-Expenditure Contracts | ] Expenditure [] Non-Expenditure<br>[] Revenue<br>**Class III B**<br>[] Government Contracts (Non-190 Agreement)<br>[] Expenditure [] Non-Expenditure<br>[X] Revenue<br>[] Interdepartmental Contracts |

| | | | | | |
|---|---|---|---|---|---|
| Department: | County Human Services | Division: | Developmental Disabilities | Date: | January 10, 2005 |
| Originator: | Gloria Wang | Phone: | 22843 | Bldg/Rm: | 166/4 |
| Contact: | Alicia Boris | Phone: | 29807 | Bldg/Rm: | 166/4 |

Description of Contract **This revenue agreement provides funding for the McKinney Special Needs Housing program for people with developmental disabilities.**

RENEWAL: [X] PREVIOUS CONTRACT #(S): 0410481

RFP/BID: IGA RFP/BID DATE:

EXEMPTION #

EFFECTIVE DATE: EXPIRATION DATE: ORS/AR #:

CONTRACTOR IS: [] MBE [] WBE [] ESB [] QRF State Cert# or [] Self Cert [] Non-Profit [X] N/A *(Check all boxes that apply)*

| | | | |
|---|---|---|---|
| Contractor | City of Portland Bureau of Housing and Community Development | | |
| Address | 421 SW 6th Avenue, Suite 1100 | Remittance Address | |
| City/State | Portland Oregon | *(If different)* | |
| Zip Code | 97204 | Payment Schedule / Terms | |
| Phone | (503) 823-2375 | [] Lump Sum $ | [] Due on Receipt |
| Employer ID# or SS# | 93-6002236 | [] Monthly $ Revenue | [] Net 30 |
| Contract Effective Date | July 1, 2004 Term Date June 30, 2005 | [] Other $ | [] Other |
| Amendment Effect Date | New Term Date | [] Requirements Funding Info: | |
| Original Contract Amount $ | 15,000 | Original Requirements Amount | $ 0 |
| Total Amt of Previous Amendments $ | 0 | Total Amt of Previous Amendments | $ 0 |
| Amount of Amendment $ | 0 | Requirements Amount Amendment: | $ 0 |
| Total Amount of Agreement $ | 15,000 | Total Amount of Requirements | $ 0 |

REQUIRED SIGNATURES

| | | |
|---|---|---|
| Department Manager | | DATE 2/9/05 |
| Purchasing Manager | | DATE |
| County Attorney | Patrick W Henry | DATE 2/16/05 |
| County Chair | | DATE 3-3-05 |
| Sheriff | | DATE |
| Contract Administration | | DATE |

COMMENTS: SAP Vendor Code: 30043

APPROVED MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C-4 DATE 03-03-05
DEBORAH L. BOGSTAD, BOARD CLERK

Exhibit A, Rev. 03/07/03

S:\admin\Ceu\CEUStartFY0405\CpuCAF\City of Portland DD REV CAF.doc

CFDA#14.235

**CITY CONTRACT NO.** **COUNTY CONTRACT NO.**

**CITY OF PORTLAND, BUREAU OF HOUSING AND COMMUNITY DEVELOPMENT**
**AND**
**MULTNOMAH COUNTY DEPARTMENT OF COUNTY HUMAN SERVICES**

This Contract for services (CONTRACT) is between the CITY OF PORTLAND, acting through its BUREAU OF HOUSING AND COMMUNITY DEVELOPMENT (CITY) and MULTNOMAH COUNTY, acting through its DEPARTMENT OF COUNTY HUMAN SERVICES (COUNTY).

This Contract consists of the following sections:


| | | |
|---|---|---|
| Part A: | Contract | Page 1 |
| Table A: | Contracted Service Programs | Page 2 |
| Part B: | General Terms and Conditions | Page 3 |
| Exhibits: | Program Descriptions | Page 9 |


## PART A: CONTRACT

1. **DESCRIPTION OF SERVICES**: County (Subrecipient) will provide the services included in Table A: Contracted Service Programs and the related Exhibits.

2. **COMPENSATION**: City shall pay County quarterly for provision of services, upon receipt of invoice documenting expenditures and a service report for each program included in this Contract, as described in the Exhibits. Total compensation under this Contract shall not exceed $15,000.

3. **TERM**: County's services will begin on July 1, 2004, and terminate when completed, but no later than June 30, 2005.

In witness whereof, the parties hereto have caused this Contract to be executed by their authorized officers.

**MULTNOMAH COUNTY, OREGON**

BY _____ 2/9/05
Patricia Pate Date
Director, Dept. of County Human Services

BY _____ 3.3.05
Diane Linn, Multnomah County Chair Date

**REVIEWED:**

_____ 2/16/05
County Counsel for Date
Multnomah County, Oregon

APPROVED : MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C-4 DATE 03.03.05
DEBORAH L. BOGSTAD, BOARD CLERK

**CITY OF PORTLAND**

BY _____
Mayor Tom Potter Date

**APPROVED AS TO FORM:**

By _____
Linda Meng, City Attorney Date

## TABLE A: CONTRACTED SERVICE PROGRAMS

**CONTRACT No.:**

| Program | Funding Source | Funding Level | Exhibit | BHCD Contact |
|---|---|---|---|---|
| **HOMELESS PROGRAMS** | | | | **$15,000** |
| Special Needs/Housing Services | McKinney - SHP | 14,625 | A | Liora Berry |
| Administration for Services | McKinney - SHP | $375 | | |
| | | **TOTAL:** | | **$15,000** |

## PART B: GENERAL TERMS AND CONDITIONS

A. TERMINATION FOR CAUSE. In accordance with 24 CFR 85.43, if, through any cause, the Subrecipient shall fail to fulfill in timely and proper manner his/her obligations under this Contract, or if the Subrecipient shall violate any of the covenants, agreements, or stipulations of this Contract, the City may avail itself of such remedies as cited in 24 CFR 85.43 by giving written notice to the Subrecipient of such action and specifying the effective date thereof at least 30 days before the effective date of such action. In such event, all finished or unfinished documents, data, studies, and reports prepared by the Subrecipient under this Contract shall, at the option of the City, become the property of the City and the Subrecipient shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents.

Notwithstanding the above, the Subrecipient shall not be relieved of liability to the City for damages sustained by the City by virtue of any breach of the Contract by the Subrecipient, and the City may withhold any payments to the Subrecipient for the purpose of setoff until such time as the exact amount of damages due the City from the Subrecipient is determined.

B. TERMINATION FOR CONVENIENCE. In accordance with 24 CFR 85.44, the City and Subrecipient may terminate this contract at any time by mutual written agreement. If the Contract is terminated by the City as provided herein, the Subrecipient will be paid an amount which bears the same ratio to the total compensation as the services actually performed bear to the total services of the Subrecipient covered by this Contract less payments of compensation previously made.

C. ENFORCEMENT AND REMEDIES. In the event of termination under section A hereof by the City due to a breach by the Subrecipient, then the City may complete the work either itself or by agreement with another subrecipient, or by a combination thereof. In the event the cost of completing the work exceeds the amount actually paid to the Subrecipient hereunder plus the remaining unpaid balance of the compensation provided herein, then the Subrecipient shall pay to the City the amount of excess. Allowable costs shall be determined in accordance with 24 CFR 85.43(c).

The remedies provided to the City under sections A and C hereof for a breach by the Subrecipient shall not be exclusive. The City also shall be entitled to any other equitable and legal remedies that are available.

In the event of breach of this contract by the City, then the Subrecipient's remedy shall be limited to termination of the contract and receipt of payment as provided in section B hereof.

In the event of termination under Section A, the City shall provide the Subrecipient an opportunity for an administrative appeal to the Bureau Director.

D. CHANGES. The City or Subrecipient may, from time to time, request changes in writing in the scope of services or terms and conditions hereunder. Such changes, including any increase or decrease in the amount of the Subrecipient's compensation, shall be incorporated in written amendments to this contract. Changes to the scope of work, budget

line items, timing, reporting, or performance measures may be approved by the Project Manager.

Significant changes to the scope of work, performance measures, or compensation, unless the total contract after amendment is less than $100,000, must be approved by ordinance of the City Council. Compensation changes in which the total contract is less than $100,000 may be approved by the Bureau Director.

E. NON-DISCRIMINATION. During the performance of this Contract, the Subrecipient agrees as follows:

1. The Subrecipient will comply with the non-discrimination provisions of Title VI of the Civil Rights Act of 1964 (24 CFR 1), Fair Housing Act (24 CFR 100), and Executive Order 11063 (24 CFR 107).
2. The Subrecipient will comply with prohibitions against discrimination on the basis of age under Section 109 of the Act as well as the Age Discrimination Act of 1975 (24 CFR 146), and the prohibitions against discrimination against otherwise qualified individuals with handicaps under Section 109 as well as section 504 of the Rehabilitation Act of 1973 (24 CFR 8).
3. The Subrecipient will comply with the equal employment and affirmative action requirements of Executive Order 11246, as amended by Order 12086 (41 CFR 60).
4. The Subrecipient will comply with the equal employment and non-discrimination requirements of Portland City Code Sections 3.100.005 (City Policies Relating to Equal Employment Opportunity, Affirmative Action and Civil Rights), 3.100.042 (Certification of Contractors), and Chapter 23 – Civil Rights.
5. Subrecipient will comply with the Americans with Disabilities Act (42 USC 12131, 47 USC 155, 201, 218 and 225), which provides comprehensive civil rights to individuals with disabilities in the areas of employment, public accommodation, state and local government services and telecommunications. The Act also requires the removal of architectural and communication barriers that are structural in nature in existing facilities. For HOME funded projects, the Subrecipient will also comply with affirmative marketing policy and outreach to minorities and women and to entities owned by minorities and women per 24 CFR 92.351, if the funds will be used for housing containing 5 or more assisted units.

F. SECTION 3: The Subrecipient will comply with the training and employment guidelines of Section 3 of the Housing and Urban Development Act of 1968, as amended (12U.S.C. 1701a), and regulations pursuant thereto (24 CFR Part 135).

G. ACCESS TO RECORDS. The City, HUD, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, general organizational and administrative information, documents, papers, and records of the Subrecipient which are directly pertinent to this contract, for the purpose of making audit or monitoring, examination, excerpts, and transcriptions. All required records must be maintained by the Subrecipient for four years after the City makes final payments and all other pending matters are closed.

H. MAINTENANCE OF RECORDS. The Subrecipient shall maintain fiscal records on a current basis to support its billings to the City. The Subrecipient shall retain fiscal as well as all records relating to program management and operation, program beneficiaries, demographics and eligibility for inspection, audit, and copying for four years from the date

of completion or termination of this contract. The City or its authorized representative shall have the authority to inspect, audit, and copy on reasonable notice and from time to time any records of the Subrecipient regarding its billings or its work here under.

I. AUDIT OF PAYMENTS. The City, either directly or through a designated representative, may audit the records of the Subrecipient at any time during the four-year period established by Section H above.

If an audit discloses that payments to the Subrecipient were in excess of the amount to which the Subrecipient was entitled, then the Subrecipient shall repay the amount of the excess to City.

J. INDEMNIFICATION. Subject to the conditions and limitations of the Oregon Constitution and the Oregon Tort Claims Act, ORS 30.260 through 30.300, the Subrecipient shall hold harmless, defend, and indemnify the City and the City's officers, agents and employees against all claims, demands, actions, and suits (including all attorney fees and costs) brought against any of them arising from the Subrecipient's work or any subcontractor's work under this contract.

K. LIABILITY INSURANCE.

(a) The Subrecipient shall maintain public liability and property damage insurance that protects the Subrecipient and the City and its officers, agents, and employees from any and all claims, demands, actions, and suits for damage to property or personal injury, including death, arising from the Subrecipient's work under this contract. The insurance shall provide coverage for not less than $200,000 for personal injury to each person, $500,000 for each occurrence, and $500,000 for each occurrence involving property damages; or a single limit policy of not less than $500,000 covering all claims per occurrence. The limits of the insurance shall be subject to statutory changes as to maximum limits of liability imposed on municipalities of the state of Oregon during the term of the agreement. The insurance shall be without prejudice to coverage otherwise existing and shall name as additional insureds the City and its officers, agents, and employees. Notwithstanding the naming of additional insureds, the insurance shall protect each insured in the same manner as though a separate policy had been issued to each, but nothing herein shall operate to increase the insurer's liability as set forth elsewhere in the policy beyond the amount or amounts for which the insurer would have been liable if only one person or interest had been named as insured. The coverage must apply as to claims between insureds on the policy. The insurance shall provide that it shall not terminate or be canceled without 30 days written notice first being given to the City Auditor. If the insurance is canceled or terminated prior to completion of the contract, the Subrecipient shall provide a new policy with the same terms. The Subrecipient agrees to maintain continuous, uninterrupted coverage for the duration of the contract. The insurance shall include coverage for any damages or injuries arising out of the use of automobiles or other motor vehicles by the Subrecipient.

(b) The Subrecipient shall maintain on file with the City Auditor a certificate of insurance certifying the coverage required under subsection (a). The adequacy of the insurance shall be subject to the approval of the City Attorney. Failure to maintain liability insurance shall be cause for immediate termination of this agreement by the City.

In lieu of filing the certificate of insurance required herein, the Subrecipient shall furnish a declaration that the Subrecipient is self-insured for public liability and property damage for a minimum of the amounts set forth in ORS 30.270.

L. WORKERS' COMPENSATION INSURANCE.

(a) The Subrecipient, its subcontracts, if any, and all employers working under this Contract are subject employers under the Oregon Worker's compensation law and shall comply with ORS 656.017, which requires them to provide worker's compensation coverage for all their subject workers. A certificate of insurance, or copy thereof, shall be attached to this Contract and shall be incorporated herein and made a term and part of this Contract. The Subrecipient further agrees to maintain worker's compensation insurance coverage for the duration of this Contract.

(b) In the event the Subrecipient's worker's compensation insurance coverage is due to expire during the term of this Contract, the Subrecipient agrees to timely renew its insurance, either as a carrier-insured employer or a self-insured employer as provided by Chapter 656 of the Oregon Revised Statutes, before its expiration, and the Subrecipient agrees to provide the City of Portland such further certification of worker's compensation insurance as renewals of said insurance occur.

(c) If the Subrecipient believes itself to be exempt from the worker's compensation insurance coverage requirement of (a) of this subsection, the Subrecipient agrees to accurately complete the City of Portland's Questionnaire for Worker's Compensation Insurance and Qualification as an Independent Contractor prior to commencing work under this Contract. In this case, the Questionnaire shall be attached to this Contract and shall be incorporated herein and made a term and part of this Contract. Any misrepresentation of information on the Questionnaire by the Subrecipient shall constitute a breach of this Contract. In the event of breach pursuant to this subsection, City may terminate the Contract immediately and the notice requirement contained in Section A, TERMINATION FOR CAUSE, hereof shall not apply.

M. SUBCONTRACTING AND ASSIGNMENT. The Subrecipient shall not sub-contract its work under this contract, in whole or in part, without the written approval of the City. The Subrecipient shall require any approved subcontractor to agree, as to the portion subcontracted, to fulfill all obligations of the Subrecipient as specified in this contract. Notwithstanding City approval of a subcontractor, the Subrecipient shall remain obligated for full performance hereunder, and the City shall incur no obligation other than its obligations to the Subrecipient hereunder. The Subrecipient agrees that if subcontractors are employed in the performance of this contract, the Subrecipient and its subcontractors are subject to the requirements and sanctions of ORS Chapter 656, Workers' Compensation. The Subrecipient shall not assign this contract in whole or in part or any right or obligation hereunder, without prior written approval of the City.

The subcontractor shall be responsible for adhering to all regulations cited within this contract.

If Subrecipient provides CDBG or HOME funds to for-profit owners or developers, non-profit owners or developers, subrecipients, homeowners, homebuyers, tenants receiving tenant-based rental assistance or contractors, the Subrecipient must have a written agreement that meets the requirements of 24 CFR 570.503(b) or 92.504(c), respectively.

N. INDEPENDENT CONTRACTOR STATUS. The Subrecipient is engaged as an independent contractor and will be responsible for any federal, state, or local taxes and fees applicable to payments hereunder.

The Subrecipient and its subcontractors and employees are not employees of the City and are not eligible for any benefits through the City, including without limitation, federal social security, health benefits, workers' compensation, unemployment compensation, and retirement benefits.

O. CONFLICTS OF INTEREST. Per 24 CFR 92.356 and/or 24 CFR 570.611, no City officer or employee, during his or her tenure or for one year thereafter, shall have any interest, direct or indirect, in this contract or the proceeds thereof. No board of directors member or employee of the Subrecipient, during his or her tenure or for one year thereafter, shall have any interest, direct or indirect, in this contract or the proceeds thereof. No City officer or employee who participated in the award of this contract shall be employed by the Subrecipient during the period of this contract.

The Subrecipient shall also comply with the provisions of 24 CFR 84.42 and/or 85.36(b)(3), which require that a written Code of Standards of Conduct be maintained by the agency, as it relates to the performance of employees engaged in the award and administration of contracts.

P. CONTRACT ADMINISTRATION, 24 CFR 570.502(b). The Subrecipient shall comply with the applicable provisions of OMB Circular Nos. A-122, A-21, A-133 and A-110 as described by 24 CFR 570.502(b) and 570.610.

Q. OREGON LAWS AND FORUM. This contract shall be construed according to the laws of the State of Oregon.

Any litigation between the City and the Subrecipient arising under this contract or out of work performed under this contract shall occur, if in the state courts, in the Multnomah County court having jurisdiction thereof, and if in the federal courts, in the United States District Court for the State of Oregon.

R. AVAILABILITY OF FUNDS. It is understood by all parties to this contract that the funds used to pay for services provided herein are provided to the City through a grant from the U.S. Department of Housing and Urban Development. In the event that funding is reduced, recaptured, or otherwise made unavailable to the City as a result of federal action, the City reserves the right to terminate the contract as provided under Section B hereof, or change the scope of services as provided under Section D hereof.

S. PROGRAM INCOME/PERSONAL PROPERTY. For Community Development Block Grant-funded projects, the Subrecipient shall comply with provisions of 24 CFR 570.504 regarding program income. Program income shall be retained by the Subrecipient provided that it shall be used only for those activities identified in the Scope of Services, and shall be subject to all provisions of this contract.

T. COMPLIANCE WITH LAWS. In connection with its activities under this contract, the Subrecipient shall comply with all applicable federal, state, and local laws and regulations. For Community Development Block Grant-funded projects, the Subrecipient shall carry out its activities in compliance with 24 CFR 570 Subpart K, excepting the responsibilities identified in 24 CFR 570.604 and 570.612. For McKinney-Vento Supportive Housing Program funded projects, Subrecipient shall carry out its activities in compliance with 24 CFR 583. For McKinney-Vento Emergency Shelter Grant funded projects, Subrecipient shall carry out its activities in compliance with 24 CFR 576.

In the event that the Subrecipient provides goods or services to the City in the aggregate in excess of $2,500 per fiscal year, the Subrecipient agrees it has certified with the City's Equal Employment Opportunity certification process.

U. PROGRAM AND FISCAL MONITORING. The City through the Bureau of Housing and Community Development shall monitor on a regular basis to assure contract compliance. Such monitoring may include, but are not limited to, on site visits, telephone interviews, and review of required reports and will cover both programmatic and fiscal aspects of the contract. The frequency and level of monitoring will be determined by the City Project Manager.

V. EXPIRATION/REVERSION OF ASSETS. For Community Development Block Grant-funded projects, the Subrecipient shall comply with the Reversion of Assets provision of 24 CFR 570.503 (b)(8).

For Emergency Shelter Grant funded projects, the Subrecipient shall transfer to the City any ESG funds on hand at the time of expiration and any accounts receivable attributable to the use of ESG funds. Any real property under the Subrecipient's control that was acquired or improved in whole or in part with ESG funds in excess of $25,000 shall be disposed of in a manner which results in the City being reimbursed in the amount of the current fair market value of the property less any portion thereof attributable to expenditures of non-ESG funds for acquisition of, or improvement to, the property. Such reimbursement is not required after a five-year period after expiration of this Contract.

The Subrecipient shall require that the language of this certification be included in the award documents at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative Contract) and that all subcontractors shall certify and disclose accordingly.

W. RELOCATION, ACQUISITION AND DISPLACEMENT. The Subrecipient agrees to comply with 24 CFR 570.606, 574.630 or 576.80 relating to the acquisition and disposition of all real property utilizing grant funds, and to the displacement of persons, businesses, non-profit organizations and farms occurring as a direct result of any acquisition of real property utilizing grant funds. The Subrecipient agrees to comply with applicable City of Portland ordinances, resolutions and policies concerning displacement of individuals from their residences.

X. PROGRAM ACCESS BY THE DISABLED. The Subrecipient shall, to the maximum feasible extent, follow the Bureau of Housing and Community Development's guidelines on ensuring interested persons can reasonably obtain information about, and access to, HUD-funded activities.

Y. SEVERABILITY. If any provision of this Contract is found to be illegal or unenforceable, this Contract nevertheless shall remain in full force and effect and the provision shall be stricken.

Z. INTEGRATION. This Contract contains the entire agreement between the City and the Subrecipient and supercedes all prior written or oral discussions or agreements.

AA. LABOR STANDARDS. The Subrecipient agrees to comply with the requirements of the Secretary of Labor in accordance with the Davis-Bacon Act as amended, the provisions of Contract Work Hours, the Safety Standards Act, the Copeland "Anti-Kickback" Act (40 U.S.C 276, 327-333) and all other applicable federal, state and local laws and regulations pertaining to labor standards insofar as those acts apply to the performance of this contract. The Subrecipient shall maintain documentation that demonstrates compliance with hour and wage requirements of this part. Such documentation shall be made available to the City of Portland for review upon request.

The Subrecipient agrees that, except with respect to the rehabilitation or construction of residential property designed for residential use for less than eight (8) households, all contractors engaged under contracts in excess of $2,000.00 for construction, renovation or repair of any building or work financed in whole or in part with assistance provided under this contract, shall comply with federal requirements adopted by the City of Portland pertaining to such contracts and with the applicable requirements of the regulations of the Department of Labor, under 29 CFR, Parts 3, 15 and 7 governing the payment of wages and ratio of apprentices and trainees to journeymen; provided, that if wage rates higher than those required under the regulations are imposed by state or local law, nothing hereunder is intended to relieve the Subrecipient of its obligation, if any, to require payment of the higher wage. The Subrecipient shall cause or require to be inserted in full, in all such contracts subject to such regulations, provisions meeting the requirements of this paragraph, for such contracts in excess of $100,000.

BB. FLOOD DISASTER PROTECTION. The Subrecipient agrees to comply with the requirements of the Flood Disaster Protection Act of 1973 (P.L.-2234) in regard to the sale, lease or other transfer of land acquired, cleared or improved under the terms of this contract, as it may apply to the provisions of this contract.

CC. LEAD-BASED PAINT. The Subrecipient agrees that any construction or rehabilitation of residential structure with assistance provided under this contract shall be subject to HUD Lead-Based Paint Regulations at 24 CFR 570.608, 574.635 and 24 CFR Part 35, and in particular Sub-Part B thereof. Such regulations pertain to all HUD-assisted housing and require that all owners, prospective owners, and tenants or properties constructed prior to 1978 be properly notified that such properties may include lead-based paint. Such notification shall point out the hazards of lead-based paint and explain symptoms, treatment and precautions that should be taken when dealing with lead-based paint poisoning.

DD. FUND-RAISING. City-funded dollars may be used to cover expenses directly related to the contracted project. Costs associated with general agency fund-raising activities are not eligible. No Emergency Shelter Grant (ESG) fund dollars may be sued to cover expenses associated with general agency fund raising activities not directly related to ESG-funded projects.

EE. PUBLICITY. Publicity regarding the project shall note participation of the City through the Bureau of Housing and Community Development.

FF. LOBBYING. No Federal appropriated funds have been paid or will be paid, by or on behalf of the Subrecipient, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Subrecipient shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

The Subrecipient shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreement) and that all Subcontractors shall certify and disclose accordingly.

GG. CHURCH/STATE. The Subrecipient agrees to comply with the applicable provisions of 24 CFR 570.200(j) or 24 CFR 576.22 regarding the use of federal funds by religious organizations.

HH. INDEPENDENT FINANCIAL AUDITS/REVIEWS. Any subrecipient receiving $500,000 or more in federal funds, from all sources, in any program year is required to obtain an independent audit of the federally funded program(s), in compliance with federal OMB Circular A-133. Two copies of the audit will be submitted to the designated City Project Manager within 30 days of its completion.

II. DRUG-FREE WORKPLACE. The Subrecipient will maintain a drug-free workplace in conformance with 24 CFR part 24, subpart F.

JJ. ENVIRONMENTAL REVIEW. Subrecipient must comply with the requirements of the National Environmental Policy Act of 1959 [24 CFR Part 58]. No funds may be committed and no work may be carried out on any project until the environmental review is complete and a Release of Funds is issued by HUD, if applicable.

KK. CONTRACT ADMINISTRATION. If Subrecipient is a public agency, must also comply with the provisions of OMB Circulars A-87 (Cost Principles for State, Local and Indian Tribal Governments) and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).

LL. DEBARRED, SUSPENDED OR INELIGIBLE CONTRACTORS. Federal funds may not be used to directly or indirectly employ, award contracts to or otherwise engage the services of any contractor or subrecipient during any period of debarment, suspension or placement of ineligibility status [24 CFR Part 24]. Contractors and subrecipients are responsible for checking the Federal publications that list debarred, suspended and ineligible contractors to assure compliance.

MM. SMALL AND MINORITY FIRMS, WOMEN'S BUSINESS ENTERPRISES AND LABOR SURPLUS AREA FIRMS. Contractors and subrecipients must comply with the requirements of Executive Orders 1162, 12432 and 12138 and 24 CFR 85.36(e), which require that contractors and subrecipients take all necessary affirmative steps to assure that minority firms, women's business enterprises, and labor surplus area firms are used when possible. Such affirmative steps would include: (i) placing qualified small and women's business enterprises on solicitation lists; (ii) assuring that small and minority businesses and women's business enterprises are solicited whenever they are potential sources; (iii) dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises; (iv) establishing delivery schedules, where the requirement permits, which encourage participation by small and minority business, and women's business enterprises; (v) using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce; and (vi) requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed above.

**EXHIBIT A**

**MULTNOMAH COUNTY: Developmentally Disabled Services**
**Special Needs McKinney Continuum of Care SHP funds**

## I. AUTHORITY

The provision of services and housing options, including emergency shelter, is a major goal of the City of Portland and part of the City of Portland Consolidated Plan. The City has Stuart B. McKinney Supportive Housing funds, which can be used for shelter and support services for persons who are homeless. Multnomah County, through its Department of County Human Services, administers a variety of housing and service programs for persons who are homeless. The City and the County, through their jointly appointed citizen oversight committee - the Housing and Community Development Commission - agree to cooperatively develop and maintain services and housing for persons who are homeless.

## II. SCOPE OF SERVICES

A. Provide assessments and skills training to developmentally disabled households (singles, couples, single adults with dependent children in the home) to achieve skills necessary to obtain housing stability.
B. Increase the number of professional independent contractors available to the program.
C. Provide access to trained one-one independent contractors/providers to provide assessment and ongoing skills training to participants.
D. Skill trainers will assist participants to apply and obtain government benefits (Medicaid, OHP, SSI/D, Food Stamps, etc.).
E. Work with providers of services to homeless adults and families to ensure good referrals and networking.
F. Work with staff of Multnomah County DDSD and brokerages, DSI and Inclusion Inc. to ensure increased referrals from case managers/personal advocates for eligible clients.
G. Assist clients in accessing housing programs, including but not limited to HAP, RASP and Shelter + Care to further enhance household stability.

## III. PERFORMANCE MEASURES

A. Subrecipient will track and report on the achievement of the following during the period of this Contract:

- At least 28 individuals/households will be served.
- At least 75% of individuals/households will maintain or secure permanent housing during the program and graduate.
- At least 70% of individuals/households in or placed in permanent housing will maintain permanent housing for 6 months after exiting the program.
- At least 65% individuals/households in or placed in permanent housing will maintain permanent housing for 12 months after exiting the program (65%).
- 10% of individuals will start part-time employment or be engaged in employment related activities.
- 70% of individuals served will report improved access to better health and personal safety.
- 80% of individuals served will report improved quality of life.

## IV. REPORTING REQUIREMENTS

A. **Quarterly Reports**: Except as provided by subsection C. below, County will provide the City with quarterly performance in a form consistent with Tables A-1 and A-2 and will include:

- Number of individuals/households served
- Hours of service provided
- Client demographics including race/ethnicity, age, gender, housing status, and other characteristics of all recipients of services
- Performance data related to Section II
- Narrative

Program reports will be submitted within 30 days of the reporting period on or before the following dates: **October 31, 2004, January 31, 2005, and April 30, 2005.** A final report summarizing results and including cumulative data and narrative for the program is due on or before **July 31, 2005.**

B. Subrecipient will complete a draft HUD required **Annual Progress Report** (Attachment A) to the City of Portland by **July 31, 2004**

C. Financial reports will be submitted within 30 days of the end of the reporting period using the invoice form attached as Attachment B on a monthly basis.

## V. COMPENSATION AND METHOD OF PAYMENT

A. The Subrecipient will be compensated for the above described services. The payment shall be full compensation for work performed, for services rendered, and for all labor, materials, supplies, equipment, and incidentals necessary to perform the work and service. $14,625 is for direct services and $375 is for administrative costs.

B. No funds under this Contract may be used to purchase non-expendable personal property or equipment, either by the Subrecipient or any subcontractors with whom the Subrecipient enters into agreements without prior written permission from the City Project Manager. Funds may be used to pay for lease or rental costs of equipment, pro-rated to reflect the use of said equipment by City-funded programs.

C. It is agreed that total compensation under this Contract shall not exceed FIFTEEN THOUSAND DOLLARS ($15,000) of McKinney Supportive Housing Funds.

## VI. City Project Manager

A. The City Project Manager shall be Liora Berry, or such person as shall be designated in writing by the Director of the Bureau of Housing and Community Development.

B. The City Project Manager is authorized to approve work and billings hereunder, to give notices referred to herein, to terminate this Contract as provided herein, and to carry out all other City actions referred to herein.

## TABLE A-1

**Project Report for Multnomah County, Developmental Disabilities, McKinney Special Needs SHP**

## BENEFICIARY DATA

**Reporting Period From: _____ To: _____**

### Unduplicated Demographic Information

| Participant Information | 1st Quarter | 2nd Quarter | 3rd Quarter | 4th Quarter | YTD |
|---|---|---|---|---|---|
| New Households/Individuals | | | | | |

1. Gender

| | | | | | |
|---|---|---|---|---|---|
| Males | | | | | |
| Females | | | | | |
| Gender Total* | | | | | |

2. Race/Ethnicity:

| Race / Ethnicity | Hispanic | Non H | Hispanic | Non H | Hispanic | Non H | Hispanic | Non H | Hispanic | Non H |
|---|---|---|---|---|---|---|---|---|---|---|
| White | | | | | | | | | | |
| Black/African American | | | | | | | | | | |
| Asian | | | | | | | | | | |
| American Indian/Alaskan Native | | | | | | | | | | |
| Native Hawaiian/Other Pacific Islander | | | | | | | | | | |
| American Indian/Alaskan Native & White | | | | | | | | | | |
| Asian & White | | | | | | | | | | |
| Black/African American & White | | | | | | | | | | |
| Am. Indian/Alaskan Native & Black/African American | | | | | | | | | | |
| Other | | | | | | | | | | |
| Total* | | | | | | | | | | |

3. Age

| | | | | | |
|---|---|---|---|---|---|
| 0-18 | | | | | |
| 18-21 | | | | | |
| 21-30 | | | | | |
| 21-50 | | | | | |
| Over 51 | | | | | |
| Age Total* | | | | | |

4. Other Characteristics

| | | | | | |
|---|---|---|---|---|---|
| Veteran | | | | | |
| Employed | | | | | |
| Female Headed Households (includes single women) | | | | | |
| Disabled/Special Needs - DD | | | | | |
| Disabled/Special Needs – not DD | | | | | |

***Totals Should Equal**

**TABLE A-2**

**Project Report for Multnomah County, Developmental Disabilities, McKinney Special Needs SHP**

**Outcome and Reporting Data**

**Reporting Period From: _____ To: _____**

**Chart A Program Outcomes -Agency Specific**

| | 1st Quarter | 1st, 2nd Quarter | 1st, 2nd, 3rd Quarter | 1st, 2nd, 3rd, 4th Quarter | Year End Goal |
|---|---|---|---|---|---|
| # of unduplicated Households/Individuals Served | | | | | 28 |
| #% hh/individuals will maintain permanent housing during the program and graduate | | | | | 75% |
| #% hh/individualswill maintain permanent housing for 6 months after exiting the program | | | | | 70% |
| #% hh/individuals will maintain permanent housing 12 months after exiting the program | | | | | 65% |
| #%of hh/individuals who start part-time employment or an alternative to employment | | | | | 10% |
| #% of hh/individuals served who report improved access to better health and personal safety | | | | | 70% |
| #% of hh/individuals served who report improved quality of life | | | | | 80% |

**Chart B Program Outcomes (All Adult Homeless Providers Capture These Same Outcomes)**

| Households/Individuals | 1st quarter | 1st & 2nd quarters | 1st, 2nd, & 3rd quarters | 1st, 2nd, 3rd, 4th quarters | Year End Goal |
|---|---|---|---|---|---|
| # Served | | | | | 28 |
| Permanent Housing Placements | | | | | 10 |
| Homeless Preventions | | | | | 2 |
| Retention 3 months | | | | | 70% |
| Retention 6 months | | | | | 70% |
| Retention 12 months | | | | | 65% |
| # with increased income | | | | | actual |

A placement = one household placed in permanent housing.
A homeless prevention = one household who was prevented from becoming homeless due to program intervention, including but not limited to rent assistance.

**Narrative:**

On a separate page, please include as applicable:

- Information regarding the program specific for the quarter that explains changes in performance
- Program/agency challenges and plan to address & program improvements and special accomplishments
- Examples of increased collaboration with other organizations, including Special Needs Grant Partner
- Examples of changes and improvements in flexibility and accountability within your program
- Examples of increased connectivity with organizations in other (mainstream) service systems and housing
- Examples of how homeless and formerly homeless people influence your work
- Information on emerging needs & issues, problems affecting client success or access to key services/housing
- Any other useful information

**ATTACHMENT B**

**Multnomah County Developmentally Disabled /Special Needs Program**

**REQUEST FOR PAYMENT**

**City of Portland/BHCD**
**Attn:** Liora Berry
421 SW 6th Avenue, Suite 1100
Portland, Oregon 97204

Project Name: _____
Request For Payment #_____
Billing Period: _____
Contract Number: _____

| Budget Category | Contracted Budget | Amount of This Bill | Amount Billed to Date | Balance |
|---|---|---|---|---|
| **Pass through payments** | $14,625 | | | |
| **Indirect costs/admin** | $ 375 | | | |
| **TOTAL** | $15,000 | | | |

Please attach detailed information as specified in the contract or requested by BHCD Project Manager

Total Amount Requested _____

Prepared By _____ Phone No. _____

Multnomah County DD/Approved By _____
Signature

- **NOTE: Please reproduce this form on agency letterhead or submit cover letter to this invoice that includes total requested and authorizing signature*

**ATTACHMENT A**

OMB Approval No. 2506-0145 (exp. 07/31/2006)

**U. S. Department of Housing and Urban Development**
Office of Community Planning and Development

# Annual Progress Report (APR)

**for**

**Supportive Housing Program**

**Shelter Plus Care**

**and**

**Section 8 Moderate Rehabilitation for Single Room Occupancy Dwellings (SRO) Program**

**Public reporting burden** for this collection of information is estimated to average 33 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

## General Instructions

**Purpose.** The Annual Progress Report (APR) tracks program progress and accomplishments in the Department's competitive homeless assistance programs.

**Filing Requirements.** Recipients of HUD's homeless assistance **grants must submit 2 APR'S to HUD within 90 days after the end of each operating year.** One copy of the report must be submitted to the CPD Division Director in the local HUD Field Office responsible for managing the grant. The other copy must be submitted to HUD Headquarters, Department of Housing and Urban Development, Attn: APR Data Editor, Room 7262, 451 7th Street, SW, Washington, DC. 20410. Failure to submit an APR will delay receiving grant funds and may result in a determination of lack of capacity for future funding. An APR must be submitted for each operating year in which HUD funding is provided.

Grantees that received SHP funding for new construction, acquisition, or rehabilitation are required to operate their facilities for 20 years. They must submit an APR 90 days after the end of the first operating year and any year in which they use SHP funding for leasing, supportive services, or operations. For years in which they do not receive SHP funding, they must submit an Annual Certification of Continued Project Operation throughout the 20 years. The certification can be found at the back of this APR.

A separate report must be submitted for each HUD grant received. For Shelter Plus Care, a separate APR must be submitted for each Shelter Plus Care component.

For those grantees receiving an extension, a separate report covering that period must be submitted (see Extension below).

**Recordkeeping.** Grantees must collect and maintain information on each participant in order to complete an APR. Optional worksheets are attached. The worksheets may be used to record information manually or to design a computerized system to store and tabulate the information. The worksheets should not be submitted to HUD with the APR.

**Organization of the Report.** The APR is organized in the following manner:

**Part I: Project Progress.** This portion of the report describes the progress in moving homeless persons to self-sufficiency, services received, project goals, and beds created.

**Part II: Financial Information.** This portion of the report is completed by all grantees receiving funding under SHP, S+C and SRO.

**Final Assembly of Report.** After the entire report is assembled, number every page sequentially. Mark any questions that do not apply to your program with "N/A" for not applicable. (See Special Instructions for SSO Projects below.)

**Definitions.** The following terms are used in the APR. As indicated, in some cases, terms are applied differently depending on whether the funding is from SHP, S+C, or SRO.

**Chronically homeless person** – HUD defines a chronically homeless person as "an unaccompanied homeless individual with a disabling condition who has either been continuously homeless for a year or more **OR** has had at least four (4) episodes of homelessness in the past three (3) years." To be considered chronically homeless a person must have been on the streets or in an emergency shelter (i.e.not transitional housing) during these stays.

**Disabling condition** - HUD defines "disabling condition" as "a diagnosable substance use disorder, serious mental illness, developmental disability, or chronic physical illness or disability, including the co-occurrence of two or more of these conditions. A disabling condition limits an individual's ability to work or perform one or more activities of daily

living."

**Entered the program** for S+C and SRO projects means when the participant starts to receive rental assistance. For S+C, services provided prior to this point are recognized as necessary for outreach/enrollment and are eligible to count as match.

An **Extension APR** applies to SHP and S+C grantees that requested and received an extension of their grant term from the HUD field office. The only difference between an APR for the extension period and the regular APR (besides the amount of time covered) is the signature page. Grantees should circle "yes" to indicate the APR is for an extension period and circle the operating year for which the report is an extension. For example, if the grantee is extending year 3, the grantee should submit an APR as usual for year 3 and submit another APR for the extension period, indicating the second is an extension and also circling year 3 on the signature page.

**Family** means a household composed of two or more related persons, at least one of whom is an adult. Caregivers are not reported on in the APR.

**Grantee** means a direct recipient of the HUD award.

**Left the program** for S+C projects means when the participant stops receiving rental assistance and is not expected to return to S+C assisted housing. If the participant returns to S+C assisted housing within 90 days, the person should not be considered as exiting from the program. If the person returns to S+C assisted housing after 90 days, that person is considered a new participant. The worksheet is designed to capture this information.

**Match** for S+C means the value of supportive services received by participants in the S+C project which, in the aggregate, must at least equal the value of the S+C rental assistance provided over the life of the project. For SHP, match means cash used to provide the grantee's portion of acquisition, rehabilitation, new construction, operations and supportive services expenses.

**Operating year** for SHP means the date when participants begin to receive housing and/or services. The first operating year begins after development activities for acquisition, rehabilitation, and new construction are complete, after a copy of the Certificate of Occupancy is sent to the local HUD office, and when the first participant is accepted into the project. For projects without acquisition, rehabilitation, or new construction, the operating start date begins when the grantee accepts the first participant. For S+C (SRA, PRA and TRA components), the first operating year begins on the date HUD signs the grant agreement. For S+C/SRO and for Sec. 8 SRO, the first operating year begins with the effective date of the Housing Assistance Payments (HAP) Contract.

To determine which operating year to circle on the APR cover page, begin counting from the initial grant operating start date and include renewals grants. For example, a project receiving an initial grant for three years and a renewal grant for two years would circle years 1, 2, and 3 respectively on the APR cover sheet for the initial grant and would circle 4 and 5 respectively for the renewal grant. For any future renewal grants, the grantee would begin by circling 6 on the APR cover sheet.

**Participant** means single persons and adults in families who received assistance during the operating year. Participant does not include children or caregivers who live with the adults assisted.

**Project Sponsor** means the organization responsible for carrying out the daily operation of the project, if the organization is an entity other than the grantee.

**Special Instructions For Supportive Service Only Projects.** SSO grantees should complete all questions, unless a written agreement has been reached with the field office concerning which questions can be answered using estimates, or in rare instances, skipped.

Below is an example of how information could be derived in a large, single-service SSO project:

A grantee/sponsor staff member could be assigned to collect information from the organizations housing the participants. The staff person would contact these individual organizations to request information regarding the persons in that facility that use the service. For participants living on the street, the grantee/project sponsor may provide estimates.

Information could be collected for each participant or for participants receiving services at a point-in-time. If estimates or point-in-time counts are used, the method used must be described in the APR and the documentation kept on file.

As with all projects funded under HUD's homelessness assistance grants, grantees operating SSO projects are expected to complete **all** APR questions that are applicable to them. Note that all projects have been awarded funds as a result of responding to the program goals of assisting homeless persons obtain/remain in permanent housing and increase their skills and income. The APR documents their progress in meeting these goals.

In some circumstances field offices and grantees may sign a written agreement concerning questions which can be answered using estimates, or in rare instances, skipped. Below are some considerations for reporting on particular types of projects:

**Outreach Only Projects. -** Projects which are solely devoted to street outreach and connection to housing and services are not required to track participants beyond their contact with persons on the street. It is sufficient for these projects to enter information on questions 1-10 (skipping questions 11-13 and 17). Estimates for questions 5-9 are allowed, given that participants may be reluctant to answer personal questions.

Answering the questions will demonstrate that the grantee is serving the appropriate number of people, providing basic demographic information for Congress, demonstrating that homeless persons are being served, demonstrating the types of housing participants are connected to, and the type of services they are receiving.

**Hotline Projects. -** Hotline services are similar to outreach projects, but contact between grantee and participant is often of very short duration - people enter and leave the program nearly simultaneously. It is sufficient for these projects to answer questions 1-5 (skipping 4), 10, and 14-19 (skipping 17).

**Projects Providing Services To Children Only. -** Projects that provide child care, after school care, counseling for children, etc. make an important contribution toward moving a family out of homelessness. While the main focus of the project is providing services to the children, it is the adults who are reported on in questions 6-16 of the APR. Like all other projects, this type is also targeted toward getting the families into housing and increasing the families' incomes.

Grantees may skip question 9; all other questions should be answered (except 17).

**Transportation, Medical, Dental, and Other Single, Short-Duration Service Projects. -** Some grantees provide a single service of fairly short duration focused ONLY indirectly on assisting homeless persons to obtain/remain in permanent housing and increase their skills and incomes. It is sufficient for these projects to enter information on questions 1-10 and 14-19 (question 17 may be skipped). However, with transportation services, it is unreasonable to think that someone would have to give their age, race, and ethnicity to a bus driver to get a ride a few blocks.

For these services, provide a narrative, which gives the number of rides given during the operating year, and provides estimates on the above statistics based on the population that utilizes the service.

**Special Instructions For Safe Haven (SH) Projects. -** Grantees are reminded that they are to report ONLY on the number of participants the application was approved for (cannot exceed 25 participants).

**Homeless Management Information System (HMIS) Projects.** - HMIS grantees should fill out the cover sheet of the APR (marking HMIS at the bottom) and Part II Financial Information. The APR also has a sheet that lists HMIS activities.

## *THIS PAGE - TO BE COMPLETED BY ALL GRANTEES*

Grantee: HUD Grant or Project Number:

Project Sponsor: Project Name:

Operating Year: (Circle the operating year being reported on) (month/day/year) Reporting Period:

☐1 ☐2 ☐3 ☐4 ☐5 ☐6 ☐7 ☐8 ☐9 ☐10
☐11 ☐12 ☐13 ☐14 ☐15 ☐16 ☐17 ☐18 ☐19 ☐20

Indicate if extension: ☐ Yes ☐ No
from: to:
Indicate if renewal: ☐ Yes ☐ No

Previous Grant Numbers for this project:

| | | |
|---|---|---|
| | | |
| | | |
| | | |
| | | |

Check the component for the program on which you are reporting.

**Supportive Housing Program (SHP)**

- ☐ Transitional Housing
- ☐ Permanent Housing for Homeless Persons with Disabilities
- ☐ Safe Haven
- ☐ Innovative Supportive Housing
- ☐ Supportive Services Only
- ☐ HMIS

**Shelter Plus Care (S+C)**

- ☐ Tenant-based Rental Assistance (TRA)
- ☐ Sponsor-based Rental Assistance (SRA)
- ☐ Project-based Rental Assistance (PRA)
- ☐ Single Room Occupancy (SRO)

**Section 8 Moderate Rehabilitation**

- ☐ Single Room Occupancy (Sec. 8 SRO)

Summary of the project: (One or two sentences with a description of population, number served and accomplishments this operating year)

Name & Title of the Person who can answer questions about this report: Phone: (include area code)

Address:

Fax Number: (include area code)

E-mail Address

I hereby certify that all the information stated herein is true and accurate.
**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name & Title of Authorized Grantee Official: Signature & Date:

X

Name and Title of Authorized Project Sponsor Official: Signature & Date:

X

## *PART I. TO BE COMPLETED BY ALL GRANTEES (EXCEPT HMIS)*

**SSO GRANTEES, PLEASE SEE SPECIAL INSTRUCTIONS ON PAGE 3 OF THE APR**

### Part I: Project Progress

**1. Projected Level of Persons to be served at a given point in time.** (from the application, SHP- Sec. F; SPC- Sec. D; SRO- Sec. D)

| | Projected Level | Number of Singles Not in Families | Number of Adults in Families | Number of Children in Families | Number of Families |
|---|---|---|---|---|---|
| a. | Persons to be served at a given point in time | | | | |

**2. Persons Served during the operating year.**

| | | Number of Singles Not in Families | Number of Adults in Families | Number of Children in Families | Number of Families |
|---|---|---|---|---|---|
| a. | Number on the first day of the operating year | | | | |
| b. | Number entering program during the operating year | | | | |
| c. | Number who left the program during the operating year | | | | |
| d. | Number in the program on the last day of the operating year (a + b - c) = d | | | | |

**3. Project Capacity.**

| | | Number of Singles Not in Families | Number of Adults in Families | Number of Children in Families | Number of Families |
|---|---|---|---|---|---|
| a. | Number on the last day (from 2d, columns 1 and 4) | | | | |
| b. | Number proposed in application (from 1a, columns 1 and 4) | | | | |
| c. | Capacity Rate (divide a by b) = % | % | | | % |

**4. Non-homeless persons.** This question is to be completed for Section 8 SRO projects.

| | |
|---|---|
| How many income-eligible non-homeless persons were housed by the SRO program during the operating year? | |

**5. Age and Gender.** Of those who **entered** the project during the operating year, how many people are in the following age and gender categories?

| **Single Persons (from 2b, column 1)** | | Age | Male | Female |
|---|---|---|---|---|
| | a. | 62 and over | | |
| | b. | 51-61 | | |
| | c. | 31-50 | | |
| | d. | 18-30 | | |
| | e. | 17 and under | | |
| | | | | |
| **Persons in Families (from 2b, columns 2 & 3)** | f. | 62 and over | | |
| | g. | 51 - 61 | | |
| | h. | 31 - 50 | | |
| | i. | 18 - 30 | | |
| | j. | 13-17 | | |
| | k. | 6-12 | | |
| | l. | 1-5 | | |
| | m. | Under 1 | | |

Answer questions 6 - 10 only for **participants who entered the project during the operating year** (from 2b, columns 1 & 2). The term **participant** means single persons and adults in families. It does not include children or caregivers. NOTE: The total for questions, 7, 8 and 10 below should be the same; respond to each of those questions for all participants. Some of the questions listed throughout the APR will be asking information for individuals who are **chronically homeless**.

---

**6a.** **Veterans Status.** A veteran is anyone who has ever been on active military duty status.

How many participants were veterans? ☐

**6b. Chronically homeless person.** An unaccompanied homeless individual with a disabling condition who has either been continuously homeless for a year or more OR has had at least four (4) episodes of homelessness in the past three (3) years. To be considered chronically homeless a person must have been on the streets or in an emergency shelter (i.e. not transitional housing) during these stays.

How many participants were **chronically homeless** individuals? ☐

**7.** **Ethnicity.** How many participants are in the following ethnic categories?

| | | |
|---|---|---|
| a. | Hispanic or Latino | |
| b. | Non-Hispanic or Non-Latino | |

**8.** **Race.** How many participants are in the following racial categories?

| | | |
|---|---|---|
| a. | American Indian/Alaskan Native | |
| b. | Asian | |
| c. | Black/African American | |
| d. | Native Hawaiian/Other Pacific Islander | |
| e. | White | |
| f. | American Indian/Alaskan Native & White | |
| g. | Asian & White | |
| h. | Black/African American & White | |
| i. | American Indian/Alaskan Native & Black/African American | |
| j. | Other Multi-Racial | |

**9a. Special Needs.** How many participants have the following? Participants may have more than one. If so, count them in all applicable categories. For each condition, also indicate the number that were **chronically homeless.**

| | | All | Chronic |
|---|---|---|---|
| a. | Mental illness | | |
| b. | Alcohol abuse | | |
| c. | Drug abuse | | |
| d. | HIV/AIDS and related diseases | | |
| e. | Developmental disability | | |
| f. | Physical disability | | |
| g. | Domestic violence | | |
| h. | Other (please specify) | | |

**9b.** How many of the participants are disabled? ☐

**10. Prior Living Situation.** How many participants slept in the following places in the week prior to entering the project? (For each participant, Choose one place). Also, indicate how many **chronically homeless** participants slept in the following places. (Choose one)

| | | All | Chronic |
|---|---|---|---|
| a. | Non-housing (street, park, car, bus station, etc.) | | |
| b. | Emergency shelter | | |
| c. | Transitional housing for homeless persons | | |
| d. | Psychiatric facility* | | |
| e. | Substance abuse treatment facility* | | |
| f. | Hospital* | | |
| g. | Jail/prison* | | |
| h. | Domestic violence situation | | |
| i. | Living with relatives/friends | | |
| j. | Rental housing | | |
| k. | Other (please specify) | | |

*If a participant came from an institution but was there less than 30 days and was living on the street or in emergency shelter before entering the treatment facility, he/she should be counted in either the street or shelter category, as appropriate.

Complete questions 11 - 15 for all **participants who left during the operating year** (from 2c, columns 1 and 2). The term participant means single persons and adults in families. It does not include children or caregivers. The term **chronically homeless person** means an unaccompanied homeless individual with a disabling condition who has either been continuously homeless for a year or more OR has had at least four (4) episodes of homelessness in the past three (3) years. To be considered chronically homeless a person must have been on the streets or in an emergency shelter (i.e. not transitional housing) during these stays.

**11. Amount and Source of Monthly Income at Entry and at Exit.** Of those participants who left during the operating year, how many participants were at each monthly income level and with each source of income? Also, please place the monthly income level and each source of income for **chronically homeless persons** in the second column of each chart. The number of participants in Chart A and B should be the same.

| | A. Monthly Income at **Entry** | All | Chronic |
|---|---|---|---|
| a. | No income | | |
| b. | $1-150 | | |
| c. | $151 - $250 | | |
| d. | $251- $500 | | |
| e. | $501 - $1,000 | | |
| f. | $1001- $1500 | | |
| g. | $1501- $2000 | | |
| h. | $2001 + | | |

| | C. Income Sources At **Entry** | All | Chronic |
|---|---|---|---|
| a. | Supplemental Security Income (SSI) | | |
| b. | Social Security Disability Income (SSDI) | | |
| c. | Social Security | | |
| d. | General Public Assistance | | |
| e. | Temporary Aid to Needy Families (TANF) | | |
| f. | State Children's Health Insurance Program (SCHIP) | | |
| g. | Veterans Benefits | | |
| h. | Employment Income | | |
| i. | Unemployment Benefits | | |
| j. | Veterans Health Care | | |
| k. | Medicaid | | |
| l. | Food Stamps | | |
| m | Other (please specify) | | |
| n. | No Financial Resources | | |

| | B. Monthly Income at **Exit** | All | Chronic |
|---|---|---|---|
| a. | No income | | |
| b. | $1-150 | | |
| c. | $151 - $250 | | |
| d. | $251- $500 | | |
| e. | $501 - $1,000 | | |
| f. | $1001- $1500 | | |
| g. | $1501- $2000 | | |
| h. | $2001 + | | |

| | D. Income Sources at **Exit** | All | Chronic |
|---|---|---|---|
| a. | Supplemental Security Income (SSI) | | |
| b. | Social Security Disability Income (SSDI) | | |
| c. | Social Security | | |
| d. | General Public Assistance | | |
| e. | Temporary Aid to Needy Families (TANF) | | |
| f. | State Children's Health Insurance Program (SCHIP) | | |
| g. | Veterans Benefits | | |
| h. | Employment Income | | |
| i. | Unemployment Benefits | | |
| j. | Veterans Health Care | | |
| k. | Medicaid | | |
| l. | Food Stamps | | |
| m | Other (please specify) | | |
| n. | No Financial Resources | | |

**12a. Length of Stay in Program.** Of those participants who **left** during the operating year (from 2c, columns 1 and 2), how many were in the project for the following lengths of time? Also, please place the length of stay for **chronically homeless** persons in the second column.

| | | All | Chronic |
|---|---|---|---|
| a. | Less than 1 month | | |
| b. | 1 to 2 months | | |
| c. | 3 - 6 months | | |
| d. | 7 months - 12 months | | |
| e. | 13 months - 24 months | | |
| f. | 25 months - 3 years | | |
| g. | 4 years - 5 years | | |
| h. | 6 years - 7 years | | |
| i. | 8 years - 10 years | | |
| j. | Over 10 years | | |

**12b. Length of Stay in Program.** For those participants that did **not leave** during the operating year (from 2d, columns 1 and 2), how long have they been in the project? Also, please place the length of stay for **chronically homeless persons** in the second column.

| | | All | Chronic |
|---|---|---|---|
| a. | Less than 1 month | | |
| b. | 1 to 2 months | | |
| c. | 3 - 6 months | | |
| d. | 7 months - 12 months | | |
| e. | 13 months - 24 months | | |
| f. | 25 months - 3 years | | |
| g. | 4 years - 5 years | | |
| h. | 6 years - 7 years | | |
| i. | 8 years - 10 years | | |
| j. | Over 10 years | | |

13. **Reasons for Leaving.** Of those participants who **left** the project during the operating year (from 2c, columns 1 and 2), how many left for the following reasons? If a participant left for multiple reasons, ***include only the primary reason***. Also, please place the **primary** reason for **chronically homeless persons** in the second column.

| | | All | Chronic |
|---|---|---|---|
| a. | Left for a housing opportunity before completing program | | |
| b. | Completed program | | |
| c. | Non-payment of rent/occupancy charge | | |
| d. | Non-compliance with project | | |
| e. | Criminal activity / destruction of property / violence | | |
| f. | Reached maximum time allowed in project | | |
| g. | Needs could not be met by project | | |
| h. | Disagreement with rules/persons | | |
| i. | Death | | |
| j. | Other (please specify) | | |
| k. | Unknown/disappeared | | |

14. **Destination.** Of those participants who **left** during the operating year (from 2c, columns 1 and 2), how many left for the following destination? Also, please place the destination of **chronically homeless persons** in the second column.

| | | | All | Chronic |
|---|---|---|---|---|
| PERMANENT (a-h) | a. | Rental house or apartment (no subsidy) | | |
| | b. | Public Housing | | |
| | c. | Section 8 | | |
| | d. | Shelter Plus Care | | |
| | e. | HOME subsidized house or apartment | | |
| | f. | Other subsidized house or apartment | | |
| | g. | Homeownership | | |
| | h. | Moved in with family or friends | | |
| TRANSITIONAL (i-j) | i. | Transitional housing for homeless persons | | |
| | j. | Moved in with family or friends | | |
| INSTITUTION (k-m) | k. | Psychiatric hospital | | |
| | l. | Inpatient alcohol or other drug treatment facility | | |
| | m. | Jail/prison | | |
| EMERGENCY SHELTER (n) | n. | Emergency shelter | | |
| OTHER (o-q) | o. | Other supportive housing | | |
| | p. | Places not meant for human habitation (e.g. street) | | |
| | q. | Other (please specify) | | |
| UNKNOWN | r. | Unknown | | |

15. **Supportive Services.** Of those participants who **left** during the operating year (from 2, columns 1 and 2), how many received the following supportive services during their time in the project? Also, please place the supportive services received for **chronically homeless** participants who left during the operating year in the second column.

| | | **All** | **Chronic** |
|---|---|---|---|
| a. | Outreach | | |
| b. | Case management | | |
| c. | Life skills (outside of case management) | | |
| d. | Alcohol or drug abuse services | | |
| e. | Mental health services | | |
| f. | HIV/AIDS-related services | | |
| g. | Other health care services | | |
| h. | Education | | |
| i. | Housing placement | | |
| j. | Employment assistance | | |
| k. | Child care | | |
| l. | Transportation | | |
| m. | Legal | | |
| n. | Other (please specify) | | |

16. **Overall Program Goals**. Under objectives, list your measurable objectives for this operating year (from your application, Technical Submission, or APR) for each of the three goals listed below. Under Progress, describe your progress in meeting the objectives. Under Next Operating Year's Objectives, specify the measurable objectives for the next operating year.

---

**a. Residential Stability**

Objectives:

Progress:

Next Operating Year's Objectives:

---

**b. Increased Skills or Income**

Objectives:

Progress:

Next Operating Year's Objectives:

---

**c. Greater Self-determination**

Objectives:

Progress:

Next Operating Year's Objectives:

---

## 17. Beds. SHP recipients answer 17a. S+C recipients answer 17b. SRO recipients answer 17c. *(SHP-SSO projects do not complete this question)*

a. **SHP**. How many beds were included in the application approved for *this* project under 'Current Level' and under 'New Effort'? How many of these New Effort beds were actually in place at the end of the operating year?

| | Current Level | New Effort | New Effort in Place |
|---|---|---|---|
| Number of Beds: | ___ | ___ | ___ |

b. **S+C.** How many beds and dwelling units were being assisted with project funds at the end of the operating year? (Include beds for all participants, other family members, and care givers.)

Number of Beds: ___
Number of Dwelling Units: ___

c. **SRO.** How many dwelling units were being assisted at the end of the operating year? (Include units occupied by "in place" non-homeless persons who qualify for assistance.)

Number of Dwelling Units: ___

## Part II: Financial Information

**18. Supportive Services.**

For Supportive Housing (SHP), this exhibit provides information to HUD on how SHP funding for supportive services was spent **during the operating year.** Enter the amount of SHP funding spent on these supportive services. Include HMIS costs under "Other".

For Shelter Plus Care (S+C), this exhibit tracks the supportive services match requirement. Specify the value of supportive services from all sources that can be counted as match that all homeless persons received **during the operating year.** (S+C grantees should keep documentation on file, including source, amount, and type of supportive services.)

For Section 8 SRO, this exhibit provides information to HUD on the value of supportive services received by homeless persons **during the operating year.**

| | Supportive Services | Dollars |
|---|---|---|
| a. | Outreach | |
| b. | Case management | |
| c. | Life skills (outside of case management) | |
| d. | Alcohol and drug abuse services | |
| e. | Mental health services | |
| f. | AIDS-related services | |
| g. | Other health care services | |
| h. | Education | |
| i. | Housing placement | |
| j. | Employment assistance | |
| k. | Child care | |
| l. | Transportation | |
| m. | Legal | |
| n. | Other (please specify) | |
| o. | **TOTAL** (Sum of a through n) | |
| | | |
| | Cumulative amount of match provided to date for the **Shelter Plus Care Program** under this grant | |

## 19. Supportive Housing Program: Leasing, Supportive Services, Operating Costs, HMIS Activities and Administration

All grantees receiving funding under the Supportive Housing Program must complete these charts each operating year. For **expansion projects**: If SHP grant funds are for the expansion of a pre-existing homeless facility, only the people and expenditures for the additional expansion may be included, as in the original application or any grant amendments. Documentation of resources used is not required to be submitted with this report but should be kept on file for possible inspection by HUD and Auditors. Do not include any expenditures made before the SHP grant was executed.

**Summary of Expenditures.** Enter the amount of SHP grant funds and cash match expended during the operating year for each activity. This table should add up both horizontally and vertically. The SHP supportive services total should be the same as the SHP supportive services in Question 18.

| | | SHP Funds | Cash Match | Total Expenditures |
|---|---|---|---|---|
| a. | Leasing | | | |
| b. | Supportive Services | | | |
| c. | Operating Costs | | | |
| d. | HMIS Activities | | | |
| e. | Administration | | | |
| f. | **Total** | | | |

**Note:** Payments of principal and interest on any loan or mortgage may not be shown as an operating expense.

**Sources of Cash Match.** Enter the sources of cash identified in the Cash Match column, above, in the following categories. Use additional sheets, as necessary.

| | | Amount |
|---|---|---|
| a. | Grantee/project sponsor cash | |
| b. | Local government (please specify) | |
| | | |
| | | |
| | | |
| c. | State government (please specify) | |
| | | |
| | | |
| | | |
| d. | Federal government (please specify) | |
| | Community Development Block Grant (CDBG) | |
| | | |
| | | |
| e. | Foundations (please specify) | |
| | | |
| | | |
| | | |
| f. | Private cash resources (please specify) | |
| | | |
| | | |
| | | |
| g. | Occupancy charge / fees | |

| | | |
|---|---|---|
| h. | **Total** | |

## 20. Supportive Housing Program: Acquisition, Rehabilitation, and New Construction

All grantees that received SHP funds for acquisition, rehabilitation, or new construction must complete these charts in the year one APR only. This exhibit will demonstrate to HUD that the grantee has contributed enough cash to at least equally match the amount of SHP funds spent for acquisition, rehabilitation, or new construction. Documentation that matching funds were provided is not required to be submitted with this report but should be kept on file for possible inspection by HUD and Auditors.

**Summary of Expenditures.** Enter the amount of SHP grant funds and cash match expended during the operating year for each activity.

| | | SHP Funds | Cash Match | Total Expenditures |
|---|---|---|---|---|
| a. | Acquisition | | | |
| b. | Rehabilitation | | | |
| c. | New construction | | | |
| d. | **Total** | | | |

**Cash Match.** Enter the sources of cash identified in the Cash Match column, above, in the following categories. Use additional sheets, as necessary.

| | | Amount |
|---|---|---|
| a. | Grantee/project sponsor cash | |
| b. | Local government (please specify) | |
| | | |
| | | |
| | | |
| c. | State government (please specify) | |
| | | |
| | | |
| | | |
| d. | Federal government (please specify) | |
| | Community Development Block Grant (CDBG) | |
| | | |
| | | |
| e. | Foundations (please specify) | |
| | | |
| | | |
| | | |
| f. | Private cash resources (please specify) | |
| | | |
| | | |
| | | |
| g. | Occupancy charge/ fees | |
| h. | **Total** | |

**Describe any problems and/or changes implemented during the operating year.**

**Technical Assistance and Recommendations**

Based on your experience during the last year, are there any areas in which you need technical advice or assistance? If so, please describe.

**Annual Certification of Continued Project Operation**

# Supportive Housing Program

Project Number: _____

Project Name: _____

Operating Start Date: _____

Grantees that received Supportive Housing Program funding for new construction, acquisition, or rehabilitation are required to operate their facilities for 20 years.

I, _____, certify that the facility that received assistance for acquisition, rehabilitation, or new construction from the Supportive Housing Program has operated as a facility to assist homeless persons from _____ to _____. * I also certify that the grant is still serving _____ number of
(mo/yr) (mo/yr)

persons at

_____
(site address)

and all the requirements of the grant agreement are being satisfied.

_____
(Signature)

_____
(Title)

_____
(Date of Certification)
***Current Year**

#1

# MULTNOMAH COUNTY BOARD OF COMMISSIONERS
# PUBLIC TESTIMONY SIGN-UP

**Please complete this form and return to the Board Clerk**
*****This form is a public record*****

**MEETING DATE:** 03.03.05

SUBJECT: Public Comment

AGENDA NUMBER OR TOPIC: _____

FOR: _____ AGAINST: _____ THE ABOVE AGENDA ITEM

NAME: Paul Adolph Phillips

ADDRESS: 1212 SW Clay Street, Apt 217

CITY/STATE/ZIP: Portland, OR 97201

PHONE: DAYS: NO PHONE EVES: _____

EMAIL: _____ FAX: _____

SPECIFIC ISSUE: _____

WRITTEN TESTIMONY: _____

**IF YOU WISH TO ADDRESS THE BOARD:**

1. Please complete this form and return to the Board Clerk.
2. Address the County Commissioners from the presenter table microphones. Please limit your comments to **3 minutes.**
3. State your name for the official record.
4. If written documentation is presented, please furnish one copy to the Board Clerk.

**IF YOU WISH TO SUBMIT WRITTEN COMMENTS TO THE BOARD:**

1. Please complete this form and return to the Board Clerk.
2. Written testimony will be entered into the official record.

#2 & #3

## MULTNOMAH COUNTY BOARD OF COMMISSIONERS
## PUBLIC TESTIMONY SIGN-UP

**Please complete this form and return to the Board Clerk**
*****This form is a public record*****

**MEETING DATE:** 3/3/05

SUBJECT: February Budget Forums

AGENDA NUMBER OR TOPIC: Public Comment

FOR: _____ AGAINST: _____ THE ABOVE AGENDA ITEM

NAME: Ken Ray & Wendy Padmacker-Willis

ADDRESS: C/C office

CITY/STATE/ZIP: _____

PHONE: DAYS: _____ EVES: _____

EMAIL: _____ FAX: _____

SPECIFIC ISSUE: _____

WRITTEN TESTIMONY: _____

**IF YOU WISH TO ADDRESS THE BOARD:**

1. Please complete this form and return to the Board Clerk.
2. Address the County Commissioners from the presenter table microphones. Please limit your comments to **3 minutes.**
3. State your name for the official record.
4. If written documentation is presented, please furnish one copy to the Board Clerk.

**IF YOU WISH TO SUBMIT WRITTEN COMMENTS TO THE BOARD:**

1. Please complete this form and return to the Board Clerk.
2. Written testimony will be entered into the official record.

# MULTNOMAH COUNTY
# AGENDA PLACEMENT REQUEST

| Board Clerk Use Only | |
|---|---|
| **Meeting Date:** | 03/03/05 |
| **Agenda Item #:** | R-1 |
| **Est. Start Time:** | 9:30 AM |
| **Date Submitted:** | 02/01/05 |

**BUDGET MODIFICATION:** -

**Agenda Title:** **Presentation of Multnomah County's Comprehensive Annual Financial Report, Component Unit Financial Reports, and Schedule of Expenditures of Federal Awards for the year ending June 30, 2004**

*Note: If Ordinance, Resolution, Order or Proclamation, provide exact title. For all other submissions, provide a clearly written title.*

| | | | |
|---|---|---|---|
| **Date Requested:** | March 3, 2005 | **Time Requested:** | 15 minutes |
| **Department:** | **Business and Community Services** | **Division:** | FBAT |
| **Contact(s):** | Mindy Harris | | |
| **Phone:** | 503-988-3786 **Ext.** 83786 | **I/O Address:** | 503 / 531 |
| **Presenter(s):** | Dave Boyer, Chief Financial Officer; Mindy Harris, Accounting Manager; Cara Fitzpatrick, Accounting Supervisor, Gary Homsley, Assurance Partner, Grant Thornton LLP, Ray Barlow, Senior Assurance Manager, Grant Thornton LLP and Jack Pessia, citizen representative, Audit Committee | | |

## General Information

**1. What action are you requesting from the Board?**

Board briefing of Comprehensive Annual Financial Report, Component Unit Financial Reports, and Schedule of Expenditures of Federal Awards for the year ending June 30, 2004. Reports can be accessed via the internet at the following URL:
http://www.co.multnomah.or.us/dbcs/finance/reports04/index.shtml

**2. Please provide sufficient background information for the Board and the public to understand this issue.**

The County's Comprehensive Annual Financial Report provides a summary of the County's overall financial condition, as well as the status of each fund managed by the County. The component unit reports summarize the financial activities of the Dunthorpe Riverdale and Mid County Service Districts. The Schedule of Expenditures of Federal Awards describes the County's level of compliance with federal requirements for grant funded programs.

The highlights of the reports are:

a. The County received an unqualified opinion from the auditors, indicating that the financial statements fairly represent the financial position of Multnomah County.

b. The auditors and management did not encounter any disagreements.

c. The financial reports were prepared according to generally accepted accounting principles.

d. The auditors did not determine any audit adjustments.

e. The County complied with:

i. The legal requirements related to debt.

ii. The appropriate laws pertaining to programs funded by other governmental agencies.

iii. ORS 279 regarding awarding of public contracts.

iv. Cost accounting guidelines

f. The County had budgetary overexpenditures in one fund (General Fund - Health Dept) and a deficit fund balance in another fund (Capital Project Fund - Building Project Fund) . These items are identified and explained on pages 46-47 in footnote 2 - Stewardship, compliance and accountability of the Comprehensive Annual Financial Report.

g. The County did not have any instances of non-compliance with the Federal Government's OMB Circular A-133 relating to grant monies.

h. In the Report to Management, certain deficiencies are noted and management's response addressing the resolution of the deficiencies is described.

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

No fiscal impact.

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

N/A - none.

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

N/A - none.

## Required Signatures

**Department/ Agency Director:** David 9 Boyer **Date:** 02/01/05

**Budget Analyst:** _____ **Date:** _____

**Department HR:** _____ **Date:** _____

**Countywide HR:** _____ **Date:** _____

## BOGSTAD Deborah L

**From:** FITZPATRICK Cara
**Sent:** Tuesday, February 01, 2005 11:53 AM
**To:** BOGSTAD Deborah L
**Cc:** HARRIS Mindy L
**Subject:** Board Agenda Placement Requests~

Good afternoon Deb~

I am submitting two Board agenda placement requests for the **March 3rd** board meeting if there is still availability for that meeting date (hard copies will be sent via interoffice to your attention). Total presentation time for these items is 20 minutes.

1. Presentation of Multnomah County's Comprehensive Annual Financial Report, Component Unit Financial Reports and Schedule of Expenditures of Federal Awards for the year ending June 30, 2004 (electronic version attached)
    a. Below is the MINT link for the financial reports referred to in this presentation (all of the financial reports are available from this link – there are three published reports here and I will provide you with 6 copies of the County's Annual Report which is the largest document and most often referred to, the other two reports can be accessed from this link)
    http://www.co.multnomah.or.us/dbcs/finance/reports04/index.shtml

    b. This item also includes the auditors' management advisory comment letter – .pdf document attached and I will provide you with 6 hard copies of this document as well.

2. Presentation of the Certificate of Achievement for Excellence in Financial Reporting Award for the Comprehensive Annual Financial Report for June 30, 2003 (electronic version attached)
    a. This item includes a presentation of a plaque the County has received for excellence in financial reporting. There are no handouts for this board item and Mindy & I will bring the award to the board meeting. This item should take only 5 minutes.

If there is not room on the March 3rd meeting would you please notify me so I can make new arrangements for the next available board meeting.

Thanks in advance for your help!
And please let me know if I can be of further assistance!!

***Cara Fitzpatrick***
Accounting Supervisor, General Ledger
Multnomah County
501 SE Hawthorne, Ste 531
Portland, OR 97214
Phone: 503-988-3312 ext. 22067
Fax: 503-988-3292
**Ask me about Toastmasters!!**

Grant Thornton

Accountants and Management Consultants

January 26, 2005

The Board of County Commissioners
Multnomah County
501 SE Hawthorne Blvd, 4th Floor
Portland, Oregon 97214

Ladies and Gentlemen:

In connection with our audit of the financial statements of Multnomah County as of June 30, 2004, we noted certain matters that we believe you should consider. Our observations were formed as a by-product of our audit procedures, which did not include a comprehensive review for the purpose of submitting detailed recommendations. The matters discussed herein are those that we have noted as of December 3, 2004 and we have not updated our observations regarding these matters since that date to the current date.

Advances

The County extends advances / loans to certain contractors from time to time. During the audit we noted that advances provided to Cascadia Mental Health did not have a written agreement regarding the terms and conditions of repayment. It appeared that verbal agreements were made between the County and Cascadia regarding repayment options.

We recommend the County consider requiring a written agreement when extending advances to external parties. Written agreements will help ensure that there are no misunderstandings between the parties and increase its ability to collect on uncollected amounts.

Management's Response:
Management is aware that specific repayment terms of this contract were primarily based on a verbal agreement between Department management and Cascadia's management. Management recognizes the importance of signed and documented discussions and contracts. Therefore, management for the Department of County Human Services will be meeting with the Chief Financial Officer of Cascadia to document the terms of the contract repayment plan and obtain an agreement from Cascadia to repay the advance / loan balance by the end of fiscal year 2005.

Capital Assets

During our review of the County's current year capital asset addition listing, it was noted that the Facilities and Property Management Division allocates labor and overhead costs to capital asset additions without having supporting documentation as to how the labor and overhead allocation rates are determined.

Suite 800
111 S.W. Columbia
Portland, OR 97201-5864
T 503.222.3562
F 503.295.0148
W www.grantthornton.com

Grant Thornton LLP
US Member of Grant Thornton International

We recommend the Facilities and Property Management Division establish supporting documentation for the allocation of labor and overhead to capital asset additions. The County should also consider establishing and communicating guidelines for allocating labor and overhead to all departments. This will help ensure that all departments across the County are documenting and allocating labor and overhead consistently.

Management's Response:
The Facilities and Property Management Division has closely reviewed their labor and overhead costs for fiscal year 2005 and has developed and established a method and procedure for calculating an overhead rate to capital assets additions. This procedure will be reviewed annually by management and any adjustments to the calculation will be made if necessary. Procedures and methods to calculate an overhead rate may vary among County departments due to different service levels and internal structures. The Accounting unit in Finance Budget and Tax will also determine if there are other County departments that are allocating overhead costs to capital asset additions for which no supporting calculation or documentation exists. Accounting will work with these departments to support a labor and or overhead rate that can be relied upon in the annual external audit.

Sub-recipients Monitoring

During our audit of federal expenditures, we noted certain contracts with subrecipients do not include all of the necessary federal grant information. At the time of award, the pass-through entity is required to make subrecipients aware of the award information (e.g., CFDA title and number, amount of award, award name, name of Federal agency) and requirements imposed by laws, regulations and the provisions of contract or grant agreements.

We recommend that County personnel ensure this information is communicated to the subrecipient at the time of the award. This information should be included in the award documents at the inception of the agreement. When some of this information is not available, the County should provide the best information available to describe the federal award.

Management's Response:
The Accounting unit has provided several internal training classes to better inform and educate County departments on subrecipient monitoring. We are aware that certain departments are stronger in this area than others and that there is room for improvement on subrecipient monitoring within the County. Hence management is proposing to the Board of County Commissioners that a new program specific for grant monitoring be included in the County's 2006 budget. If added this program will be working with County departments to establish a process and implement effective procedures over subrecipient monitoring. We will not know the outcome of this proposal until the 2006 budget process is complete later this year.

Collateralization

According to Oregon Revised Statute 295, bank balances must not exceed the collateralization at any time during the year. During our testing of collateralization, we noted that one daily bank account balance exceeded the collateralization level in October 2003.

We recommend that County personnel closely monitor its collateralization levels and when necessary, increase the collateralization to avoid under-collateralization. The most common time for collateralization exposure to occur is during November and December when the County receives significant property tax receipts, when the County receives proceeds from significant bond issues or any other transaction that causes the County to receive a large amount of cash. It is particularly important to monitor collateralization levels during these time periods.

Management's Response:
During the later months of calendar year when the County is more susceptible to under-collateralization, management more closely reviews bank balances and collateralization levels in order to prevent this scenario. There are times however when the County's bank balances exceed collateralization levels due to timing and dollar amounts. The Treasury department works to take the necessary precautionary measures to avoid any under-collateralized days.

**********

Should you desire further information concerning these matters, we will be happy to meet with you at your convenience.

Very truly yours,

Grant Thornton LLP

# MULTNOMAH COUNTY OREGON

# COMPREHENSIVE ANNUAL FINANCIAL REPORT
## Fiscal Year Ended June 30, 2004

## *About the Cover*

Pictured on the cover is the "Freedom," one of two marine vessels purchased through a Federal Homeland Security Act grant in fiscal year 2004. The Multnomah County Sheriff's Office received a generous $675,000 grant from the Federal Transportation Safety Administration for the purchase of two all-weather patrol vessels to add to their river patrol unit's fleet of eleven boats. In addition to the two boats, the grant provided funding to build boathouses for the vessels. The 32' boats are equipped with advanced GPS, sonar and radar electronics, infrared devices, radios, and a spacious rear deck for dive operations. The dual-hull design enables the boats to handle treacherous water conditions with ease.

The grant, awarded by the Federal Transportation and Safety Administration under the Homeland Security Act, was the largest such grant awarded in the United States to a County Sheriff Agency. The river patrol unit's diverse enforcement and security responsibilities to the Port of Portland, Bonneville Dam and other infrastructures are the foundations for meeting the homeland security grant requirements.

The river patrol unit is a year-round enforcement team, responsible for marine law enforcement, education and dive operations within the approximately one hundred miles of Multnomah County waterways. The unit provides water safety education and training to law enforcement personnel in the community, as well as to adults and children in area schools. The river patrol unit enjoys excellent working partnerships with many local and federal agencies including Portland Police Bureau, Portland Fire Bureau, Gresham Fire Department, US Coast Guard, US Customs, FBI and the Oregon State Marine Board.

# MULTNOMAH COUNTY, OREGON

# COMPREHENSIVE ANNUAL FINANCIAL REPORT

# FOR THE FISCAL YEAR ENDED JUNE 30, 2004

Prepared by:
Finance, Budget and Tax Office
David A. Boyer, Chief Financial Officer
501 SE Hawthorne Blvd, Suite 531
Portland, Oregon 97214

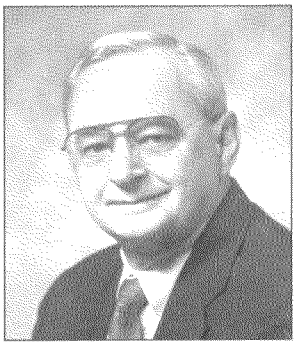
# ELECTED OFFICIALS - MULTNOMAH COUNTY OREGON

*DIANE LINN*
*Chair*

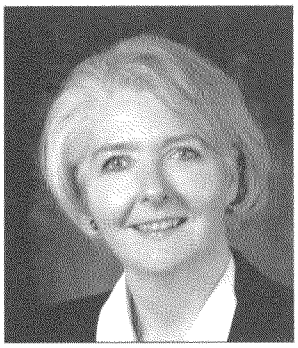
*MARIA ROJO DE STEFFEY*
*Commissioner District 1*

*SERENA CRUZ*
*Commissioner District 2*

*LISA NAITO*
*Commissioner District 3*

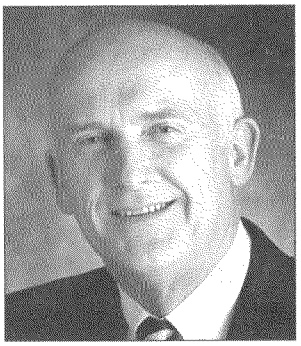


*LONNIE ROBERTS*
*Commissioner District 4*



*SUZANNE FLYNN*
*Auditor*

*BERNIE GIUSTO*
*Sheriff*



*MICHAEL SCHRUNK*
*District Attorney*

MULTNOMAH COUNTY, OREGON
Comprehensive Annual Financial Report
For the Year Ended June 30, 2004
Table of Contents


INTRODUCTORY SECTION
Letter of Transmittal ..... 1
GFOA Certificate of Achievement ..... 5
Organizational Charts ..... 6
List of Principal Officers ..... 9

FINANCIAL SECTION
**Independent Certified Public Accountants Report** ..... 10
**Management's Discussion and Analysis** ..... 12

**Basic Financial Statements:**
Government-wide Financial Statements:
Statement of Net Assets ..... 25
Statement of Activities ..... 26

Fund Financial Statements:
Balance Sheet – Governmental Funds ..... 28
Reconciliation of the Balance Sheet to the Statement of Net Assets ..... 29
Statement of Revenues, Expenditures, and Changes in Fund Balances – Governmental Funds ..... 30
Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances of Governmental Funds to the Statement of Activities ..... 31
Statement of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual - General Fund ..... 32
Statement of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual - Federal and State Program Fund ..... 33
Statement of Net Assets – Proprietary Funds ..... 34
Statement of Revenues, Expenses, and Changes in Fund Net Assets – Proprietary Funds ..... 35
Statement of Cash Flows – Proprietary Funds ..... 36
Statement of Fiduciary Net Assets – Fiduciary Funds ..... 37
Statement of Changes in Fiduciary Net Assets – Fiduciary Funds ..... 38
**Notes to Basic Financial Statements** ..... 39

**Combining and Individual Fund Statements and Schedules:**
Combining Balance Sheet – Nonmajor Governmental Funds ..... 69
Combining Statement of Revenues, Expenditures, and Changes in Fund Balances – Nonmajor Governmental Funds ..... 70

Nonmajor Special Revenue Funds:
Combining Balance Sheet ..... 71
Combining Statement of Revenues, Expenditures, and Changes in Fund Balances ..... 73
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual:
Strategic Investment Program Fund ..... 75
Road Fund ..... 76
Emergency Communications Fund ..... 77
Bicycle Path Construction Fund ..... 78
County School Fund ..... 79
General Reserve Fund ..... 80
Land Corner Preservation Fund ..... 81
Tax Title Land Sales Fund ..... 82
Animal Control Fund ..... 83
Willamette River Bridges Fund ..... 84
Recreation Fund ..... 85
Library Fund ..... 86
Justice Services Special Operations Fund ..... 87
Inmate Welfare Fund ..... 88
Special Excise Tax Fund ..... 89

Nonmajor Debt Service Funds:
Combining Balance Sheet ..... 90
Combining Statement of Revenues, Expenditures, and Changes in Fund Balances ..... 91
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual:
Capital Debt Retirement Fund ..... 92
General Obligation Bond Fund ..... 93
PERS Pension Bond Fund ..... 94
Revenue Bond Fund ..... 95

Nonmajor Capital Projects Funds:
Combining Balance Sheet ..... 96
Combining Statement of Revenues, Expenditures, and Changes in Fund Balances ..... 98
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual:
SB 1145 Fund ..... 100
Building Project Fund ..... 101
Library Construction / 1996 Bonds Fund ..... 102
Capital Improvement Fund ..... 103
Capital Acquisition Fund ..... 104
Asset Preservation Fund ..... 105
Library Property Fund ..... 106
Justice Bond Capital Project Fund (Major Fund) ..... 107

Enterprise Funds:
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual:
Dunthorpe-Riverdale Service District No. 1 Fund ..... 108
Reconciliation of Budgetary Revenues and Expenditures to Proprietary Revenues and Expenses – Dunthorpe-Riverdale Service District No. 1 Fund ..... 109
Schedules of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual:
Mid County Service District No. 14 Fund ..... 110
Reconciliation of Budgetary Revenues and Expenditures to Proprietary Revenues and Expenses – Mid County Service District No. 14 Fund ..... 111
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual:
Behavioral Health Managed Care Fund ..... 112
Reconciliation of Budgetary Revenues and Expenditures to Proprietary Revenues and Expenses – Behavioral Health Managed Care Fund ..... 113

Internal Service Funds:
Combining Statement of Net Assets ..... 114
Combining Statement of Revenues, Expenses, and Changes in Fund Net Assets ..... 115
Combining Statement of Cash Flows ..... 116
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual:
Risk Management Fund ..... 117
Reconciliation of Budgetary Revenues and Expenditures to Proprietary Revenues and Expenses – Risk Management Fund ..... 118
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual:
Fleet Management Fund ..... 119
Reconciliation of Budgetary Revenues and Expenditures to Proprietary Revenues and Expenses – Fleet Management Fund ..... 120
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual:
Telephone Fund ..... 121
Reconciliation of Budgetary Revenues and Expenditures to Proprietary Revenues and Expenses – Telephone Fund ..... 122
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual:
Data Processing Fund ..... 123
Reconciliation of Budgetary Revenues and Expenditures to Proprietary Revenues and Expenses – Data Processing Fund ..... 124
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual:
Mail/Distribution Fund ..... 125
Reconciliation of Budgetary Revenues and Expenditures to Proprietary Revenues and Expenses – Mail/Distribution Fund ..... 126
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual:
Facilities Management Fund ..... 127
Reconciliation of Budgetary Revenues and Expenditures to Proprietary Revenues and Expenses – Facilities Management Fund ..... 128

Agency Funds:
Combining Balance Sheet - Agency Funds ..... 129
Combining Statement of Changes in Assets and Liabilities – Agency Funds ..... 130

Capital Assets Used in the Operation of Governmental Funds:
Schedule by Source ..... 131
Schedule by Function and Activity ..... 132
Schedule of Changes by Function and Activity .... 133

**Other Schedules:**
Schedule of Property Tax Collections and Outstanding Balances ..... 134
Schedule of General Obligation Bonds and Bond Interest Coupon Transactions ..... 135
Schedule of Revenue Bonds Outstanding ..... 136
Schedule of General Obligation Bonds Outstanding..... 137
Schedule of Loans Outstanding..... 139
Schedule of Full Faith and Credit Bonds Outstanding..... 141
Schedule of Capitalized Lease Purchases Outstanding..... 143
Schedule of Expenditures of Federal Awards and Related Notes..... 144

**STATISTICAL INFORMATION SECTION**
Net Assets by Component - Last Three Fiscal Years ..... 152
Changes in Net Assets - Last Three Fiscal Years ..... 153
Fund Balances, Governmental Funds - Last Ten Fiscal Years ..... 155
Changes in Fund Balances, Governmental Funds - Last Ten Fiscal Years ..... 157
Program Revenues by Function/Program - Last Three Fiscal Years ..... 159
Tax Revenues by Source, Governmental Funds - Last Ten Fiscal Years..... 160
Assessed Valuation and Actual Values of Taxable Property - Last Ten Fiscal Years..... 161
Property Tax Rates - Direct and Overlapping Governments - Last Ten Fiscal Years ..... 162
Property Tax Levies And Collections - Last Ten Fiscal Years ..... 163
Principal Taxpayers - Current Year and Nine Years Ago ..... 164
Ratios of Outstanding Debt by Type Last Ten Fiscal Years ..... 165
Ratios of General Bonded Debt Outstanding - Last Ten Fiscal Years ..... 166
Legal Debt Margin Information - Last Ten Fiscal Years..... 167
Demographic and Economic Statistics - Last Ten Calendar Years ..... 169
Principal Employers - Current Year and Nine Years Ago ..... 170
Full Time Equivalent County Employees by Function/Program and Bargaining Unit - Last Ten Fiscal Years..... 171
Operating Indicators by Function/Program - Last Ten Fiscal Years..... 173
Miscellaneous Statistical Data - Last Ten Fiscal Years..... 175

**REPORTS OF INDEPENDENT CERTIFIED PUBLIC ACCOUNTANTS REQUIRED BY STATUTES**
Report of Independent Certified Public Accountants on the County's Compliance and Certain Items Based on an Audit of Basic Financial Statements Performed In Accordance with Federal and Oregon Auditing Standards ..... 177
Report of Independent Certified Public Accountants on the County's Compliance and on Internal Control Over Financial Reporting Based on an Audit of Basic Financial Statements Performed in Accordance with Government Auditing Standards ..... 179
Report of Independent Certified Public Accountants on the County's Compliance with Requirements Applicable to Each Major Program and on Internal Control Over Compliance in Accordance with OMB Circular A-133..... 181
Schedule of Findings and Questioned Costs ..... 183

(This page intentionally left blank.)

# INTRODUCTORY SECTION

**Finance, Budget and Tax Office**
**MULTNOMAH COUNTY OREGON**
**David A. Boyer, Chief Financial Officer**
**501 SE Hawthorne, Suite 531**
**Portland, Oregon 97214**
**(503) 988-3903 phone**
**(503) 988-3292 fax**

December 17, 2004

Honorable County Chair, Board of County Commissioners
and Citizens of Multnomah County, Oregon

## INTRODUCTION

We are pleased to submit the Comprehensive Annual Financial Report of Multnomah County, Oregon, for the fiscal year ended June 30, 2004, together with the opinion thereon of our independent certified public accountants, Grant Thornton LLP. This report, required by State law, Oregon Revised Statutes 297.425, is prepared by the Office of Finance, Budget, and Tax. Also included are Audit Comments and Disclosures required under the Minimum Standards for Audits of Oregon Municipal Corporations Section of the Oregon Administrative Rules.

In addition, the County is required to have a comprehensive single audit of its Federal Assistance Programs in accordance with the Single Audit Act of 1984, OMB Circular A-133 and the provisions of Government Auditing Standards promulgated by the U.S. Comptroller General as they pertain to financial and compliance audits. A report on the County's compliance with applicable Federal laws and regulations related to the Single Audit Act of 1984 is included with this report beginning on page 144.

This report is prepared in conformance with the guidelines for financial reporting developed by the Government Finance Officers Association of the United States and Canada and the principles established by the Governmental Accounting Standards Board (GASB), including all effective GASB pronouncements. It presents fairly the financial position of the various funds of the County at June 30, 2004, and the results of operations of such funds and the cash flows of the proprietary fund types for the year then ended in conformity with accounting principles generally accepted in the United States of America (US GAAP). The report consists of management's representations concerning the finances of the County. Consequently, management assumes full responsibility for the completeness and reliability of all information presented in this report. To provide a reasonable basis for making these representations, County management has established a comprehensive internal control framework that is designed both to protect the County's assets from loss, theft, or misuse and to compile sufficient reliable information for the preparation of the County's financial statements. Because the cost of internal controls should not outweigh their benefits, the County's comprehensive framework of internal controls has been designed to provide reasonable assurance that the financial statements will be free from material misstatement. As management, we assert that, to the best of our knowledge and belief, this financial report is complete and reliable in all material respects.

US GAAP requires that management provide a narrative introduction, overview, and analysis to accompany the basic financial statements in the form of Management's Discussion and Analysis (MD&A). This letter of transmittal is designed to complement MD&A and should be read in conjunction with it. Multnomah County's MD&A can be found immediately following the independent auditors' report. Unless otherwise noted, dollar amounts are expressed in thousands.

## PROFILE OF MULTNOMAH COUNTY, OREGON

Multnomah County, incorporated in 1854, is located in northwestern Oregon at the confluence of the Columbia and Willamette rivers, approximately 110 river miles and 80 highway miles from the Pacific Ocean. The County covers 465 square miles, and serves a population of 677,850 citizens. The cities of Portland and Gresham are the largest incorporated cities in the County.

Multnomah County is governed according to its Home Rule Charter, which became effective January 1967. The County's charter adopted in 1967 has had several subsequent amendments. The County is governed by a Board of County Commissioners consisting of four non-partisan members elected from designated districts within the County and the Chair of the Board, elected at large. The Board of County Commissioners conducts all legislative business of the County.

Multnomah County provides a full range of services, including public safety protection; corrections and probation; construction and maintenance of roads, highways, bridges and other infrastructure; health and social services; library and community enhancement; and internal business support. Certain sanitary and lighting services are provided as legally separate Service District Authorities, which function, in essence, as departments of the County and therefore have been included as integral parts of the County's financial statements. Additional information on these legally separate entities can be found in note 1 of the notes to the financial statements.

The County's budget is prepared on the modified accrual basis of accounting. In accordance with State statutes, the County budgets all funds except trust and agency funds. The County budget is adopted by the Board of County Commissioners by department for each fund. The expenditure appropriations lapse at the end of the fiscal year. Additional resources and corresponding appropriations may be added to the budget during the fiscal year through a supplemental budget process. Original and supplemental budgets may be modified during the fiscal year by the use of appropriation transfers between categories. The appropriation transfers must be approved by the Board of County Commissioners in public meetings. During the fiscal year, one supplemental budget was adopted.

Budget to actual comparisons are provided in this report for each individual governmental and proprietary fund for which an appropriated annual budget has been adopted. For the general fund and the federal state program fund, this comparison is provided on pages 32-33 as part of the basic financial statements for the governmental funds. For all other governmental funds with appropriated annual budgets, this comparison is presented in the governmental fund subsection of this report, which starts on page 69.

## FACTORS AFFECTING FINANCIAL CONDITION

**Local Economy:** The Portland metropolitan area is the financial, trade, transportation and service center for Oregon, southwest Washington State and the Columbia River basin. Its manufacturing base includes electronics, machinery, transportation equipment and fabricated metals.

The Portland-Vancouver, OR-WA PMSA's (Primary Metropolitan Statistical Area) economy improved slightly during fiscal year 2004. The area's unemployment rate was 6.8% at June 30, 2004, compared to a rate of 9.1% at June 30, 2003. The Portland-Vancouver Consumer Price Index (CPI) (1982-84 = 100) was 189.8 at June 30, 2004, and represents a 2.0% increase from June 30, 2003.

**Financial outlook:** The financial outlook for the County's General Fund over the next five years is expected to remain flat or slowly begin to recover. The regional economy is not expected to grow

and a recovery before 2005 is questionable. The State of Oregon's recent forecast also suggests a continued downturn of business activity.
The region's sluggish economy is impacting the County's revenue stream. Property taxes are expected to grow at between 2% to 3%. Business Income Tax collections suggest that we are finally seeing some growth after four years of declining revenues, but the Motor Vehicle Rental Tax is expected to remain flat. Overall revenue growth is forecast between 3.25% to 4% over the next five years. Expenditures are expected to grow at roughly the normal rate of inflation, and the County is taking a conservative approach to department spending in order to manage the budget within existing resources.

Voters in the County approved a personal income tax of 1.25% for residents to fund services for fiscal years 2004, 2005, and 2006, and the County's general fund recognized $100,114 in tax revenue in fiscal year 2004. The tax primarily provides support to the schools in the County but also provides support to the County's health, human services, and public safety programs. In fiscal year 2004/2005 the County will begin planning for the end of the three year personal income tax.

**Financial planning.** The County Chair has created an Executive Committee that includes the Board Chair's Chief Operating Officer, Department Directors, and the Chief Financial Officer. The Executive Committee holds ongoing planning sessions to develop short-term and long-term goals and to address the financial stability of the County. The County's Chief Financial Officer also meets with City of Portland Financial and Budget Officers and with representatives from the City of Gresham to confer on financial issues that either overlap or impact each entity. Construction of the new Wapato jail and secure alcohol and drug treatment center was completed in the summer of 2004, but operating funds have not yet been identified, so the jail remains empty. The County is currently meeting with officials from the State of Oregon to determine if there are opportunities to lease jail beds to the State.

**Cash management policies and practices.** To obtain maximum return on investments, the County pools some funds for investment purposes with the State Treasurer's investment pool. Other cash temporarily idle during the year was invested in government-sponsored enterprises, US Treasury notes, repurchase agreements, municipal bonds, bankers' acceptances, corporate debt, commercial paper, and certificates of deposits. Investment transactions are governed by a written Investment Policy, which regulates the County's investment objectives, diversification, limitations and reporting requirements, and which is reviewed and adopted annually by the Board of County Commissioners. The County also utilizes an independent Investment Advisory Board to review the County's investment plan and investment performance.

The maturities of the investments range from one day to three years with an average maturity of six to nine months. The average yield on investments was 1.43%. Investment income includes appreciation in the fair value of investments. Increases in fair value during the current year, however, do not necessarily represent trends that will continue, nor is it always possible to realize such amounts, especially in the case of temporary changes in the fair value of investments that the County intends to hold to maturity.

**Risk management.** The County has established an internal service fund to account for risk management activities and to protect the human, physical, and financial assets of the County. As part of the County's plan for risk management, resources are accumulated in the Risk Management fund to meet potential losses. In addition, various control techniques, including loss prevention training and consultation, have been implemented to minimize losses. The County is partially self-insured for employee health benefits, unemployment, workers' compensation, property, tort and general liability claims. Third party coverage is currently maintained for individual workers' compensation claims in excess of $500, and for other medical claims in excess of $250. Additional information on the County's risk management activity can be found in note 4.B of the notes to the financial statements, page 62.

**Pension and other post-employment benefits.** Substantially all County employees are participants in the State of Oregon Public Employees' Retirement System (PERS). Every other year, an independent actuary engaged by PERS calculates the amount of the annual contribution rate that member employers must make to the pension plan to ensure that the plan will be able to fully meet its obligations to retired employees on a timely basis. Benefits for retirees, beneficiaries and terminated employees not yet receiving benefits are not presented, because PERS pools the risk related to these employees among all member employers and fully funds benefit obligations at time of separation from service. Accordingly, information presented in this report relates only to current employees, and shows that the retirement obligations are not fully funded. During the 2003 Legislature, various laws were approved that changed PERS and created a new retirement system for public employees hired on or after August 29, 2003.

Multnomah County also provides postretirement health and dental benefits for retirees and their dependents. At the end of the current fiscal year, there were 561 retired employees receiving these benefits, which are financed by contribution rates charged to departments. These rates are based on an actuarial valuation that is performed every two to three years. The County has reported a liability of $55,190 in the statement of net assets in connection with its obligation to provide these benefits.

Additional information on the County's pension and post-employment benefits can be found in note 4.E on page 64 of the notes to the financial statements.

## AWARDS AND ACKNOWLEDGEMENTS

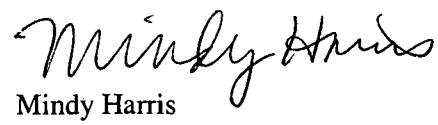
The Government Finance Officers Association (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to the County for its comprehensive annual financial report (CAFR) for the year ended June 30, 2003. This was the twentieth year that the County has received this prestigious award. In order to be awarded a Certificate of Achievement, the County published an easily readable and efficiently organized CAFR. This report satisfied both GAAP and applicable legal requirements.

A Certificate of Achievement is valid for a period of one year only. We believe that our current CAFR continues to meet the Certificate of Achievement Program's requirements and we are submitting it to the GFOA to determine its eligibility for another certificate.

The preparation of this report would not have been possible without the efficient and dedicated services of the employees in the Finance, Budget and Tax Office who maintained the records and assisted in the preparation of this report. Special thanks are extended to the General Ledger Staff who were instrumental in preparing this report. Appreciation is also extended to the Chair of the Board, Board of County Commissioners, Department Managers, and other County personnel for their assistance and support in planning and conducting the financial operations of the County in a prudent manner.

Respectfully Submitted,

David A. Boyer
Chief Financial Officer



Mindy Harris
Accounting Manager

# Certificate of Achievement for Excellence in Financial Reporting

Presented to

## Multnomah County, Oregon

For its Comprehensive Annual
Financial Report
for the Fiscal Year Ended
June 30, 2003

A Certificate of Achievement for Excellence in Financial Reporting is presented by the Government Finance Officers Association of the United States and Canada to government units and public employee retirement systems whose comprehensive annual financial reports (CAFRs) achieve the highest standards in government accounting and financial reporting.

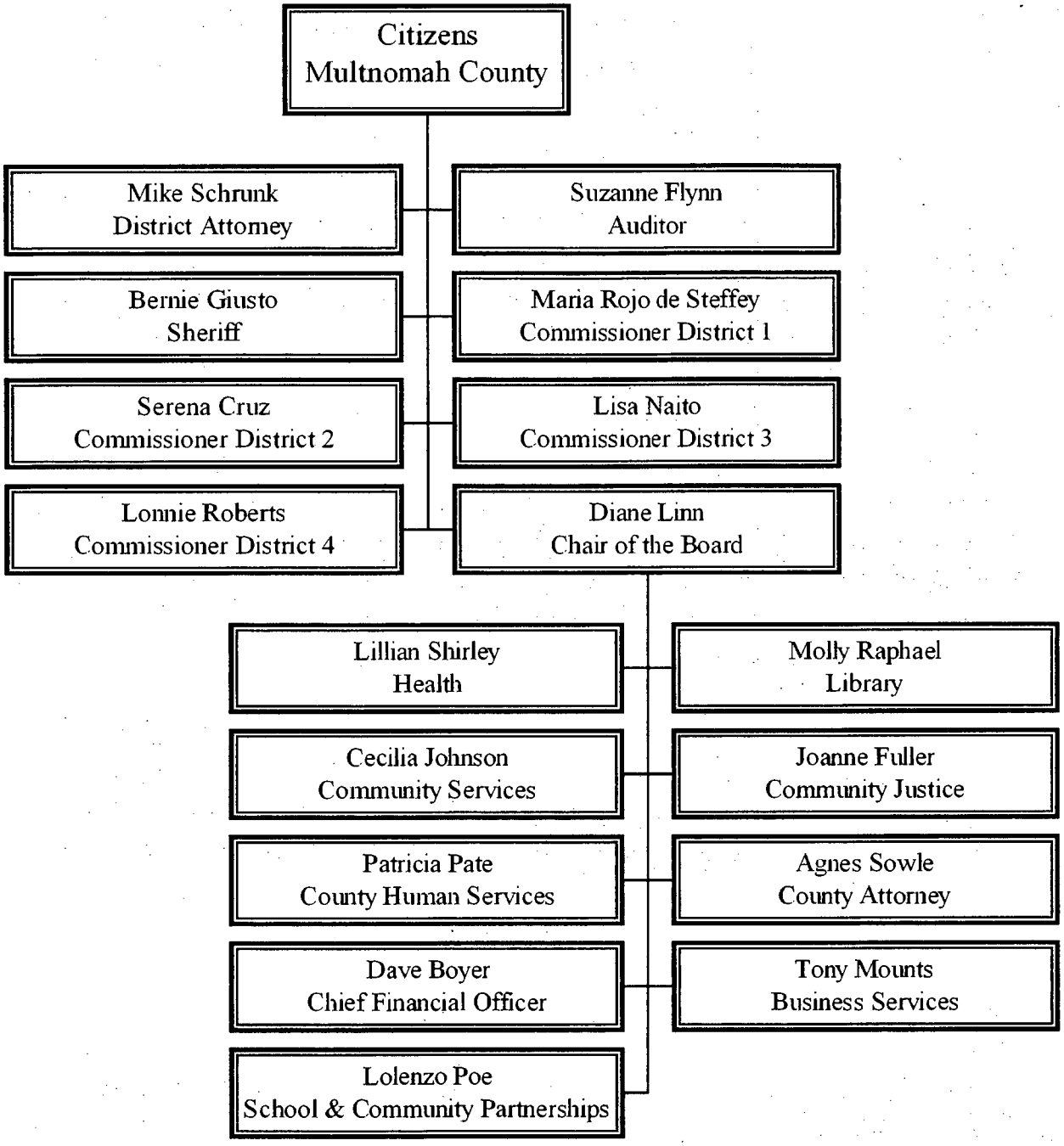
President

Executive Director

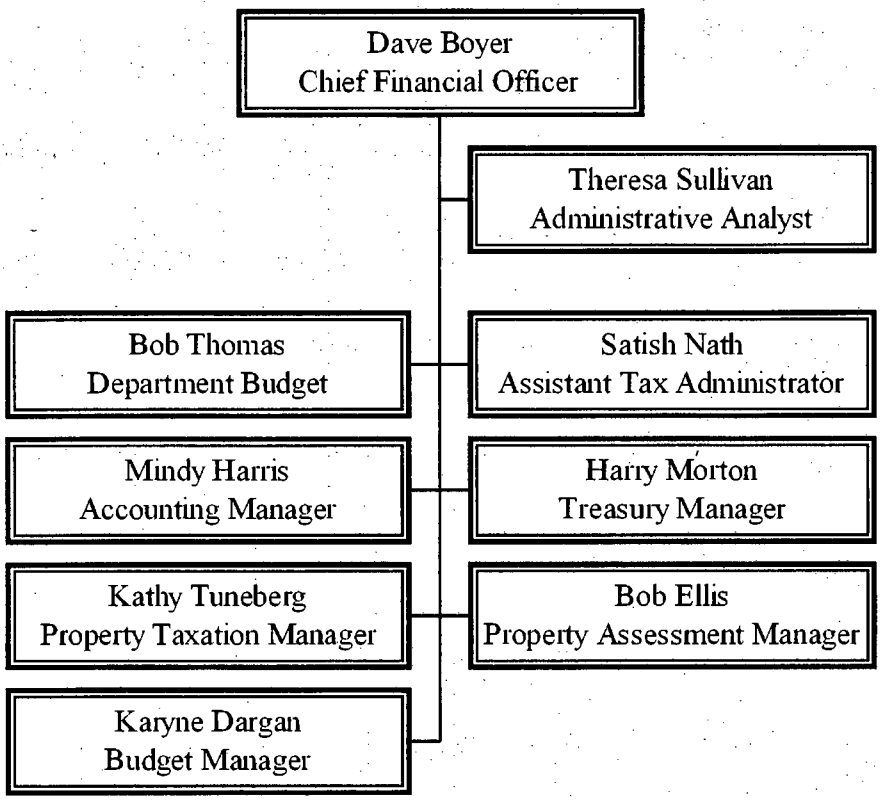
LITHO. IN U.S.A.

©1998 GOES 34625
All Rights Reserved

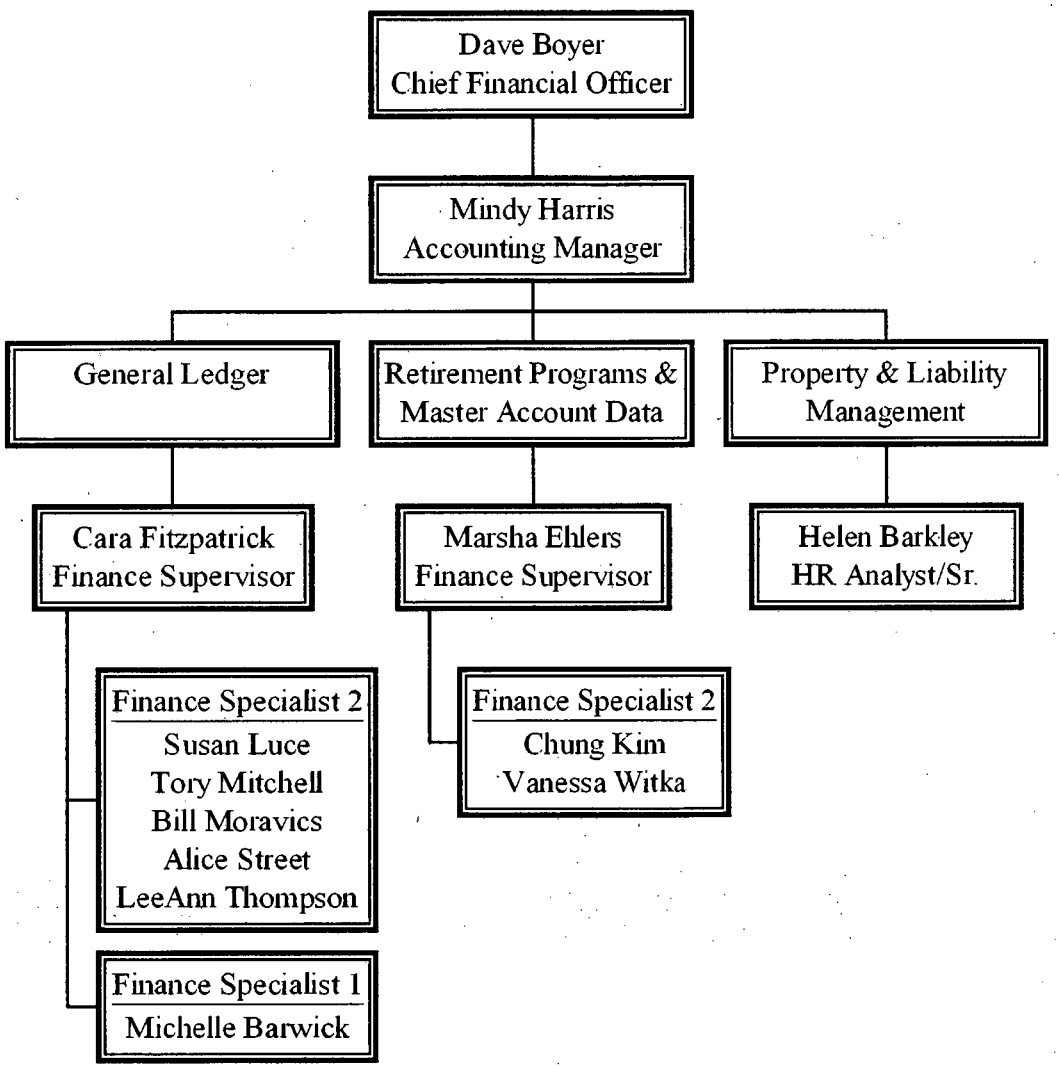
# Multnomah County, Oregon



# Multnomah County, Oregon
# Finance, Budget and Tax



# Multnomah County, Oregon
# Finance, Budget and Tax
# Accounting Operations



**MULTNOMAH COUNTY, OREGON**
**For the Year Ended June 30, 2004**
**Principal Officers**

| Title | Name | Term Expires |
|---|---|---|
| Board of County Commissioners | | |
| Chair of Board | Diane Linn<br>501 SE Hawthorne, 6th Floor<br>Portland, OR 97214 | 12/31/2006 |
| District No. 1 | Maria Rojo de Steffey<br>501 SE Hawthorne, 6th Floor<br>Portland, OR 97214 | 12/31/2004 |
| District No. 2 | Serena Cruz<br>501 SE Hawthorne, 6th Floor<br>Portland, OR 97214 | 12/31/2006 |
| District No. 3 | Lisa Naito<br>501 SE Hawthorne, 6th Floor<br>Portland, OR 97214 | 12/31/2004 |
| District No. 4 | Lonnie Roberts<br>501 SE Hawthorne, 6th Floor<br>Portland, OR 97214 | 12/31/2004 |
| Other Elected Officers | | |
| County Auditor | Suzanne Flynn<br>501 SE Hawthorne, 6th Floor<br>Portland, OR 97214 | 12/31/2006 |
| County District Attorney | Michael D. Schrunk<br>1021 SW Fourth Avenue<br>Portland, OR 97204-1976 | 12/31/2004 |
| County Sheriff | Bernie Giusto<br>501 SE Hawthorne, 3rd Floor<br>Portland, OR 97214 | 12/31/2006 |
| Other Appointed Officers | | |
| Chief Financial Officer | David A. Boyer | Not elected |
| Accounting Manager | Mindy Harris | Not elected |
| County Attorney | Agnes Sowle | Not elected |

**(This page intentionally left blank.)**

# FINANCIAL SECTION

Independent Auditor's Report

The Board of County Commissioners
Multnomah County, Oregon

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of Multnomah County, Oregon, as of and for the year ended June 30, 2004, which collectively comprise the County's basic financial statements as listed in the table of contents. These financial statements are the responsibility of Multnomah County, Oregon's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America as established by the Auditing Standards Board of the American Institute of Certified Public Accountants and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the County's internal control over financial reporting. Accordingly, we express no such opinion. An audit also includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements, assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of Multnomah County, Oregon, as of June 30, 2004, and the respective changes in financial position and cash flows, where applicable, thereof and the respective budgetary comparison for the General Fund and Federal and State Program Fund for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated December 3, 2004 on our consideration of Multnomah County's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit

The management's discussion and analysis on pages 12 through 24 is not a required part of the basic financial statements but is supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

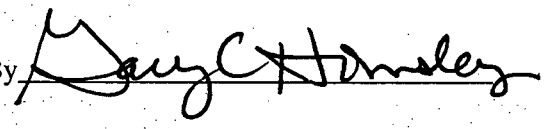
Suite 800
111 S.W. Columbia
Portland, OR 97201-5864
T 503.222.3562
F 503.295.0148
W www.grantthornton.com

Grant Thornton LLP
US Member of Grant Thornton International

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise Multnomah County, Oregon's basic financial statements. The accompanying schedule of expenditures of federal awards is presented for the purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations,* and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole. The introductory section, combining and individual fund financial statements and schedules, other schedules, and statistical information section are presented for purposes of additional analysis and are not a required part of the basic financial statements. The combining and individual fund statements and schedules and other schedules have been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, are fairly stated in all material respects in relation to the basic financial statements taken as a whole. The introductory section and statistical information section have not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we express no opinion on them.

GRANT THORNTON LLP

Portland, Oregon
December 3, 2004

By 

**Finance, Budget and Tax Office**
**MULTNOMAH COUNTY OREGON**
**David A. Boyer, Chief Financial Officer**
**501 SE Hawthorne, Suite 531**
**Portland, Oregon 97214**
**(503) 988-3903 phone**
**(503) 988-3292 fax**

## MANAGEMENT'S DISCUSSION AND ANALYSIS

As management of Multnomah County, Oregon, we offer readers of the County's financial statements this narrative overview and analysis of the financial activities of the County for the fiscal year-ended June 30, 2004. We encourage readers to consider the information presented here in conjunction with the additional information that we have furnished in our letter of transmittal, which can be found on pages 1-4 of this report. All dollar amounts, unless otherwise indicated, are expressed in thousands.

### Financial Highlights

- Multnomah County's assets exceeded its liabilities at June 30, 2004, by $566,195 (*net assets*). Of this amount, $18,040 is restricted for capital improvement projects and $44,914 is restricted for future years' debt service.
- Total net assets increased by $49,367 for fiscal year 2004. This increase is primarily due to the enactment of a three-year 1.25% personal income tax for residents of Multnomah County. The tax generated $175,325 in revenue during fiscal year 2004 and at year-end the County recorded $76,972 net receivable related to the personal income tax for tax years 2003 and 2004. More information about the tax can be found on pages 43-44 of this report. In addition, the increase in total net assets is partially attributable to the $13,816 investment in capital assets from the completion of the Wapato Jail Facility.
- Total assets of the County increased by $81,805 or approximately 7%. Most of this increase is attributable to the additional $76,972 recorded for the personal income tax receivable at June 30, 2004.
- As of the close of the current fiscal year, the County's governmental funds reported combined ending fund balances of $86,091, a decrease of $7,106 in comparison with the prior year's decrease of $16,137. The current year's decrease is primarily due to an overall reduction in revenues received from the State and Federal governments accompanied with lower interest rates. Of this amount, $45,863 or approximately 53% is available for spending at the County's discretion (*unreserved fund balance*).
- At the end of the current fiscal year, unreserved fund balance for the General Fund was $18,488, or approximately 5% of total General Fund expenditures.

### Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to Multnomah County's basic financial statements. The County's basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the basic financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

**Government-wide financial statements.** The *government-wide financial statements* are designed to provide readers with a broad overview of the County's finances, in a manner similar to a private-sector business.

The *Statement of Net Assets* presents information on all of the County's assets and liabilities, with the difference between the two reported as net assets. Over time, increases or decreases in net assets may serve as a useful indicator of whether the financial position of the County is improving or deteriorating.

The *Statement of Activities* presents information showing how the County's net assets changed during the most recent fiscal year. All changes in net assets are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation leave).

Both of the government-wide financial statements distinguish functions of the County that are principally supported by taxes and intergovernmental revenues (*governmental activities*) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (*business-type activities*). The governmental activities of the County include general government, health and social services, public safety and justice, community services, roads and bridges, and libraries. The business-type activities of the County include sanitary sewer and street lighting districts, and a behavioral health managed care operation.

The government-wide financial statements include not only the County itself (known as the *primary government*), but also a legally separate sanitary sewer district and a legally separate street lighting district, for which the County is financially accountable. Financial information for these two *blended component units* is reported separately from the financial information presented for the County itself.

The government-wide financial statements can be found on pages 25-27 of this report.

**Fund financial statements.** A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The County, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the County can be divided into three categories: governmental funds, proprietary funds, and fiduciary funds.

***Governmental funds.*** *Governmental funds* are used to account for essentially the same functions reported as *governmental activities* in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on *near-term inflows and outflows of spendable resources*, as well as on *balances of spendable resources* available at the end of the fiscal year. Such information may be useful in evaluating the County's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for the *governmental funds* with similar information presented for *governmental activities* in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between *governmental funds* and *governmental activities*.

The County maintains 29 individual governmental funds. Information is presented separately in the governmental funds balance sheet and in the governmental funds statement of revenues, expenditures, and changes in fund balances for the General Fund, Federal State Program Fund, and the Justice Bond Capital Project Fund, all of which are considered to be major governmental funds. Data from the remaining governmental funds (non-major governmental funds) are combined into a single aggregated presentation. Individual fund data for each of these nonmajor governmental funds is provided in the form of *combining statements* elsewhere in this report.

The County adopts an annual appropriated budget for all funds. A budgetary comparison statement has been provided for each fund to demonstrate compliance with this budget.

The basic governmental fund financial statements and respective reconciliations can be found on pages 28-31 of this report.

***Proprietary funds.*** The County maintains two different types of proprietary funds. *Enterprise funds* are used to report the same functions presented as *business-type activities* in the government-wide financial statements. The County uses enterprise funds to account for its sewer and lighting operations, and for behavioral health capitated services. Internal service funds are an accounting device used to accumulate and allocate costs internally among the County's various functions. The County uses *internal service funds* to account for its risk management activities, fleet operations, telephone and data processing systems, mail distribution and facilities management operations. Because these services predominantly benefit governmental rather than business-type functions, they have been included within governmental activities in the government-wide financial statements.

Proprietary funds provide the same type of information as the government-wide financial statements, only in more detail. The enterprise fund financial statements provide aggregate information for the sewer and lighting districts and the behavioral health fund. The internal service funds are also combined into a single, aggregated presentation in the proprietary fund financial statements. Individual fund data for the proprietary and internal service funds is provided in the form of combining statements elsewhere in this report.

The basic proprietary fund financial statements can be found on pages 34-36 of this report.

***Fiduciary funds.*** *Fiduciary funds* are used to account for resources held for the benefit of parties outside the County. Fiduciary funds are *not* reflected in the government-wide financial statements because the resources of those funds are *not* available to support County programs. The accounting used for fiduciary funds is similar to that used for proprietary funds.

The basic fiduciary fund financial statements can be found on pages 37-38 of this report. The combining balance sheet for agency funds and combining statement of changes in assets and liabilities for agency funds can be found on pages 129-130 of this report.

**Notes to the financial statements.** The notes provide additional information that is essential to a full understanding of the financial data provided in the government-wide and fund financial statements. The notes to the financial statements can be found beginning on page 39 of this report.

The combining statements referred to earlier in connection with nonmajor governmental funds and internal service funds are presented immediately following the notes to the basic financial statements. Combining and individual fund statements and schedules can be found beginning on page 69 of this report.

**Government-wide Financial Analysis**

Certain reclassifications were made to prior year amounts in order to conform to the current year presentation.

As noted earlier, net assets may serve over time as a useful indicator of the County's financial position. The County's assets exceeded liabilities by $566,195 at the close of the most recent fiscal year.

The largest portion of the County's net assets, approximately 91%, reflects investment in capital assets (land, work in progress, buildings, improvements, machinery and equipment, bridges and infrastructure), net of accumulated depreciation, and the outstanding debt used to acquire the assets in the amount of $513,757 as compared to $478,423 a year ago. Capital assets net of related debt increased as a result of no new debt issues

and a reduction in the County's outstanding debt at year-end. During fiscal year 2004 the County paid approximately $23,389 in debt related to capital assets. The County uses these capital assets to provide services to its citizens; consequently, these assets are not available for future spending. Although the County's investment in its capital assets is reported net of related debt, it should be noted that resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

**Multnomah County's Net Assets**
**June 30, 2004**

| | Governmental Activities | | Business- Type Activities | | Total | |
|---|---|---|---|---|---|---|
| | 2004 | 2003 | 2004 | 2003 | 2004 | 2003 |
| Current and other assets | $ 450,655 | $ 381,203 | $4,171 | $3,766 | $454,826 | $384,969 |
| Capital assets | 723,477 | 711,535 | 2,480 | 2,474 | 725,957 | 714,009 |
| Total assets | 1,174,132 | 1,092,738 | 6,651 | 6,240 | 1,180,783 | 1,098,978 |
| Long-term liabilities outstanding | 443,635 | 459,457 | 7 | 4 | 443,642 | 459,461 |
| Other liabilities | 168,697 | 121,022 | 2,249 | 1,667 | 170,946 | 122,689 |
| Total liabilities | 612,332 | 580,479 | 2,256 | 1,671 | 614,588 | 582,150 |
| Net assets: | | | | | | |
| Invested in capital assets, net of related debt | 511,277 | 475,949 | 2,480 | 2,474 | 513,757 | 478,423 |
| Restricted | 62,954 | 62,535 | - | - | 62,954 | 62,535 |
| Unrestricted | ( 12,431) | (26,225 ) | 1,915 | 2,095 | (10,516 ) | (24,130) |
| Total net assets | $ 561,800 | $ 512,259 | $4,395 | $4,569 | $566,195 | $516,828 |

An additional portion of the County's net assets are restricted for capital projects and debt service, $62,954, or approximately 11%. The amount represents resources that are subject to external restrictions on how they may be used. The remaining balance is unrestricted net assets of $(10,516) or approximately (2)%. Unrestricted net assets had a negative balance primarily due to the outstanding long-term liabilities in the County's governmental activities with no offsetting asset. At the end of the current year, the County is able to report positive balances in two categories of net assets for the government as a whole; invested in capital assets, net of related debt and restricted net assets.

The County realizes the unrestricted net asset deficit provides for a negative outlook. However, considering the County's long-term obligations in the Statement of Net Assets, the County recognizes the necessity to be able to meet current financial obligations and has no reason to believe that liabilities will not be met in future periods.

Total net assets increased by $49,367 during the current fiscal year. This increase is primarily due to $76,972 recorded in taxes receivables, net for the County's personal income tax measure in addition to the investment of $13,816 in capital assets to complete construction of the Wapato jail facility.

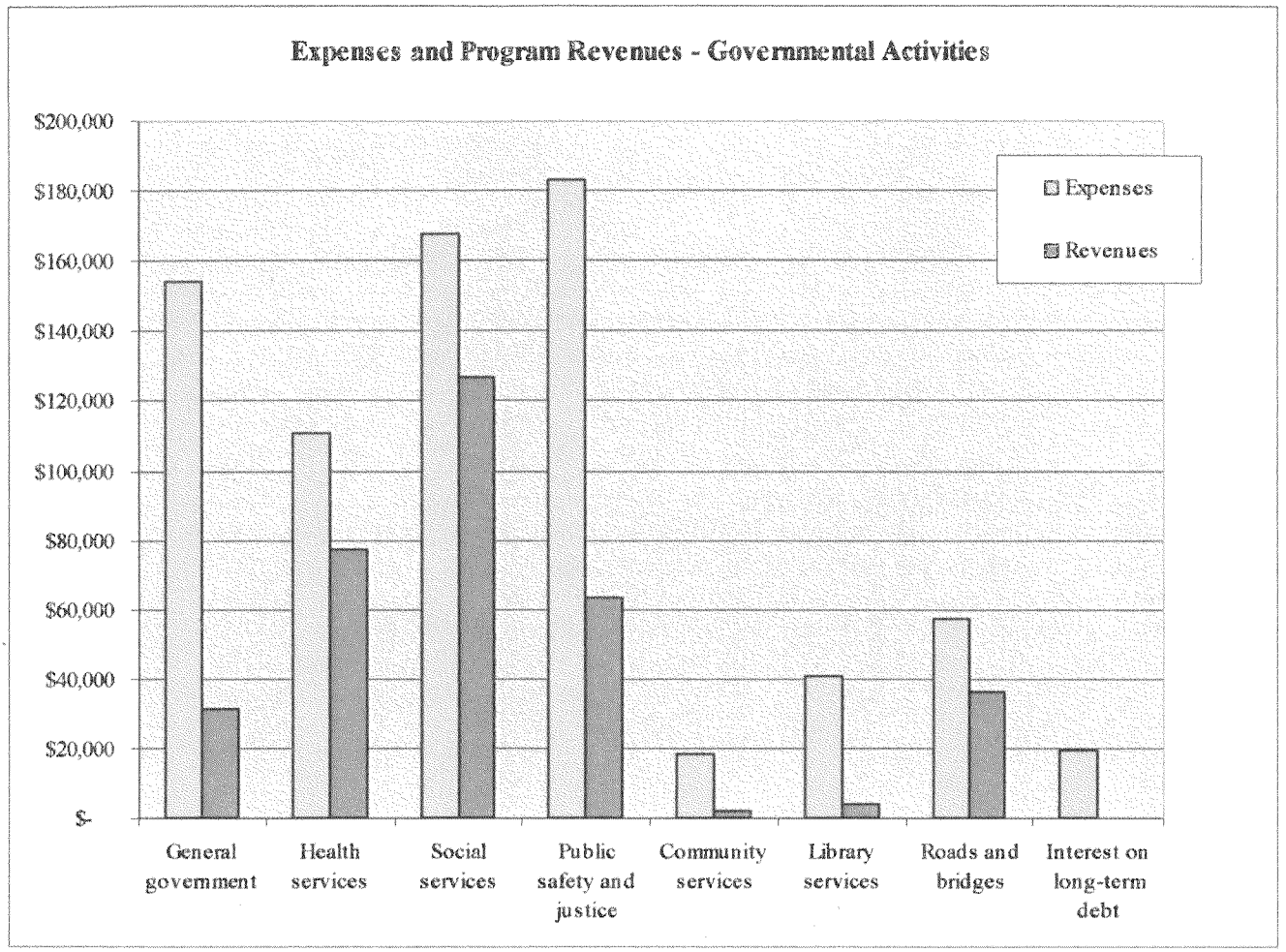
## Multnomah County's Changes in Net Assets

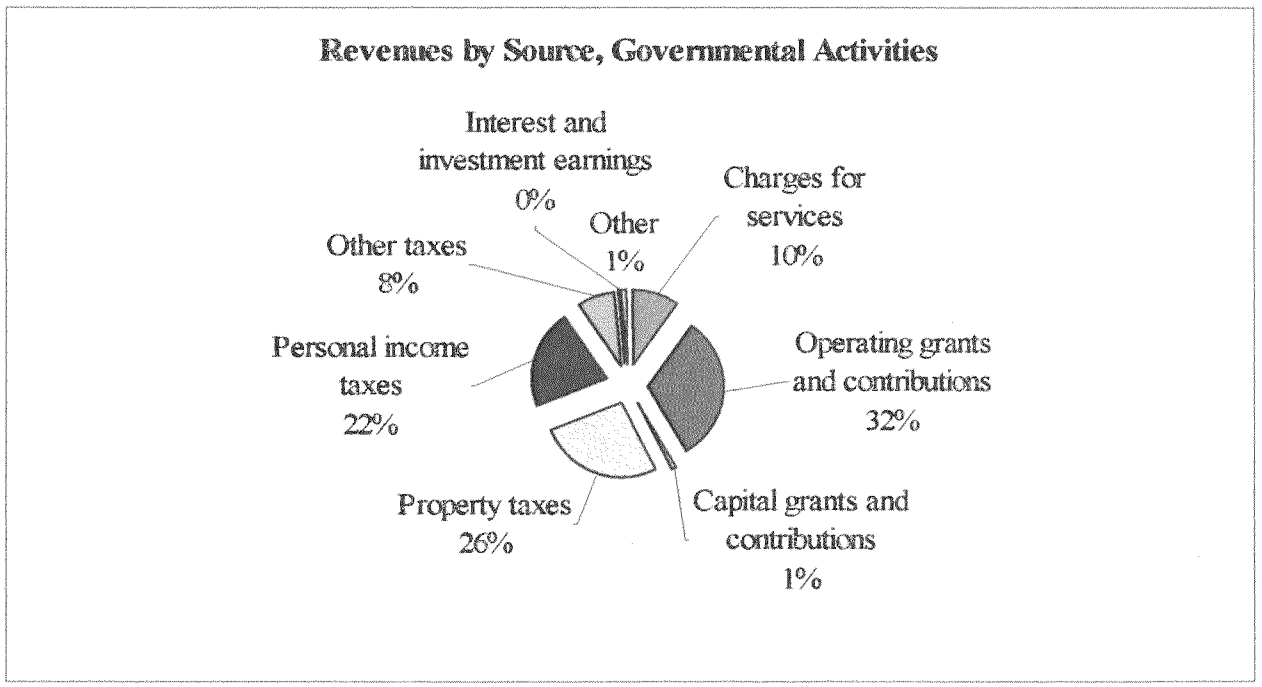
| | Governmental Activities | | Business-type Activities | | Total | |
|---|---|---|---|---|---|---|
| | 2004 | 2003 | 2004 | 2003 | 2004 | 2003 |
| **Revenues:** | | | | | | |
| **Program revenues:** | | | | | | |
| Charges for services | $ 82,032 | $ 84,639 | $26,182 | $32,967 | $108,214 | $117,606 |
| Operating grants and contributions | 249,079 | 256,659 | 435 | 897 | 249,514 | 257,556 |
| Capital grants and contributions | 9,809 | 4,461 | - | - | 9,809 | 4,461 |
| **General revenues:** | | | | | | |
| Property taxes | 208,604 | 203,611 | - | - | 208,604 | 203,611 |
| Personal income taxes | 175,325 | - | - | - | 175,325 | - |
| Other taxes | 64,874 | 62,589 | - | - | 64,874 | 62,589 |
| State government shared revenues | 7,584 | 6,206 | - | - | 7,584 | 6,206 |
| Grants and contributions not restricted to specific programs | 166 | 70 | - | - | 166 | 70 |
| Interest and investment earnings | 2,441 | 4,226 | 74 | 131 | 2,515 | 4,357 |
| Miscellaneous | 1,879 | 2,917 | - | 24 | 1,879 | 2,941 |
| Gain (loss) on sale of capital assets | (509) | 1,711 | (224) | (113) | (733) | 1,598 |
| **Total revenues** | 801,284 | 627,089 | 26,467 | 33,906 | 827,751 | 660,995 |
| **Expenses:** | | | | | | |
| General government | 153,937 | 36,374 | - | - | 153,937 | 36,374 |
| Health services | 110,968 | 110,322 | - | - | 110,968 | 110,322 |
| Social services | 167,746 | 169,218 | - | - | 167,746 | 169,218 |
| Public safety and justice | 182,941 | 180,503 | - | - | 182,941 | 180,503 |
| Community services | 18,391 | 17,925 | - | - | 18,391 | 17,925 |
| Library services | 40,843 | 43,934 | - | - | 40,843 | 43,934 |
| Roads and bridges | 57,374 | 58,354 | - | - | 57,374 | 58,354 |
| Interest on long-term debt | 19,543 | 20,127 | - | - | 19,543 | 20,127 |
| Dunthorpe-Riverdale Service District Number 1 | - | - | 355 | 344 | 355 | 344 |
| Mid County Service District Number 14 | - | - | 499 | 355 | 499 | 355 |
| Behavioral health managed care | - | - | 25,787 | 33,739 | 25,787 | 33,739 |
| **Total expenses** | 751,743 | 636,757 | 26,641 | 34,438 | 778,384 | 671,195 |
| Increase (decrease) in net assets before transfers | 49,541 | (9,668) | (174) | (532) | 49,367 | (10,200) |
| Transfers in (out) | - | 440 | - | (440) | - | - |
| Increase (decrease) in net assets | 49,541 | (9,228) | (174) | (972) | 49,367 | (10,200) |
| Beginning net assets | 512,259 | 521,487 | 4,569 | 5,541 | 516,828 | 527,028 |
| Ending net assets | $561,800 | $512,259 | $ 4,395 | $ 4,569 | $566,195 | $516,828 |

**Governmental activities.** Governmental activities increased the County's net assets by $49,541, thereby accounting for approximately 100% of the total increase in the net assets of the County. Key elements of this increase are as follows:

- The County's temporary personal income tax of 1.25% accounts for the majority of the increase in governmental activities revenues with $175,325 recorded in general revenues.
- Operating grants and contributions consist primarily of federal and state revenues. Due to the stagnant economy in the region and at the national level, intergovernmental revenues declined slightly from the prior year by $7,580, or approximately 3%.
- Capital grants and contributions increase by $5,348 or approximately 120% over the prior year primarily due to State contributed construction work on the County's Broadway Bridge. Fiscal year 2003 was primarily a design phase year, whereas 2004 was mainly a construction phase.
- Due to market conditions and lower cash balances, interest earnings were down by $1,785, or approximately 42%, from the prior year.
- Charges for services decreased by $2,607 or approximately 3% primarily due to a reduction of state revenue for jail space at Inverness jail.
- General Government expenses increased by $117,563 or approximately 323%, due primarily to enactment of the temporary local income tax and the funds dedicated to area schools. Of the $175,325 in general revenues from the tax, $113,677 or approximately 65% was passed through to various schools within the County and is included as a general government expense.
- Library services expenses increased $3,091 in 2004 or approximately 7%. This increase is primarily due to an operating levy increase approved by the voters which expanded hours of operation within the library system during the year.

The following graphs show the County's Governmental Activities expenses and revenues by program area and revenue by sources.


Expenses and Program Revenues - Governmental Activities
$200,000
$180,000
$160,000
$140,000
$120,000
$100,000
$80,000
$60,000
$40,000
$20,000
$-
Expenses
Revenues
General government
Health services
Social services
Public safety and justice
Community services
Library services
Roads and bridges
Interest on long-term debt

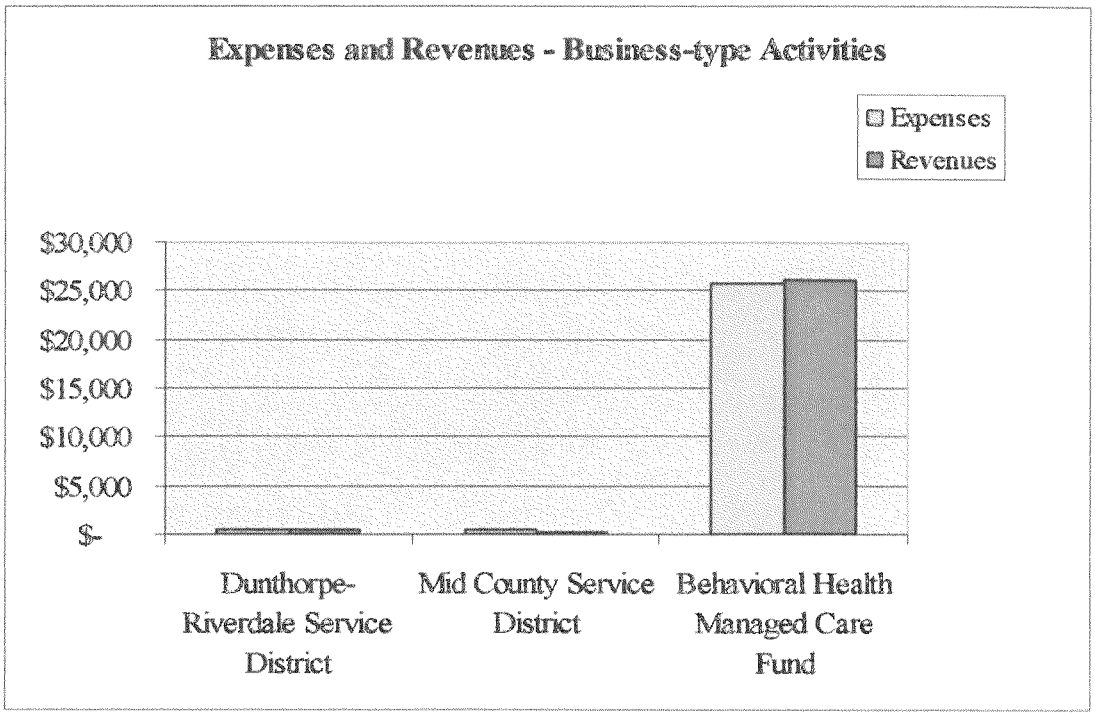

Revenues by Source, Governmental Activities
Interest and investment earnings 0%
Other 1%
Charges for services 10%
Other taxes 8%
Personal income taxes 22%
Operating grants and contributions 32%
Property taxes 26%
Capital grants and contributions 1%

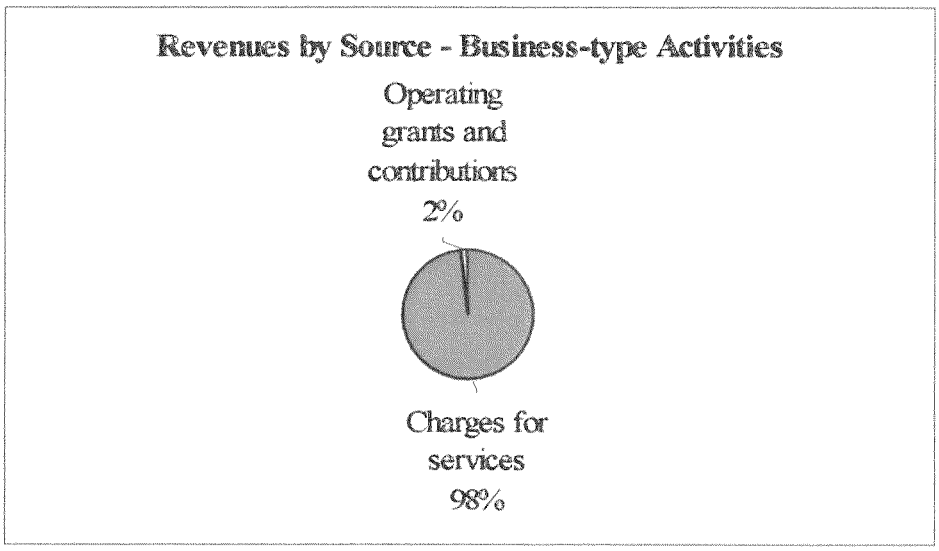
For the most part, increases in expenses closely paralleled inflation and growth in the demand for services. Additionally, where expenses decreased from prior years, this can be directly attributed to the decrease in revenues in the governmental activities.

**Business-type activities.** Business-type activities reduced the County's net assets by $174, as opposed to a decrease of $972 in the prior year. The primary reasons for the current year's decrease are:

- Interest revenue declined by $57, or approximately 44% from the prior year, as a result of poor market conditions.
- A loss of $224 as compared to a loss of $113 in the prior year on the disposal of capital assets was recorded in the Mid County Service District due to the District's 2004 capital improvement plan to upgrade the District's lights and poles and disposal of capital assets too costly to maintain.
- Revenues and expenses in the Behavioral Health managed care fund are down over 20% from 2003. The main reason for the decrease is the change in the client base covered by the State of Oregon's health plan. In fiscal year 2004 a large number of clients previously receiving mental health services and benefits were excluded under the State's plan due to income restrictions and age criteria. These changes at the state level affected the County's revenues and expenses in various mental health programs during fiscal year 2004.

The following graphs show the County's Business-type Activities expenses and revenues by program area and revenue by sources.



## Financial Analysis of the Government's Funds

As noted earlier, the County uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

**Governmental funds.** The focus of the County's *governmental funds* is to provide information on near-term inflows, outflows, and balances of *spendable* resources. Such information is useful in assessing the County's financing requirements. In particular, *unreserved fund balance* may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

As of the end of the current fiscal year, the County's governmental funds reported combined ending fund balances of $86,091, a decrease of $7,106 in comparison with the prior year. Approximately 53% or $45,863 of this total amount constitutes *unreserved fund balance*, which is available for spending at the government's discretion. The remainder of fund balance is *reserved* to indicate that it is not available for new spending because it has already been committed 1) to liquidate contracts and purchase orders of the prior period ($2,152), 2) to pay debt service ($19,988), or 3) to pay for ongoing capital projects ($18,088).

The General Fund is the chief operating fund of the County. At the end of the current fiscal year, unreserved fund balance was $18,488 in the General Fund or approximately 95% of the total fund balance of $19,492. This indicates a high degree of liquidity of the General Fund.

The fund balance of the County's General Fund increased by $13,706 during the current fiscal year. Key factors in this increase are the enactment of a local income tax in addition to aggressive expenditure reduction efforts.

The Justice Bond Capital Project Fund has a total fund balance of $5,406, all of which is reserved for capital projects. The fund balance decreased from the prior year by $4,565, due to the completion of construction of the new Wapato Jail facility. The jail facility was completed during the year and added an asset value of $13,816 capitalized on the Statement of Net Assets.

**Proprietary funds.** The County's proprietary funds provide the same type of information found in the government-wide financial statements, but in more detail.

Unrestricted net assets of the proprietary funds at year end amounted to:

- Dunthorpe-Riverdale Service District Fund, $251
- Mid County Service District Fund, $442
- Behavioral Health Managed Care Fund, $1,222

The total change in net assets for all funds was ($174). Other factors concerning the finances of these three funds have already been addressed in the discussion of the County's business-type activities.

### General Fund Budgetary Highlights

Differences between the original budget and the final amended budget were minimal in fiscal year 2004. The major differences in the general fund from the prior year were due to the implementation of a local income tax, which resulted in revenues of $100,114. Of this amount $66,875 or approximately 67% was distributed to school districts within the County and the remainder was used to fund various health, social service and public safety programs. Additionally, the County aggressively managed expenditures during the year in all program areas.

**Capital Projects and Debt Administration**

**Capital assets.** The County's investment in capital assets for its governmental and business type activities as of June 30, 2004, amounts to $725,957 (net of accumulated depreciation). This investment in capital assets includes land, buildings and improvements, machinery and equipment, roads and bridges, sewer and street lighting systems, and motor vehicles. The total increase in the County's investment in capital assets for the current fiscal year was $11,948 or approximately 2%.

Major capital asset events during the current fiscal year included the following:

- Construction on the Wapato Jail site in Northeast Portland was substantially completed. Construction costs incurred during the year reached $13,816 with total project costs of $47,829 upon completion.
- Construction on the Hillsdale Library in Southwest Portland was completed during the year. Construction costs incurred during the year reached $1,979 with total project costs of $5,602 upon completion.

**Multnomah County's Capital Assets**
(net of depreciation)

| | Governmental activities | Business-type activities | Total |
|---|---|---|---|
| Land | $ 13,766 | $ - | $ 13,766 |
| Buildings and systems | 308,117 | - | 308,117 |
| Improvements other than buildings | 280 | 2,480 | 2,760 |
| Machinery and equipment | 24,662 | - | 24,662 |
| Roads | 349,600 | - | 349,600 |
| Bridges | 27,052 | - | 27,052 |
| Total | $ 723,477 | $ 2,480 | $ 725,957 |

Additional information on the County's capital assets can be found in note 3.C on pages 53-54 of this report.

**Long-term debt.** At the end of the current fiscal year, the County had total debt outstanding of $393,303. Of this amount, $86,445 comprises debt backed by the general obligation bonds; $270,203 represents debt backed by the full faith and credit bonds; $634 comprises long term lease obligations; and the remainder of the County's debt represents bonds secured solely by specified sources (e.g., revenue bonds, capitalized leases). Both general obligation bonds and full faith and credit bonds are direct obligations pledging the full faith and credit of the County.

**Multnomah County's Outstanding Debt**
General Obligation, Revenue and Full Faith and Credit Bonds
Capital leases, and Loans

| | Governmental activities | Business-type activities | Total |
|---|---|---|---|
| General Obligation Bonds | $ 86,445 | $ - | $ 86,445 |
| Revenue Bonds | 7,425 | - | 7,425 |
| Full Faith and Credit Bonds | 270,203 | - | 270,203 |
| Capital Leases | 28,596 | - | 28,596 |
| Loans | 634 | - | 634 |
| Total | $ 393,303 | $ - | $ 393,303 |

The County's total debt decreased by $25,179, or approximately 6% during the current fiscal year. This change consists of debt payments made in fiscal year 2004, including $10,470 to payoff a certain capital lease liability balance which was primarily funded by the full faith and credit obligation issued in the amount of $9,615 issued in May 2003.

The County maintains an "Aa1" rating from Moody's for general obligation debt.

State statutes limit the amount of general obligation debt a governmental entity may issue to two percent of the real market value of all taxable property within the government's boundaries. The current debt limitation for the County for general obligation debt is $1,330,205, which is significantly in excess of the County's outstanding general obligation debt.

State statutes also limit the amount of full faith and credit obligations to one percent of the real market value of all taxable property within the government's boundaries. The current debt limitation for the County for full faith and credit obligations is $665,103, which is in excess of the County's outstanding full faith and credit debt.

Additional information on the County's long-term debt can be found in note 3.F on pages 55-61 of this report.

**Key Economic Factors and Budget Information**

- The unemployment rate for the Portland-metropolitan area at the close of the fiscal year was approximately 6.8%. At the time of preparation of this report, the unemployment rate had dropped to approximately 6.5%. The rate is not expected to change significantly before the end of the next fiscal year.
- Voters in the County approved a three year temporary income tax increase which took effect January 1, 2003. The tax generated $100,114 during fiscal year 2004 and is expected to generate approximately $125,000 for each of the remaining two calendar years the tax is in effect.
- It is anticipated that property tax revenue will exceed previous estimates in the coming year, and that the County will receive $2,200 more revenue than previously forecast.

All of these factors were considered in preparing the County's budget for fiscal year 2004-2005.

During the current fiscal year, unreserved fund balance in the General Fund increased to $18,488. Approximately $15,000 of this amount is reserved and will not be available for program resources in fiscal year 2004-2005. This increase should also enable the County to fully fund reserves to the levels recommended by bond rating agencies.

**Requests for Information**

This financial report is designed to provide a general overview of Multnomah County's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be directed to the following address:

Multnomah County Finance, Budget & Tax
501 SE Hawthorne Blvd. Suite 531
Portland, OR 97214

**(This page intentionally left blank.)**

# BASIC FINANCIAL STATEMENTS

MULTNOMAH COUNTY, OREGON
**Statement of Net Assets**
**June 30, 2004**
**(amounts expressed in thousands)**

| | Primary Government | | |
|---|---|---|---|
| | Governmental Activities | Business-Type Activities | Total |
| **ASSETS** | | | |
| Cash and investments | $ 125,235 | $ 3,902 | $ 129,137 |
| Receivables (net of allowance for uncollectibles): | | | |
| Taxes | 92,801 | - | 92,801 |
| Accounts | 57,418 | 10 | 57,428 |
| Loans | 875 | - | 875 |
| Interest | 547 | - | 547 |
| Special assessments | 10 | 26 | 36 |
| Contracts | 13,346 | - | 13,346 |
| Inventories | 2,729 | - | 2,729 |
| Prepaid items | 1,341 | 233 | 1,574 |
| Capital assets: | | | |
| Land and construction in progress | 13,766 | - | 13,766 |
| Other capital assets (net of accumulated depreciation) | 709,711 | 2,480 | 712,191 |
| Unamortized pension asset | 156,353 | - | 156,353 |
| Total assets | 1,174,132 | 6,651 | 1,180,783 |
| **LIABILITIES** | | | |
| Accounts payable | 116,806 | 2,233 | 119,039 |
| Accrued salaries and benefits | 6,737 | 8 | 6,745 |
| Deferred revenue | 23,049 | - | 23,049 |
| Noncurrent liabilities: | | | |
| Due within one year: | | | |
| Compensated absences | 5,174 | 8 | 5,182 |
| Bonds payable | 14,285 | - | 14,285 |
| Capital leases payable | 2,554 | - | 2,554 |
| Loans payable | 92 | - | 92 |
| Due in more than one year: | | | |
| Compensated absences | 12,073 | 7 | 12,080 |
| Bonds payable | 349,788 | - | 349,788 |
| Capital leases payable | 26,042 | - | 26,042 |
| Loans payable | 542 | - | 542 |
| Post retirement medical benefits payable | 55,190 | - | 55,190 |
| Total liabilities | 612,332 | 2,256 | 614,588 |
| **NET ASSETS** | | | |
| Invested in capital assets, net of related debt | 511,277 | 2,480 | 513,757 |
| Restricted for: | | | |
| Capital projects | 18,040 | - | 18,040 |
| Debt service | 44,914 | - | 44,914 |
| Unrestricted | (12,431) | 1,915 | (10,516) |
| Total net assets | $ 561,800 | $ 4,395 | $ 566,195 |

The notes to the financial statements are an integral part of this statement.

MULTNOMAH COUNTY, OREGON
Statement of Activities
For the Year Ended June 30, 2004

| Functions/Programs | Expenses | Program Revenues: Fees, Fines and Charges for Services | Program Revenues: Operating Grants and Contributions | Program Revenues: Capital Grants and Contributions |
|---|---|---|---|---|
| Primary government: | | | | |
| Governmental activities: | | | | |
| General government | $ 153,937 | $ 16,394 | $ 5,532 | $ 9,503 |
| Health services | 110,968 | 44,006 | 33,309 | - |
| Social services | 167,746 | 1,805 | 124,729 | - |
| Public safety and justice | 182,941 | 15,901 | 47,624 | 9 |
| Community services | 18,391 | 4 | 1,826 | - |
| Library | 40,843 | 2,042 | 1,976 | - |
| Roads and bridges | 57,374 | 1,880 | 34,083 | 297 |
| Interest on long-term debt | 19,543 | - | - | - |
| Total governmental activities | 751,743 | 82,032 | 249,079 | 9,809 |
| Business-type activities: | | | | |
| Dunthorpe-Riverdale Service District Number 1 | 355 | 344 | - | - |
| Mid County Service District Number 14 | 499 | 235 | - | - |
| Behavioral Health Managed Care | 25,787 | 25,603 | 435 | - |
| Total business-type activities | 26,641 | 26,182 | 435 | - |
| Total primary government | $ 778,384 | $ 108,214 | $ 249,514 | $ 9,809 |
| General revenues: | | | | |
| Taxes: | | | | |
| Property taxes, levied for general purposes | | | | |
| Property taxes, levied for debt service | | | | |
| Personal income taxes | | | | |
| Business income taxes | | | | |
| Selective excise and use taxes | | | | |
| Payments in lieu of taxes | | | | |
| State government shared revenues | | | | |
| Grants and contributions not restricted to specific programs | | | | |
| Interest and investment earnings | | | | |
| Miscellaneous | | | | |
| Loss on sale of capital assets | | | | |
| Total general revenues | | | | |
| Change in net assets | | | | |
| Net assets - beginning | | | | |
| Net assets - ending | | | | |

The notes to the financial statements are an integral part of this statement.

| Net (Expenses) Revenues and Changes in Net Assets | | |
|---|---|---|
| Governmental Activities | Business-type Activities | Total |
| $ (122,508) | $ - | $ (122,508) |
| (33,653) | - | (33,653) |
| (41,212) | - | (41,212) |
| (119,407) | - | (119,407) |
| (16,561) | - | (16,561) |
| (36,825) | - | (36,825) |
| (21,114) | - | (21,114) |
| (19,543) | - | (19,543) |
| (410,823) | - | (410,823) |
| - | (11) | (11) |
| - | (264) | (264) |
| - | 251 | 251 |
| - | (24) | (24) |
| $ (410,823) | $ (24) | $ (410,847) |
| $ 201,278 | $ - | $ 201,278 |
| 7,326 | - | 7,326 |
| 175,325 | - | 175,325 |
| 30,286 | - | 30,286 |
| 32,404 | - | 32,404 |
| 2,184 | - | 2,184 |
| 7,584 | - | 7,584 |
| 166 | - | 166 |
| 2,441 | 74 | 2,515 |
| 1,879 | - | 1,879 |
| (509) | (224) | (733) |
| 460,364 | (150) | 460,214 |
| 49,541 | (174) | 49,367 |
| 512,259 | 4,569 | 516,828 |
| $ 561,800 | $ 4,395 | $ 566,195 |

MULTNOMAH COUNTY, OREGON
Governmental Funds
Balance Sheet
June 30, 2004
(amounts expressed in thousands)

| | General Fund | Federal and State Special Revenue Fund | Justice Bond Capital Project Fund | Other Governmental Funds | Total Governmental Funds |
|---|---|---|---|---|---|
| **ASSETS** | | | | | |
| Cash and investments | $ 25,829 | $ 96 | $ 6,172 | $ 63,124 | $ 95,221 |
| Receivables (net of allowance for uncollectible accounts): | | | | | |
| Taxes | 89,384 | - | - | 3,417 | 92,801 |
| Accounts | 10,882 | 36,806 | 574 | 8,363 | 56,625 |
| Loans | - | 875 | - | - | 875 |
| Interest | 547 | - | - | - | 547 |
| Special assessments | 10 | - | - | - | 10 |
| Contracts | 1,997 | - | - | 11,349 | 13,346 |
| Due from other funds | - | - | - | 1,100 | 1,100 |
| Inventories | 962 | 309 | - | 1,003 | 2,274 |
| Prepaids and deposits | 42 | 358 | - | 145 | 545 |
| Total assets | $ 129,653 | $ 38,444 | $ 6,746 | $ 88,501 | $ 263,344 |
| **LIABILITIES** | | | | | |
| Accounts payable | $ 20,180 | $ 23,421 | $ 1,336 | $ 10,354 | $ 55,291 |
| Payroll payable | 3,019 | 2,329 | 4 | 844 | 6,196 |
| Due to other funds | - | 5,150 | - | 2,475 | 7,625 |
| Deferred revenue | 86,962 | 7,544 | - | 13,635 | 108,141 |
| Total liabilities | 110,161 | 38,444 | 1,340 | 27,308 | 177,253 |
| **FUND BALANCES** | | | | | |
| Reserved for capital projects | - | - | 5,406 | 12,682 | 18,088 |
| Reserved for debt service | - | - | - | 19,988 | 19,988 |
| Reserved for inventories | 962 | - | - | 1,003 | 1,965 |
| Reserved for prepaid items | 42 | - | - | 145 | 187 |
| Unreserved, reported in: | | | | | |
| General fund | 18,488 | - | - | | 18,488 |
| Special revenue funds | - | - | - | 27,375 | 27,375 |
| Total fund balances | 19,492 | - | 5,406 | 61,193 | 86,091 |
| Total liabilities and fund balances | $ 129,653 | $ 38,444 | $ 6,746 | $ 88,501 | $ 263,344 |

The notes to the financial statements are an integral part of this statement.

**MULTNOMAH COUNTY, OREGON**
**Governmental Funds**
**Reconciliation of the Balance Sheet**
**to the Statement of Net Assets**
**As of June 30, 2004**
**(amounts expressed in thousands)**

| | | |
|---|---|---|
| Fund Balances - Governmental Funds | | $ 86,091 |
| Amounts reported for governmental activities in the statement of net assets are different because: | | |
| Capital assets used in governmental activities are not financial resources and therefore are not reported in the governmental funds. | | |
| Governmental capital assets | 1,397,810 | |
| Less accumulated depreciation | (681,145) | 716,665 |
| Other long-term assets, negative net pension asset | | 156,353 |
| Long-term liabilities, including bonds payable are not due and payable in the current period and therefore are not reported in the governmental funds. | | |
| Bonds payable | (364,073) | |
| Capital leases payable | (28,596) | |
| Loans payable | (634) | (393,303) |
| Accrued compensated absences are not due and payable in the current period and therefore are not reported in the funds. | | (15,428) |
| Accrued personal income tax distributions are not due and payable in the current period and therefore are not reported in the funds. | | (46,801) |
| Net post employment benefit obligation | | (55,190) |
| Deferred revenue represents amounts that were not available to fund current expenditures and therefore are not reported in the governmental funds. | | |
| Property taxes | 9,881 | |
| Personal income taxes | 75,211 | 85,092 |
| Internal service funds are used by management to charge the costs of certain activities to individual funds. Net assets of the internal service funds that are reported with governmental activities. | | 28,321 |
| Net Assets of Governmental Activities | | $ 561,800 |

The notes to the financial statements are an integral part of this statement.

MULTNOMAH COUNTY, OREGON
Governmental Funds
Statement of Revenues, Expenditures, and Changes in Fund Balances
For the Year Ended June 30, 2004
(amounts expressed in thousands)

| | General Fund | Federal and State Special Revenue Fund | Justice Bond Capital Project Fund | Other Governmental Funds | Total Governmental Funds |
|---|---|---|---|---|---|
| **REVENUES** | | | | | |
| Taxes | $ 320,748 | $ - | $ - | $ 54,456 | $ 375,204 |
| Intergovernmental | 19,168 | 195,285 | - | 38,525 | 252,978 |
| Licenses and permits | 10,383 | 1,803 | - | 2,575 | 14,761 |
| Charges for services | 10,730 | 38,110 | - | 7,695 | 56,535 |
| Interest | 805 | 9 | 158 | 988 | 1,960 |
| Other | 13,248 | 753 | 11 | 35,017 | 49,029 |
| Total revenues | 375,082 | 235,960 | 169 | 139,256 | 750,467 |
| **EXPENDITURES** | | | | | |
| Current: | | | | | |
| General government | 119,341 | - | - | 5,118 | 124,459 |
| Health services | 46,718 | 65,027 | - | - | 111,745 |
| Social services | 41,989 | 126,584 | - | 75 | 168,648 |
| Public safety and justice | 135,984 | 41,084 | 9,338 | 10,845 | 197,251 |
| Community services | - | 2,422 | - | 16,896 | 19,318 |
| Library | - | - | - | 42,753 | 42,753 |
| Roads and bridges | - | - | - | 40,454 | 40,454 |
| Capital outlay | 167 | 843 | 246 | 10,712 | 11,968 |
| Debt service: | | | | | |
| Principal | - | - | - | 25,179 | 25,179 |
| Interest | 698 | - | - | 18,845 | 19,543 |
| Total expenditures | 344,897 | 235,960 | 9,584 | 170,877 | 761,318 |
| Excess (deficiency) of revenues over (under) expenditures | 30,185 | - | (9,415) | (31,621) | (10,851) |
| **OTHER FINANCING SOURCES (USES)** | | | | | |
| Proceeds from sale of capital assets | 1 | - | - | 424 | 425 |
| Transfers in | 1,625 | - | 4,850 | 26,166 | 32,641 |
| Transfers out | (18,105) | - | - | (11,216) | (29,321) |
| Total other financing sources (uses) | (16,479) | - | 4,850 | 15,374 | 3,745 |
| Net change in fund balances | 13,706 | - | (4,565) | (16,247) | (7,106) |
| Fund balances - beginning | 5,786 | - | 9,971 | 77,440 | 93,197 |
| Fund balances - ending | $ 19,492 | $ - | $ 5,406 | $ 61,193 | $ 86,091 |

The notes to the financial statements are an integral part of this statement.

**MULTNOMAH COUNTY, OREGON**
**Governmental Funds**
**Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances to the Statement of Activities**
**For the year ended June 30, 2004**
**(amounts expressed in thousands)**

| | | |
|---|---|---|
| Net change in fund balances - Governmental Funds | | $ (7,106) |
| Amounts reported for governmental activities in the statement of net assets are different because: | | |
| Governmental funds report capital outlay as expenditures. However in the statement of activities, the cost of those assets is depreciated over their estimated useful lives. | | |
| Expenditures for capital assets | 36,104 | |
| Less current year depreciation | (35,324) | 780 |
| Contributed and donated capital assets | 9,453 | |
| Proceeds on sale of capital assets | (425) | |
| Loss on disposal of capital assets | (553) | 8,475 |
| Revenues in the statement of activities that do not provide current financial resources are not reported as revenues in the governmental funds. | | |
| Decrease in deferred revenues - property taxes | (414) | |
| Increase in deferred revenues - personal income taxes | 75,211 | 74,797 |
| Repayment of bond principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the statement of net assets. This is the amount by which bonds issued exceeded repayments. | | |
| Principal payments (including capital leases) | | 25,179 |
| Some expenses reported in the statement of activities do not require the use of current financial resouces and therefore are not reported as expenditures in governmental funds. | | |
| Increase in long-term compensated absences | (1,072) | |
| Increase in personal income tax distribution liability | (46,801) | (47,873) |
| Amortization expense on the net pension asset | | (6,152) |
| Internal service funds are used by management to charge the costs of certain activities to individual funds. The change in net assets of the internal service funds is reported with governmental activities. | | 1,441 |
| Change in Net Assets of Governmental Activities | | $ 49,541 |

The notes to the financial statements are an integral part of this statement.

**(This page intentionally left blank.)**

# MAJOR GOVERNMENTAL FUNDS

Major governmental funds are defined as those funds whose revenues, expenditures/expenses, assets or liabilities (excluding extraordinary items) are at least 10 percent of corresponding totals for all governmental funds for the same item. The general fund is always classified as a major fund.

- **General Fund –** accounts for the financial operations of the County which are not accounted for in any other fund. The principal sources of revenues are property taxes, personal income taxes, and business income taxes. Primary expenditures in the General Fund are made for general government, public safety, and health and social services. The modified accrual basis of accounting is used to record revenues and expenditures.

- **Federal and State Program Fund –** a special revenue fund that accounts for the majority of revenues and expenditures related to Federal and State financial assistance programs.

MULTNOMAH COUNTY, OREGON
General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
For the Year Ended June 30, 2004
(amounts expressed in thousands)

| | Budgeted Amounts | | Actual Amounts | Variance with Final Budget Favorable (Unfavorable) |
|---|---|---|---|---|
| | Original | Final | | |
| **REVENUES** | | | | |
| Taxes | | | | |
| Property: | | | | |
| Current | $ 174,272 | $ 174,272 | $ 172,937 | $ (1,335) |
| Prior | 4,829 | 4,829 | 4,175 | (654) |
| Penalties and interest | 1,424 | 1,424 | 1,468 | 44 |
| Payments in lieu of taxes | 85 | 85 | 1,422 | 1,337 |
| Transient lodging | - | - | 1 | 1 |
| Business income | 25,075 | 25,075 | 30,286 | 5,211 |
| Personal income | 128,200 | 128,200 | 100,114 | (28,086) |
| Motor vehicle rental | 12,214 | 12,214 | 10,345 | (1,869) |
| Intergovernmental: | | | | |
| Federal | 7,026 | 11,582 | 4,924 | (6,658) |
| State | 12,344 | 12,344 | 12,719 | 375 |
| Local | 1,736 | 1,736 | 1,525 | (211) |
| Licenses and permits | 8,013 | 8,013 | 10,383 | 2,370 |
| Charges for services | 3,459 | 3,460 | 10,730 | 7,270 |
| Interest | 2,315 | 2,315 | 805 | (1,510) |
| Other: | | | | |
| Service reimbursements | 12,463 | 12,164 | 12,236 | 72 |
| Miscellaneous | 1,458 | 1,458 | 1,012 | (446) |
| Total revenues | 394,913 | 399,171 | 375,082 | (24,089) |
| **EXPENDITURES** | | | | |
| Human services | 29,709 | 29,726 | 27,973 | 1,753 |
| Community justice services | 43,527 | 43,199 | 42,552 | 647 |
| Health services | 41,282 | 45,789 | 46,718 | (929) |
| District attorney | 16,168 | 16,059 | 15,081 | 978 |
| Sheriff | 81,053 | 80,513 | 78,504 | 2,009 |
| Business and community services | 43,822 | 43,656 | 40,418 | 3,238 |
| Nondepartmental | 114,174 | 114,812 | 79,635 | 35,177 |
| School and community | 14,384 | 14,616 | 14,016 | 600 |
| Total expenditures | 384,119 | 388,370 | 344,897 | 43,473 |
| Excess of revenues over expenditures | 10,794 | 10,801 | 30,185 | 19,384 |
| **OTHER FINANCING SOURCES (USES)** | | | | |
| Proceeds from sale of capital assets | - | - | 1 | 1 |
| Transfers in | 1,877 | 1,877 | 1,625 | (252) |
| Transfers out | (18,098) | (18,105) | (18,105) | - |
| Total other financing uses | (16,221) | (16,228) | (16,479) | (251) |
| Net change in fund balances | (5,427) | (5,427) | 13,706 | 19,133 |
| Fund balances - beginning | 5,427 | 5,427 | 5,786 | 359 |
| Fund balances - ending | $ - | $ - | $ 19,492 | $ 19,492 |

The notes to the financial statements are an integral part of this statement.

MULTNOMAH COUNTY, OREGON
Federal and State Program Fund
Statement of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
For the Year Ended June 30, 2004
(amounts expressed in thousands)

| | Budgeted Amounts | | Actual | Variance with Final Budget Favorable |
|---|---|---|---|---|
| | Original | Final | Amounts | (Unfavorable) |
| **REVENUES** | | | | |
| Intergovernmental | $ 194,494 | $ 209,596 | $ 195,285 | $ (14,311) |
| Licenses and permits | 2,364 | 2,364 | 1,803 | (561) |
| Charges for services | 46,030 | 45,667 | 38,110 | (7,557) |
| Interest | 6 | 6 | 9 | 3 |
| Other: | | | | |
| Service reimbursements | 74 | 74 | 199 | 125 |
| Miscellaneous | 470 | 594 | 554 | (40) |
| Total revenues | 243,438 | 258,301 | 235,960 | (22,341) |
| **EXPENDITURES** | | | | |
| Human services | 112,286 | 116,852 | 110,895 | 5,957 |
| Community justice services | 30,544 | 30,241 | 27,833 | 2,408 |
| Health services | 70,792 | 73,473 | 65,034 | 8,439 |
| District attorney | 4,553 | 5,173 | 4,941 | 232 |
| Sheriff | 7,709 | 9,191 | 9,146 | 45 |
| Business and community services | 655 | 4,937 | 1,476 | 3,461 |
| Nondepartmental | 914 | 973 | 944 | 29 |
| School and Community | 15,985 | 17,461 | 15,691 | 1,770 |
| Total expenditures | 243,438 | 258,301 | 235,960 | 22,341 |
| Excess (deficiency) of revenues over (under) expenditures | - | - | - | - |
| Fund balances - beginning | - | - | - | - |
| Fund balances - ending | $ - | $ - | $ - | $ - |

The notes to the financial statements are an integral part of this statement.

# PROPRIETARY FUNDS

The County utilizes nine Proprietary Funds made up of three Enterprise Funds and six Internal Service Funds. Internal Service Funds' statements are noted at pages 114-128.

**Enterprise Funds:**
These funds are used to finance and account for the acquisition, operation and maintenance of sewage treatment facilities, street lighting facilities and children's mental health claims administration, which are supported by user charges. The County accounts for certain expenditures of the enterprise funds for budgetary purposes on the modified accrual basis of accounting. For financial reporting purposes the accrual basis of accounting is used. The difference in the accounting basis used relates primarily to the methods of accounting for depreciation, debt and capital outlay. Funds included are:

- **Dunthorpe-Riverdale Service District No. 1 Fund** - accounts for the operation of the sanitary sewer system in southwest unincorporated Multnomah County. (A blended component unit of Multnomah County.)

- **Mid County Service District No. 14 Fund** - accounts for the operation of street lights throughout unincorporated Multnomah County. (A blended component unit of Multnomah County.)

- **Behavioral Health Managed Care Fund** - accounts for all financial activity associated with the State required behavioral health capitated services.

MULTNOMAH COUNTY, OREGON
Statement of Net Assets
Proprietary Funds
June 30, 2004
(amounts expressed in thousands)

| | Business-type Activities - Enterprise Funds | | | | Governmental Activities - Internal Service Funds |
|---|---|---|---|---|---|
| | Dunthorpe-Riverdale Service District | Mid County Service District | Behavioral Health Managed Care | Total | |
| **ASSETS** | | | | | |
| Current assets: | | | | | |
| Cash and investments | $ 313 | $ 447 | $ 3,142 | $ 3,902 | $ 30,014 |
| Receivables (net of allowances for uncollectibles: | | | | | |
| Accounts | - | - | 10 | 10 | 793 |
| Special assessments | 14 | 12 | - | 26 | - |
| Inventories | - | - | - | - | 455 |
| Due from other funds | - | - | - | - | 6,525 |
| Prepaid items | - | - | 233 | 233 | 796 |
| Total current assets | 327 | 459 | 3,385 | 4,171 | 38,583 |
| Noncurrent assets: | | | | | |
| Capital assets (net of accumulated depreciation) | 1,150 | 1,330 | - | 2,480 | 6,812 |
| Total assets | 1,477 | 1,789 | 3,385 | 6,651 | 45,395 |
| **LIABILITIES** | | | | | |
| Current liabilities: | | | | | |
| Accounts payable | 76 | 17 | 2,140 | 2,233 | 14,714 |
| Payroll payable | - | - | 8 | 8 | 541 |
| Compensated absences | - | - | 8 | 8 | 498 |
| Total current liabilities | 76 | 17 | 2,156 | 2,249 | 15,753 |
| Noncurrent liabilities: | | | | | |
| Compensated absences | - | - | 7 | 7 | 1,321 |
| Total liabilities | 76 | 17 | 2,163 | 2,256 | 17,074 |
| **NET ASSETS** | | | | | |
| Invested in capital assests, net of related debt | 1,150 | 1,330 | - | 2,480 | 6,812 |
| Unrestricted | 251 | 442 | 1,222 | 1,915 | 21,509 |
| Total net assets | $ 1,401 | $ 1,772 | $ 1,222 | $ 4,395 | $ 28,321 |

The notes to the financial statements are an integral part of this statement.

MULTNOMAH COUNTY, OREGON
Statement of Revenues, Expenses and Changes in Fund Net Assets
Proprietary Funds
For the Year Ended June 30, 2004
(amounts expressed in thousands)

| | Business-type Activities - Enterprise Funds | | | | |
|---|---|---|---|---|---|
| | Dunthorpe Riverdale Service District | Mid County Service District | Behavioral Health Managed Care | Total | Governmental Activities - Internal Service Funds |
| **OPERATING REVENUES** | | | | | |
| Charges for sales and services | $ 344 | $ 235 | $ 26,038 | $ 26,617 | $ 115,183 |
| Insurance premiums | - | - | - | - | 2,348 |
| Experience ratings and other | - | - | - | - | 736 |
| Total operating revenues | 344 | 235 | 26,038 | 26,617 | 118,267 |
| **OPERATING EXPENSES** | | | | | |
| Cost of sales and services | 284 | 312 | 24,032 | 24,628 | 110,050 |
| Administration | 29 | 29 | 1,755 | 1,813 | 3,366 |
| Depreciation | 42 | 158 | - | 200 | 2,908 |
| Total operating expenses | 355 | 499 | 25,787 | 26,641 | 116,324 |
| Operating income (loss) | (11) | (264) | 251 | (24) | 1,943 |
| **NONOPERATING REVENUES (EXPENSES)** | | | | | |
| Interest revenue | 6 | 10 | 58 | 74 | 481 |
| Gain (Loss) on disposal of capital assets | - | (224) | - | (224) | 44 |
| Total nonoperating revenues (expenses) | 6 | (214) | 58 | (150) | 525 |
| Income (loss) before contributions and transfers | (5) | (478) | 309 | (174) | 2,468 |
| Capital contributions in | - | - | - | - | 2,365 |
| Capital contributions out | - | - | - | - | (72) |
| Transfers in | - | - | - | - | 145 |
| Transfers out | - | - | - | - | (3,465) |
| Change in net assets | (5) | (478) | 309 | (174) | 1,441 |
| Total net assets - beginning | 1,406 | 2,250 | 913 | 4,569 | 26,880 |
| Total net assets - ending | $ 1,401 | $ 1,772 | $ 1,222 | $ 4,395 | $ 28,321 |

The notes to the financial statements are an integral part of this statement.

MULTNOMAH COUNTY, OREGON
Statement of Cash Flows
Proprietary Funds
For the Year Ended June 30, 2004
(amounts expressed in thousands)

| | Business Type Activities - Enterprise Funds | | | | Governmental Activities - Internal Service Funds |
|---|---|---|---|---|---|
| | Dunthorpe Riverdale Service District | Mid County Service District | Behavioral Health Managed Care | Total | |
| **CASH FLOW FROM OPERATING ACTIVITIES** | | | | | |
| Receipts from customers | $ 344 | $ 236 | $ 26,089 | $ 26,669 | $ 118,218 |
| Payments to suppliers | (288) | (317) | (22,845) | (23,450) | (64,487) |
| Payments to employees | (17) | (26) | (1,760) | (1,803) | (26,995) |
| Internal activity - payments to other funds | - | - | (491) | (491) | (15,759) |
| Other receipts | - | - | - | - | 68 |
| Net cash provided by (used in) operating activities | 39 | (107) | 993 | 925 | 11,045 |
| **CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES** | | | | | |
| Transfers in | - | - | - | - | 145 |
| Transfers out | - | - | - | - | (3,465) |
| Net cash used in noncapital and related financing activities | - | - | - | - | (3,320) |
| **CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES** | | | | | |
| Purchases of capital assets | (134) | (296) | - | (430) | (3,310) |
| Proceeds on sales of capital assets | - | - | - | - | 51 |
| Net cash used in capital and related financing activities | (134) | (296) | - | (430) | (3,259) |
| **CASH FLOWS FROM INVESTING ACTIVITIES** | | | | | |
| Interest received | 6 | 10 | 58 | 74 | 481 |
| Net cash provided by investing activities | 6 | 10 | 58 | 74 | 481 |
| Net increase (decrease) in cash and cash equivalents | (89) | (393) | 1,051 | 569 | 4,947 |
| Balances at beginning of the year | 402 | 840 | 2,091 | 3,333 | 25,067 |
| Balances at end of the year | $ 313 | $ 447 | $ 3,142 | $ 3,902 | $ 30,014 |
| **Reconciliation of operating income (loss) to net cash provided by (used in) operating activities:** | | | | | |
| Operating income (loss) | $ (11) | $ (264) | $ 251 | $ (24) | $ 1,943 |
| Adjustments to reconcile operating income (loss) to net cash provided by (used in) operating activities: | | | | | |
| Cash flows reported in other categories: | | | | | |
| Depreciation | 42 | 158 | - | 200 | 2,908 |
| Changes in assets and liabilities: | | | | | |
| Receivables, net | (1) | - | 51 | 50 | 19 |
| Inventories | - | - | - | - | 162 |
| Due from other funds | - | - | - | - | 5,825 |
| Prepaid items | - | - | 114 | 114 | (223) |
| Accounts payable | 9 | (1) | 572 | 580 | 310 |
| Compensated absences | - | - | 4 | 4 | 120 |
| Due to other funds | - | - | - | - | - |
| Payroll payable | - | - | 1 | 1 | (19) |
| Total adjustments | 50 | 157 | 742 | 949 | 9,102 |
| Net cash provided by (used in) operating activities: | $ 39 | $ (107) | $ 993 | $ 925 | $ 11,045 |
| **Noncash financing activities:** | | | | | |
| Contributions of capital assets from government | $ - | $ - | $ - | $ - | $ 2,365 |

The notes to the financial statements are an integral part of this statement.

**(This page intentionally left blank.)**

# FIDUCIARY FUNDS

These funds account for resources received and held by the County in a fiduciary capacity. Disbursements from these funds are made in accordance with the trust agreement or applicable legislative enactment for each particular fund. The modified accrual basis of accounting is used to record transactions in the agency funds. The accrual basis of accounting is used in the Library Retirement Fund (Pension Trust). The funds included are:

- **Agency Funds** –account for resources held by the County in a purely custodial capacity (assets equal liabilities).

- **Library Retirement Fund** – provides pension benefits for former employees of the Library Association of Portland.

MULTNOMAH COUNTY, OREGON
**Statement of Fiduciary Net Assets**
**Fiduciary Funds**
**June 30, 2004**
**(amounts expressed in thousands)**

| | Agency Funds | Library Retirement Pension Trust Fund |
|---|---|---|
| **ASSETS** | | |
| Cash and investments | $ 14,797 | $ - |
| Investments, at fair value: | | |
| Bond/mortgage account | - | 10,042 |
| High quality long term bond account | - | 3,959 |
| Total investments | - | 14,001 |
| Taxes receivable | 39,554 | - |
| Accounts receivable | 1,899 | - |
| Total assets | 56,250 | 14,001 |
| **LIABILITIES** | | |
| Accounts payable | 9,066 | - |
| Due to other governmental units | 37,534 | - |
| Amounts held in trust | 9,650 | - |
| Total liabilities | 56,250 | - |
| **NET ASSETS** | | |
| Held in trust for pension benefits and other purposes | $ - | $ 14,001 |

The notes to the financial statements are an integral part of this statement.

MULTNOMAH COUNTY, OREGON
**Statement of Changes in Fiduciary Net Assets**
**Fiduciary Funds**
**For the year ended June 30, 2004**
**(amounts expressed in thousands)**

| | Library Retirement Pension Trust Fund |
|---|---|
| **ADDITIONS** | |
| Investment earnings: | |
| Interest | $ 63 |
| Total investment earnings | 63 |
| Total additions | 63 |
| **DEDUCTIONS** | |
| Benefits | 698 |
| Administrative expenses | 30 |
| Total deductions | 728 |
| Change in net assets | (665) |
| Net assets - beginning | 14,666 |
| Net assets - ending | $ 14,001 |

The notes to the financial statements are an integral part of this statement.

## Note 1. Summary of Significant Accounting Policies

### A. Reporting entity

Multnomah County (County) is a municipal corporation governed by an elected Board of Commissioners, comprised of a Board Chair and four commissioners. The accompanying financial statements present the County and its component units, entities for which the County is considered to be financially accountable. Blended component units, although legally separate entities, are, in substance, part of the County's operations.

**Blended component units.** The Dunthorpe-Riverdale Sanitary Service District and the Mid County Street Lighting District serve residents within each district's geographical boundaries and are governed by a board comprised of the County's elected Board. The rates for user charges for both districts are approved by the Board. Each District is reported as an enterprise fund.

The County also maintains a Hospital Facilities Authority (Authority). The Authority only issues conduit debt for health care facilities and the County has no assets or liabilities recorded for the Authority.

Complete financial statements for each of the individual component units may be obtained at the County's administrative offices.

### B. Government-wide and fund financial statements

The government-wide financial statements (i.e., the statement of net assets and the statement of activities) report information on all of the nonfiduciary activities of the County (the primary government) and its component units. For the most part, the effect of interfund activity has been removed from these statements. *Governmental activities*, which normally are supported by taxes and intergovernmental revenues, are reported separately from *business-type activities*, which rely to a significant extent on fees and charges for support. Likewise, the *primary government* is reported separately from certain legally separate *component units* for which the County is financially accountable.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. In addition, functional expenses on the statement of activities include allocated indirect expenses. *Program revenues* include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as *general revenues*.

Separate financial statements are provided for governmental funds, proprietary funds, and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

## C. Measurement focus, basis of accounting, and financial statement preparation

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*, as are the proprietary fund and fiduciary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be *available* when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Property taxes, excise taxes, personal income taxes, business income taxes, intergovernmental revenue, licenses, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Only the portion of special assessments receivable due within the current fiscal period is considered to be susceptible to accrual as revenue of the current period. All other revenue items are considered to be measurable and available only when cash is received by the County.

The County reports the following major governmental funds:

The *General Fund* is the County's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

The *Federal State Program Fund* accounts for the majority of revenues and expenditures related to federal and state financial assistance programs.

The *Justice Bond Capital Project Fund* accounts for revenues and expenditures related to construction projects which upgrade or expand existing jail facilities, construct new jail facilities, and pay for data processing linkages in the corrections system.

The County reports the following major proprietary funds:

*Proprietary Funds* account for the operations of predominantly self-supporting activities. Proprietary funds are classified as either enterprise or internal service. *Enterprise Funds* account for services rendered to the public on a user charge basis. The following are the County's major enterprise funds:

The *Dunthorpe-Riverdale Service District No. 1 Fund* accounts for the operation of the sanitary sewer system in southwest unincorporated Multnomah County.

The *Mid County Service District No. 14 Fund* accounts for the operation of the street lighting system throughout unincorporated Multnomah County.

The *Behavioral Health Managed Care Fund* accounts for all financial activity associated with the State required behavioral health capitated services.

Additionally, the County reports the following fund types:

*Special revenue funds* are primarily operating funds that account for revenue derived from specific taxes or other revenue sources, which are legally restricted to finance particular functions or activities. When a special revenue fund is not an operating fund, transfers are made from the special revenue fund to the operating funds authorized to make expenditures.

*Debt service funds* account for the resources accumulated and payments made for principal and interest on long-term debt of governmental funds.

*Capital projects funds* account for expenditures on major construction projects or equipment acquisition. The principal sources of revenues are proceeds from certificates of participation issued to finance capital acquisitions, proceeds from the sale of County owned property, general obligation bond proceeds, full faith and credit bonds, and revenue bonds.

*Internal Service funds* account for activities and services performed primarily for other organizational units within the County. The County reports six internal service funds: Risk Management Fund, Fleet Management Fund, Telephone Fund, Data Processing Fund, Mail/Distribution Fund and Facilities Management Fund.

*Fiduciary Funds* account for assets held by the County for other governmental units. Disbursements from these funds are made in accordance with the trust agreement or applicable legislative enactment for each particular fund. For example, the County holds deposits and investments for the benefit of the participants in the County Library Retirement Pension Trust Fund. Fiduciary funds are custodial in nature (ie. assets equal liabilities) and do not measure the results of operations.

Private-sector standards of accounting and financial reporting issued prior to December 1, 1989, generally are followed in both the government-wide and proprietary fund financial statements to the extent that those standards do not conflict with or contradict guidance of the Governmental Accounting Standards Board. Governments also have the *option* of following subsequent private-sector guidance for their business-type activities and enterprise funds, subject to this same limitation. The County has elected not to follow subsequent private-sector guidance.

As a general rule the effect of interfund activity has been eliminated from the government-wide financial statements. Exceptions to this general rule are payments-in-lieu of taxes and other charges between the government's sewer and lighting functions and various other functions of the County. Elimination of these charges would distort the direct costs and program revenues reported for the various functions concerned.

Amounts reported as *program revenues* include 1) charges to customers or applicants for goods, services, or privileges provided, 2) operating grants and contributions, and 3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as *general revenues* rather than as program revenues. Likewise, general revenues include all taxes.

Proprietary funds distinguish *operating* revenues and expenses from *nonoperating* items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the sewer and lighting districts, of the Behavioral Health fund, and of the County's internal service funds are charges to customers for sales and services. The sewer district also recognizes as operating revenue the portion of connection fees intended to recover the cost of connecting new customers to the system. Operating expenses for enterprise funds and internal service funds include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

When both restricted and unrestricted resources are available for use, it is the County's policy to use restricted resources first, then unrestricted resources as they are needed.

**D. Assets, liabilities, and net assets or equity**

*1. Cash and investments*

The County's cash and cash equivalents are considered to be cash on hand, demand deposits, and investments with original maturities of three months or less from the date of acquisition.

State statutes authorize the County to invest in obligations of the U.S. Treasury, commercial paper, corporate bonds, municipal bonds, banker's acceptances, repurchase agreements, and the State Treasurer's Local Government Investment Pool (LGIP). Investments for the County, as well as for its component units, are reported at fair value. The LGIP operates in accordance with appropriate state laws and regulations.

*2. Receivables and payables*

Activity between funds that are representative of lending / borrowing arrangements outstanding at the end of the fiscal year are referred to as "due to / from other funds." Any residual balances outstanding between the governmental activities and business-type activities are reported in the government-wide financial statements as "internal balances."

Property tax receivables are deemed to be substantially collectible or recoverable through foreclosure. Accordingly, no allowance for doubtful tax accounts is deemed necessary. All other receivables are shown net of an allowance for uncollectibles.

Property taxes are levied and become a lien on July 1. Property taxes are assessed in October and tax payments are due November 15th of the same year. Under the partial payment schedule, the first one-third of taxes are due November 15th, the second one-third on February 15th, and the remaining one-third on May 15th. A three percent discount is allowed if full payment is made by November 15th and a two percent discount is allowed if two-thirds payment is made by November 15th. Taxes become delinquent if not paid by the due date and interest accrues after each trimester at a rate of one percent per month. Property foreclosure proceedings are initiated four years after the tax due date.

Multnomah County residents approved a personal income tax effective from calendar year 2003 through calendar year 2005. The tax is a 1.25% levy on the Oregon taxable income of Multnomah County residents reduced by an exemption amount. The tax generated $100,114 in its first year, and will generate an estimated $125,000 for each of the two remaining calendar years the tax is in effect. The revenues generated from the tax will provide funding for public school districts within Multnomah County in addition to funding

for elderly, disabled and mentally ill persons, and programs for public safety and health. Included in the financial statements is an allowance for uncollectible accounts of $4,572 for personal income taxes. This amount is shown net with taxes receivable on both the fund financial statements and the statement of net assets. In the statement of activities the reduction is recorded to the related property tax revenues, and on the fund financial statements the offset is recorded in deferred revenues.

*3. Inventories and prepaid items*

Inventories of materials and supplies in the governmental funds are valued at average cost and are offset by a reservation of fund balance. Inventories of materials and supplies in the internal service funds are valued at the lower of average cost or market. All inventories are recorded as expenditures when consumed rather than when purchased.

Payments in excess of $10 to vendors which reflect costs applicable to future accounting periods are recorded as prepaid items in both government-wide and fund financial statements.

*4. Restricted amounts*

Certain revenues derived from specific taxes or other earmarked revenue sources are considered restricted assets. Such revenues include dedicated property taxes, temporary personal income tax, state gas tax, intergovernmental grants, and charges for services which are legally restricted to finance particular functions or activities. In addition, proceeds from general obligation bonds, revenue bonds, and full faith and credit bonds are restricted to support the specific purpose for which the debt was issued. Such net assets are classified as restricted on the Statement of Net Assets and they are recorded in separate funds supporting the specific function or operation.

*5. Capital assets*

Capital assets, which includes property, equipment, infrastructure assets (e.g., roads, bridges, sidewalks, sewers, street lighting, and similar items), and their improvements, are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. Capital assets are defined by the County as assets with an initial, individual cost of more than $5,000 (amount not in thousands) and an estimated useful life of at least three years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are constructed. Interest incurred during construction phases of capital assets of business-type activities is included as part of the

capitalized value of the assets constructed. During the year, the County incurred no interest expense for capital assets for business-type activities.

Property, plant, and equipment of the County, as well as the component units, are depreciated using the straight line method over the following estimated useful lives:

| | |
|---|---|
| • Motor vehicles | 3 years |
| • Sewer systems | 50 years |
| • Street lighting | 10 to 30 years |
| • Equipment, including software | 3 to 10 years |
| • Buildings and improvements | 40 years |

*6. Other assets – unamortized pension asset*

The County recognized a net pension asset in the Statement of Net Assets in connection with the debt the County issued in 1999 to fund the County's Public Employees Retirement System (PERS) unfunded accrued actuarial liability (UAAL). The pension asset is amortized over thirty years, the life of the debt, resulting in $6,152 of amortization expense annually. Amortization expense on the pension asset is included in the general government line item on the Statement of Activities.

*7. Deferred revenues*

Deferred revenues reported in the government-wide financial statements represent unearned revenues. The deferred revenues will be recognized as revenue in the fiscal year they are earned in accordance with the accrual basis of accounting. Deferred revenues reported in the governmental fund financial statements represent unearned revenues or revenues which are measurable but not available, such as collections on the 2004 calendar year for the County's 1.25% personal income tax. In accordance with the modified accrual basis of accounting, these items are reported as deferred revenues.

*8. Compensated absences*

It is the County's policy to permit employees to accumulate earned but unused vacation, compensatory and sick leave benefits. There is no liability for unpaid accumulated sick leave since the County does not have a policy to pay any amounts when employees separate from service with the County. All vacation pay and compensatory time is accrued when incurred in the government-wide statements and proprietary funds statements. A liability for these amounts is reported in governmental funds only if they have matured, for example, as a result of employee resignations and retirements at June 30. Liabilities for compensated absences are liquidated as employees separate from service and receive payment for accumulated leave benefits. Expenditures for liquidating the liabilities are recorded in the General, Special Revenue, Capital Projects and Internal Service Funds.

*9. Long-term obligations*

In the government-wide financial statements and for proprietary fund types in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities, business-type activities, or proprietary fund type statement of net assets. Post employment health care benefits considered to be special termination benefits are recognized as a liability in the government-wide financial statements. The liability reflects both the lump sum payments to employees and the present value of expected future payments. When incurred, bond premiums and discounts as well as issuance costs are deferred and amortized over the life of the bonds using the effective interest method. Bonds payable are reported net of the applicable bond premium or discount. Bond issuance costs are reported as deferred charges and amortized over the term of the related debt.

In the fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures. The post employment benefits liability and expenditure in the governmental fund financial statements are limited to amounts that become due and payable as of the end of the fiscal year.

*10. Fund equity*

In the fund financial statements, governmental funds report reservation of fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for use for a specific purpose. Designations of fund balance represent tentative management plans that are subject to change.

*11. Estimates*

The preparation of the financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results may differ from those estimates.

## Note 2. Stewardship, compliance, and accountability

### A. Budgetary information

Annual budgets are adopted on a basis consistent with generally accepted accounting principles for all governmental funds except the trust funds. All annual appropriations lapse at fiscal year end.

During the month of February each year, all agencies of the County submit requests for appropriations to the County Chair so that a budget may be prepared. By May 15, the proposed budget is presented to the County Board of Commissioners for approval. The Board holds public hearings and a final budget must be prepared and adopted no later than June 30.

The adopted budget is prepared by fund and department. The County's department managers may make transfers of appropriations within a department and fund. Transfers of appropriations between departments or funds require the approval of the Board. The legal level of budgetary control, (i.e., the level at which expenditures may not legally exceed appropriations) is the fund and department level. The Board approved one supplemental budget and several other budgetary appropriations throughout the year, none of which was material.

**B. Excess of expenditures over appropriations**

For the year-ended June 30, 2004, expenditures exceeded appropriations in the following area:

| Fund | Agency | Amount |
|---|---|---|
| General | Health Services | $929 |

In the General Fund, the Health Department exceeded its appropriation as a result of mid-year changes to the Oregon Health Plan. These changes resulted in more clients, who had been Medicaid eligible, becoming uninsured, reducing the Health Department's Medicaid revenue collection for the year. Additionally, Health Department spending was restricted throughout the year, in response to this revenue shortfall, but it was not enough to completely bridge the gap. Because many of these clients who lost Medicaid coverage were already in service, medical ethics required that they continue to receive treatment, even if their care was uncompensated. The General fund's over expenditure in the Health department was funded by available fund balance.

In addition, the Building Project Fund noted a deficit in the fund balance at year-end. The deficit was a result of various capital projects including renovation to Multnomah County libraries. The County has entered into an internal loan agreement in order to reduce the Building Project's deficit fund balance. The loan is a five year agreement in which the General Fund will make a cash transfer each year for five years to aid the Capital Project's Fund balance. At June 30, 2004 the Building Project Fund noted a $691 deficit fund balance.

## Note 3. Detailed notes on all funds

### A. Deposits and investments

Multnomah County pools virtually all funds for investment purposes. All appropriate funds are allocated interest based on the average daily cash balance of the fund and the average monthly yield of the County's investment portfolio. Each fund type's portion of this pool is displayed as "Cash and investments."

State law requires that collateral be deposited with a value of 25% of the balances above federal deposit insurance, but in some instances, the Oregon State Treasury can require banks to provide more than 25% of the balances of municipal corporations' deposits as collateral. The County cannot, however, determine which, if any, institutions have been required to meet a collateral requirement larger than 25%. The County independently monitors its depository institutions for indications that could potentially cause loss of County funds.

Funds deposited with fiscal agents for the purpose of meeting the payment of principal or interest on bonds or like obligations are not required to be collateralized per Oregon Revised Statutes, Chapter 295.005.

Oregon Revised Statutes, Chapter 294, authorizes the County to invest in obligations of the U.S. Treasury, U.S. Government agencies and instrumentalities, bankers' acceptances guaranteed by a qualified financial institution, commercial paper, corporate bonds, repurchase agreements, State of Oregon Local Government Investment Pool (LGIP), and various interest-bearing bonds of Oregon municipalities.

The County's investments are governed by a written investment policy that is reviewed annually by both the Oregon Short-Term Fund Board and the Multnomah County Investment Advisory Board, and is adopted annually by the Board of County Commissioners. The policy specifies the County's investment objectives, benchmarks, required diversification by security type and by maturity, and the reporting requirements.

The County's investment policy requires that a third party be used for safekeeping of investment instruments. Investment securities purchased pursuant to the County's investment policy are delivered versus payment by book entry or physical delivery to a third party custodian.

The County's investment policy also requires that the market value plus accrued interest of the securities collateralizing repurchase agreements exceeds the face amount of the repurchase agreement by margins prescribed in writing by the Oregon Short-Term Fund Board, providing the County with a margin against a decline in the market value of the securities. Daily marking-to-market also protects the County against declines in market

value. The market value plus accrued interest of the securities purchased under repurchase agreements did not fall below the required level during the year.

The County is authorized to invest in the LGIP, an external investment pool, within prescribed limits. The investments are booked at fair value and are the same as the value of the pool shares. The LGIP investments are governed by a written investment policy that is reviewed annually by the Oregon Short-Term Fund Board. The Oregon Short-Term Fund Board is comprised of members of local government and private investment professionals, who are appointed by the Governor of the State of Oregon.

At year-end, the carrying amount of the County's deposits was $10,522 and the bank balance was $10,486. The bank balance was covered by federal depository insurance or by collateral held by one or more of the State's authorized collateral pool managers in the name of the County as the County's agent. The balance of $36 represents petty cash accounts that were uninsured and uncollateralized.

As a means of limiting its exposure to fair value losses resulting from rising interest rates, the County's investment policy limits maturities as follows:

| Maturity | Cumulative Constraint |
|---|---|
| Less than 30 days | 10% |
| Less than 90 days | 25% |
| Less than 270 days | 50% |
| Less than 1 year | 70% |
| Less than 3 years | 100% |

If the goals of maturity limits are exceeded by 5% or more for ten successive business days, prompt notification to the County's Chief Financial Officer and the County's Investment Advisory Board is required. In addition, to limit its exposure to losses due to asset concentration, the County's investment policy and Oregon Revised Statutes limit asset concentration as follows:

1. Corporate indebtedness must be rated on the settlement date A-1 or AA or better by Standard and Poor's Corporation or P-1 or Aa by Moody's Investors Service, or the equivalent rating by any nationally recognized statistical rating organization.

2. Notwithstanding item one, corporate indebtedness must be rated A-2 or A by Standard & Poor's and P-2 or A by Moody's, or the equivalent rating by any nationally recognized statistical rating organization when issued by a business enterprise that has its headquarters in Oregon, employs more than 50% of its permanent workforce in Oregon, or has more than 50% of its tangible assets in Oregon.

3. Commercial paper and other corporate debt up to 25% of the total investment portfolio is allowed, but may exceed that limit up to 30% for a period not to exceed ten consecutive business days.

4. U.S. Government Agencies are limited to 75% of the investment portfolio.

Additionally, to limit its exposure to asset concentration risk, the County restricts the total investment that can be made in the corporate indebtedness of a single corporate entity and its affiliates and subsidiaries to 5% of the total investment portfolio. The County did not have any investments that exceeded this limit during the year.

The County has one investment that is uninsured and unregistered, is held by a counterparty and is not in the County's name. The investment is a pension trust investment that is held for the benefit of employees of the former Library Association of Portland. At the close of the year, the market value of the investment was $14,001. More information can be found about this investment in note 4F, on page 67.

As of June 30, 2004, the County had the following investments and maturities:

| Investment Type | Fair Value | Weighted Average Yield | Risk Concentration | Investment Maturity (in years) | |
|---|---|---|---|---|---|
| | | | | Less than 1 | 1-3 |
| US Agencies | $65,320 | 1.93 | 46% | $37,447 | $27,873 |
| Corporate Debt | 13,454 | 1.37 | 9% | 13,454 | - |
| Commercial Paper | 20,454 | 1.25 | 14% | 20,454 | - |
| US Treasuries | 9,885 | 2.11 | 7% | 9,885 | - |
| Local Government Investment Pool | 24,229 | 1.29 | 17% | 24,229 | - |
| Cash and Equivalents | 10,522 | 1.13 | 7% | 10,522 | - |
| Total | $143,864 | | | $115,991 | $27,873 |

## B. Receivables

Receivables as of year-end for the County's individual major funds, and nonmajor and internal service funds in the aggregate, including the applicable allowances for uncollectible accounts, are as follows:

## MULTNOMAH COUNTY
### Accounts Receivable

| | Governmental Activities | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | General | Federal State Program | Justice Bond Project | Internal Service Funds | Nonmajor Funds | Total Governmental Activities | Business-type Activities | Total |
| Receivables: | | | | | | | | |
| Taxes: | | | | | | | | |
| Income | $ 81,543 | $ - | $ - | $ - | $ - | $ 81,543 | $ - | $ 81,543 |
| Property | 9,950 | | | - | 1,716 | 11,666 | | 11,666 |
| Other | 2,463 | | | - | 1,701 | 4,164 | | 4,164 |
| Accounts | 10,882 | 42,103 | 574 | 793 | 8,363 | 62,715 | 10 | 62,725 |
| Loans | - | 875 | - | - | - | 875 | - | 875 |
| Interest | 547 | - | - | - | - | 547 | - | 547 |
| Special assessments | 10 | - | - | - | - | 10 | 30 | 40 |
| Contracts | 1,997 | - | - | - | 11,349 | 13,346 | - | 13,346 |
| Gross receivables | 107,392 | 42,978 | 574 | 793 | 23,129 | 174,866 | 40 | 174,906 |
| Less: allowance for discounts/uncollectibles | (4,572) | (5,297) | - | - | - | (9,869) | (4) | (9,873) |
| Net total receivables | $102,820 | $ 37,681 | $ 574 | $ 793 | $ 23,129 | $164,997 | $ 36 | $165,033 |

Revenues of Dunthorpe Riverdale and Mid County Service Districts are reported net of uncollectible amounts. Total uncollectible amounts related to revenues are all for prior periods.

Governmental funds report deferred revenue in connection with receivables for revenues that are not considered to be available to liquidate liabilities of the current period. Government funds also defer revenue recognition in connection with resources that have been received, but not yet earned. At the end of the current fiscal year, the various components of deferred revenue reported in the governmental funds were as follows:

| | Unavailable |
|---|---|
| Personal income tax receivable | $ 79,783 |
| Delinquent property taxes receivable (General Fund) | 8,432 |
| Delinquent property taxes receivable (other governmental funds) | 1,449 |
| Grant draw downs prior to meeting all eligibility requirements | 7,980 |
| Contracts receivable | 13,346 |
| Contract revenue received in advance | 551 |
| Loans receivable | 875 |
| Tax title land sales inventory | 287 |
| Special assessments receivable | 10 |
| Allowance for doubtful accounts – personal income tax | (4,572) |
| Total deferred revenue for governmental funds | $ 108,141 |

## C. Capital assets

Capital asset activity for the year ended June 30, 2004 was as follows:

### Primary Government

| | Beginning Balance | Increases | Decreases | Ending Balance |
|---|---|---|---|---|
| **Governmental activities:** | | | | |
| Capital assets, not being depreciated: | | | | |
| Land | $ 13,987 | $ - | $ (221) | $ 13,766 |
| Work in progress | 37,986 | - | (37,986) | - |
| Total capital assets, not being depreciated | 51,973 | - | (38,207) | 13,766 |
| Capital assets, being depreciated: | | | | |
| Buildings | 339,017 | 61,553 | (1,712) | 398,858 |
| Improvements other than buildings | 433 | - | - | 433 |
| Machinery and equipment | 114,690 | 12,670 | (6,726) | 120,634 |
| Bridges | 72,616 | 11,746 | (160) | 84,202 |
| Infrastructure | 810,589 | 3,178 | - | 813,767 |
| Total capital assets being depreciated | 1,337,345 | 89,147 | (8,598) | 1,417,894 |
| Less accumulated depreciation for: | | | | |
| Buildings | (83,058) | (8,902) | 1,219 | (90,741) |
| Improvements other than buildings | (142) | (11) | - | (153) |
| Machinery and equipment | (94,809) | (7,775) | 6,612 | (95,972) |
| Bridges | (55,913) | (1,241) | 4 | (57,150) |
| Infrastructure | (443,861) | (20,306) | - | (464,167) |
| Total accumulated depreciation | (677,783) | (38,235) | 7,835 | (708,183) |
| Total capital assets being depreciated, net | 659,562 | 50,912 | (763) | 709,711 |
| Governmental activities capital assets, net | $ 711,535 | $ 50,912 | $ (38,970) | $ 723,477 |
| **Business-type activities:** | | | | |
| Capital assets, being depreciated: | | | | |
| Improvements other than buildings | $ 4,272 | $ 430 | $ (328) | $ 4,374 |
| Machinery and equipment | 41 | - | - | 41 |
| Total capital assets being depreciated | 4,313 | 430 | (328) | 4,415 |
| Less accumulated depreciation for: | | | | |
| Improvements other than buildings | (1,798) | (200) | 104 | (1,894) |
| Machinery and equipment | (41) | - | - | (41) |
| Total accumulated depreciation | (1,839) | (200) | 104 | (1,935) |
| Business-type activities capital assets, net | $ 2,474 | $ 230 | $ (224) | $ 2,480 |

Depreciation expense was charged to functions / programs of the primary government as follows:

| | |
|---|---|
| Governmental activities: | |
| General government | $ 14,418 |
| Health services | 7 |
| Social services | 4 |
| Public safety & justice | 269 |
| Community services | 46 |
| Library | 3,218 |
| Roads and bridges | 20,273 |
| Total depreciation expense – governmental activities | $38,235 |
| | |
| Business-type activities: | |
| Sewer | $ 42 |
| Lighting | 158 |
| Behavioral Health Managed Care | - |
| Total depreciation expense – business-type activities | $ 200 |

## D. Interfund receivables, payables, and transfers

The County records "due to" and "due from" transactions in order that individual funds will be able to meet cash flow needs at year end and prevent a fund from reporting a negative cash balance. The composition of interfund balances as of June 30, 2004 is as follows:

Due to / from other funds:

| Receivable Funds | Payable Funds | Amount |
|---|---|---|
| Asset Preservation | SB 1145 | $ 1,100 |
| Risk Management | Building Project | 1,375 |
| Risk Management | Federal and State | 5,150 |
| | | $ 7,625 |

Interfund Transfers:

Following are the County's interfund transfers for the year ended June 30, 2004. The general fund transfers to the major and nonmajor governmental funds were made to meet the local match on Federal and State grant expenditures or to provide additional resources for current operations.

| | Transfers In: | | | | |
|---|---|---|---|---|---|
| Transfers Out: | General Fund | Justice Bond Capital Project Fund | Nonmajor Governmental Funds | Internal Service Funds | Total |
| General Fund | $ - | $ - | $17,960 | $ 145 | $18,105 |
| Nonmajor Governmental Funds | 1,625 | 4,850 | 4,741 | - | 11,216 |
| Internal Service Funds | - | - | 3,465 | - | 3,465 |
| Total transfers out | $ 1,625 | $ 4,850 | $26,166 | $ 145 | $32,786 |

## E. Short-term debt

Tax Revenue Anticipation Note

The County issues short-term debt in order to meet current operational needs during months when property tax collections are slow. At July 1, 2003 the County issued $40,000 in tax revenue anticipation notes. The notes carry an interest rate of 1.75% and are due at June 30, 2004. Short-term liability activity for the year-ended June 30, 2004 was as follows:

| Governmental Activities | Beginning Balance | Additions | Reductions | Ending Balance | Due Within One Year |
|---|---|---|---|---|---|
| Tax revenue anticipation note | $ - | $ 40,000 | $ 40,000 | $ - | $ - |

## F. Long-term debt

General Obligation Bonds

The County issues general obligation bonds to provide funds for the rehabilitation, construction and acquisition of various library and public safety facilities and related equipment. General obligation bonds have been issued for these governmental activities. The original amount of general obligation bonds issued in

prior years was $139,700. In February 1999, the County advance refunded a portion of these general obligation bonds by issuing $66,115 in new general obligation bonds.

General obligation bonds are direct obligations, pledge the full faith and credit of the County and are backed by the County's authority to levy property taxes. These bonds are generally issued as 20-year serial bonds with equal amounts of principal and interest maturing each year. General obligation bonds currently outstanding are as follows:

| Purpose | Interest Rates | Amount |
|---|---|---|
| Governmental activities | 3.70-6.00% | $ 86,445 |

Annual debt service requirements to maturity for general obligation bonds are as follows:

| Year Ending June 30 | Principal | Interest |
|---|---|---|
| 2005 | $ 5,420 | $ 3,787 |
| 2006 | 5,685 | 3,525 |
| 2007 | 5,960 | 3,256 |
| 2008 | 6,255 | 2,972 |
| 2009 | 6,555 | 2,677 |
| 2010-2014 | 36,815 | 8,817 |
| 2015-2017 | 19,755 | 1,397 |
| Total | $ 86,445 | $ 26,431 |

Revenue Bonds

The County also issues bonds where the government pledges specific revenue sources or income derived from the acquired or constructed assets to pay debt service. In October 1998, the County issued $3,155 of revenue bonds to finance constructing, renovating, improving and equipping County-owned facilities, and entered into a public / private partnership with the Regional Children's Campus (RCC), a 501(c)(3) non profit agency. In November 2000, the County issued $2,000 of revenue bonds to finance the costs of acquiring land and constructing, renovating, improving and equipping certain facilities to be used as a vocational training center for developmentally disabled residents of Multnomah County. The County entered into a public / private partnership with Port City Development, a 501(c)(3) non profit agency. Also in November 2000, the County issued $3,500 of revenue bonds to re-finance the costs of acquiring real property and constructing facility improvements related to the Oregon Food Bank. The total original amount of bonds issued in prior years was $8,655.

Revenue bonds outstanding at year-end are as follows:

| Purpose | Interest Rates | Amount |
|---|---|---|
| Governmental activities | 4.00-5.20% | $ 7,425 |

Annual debt service requirements to maturity for revenue bonds are as follows:

| Year Ending June 30 | Principal | Interest |
|---|---|---|
| 2005 | $ 490 | $ 337 |
| 2006 | 515 | 314 |
| 2007 | 540 | 291 |
| 2008 | 560 | 267 |
| 2009 | 585 | 243 |
| 2010-2014 | 3,410 | 763 |
| 2015-2016 | 1,325 | 62 |
| Total | $ 7,425 | $ 2,277 |

Full Faith and Credit Bonds

On April 1, 1999, the County issued $36,125 in Certificates of Participation at a net interest cost of 4.71% to finance the costs of acquiring land and facilities. Certificates of Participation are direct obligations and pledge the full faith and credit of the County. At June 30, 2004, $31,160 of these bonds were outstanding.

On December 1, 1999, the County issued $184,548 in taxable Revenue Pension Obligation Bonds to fund the County's unfunded accrued actuarial liability (UAAL). The County estimates that by funding the actuarial liability, the County will receive a present value savings of about $35,776 between the amount calculated by the Oregon Public Employees Retirement System (PERS) to retire the UAAL and the amount of the debt repayment. The total interest cost is 7.67%. Payment of principal and interest, except for a term bond, will be guaranteed by MBIA. At June 30, 2004, $181,103 of these bonds were outstanding.

On April 1, 2000, the County issued $61,215 in full faith and credit bonds to finance the costs of acquiring and installing the integrated enterprise computer system, acquire land, acquire facilities and construct other County facilities and structures. Full faith and credit bonds are direct obligations and pledge the full faith and credit of the County. At June 30, 2004, $48,325 of these bonds were outstanding.

On May 15, 2003, the County issued $9,615 in Full Faith and Credit Refunding Obligations, Series 2003 with an average interest rate of 1.50% to 3.25%. This issue was used to refund $10,470 of outstanding Certificates of Participation, Series 1993 with an average interest rate of 2.75% to 7.50%. On July 1, 2003 the $10,470

Certificates of Participation were called and paid off. Full faith and credit bond obligations outstanding at year-end are as follows:

| Purpose | Interest Rates | Amount |
|---|---|---|
| Governmental activities | 4.00-7.74% | $ 270,203 |

Annual debt service requirements to maturity for full faith and credit bonds are as follows:

| Year Ending June 30 | Principal | Interest |
|---|---|---|
| 2005 | $ 8,375 | $ 12,277 |
| 2006 | 9,230 | 11,855 |
| 2007 | 10,420 | 11,361 |
| 2008 | 11,725 | 10,785 |
| 2009 | 11,700 | 10,117 |
| 2010-2014 | 66,776 | 55,626 |
| 2015-2019 | 94,164 | 41,729 |
| 2020-2024 | 30,715 | 115,629 |
| 2025-2029 | 22,836 | 161,644 |
| 2030 | 4,262 | 38,887 |
| Total | $ 270,203 | $ 469,910 |

Capital Leases

The County has entered into various lease/purchase agreements to acquire property and equipment. The County also has capital lease obligations recorded in the Data Processing Fund, an Internal Service Fund. These lease agreements qualify as capital leases for accounting purposes and have been capitalized in accordance with generally accepted accounting principles. Assets acquired through capital leases are as follows:

| Asset | Governmental Activities |
|---|---|
| Buildings | $ 72,878 |
| Less: Accumulated depreciation | (24,515) |
| Total | $ 48,363 |

Capital lease obligations outstanding at year-end are as follows:

| Purpose | Interest Rates | Amount |
|---|---|---|
| Governmental activities | 3.75-7.25% | $ 28,596 |

Future minimum lease payments are as follows:

| | Governmental Activities | |
|---|---|---|
| Year Ending June 30 | Principal | Interest |
| 2005 | $ 2,554 | $ 1,350 |
| 2006 | 2,699 | 1,217 |
| 2007 | 2,836 | 1,072 |
| 2008 | 2,996 | 917 |
| 2009 | 2,825 | 753 |
| 2010-2014 | 13,070 | 1,692 |
| 2015-2019 | 1,616 | 163 |
| Total | $ 28,596 | $ 7,164 |

Loans Payable

The County has entered into several loans with other governmental agencies for the purpose of making capital improvements. The loan obligations outstanding at year-end are as follows:

| Purpose | Interest Rates | Amount |
|---|---|---|
| Governmental activities | 5.65-7.20% | $ 634 |

Annual debt service requirements to maturity for long term loans outstanding at year-end are as follows:

| Year Ending June 30 | Principal | Interest |
|---|---|---|
| 2005 | $ 92 | $ 38 |
| 2006 | 95 | 35 |
| 2007 | 87 | 27 |
| 2008 | 83 | 22 |
| 2009 | 90 | 15 |
| 2010-2014 | 177 | 23 |
| 2015-2016 | 10 | - |
| Total | $ 634 | $ 160 |

Changes in long-term liabilities

Long-term liability activity for the year ended June 30, 2004 was as follows:

| Governmental Activities | Beginning Balance | Additions | Reductions | Ending Balance | Due Within One Year |
|---|---|---|---|---|---|
| General Obligation Bonds | $ 91,610 | $ - | $ 5,165 | $ 86,445 | $ 5,420 |
| Revenue Bonds | 7,890 | - | 465 | 7,425 | 490 |
| Full Faith and Credit Bonds | 276,763 | - | 6,560 | 270,203 | 8,375 |
| Capital Leases | 41,501 | - | 12,905 | 28,596 | 2,554 |
| Loans Payable | 718 | - | 84 | 634 | 92 |
| Compensated Absences | 16,055 | 20,948 | 19,756 | 17,247 | 5,174 |
| Governmental activity long-term liabilities: | $ 434,537 | $ 20,948 | $ 44,935 | $ 410,550 | $ 22,105 |
| Business-Type Activities | | | | | |
| Compensated Absences | $ 11 | $ 21 | $ 17 | $ 15 | $ 8 |

Defeased General Obligation Bonds

In prior years, the County defeased certain general obligation bond issues by placing the proceeds of the new bonds in irrevocable trusts to provide for all future debt service on the old bonds. Accordingly, the trust account assets and related liability for the defeased bonds are not included in the County's financial statements. At June 30, 2004, the amount of these bonds outstanding totaled $62,180.

Conduit Financing

On November 1, 1997, the County issued $31,600 in Educational Facilities Revenue Bonds which have not been recorded in the County's financial statements. The proceeds of these bonds were assigned to the University of Portland (the University) to finance capital improvements to the University, pay issue costs and advance refund $17,750 of the Series 1994 issue. On April 1, 2000, the County issued an additional $17,160 in Conduit Educational Revenue Bonds for the University to finance the construction of a student housing facility, parking garage and street lighting. These bonds are not recorded on the books of the County but are assigned to the University. The responsibilities of the County in this bond transaction were limited to adopting the resolution authorizing the issuance of the bonds, executing the bonds and the bond documents to which it is a party, issuing and delivering the Bonds, assigning certain of its rights to the Trustee as provided in the indenture, and directing the Trustee as to the application of monies received from the University to pay the bonds in accordance with the indenture. The County has no obligation to take any other action relating to the bonds. Since the County does not own any of the assets constructed or assume any liabilities associated with

repayment, there is no balance sheet disclosure or recognition of revenues and expenditures within the County's financial statements. As of June 30, 2004, $39,935 of Educational Facilities Revenue Bonds were outstanding.

On December 3, 1998, the County created a component unit, the Hospital Facilities Authority of Multnomah County, Oregon (the Authority). On March 1, 1999, the Authority issued $26,000 in Hospital Revenue Bonds (Terwilliger Plaza), which have not been recorded as a liability for purposes of compliance with generally accepted accounting principles. The proceeds of these bonds were used by health care facilities to finance various capital projects and refund outstanding bonds. The Hospital Revenue Bonds have not been recognized as a liability of the County because the bonds are secured solely by the provisions of the Bond indenture and payments are made by the health care facilities. Terwilliger Plaza has pledged the gross revenues of the health care facility making up Terwilliger Plaza to secure payment of the bonds. The bonds shall not be payable from a charge upon any fund or asset, nor shall the County be subject to any liability. No holder or holders of the bonds shall ever have the right to exercise the taxing power of the County to pay the bonds or the interest, nor to enforce payment against any property of the County. Upon completion of the project, the assets constructed or purchased are owned by Terwilliger Plaza. Since the County does not own any of the assets or assume any of the liabilities associated with the repayment, there is no balance sheet disclosure or recognition of revenues within the County's financial statements. As of June 30, 2004, $24,800 of these bonds were outstanding.

On December 1, 1999, the County issued $9,830 in Higher Education Variable Rate Demand Revenue Bonds. The proceeds of these bonds were used to provide funds to reimburse Concordia University for the costs of acquiring, constructing and improving the educational facilities of the University (the Project), fund a debt service reserve fund and pay the costs of issuing the bonds. The Higher Education Revenue Bonds have not been recognized as a liability of the County because the bonds are secured solely by the provisions of the Bond indenture and payments are made by the University. As the County does not own any of the assets constructed or assume any liabilities associated with the Project, there is no balance sheet disclosure or recognition of revenues and expenditures within the County's financial statements. As of June 30, 2004, $9,060 of the Higher Education Variable Rate Demand Revenue Bonds were outstanding.

## Note 4. Other information

### A. Hospital Facilities Authority of Multnomah County

The primary purpose of the Authority is to issue conduit debt for various health care facilities. The Authority is a related organization for which the County is not financially accountable because the County does not control or will have a financial

benefit or burden relationship with the Authority even though the County's board is the same governing board as the Authority. At June 30, 2004 the net assets of the Authority were $4,897 (unaudited).

## B. Risk management

The County is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and natural disasters for which the County carries commercial insurance. The County established risk management programs for liability and workers' compensation, whereby premiums are calculated on payroll expenses in all funds and are paid into the risk management fund. The funds are available to pay claims, claim reserves, and reduce administrative costs of the program. These interfund premiums are used to offset the amount of claims expenditure reported in the risk management fund. As of June 30, 2004, interfund premiums exceeded reimbursable expenditures.

Liabilities of the fund are reported when it is probable that a loss has occurred and the amount of the loss can be reasonably estimated. Liabilities include an amount for claims that have been incurred but not reported (IBNRs). The result of the process to estimate the claims liability is not an exact amount as it depends on many complex factors, such as inflation, changes in legal doctrines, and damage awards. Accordingly, claims are re-evaluated periodically to consider the effect of inflation, recent claim settlement trends (including frequency and amount of payouts), and other economic and social factors. The estimate of the claims liability also includes amounts for incremental claim adjustment expenses related to specific claims and other claim adjustment expenses regardless of whether allocated to specific claims. Estimated recoveries, for example from salvage or subrogation, are another component of the claims liability estimate. An excess coverage insurance policy covers individual workers' compensation claims in excess of $500. Settlements have not exceeded coverages for each of the past three fiscal years.

Changes in the balances of claims liabilities during the past two years are as follows:

| | Fiscal year ended 6/30/04 | Fiscal year ended 6/30/03 |
|---|---|---|
| Unpaid claims, beginning of fiscal year | $ 10,006 | $ 9,263 |
| Incurred claims (including IBNRs) | 16,885 | 14,852 |
| Claim payments | (16,301) | (14,109) |
| Unpaid claims, end of fiscal year | $ 10,590 | $ 10,006 |

## C. Subsequent events

On July 1, 2004, the County issued $20,000 in Tax and Revenue Anticipation Notes to meet current cash flow needs of the County, prior to the receipt of property tax revenues in November. The interest rate on the notes is 3.0% and the yield is 1.6%. The notes mature on June 30, 2005.

On October 1, 2004, the County issued $54,235 in Full Faith and Credit Refunding Obligations. The proceeds will be used to advance refund any or all of the callable portions of the Certificates of Participation, Series 1998, Certificates of Participation, Series 1999A and Full Faith and Credit Obligations, Series 2000A and to pay the costs of issuance and delivery of the obligations. The obligations carry a variable interest rate from 3.0% to 5.0% and mature on August 1, 2019.

On November 2, 2004 the voters of Multnomah County defeated a ballot measure to repeal the temporary County personal income tax. With the repeal being defeated the tax remains in effect.

## D. Commitments and contingent liabilities

Amounts received or receivable from grant agencies are subject to audit and adjustment by grantor agencies, principally the federal and state governments. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount, if any, of expenditures that may be disallowed by the grantor cannot be determined at this time, although the County expects such amounts, if any, to be immaterial.

The County is a defendant in various lawsuits. Although the outcome of these lawsuits is not presently determinable, in the opinion of the County's legal counsel the resolution of these matters will not have a material adverse effect on the financial condition of the County.

The following is a schedule by years of future minimum rental payments required under operating leases for certain land, buildings and equipment used in governmental operations that have initial or remaining noncancelable lease terms in excess of one year as of June 30, 2004:

| Year ended June 30 | |
|---|---|
| 2005 | $ 3,375 |
| 2006 | 1,661 |
| 2006 | 1,191 |
| 2007 | 657 |
| 2008 | 802 |
| 2009 - 2013 | 940 |
| 2014 - 2018 | 590 |
| 2019 - 2023 | 590 |
| 2024 - 2028 | 590 |
| 2029 - 2033 | 300 |
| Total minimum payments | $ 10,696 |

The County recorded $3,830 in rent expense for the year ended June 30, 2004.

## E. Other post employment benefits

The County provides postretirement health care benefits, as per the requirements of collective bargaining agreements, for certain retirees and their dependents. The benefits vary by agreement, and depend upon a retiree's years of service. In general, the County pays 50% of the premiums of health care coverage for retirees from age 58 to age 65. The County's regular health care benefit providers underwrite the retirees' policies. Retirees may not convert the benefit into an in-lieu payment to secure coverage under independent plans.

At June 30, 2004, there were 561 retirees that were receiving the post employment health care benefit. The County finances the plan by creating a reserve account that meets the actuarially determined amount of benefits that will be payable in the future. For the year ended June 30, 2004, the County paid $1,831 for these benefits, which was net of $2,404 of retiree contributions. The County records a liability on the Statement of Net Assets for these post employment benefits in the amount of $55,190.

## F. Employee retirement systems, pension plans and deferred compensation plan

Pension plans

The County participates in the Oregon Public Employees Retirement System (PERS), a cost-sharing multiple-employer defined benefit public employee pension plan that covers substantially all employees; maintains a single employer defined benefit plan for employees transferred to the County from the former Library Association of Portland; and maintains a defined contribution plan for substantially all County employees for the purpose of individual retirement savings.

Oregon Public Employees Retirement System (PERS)

*Plan description.* The County participates in PERS, a cost-sharing, multiple-employer defined benefit pension plan administered by the PERS Pension board. PERS provides retirement, disability, and death benefits to plan members and their beneficiaries. State statutes authorize the State to establish and amend all plan provisions. PERS issues a publicly available financial report that includes financial statements and required supplementary information. The reports may be obtained by writing:

PERS
PO Box 23700
Tigard, OR 97281-3700

*Summary of significant accounting policies – basis of accounting and valuation of investments.* The financial statements of PERS are prepared using the accrual basis of accounting. Plan member contributions are recognized in the period in which contributions are due. The County's contributions are recognized when due and a formal commitment to provide the contributions has been made. Benefits and refunds are recognized when due and payable in accordance with the terms of the plan. All plan investments are reported at fair market value.

*Funding policy.* The contribution requirements of the County are established and may be amended by the State. The County is required by collective bargaining agreements to contribute the required 6.0% of annual covered payroll. The County is also required to contribute at an actuarially determined rate; the current rate is 7.94% of annual covered payroll.

*Annual pension cost.* For 2004, the County's annual pension cost of $27,388 for PERS was equal to the County's required and actual contributions. The required contribution was determined as part of the December 31, 2001 actuarial valuation using the entry age normal actuarial cost method. This actuarial valuation is the most recent available at the time of printing this report. The actuarial assumptions

included (a) 8.0% investment rate of return (net of administrative expenses), (b) projected salary increases due to inflation of 3.5% per year, and (c) projected wage growth, excluding seniority / merit raises, of 4.25% per year. The actuarial value of assets was determined using techniques that smooth the effects of short-term volatility in the market value of investments over a five-year period. The County's unfunded actuarial accrued liability is being amortized using the closed group fixed term method. The remaining amortization period at December 31, 2001, was 26 years.

Three Year Trend Information for PERS

| Year Ended | Annual Pension Cost (APC) | Percentage of APC Contributed | Net Pension Obligation |
|---|---|---|---|
| 6/30/02 | $ 30,344 | 100% | $ - |
| 6/30/03 | 31,419 | 100% | - |
| 6/30/04 | 27,388 | 100% | - |

Following is a Schedule of Funding Progress for PERS:

**Public Employees Retirement System Schedule of Funding Progress**

| Actuarial Valuation Date | Actuarial Value of Assets (a) | Actuarial Accrued Liability (AAL) – Entry Age (b) | Unfunded (Funded) AAL (UAAL) (b-a) | Funded Ratio (a/b) | Covered Payroll (c) | UAAL as a Percentage of Covered Payroll [(b-a)/c)] |
|---|---|---|---|---|---|---|
| 12/31/93 | $147,577 | $249,433 | $101,856 | 59% | $122,873 | 83% |
| 12/31/95 | 201,614 | 330,154 | 128,540 | 61% | 142,614 | 90% |
| 12/31/97 | 291,095 | 449,588 | 158,493 | 65% | 155,915 | 102% |
| 12/31/99 | 935,746 | 859,337 | (76,409) | 109% | 191,152 | (40)% |
| 12/31/01 | Pooled | Pooled | (203,703) | Pooled | 207,148 | (98)% |

Local government member employers had an opportunity to elect to participate in the state and local Government Rate Pool as of January 1, 2002. The County elected to participate in this pool. Therefore, the actuarial value of assets and the actuarial accrued liability for the County are blended with other employers participating in the pool, and are not available for the County exclusively.

The actuarial information included in the above table was prepared using the recently enacted amendments to PERS. There is current litigation involving PERS benefits, and there will likely be litigation over PERS benefits in the future. The most widespread of the current actions involves the sustainability of the 2003

legislation, which will be reviewed by the Oregon Supreme Court. If the Supreme Court voids all or part of the 2003 legislation, it could have a significant impact on the actuarial information reported above. The Oregon Supreme Court ruling is expected to be made in January 2005.

Multnomah County Library Retirement Plan

*Plan description, summary of significant accounting policies, and funding requirements.* The Multnomah County Library Retirement Plan is a single employer defined contribution plan. Prior to July 1, 1990, the Plan was administered by the Library Association of Portland (the Association), a not-for-profit association. Effective July 1, 1990, the Association was transferred to the County, and the County Board of Commissioners became responsible for amending Plan provisions. The Principal Financial Group is contracted by the County to be the trustee of the Plan, and the County's Chief Financial Officer is the Plan administrator. The Plan is now closed and all employees transferred are covered by PERS. The Plan does not issue a stand alone financial report. All related financial data is contained in this report, and is prepared using the accrual basis of accounting.

All former Association employees who were 21 years of age and had completed two years of service were eligible to participate in the Plan. Retirement benefits are based on salary and length of service, are calculated using a formula, and are payable in a lump sum or monthly using several payment options. The Plan also provides death benefits.

At June 30, 2004, there were 265 plan members. Current employees have an annual covered payroll of $4,990. The total payroll and covered payroll are the same because the Plan is frozen. There are 120 participants currently receiving benefits. The assets of the Plan consist of unallocated insurance contracts and therefore are appropriately valued at contract value. Employer contributions to the Plan, participant benefits, and participant refunds are recognized using the accrual basis of accounting. The costs of administering the Plan are deducted from the earnings. The annual required contribution, or annual pension cost, of the County was $0, due to the plan being fully funded.

Following is a Schedule of Funding Progress for the Plan:

**Multnomah County Library Retirement Plan Schedule of Funding Progress**

| Actuarial Valuation Date | Actuarial Value of Assets (a) | Actuarial Accrued Liability (AAL) – Entry Age (b) | Unfunded (Funded) AAL (UAAL) (b-a) | Funded Ratio (a/b) | Covered Payroll (c) | UAAL as a Percentage of Covered Payroll [(b-a)/c)] |
|---|---|---|---|---|---|---|
| 1/1/98 | $ 5,655 | $ 6,715 | $ 1,060 | 84% | $ 5,433 | 20% |
| 1/1/99 | 10,750 | 11,445 | 695 | 94% | 5,422 | 13% |
| 1/1/00 | 10,998 | 11,321 | 323 | 97% | 5,056 | 6% |
| 1/1/01 | 11,197 | 11,240 | 43 | 100% | 5,008 | 1% |
| 1/1/02 | 13,273 | 11,552 | (1,721) | 115% | 5,255 | (33%) |
| 1/1/03 | 14,739 | 13,014 | (1,725) | 113% | 4,946 | (35%) |
| 1/1/04 | 14,332 | 12,912 | (1,420) | 111% | 4,990 | (28%) |

Deferred Compensation Plan

*Plan description.* The County offers employees a deferred compensation plan (the Plan) administered by the County. The Plan is a defined contribution plan created in accordance with Internal Revenue Code Section 457. The Plan is available to all represented and non-represented County employees, and permits them to defer a portion of their salary until future years. Amounts deferred are not available to employees until termination, retirement, death, or unforeseeable emergency. All assets and income of the Plan are held in trust for the exclusive benefit of the participants and their beneficiaries. No Plan assets have been used for purposes other than the payment of benefits.

At June 30, 2004, the amount deferred and investment earnings thereon, adjusted to fair market value, amount to $100,003. The amounts accumulated under the Plan including investment earnings, are excluded from the financial statements of the County.

# NONMAJOR GOVERNMENTAL FUNDS

**Special Revenue Funds**

- Strategic Investment Program Fund
- Road Fund
- Emergency Communications Fund
- Bicycle Path Construction Fund
- County School Fund
- General Reserve Fund
- Land Corner Preservation Fund
- Tax Title Land Sales Fund
- Animal Control Fund
- Willamette River Bridges Fund
- Recreation Fund
- Library Fund
- Justice Services Special Operations Fund
- Inmate Welfare Fund
- Special Excise Tax Fund

**Debt Service Funds**

- Capital Debt Retirement Fund
- General Obligation Bond Fund
- PERS Pension Bond Fund
- Revenue Bond Fund

**Capital Projects Funds**

- SB 1145 Fund
- Building Project Fund
- Library Construction / 1996 Bonds Fund
- Capital Improvement Fund
- Capital Acquisition Fund
- Asset Preservation Fund
- Library Property Fund

MULTNOMAH COUNTY, OREGON
Combining Balance Sheet
Nonmajor Governmental Funds
June 30, 2004
(amounts expressed in thousands)

| | Total Nonmajor Special Revenue Funds | Total Nonmajor Debt Service Funds | Total Nonmajor Capital Projects Funds | Total Nonmajor Governmental Funds |
|---|---|---|---|---|
| **ASSETS** | | | | |
| Assets: | | | | |
| Cash and investments | $ 29,796 | $ 19,601 | $ 13,727 | $ 63,124 |
| Receivables: | | | | |
| Taxes | 2,917 | 500 | - | 3,417 |
| Accounts | 6,370 | 305 | 1,688 | 8,363 |
| Contracts | 3,305 | 5,740 | 2,304 | 11,349 |
| Due from other funds | - | - | 1,100 | 1,100 |
| Inventories | 1,003 | - | - | 1,003 |
| Prepaid items | 145 | - | - | 145 |
| Total assets and other debits | $ 43,536 | $ 26,146 | $ 18,819 | $ 88,501 |
| **LIABILITIES** | | | | |
| Accounts payable | $ 9,333 | $ - | $ 1,021 | $ 10,354 |
| Payrolls payable | 844 | - | - | 844 |
| Due to other funds | - | - | 2,475 | 2,475 |
| Deferred revenue | 4,836 | 6,158 | 2,641 | 13,635 |
| Total liabilities | 15,013 | 6,158 | 6,137 | 27,308 |
| **FUND BALANCES** | | | | |
| Reserved for capital projects | - | - | 12,682 | 12,682 |
| Reserved for debt service | - | 19,988 | - | 19,988 |
| Reserved for inventories | 1,003 | - | - | 1,003 |
| Reserved for prepaid items | 145 | - | - | 145 |
| Unreserved, undesignated | 27,375 | - | - | 27,375 |
| Total fund balances | 28,523 | 19,988 | 12,682 | 61,193 |
| Total liabilities and fund balances | $ 43,536 | $ 26,146 | $ 18,819 | $ 88,501 |

MULTNOMAH COUNTY, OREGON
Nonmajor Governmental Funds
Combining Statement of Revenues, Expenditures, and Changes in Fund Balances
For the Year Ended June 30, 2004
(amounts expressed in thousands)

| | Total Nonmajor Special Revenue Funds | Total Nonmajor Debt Service Funds | Total Nonmajor Capital Projects Funds | Total Nonmajor Governmental Funds |
|---|---|---|---|---|
| **REVENUES** | | | | |
| Taxes | $ 47,003 | $ 7,453 | $ - | $ 54,456 |
| Intergovernmental | 34,667 | - | 3,858 | 38,525 |
| Licenses and permits | 2,575 | - | - | 2,575 |
| Charges for services | 6,752 | 464 | 479 | 7,695 |
| Interest | 489 | 234 | 265 | 988 |
| Other | 1,529 | 30,250 | 3,238 | 35,017 |
| Total revenues | 93,015 | 38,401 | 7,840 | 139,256 |
| **EXPENDITURES** | | | | |
| Current: | | | | |
| General government | 986 | 66 | 4,066 | 5,118 |
| Social services | 75 | - | - | 75 |
| Public safety and justice | 3,977 | - | 6,868 | 10,845 |
| Community services | 15,430 | - | 1,466 | 16,896 |
| Library services | 42,681 | - | 72 | 42,753 |
| Roads and bridges | 40,454 | - | - | 40,454 |
| Capital outlay | 2,167 | - | 8,545 | 10,712 |
| Debt service: | | | | |
| Principal | - | 25,179 | - | 25,179 |
| Interest | - | 18,845 | - | 18,845 |
| Total expenditures | 105,770 | 44,090 | 21,017 | 170,877 |
| Deficiency of revenues under expenditures | (12,755) | (5,689) | (13,177) | (31,621) |
| **OTHER FINANCING SOURCES (USES)** | | | | |
| Proceeds from sale of capital assets | 204 | - | 220 | 424 |
| Transfers in | 22,637 | 64 | 3,465 | 26,166 |
| Transfers out | (6,366) | - | (4,850) | (11,216) |
| Total other financing sources | 16,475 | 64 | (1,165) | 15,374 |
| Net change in fund balances | 3,720 | (5,625) | (14,342) | (16,247) |
| Fund balances - beginning | 24,803 | 25,613 | 27,024 | 77,440 |
| Fund balances - ending | $ 28,523 | $ 19,988 | $ 12,682 | $ 61,193 |

# NONMAJOR SPECIAL REVENUE FUNDS

These funds account for revenue derived from specific taxes or other earmarked revenue sources, including state gas tax, grants, and charges for services which are legally restricted to finance particular functions or activities. When a special revenue fund is not an operating fund, transfers are made from the special revenue fund to the operating funds authorized to make the expenditures. The modified accrual basis of accounting is used to record revenues and expenditures. Funds included are:

- **Strategic Investment Program Fund** - accounts primarily for monies received from corporations receiving property tax abatements and paying fees for specific purposes as a part of the reduced tax agreement to be used for community service.

- **Road Fund** - accounts for revenues primarily from State motor vehicle fees and County gasoline taxes. Expenditures consist of construction, repair, maintenance, and operation of County highways and roads.

- **Emergency Communications Fund** - accounts for monies received from the State which are designated for an emergency communication network in conjunction with the City of Portland.

- **Bicycle Path Construction Fund** - accounts for revenue and expenditures for bicycle paths. Revenue is one percent of State motor vehicle fees.

- **County School Fund** - accounts for forest reserve yield revenues from the State of Oregon which are apportioned to the County school districts.

- **General Reserve Fund** – accounts for a reserve maintained separate from the General Fund at approximately 5% of the total budgeted revenues of the General Fund, to be used only for extreme emergencies related to disaster relief or public life and safety issues.

- **Land Corner Preservation Fund** - accounts for the collection of fees on all recordings of real property transactions and surveying activity. The fund makes expenditures to maintain public land corners.

- **Tax Title Land Sales Fund** - accounts for the receipt and sale of real property foreclosed upon by the County because of unpaid property taxes. Proceeds are subsequently distributed to all taxing districts.

- **Animal Control Fund** - accounts for revenues from dog and cat licenses, control fees and transfers to the General Fund which are utilized for animal control activities.

- **Willamette River Bridges Fund** - accounts for motor vehicle fees and gasoline tax proceeds transferred from the Road Fund for bridge inspections and maintenance.

- **Recreation Fund** - accounts for State revenues and the pass through disbursements to Metro for the operation of parks.

- **Library Fund** - accounts for the public library operations.

- **Justice Services Special Operations Fund** - accounts for revenues and expenditures dedicated to justice services in the community corrections department, district attorney's office, and sheriff's office.

- **Inmate Welfare Fund** - accounts for the proceeds from the sale of commissary items. Expenditures are made for supplies for inmates in County jails.

- **Special Excise Tax Fund** - accounts for a transient lodging tax and motor vehicle tax collection to be used for convention center expenditures.

(This page intentionally left blank.)

MULTNOMAH COUNTY, OREGON
Combining Balance Sheet
Nonmajor Special Revenue Funds
June 30, 2004
(amounts expressed in thousands)

| | Strategic Investment Program | Road | Emergency Communications | Bicycle Path Construction | County School | General Reserve |
|---|---|---|---|---|---|---|
| **ASSETS** | | | | | | |
| Cash and investments | $ 1,415 | $ 6,129 | $ 1 | $ 277 | $ - | $ 11,168 |
| Receivables: | | | | | | |
| Taxes | - | - | - | - | - | - |
| Accounts | - | 4,428 | 57 | - | - | - |
| Contracts | - | - | - | - | - | 3,056 |
| Inventories | - | 716 | - | - | - | - |
| Prepaid items | - | - | - | - | - | - |
| Total assets | $ 1,415 | $ 11,273 | $ 58 | $ 277 | $ - | $ 14,224 |
| **LIABILITIES** | | | | | | |
| Accounts payable | $ 36 | $ 6,267 | $ - | $ - | $ - | $ - |
| Payroll Payable | 1 | 171 | - | - | - | - |
| Deferred revenue | - | 213 | - | - | - | 3,056 |
| Total liabilities | 37 | 6,651 | - | - | - | 3,056 |
| **FUND BALANCES** | | | | | | |
| Reserved for inventories | - | 716 | - | - | - | - |
| Reserved for prepaid items | - | - | - | - | - | - |
| Unreserved, undesignated | 1,378 | 3,906 | 58 | 277 | - | 11,168 |
| Total fund balances | 1,378 | 4,622 | 58 | 277 | - | 11,168 |
| Total liabilities and fund balances | $ 1,415 | $ 11,273 | $ 58 | $ 277 | $ - | $ 14,224 |

| Land Corner Preservation | Tax Title Land Sales | Animal Control | Willamette River Bridges | Recreation | Library | Justice Services Special Operations | Inmate Welfare | Special Excise Tax | Total |
|---|---|---|---|---|---|---|---|---|---|
| $ 775 | $ 332 | $ 1 | $ 3,510 | $ 8 | $ 4,895 | $ 450 | $ 580 | $ 255 | $ 29,796 |
| - | - | - | - | - | 1,217 | - | - | 1,700 | 2,917 |
| - | - | - | 1,161 | 17 | 216 | 353 | 59 | 79 | 6,370 |
| - | 249 | - | - | - | - | - | - | - | 3,305 |
| - | 287 | - | - | - | - | - | - | - | 1,003 |
| - | 1 | - | - | - | 144 | - | - | - | 145 |
| $ 775 | $ 869 | $ 1 | $ 4,671 | $ 25 | $ 6,472 | $ 803 | $ 639 | $ 2,034 | $ 43,536 |
| $ 16 | $ 29 | $ 1 | $ 196 | $ 25 | $ 978 | $ 68 | $ 3 | $ 1,714 | $ 9,333 |
| 11 | 4 | - | 70 | - | 545 | 42 | - | - | 844 |
| - | 536 | - | - | - | 1,031 | - | - | - | 4,836 |
| 27 | 569 | 1 | 266 | 25 | 2,554 | 110 | 3 | 1,714 | 15,013 |
| - | 287 | - | - | - | - | - | - | - | 1,003 |
| - | 1 | - | - | - | 144 | - | - | - | 145 |
| 748 | 12 | - | 4,405 | - | 3,774 | 693 | 636 | 320 | 27,375 |
| 748 | 300 | - | 4,405 | - | 3,918 | 693 | 636 | 320 | 28,523 |
| $ 775 | $ 869 | $ 1 | $ 4,671 | $ 25 | $ 6,472 | $ 803 | $ 639 | $ 2,034 | $ 43,536 |

MULTNOMAH COUNTY, OREGON
Combined Statement of Revenues, Expenditures, and Changes in Fund Balances
Nonmajor Special Revenue Funds
For the year ended June 30, 2004
(amounts expressed in thousands)

| | Strategic Investment Program | Roads | Emergency Communications | Bicycle Path Construction | County School | General Reserve |
|---|---|---|---|---|---|---|
| **REVENUES** | | | | | | |
| Taxes | $ 1,038 | $ 7,627 | $ - | $ - | $ 205 | $ - |
| Intergovernmental | - | 32,040 | 207 | - | 11 | - |
| Licenses and permits | - | 56 | - | - | - | - |
| Charges for services | - | 747 | - | - | - | 167 |
| Interest | - | 167 | 1 | 2 | - | 151 |
| Other: | | | | | | |
| Grants and contributions | - | - | - | - | - | - |
| Service reimbursements | - | - | - | - | - | - |
| Miscellaneous | 9 | 43 | - | - | - | - |
| Total revenues | 1,047 | 40,680 | 208 | 2 | 216 | 318 |
| **EXPENDITURES** | | | | | | |
| Current: | | | | | | |
| General government | 641 | 10 | - | - | - | - |
| Social services | 75 | - | - | - | - | - |
| Public safety and justice | - | - | - | - | - | - |
| Community services | - | - | 150 | - | 216 | - |
| Library services | - | - | - | - | - | - |
| Roads and bridges | - | 34,655 | - | - | - | - |
| Capital outlay | 4 | 1,944 | - | - | - | - |
| Total expenditures | 720 | 36,609 | 150 | - | 216 | - |
| Excess (deficiency) of revenues over (under) expenditures | 327 | 4,071 | 58 | 2 | - | 318 |
| **OTHER FINANCING SOURCES (USES)** | | | | | | |
| Proceeds from sale of capital assets | - | - | - | - | - | 204 |
| Transfers in | - | - | - | 62 | - | 1,037 |
| Transfers out | (605) | (4,741) | - | - | - | - |
| Total other financing sources (uses) | (605) | (4,741) | - | 62 | - | 1,241 |
| Net change in fund balances | (278) | (670) | 58 | 64 | - | 1,559 |
| Fund balance - beginning | 1,656 | 5,292 | - | 213 | - | 9,609 |
| Fund balance - ending | $ 1,378 | $ 4,622 | $ 58 | $ 277 | $ - | $ 11,168 |

| Land Corner Preservation | Tax Title Land Sales | Animal Control | Willamette River Bridges | Recreation | Library | Justice Services Special Operations | Inmate Welfare | Special Excise Tax | Total |
|---|---|---|---|---|---|---|---|---|---|
| $ - | $ 101 | $ - | $ - | $ 112 | $ 22,985 | $ - | $ - | $ 14,935 | $ 47,003 |
| - | - | 100 | 1,428 | - | 854 | 27 | - | - | 34,667 |
| 1 | - | 811 | - | - | 90 | 1,617 | - | - | 2,575 |
| 1,072 | 205 | 109 | 4 | - | 1,743 | 1,192 | 1,513 | - | 6,752 |
| - | 29 | - | - | - | 121 | 8 | 3 | 7 | 489 |
| - | - | - | 50 | - | 1,201 | - | - | - | 1,251 |
| - | - | - | - | - | - | 88 | - | - | 88 |
| - | - | - | 11 | - | 106 | - | 21 | - | 190 |
| 1,073 | 335 | 1,020 | 1,493 | 112 | 27,100 | 2,932 | 1,537 | 14,942 | 93,015 |
| - | 335 | - | - | - | - | - | - | - | 986 |
| - | - | - | - | - | - | - | - | - | 75 |
| - | - | - | - | - | - | 2,856 | 1,121 | - | 3,977 |
| - | - | - | - | 122 | - | - | - | 14,942 | 15,430 |
| - | - | - | - | - | 42,681 | - | - | - | 42,681 |
| 653 | - | - | 5,146 | - | - | - | - | - | 40,454 |
| - | - | - | 141 | - | 15 | 63 | - | - | 2,167 |
| 653 | 335 | - | 5,287 | 122 | 42,696 | 2,919 | 1,121 | 14,942 | 105,770 |
| 420 | - | 1,020 | (3,794) | (10) | (15,596) | 13 | 416 | - | (12,755) |
| - | - | - | - | - | - | - | - | - | 204 |
| - | - | - | 4,679 | 10 | 16,849 | - | - | - | 22,637 |
| - | - | (1,020) | - | - | - | - | - | - | (6,366) |
| - | - | (1,020) | 4,679 | 10 | 16,849 | - | - | - | 16,475 |
| 420 | - | - | 885 | - | 1,253 | 13 | 416 | - | 3,720 |
| 328 | 300 | - | 3,520 | - | 2,665 | 680 | 220 | 320 | 24,803 |
| $ 748 | $ 300 | $ - | $ 4,405 | $ - | $ 3,918 | $ 693 | $ 636 | $ 320 | $ 28,523 |

MULTNOMAH COUNTY, OREGON
Strategic Investment Program Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
For the Year Ended June 30, 2004
(amounts expressed in thousands)

| | Budgeted Amounts | | Actual Amounts | Variance with Final Budget Favorable (Unfavorable) |
|---|---|---|---|---|
| | Original | Final | | |
| **REVENUES** | | | | |
| Taxes | $ - | $ 1,409 | $ 1,038 | $ (371) |
| Other: | | | | |
| Miscellaneous | 1,409 | - | 9 | 9 |
| Total revenues | 1,409 | 1,409 | 1,047 | (362) |
| **EXPENDITURES** | | | | |
| Business and community services | 1,874 | 1,874 | 645 | 1,229 |
| School and community | 249 | 249 | 75 | 174 |
| Total expenditures | 2,123 | 2,123 | 720 | 1,403 |
| Excess (deficiency) of revenues over (under) expenditures | (714) | (714) | 327 | 1,041 |
| **OTHER FINANCING USES** | | | | |
| Transfers out | (690) | (690) | (605) | 85 |
| Net change in fund balances | (1,404) | (1,404) | (278) | 1,126 |
| Fund balances - beginning | 1,404 | 1,404 | 1,656 | 252 |
| Fund balances - ending | $ - | $ - | $ 1,378 | $ 1,378 |

MULTNOMAH COUNTY, OREGON
Road Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
For the Year Ended June 30, 2004
(amounts expressed in thousands)

| | Budgeted Amounts | | Actual Amounts | Variance with Final Budget Favorable (Unfavorable) |
|---|---|---|---|---|
| | Original | Final | | |
| **REVENUES** | | | | |
| Taxes: | | | | |
| Gasoline | $ 7,700 | $ 7,700 | $ 7,011 | $ (689) |
| Forest reserve yield | 601 | 601 | 616 | 15 |
| Intergovernmental | 27,822 | 28,940 | 32,040 | 3,100 |
| Licenses and permits | 45 | 45 | 56 | 11 |
| Charges for services | 463 | 463 | 747 | 284 |
| Interest | 215 | 215 | 167 | (48) |
| Other: | | | | |
| Miscellaneous | 770 | 770 | 43 | (727) |
| Total revenues | 37,616 | 38,734 | 40,680 | 1,946 |
| **EXPENDITURES** | | | | |
| Business and community services | 39,077 | 39,240 | 36,609 | 2,631 |
| Nondepartmental | 242 | 242 | - | 242 |
| Total expenditures | 39,319 | 39,482 | 36,609 | 2,873 |
| Excess (deficiency) of revenues over (under) expenditures | (1,703) | (748) | 4,071 | 4,819 |
| **OTHER FINANCING USES** | | | | |
| Transfers out | (3,786) | (4,741) | (4,741) | - |
| Net change in fund balances | (5,489) | (5,489) | (670) | 4,819 |
| Fund balances - beginning | 5,489 | 5,489 | 5,292 | (197) |
| Fund balances - ending | $ - | $ - | $ 4,622 | $ 4,622 |

MULTNOMAH COUNTY, OREGON
**Emergency Communications Fund**
**Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual**
**For the Year Ended June 30, 2004**
**(amounts expressed in thousands)**

| | Budgeted Amounts | | | Variance with Final Budget Favorable |
|---|---|---|---|---|
| | Original | Final | Actual | (Unfavorable) |
| **REVENUES** | | | | |
| Intergovernmental | $ 273 | $ 273 | $ 207 | $ (66) |
| Interest | 9 | 9 | 1 | (8) |
| Total revenues | 282 | 282 | 208 | (74) |
| **EXPENDITURES** | | | | |
| Sheriff | 282 | 282 | 150 | 132 |
| Excess of revenues over expenditures | - | - | 58 | 58 |
| Fund balances - beginning | - | - | - | - |
| Fund balances - ending | $ - | $ - | $ 58 | $ 58 |

MULTNOMAH COUNTY, OREGON
**Bicycle Path Construction Fund**
**Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual**
**For the Year Ended June 30, 2004**
**(amounts expressed in thousands)**

| | Budgeted Amounts | | Actual | Variance with Final Budget Favorable |
|---|---|---|---|---|
| | Original | Final | Amounts | (Unfavorable) |
| **REVENUES** | | | | |
| Intergovernmental | $ 23 | $ 23 | $ - | $ (23) |
| Interest | 3 | 3 | 2 | (1) |
| Total revenues | 26 | 26 | 2 | (24) |
| **EXPENDITURES** | | | | |
| Business and community services | 279 | 279 | - | 279 |
| Excess (deficiency) of revenues over (under) expenditures | (253) | (253) | 2 | 255 |
| **OTHER FINANCING SOURCES** | | | | |
| Transfers in | 52 | 52 | 62 | 10 |
| Net change in fund balances | (201) | (201) | 64 | 265 |
| Fund balances - beginning | 201 | 201 | 213 | 12 |
| Fund balances - ending | $ - | $ - | $ 277 | $ 277 |

MULTNOMAH COUNTY, OREGON
County School Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
For the Year Ended June 30, 2004
(amounts expressed in thousands)

| | Budgeted Amounts | | Actual | Variance with Final Budget Favorable |
|---|---|---|---|---|
| | Original | Final | Amounts | (Unfavorable) |
| **REVENUES** | | | | |
| Taxes: | | | | |
| Forest reserve yield | $ 210 | $ 210 | $ 205 | $ (5) |
| Intergovernmental | - | - | 11 | 11 |
| Interest | 2 | 2 | - | (2) |
| Total revenues | 212 | 212 | 216 | 4 |
| **EXPENDITURES** | | | | |
| Nondepartmental | 226 | 226 | 216 | 10 |
| Deficiency of revenues under expenditures | (14) | (14) | - | 14 |
| Fund balances - beginning | 14 | 14 | - | (14) |
| Fund balances - ending | $ - | $ - | $ - | $ - |

MULTNOMAH COUNTY, OREGON
General Reserve Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
For the Year Ended June 30, 2004
(amounts expressed in thousands)

| | Budgeted Amounts | | Actual Amounts | Variance with Final Budget Favorable (Unfavorable) |
|---|---|---|---|---|
| | Original | Final | | |
| **REVENUES** | | | | |
| Charges for services | $ - | $ - | $ 167 | $ 167 |
| Interest | 150 | 150 | 151 | 1 |
| Total revenues | 150 | 150 | 318 | 168 |
| **EXPENDITURES** | | | | |
| Nondepartmental | 10,587 | 10,587 | - | 10,587 |
| Excess (deficiency) of revenues over (under) expenditures | (10,437) | (10,437) | 318 | 10,755 |
| **OTHER FINANCING SOURCES** | | | | |
| Proceeds from sale of capital assets | - | - | 204 | 204 |
| Transfers in | 1,037 | 1,037 | 1,037 | - |
| Total other financing sources | 1,037 | 1,037 | 1,241 | 204 |
| Net change in fund balances | (9,400) | (9,400) | 1,559 | 10,959 |
| Fund balances - beginning | 9,400 | 9,400 | 9,609 | 209 |
| Fund balances - ending | $ - | $ - | $ 11,168 | $ 11,168 |

MULTNOMAH COUNTY, OREGON
Land Corner Preservation Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
For the Year Ended June 30, 2004
(amounts expressed in thousands)

| | Budgeted Amounts | | Actual | Variance with Final Budget Favorable |
|---|---|---|---|---|
| | Original | Final | Amounts | (Unfavorable) |
| **REVENUES** | | | | |
| Licenses and permits | $ - | $ - | $ 1 | $ 1 |
| Charges for services | 850 | 850 | 1,072 | 222 |
| Total revenues | 850 | 850 | 1,073 | 223 |
| **EXPENDITURES** | | | | |
| Business and community services | 854 | 854 | 653 | 201 |
| Nondepartmental | 271 | 271 | - | 271 |
| Total expenditures | 1,125 | 1,125 | 653 | 472 |
| Excess (deficiency) of revenues over (under) expenditures | (275) | (275) | 420 | 695 |
| Fund balances - beginning | 275 | 275 | 328 | 53 |
| Fund balances - ending | $ - | $ - | $ 748 | $ 748 |

MULTNOMAH COUNTY, OREGON
Tax Title Land Sales Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
For the Year Ended June 30, 2004
(amounts expressed in thousands)

| | Budgeted Amounts | | Actual Amounts | Variance with Final Budget Favorable (Unfavorable) |
|---|---|---|---|---|
| | Original | Final | | |
| **REVENUES** | | | | |
| Taxes - Sales on foreclosures | $ 348 | $ 348 | $ 101 | $ (247) |
| Charges for services | 2 | 2 | 205 | 203 |
| Interest | 30 | 30 | 29 | (1) |
| Total revenues | 380 | 380 | 335 | (45) |
| **EXPENDITURES** | | | | |
| Business and community services | 678 | 678 | 334 | 344 |
| Nondepartmental | 2 | 2 | 1 | 1 |
| Total expenditures | 680 | 680 | 335 | 345 |
| Deficiency of revenues under expenditures | (300) | (300) | - | 300 |
| Fund balances - beginning | 300 | 300 | 300 | - |
| Fund balances - ending | $ - | $ - | $ 300 | $ 300 |

MULTNOMAH COUNTY, OREGON
Animal Control Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
For the Year Ended June 30, 2004
(amounts expressed in thousands)

| | Budgeted Amounts | | Actual | Variance with Final Budget Favorable |
|---|---|---|---|---|
| | Original | Final | Amounts | (Unfavorable) |
| **REVENUES** | | | | |
| Intergovernmental | $ - | $ - | $ 100 | $ 100 |
| Licenses and permits | 854 | 854 | 811 | (43) |
| Charges for services | 273 | 273 | 109 | (164) |
| Miscellaneous | 60 | 60 | - | (60) |
| Total revenues | 1,187 | 1,187 | 1,020 | (167) |
| **OTHER FINANCING USES** | | | | |
| Transfers out | (1,187) | (1,187) | (1,020) | 167 |
| Net change in fund balances | - | - | - | - |
| Fund balances - beginning | - | - | - | - |
| Fund balances - ending | $ - | $ - | $ - | $ - |

MULTNOMAH COUNTY, OREGON
Willamette River Bridges Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
For the Year Ended June 30, 2004
(amounts expressed in thousands)

| | Budgeted Amounts | | Actual Amounts | Variance with Final Budget Favorable (Unfavorable) |
|---|---|---|---|---|
| | Original | Final | | |
| **REVENUES** | | | | |
| Intergovernmental | $ 1,550 | $ 1,550 | $ 1,428 | $ (122) |
| Charges for services | - | - | 4 | 4 |
| Other: | | | | |
| Grants and contributions | - | - | 50 | 50 |
| Miscellaneous | 175 | 175 | 11 | (164) |
| Total revenues | 1,725 | 1,725 | 1,493 | (232) |
| **EXPENDITURES** | | | | |
| Business and community services | 8,562 | 8,562 | 5,287 | 3,275 |
| Nondepartmental | 11 | 11 | - | 11 |
| Total expenditures | 8,573 | 8,573 | 5,287 | 3,286 |
| Deficiency of revenues under expenditures | (6,848) | (6,848) | (3,794) | 3,054 |
| **OTHER FINANCING SOURCES** | | | | |
| Transfers in | 3,734 | 3,734 | 4,679 | 945 |
| Net change in fund balances | (3,114) | (3,114) | 885 | 3,999 |
| Fund balances - beginning | 3,114 | 3,114 | 3,520 | 406 |
| Fund balances - ending | $ - | $ - | $ 4,405 | $ 4,405 |

MULTNOMAH COUNTY, OREGON
Recreation Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
For the Year Ended June 30, 2004
(amounts expressed in thousands)

| | Budgeted Amounts | | Actual | Variance with Final Budget Favorable |
|---|---|---|---|---|
| | Original | Final | Amounts | (Unfavorable) |
| **REVENUES** | | | | |
| Taxes - Gasoline | $ 116 | $ 116 | $ 112 | $ (4) |
| **EXPENDITURES** | | | | |
| Business and community services | 126 | 126 | 122 | 4 |
| Deficiency of revenues under expenditures | (10) | (10) | (10) | - |
| **OTHER FINANCING SOURCES** | | | | |
| Transfers in | 10 | 10 | 10 | - |
| Net change in fund balances | - | - | - | - |
| Fund balances - beginning | - | - | - | - |
| Fund balances - ending | $ - | $ - | $ - | $ - |

MULTNOMAH COUNTY, OREGON
Library Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
For the Year Ended June 30, 2004
(amounts expressed in thousands)

| | Budgeted Amounts | | Actual | Variance with Final Budget Favorable |
|---|---|---|---|---|
| | Original | Final | Amounts | (Unfavorable) |
| **REVENUES** | | | | |
| Taxes - property | $ 24,141 | $ 24,141 | $ 22,985 | $ (1,156) |
| Intergovernmental | 903 | 903 | 854 | (49) |
| Licenses and permits | 95 | 95 | 90 | (5) |
| Charges for services | 2,416 | 2,416 | 1,743 | (673) |
| Interest | 100 | 100 | 121 | 21 |
| Other: | | | | |
| Grants and contributions | - | - | 1,201 | 1,201 |
| Miscellaneous | 140 | 140 | 106 | (34) |
| Total revenues | 27,795 | 27,795 | 27,100 | (695) |
| **EXPENDITURES** | | | | |
| Library | 45,637 | 45,644 | 42,696 | 2,948 |
| Deficiency of revenues under expenditures | (17,842) | (17,849) | (15,596) | 2,253 |
| **OTHER FINANCING SOURCES** | | | | |
| Transfers in | 16,842 | 16,849 | 16,849 | - |
| Net change in fund balances | (1,000) | (1,000) | 1,253 | 2,253 |
| Fund balances - beginning | 1,000 | 1,000 | 2,665 | 1,665 |
| Fund balances - ending | $ - | $ - | $ 3,918 | $ 3,918 |

MULTNOMAH COUNTY, OREGON
Justice Services Special Operations Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
For the Year Ended June 30, 2004
(amounts expressed in thousands)

| | Budgeted Amounts | | Actual Amounts | Variance with Final Budget Favorable (Unfavorable) |
|---|---|---|---|---|
| | Original | Final | | |
| **REVENUES** | | | | |
| Intergovernmental | $ 776 | $ 946 | $ 27 | $ (919) |
| Licenses and permits | 1,455 | 1,469 | 1,617 | 148 |
| Charges for services | 226 | 226 | 1,192 | 966 |
| Interest | 5 | 5 | 8 | 3 |
| Other: | | | | |
| Service reimbursements | - | 83 | 88 | 5 |
| Total revenues | 2,462 | 2,729 | 2,932 | 203 |
| **EXPENDITURES** | | | | |
| Community justice services | 950 | 950 | 836 | 114 |
| District attorney | 323 | 323 | 205 | 118 |
| Sheriff | 1,665 | 1,932 | 1,878 | 54 |
| Nondepartmental | 2 | 2 | - | 2 |
| Total expenditures | 2,940 | 3,207 | 2,919 | 288 |
| Excess (deficiency) of revenues over (under) expenditures | (478) | (478) | 13 | 491 |
| Fund balances - beginning | 478 | 478 | 680 | 202 |
| Fund balances - ending | $ - | $ - | $ 693 | $ 693 |

MULTNOMAH COUNTY, OREGON
Inmate Welfare Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
For the Year Ended June 30, 2004
(amounts expressed in thousands)

| | Budgeted Amounts | | Actual Amounts | Variance with Final Budget Favorable (Unfavorable) |
|---|---|---|---|---|
| | Original | Final | | |
| **REVENUES** | | | | |
| Charges for services | $ 1,096 | $ 1,096 | $ 1,513 | $ 417 |
| Interest | 1 | 1 | 3 | 2 |
| Other: | | | | |
| Miscellaneous | 24 | 24 | 21 | (3) |
| Total revenues | 1,121 | 1,121 | 1,537 | 416 |
| **EXPENDITURES** | | | | |
| Community justice services | 19 | 19 | 12 | 7 |
| Sheriff | 1,112 | 1,112 | 1,109 | 3 |
| Total expenditures | 1,131 | 1,131 | 1,121 | 10 |
| Excess (deficiency) of revenues over (under) expenditures | (10) | (10) | 416 | 426 |
| Fund balances - beginning | 10 | 10 | 220 | 210 |
| Fund balances - ending | $ - | $ - | $ 636 | $ 636 |

MULTNOMAH COUNTY, OREGON
Special Excise Tax Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
For the Year Ended June 30, 2004
(amounts expressed in thousands)

| | Budgeted Amounts | | Actual | Variance with Final Budget Favorable |
|---|---|---|---|---|
| | Original | Final | Amounts | (Unfavorable) |
| **REVENUES** | | | | |
| Taxes | $ 16,665 | $ 16,665 | $ 14,935 | $ (1,730) |
| Interest | 15 | 15 | 7 | (8) |
| Total revenues | 16,680 | 16,680 | 14,942 | (1,738) |
| **EXPENDITURES** | | | | |
| Nondepartmental | 18,680 | 18,680 | 14,942 | 3,738 |
| Deficiency of revenues under expenditures | (2,000) | (2,000) | - | 2,000 |
| Fund balances - beginning | 2,000 | 2,000 | 320 | (1,680) |
| Fund balances - ending | $ - | $ - | $ 320 | $ 320 |

# NONMAJOR DEBT SERVICE FUNDS

These funds account for the retirement of general obligation bonds, certificates of participation (capitalized leases) and other lease-purchase arrangements. The modified accrual basis of accounting is used. Funds included are:

- **Capital Debt Retirement Fund** – accounts for lease-purchase and full faith and credit principal and interest payments for buildings and major pieces of equipment acquired by the issuance of certificates of participation, lease-purchase arrangements and full faith and credit bonds. Revenues consist of certificates of participation proceeds, bond proceeds, service reimbursements and cash transfers from other County funds.

- **General Obligation Bond Fund** – accounts for payment of principal and interest on general obligation bonds. Revenue is derived from property taxes and interest.

- **PERS Pension Bond Fund** – accounts for payment of principal and interest payments on pension obligation bonds that were issued to fund the County's PERS unfunded liability. Revenues consist of charges to departments and interest.

- **Revenue Bond Fund** – accounts for payment of principal and interest on bonds to be issued to construct various facilities. The revenues are derived from the lease payments on the facilities and interest.

MULTNOMAH COUNTY, OREGON
Combining Balance Sheet
Nonmajor Debt Service Funds
June 30, 2004
(amounts expressed in thousands)

| | Capital Debt Retirement | General Obligation Bond | PERS Pension Bond | Revenue Bond | Total |
|---|---|---|---|---|---|
| **ASSETS** | | | | | |
| Cash and investments | $ 388 | $ 8,634 | $ 8,164 | $ 2,415 | $ 19,601 |
| Receivables: | | | | | |
| Taxes | - | 500 | - | - | 500 |
| Accounts | - | - | - | 305 | 305 |
| Contracts | - | - | - | 5,740 | 5,740 |
| Total assets | $ 388 | $ 9,134 | $ 8,164 | $ 8,460 | $ 26,146 |
| **LIABILITIES** | | | | | |
| Deferred revenue | - | 418 | - | 5,740 | 6,158 |
| Total liabilities | - | 418 | - | 5,740 | 6,158 |
| **FUND BALANCES** | | | | | |
| Reserved for debt service | 388 | 8,716 | 8,164 | 2,720 | 19,988 |
| Total liabilities and fund balances | $ 388 | $ 9,134 | $ 8,164 | $ 8,460 | $ 26,146 |

MULTNOMAH COUNTY, OREGON
Combining Statement of Revenues, Expenditures, and Changes in Fund Balances
Nonmajor Debt Service Funds
For the Year Ended June 30, 2004
(amounts expressed in thousands)

| | Capital Debt Retirement | General Obligation Bond | PERS Pension Bond | Revenue Bond | Total |
|---|---|---|---|---|---|
| **REVENUES** | | | | | |
| Taxes | $ - | $ 7,453 | $ - | $ - | $ 7,453 |
| Charges for services | - | - | - | 464 | 464 |
| Interest | - | 126 | 81 | 27 | 234 |
| Other - service reimbursements | 12,860 | - | 17,390 | - | 30,250 |
| Total revenues | 12,860 | 7,579 | 17,471 | 491 | 38,401 |
| **EXPENDITURES** | | | | | |
| Current: | | | | | |
| General government | 9 | - | 52 | 5 | 66 |
| Debt service: | | | | | |
| Principal | 17,759 | 5,165 | 1,790 | 465 | 25,179 |
| Interest | 6,171 | 4,033 | 8,284 | 357 | 18,845 |
| Total expenditures | 23,939 | 9,198 | 10,126 | 827 | 44,090 |
| Excess (deficiency) of revenues over (under) expenditures | (11,079) | (1,619) | 7,345 | (336) | (5,689) |
| **OTHER FINANCING SOURCES** | | | | | |
| Transfers in | - | - | - | 64 | 64 |
| Total other financing sources | - | - | - | 64 | 64 |
| Net change in fund balances | (11,079) | (1,619) | 7,345 | (272) | (5,625) |
| Fund balances - beginning | 11,467 | 10,335 | 819 | 2,992 | 25,613 |
| Fund balances - ending | $ 388 | $ 8,716 | $ 8,164 | $ 2,720 | $ 19,988 |

MULTNOMAH COUNTY, OREGON
Capital Debt Retirement Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
For the Year Ended June 30, 2004
(amounts expressed in thousands)

| | Budgeted Amounts | | Actual Amounts | Variance with Final Budget Favorable (Unfavorable) |
|---|---|---|---|---|
| | Original | Final | | |
| **REVENUES** | | | | |
| Interest | $ 150 | $ 150 | $ - | $ (150) |
| Other - service reimbursements | 11,643 | 11,643 | 12,860 | 1,217 |
| Total revenues | 11,793 | 11,793 | 12,860 | 1,067 |
| **EXPENDITURES** | | | | |
| Nondepartmental | 25,638 | 25,638 | 23,939 | 1,699 |
| Deficiency of revenues under expenditures | (13,845) | (13,845) | (11,079) | 2,766 |
| **OTHER FINANCING SOURCES** | | | | |
| Transfers in | 1,445 | 1,445 | - | (1,445) |
| Total other financing sources | 1,445 | 1,445 | - | (1,445) |
| Net change in fund balances | (12,400) | (12,400) | (11,079) | 1,321 |
| Fund balances - beginning | 12,400 | 12,400 | 11,467 | (933) |
| Fund balances - ending | $ - | $ - | $ 388 | $ 388 |

MULTNOMAH COUNTY, OREGON
General Obligation Bond Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
For the Year Ended June 30, 2004
(amounts expressed in thousands)

| | Budgeted Amounts | | Actual | Variance with Final Budget Favorable |
|---|---|---|---|---|
| | Original | Final | Amounts | (Unfavorable) |
| **REVENUES** | | | | |
| Taxes: | | | | |
| Property: | | | | |
| Current year | $ 7,081 | $ 7,081 | $ 7,139 | $ 58 |
| Prior years' | 99 | 99 | 269 | 170 |
| Penalties and interest | - | - | 45 | 45 |
| Interest | 127 | 127 | 126 | (1) |
| Total revenues | 7,307 | 7,307 | 7,579 | 272 |
| **EXPENDITURES** | | | | |
| Nondepartmental | 16,441 | 16,441 | 9,198 | 7,243 |
| Deficiency of revenues under expenditures | (9,134) | (9,134) | (1,619) | 7,515 |
| Fund balances - beginning | 9,134 | 9,134 | 10,335 | 1,201 |
| Fund balances - ending | $ - | $ - | $ 8,716 | $ 8,716 |

MULTNOMAH COUNTY, OREGON
PERS Pension Bond Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
For the Year Ended June 30, 2004
(amounts expressed in thousands)

| | Budgeted Amounts | | Actual Amounts | Variance with Final Budget Favorable (Unfavorable) |
|---|---|---|---|---|
| | Original | Final | | |
| **REVENUES** | | | | |
| Interest | $ 110 | $ 110 | $ 81 | $ (29) |
| Other - service reimbursements | 10,189 | 15,734 | 17,390 | 1,656 |
| Total revenues | 10,299 | 15,844 | 17,471 | 1,627 |
| **EXPENDITURES** | | | | |
| Nondepartmental | 11,999 | 17,544 | 10,126 | 7,418 |
| Excess (deficiency) of revenues over (under) expenditures | (1,700) | (1,700) | 7,345 | 9,045 |
| Fund balances - beginning | 1,700 | 1,700 | 819 | (881) |
| Fund balances - ending | $ - | $ - | $ 8,164 | $ 8,164 |

MULTNOMAH COUNTY, OREGON
Revenue Bond Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
For the Year Ended June 30, 2004
(amounts expressed in thousands)

| | Budgeted Amounts | | Actual Amounts | Variance with Final Budget Favorable (Unfavorable) |
|---|---|---|---|---|
| | Original | Final | | |
| **REVENUES** | | | | |
| Charges for services | $ 458 | $ 458 | $ 464 | $ 6 |
| Interest | 55 | 55 | 27 | (28) |
| Total revenues | 513 | 513 | 491 | (22) |
| **EXPENDITURES** | | | | |
| Nondepartmental | 3,515 | 3,515 | 827 | 2,688 |
| Deficiency of revenues under expenditures | (3,002) | (3,002) | (336) | 2,666 |
| **OTHER FINANCING SOURCES** | | | | |
| Transfers in | 64 | 64 | 64 | - |
| Net change in fund balances | (2,938) | (2,938) | (272) | 2,666 |
| Fund balances - beginning | 2,938 | 2,938 | 2,992 | 54 |
| Fund balances - ending | $ - | $ - | $ 2,720 | $ 2,720 |

# CAPITAL PROJECTS FUNDS

These funds account for expenditures on major construction projects, proceeds from certificates of participation issued to finance capital acquisitions, proceeds from the sale of County property, revenue bond proceeds and library and public safety general obligation bond proceeds. The modified accrual basis of accounting is used to record revenues and expenditures. Funds included are:

- **SB1145 Fund** - accounts for State revenue to build jail beds to house convicted felons with sentences less than twelve months.
- **Building Project Fund** - accounts for purchases and construction of capital acquisition by entering into lease/purchase agreements.
- **Library Construction Fund / 1996 Bonds** - accounts for the renovation of branch libraries and upgrades to Library computer systems and linkages.
- **Capital Improvement Fund** - accounts for the proceeds from the sale of County property and expenditures made to improve County property.
- **Capital Acquisition Fund** - accounts for purchase of personal computers and capital purchases with economic payoffs of less than five years.
- **Asset Preservation Fund** – accounts for the expenditures for building scheduled maintenance projects such as boiler replacement, carpet replacement, roof replacement, etc. Resources are derived from an asset preservation fee that is part of the facilities charges assessed to building tenants.
- **Library Property Fund** – accounts for the proceeds on sales of certain library branch properties and other related library transactions.
- **Justice Bond Project Fund (Major Fund)** – accounts for projects to expand Inverness Jail, construct new jail facilities, upgrade other jail facilities and pay for data processing linkages in the Corrections system.

(This page intentionally left blank.)

**MULTNOMAH COUNTY, OREGON**
**Combining Balance Sheet**
**Nonmajor Capital Projects Funds**
**June 30, 2004**
**(amounts expressed in thousands)**

| | SB 1145 | Building Project | Library Construction / 1996 Bonds | Capital Improvement |
|---|---|---|---|---|
| **ASSETS** | | | | |
| Cash and investments | $ 31 | $ 934 | $ 1,457 | $ 6,121 |
| Receivables: | | | | |
| Accounts | 1,069 | - | 181 | 401 |
| Contracts | - | - | - | 1,363 |
| Due from other funds | - | - | - | - |
| Total assets | $ 1,100 | $ 934 | $ 1,638 | $ 7,885 |
| **LIABILITIES** | | | | |
| Accounts payable | $ - | $ 250 | $ 15 | $ 420 |
| Due to other funds | 1,100 | 1,375 | - | - |
| Deferred revenue | - | - | - | 1,700 |
| Total liabilities | 1,100 | 1,625 | 15 | 2,120 |
| **FUND BALANCES** | | | | |
| Reserved for capital projects | - | (691) | 1,623 | 5,765 |
| Total liabilities and fund balances | $ 1,100 | $ 934 | $ 1,638 | $ 7,885 |

| Capital Acquisition | Asset Preservation | Library Property | Total |
|---|---|---|---|
| $ 2,148 | $ 3,036 | $ - | $ 13,727 |
| 37 | - | - | 1,688 |
| 941 | - | - | 2,304 |
| - | 1,100 | - | 1,100 |
| $ 3,126 | $ 4,136 | $ - | $ 18,819 |
| $ 10 | $ 326 | $ - | $ 1,021 |
| - | - | - | 2,475 |
| 941 | - | - | 2,641 |
| 951 | 326 | - | 6,137 |
| 2,175 | 3,810 | - | 12,682 |
| $ 3,126 | $ 4,136 | $ - | $ 18,819 |

MULTNOMAH COUNTY, OREGON
Combining Statement of Revenues, Expenditures, and Changes in Fund Balances
Nonmajor Capital Projects Funds
For the Year Ended June 30, 2004
(amounts expressed in thousands)

| | SB 1145 | Building Project | Library Construction / 1996 Bonds | Capital Improvement |
|---|---|---|---|---|
| **REVENUES** | | | | |
| Intergovernmental | $ 3,858 | $ - | $ - | $ - |
| Charges for services | - | - | - | 228 |
| Interest | - | 13 | 30 | 121 |
| Other: | | | | |
| Grants and contributions | - | - | - | 297 |
| Service reimbursements | - | - | - | - |
| Miscellaneous | - | 32 | 2 | - |
| Total revenues | 3,858 | 45 | 32 | 646 |
| **EXPENDITURES** | | | | |
| Current: | | | | |
| General government | - | - | - | 1,605 |
| Public safety and justice | 6,868 | - | - | - |
| Community services | - | 1,019 | - | - |
| Library services | - | - | 60 | - |
| Capital outlay | - | 2,077 | 784 | 3,366 |
| Total expenditures | 6,868 | 3,096 | 844 | 4,971 |
| Excess (deficiency) of revenues over (under) expenditures | (3,010) | (3,051) | (812) | (4,325) |
| **OTHER FINANCING SOURCES (USES)** | | | | |
| Proceeds from sale of capital assets | - | - | - | 220 |
| Transfers in | - | - | - | 2,032 |
| Transfers out | (4,850) | - | - | - |
| Total other financing sources (uses) | (4,850) | - | - | 2,252 |
| Net change in fund balances | (7,860) | (3,051) | (812) | (2,073) |
| Fund balances - beginning | 7,860 | 2,360 | 2,435 | 7,838 |
| Fund balances - ending | $ - | $ (691) | $ 1,623 | $ 5,765 |

| Capital Acquisition | Asset Preservation | Library Property | Total |
|---|---|---|---|
| $ - | $ - | $ - | $ 3,858 |
| 37 | 5 | 209 | 479 |
| 27 | 71 | 3 | 265 |
| - | - | - | 297 |
| 2,907 | - | - | 2,907 |
| - | - | - | 34 |
| 2,971 | 76 | 212 | 7,840 |
| 2,461 | - | - | 4,066 |
| - | - | - | 6,868 |
| - | 447 | - | 1,466 |
| - | - | 12 | 72 |
| 40 | 1,405 | 873 | 8,545 |
| 2,501 | 1,852 | 885 | 21,017 |
| 470 | (1,776) | (673) | (13,177) |
| - | - | - | 220 |
| - | 1,433 | - | 3,465 |
| - | - | - | (4,850) |
| - | 1,433 | - | (1,165) |
| 470 | (343) | (673) | (14,342) |
| 1,705 | 4,153 | 673 | 27,024 |
| $ 2,175 | $ 3,810 | $ - | $ 12,682 |

MULTNOMAH COUNTY, OREGON
SB 1145 Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
For the Year Ended June 30, 2004
(amounts expressed in thousands)

| | Budgeted Amounts | | Actual | Variance with Final Budget Favorable |
|---|---|---|---|---|
| | Original | Final | Amounts | (Unfavorable) |
| **REVENUES** | | | | |
| Intergovernmental - State | $ 6,870 | $ 6,870 | $ 3,858 | $ (3,012) |
| Interest | 50 | 50 | - | (50) |
| Total revenues | 6,920 | 6,920 | 3,858 | (3,062) |
| **EXPENDITURES** | | | | |
| Sheriff | 6,870 | 6,870 | 6,868 | 2 |
| Nondepartmental | 50 | 50 | - | 50 |
| Total expenditures | 6,920 | 6,920 | 6,868 | 52 |
| Deficiency of revenues under expenditures | - | - | (3,010) | (3,010) |
| **OTHER FINANCING USES** | | | | |
| Transfers out | (4,850) | (4,850) | (4,850) | - |
| Net change in fund balances | (4,850) | (4,850) | (7,860) | (3,010) |
| Fund balances - beginning | 4,850 | 4,850 | 7,860 | 3,010 |
| Fund balances - ending | $ - | $ - | $ - | $ - |

MULTNOMAH COUNTY, OREGON
**Building Project Fund**
**Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual**
**For the Year Ended June 30, 2004**
**(amounts expressed in thousands)**

| | Budgeted Amounts | | Actual Amounts | Variance with Final Budget Favorable (Unfavorable) |
|---|---|---|---|---|
| | Original | Final | | |
| **REVENUES** | | | | |
| Interest | $ 15 | $ 15 | $ 13 | $ (2) |
| Other - miscellaneous | - | - | 32 | 32 |
| Total revenues | 15 | 15 | 45 | 30 |
| **EXPENDITURES** | | | | |
| Business and community services | 5,405 | 5,405 | 3,033 | 2,372 |
| Nondepartmental | 250 | 250 | 63 | 187 |
| Total expenditures | 5,655 | 5,655 | 3,096 | 2,559 |
| Deficiency of revenues under expenditures | (5,640) | (5,640) | (3,051) | (2,589) |
| **OTHER FINANCING SOURCES** | | | | |
| Financing proceeds | 1,600 | 1,600 | - | (1,600) |
| Net change in fund balances | (4,040) | (4,040) | (3,051) | 989 |
| Fund balances - beginning | 4,040 | 4,040 | 2,360 | (1,680) |
| Fund balances - ending | $ - | $ - | $ (691) | $ (691) |

MULTNOMAH COUNTY, OREGON
Library Construction / 1996 Bonds Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
For the Year Ended June 30, 2004
(amounts expressed in thousands)

| | Budgeted Amounts | | Actual Amounts | Variance with Final Budget Favorable (Unfavorable) |
|---|---|---|---|---|
| | Original | Final | | |
| **REVENUES** | | | | |
| Interest | $ 50 | $ 50 | $ 30 | $ (20) |
| Other - miscellaneous | - | - | 2 | 2 |
| Total revenues | 50 | 50 | 32 | (18) |
| **EXPENDITURES** | | | | |
| Library | 2,100 | 2,100 | 844 | 1,256 |
| Nondepartmental | 50 | 50 | - | 50 |
| Total expenditures | 2,150 | 2,150 | 844 | 1,306 |
| Deficiency of revenues under expenditures | (2,100) | (2,100) | (812) | 1,288 |
| Fund balances - beginning | 2,100 | 2,100 | 2,435 | 335 |
| Fund balances - ending | $ - | $ - | $ 1,623 | $ 1,623 |

MULTNOMAH COUNTY, OREGON
Capital Improvement Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
For the Year Ended June 30, 2004
(amounts expressed in thousands)

| | Budgeted Amounts | | Actual | Variance with Final Budget Favorable |
|---|---|---|---|---|
| | Original | Final | Amounts | (Unfavorable) |
| **REVENUES** | | | | |
| Charges for services | $ 800 | $ 800 | $ 228 | $ (572) |
| Interest | 28 | 28 | 121 | 93 |
| Other grants and contributions | - | - | 297 | 297 |
| Total revenues | 828 | 828 | 646 | (182) |
| **EXPENDITURES** | | | | |
| Business and community services | 12,993 | 12,993 | 4,948 | 8,045 |
| Nondepartmental | 23 | 23 | 23 | - |
| Total expenditures | 13,016 | 13,016 | 4,971 | 8,045 |
| Deficiency of revenues under expenditures | (12,188) | (12,188) | (4,325) | 7,863 |
| **OTHER FINANCING SOURCES** | | | | |
| Proceeds from sale of capital assets | - | - | 220 | 220 |
| Transfers in | 2,032 | 2,032 | 2,032 | - |
| Total other financing sources | 2,032 | 2,032 | 2,252 | 220 |
| Net change in fund balances | (10,156) | (10,156) | (2,073) | 8,083 |
| Fund balances - beginning | 10,156 | 10,156 | 7,838 | (2,318) |
| Fund balances - ending | $ - | $ - | $ 5,765 | $ 5,765 |

MULTNOMAH COUNTY, OREGON
Capital Acquisition Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
For the Year Ended June 30, 2004
(amounts expressed in thousands)

| | Budgeted Amounts | | Actual Amounts | Variance with Final Budget Favorable (Unfavorable) |
|---|---|---|---|---|
| | Original | Final | | |
| **REVENUES** | | | | |
| Charges for services | $ 31 | $ 31 | $ 37 | $ 6 |
| Interest | 95 | 95 | 27 | (68) |
| Other - Service reimbursements | 2,816 | 2,814 | 2,907 | 93 |
| Total revenues | 2,942 | 2,940 | 2,971 | 31 |
| **EXPENDITURES** | | | | |
| Nondepartmental | 241 | 241 | - | 241 |
| Business and community services | 5,349 | 5,347 | 2,501 | 2,846 |
| Total expenditures | 5,590 | 5,588 | 2,501 | 3,087 |
| Excess (deficiency) of revenues over (under) expenditures | (2,648) | (2,648) | 470 | 3,118 |
| Fund balances - beginning | 2,648 | 2,648 | 1,705 | (943) |
| Fund balances - ending | $ - | $ - | $ 2,175 | $ 2,175 |

MULTNOMAH COUNTY, OREGON
Asset Preservation Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
For the Year Ended June 30, 2004
(amounts expressed in thousands)

| | Budgeted Amounts | | Actual Amounts | Variance with Final Budget Favorable (Unfavorable) |
|---|---|---|---|---|
| | Original | Final | | |
| **REVENUES** | | | | |
| Charges for services | $ - | $ - | $ 5 | $ 5 |
| Interest | 15 | 15 | 71 | 56 |
| Total revenues | 15 | 15 | 76 | 61 |
| **EXPENDITURES** | | | | |
| Nondepartmental | 40 | 40 | 40 | - |
| Business and community services | 5,683 | 5,683 | 1,812 | 3,871 |
| Total expenditures | 5,723 | 5,723 | 1,852 | 3,871 |
| Deficiency of revenues under expenditures | (5,708) | (5,708) | (1,776) | 3,932 |
| **OTHER FINANCING SOURCES** | | | | |
| Transfers in | 1,433 | 1,433 | 1,433 | - |
| Net change in fund balances | (4,275) | (4,275) | (343) | 3,932 |
| Fund balances - beginning | 4,275 | 4,275 | 4,153 | (122) |
| Fund balances - ending | $ - | $ - | $ 3,810 | $ 3,810 |

MULTNOMAH COUNTY, OREGON
Library Property Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
For the Year Ended June 30, 2004
(amounts expressed in thousands)

| | Budgeted Amounts | | Actual | Variance with Final Budget Favorable |
|---|---|---|---|---|
| | Original | Final | Amounts | (Unfavorable) |
| **REVENUES** | | | | |
| Charges for services | $ - | $ - | $ 209 | $ 209 |
| Interest | - | - | 3 | 3 |
| Total revenues | - | - | 212 | 212 |
| **EXPENDITURES** | | | | |
| Library | 885 | 885 | 885 | - |
| Deficiency of revenues under expenditures | (885) | (885) | (673) | 212 |
| **OTHER FINANCING SOURCES** | | | | |
| Bond proceeds | 885 | 885 | - | (885) |
| Net change in fund balances | - | - | (673) | (673) |
| Fund balances - beginning | - | - | 673 | 673 |
| Fund balances - ending | $ - | $ - | $ - | $ - |

MULTNOMAH COUNTY, OREGON
Justice Bond Capital Project Fund (Major Fund)
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
For the Year Ended June 30, 2004
(amounts expressed in thousands)

| | Budgeted Amounts | | Actual | Variance with Final Budget Favorable |
|---|---|---|---|---|
| | Original | Final | Amounts | (Unfavorable) |
| **REVENUES** | | | | |
| Interest | $ 125 | $ 125 | $ 158 | $ 33 |
| Other: | | | | |
| Grants and contributions | - | - | 9 | 9 |
| Miscellaneous | - | - | 2 | 2 |
| Total revenues | 125 | 125 | 169 | 44 |
| **EXPENDITURES** | | | | |
| Business and community services | 7,702 | 7,702 | 2,512 | 5,190 |
| Sheriff | 18,876 | 18,876 | 6,948 | 11,928 |
| Nondepartmental | 300 | 300 | 124 | 176 |
| Total expenditures | 26,878 | 26,878 | 9,584 | 17,294 |
| Deficiency of revenues under expenditures | (26,753) | (26,753) | (9,415) | 17,338 |
| **OTHER FINANCING SOURCES** | | | | |
| Transfers in | 4,850 | 4,850 | 4,850 | - |
| Financing proceeds | 3,890 | 3,890 | - | (3,890) |
| Total other financing sources | 8,740 | 8,740 | 4,850 | (3,890) |
| Net change in fund balances | (18,013) | (18,013) | (4,565) | 13,448 |
| Fund balances - beginning | 18,013 | 18,013 | 9,971 | (8,042) |
| Fund balances - ending | $ - | $ - | $ 5,406 | $ 5,406 |

**(This page intentionally left blank.)**

# ENTERPRISE FUNDS

The County's Enterprise Funds are listed below.

- **Dunthorpe-Riverdale Service District No. 1 Fund** - accounts for the operation of the sanitary sewer system in southwest unincorporated Multnomah County. (A blended component unit of Multnomah County.)

- **Mid County Service District No. 14 Fund** - accounts for the operation of street lights throughout unincorporated Multnomah County. (A blended component unit of Multnomah County.)

- **Behavioral Health Managed Care Fund** - accounts for all financial activity associated with the State required behavioral health capitated services.

(This page intentionally left blank.)

MULTNOMAH COUNTY, OREGON
Dunthorpe-Riverdale Service District No. 1 Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
For the Year Ended June 30, 2004
(amounts expressed in thousands)

| | Budgeted Amounts | | Actual Amounts | Variance with Final Budget Favorable (Unfavorable) |
|---|---|---|---|---|
| | Original | Final | | |
| **REVENUES** | | | | |
| Assessments - sewer: | | | | |
| Current | $ 317 | $ 317 | $ 325 | $ 8 |
| Prior | - | - | 6 | 6 |
| Charges for services | 5 | 5 | 12 | 7 |
| Interest | 13 | 13 | 6 | (7) |
| Total revenues | 335 | 335 | 349 | 14 |
| **EXPENDITURES** | | | | |
| Business and community services | 624 | 624 | 447 | 177 |
| Nondepartmental | 61 | 61 | - | 61 |
| Total expenditures | 685 | 685 | 447 | 238 |
| Deficiency of revenues under expenditures | (350) | (350) | (98) | 252 |
| Fund balances - beginning | 350 | 350 | 337 | (13) |
| Fund balances - ending | $ - | $ - | $ 239 | $ 239 |

MULTNOMAH COUNTY, OREGON
Dunthorpe Riverdale Service District No. 1 Fund
Reconciliation of Budgetary Revenues and Expenditures to Proprietary Revenues and Expenses
For the Year Ended June 30, 2004
(amounts expressed in thousands)

| | Revenues | Expenditures |
|---|---|---|
| Dunthorpe Riverdale Operating Fund | $ 349 | $ 447 |
| Deferred revenue current year | 13 | - |
| Deferred revenue prior year | (12) | - |
| Depreciation expense | - | 42 |
| Capital outlay | - | (132) |
| Capitalized expense | - | (2) |
| Uncollectible prior year | - | (2) |
| Uncollectible current year | - | 2 |
| Revenues and expenses - page 35 | $ 350 | $ 355 |

MULTNOMAH COUNTY, OREGON
Mid County Service District No. 14 Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
For the Year Ended June 30, 2004
(amounts expressed in thousands)

| | Budgeted Amounts | | Actual Amounts | Variance with Final Budget Favorable (Unfavorable) |
|---|---|---|---|---|
| | Original | Final | | |
| **REVENUES** | | | | |
| Assessments - street lighting: | | | | |
| Current year | $ 203 | $ 203 | $ 230 | $ 27 |
| Prior year | - | - | 6 | 6 |
| Interest | 22 | 22 | 10 | (12) |
| Total revenues | 225 | 225 | 246 | 21 |
| **EXPENDITURES** | | | | |
| Business and community services | 713 | 713 | 638 | 75 |
| Nondepartmental | 207 | 207 | - | 207 |
| Total expenditures | 920 | 920 | 638 | 282 |
| Deficiency of revenues under expenditures | (695) | (695) | (392) | 303 |
| Fund balances - beginning | 695 | 695 | 824 | 129 |
| Fund balances - ending | $ - | $ - | $ 432 | $ 432 |

MULTNOMAH COUNTY, OREGON
Mid County Service District No. 14 Fund
Reconciliation of Budgetary Revenues and Expenditures to Proprietary Revenues and Expenses
For the Year Ended June 30, 2004
(amounts expressed in thousands)

| | Revenues | Expenditures |
|---|---|---|
| Mid County Operating Fund | $ 246 | $ 638 |
| Deferred revenue current year | 11 | - |
| Deferred revenue prior year | (12) | - |
| Depreciation expense | - | 158 |
| Capitalized expense | - | (296) |
| Loss on disposal of capital assets | - | 224 |
| Uncollectible prior year | - | (3) |
| Uncollectible current year | - | 2 |
| Revenues and expenses - page 35 | $ 245 | $ 723 |

MULTNOMAH COUNTY, OREGON
Behavioral Health Managed Care Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
For the Year Ended June 30, 2004
(amounts expressed in thousands)

| | Budgeted Amounts | | Actual Amounts | Variance with Final Budget Favorable (Unfavorable) |
|---|---|---|---|---|
| | Original | Final | | |
| **REVENUES** | | | | |
| Intergovernmental: | | | | |
| Federal, state and local | $ 29,882 | $ 29,882 | $ 26,038 | $ (3,844) |
| Interest | - | - | 58 | 58 |
| Total revenues | 29,882 | 29,882 | 26,096 | (3,786) |
| **EXPENDITURES** | | | | |
| Human services | 29,882 | 29,882 | 25,787 | 4,095 |
| Excess of revenues over expenditures | - | - | 309 | 309 |
| Fund balances - beginning | - | - | 913 | 913 |
| Fund balances - ending | $ - | $ - | $ 1,222 | $ 1,222 |

MULTNOMAH COUNTY, OREGON
Behavioral Health Managed Care Fund
Reconciliation of Budgetary Revenues and Expenditures to Proprietary Revenues and Expenses
For the year ended June 30, 2004
(amounts expressed in thousands)

| | Revenues | Expenditures |
|---|---|---|
| Behavioral Health Operating Fund | $ 26,096 | $ 25,787 |
| Revenues and expenses - page 35 | $ 26,096 | $ 25,787 |

(This page intentionally left blank.)

# INTERNAL SERVICE FUNDS

These funds account for activities and services performed primarily for other organizational units within the County. Charges to the County agencies are calculated to recover costs and maintain capital. The County accounts for certain expenditures of the Internal Service Funds for budgetary purposes on the modified accrual basis of accounting. For financial reporting purposes the accrual basis of accounting is used. Such differences relate primarily to the methods of accounting for depreciation and capital outlay. Funds included are:

- **Risk Management Fund** - accounts for the County's risk management activities including insurance coverage.
- **Fleet Management Fund** - accounts for the County's motor vehicle fleet operations and electronics.
- **Telephone Fund** - accounts for the County's telephone operations.
- **Data Processing Fund** - accounts for the County's data processing operations.
- **Mail / Distribution Fund** - accounts for the County's mail / distribution operations.
- **Facilities Management Fund** - accounts for the management of all County owned and leased property.

MULTNOMAH COUNTY, OREGON
Internal Service Funds
Combining Statement of Net Assets
June 30, 2004
(amounts expressed in thousands)

| | Governmental Activities - Internal Service Funds | | | | | | |
|---|---|---|---|---|---|---|---|
| | Risk Management | Fleet Management | Telephone | Data Processing | Mail / Distribution | Facilities Management | Total Internal Service Funds |
| **ASSETS** | | | | | | | |
| Current assets: | | | | | | | |
| Cash and investments | $ 18,848 | $ 3,106 | $ 1,202 | $ 4,480 | $ 259 | $ 2,119 | $ 30,014 |
| Accounts receivable | - | 288 | 92 | 55 | 8 | 350 | 793 |
| Inventories | - | 437 | - | - | 18 | - | 455 |
| Due from other funds | 6,525 | - | - | - | - | - | 6,525 |
| Prepaid items | 377 | - | - | 416 | - | 3 | 796 |
| Total current assets | 25,750 | 3,831 | 1,294 | 4,951 | 285 | 2,472 | 38,583 |
| Noncurrent assets: | | | | | | | |
| Capital assets (net of accumulated depreciation) | - | 3,189 | 957 | 2,650 | - | 16 | 6,812 |
| Total assets | $ 25,750 | $ 7,020 | $ 2,251 | $ 7,601 | $ 285 | $ 2,488 | $ 45,395 |
| **LIABILITIES** | | | | | | | |
| Current liabilities: | | | | | | | |
| Accounts payable | $ 11,966 | $ 189 | $ 224 | $ 785 | $ 49 | $ 1,501 | $ 14,714 |
| Payroll payable | 65 | 44 | 14 | 268 | 9 | 141 | 541 |
| Compensated absences | 65 | 32 | 14 | 239 | 4 | 144 | 498 |
| Total current liabilities | 12,096 | 265 | 252 | 1,292 | 62 | 1,786 | 15,753 |
| Noncurrent liabilities: | | | | | | | |
| Compensated absences | 151 | 90 | 17 | 709 | 11 | 343 | 1,321 |
| Total liabilities | 12,247 | 355 | 269 | 2,001 | 73 | 2,129 | 17,074 |
| **NET ASSETS** | | | | | | | |
| Invested in capital assets, net of related debt | - | 3,189 | 957 | 2,650 | - | 16 | 6,812 |
| Unrestricted | 13,503 | 3,476 | 1,025 | 2,950 | 212 | 343 | 21,509 |
| Total net assets | $ 13,503 | $ 6,665 | $ 1,982 | $ 5,600 | $ 212 | $ 359 | $ 28,321 |

MULTNOMAH COUNTY, OREGON
Combining Statement of Revenues, Expenses and Changes in Fund Net Assets
Internal Service Funds
For the Year Ended June 30, 2004
(amounts expressed in thousands)

| | Governmental Activities - Internal Service Funds | | | | | | |
|---|---|---|---|---|---|---|---|
| | Risk Management | Fleet Management | Telephone | Data Processing | Mail / Distribution | Facilities Management | Total Internal Service Funds |
| **OPERATING REVENUES** | | | | | | | |
| Charges for sales and services | $ 48,251 | $ 5,217 | $ 4,897 | $ 19,646 | $ 1,596 | $ 35,576 | $ 115,183 |
| Insurance premiums | 2,348 | - | - | - | - | - | 2,348 |
| Experience ratings and other | 705 | 1 | - | - | 2 | 28 | 736 |
| Total operating revenues | 51,304 | 5,218 | 4,897 | 19,646 | 1,598 | 35,604 | 118,267 |
| **OPERATING EXPENSES** | | | | | | | |
| Cost of sales and services | 51,620 | 4,164 | 3,441 | 18,087 | 1,113 | 31,625 | 110,050 |
| Administration | 517 | 306 | 712 | 1,023 | 478 | 330 | 3,366 |
| Depreciation | 1 | 1,258 | 709 | 928 | - | 12 | 2,908 |
| Total operating expenses | 52,138 | 5,728 | 4,862 | 20,038 | 1,591 | 31,967 | 116,324 |
| Operating income (loss) | (834) | (510) | 35 | (392) | 7 | 3,637 | 1,943 |
| **NONOPERATING REVENUES** | | | | | | | |
| Interest revenue | 350 | 63 | 19 | 47 | 2 | - | 481 |
| Gain on disposal of capital assets | - | 44 | - | - | - | - | 44 |
| Total nonoperating revenues | 350 | 107 | 19 | 47 | 2 | - | 525 |
| Income (loss) before contributions and transfers | (484) | (403) | 54 | (345) | 9 | 3,637 | 2,468 |
| Capital contributions in | - | 32 | - | 2,333 | - | - | 2,365 |
| Capital contributions out | - | (72) | - | - | - | - | (72) |
| Transfers in | - | - | - | - | - | 145 | 145 |
| Transfers out | - | - | - | - | - | (3,465) | (3,465) |
| Change in net assets | (484) | (443) | 54 | 1,988 | 9 | 317 | 1,441 |
| Total net assets - beginning | 13,987 | 7,108 | 1,928 | 3,612 | 203 | 42 | 26,880 |
| Total net assets - ending | $ 13,503 | $ 6,665 | $ 1,982 | $ 5,600 | $ 212 | $ 359 | $ 28,321 |

MULTNOMAH COUNTY, OREGON
Combining Statement of Cash Flows
Internal Service Funds
For the Year Ended June 30, 2004
(amounts expressed in thousands)

| | Governmental Activities - Internal Service Funds | | | | | | |
|---|---|---|---|---|---|---|---|
| | Risk Management | Fleet Management | Telephone | Data Processing | Mail / Distribution | Facilities Management | Total Internal Service Funds |
| **CASH FLOW FROM OPERATING ACTIVITIES** | | | | | | | |
| Receipts from customers | $ 51,242 | $ 5,088 | $ 4,905 | $ 19,667 | $ 1,595 | $ 35,721 | $118,218 |
| Payments to suppliers | (41,030) | (1,544) | (3,123) | (4,310) | (889) | (13,591) | (64,487) |
| Payments to employees | (3,814) | (2,287) | (826) | (13,456) | (544) | (6,068) | (26,995) |
| Internal activity - payments to other funds | (1,032) | (518) | (215) | (1,584) | (100) | (12,310) | (15,759) |
| Other receipts | 64 | 1 | - | - | - | 3 | 68 |
| Net cash provided by operating activities | 5,430 | 740 | 741 | 317 | 62 | 3,755 | 11,045 |
| **CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES** | | | | | | | |
| Transfers in | - | - | - | - | - | 145 | 145 |
| Transfers out | - | - | - | - | - | (3,465) | (3,465) |
| Net cash used in noncapital and related financing activities | - | - | - | - | - | (3,320) | (3,320) |
| **CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES** | | | | | | | |
| Purchases of capital assets | - | (2,323) | (684) | (303) | - | - | (3,310) |
| Proceeds on sales of capital assets | - | 51 | - | - | - | - | 51 |
| Net cash used in capital and related financing activities | - | (2,272) | (684) | (303) | - | - | (3,259) |
| **CASH FLOWS FROM INVESTING ACTIVITIES** | | | | | | | |
| Interest received | 350 | 63 | 19 | 47 | 2 | - | 481 |
| Net cash provided by investing activities | 350 | 63 | 19 | 47 | 2 | - | 481 |
| Net increase (decrease) in cash and cash equivalents | 5,780 | (1,469) | 76 | 61 | 64 | 435 | 4,947 |
| Balances at beginning of the year | 13,068 | 4,575 | 1,126 | 4,419 | 195 | 1,684 | 25,067 |
| Balances - beginning | | | | | | | |
| Balances at the end of the year | $ 18,848 | $ 3,106 | $ 1,202 | $ 4,480 | $ 259 | $ 2,119 | $ 30,014 |
| **Reconciliation of operating income (loss) to net cash provided by (used in) operating activities:** | | | | | | | |
| Operating income (loss) | $ (834) | $ (510) | $ 35 | $ (392) | $ 7 | $ 3,637 | $ 1,943 |
| Adjustments to reconcile operating income (loss) to net cash provided by (used in) operating activities: | | | | | | | |
| Depreciation | 1 | 1,258 | 709 | 928 | - | 12 | 2,908 |
| Changes in assets and liabilities: | | | | | | | |
| Receivables | 2 | (127) | 7 | 20 | (4) | 121 | 19 |
| Inventories | - | 67 | - | - | 19 | 76 | 162 |
| Due from other funds | 5,825 | - | - | - | - | - | 5,825 |
| Prepaid items | (77) | - | - | (143) | - | (3) | (223) |
| Accounts payable | 490 | 47 | (12) | (106) | 41 | (150) | 310 |
| Compensated absences | 25 | 10 | 2 | 12 | - | 71 | 120 |
| Payroll payable | (2) | (5) | - | (2) | (1) | (9) | (19) |
| Total adjustments | 6,264 | 1,250 | 706 | 709 | 55 | 118 | 9,102 |
| Net cash provided by operating activities | $ 5,430 | $ 740 | $ 741 | $ 317 | $ 62 | $ 3,755 | $ 11,045 |
| **Noncash financing activities:** | | | | | | | |
| Contributions of capital assets | $ - | $ 32 | $ - | $ 2,333 | $ - | $ - | $ 2,365 |

MULTNOMAH COUNTY, OREGON
Risk Management Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
For the Year Ended June 30, 2004
(amounts expressed in thousands)

| | Budgeted Amounts | | Actual | Variance with Final Budget Favorable |
|---|---|---|---|---|
| | Original | Final | Amounts | (Unfavorable) |
| **REVENUES** | | | | |
| Charges for services | $ 1,735 | $ 1,735 | $ 2,360 | $ 625 |
| Interest | 750 | 750 | 350 | (400) |
| Other: | | | | |
| Service reimbursements | 49,926 | 46,287 | 48,248 | 1,961 |
| Experience ratings and other | 2,169 | 2,169 | 696 | (1,473) |
| Total revenues | 54,580 | 50,941 | 51,654 | 713 |
| **EXPENDITURES** | | | | |
| Business and community services | 53,818 | 50,179 | 49,857 | 322 |
| Nondepartmental | 13,266 | 13,266 | 2,280 | 10,986 |
| Total expenditures | 67,084 | 63,445 | 52,137 | 11,308 |
| Deficiency of revenues under expenditures | (12,504) | (12,504) | (483) | 12,021 |
| Fund balances - beginning | 12,504 | 12,504 | 13,986 | 1,482 |
| Fund balances - ending | $ - | $ - | $ 13,503 | $ 13,503 |

MULTNOMAH COUNTY, OREGON
Risk Management Fund
Reconciliation of Budgetary Revenues and Expenditures to Proprietary Revenues and Expenses
For the year ended June 30, 2004
(amounts expressed in thousands)

| | Revenues | Expenditures |
|---|---|---|
| Risk Management Operating Fund | $ 51,654 | $ 52,137 |
| Depreciation expense | - | 1 |
| Revenues and expenses - page 115 | $ 51,654 | $ 52,138 |

MULTNOMAH COUNTY, OREGON
**Fleet Management Fund**
**Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual**
**For the Year Ended June 30, 2004**
**(amounts expressed in thousands)**

| | Budgeted Amounts | | Actual | Variance with Final Budget Favorable |
|---|---|---|---|---|
| | Original | Final | Amounts | (Unfavorable) |
| **REVENUES** | | | | |
| Intergovernmental - state | $ - | $ - | $ 4 | $ 4 |
| Charges for services | 840 | 840 | 973 | 133 |
| Interest | 150 | 150 | 63 | (87) |
| Other: | | | | |
| Miscellaneous | 41 | 41 | 51 | 10 |
| Service reimbursements | 4,334 | 4,347 | 4,241 | (106) |
| Total revenues | 5,365 | 5,378 | 5,332 | (46) |
| **EXPENDITURES** | | | | |
| Business and community services | 8,577 | 8,590 | 6,793 | 1,797 |
| Nondepartmental | 1,569 | 1,569 | - | 1,569 |
| Total expenditures | 10,146 | 10,159 | 6,793 | 3,366 |
| Deficiency of revenues under expenditures | (4,781) | (4,781) | (1,461) | 3,320 |
| Fund balances - beginning | 4,781 | 4,781 | 4,937 | 156 |
| Fund balances - ending | $ - | $ - | $ 3,476 | $ 3,476 |

MULTNOMAH COUNTY, OREGON
**Fleet Management Fund**
**Reconciliation of Budgetary Revenues and Expenditures to Proprietary Revenues and Expenses**
**For the year ended June 30, 2004**
**(amounts expressed in thousands)**

| | Revenues | Expenditures |
|---|---|---|
| Fleet Management Operating Fund | $ 5,332 | $ 6,793 |
| Depreciation expense | - | 1,258 |
| Proceeds from asset sales | (51) | - |
| Gain on disposal of capital assets | 44 | - |
| Capital outlay | - | (2,323) |
| Revenues and expenses - page 115 | $ 5,325 | $ 5,728 |

MULTNOMAH COUNTY, OREGON
Telephone Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
For the Year Ended June 30, 2004
(amounts expressed in thousands)

| | Budgeted Amounts | | Actual | Variance with Final Budget Favorable |
|---|---|---|---|---|
| | Original | Final | Amounts | (Unfavorable) |
| **REVENUES** | | | | |
| Charges for services | $ 1,226 | $ 1,226 | $ 473 | $ (753) |
| Interest | 25 | 25 | 19 | (6) |
| Other - service reimbursements | 3,466 | 3,465 | 4,424 | 959 |
| Total revenues | 4,717 | 4,716 | 4,916 | 200 |
| **EXPENDITURES** | | | | |
| Business and community services | 5,604 | 5,603 | 4,837 | 766 |
| Nondepartmental | 4 | 4 | - | 4 |
| Total expenditures | 5,608 | 5,607 | 4,837 | 770 |
| Excess (deficiency) of revenues over (under) expenditures | (891) | (891) | 79 | 970 |
| Fund balances - beginning | 891 | 891 | 946 | 55 |
| Fund balances - ending | $ - | $ - | $ 1,025 | $ 1,025 |

MULTNOMAH COUNTY, OREGON
**Telephone Fund**
**Reconciliation of Budgetary Revenues and Expenditures to Proprietary Revenues and Expenses**
**For the year ended June 30, 2004**
**(amounts expressed in thousands)**

| | Revenues | Expenditures |
|---|---|---|
| Telephone Operating Fund | $ 4,916 | $ 4,837 |
| Depreciation expense | - | 709 |
| Capital outlay | - | (684) |
| Revenues and expenses - page 115 | $ 4,916 | $ 4,862 |

MULTNOMAH COUNTY, OREGON
Data Processing Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
For the Year Ended June 30, 2004
(amounts expressed in thousands)

| | Budgeted Amounts | | Actual | Variance with Final Budget Favorable |
|---|---|---|---|---|
| | Original | Final | Amounts | (Unfavorable) |
| **REVENUES** | | | | |
| Charges for sales and services | $ 19,490 | $ 19,490 | $ 19,646 | $ 156 |
| Interest | 46 | 46 | 47 | 1 |
| Other - miscellaneous | 265 | 265 | - | (265) |
| Total revenues | 19,801 | 19,801 | 19,693 | (108) |
| **EXPENDITURES** | | | | |
| Business and community services | 21,192 | 21,192 | 19,413 | 1,779 |
| Nondepartmental | 73 | 73 | - | 73 |
| Total expenditures | 21,265 | 21,265 | 19,413 | 1,852 |
| Deficiency of revenues under expenditures | (1,464) | (1,464) | 280 | 1,744 |
| Fund balances - beginning | 1,464 | 1,464 | 2,670 | 1,206 |
| Fund balances - ending | $ - | $ - | $ 2,950 | $ 2,950 |

MULTNOMAH COUNTY, OREGON
Data Processing Fund
Reconciliation of Budgetary Revenues and Expenditures to Proprietary Revenues and Expenses
For the year ended June 30, 2004
(amounts expressed in thousands)

| | Revenues | Expenditures |
|---|---|---|
| Data Processing Operating Fund | $ 19,693 | $ 19,413 |
| Depreciation expense | - | 928 |
| Capital Outlay | - | (303) |
| Revenues and expenses - page 115 | $ 19,693 | $ 20,038 |

MULTNOMAH COUNTY, OREGON
Mail/Distribution Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
For the Year Ended June 30, 2004
(amounts expressed in thousands)

| | Budgeted Amounts | | Actual Amounts | Variance with Final Budget Favorable (Unfavorable) |
|---|---|---|---|---|
| | Original | Final | | |
| **REVENUES** | | | | |
| Intergovernmental: | | | | |
| Federal, state, and local | $ 63 | $ 63 | $ 33 | $ (30) |
| Interest | 2 | 2 | 2 | - |
| Other - service reimbursements | 1,477 | 1,779 | 1,565 | (214) |
| Total revenues | 1,542 | 1,844 | 1,600 | (244) |
| **EXPENDITURES** | | | | |
| Business and community services | 1,526 | 1,828 | 1,591 | 237 |
| Nondepartmental | 155 | 155 | - | 155 |
| Total expenditures | 1,681 | 1,983 | 1,591 | 392 |
| Excess (deficiency) of revenues over (under) expenditures | (139) | (139) | 9 | 148 |
| Fund balances - beginning | 139 | 139 | 203 | 64 |
| Fund balances - ending | $ - | $ - | $ 212 | $ 212 |

MULTNOMAH COUNTY, OREGON
Mail / Distribution Fund
Reconciliation of Budgetary Revenues and Expenditures to Proprietary Revenues and Expenses
For the year ended June 30, 2004
(amounts expressed in thousands)

| | Revenues | Expenditures |
|---|---|---|
| Mail / Distribution Operating Fund | $ 1,600 | $ 1,591 |
| Revenues and expenses - page 115 | $ 1,600 | $ 1,591 |

MULTNOMAH COUNTY, OREGON
Facilities Management Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
For the Year Ended June 30, 2004
(amounts expressed in thousands)

| | Budgeted Amounts | | Actual | Variance with Final Budget favorable |
|---|---|---|---|---|
| | Original | Final | Amounts | (unfavorable) |
| **REVENUES** | | | | |
| Intergovernmental - state | $ - | $ 51 | $ 51 | $ - |
| Charges for services | 2,014 | 2,014 | 1,908 | (106) |
| Miscellaneous | 1,750 | 1,750 | 28 | (1,722) |
| Other - service reimbursements | 36,582 | 36,558 | 33,617 | (2,941) |
| Total revenues | 40,346 | 40,373 | 35,604 | (4,769) |
| **EXPENDITURES** | | | | |
| Business and community services | 37,001 | 37,028 | 31,955 | 5,073 |
| Non Departmental | 25 | 25 | - | 25 |
| Total expenditures | 37,026 | 37,053 | 31,955 | 5,098 |
| Excess of revenues over expenditures | 3,320 | 3,320 | 3,649 | 329 |
| **OTHER FINANCING SOURCES (USES)** | | | | |
| Transfers in | 145 | 145 | 145 | - |
| Transfers out | (3,465) | (3,465) | (3,465) | - |
| Total other financing uses | (3,320) | (3,320) | (3,320) | - |
| Net change in fund balances | - | - | 329 | 329 |
| Fund balances - beginning | - | - | 14 | 14 |
| Fund balances - ending | $ - | $ - | $ 343 | $ 343 |

MULTNOMAH COUNTY, OREGON
Facilities Management Fund
Reconciliation of Budgetary Revenues and Expenditures to Proprietary Revenues and Expenses
For the Year ended June 30, 2004
(amounts expressed in thousands)

| | Revenues | Expenditures |
|---|---|---|
| Facilities Management Operating Fund | $ 35,604 | $ 31,955 |
| Depreciation expense | - | 12 |
| Revenues and expenses - page 115 | $ 35,604 | $ 31,967 |

**(This page intentionally left blank.)**

# AGENCY FUNDS

These funds account for resources received and held by the County in a purely custodial capacity. Disbursements from these funds are made in accordance with the trust agreement or applicable legislative enactment for each particular fund. The modified accrual basis of accounting is used to record transactions in the agency funds. The funds included are:

- **Sundry Taxing Bodies Fund** – accounts for the collection of property taxes for all governmental entities located in Multnomah County and the disbursement of the collections to such entities.

- **Department and Offices Agency Fund** – accounts for the collection and disbursement of various monies held by Multnomah County in a fiduciary capacity.

- **Public Guardian Fund** – accounts for receipts and disbursements for individuals who are not capable of handling their own financial affairs.

- **Visitors' Facilities Trust Fund** – accounts for collection and disbursement of Motor Vehicle Rental Tax and Transient Lodging Tax used for visitor facilities.

MULTNOMAH COUNTY, OREGON
COMBINING BALANCE SHEET
AGENCY FUNDS
June 30, 2004
(amounts expressed in thousands)

| | Sundry Taxing Bodies | Department & Offices Agency | Public Guardian | Visitors' Facilities | Total |
|---|---|---|---|---|---|
| **ASSETS:** | | | | | |
| Cash and Investments | $ 7,385 | $ 6,573 | $ 832 | $ 7 | $ 14,797 |
| Receivables: | | | | | |
| Taxes | 37,546 | 58 | - | 1,950 | 39,554 |
| Accounts | - | 1,897 | - | 2 | 1,899 |
| Total assets | $ 44,931 | $ 8,528 | $ 832 | $ 1,959 | $ 56,250 |
| **LIABILITIES:** | | | | | |
| Accounts payable | $ 6,224 | $ 670 | $ 213 | $ 1,959 | $ 9,066 |
| Due to other governmental units | 37,534 | - | - | - | 37,534 |
| Amounts held in trust | 1,173 | 7,858 | 619 | - | 9,650 |
| Total liabilities | $ 44,931 | $ 8,528 | $ 832 | $ 1,959 | $ 56,250 |

MULTNOMAH COUNTY, OREGON
**Combining Statement of Changes in Assets and Liabilities**
**Agency Funds**
**For the fiscal year ended June 30, 2004**
**(amounts expressed in thousands)**

| | Balance June 30, 2003 | Additions | Deletions | Balance June 30, 2004 |
|---|---|---|---|---|
| **SUNDRY TAXING BODIES:** | | | | |
| Assets: | | | | |
| Cash and investments | $ 5,421 | $ 1,537,389 | $ 1,535,425 | $ 7,385 |
| Taxes receivable | 38,604 | 23,126,175 | 23,127,233 | 37,546 |
| Total assets | $ 44,025 | $ 24,663,564 | $ 24,662,658 | $ 44,931 |
| Liabilities: | | | | |
| Accounts payable | $ - | $ 790,491 | $ 784,267 | $ 6,224 |
| Due to other governmental units | 38,367 | 715,224 | 716,057 | 37,534 |
| Amounts held in trust | 5,658 | 705,470 | 709,955 | 1,173 |
| Total liabilities | $ 44,025 | $ 2,211,185 | $ 2,210,279 | $ 44,931 |
| **DEPARTMENT AND OFFICES AGENCY:** | | | | |
| Assets: | | | | |
| Cash and investments | $ 4,985 | $ 998,054 | $ 996,466 | $ 6,573 |
| Taxes receivable | 267 | 914,639 | 914,848 | 58 |
| Accounts receivable | 5,037 | 5,192 | 8,332 | 1,897 |
| Total assets | $ 10,289 | $ 1,917,885 | $ 1,919,646 | $ 8,528 |
| Liabilities: | | | | |
| Accounts payable | $ 584 | $ 37,537 | $ 37,451 | $ 670 |
| Amounts held in trust | 9,705 | 951,779 | 953,626 | 7,858 |
| Total liabilities | $ 10,289 | $ 989,316 | $ 991,077 | $ 8,528 |
| **PUBLIC GUARDIAN:** | | | | |
| Assets: | | | | |
| Cash and investments | $ 745 | $ 2,952 | $ 2,865 | $ 832 |
| Accounts receivable | - | 1,550 | 1,550 | - |
| Total assets | $ 745 | $ 4,502 | $ 4,415 | $ 832 |
| Liabilities: | | | | |
| Accounts payable | $ 79 | $ 3,187 | $ 3,053 | $ 213 |
| Amounts held in trust | 666 | 2,241 | 2,288 | 619 |
| Total liabilities | $ 745 | $ 5,428 | $ 5,341 | $ 832 |
| **VISITORS FACILITIES:** | | | | |
| Assets: | | | | |
| Cash and investments | $ 14 | $ 12,976 | $ 12,983 | $ 7 |
| Taxes receivable | 1,435 | 3,902 | 3,387 | 1,950 |
| Accounts receivable | 454 | 2,153 | 2,605 | 2 |
| Total assets | $ 1,903 | $ 19,031 | $ 18,975 | $ 1,959 |
| Liabilities: | | | | |
| Accounts payable | $ 1,434 | $ 3,771 | $ 3,246 | $ 1,959 |
| Amounts held in trust | 469 | 9,682 | 10,151 | - |
| Total liabilities | $ 1,903 | $ 13,453 | $ 13,397 | $ 1,959 |
| **TOTAL - ALL AGENCY FUNDS:** | | | | |
| Assets: | | | | |
| Cash and investments | $ 11,165 | $ 2,551,371 | $ 2,547,739 | $ 14,797 |
| Taxes receivable | 40,306 | 24,044,716 | 24,045,468 | 39,554 |
| Accounts receivable | 5,491 | 8,895 | 12,487 | 1,899 |
| Total assets | $ 56,962 | $ 26,604,982 | $ 26,605,694 | $ 56,250 |
| Liabilities: | | | | |
| Accounts payable | $ 2,097 | $ 834,986 | $ 828,017 | $ 9,066 |
| Due to other governmental units | 38,367 | 715,224 | 716,057 | 37,534 |
| Amounts held in trust | 16,498 | 1,669,172 | 1,676,020 | 9,650 |
| Total liabilities | $ 56,962 | $ 3,219,382 | $ 3,220,094 | $ 56,250 |

# CAPITAL ASSETS USED IN THE OPERATION OF GOVERNMENTAL FUNDS

- **Schedule by Source**
- **Schedule by Function and Activity**
- **Schedule of Changes by Function and Activity**

MULTNOMAH COUNTY, OREGON
Capital Assets Used in the Operation of Governmental Funds
Schedule by Source
June 30, 2004
(amounts expressed in thousands)

| | June 30, 2004 | June 30, 2003 |
|---|---|---|
| **GOVERNMENTAL FUNDS CAPITAL ASSETS** | | |
| Land | $ 13,766 | $ 13,987 |
| Work in progress | - | 37,986 |
| Buildings | 398,858 | 339,017 |
| Improvements other than buildings | 433 | 433 |
| Machinery and equipment | 120,634 | 114,690 |
| Bridges | 84,202 | 72,616 |
| Infrastructure | 813,767 | 810,589 |
| Total governmental funds capital assets | $ 1,431,660 | $ 1,389,318 |
| **INVESTMENTS IN GOVERNMENTAL FUNDS CAPITAL ASSETS BY SOURCE** | | |
| Beginning balance | $ 1,389,318 | $ 1,355,640 |
| Fiscal year activity: | | |
| General fund | 33,649 | 24,894 |
| Road fund | 3,095 | 2,888 |
| Bicycle path construction fund | 3 | - |
| Federal and state program fund | 642 | (165) |
| Willamette River Bridges fund | 2 | - |
| Library fund | 1,346 | 3,978 |
| Assessment and taxation fund | - | (57) |
| Justice services special operations | 51 | - |
| Justice bond capital project fund | 33 | 2,657 |
| Revenue bond project fund | - | 684 |
| Equipment acquisition fund | - | (6) |
| Building project fund | 7 | 985 |
| Library construction fund/1993 | - | (503) |
| Library construction fund/1996 | (44) | 137 |
| Capital improvement fund | - | 1,300 |
| Fleet management fund | 1,843 | (844) |
| Telephone fund | (560) | (1,572) |
| Data processing fund | 2,283 | (707) |
| Mail distribution fund | (8) | - |
| Facilities management fund | - | 9 |
| Total governmental funds capital assets, ending balance | $ 1,431,660 | $ 1,389,318 |

MULTNOMAH COUNTY, OREGON
Capital Assets Used in the Operation of Governmental Funds
Schedule by Function and Activity
For the Year Ended June 30, 2004
(amounts expressed in thousands)

| FUNCTION AND ACTIVITY | Land | Work in Progress | Buildings | Improvements Other than Buildings | Machinery and Equipment | Bridges | Infrastructure | Total |
|---|---|---|---|---|---|---|---|---|
| General government: | | | | | | | | |
| Legislative | $ 155 | $ - | $ 4,623 | $ - | $ - | $ - | $ - | $ 4,778 |
| Administrative | 762 | - | 23,822 | - | 42,045 | - | - | 66,629 |
| | 917 | - | 28,445 | - | 42,045 | - | - | 71,407 |
| Health and social services: | | | | | | | | |
| Health | 2,570 | - | 28,672 | - | 376 | - | - | 31,618 |
| Social | 4,083 | - | 72,972 | - | 1,324 | - | - | 78,379 |
| | 6,653 | - | 101,644 | - | 1,700 | - | - | 109,997 |
| Public safety: | | | | | | | | |
| Law enforcement | 1,845 | - | 164,489 | 37 | 4,448 | - | - | 170,819 |
| Justice services | 51 | - | 5,602 | - | 425 | - | - | 6,078 |
| | 1,896 | - | 170,091 | 37 | 4,873 | - | - | 176,897 |
| Community services: | | | | | | | | |
| Community service development | - | - | 1,547 | 108 | 6 | - | - | 1,661 |
| Recreation | 203 | - | - | - | - | - | - | 203 |
| Library | 2,971 | - | 58,653 | 140 | 70,824 | - | - | 132,588 |
| | 3,174 | - | 60,200 | 248 | 70,830 | - | - | 134,452 |
| Roads and bridges: | | | | | | | | |
| Roads and bridges | 558 | - | 11,481 | 58 | 1,186 | 84,202 | 813,767 | 911,252 |
| | 558 | - | 11,481 | 58 | 1,186 | 84,202 | 813,767 | 911,252 |
| External organizations: | | | | | | | | |
| External use | 568 | - | 26,997 | 90 | - | - | - | 27,655 |
| | $13,766 | $ - | $398,858 | $ 433 | $ 120,634 | $84,202 | $ 813,767 | $1,431,660 |

**MULTNOMAH COUNTY, OREGON**
**Capital Assets Used in the Operation of Governmental Funds**
**Schedule of Changes by Function and Activity**
**For the Year Ended June 30, 2004**
**(amounts expressed in thousands)**

| FUNCTION AND ACTIVITY | Governmental Funds Capital Assets June 30, 2003 | Additions | Deductions & Reclassifications | Governmental Funds Capital Assets June 30, 2004 |
|---|---|---|---|---|
| General government: | | | | |
| Legislative | $ 6,144 | $ 192 | $ (1,558) | $ 4,778 |
| Administrative | 66,669 | 7,465 | (7,505) | 66,629 |
| | 72,813 | 7,657 | (9,063) | 71,407 |
| Health and social services: | | | | |
| Health | 31,528 | 638 | (548) | 31,618 |
| Social | 73,518 | 2,078 | 2,783 | 78,379 |
| | 105,046 | 2,716 | 2,235 | 109,997 |
| Public safety: | | | | |
| Law enforcement | 155,332 | 16,180 | (693) | 170,819 |
| Justice services | 5,969 | 201 | (92) | 6,078 |
| | 161,301 | 16,381 | (785) | 176,897 |
| Community services: | | | | |
| Community service development | 1,518 | 143 | - | 1,661 |
| Recreation | 203 | - | - | 203 |
| Library | 129,222 | 7,766 | (4,400) | 132,588 |
| | 130,943 | 7,909 | (4,400) | 134,452 |
| Roads and bridges: | | | | |
| Roads and bridges | 895,740 | 15,787 | (275) | 911,252 |
| | 895,740 | 15,787 | (275) | 911,252 |
| External organizations: | | | | |
| External use | 23,475 | 711 | 3,469 | 27,655 |
| | $ 1,389,318 | $ 51,161 | $ (8,819) | $ 1,431,660 |

(This page intentionally left blank.)

# OTHER SCHEDULES

- Schedule of Property Tax Collections and Outstanding Balances
- Schedule of General Obligation Bonds and Bond Interest Coupon Transactions
- Schedule of Revenue Bonds Outstanding
- Schedule of General Obligation Bonds Outstanding
- Schedule of Loans Outstanding
- Schedule of Full Faith and Credit Bonds Outstanding
- Schedule of Capitalized Lease Purchases Outstanding
- Schedule of Expenditures of Federal Awards and Related Notes

MULTNOMAH COUNTY, OREGON
**Schedule of Property Tax Collections and Outstanding Balances**
**For the Year Ended June 30, 2004**
**(amounts expressed in thousands)**

| Tax Year | Taxes Receivable June 30, 2003 | Current Levy | Add (Deduct) Corrections and Adjustments | Add Interest on Delinquent Taxes | Deduct Discounts Allowed | Deduct Collections Including Interest on Delinquent Taxes | Taxes Receivable June 30, 2004 |
|---|---|---|---|---|---|---|---|
| 2003-04 | $ - | $ 927,794 | $ (4,086) | $ 486 | $ (22,239) | $ (873,388) | $ 28,567 |
| 2002-03 | 30,052 | - | (2,614) | 1,092 | 35 | (17,224) | 11,341 |
| 2001-02 | 11,532 | - | (1,469) | 683 | 30 | (4,979) | 5,797 |
| 2000-01 and prior | 9,257 | - | (538) | 765 | 55 | (6,016) | 3,523 |
| | $ 50,841 | $ 927,794 | $ (8,707) | $ 3,026 | $ (22,119) | $ (901,607) | $ 49,228 |

**SUMMARY OF TAXES RECEIVABLE AT JUNE 30, 2004**

| | Current Levy | Prior years' Levy | Total Property Taxes | Other Taxes | Total |
|---|---|---|---|---|---|
| General fund | $ 5,658 | $ 4,290 | $ 9,948 | $ - | $ 9,948 |
| Special revenue funds: | | | | | |
| Library fund | 730 | 487 | 1,217 | - | 1,217 |
| Special excise tax fund | - | - | - | 1,700 | 1,700 |
| Total special revenue funds | 730 | 487 | 1,217 | 1,700 | 2,917 |
| General obligation bond fund | 232 | 267 | 499 | 1 | 500 |
| Agency funds | 21,929 | 15,605 | 37,534 | 2,020 | 39,554 |
| Sub-total taxes receivable | 28,549 | 20,649 | 49,198 | 3,721 | 52,919 |
| Special assessments collected through taxes | 18 | 12 | 30 | - | 30 |
| Total receivables | $ 28,567 | $ 20,661 | $ 49,228 | $ 3,721 | $ 52,949 |

MULTNOMAH COUNTY, OREGON
Schedule of General Obligation Bonds and Bond Interest Coupon Transactions
For the Year Ended June 30, 2004
(amounts expressed in thousands)

## GENERAL OBLIGATION BONDS

| | Outstanding June 30, 2003 | | 2003-04 Transactions | | | Outstanding June 30, 2004 | |
|---|---|---|---|---|---|---|---|
| | Matured | Unmatured | Issued | Matured | Refunded or Paid | Matured | Unmatured |
| Dated March 1, 1994 | $ - | $ 3,215 | $ - | $ 1,020 | $ 1,020 | $ - | $ 2,195 |
| Dated October 1, 1994 | - | 795 | - | 385 | 385 | - | 410 |
| Dated October 1, 1996 | - | 22,500 | - | 3,405 | 3,405 | - | 19,095 |
| Dated February 1,1999 | - | 65,100 | - | 355 | 355 | - | 64,745 |
| | $ - | $ 91,610 | $ - | $ 5,165 | $ 5,165 | $ - | $ 86,445 |

## GENERAL OBLIGATION BOND INTEREST COUPONS

| | |
|---|---|
| Dated March 1, 1994 | $ 130 |
| Dated October 1, 1994 | 33 |
| Dated October 1, 1996 | 1,011 |
| Dated February 1,1999 | 2,859 |
| | $ 4,033 |

MULTNOMAH COUNTY, OREGON
Schedule of Revenue Bonds Outstanding
June 30, 2004
(amounts expressed in thousands)

REVENUE BONDS

| Fiscal Year of Maturity | Series 1998 Dated 10/01/98 4.00 to 4.75% | | Series 2000A Dated 11/01/00 4.45 to 5.20% | | Series 2000B Dated 11/01/00 4.45 to 5.20% | | Total | |
|---|---|---|---|---|---|---|---|---|
| | Principal | Interest | Principal | Interest | Principal | Interest | Principal | Interest |
| 2005 | $ 185 | $ 104 | $ 110 | $ 85 | $ 195 | $ 148 | $ 490 | $ 337 |
| 2006 | 190 | 96 | 120 | 79 | 205 | 139 | 515 | 314 |
| 2007 | 200 | 88 | 125 | 74 | 215 | 129 | 540 | 291 |
| 2008 | 205 | 80 | 130 | 68 | 225 | 119 | 560 | 267 |
| 2009 | 215 | 72 | 135 | 62 | 235 | 109 | 585 | 243 |
| 2010 | 225 | 63 | 145 | 55 | 250 | 97 | 620 | 215 |
| 2011 | 230 | 53 | 150 | 48 | 265 | 85 | 645 | 186 |
| 2012 | 245 | 42 | 160 | 41 | 275 | 72 | 680 | 155 |
| 2013 | 255 | 31 | 165 | 33 | 295 | 58 | 715 | 122 |
| 2014 | 265 | 19 | 175 | 24 | 310 | 42 | 750 | 85 |
| 2015 | 275 | 7 | 185 | 15 | 325 | 26 | 785 | 48 |
| 2016 | - | - | 195 | 5 | 345 | 9 | 540 | 14 |
| | $ 2,490 | $ 655 | $ 1,795 | $ 589 | $ 3,140 | $ 1,033 | $ 7,425 | $ 2,277 |

MULTNOMAH COUNTY, OREGON
Schedule of General Obligation Bonds Outstanding
June 30, 2004
(amounts expressed in thousands)

## GENERAL OBLIGATION BONDS

| Fiscal Year of Maturity | Series 1994 Dated 03/01/94 3.70 to 5.25% | | Series 1994B Dated 10/01/94 4.25 to 6.00% | | Series 1996A Dated 10/01/96 3.90 to 5.65% | |
|---|---|---|---|---|---|---|
| | Principal | Interest | Principal | Interest | Principal | Interest |
| 2005 | $ 1,070 | $ 81 | $ 410 | $ 11 | $ 565 | $ 105 |
| 2006 | 1,125 | 28 | - | - | 590 | 77 |
| 2007 | - | - | - | - | 620 | 48 |
| 2008 | - | - | - | - | 655 | 16 |
| 2009 | - | - | - | - | - | - |
| 2010 | - | - | - | - | - | - |
| 2011 | - | - | - | - | - | - |
| 2012 | - | - | - | - | - | - |
| 2013 | - | - | - | - | - | - |
| 2014 | - | - | - | - | - | - |
| 2015 | - | - | - | - | - | - |
| 2016 | - | - | - | - | - | - |
| 2017 | - | - | - | - | - | - |
| | $ 2,195 | $ 109 | $ 410 | $ 11 | $ 2,430 | $ 246 |

| Series 1996B Dated 10/01/96 3.90 to 5.65% | | Series 1999 Dated 2/01/99 3.90 to 5.65% | | Total | |
|---|---|---|---|---|---|
| Principal | Interest | Principal | Interest | Principal | Interest |
| $ 3,010 | $ 744 | $ 365 | $ 2,846 | $ 5,420 | $ 3,787 |
| 3,160 | 597 | 810 | 2,823 | 5,685 | 3,525 |
| 3,320 | 440 | 2,020 | 2,768 | 5,960 | 3,256 |
| 3,495 | 271 | 2,105 | 2,685 | 6,255 | 2,972 |
| 3,680 | 92 | 2,875 | 2,585 | 6,555 | 2,677 |
| - | - | 6,860 | 2,387 | 6,860 | 2,387 |
| - | - | 7,160 | 2,093 | 7,160 | 2,093 |
| - | - | 7,470 | 1,780 | 7,470 | 1,780 |
| - | - | 7,490 | 1,451 | 7,490 | 1,451 |
| - | - | 7,835 | 1,106 | 7,835 | 1,106 |
| - | - | 6,780 | 773 | 6,780 | 773 |
| - | - | 6,330 | 466 | 6,330 | 466 |
| - | - | 6,645 | 158 | 6,645 | 158 |
| $ 16,665 | $ 2,144 | $ 64,745 | $ 23,921 | $ 86,445 | $ 26,431 |

MULTNOMAH COUNTY, OREGON
Schedule of Loans Outstanding
June 30, 2004
(amounts expressed in thousands)

GENERAL LONG-TERM LOANS

| Fiscal Year of Maturity | Dated 02/15/96 7.2% | | Dated 07/05/96 5.65% | | Dated 10/01/96 7.2% | |
|---|---|---|---|---|---|---|
| | Principal | Interest | Principal | Interest | Principal | Interest |
| 2005 | $ 36 | $ 21 | $ 2 | $ 2 | $ 11 | $ 1 |
| 2006 | 39 | 19 | 2 | 2 | 11 | 1 |
| 2007 | 42 | 16 | 2 | 2 | 3 | - |
| 2008 | 45 | 13 | 2 | 1 | - | - |
| 2009 | 48 | 9 | 2 | 1 | - | - |
| 2010 | 52 | 6 | 2 | 1 | - | - |
| 2011 | 52 | 3 | 3 | 1 | - | - |
| 2012 | - | - | 3 | 1 | - | - |
| 2013 | - | - | 3 | 1 | - | - |
| 2014 | - | - | 3 | - | - | - |
| 2015 | - | - | 3 | - | - | - |
| 2016 | - | - | 3 | - | - | - |
| | $ 314 | $ 87 | $ 30 | $ 12 | $ 25 | $ 2 |

| Dated 12/01/96 7.2% | | Dated 01/15/97 5.9% | | Dated 02/08/99 5.9% | | Dated 10/26/99 5.9% | | Total | |
|---|---|---|---|---|---|---|---|---|---|
| Principal | Interest | Principal | Interest | Principal | Interest | Principal | Interest | Principal | Interest |
| $ 4 | $ - | $ 7 | $ 1 | $ 16 | $ 5 | $ 16 | $ 8 | $ 92 | $ 38 |
| 4 | - | 7 | 1 | 17 | 4 | 15 | 8 | 95 | 35 |
| 2 | - | 4 | - | 18 | 3 | 16 | 6 | 87 | 27 |
| - | - | - | - | 19 | 2 | 17 | 6 | 83 | 22 |
| - | - | - | - | 21 | 1 | 19 | 4 | 90 | 15 |
| - | - | - | - | - | - | 13 | 3 | 67 | 10 |
| - | - | - | - | - | - | 11 | 3 | 66 | 7 |
| - | - | - | - | - | - | 10 | 2 | 13 | 3 |
| - | - | - | - | - | - | 12 | 1 | 15 | 2 |
| - | - | - | - | - | - | 13 | 1 | 16 | 1 |
| - | - | - | - | - | - | 4 | - | 7 | - |
| - | - | - | - | - | - | - | - | 3 | - |
| $ 10 | $ - | $ 18 | $ 2 | $ 91 | $ 15 | $ 146 | $ 42 | $ 634 | $ 160 |

MULTNOMAH COUNTY, OREGON
Schedule of Full Faith and Credit Bonds Outstanding
June 30, 2004
(amounts expressed in thousands)

## FULL FAITH AND CREDIT BONDS

| Fiscal Year of Maturity | Series 1999 Dated 04/01/99 4.00 to 4.75% | | Series 2000A Dated 04/01/00 5.00 to 5.50% | | Series 1999 Dated 12/01/99 6.49 to 7.74% | |
|---|---|---|---|---|---|---|
| | Principal | Interest | Principal | Interest | Principal | Interest |
| 2005 | $ 1,375 | $ 1,368 | $ 3,625 | $ 2,520 | $ 2,535 | $ 8,163 |
| 2006 | 1,430 | 1,312 | 3,550 | 2,348 | 3,365 | 7,988 |
| 2007 | 1,490 | 1,254 | 3,735 | 2,161 | 4,295 | 7,753 |
| 2008 | 1,550 | 1,192 | 3,935 | 1,965 | 5,325 | 7,450 |
| 2009 | 1,615 | 1,126 | 2,675 | 1,759 | 6,470 | 7,072 |
| 2010 | 1,685 | 1,057 | 2,820 | 1,611 | 7,740 | 6,609 |
| 2011 | 1,760 | 982 | 2,975 | 1,470 | 9,150 | 6,052 |
| 2012 | 1,840 | 902 | 3,140 | 1,322 | 10,710 | 5,388 |
| 2013 | 1,925 | 817 | 3,315 | 1,165 | 4,479 | 12,563 |
| 2014 | 2,125 | 722 | 3,505 | 995 | 4,472 | 13,565 |
| 2015 | 2,120 | 624 | 3,705 | 811 | 4,469 | 14,618 |
| 2016 | 2,250 | 525 | 2,015 | 616 | 6,845 | 13,341 |
| 2017 | 2,325 | 420 | 2,135 | 510 | 16,985 | 4,358 |
| 2018 | 2,435 | 306 | 2,260 | 396 | 19,470 | 3,096 |
| 2019 | 2,555 | 188 | 2,395 | 271 | 22,200 | 1,649 |
| 2020 | 2,680 | 64 | 2,540 | 140 | 5,319 | 19,876 |
| 2021 | - | - | - | - | 5,208 | 21,407 |
| 2022 | - | - | - | - | 5,098 | 23,012 |
| 2023 | - | - | - | - | 4,989 | 24,686 |
| 2024 | - | - | - | - | 4,881 | 26,444 |
| 2025 | - | - | - | - | 4,775 | 28,285 |
| 2026 | - | - | - | - | 4,670 | 30,215 |
| 2027 | - | - | - | - | 4,566 | 32,234 |
| 2028 | - | - | - | - | 4,463 | 34,347 |
| 2029 | - | - | - | - | 4,362 | 36,563 |
| 2030 | - | - | - | - | 4,262 | 38,887 |
| | $ 31,160 | $ 12,859 | $ 48,325 | $ 20,060 | $ 181,103 | $ 435,621 |

| Series 2003 Dated 05/15/03 1.50 to 3.25% | | Total | |
|---|---|---|---|
| Principal | Interest | Principal | Interest |
| $ 840 | $ 226 | $ 8,375 | $ 12,277 |
| 885 | 207 | 9,230 | 11,855 |
| 900 | 193 | 10,420 | 11,361 |
| 915 | 178 | 11,725 | 10,785 |
| 940 | 160 | 11,700 | 10,117 |
| 960 | 138 | 13,205 | 9,415 |
| 990 | 113 | 14,875 | 8,617 |
| 1,025 | 84 | 16,715 | 7,696 |
| 1,060 | 52 | 10,779 | 14,597 |
| 1,100 | 19 | 11,202 | 15,301 |
| | | 10,294 | 16,053 |
| | | 11,110 | 14,482 |
| | | 21,445 | 5,288 |
| | | 24,165 | 3,798 |
| | | 27,150 | 2,108 |
| | | 10,539 | 20,080 |
| | | 5,208 | 21,407 |
| | | 5,098 | 23,012 |
| | | 4,989 | 24,686 |
| | | 4,881 | 26,444 |
| | | 4,775 | 28,285 |
| | | 4,670 | 30,215 |
| | | 4,566 | 32,234 |
| | | 4,463 | 34,347 |
| | | 4,362 | 36,563 |
| | | 4,262 | 38,887 |
| $ 9,615 | $ 1,370 | $ 270,203 | $ 469,910 |

MULTNOMAH COUNTY, OREGON
Schedule of Capitalized Lease Purchases Outstanding
June 30, 2004
(amounts expressed in thousands)

## GENERAL LONG-TERM LEASE OBLIGATIONS

| Fiscal Year of Maturity | Dated 01/22/81 6.00% to 7.25% | | Dated 02/01/98 3.75 to 4.90% | | Total | |
|---|---|---|---|---|---|---|
| | Principal | Interest | Principal | Interest | Principal | Interest |
| 2005 | $ 239 | $ 93 | $ 2,315 | $ 1,257 | $ 2,554 | $ 1,350 |
| 2006 | 259 | 73 | 2,440 | 1,144 | 2,699 | 1,217 |
| 2007 | 281 | 50 | 2,555 | 1,022 | 2,836 | 1,072 |
| 2008 | 306 | 26 | 2,690 | 891 | 2,996 | 917 |
| 2009 | - | - | 2,825 | 753 | 2,825 | 753 |
| 2010 | - | - | 2,960 | 617 | 2,960 | 617 |
| 2011 | - | - | 3,100 | 480 | 3,100 | 480 |
| 2012 | - | - | 3,250 | 333 | 3,250 | 333 |
| 2013 | - | - | 3,405 | 175 | 3,405 | 175 |
| 2014 | - | - | 355 | 87 | 355 | 87 |
| 2015 | - | - | 375 | 70 | 375 | 70 |
| 2016 | - | - | 395 | 51 | 395 | 51 |
| 2017 | - | - | 410 | 31 | 410 | 31 |
| 2018 | - | - | 436 | 11 | 436 | 11 |
| | $ 1,085 | $ 242 | $ 27,511 | $ 6,922 | $ 28,596 | $ 7,164 |

MULTNOMAH COUNTY, OREGON
Schedule of Expenditures of Federal Awards
Year ended June 30, 2004

| GRANTOR AND PROGRAM TITLE | | FEDERAL CFDA NUMBER | PASS-THROUGH ENTITY IDENTIFYING NUMBER | FEDERAL EXPENDITURES |
|---|---|---|---|---|
| U.S. Department of Agriculture | | | | |
| Passed through State Department of Administrative Services: | | | | |
| Schools and Roads_Grants to States | | 10.665 | PL 106-393 | 1,021,230 |
| Passed Through State Department of Education: | | | | |
| School Breakfast Program | | 10.553 | 2613007 | 52,135 |
| National School Lunch Program | | 10.555 | 2613007 | 93,625 |
| Child and Adult Care Food Program | | 10.558 | 2613007 | 1,793 |
| Summer Food Service Program for Children | | 10.559 | 3195 | 15,000 |
| Passed Through State Department of Human Services/Health Division: | | | | |
| Special Supplemental Nutrition Program for Women, Infants and Children | | 10.557 | 1936002309 | 2,210,454 |
| Special Supplemental Nutrition Program for Women, Infants and Children | | 10.557 | 92598 | 62,556 |
| Passed through State Department of Human Services/Senior & Disabled Services Division: | | | | |
| Nutrition Services Incentive | | 10.570 | 85087-9 | 324,755 |
| Total Department of Agriculture | | | | 3,781,548 |
| U.S. Department of Commerce | | | | |
| Direct Programs: | | | | |
| Technology Opportunities Program | | 11.552 | | 200,571 |
| Total Department of Commerce | | | | 200,571 |
| U.S. Department of Housing and Urban Development | | | | |
| Direct Programs: | | | | |
| Community Development Block Grants/Entitlement Grants | | 14.218 | | 286,972 |
| Supportive Housing Program | * | 14.235 | | 2,144,432 |
| Passed Through City of Portland-Bureau of Community Development: | | | | |
| Community Development Block Grants/Entitlement Grants | | 14.218 | 0210215 | 293,259 |
| Supportive Housing Program | * | 14.235 | 0210215 | 20,408 |
| HOME Investment Partnerships Program | | 14.239 | 0210215 | 72,218 |
| Lead-Based Paint Hazard Control in Privately-Owned Housing | | 14.900 | 34990 | 105,000 |
| Lead-Based Paint Hazard Control in Privately-Owned Housing | | 14.900 | 310480 | 23,189 |
| Passed Through Housing Authority of Portland: | | | | |
| Public Housing Capital Fund | | 14.872 | MULTN002 | 46,910 |
| Passed Through Oregon Housing and Community Services: | | | | |
| Housing Oportunities for Persons with AIDS | | 14.241 | ORH 010031 | 29,170 |
| Total Department of Housing and Urban Development | | | | 3,021,558 |

(continued)

* Indicates a major program

| GRANTOR AND PROGRAM TITLE | | FEDERAL CFDA NUMBER | PASS-THROUGH ENTITY IDENTIFYING NUMBER | FEDERAL EXPENDITURES |
|---|---|---|---|---|
| U.S. Department of Interior | | | | |
| Direct Programs: | | | | |
| Payment in Lieu of Taxes | | 15.226 | | 18,761 |
| Distribution of Receipts to State and Local Governments | | 15.227 | | 1,203,995 |
| Total Department of Interior | | | | 1,222,756 |
| U.S. Department of Justice | | | | |
| Direct Programs: | | | | |
| Supervised Visitation, Safe Havens for Children | | 16.527 | | 166,482 |
| Edward Byrne Memorial State and Local Law Enforcement Assistance Discretionary Grants Program | | 16.580 | | 48,972 |
| Local Law Enforcement Block Grants Program | | 16.592 | | 516,959 |
| Executive Office for Weed and Seed | * | 16.595 | | 270,474 |
| State Criminal Alien Assistance Program | | 16.606 | | 199,065 |
| Bulletproof Vest Partnership Program | | 16.607 | | 24,030 |
| Community Prosecution and Project Safe Neighborhoods | | 16.609 | | 670,454 |
| Passed Through Oregon Department of Corrections: | | | | |
| Offender Reentry Program | | 16.202 | 2848 | 297,775 |
| Passed Through SE Uplift: | | | | |
| Executive Office for Weed and Seed | * | 16.595 | 101002/102003 | 28,565 |
| Executive Office for Weed and Seed | * | 16.595 | 092502 | 1,711 |
| Executive Office for Weed and Seed | * | 16.595 | 061603 | 10,181 |
| Executive Office for Weed and Seed | * | 16.595 | 101503 | 32,000 |
| Executive Office for Weed and Seed | * | 16.595 | Multnomah County | 23,308 |
| Passed Through State Department of Justice: | | | | |
| Crime Victim Assistance | | 16.575 | 02-01858/03-2092 | 134,409 |
| Crime Victim Assistance | | 16.575 | 01-1643 | 128 |
| Passed Through Oregon Health Sciences University: | | | | |
| Education and Training to End Violence Against and Abuse of Women with Disabilities | | 16.529 | GCDRCO109AC | 16,263 |
| Passed Through State Police: | | | | |
| Juvenile Accountability Incentive Block Grants | | 16.523 | 02-625 | 687,371 |
| Violence Against Women Formula Grants | | 16.588 | 02-763/03-761 | 65,880 |
| Byrne Formula Grant Program | | 16.579 | 02-049 | 145,494 |
| Byrne Formula Grant Program | | 16.579 | 02-034 | 128,120 |
| Byrne Formula Grant Program | | 16.579 | 01-031 | 89,342 |
| Byrne Formula Grant Program | | 16.579 | 01-05/10-02 | 107,358 |
| Edward Byrne Memorial State and Local Law Enforcement Assistance Discretionary Grants Program | | 16.580 | LAO2001-85 | 4,453 |
| Total Department of Justice | | | | 3,668,794 |
| U.S. Department of Transportation | | | | |
| Passed Through Oregon Sheriff's Association, Inc.: | | | | |
| Safety Incentives to Prevent Operation of Motor Vehicles by Intoxicated Persons | | 20.605 | Multnomah County | 31,250 |

* Indicates a major program

(continued)

| GRANTOR AND PROGRAM TITLE | FEDERAL CFDA NUMBER | PASS-THROUGH ENTITY IDENTIFYING NUMBER | FEDERAL EXPENDITURES |
|---|---|---|---|
| Passed Through State Department of Transportation: | | | |
| Highway Planning and Construction | 20.205 | 0000132900-55 | 1,392,823 |
| Highway Planning and Construction | 20.205 | 59477-00 | 23,187 |
| Alcohol Traffic Safety and Drunk Driving Prevention Incentive Grants | 20.601 | 1936002309 | 14,002 |
| Total Department of Transportation | | | 1,430,012 |
| National Foundation on the Arts and Humanities | | | |
| Passed Through Oregon State Library: | | | |
| State Library Program | 45.310 | 03-6-3.1 | 105,448 |
| State Library Program | 45.310 | 03-5-2.7 | 67,728 |
| State Library Program | 45.310 | 03-L-4 | 16,847 |
| State Library Program | 45.310 | 03-E-S-1 | 258,600 |
| Total National Foundation on the Arts and Humanities | | | 448,623 |
| U.S. Environmental Protection Agency | | | |
| Passed Through State Department of Human Resources: | | | |
| TSCA Title IV State Lead Grants Certification of Lead-Based Paint Professionals | 66.707 | 107286 | 5,000 |
| Total U.S. Environmental Protection Agency | | | 5,000 |
| U.S. Department of Energy | | | |
| Passed Through Oregon Housing and Community Services: | | | |
| Weatherization Assistance for Low-Income Persons | 81.042 | 210009 | 475,956 |
| Total Department of Energy | | | 475,956 |
| U.S. Department of Education | | | |
| Direct Programs: | | | |
| Adult Education_State Grant Program | 84.002 | | 28,017 |
| Twenty-First Century Community Learning Centers | 84.287 | | 13,330 |
| Passed Through Oregon Department of Education: | | | |
| Twenty-First Century Community Learning Centers | 84.287 | 02-21CCLC | 322,622 |
| Passed Through Oregon Department of Human Resources: | | | |
| Safe and Drug Free Schools and Communities_ State Grants | 84.186 | 926001 | 243,613 |
| Passed Through Portland Public Schools: | | | |
| Title I Grants to Local Educational Agencies | 84.010 | 310489 | 71,412 |
| Twenty-First Century Learning Centers | 84.287 | 52284 | 53,091 |
| TRIO_Dissemination Partnership Grants | 84.344 | 0410547 | 9,305 |
| Total Department of Education | | | 741,390 |
| Elections Assistance Commission | | | |
| Passed Through Oregon Secretary of State: | | | |
| Help America Vote College Pollworker Program | 90.400 | 1936002309 | 3,000 |
| Total Elections Assistance Committee | | | 3,000 |
| U.S. Department of Health & Human Services | | | |
| Direct Programs: | | | |
| Medical Reserve Corps Small Grant Program | 93.008 | | 59,757 |

* Indicates a major program

(continued)

| GRANTOR AND PROGRAM TITLE | | FEDERAL CFDA NUMBER | PASS-THROUGH ENTITY IDENTIFYING NUMBER | FEDERAL EXPENDITURES |
|---|---|---|---|---|
| Health Center Grants for Homeless Populations | | 93.151 | | 1,274,878 |
| Community Health Centers | | 93.224 | | 3,842,243 |
| Consolidated Knowledge Development and Application (KD&A) Program | | 93.230 | | 1,184,575 |
| Health Community Access Program | | 93.252 | | 121,431 |
| Drug Abuse Research Programs | | 93.279 | | 602,124 |
| Centers for Disease Control and Prevention_ Investigations and Technical Assistance | * | 93.283 | | 688,193 |
| Refugee and Entrant Assistance_Discretionary Grants | | 93.576 | | 155,793 |
| HIV Emergency Relief Project Grants | | 93.914 | | 3,707,476 |
| Grants to Provide Outpatient Early Intervention Services With respect to HIV Disease | | 93.918 | | 856,709 |
| Healthy Start Initiative | | 93.926 | | 975,411 |
| Special Projects of National Significance | | 93.928 | | 384,482 |
| Passed Through Child Care Development Services Inc: | | | | |
| Maternal and Child Health Federal Consolidated Programs | | 93.110 | 105450 | 35,102 |
| Passed Through Legacy Health Systems: | | | | |
| Consolidated Knowledge Development and Application (KD&A) Program | | 93.230 | 1479TI13338-01 | 45,329 |
| Passed Through National Association of City and County Health Officers: | | | | |
| Centers for Disease Control and Prevention | * | 93.283 | 6630 | 22,074 |
| Investigations and Technical Assistance | * | 93.283 | 3670 | 19,294 |
| Passed Through Mount Hood Community College Head Start: | | | | |
| Head Start | | 93.600 | 464812 | 51,194 |
| Passed Through NW Family Services: | | | | |
| Maternal and Child Health Federal Consolidated Programs | | 93.110 | 1 HID MC 00908 | 330,819 |
| Passed Through Oregon Department of Business and Consumer Services: | | | | |
| Centers for Medicare and Medicaid Services (CMS) Research, Demonstrations and Evaluations | | 93.779 | 44102-20 | 8,756 |
| Passed Through Oregon Commission on Children And Families: | | | | |
| Promoting Safe and Stable Families | | 93.556 | 1936002309 | 184,325 |
| Child Care and Development Block Grant | | 93.575 | 1936002309 | 227,813 |
| Social Services Block Grant | | 93.667 | 1936002309 | 840,655 |
| Passed Through Oregon Housing and Community Services: | | | | |
| Temporary Assistance for Needy Families | | 93.558 | 0310559 | 69,077 |
| Low-Income Home Energy Assistance | * | 93.568 | 0310559 | 3,168,372 |
| Community Services Block Grant | | 93.569 | 0310559 | 1,085,159 |
| Passed Through Oregon Health Sciences University: | | | | |
| Health Education and Training Centers | | 93.189 | GALHE008AC | 33,265 |
| Child Care and Development Block Grant | | 93.575 | AFF-2005-0025 | 48,377 |
| Ryan White HIV/AIDS Dental Reimburesements | | 93.924 | GPBHD0010AC | 9,973 |

* Indicates a major program

(continued)

| GRANTOR AND PROGRAM TITLE | | FEDERAL CFDA NUMBER | PASS-THROUGH ENTITY IDENTIFYING NUMBER | FEDERAL EXPENDITURES |
|---|---|---|---|---|
| Passed through State Department of Human Resources: | | | | |
| Special Programs for the Aging_Title VII, Chapter 3_Programs for Prevention of Elder Abuse, Neglect and Exploitation | | 93.041 | 85087-9 | 9,536 |
| Special Programs for the Aging_Title III, Part D_ Disease Prevention and Health Promotion Services | | 93.043 | 85087-9 | 38,568 |
| Special Programs for the Aging_Title III, Part B_ Supportive Services & Senior Centers | | 93.044 | 85087-9 | 713,214 |
| Special Programs for the Aging_Title III, Part C_ Nutrition Services | | 93.045 | 85087-9 | 881,350 |
| National Family Caregiver Support | | 93.052 | 85087-9 | 320,414 |
| Project Grants & Cooperative Agreements for Tuberculosis Control Programs | | 93.116 | 1936002309 | 164,592 |
| Acquired Immunodeficiency Syndrome (AIDS) Activity | | 93.118 | 1936002309 | 488,780 |
| Projects for Assistance in Transition From Homelessness (PATH) | | 93.150 | 926001 | 231,250 |
| Health Program for Toxic Substances and Disease Registry | | 93.161 | 1936002309 | 4,645 |
| Childhood Lead Poisoning Prevention_State and Local Childhood Lead Poisoning Prevention and Surveillance of Blood Levels in Children | | 93.197 | 1936002309 | 1,909 |
| Family Planning_Services | | 93.217 | 1936002309 | 379,363 |
| Abstinence Education | | 93.235 | 1936002309 | 58,822 |
| Occupational Safety and Health Research Projects | | 93.262 | 1936002309 | 6,960 |
| Immunization Grants | | 93.268 | 1936002309 | 1,317,468 |
| Centers for Disease Control and Prevention_ Investigations and Technical Assistance | * | 93.283 | 1936002309 | 1,185,841 |
| Temporary Assistance for Needy Families | | 93.558 | 103006 | 18,046 |
| Temporary Assistance for Needy Families | | 93.558 | 926001 | 238,350 |
| Community-Based Family Resource and Support Grants | | 93.590 | 9801ORFRPG/277038 | 3,037 |
| Child Abuse and Neglect State Grants | | 93.669 | 104743 | 2,585 |
| Medical Assistance Program | * | 93.778 | 1936002309 | 13,405 |
| Medical Assistance Program | * | 93.778 | 1936002309 | 97,209 |
| Medical Assistance Program | * | 93.778 | 111369 | 92,286 |
| Medical Assistance Program | * | 93.778 | 103333 | 1,055,539 |
| Medical Assistance Program | * | 93.778 | 85087-9 | 11,388,149 |
| Medical Assistance Program | * | 93.778 | 111369 | 379,338 |
| Centers for Medicare and Medicaid Services (CMS) Research, Demonstrations and Evaluations | | 93.779 | 926001 | 101,060 |
| HIV Care Formula Grants | | 93.917 | 1936002309 | 158,737 |
| Cooperative Agreements for State-Based Comprehensive Breast and Cervical Cancer Early Detection Programs | | 93.919 | 1936002309 | 329,600 |
| Human Immunodeficiency Virus (HIV) Acquired Immunodefiency Virus Syndrome (AIDS) Surveillance | | 93.944 | 1936002309 | 91,920 |

* Indicates a major program

(continued)

| GRANTOR AND PROGRAM TITLE | | FEDERAL CFDA NUMBER | PASS-THROUGH ENTITY IDENTIFYING NUMBER | FEDERAL EXPENDITURES |
|---|---|---|---|---|
| Block Grants for Community Mental Health Services | | 93.958 | 926001 | 465,005 |
| Block Grants for Prevention and Treatment of Substance Abuse | * | 93.959 | 936002309/99186 | 120,000 |
| Block Grants for Prevention and Treatment of Substance Abuse | * | 93.959 | 926001 | 3,951,488 |
| Maternal and Child Health Services Block Grant to the States | | 93.994 | 1936002309 | 578,466 |
| Passed Through Oregon Department of Justice: | | | | |
| Child Support Enforcement | * | 93.563 | 102324 | 1,491,177 |
| Passed Through Oregon Research Institute: | | | | |
| Alcohol Research Programs | | 93.273 | R01AA11510 | 205,511 |
| Passed Through University of Oregon: | | | | |
| Research for Mothers and Children | | 93.865 | 211231B | 4,699 |
| Passed Through University of Washington: | | | | |
| AIDS Education and Training Centers | | 93.145 | 0210068/0210069 | 75,591 |
| Total Department of Health and Human Services | | | | 46,696,566 |
| US Department of Homeland Security | | | | |
| Direct Programs: | | | | |
| Port Security Research and Development Grant | | 97.060 | | 570,431 |
| Passed Through Oregon Emergency Management: | | | | |
| State Domestic Preparedness Equipment Support Program | | 97.004 | 03-155 | 1,420,401 |
| Public Assistance Grants | | 97.036 | 1936002309 | 451,871 |
| Emergency Management Performance Grants | | 97.042 | 1936002309 | 161,767 |
| Passed Through Oregon State Marine Board: | | | | |
| Boating Safety Financial Assistance | | 97.012 | 1936002309 | 493,119 |
| Passed Through United Way: | | | | |
| Emergency Food and Shelter National Board Program | | 97.024 | 708000-009 | 636,720 |
| Total Department of Homeland Security | | | | 3,734,309 |
| Other Federal Assistance (No CFDA) | | | | |
| Department of Agriculture | | | | |
| Direct Programs: | | | | |
| U.S. Forest Service Patrol Contract | | 10-01-LE-110600-498 | | 20,981 |
| U.S. Forest Service Patrol Contract | | 10.0210313 | | 55,922 |
| Total Department of Agriculture | | | | 76,903 |
| U.S. Department of Energy | | | | |
| Direct Programs: | | | | |
| Youth Employment Project/Bonneville Power Administration | | 81.00001101 | | 116 |
| Total Department of Energy | | | | 116 |
| Total Other Federal Assistance | | | | 77,019 |
| Total Federal Assistance | | | | $ 65,538,352 |

* Indicates a major program

# MULTNOMAH COUNTY, OREGON
# NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
## For the Year Ended June 30, 2004

### Note A – General

The accompanying Schedule of Expenditures of Federal Awards presents the activity of all federal awards programs of Multnomah County, Oregon (the County) for the year ended June 30, 2004. The County's reporting entity is defined in Note 1 to the County's June 30, 2004 basic financial statements.

### Note B – Basis of Accounting

The accompanying Schedule of Expenditures of Federal Awards is presented using a basis of accounting which is consistent with the basic financial statements, as described in Note 1 to the County's basic financial statements.

### Note C – Relationship to General Purpose Financial Statements

As described in Note 2 to the County's basic financial statements, federal financial assistance revenues reported in the County's basic financial statements are included with intergovernmental revenues.

### Note D – Noncash Awards

The accompanying Schedule of Expenditures of Federal Awards includes a noncash award from the Department of Health and Human Resources in the form of vaccines (CFDA #93.268 – Childhood Immunization Grants). The value of the Childhood Immunization Grant award was determined by the granting agency. The amount expended and advanced at June 30, 2004 is calculated on a proportionate basis.

## Note E – Subrecipients

Of the federal expenditures presented in the schedule, Multnomah County provided federal awards to subrecipients as follows:

| Program Title | Federal CFDA Number | Amount Provided to Subrecipients |
|---|---|---|
| Nutrition Services Incentive | 10.570 | $ 324,755 |
| Schools and Roads_Grants to States | 10.665 | 216,071 |
| Community Development Block Grants/Entitlement Grants | 14.218 | 592,554 |
| Supportive Housing Program | 14.235 | 2,045,560 |
| HOME investment Partnerships Program | 14.239 | 63,470 |
| Juvenile Accountability Incentive Block Grants | 16.523 | 320,910 |
| Supervised Visitation, Safe Havens for Children | 16.527 | 102,205 |
| Byrne Formula Grant Program | 16.579 | 61,390 |
| Executive Office for Weed and Seed | 16.595 | 264,216 |
| Community Prosecution and Project Safe Neighborhoods | 16.609 | 48,164 |
| Title I Grants to Local Educational Agencies | 84.010 | 46,586 |
| Safe and Drug Free Schools and Communities - State Grants | 84.186 | 86,323 |
| Twenty-First Century Community Learning Centers | 84.287 | 316,539 |
| TRIO_Dissemination Partnership Grants | 84.344 | 9,000 |
| Special Programs for the Aging - Title III, Part D - Disease Prevention and Health Promotion Services | 93.043 | 38,218 |
| Special Programs for the Aging - Title III, Part B - Grants for Supportive Services and Senior Centers | 93.044 | 375,286 |
| Special Programs for the Aging - Title III, Part C - Nutrition Services | 93.045 | 880,150 |
| National Family Caregiver Support | 93.052 | 160,901 |
| Acquired Immunodeficiency (AIDS) Activity | 93.118 | 272,320 |
| Projects for Assistance in Transition From Homelessness (PATH) | 93.150 | 230,805 |
| Health Center Grants for Homeless Populations | 93.151 | 63,448 |
| Community Health Centers | 93.224 | 274,791 |
| Consolidated Knowledge Development and Application (KD&A) Program | 93.230 | 221,567 |
| Drug Abuse Research Programs | 93.279 | 89,189 |
| Centers for Disease Control and Prevention_Investigations and Technical Assistance | 93.283 | 240,482 |
| Temporary Assistance for Needy Families | 93.558 | 229,094 |
| Low-Income Home Energy Assistance Program | 93.568 | 288,056 |
| Community Services Block Grant | 93.569 | 847,942 |
| Child Care and Development Block Grant (Discretionary Fund of the Child Care and Development Fund) | 93.575 | 211,324 |
| Community-Based Family Resource and Support Grants | 93.590 | 1,082 |
| Social Services Block Grant | 93.667 | 782,759 |
| Child Abuse and Neglected State Grants | 93.669 | 2,341 |
| Centers for Medicare and Medicaid Services (CMS) Research, Demonstrations and Evaluations | 93.779 | 85,511 |
| HIV Emergency Relief Project Grants | 93.914 | 2,500,912 |
| Special Programs of National Significance | 93.928 | 166,991 |
| Block Grant for Community Mental Health Services | 93.958 | 305,997 |
| Block Grants for Prevention and Treatment of Substance Abuse (SAPT) | 93.959 | 3,208,029 |
| Maternal and Child Health Services Block Grant to the States | 93.994 | 4,702 |
| State Domestic Preparedness Support Program | 97.004 | 906,362 |
| Emergency Food and Shelter National Board Program | 97.024 | 174,504 |
| Total subrecipient pass through | | $ 17,060,506 |

# STATISTICAL INFORMATION SECTION
## (UNAUDITED)

This part of Multnomah County's comprehensive annual financial report presents detailed information as a context for understanding what the information in the financial statements, note disclosures, and required supplementary information says about the County's overall financial health. This section contains the following tables and information:

- **Financial Trends** - These schedules contain trend information to help the reader understand how the county's financial performance and well-being have changed over time.

- **Revenue Capacity** - These schedules contain information to help the reader assess the County's most significant local revenue sources: personal income tax, property tax, and the business income tax.

- **Debt Capacity** - These schedules present information to help the reader assess the affordability of the City's current levels of outstanding debt and the County's ability to issue additional debt in the future.

- **Economic and Demographic Information** - These schedules offer economic and demographic indicators to help the reader understand the environment within which the County's financial activities take place.

- **Operating Information** - These schedules contain service and infrastructure data to help the reader understand how the information in the County's financial report relates to the services the County provides and the activities it performs.

**Sources:** Unless otherwise noted, the information in these schedules is derived from the comprehensive annual financial report for the relevant year. Note that the County implemented Governmental Accounting Standards Board Statement No. 34 in 2002; therefore schedules presenting government-wide information include only information beginning in that fiscal year and going forward.

MULTNOMAH COUNTY, OREGON
Net Assets by Component
Last Three Fiscal Years
(amounts expressed in thousands)
(accrual basis of accounting)

| | 2004 | 2003 | 2002 |
|---|---|---|---|
| **Governmental Activities:** | | | |
| Invested in Capital Assets, Net of Related Debt | $ 511,277 | $ 475,949 | $ 472,133 |
| Restricted | 62,954 | 62,535 | 74,973 |
| Unrestricted | (12,431) | (26,225) | (139,086) |
| Total Governmental Activities Net Assets | $ 561,800 | $ 512,259 | $ 408,020 |
| **Business-Type Activities:** | | | |
| Invested in Capital Assets, Net of Related Debt | $ 2,480 | $ 2,474 | $ 2,405 |
| Unrestricted | 1,915 | 2,095 | 3,136 |
| Total Business-Type Activities Net Assets | $ 4,395 | $ 4,569 | $ 5,541 |
| **Primary government:** | | | |
| Invested in Capital Assets, Net of Related Debt | $ 513,757 | $ 478,423 | $ 474,538 |
| Restricted | 62,954 | 62,535 | 74,973 |
| Unrestricted | (10,516) | (24,130) | (135,950) |
| Total Primary Government Net Assets | $ 566,195 | $ 516,828 | $ 413,561 |

Source: Current and prior years' financial statements

**MULTNOMAH COUNTY, OREGON**
**Changes in Net Assets**
**Last Three Fiscal Years**
**(amounts expressed in thousands)**
**(accrual basis of accounting)**

| | 2004 | 2003 | 2002 |
|---|---|---|---|
| **Program Revenues** | | | |
| Governmental activities: | | | |
| Fees, fines and charges for services: | | | |
| General government | $ 16,394 | $ 15,976 | $ 12,712 |
| Health services | 44,006 | 40,901 | 13,762 |
| Social services | 1,805 | 759 | 543 |
| Public safety and justice | 15,901 | 23,216 | 14,224 |
| Community services | 4 | - | 6 |
| Library | 2,042 | 2,537 | 1,745 |
| Roads and bridges | 1,880 | 1,250 | 910 |
| Operating grants and contributions | 249,079 | 256,659 | 277,418 |
| Capital grants and contributions | 9,809 | 4,461 | 86 |
| Total governmental activities program revenues | 340,920 | 345,759 | 321,406 |
| Business-type activities: | | | |
| Charges for services: | | | |
| Dunthorpe | 344 | 248 | 249 |
| Mid County | 235 | 233 | 235 |
| Behavioral Health | 25,603 | 32,486 | 32,781 |
| Operating grants and contributions | 435 | 897 | 337 |
| Total business-type activities program revenues | 26,617 | 33,864 | 33,602 |
| Total primary government program revenues | 367,537 | 379,623 | 355,008 |
| **Expenses** | | | |
| Governmental activities: | | | |
| General government | 153,937 | 36,374 | 17,673 |
| Health services | 110,968 | 110,322 | 92,109 |
| Social services | 167,746 | 169,218 | 188,043 |
| Public safety and justice | 182,941 | 180,503 | 184,213 |
| Community services | 18,391 | 17,925 | 23,877 |
| Library | 40,843 | 43,934 | 39,529 |
| Roads and bridges | 57,374 | 58,354 | 57,478 |
| Interest on long-term debt | 19,543 | 20,127 | 21,139 |
| Total governmental activities expenses | 751,743 | 636,757 | 624,061 |
| Business-type activities: | | | |
| Dunthorpe | 355 | 344 | 306 |
| Mid County | 499 | 355 | 348 |
| Behavioral Health | 25,787 | 33,739 | 34,951 |
| Total business-type activities expenses | 26,641 | 34,438 | 35,605 |
| Total primary government expenses | 778,384 | 671,195 | 659,666 |

(continued)

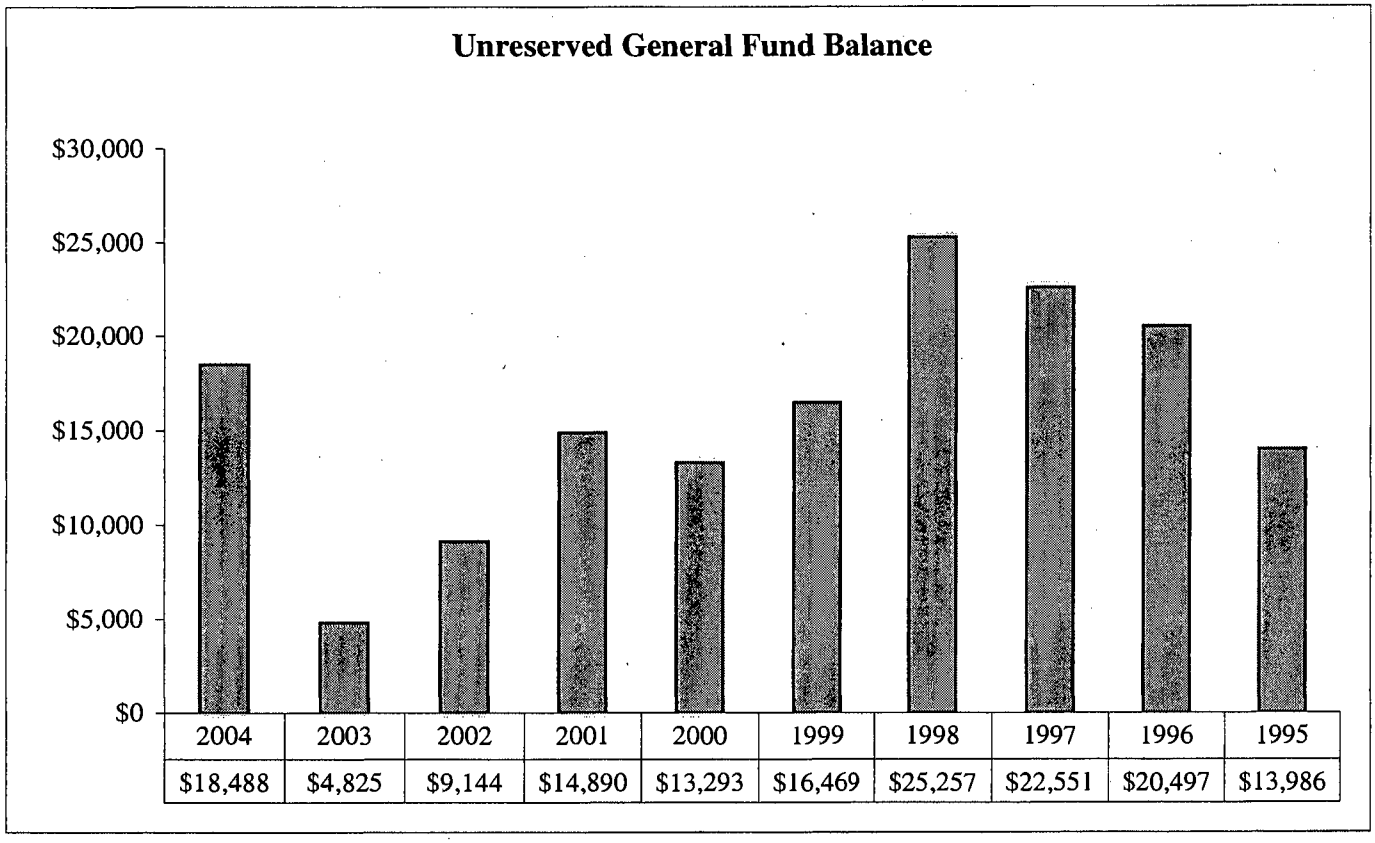
(continued)

| | 2004 | 2003 | 2002 |
|---|---|---|---|
| **Net (Expense)/Revenue** | | | |
| Governmental activities | $ (410,823) | $ (290,998) | $ (302,655) |
| Business-type activities | (24) | (574) | (2,003) |
| Total primary government net expense | $ (410,847) | $ (291,572) | $ (304,658) |
| | | | |
| **General Revenues and Other Changes in Net Assets** | | | |
| Governmental activities: | | | |
| Taxes: | | | |
| Property and other local taxes levied for: | | | |
| General purposes | $ 201,278 | $ 193,912 | $ 195,130 |
| Debt service | 7,326 | 9,699 | 11,114 |
| Personal income taxes | 175,325 | - | - |
| Business income taxes | 30,286 | 26,491 | 26,935 |
| Selective excise and use taxes | 32,404 | 33,199 | 32,799 |
| Payments in lieu of taxes | 2,184 | 2,899 | 1,810 |
| State government shared revenues | 7,584 | 6,206 | - |
| Grants and contributions not restricted to specific programs | 166 | 70 | 60 |
| Interest and investment earnings | 2,443 | 4,226 | 7,982 |
| Gain (loss) on sale of capital assets | (509) | 1,711 | - |
| Miscellaneous | 1,877 | 2,917 | 4,496 |
| Transfers | - | 440 | (3) |
| Total governmental activities | 460,364 | 281,770 | 280,323 |
| | | | |
| Business-type activities: | | | |
| Interest and investment earnings | 74 | 131 | 339 |
| Miscellaneous | - | 24 | 6 |
| Loss on sale of capital assets | (224) | (113) | (71) |
| Transfers | - | (440) | 3 |
| Total business-type activities | (150) | (398) | 277 |
| | | | |
| Total primary government | 460,214 | 281,372 | 280,600 |
| | | | |
| **Change in Net Assets** | | | |
| Governmental activities | 49,541 | (9,228) | (22,332) |
| Business-type activities | (174) | (972) | (1,726) |
| Total primary government change in net assets | $ 49,367 | $ (10,200) | $ (24,058) |

Source: Current and prior years' financial statements

**MULTNOMAH COUNTY, OREGON**
**Fund Balances, Governmental Funds**
**Last Ten Fiscal Years**
**(amounts expressed in thousands)**
**(modified accrual basis of accounting)**

| | 2004 | 2003 | 2002 | 2001 |
|---|---|---|---|---|
| General Fund | | | | |
| Reserved | $ 1,004 | $ 961 | $ - | $ 869 |
| Unreserved | 18,488 | 4,825 | 9,144 | 14,890 |
| Total general fund | 19,492 | 5,786 | 9,144 | 15,759 |
| All Other Governmental Funds | | | | |
| Reserved | 39,224 | 63,810 | 75,627 | 123,342 |
| Undesignated, reported in: | | | | |
| Special revenue funds | 27,375 | 23,601 | 24,563 | 19,953 |
| Total all other governmental funds | 66,599 | 87,411 | 100,190 | 143,295 |
| Total governmental funds | $ 86,091 | $ 93,197 | $ 109,334 | $ 159,054 |

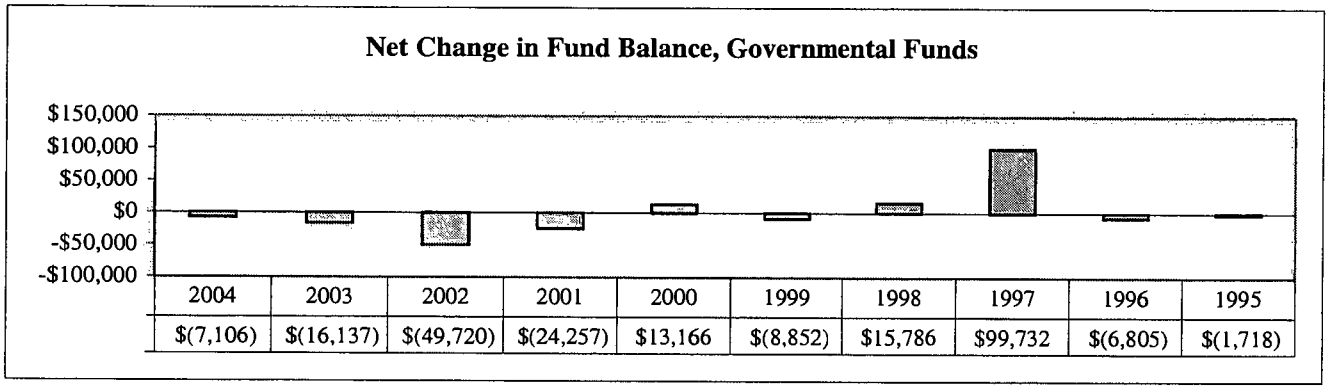



Source: Current and prior years' financial statements

| 2000 | 1999 | 1998 | 1997 | 1996 | 1995 |
|---|---|---|---|---|---|
| $ 969 | $ 605 | $ 616 | $ 748 | $ 735 | $ 718 |
| 13,293 | 16,469 | 25,257 | 22,551 | 20,497 | 13,986 |
| 14,262 | 17,074 | 25,873 | 23,299 | 21,232 | 14,704 |
| 145,418 | 126,815 | 125,499 | 118,972 | 25,406 | 41,657 |
| 23,625 | 26,250 | 27,619 | 20,934 | 16,835 | 13,917 |
| 169,043 | 153,065 | 153,118 | 139,906 | 42,241 | 55,574 |
| $ 183,305 | $ 170,139 | $ 178,991 | $ 163,205 | $ 63,473 | $ 70,278 |

**MULTNOMAH COUNTY, OREGON**
**Changes in Fund Balances, Governmental Funds**
**Last Ten Fiscal Years**
**(amounts expressed in thousands)**
**(modified accrual basis of accounting)**

| | 2004 | 2003 | 2002 | 2001 |
|---|---|---|---|---|
| **Revenues** | | | | |
| Taxes | $ 375,204 | $ 268,225 | $ 267,641 | $ 266,466 |
| Charges for services | 55,180 | 66,325 | 18,586 | 20,234 |
| Licenses and permits | 14,760 | 14,496 | 8,134 | 5,037 |
| Intergovernmental | 252,978 | 261,020 | 290,077 | 308,993 |
| Interest | 1,960 | 3,499 | 6,972 | 14,760 |
| Miscellaneous | 50,385 | 37,495 | 58,415 | 51,994 |
| Total revenues | 750,467 | 651,060 | 649,825 | 667,484 |
| **Expenditures** | | | | |
| Current: | | | | |
| General government | 124,459 | 52,375 | 53,134 | 36,612 |
| Health services | 111,745 | 106,408 | 95,847 | 285,999 |
| Social services | 168,648 | 168,329 | 186,280 | - |
| Public safety and justice | 197,251 | 200,114 | 190,122 | 183,897 |
| Community services | 19,318 | 19,398 | 21,552 | 85,143 |
| Library | 42,753 | 40,741 | 42,706 | - |
| Roads and bridges | 40,454 | 39,497 | 36,829 | 35,110 |
| Capital Outlay | 11,968 | 17,770 | 31,822 | 30,517 |
| Debt service: | | | | |
| Principal | 25,179 | 15,186 | 18,711 | 17,863 |
| Interest | 19,543 | 20,082 | 21,050 | 22,069 |
| Total expenditures | 761,318 | 679,900 | 698,053 | 697,210 |
| Excess (deficiency) of revenues over (under) expenditures | (10,851) | (28,840) | (48,228) | (29,726) |
| **Other Financing Sources (Uses)** | | | | |
| Certificates of participation proceeds | - | - | - | - |
| Proceeds from sale of capital assets | 425 | - | - | - |
| Proceeds of refunding certificates of participation | - | - | - | - |
| Lease / purchase proceeds | - | - | - | - |
| Bond proceeds | - | - | - | 5,499 |
| Proceeds of refunding bonds | - | 9,615 | - | - |
| Loan proceeds | - | - | - | - |
| Payment to refunded bond escrow agent | - | - | - | - |
| Transfers in | 32,641 | 39,819 | 128,682 | 124,819 |
| Transfers out | (29,321) | (36,731) | (130,174) | (124,849) |
| Total other financing sources (uses) | 3,745 | 12,703 | (1,492) | 5,469 |
| Net change in fund balances | $ (7,106) | $ (16,137) | $ (49,720) | $ (24,257) |
| Debt service as a percentage of noncapital expenditures | 6.3% | 5.6% | 6.3% | 6.4% |




Source: Current and prior years' financial statements

| 2000 | 1999 | 1998 | 1997 | 1996 | 1995 |
|---|---|---|---|---|---|
| $ 254,514 | $ 250,416 | $ 215,100 | $ 217,295 | $ 185,008 | $ 171,068 |
| 15,008 | 15,515 | 14,471 | 14,882 | 12,864 | 8,880 |
| 2,734 | 3,026 | 2,934 | 2,751 | 2,703 | 2,683 |
| 242,966 | 232,715 | 223,962 | 184,697 | 172,031 | 162,133 |
| 12,201 | 11,688 | 12,080 | 9,691 | 5,476 | 5,676 |
| 49,575 | 42,337 | 37,190 | 37,244 | 29,888 | 28,549 |
| 576,998 | 555,697 | 505,737 | 466,560 | 407,970 | 378,989 |
| | | | | | |
| 219,323 | 35,786 | 28,474 | 28,298 | 35,086 | 36,108 |
| 237,566 | 209,788 | 190,941 | 190,540 | 181,526 | 165,239 |
| - | - | - | - | - | - |
| 179,799 | 165,792 | 140,510 | 113,263 | 96,519 | 93,059 |
| 72,429 | 75,996 | 47,764 | 56,913 | 35,707 | 32,765 |
| - | - | - | - | - | - |
| 35,969 | 37,604 | 35,197 | 34,052 | 32,596 | 30,200 |
| 37,141 | 59,425 | 36,773 | 33,717 | 33,069 | 24,539 |
| | | | | | |
| 13,695 | 11,540 | 14,071 | 10,403 | 3,543 | 4,872 |
| 14,857 | 9,953 | 10,206 | 7,960 | 5,105 | 4,977 |
| 810,779 | 605,884 | 503,936 | 475,146 | 423,151 | 391,759 |
| (233,781) | (50,187) | 1,801 | (8,586) | (15,181) | (12,770) |
| | | | | | |
| 60,835 | 36,125 | 15,694 | - | 1,846 | 1,502 |
| - | - | - | - | - | - |
| - | - | 28,621 | - | - | - |
| - | - | - | - | 316 | - |
| 184,548 | 3,155 | - | 108,700 | - | 9,000 |
| - | 66,115 | - | - | - | - |
| 204 | 154 | - | 1,672 | 5,383 | - |
| - | (67,057) | (28,886) | - | - | - |
| 131,026 | 126,334 | 77,814 | 74,133 | 68,244 | 64,833 |
| (129,666) | (123,491) | (79,258) | (76,187) | (67,413) | (64,283) |
| 246,947 | 41,335 | 13,985 | 108,318 | 8,376 | 11,052 |
| $ 13,166 | $ (8,852) | $ 15,786 | $ 99,732 | $ (6,805) | $ (1,718) |
| | | | | | |
| 3.8% | 4.1% | 5.5% | 4.3% | 2.3% | 2.8% |

**MULTNOMAH COUNTY, OREGON**
**Program Revenues by Function/Program**
**Last Three Fiscal Years**
**(amounts expressed in thousands)**
**(accrual basis of accounting)**

| Function/Program | 2004 | 2003 | 2002 |
|---|---|---|---|
| Governmental activities: | | | |
| General government | $ 31,429 | $ 23,463 | $ 24,644 |
| Health services | 77,315 | 72,730 | 63,191 |
| Social services | 126,534 | 136,045 | 140,391 |
| Public safety and justice | 63,534 | 71,518 | 57,336 |
| Community services | 1,830 | 2,730 | 2,530 |
| Library | 4,018 | 4,572 | 3,502 |
| Roads and bridges | 36,260 | 34,701 | 29,812 |
| Total governmental activities | 340,920 | 345,759 | 321,406 |
| Business-type activities: | | | |
| Dunthorpe-Riverdale | 344 | 256 | 251 |
| Mid County | 235 | 484 | 570 |
| Behavioral Health | 26,038 | 33,124 | 32,781 |
| Total business-type activities | 26,617 | 33,864 | 33,602 |
| Total primary government | $ 367,537 | $ 379,623 | $ 355,008 |

Source: Current and prior years' financial statements

MULTNOMAH COUNTY, OREGON
Tax Revenues by Source, Governmental Funds
Last Ten Fiscal Years
(amounts expressed in thousands)
(modified accrual basis of accounting)

| Year | Property Taxes | Business Income Taxes | Transient Lodging Taxes | Motor Vehicle Rental Taxes | County Gasoline Taxes | Personal Income Taxes | Other Taxes | Total |
|---|---|---|---|---|---|---|---|---|
| 1995 | $122,261 | $ 27,048 | $ 4,538 | $ 7,410 | $ 7,714 | $ - | $ 2,097 | $171,068 |
| 1996 | 131,622 | 30,040 | 5,032 | 8,694 | 7,647 | - | 1,973 | 185,008 |
| 1997 | 158,878 | 33,255 | 6,162 | 9,589 | 7,288 | - | 2,123 | 217,295 |
| 1998 | 157,886 | 32,524 | 5,842 | 10,205 | 7,272 | - | 1,371 | 215,100 |
| 1999 | 183,157 | 40,904 | 6,192 | 10,782 | 7,358 | - | 2,023 | 250,416 |
| 2000 | 187,255 | 39,934 | 5,956 | 12,445 | 7,111 | - | 1,813 | 254,514 |
| 2001 | 197,724 | 30,377 | 15,228 | 14,593 | 7,262 | - | 1,282 | 266,466 |
| 2002 | 206,097 | 26,935 | 11,131 | 13,717 | 7,832 | - | 1,929 | 267,641 |
| 2003 | 204,447 | 26,491 | 12,227 | 13,429 | 7,432 | - | 4,199 | 268,225 |
| 2004 | 209,018 | 30,286 | 12,352 | 12,930 | 7,011 | 100,114 | 3,493 | 375,204 |

Source: Current and prior years' financial statements

MULTNOMAH COUNTY, OREGON
**Assessed Valuation and Actual Values of Taxable Property (1)**
**Last Ten Fiscal Years**
**(amounts expressed in thousands)**

| Year | | Residential Property | Commercial Property | Public Utility Property | Personal Property | Total Taxable Assessed Value | Total Direct Tax Rate | Estimated Real Market Value |
|---|---|---|---|---|---|---|---|---|
| 1995 | | $17,177,183 | $10,740,016 | $1,576,140 | $1,218,157 | $30,711,496 | $ 3.93 | $30,711,496 |
| 1996 | | 19,792,331 | 11,818,004 | 1,748,028 | 1,325,133 | 34,683,496 | 3.90 | 34,683,496 |
| 1997 | | 22,380,651 | 12,705,874 | 1,849,993 | 1,524,420 | 38,460,938 | 4.24 | 38,460,938 |
| 1998 | (2) | 18,771,490 | 9,966,389 | 1,865,805 | 2,053,477 | 32,657,161 | 4.87 | 42,432,442 |
| 1999 | | 20,156,020 | 11,350,597 | 2,107,164 | 2,169,234 | 35,783,015 | 5.27 | 45,532,239 |
| 2000 | (3) | 21,177,768 | 11,853,881 | 2,401,538 | 2,167,686 | 37,600,873 | 5.14 | 52,268,770 |
| 2001 | | 22,163,841 | 12,407,629 | 2,709,063 | 2,315,045 | 39,595,578 | 5.19 | 56,377,119 |
| 2002 | | 23,115,866 | 13,273,892 | 2,799,601 | 2,549,782 | 41,739,141 | 5.08 | 61,345,077 |
| 2003 | | 24,165,517 | 13,294,395 | 2,558,357 | 2,330,850 | 42,349,119 | 4.97 | 63,391,339 |
| 2004 | | 25,057,728 | 13,606,043 | 2,392,404 | 2,352,588 | 43,408,763 | 4.96 | 66,510,264 |

(1) Prior to the passage of Measure # 50 in 1997, assessed value equaled real market value.
(2) Under Measure #50, assessed value is used for computation of taxes.
(3) Prior to 2000 amounts did not include urban renewal excess in taxable real market value.

Source: Multnomah County Division of Assessment and Taxation

MULTNOMAH COUNTY, OREGON
Property Tax Rates - Direct and Overlapping Governments (1)
(Per $1,000 of Assessed Valuation)
Last Ten Fiscal Years

| | Multnomah County | | | | Overlapping Rates | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Year | General | Special Revenue | Debt Service | Total | Cities | Special Purpose Districts | Education Districts | Water Districts | Rural Fire Districts | Urban Renewal Districts | Total |
| 1995 | $ 3.10 | $ 0.87 | $ 0.06 | $ 4.03 | $ 5.92 | $ 0.49 | $ 8.12 | $ 0.01 | $ 0.07 | $ - | $ 18.64 |
| 1996 | 2.96 | 0.84 | 0.10 | 3.90 | 5.79 | 0.68 | 5.58 | - | 0.08 | 0.07 | 16.10 |
| 1997 | 2.83 | 1.09 | 0.32 | 4.24 | 5.47 | 0.55 | 6.20 | - | 0.07 | 0.47 | 17.00 |
| 1998 (2) | 3.01 | 1.31 | 0.54 | 4.86 | 6.03 | 0.68 | 7.27 | - | 0.07 | 1.08 | 19.99 |
| 1999 | 4.32 | 0.50 | 0.46 | 5.28 | 5.98 | 0.67 | 6.95 | - | 0.07 | 1.00 | 19.95 |
| 2000 | 4.31 | 0.51 | 0.31 | 5.13 | 5.97 | 0.61 | 6.93 | - | 0.07 | 0.97 | 19.68 |
| 2001 | 4.32 | 0.50 | 0.37 | 5.19 | 6.06 | 0.62 | 7.21 | 0.01 | 0.07 | 1.06 | 20.22 |
| 2002 | 4.32 | 0.50 | 0.27 | 5.09 | 5.91 | 0.60 | 7.58 | 0.01 | 0.07 | 1.15 | 20.41 |
| 2003 | 4.25 | 0.48 | 0.24 | 4.97 | 6.04 | 0.55 | 7.77 | 0.01 | 0.08 | 1.26 | 20.68 |
| 2004 | 4.22 | 0.55 | 0.19 | 4.96 | 6.74 | 0.55 | 7.73 | 0.01 | 0.08 | 1.32 | 21.39 |

(1) These are average rates and are stated in dollars and cents.
(2) Measure #50 went into effect which decreases the assessed valuation and results in an increase in tax rates.

Source: Multnomah County Division of Assessment and Taxation current and prior years' annual reports

**MULTNOMAH COUNTY, OREGON**
**Property Tax Levies And Collections**
**Last Ten Fiscal Years**
**(amounts expressed in thousands)**
**(modified accrual basis of accounting)**

| Fiscal Year Ended June 30 | Tax Levy for the Fiscal Year | Collected within the Fiscal Year of the Levy | | Collections in Subsequent Years | Total Collections to Date | |
|---|---|---|---|---|---|---|
| | | Amount | Percentage of Levy | | Amount | Percentage of Levy |
| 1995 | $ 123,672 | $ 116,592 | 94.28 % | $ 4,918 | $ 121,510 | 98.25 % |
| 1996 | 135,104 | 127,611 | 94.45 | 4,745 | 132,356 | 97.97 |
| 1997 | 162,985 | 154,195 | 94.61 | 5,473 | 159,668 | 97.96 |
| 1998 | 158,856 | 152,342 | 95.90 | 5,554 | 157,896 | 99.40 |
| 1999 | 188,837 | 178,736 | 94.65 | 5,160 | 183,896 | 97.38 |
| 2000 | 193,076 | 181,772 | 94.15 | 5,772 | 187,544 | 97.13 |
| 2001 | 205,468 | 192,777 | 93.82 | 6,698 | 199,475 | 97.08 |
| 2002 | 212,329 | 198,884 | 93.67 | 4,889 | 203,773 | 95.97 |
| 2003 | 210,411 | 197,233 | 93.74 | 4,263 | 201,496 | 95.76 |
| 2004 | 215,031 | 202,443 | 94.15 | - | 202,443 | 94.15 |

Source: Current and prior year financial statements

MULTNOMAH COUNTY, OREGON
Principal Taxpayers
December 31, 2003 and December 31, 1994
(amounts expressed in thousands)

| | December 31, 2003 | | |
|---|---|---|---|
| Taxpayer | Real Property Assessed Valuation (1) | Rank | Percentage of Total Assessed Valuation |
| QWEST Corporation | $ 440,770 | 1 | 1.02 % |
| Portland General Electric | 341,869 | 2 | 0.79 |
| Pacificorp (PP&L) | 271,934 | 3 | 0.63 |
| Wacker Siltronic Corp | 211,842 | 4 | 0.49 |
| Northwest Natural Gas | 149,728 | 5 | 0.34 |
| Boeing Co | 143,486 | 6 | 0.33 |
| Oregon Steel Mills | 135,061 | 7 | 0.31 |
| Freightliner Corp | 131,603 | 8 | 0.30 |
| LC Portland LLC | 130,197 | 9 | 0.30 |
| Fred Meyer Inc | 115,007 | 10 | 0.26 |
| | $ 2,071,497 | | 4.77 % |
| Total Assessed Valuation | $ 43,408,763 | | |

| | December 31, 1994 | | |
|---|---|---|---|
| Taxpayer | Real Property Assessed Valuation (1) | Rank | Percentage of Total Assessed Valuation |
| QWEST Corporation | $ 402,573 | 1 | 1.16 % |
| Pacificorp (PP&L) | 230,168 | 2 | 0.67 |
| Portland General Electric | 194,541 | 3 | 0.56 |
| Boeing Co | 187,086 | 4 | 0.54 |
| Northwest Natural Gas | 110,984 | 5 | 0.32 |
| SI - Lloyd Associates | 91,012 | 6 | 0.26 |
| United Airlines | 88,421 | 7 | 0.25 |
| US Bancorp | 76,320 | 8 | 0.22 |
| Fujitsu Microelectronics | 66,278 | 9 | 0.19 |
| Wacker Siltronic Corp | 59,228 | 10 | 0.17 |
| | $ 1,506,611 | | 4.34 % |
| Total Assessed Valuation | $ 34,683,496 | | |

(1) Assessed valuation based on the valuation of property for taxes collected in 2003 and 1994 respectively.

Source: Multnomah County Assessment & Taxation

**MULTNOMAH COUNTY, OREGON**
**Ratios of Outstanding Debt by Type**
**Last Ten Fiscal Years**
**(amounts expressed in thousands, except per capita)**

| Fiscal Year | Governmental Activities | | | | | Total Primary Government | Percentage of Personal Income | Per Capita |
|---|---|---|---|---|---|---|---|---|
| | General Obligation Bonds | Capitalized Lease Obligations | Full Faith and Credit Bonds | Revenue Bonds | Loans Payable | | | |
| 1995 | $ 29,705 | $ 57,480 | $ - | $ - | $ - | $ 87,185 | 0.20 % | $ 139 |
| 1996 | 28,710 | 58,445 | - | - | 5,379 | 92,534 | 0.20 | 145 |
| 1997 | 136,375 | 54,920 | - | - | 715 | 192,010 | 0.38 | 297 |
| 1998 | 128,470 | 65,058 | - | - | 4,977 | 198,505 | 0.37 | 305 |
| 1999 | 124,170 | 100,480 | - | 3,155 | 792 | 228,597 | 0.40 | 348 |
| 2000 | 115,555 | 57,705 | 281,888 | 3,155 | 939 | 459,242 | 0.74 | 693 |
| 2001 | 106,260 | 51,942 | 277,713 | 8,500 | 870 | 445,285 | 0.70 | 668 |
| 2002 | 96,535 | 46,613 | 272,833 | 8,335 | 797 | 425,113 | 0.66 | 634 |
| 2003 | 91,610 | 41,501 | 276,763 | 7,890 | 718 | 418,482 | N/A | 617 |
| 2004 | 86,445 | 28,596 | 270,203 | 7,425 | 634 | 393,303 | N/A | N/A |

N/A: Data was not available for this fiscal year.

Source: current and prior year financial statements and US Departement of Commerce-Bureau of Economic Anaysis

**MULTNOMAH COUNTY, OREGON**
**Ratios of General Bonded Debt Outstanding**
**Last Ten FiscalYears**
**(amounts expressed in thousands, except per capita)**

| Fiscal Year | General Obligation Bonds | Total Taxable Assessed Value | Percentage of Actual Taxable Value of Property | Per Capita |
|---|---|---|---|---|
| 1995 | $ 29,705 | $ 30,711,496 | 0.10 % | $ 47 |
| 1996 | 28,710 | 34,683,496 | 0.08 | 45 |
| 1997 | 136,375 | 38,460,938 | 0.35 | 211 |
| 1998 | 128,470 | 32,657,161 | 0.39 | 197 |
| 1999 | 124,170 | 35,783,015 | 0.35 | 189 |
| 2000 | 115,555 | 37,600,873 | 0.31 | 174 |
| 2001 | 106,260 | 39,595,578 | 0.27 | 159 |
| 2002 | 96,535 | 41,739,141 | 0.23 | 144 |
| 2003 | 91,610 | 42,349,119 | 0.22 | 135 |
| 2004 | 86,445 | 43,408,763 | 0.20 | N/A |

N/A: Data was not available for this fiscal year.

Source: current and prior year financial statements, Multnomah County Division of Assessment and Taxation, Center for Population Research and Census at Portland State University

**MULTNOMAH COUNTY, OREGON**
**Legal Debt Margin Information**
**Last Ten Fiscal Years**
**(amounts expressed in thousands)**
**(unaudited)**

ORS 287.054 provides a debt limit on general obligation bonds of 2% of the real market value of all taxable property within the County's boundaries.

| | 2004 | 2003 | 2002 | 2001 |
|---|---|---|---|---|
| Real market value | $ 66,510,264 | $ 63,391,339 | $ 61,345,077 | $ 56,377,119 |
| Debt limit rate | 2.00% | 2.00% | 2.00% | 2.00% |
| Debt limit | 1,330,205 | 1,267,827 | 1,226,902 | 1,127,542 |
| Less bonded debt at June 30 | 86,445 | 91,610 | 96,535 | 106,260 |
| Legal debt margin | $ 1,243,760 | $ 1,176,217 | $ 1,130,367 | $ 1,021,282 |
| Total net debt applicable to the limit as a percentage of debt limit. | 0.13% | 0.14% | 0.16% | 0.19% |

ORS 287.053 provides a debt limit on full faith and credit bonds of 1% of the real market value of all taxable property within the County's boundaries.

| | | | | |
|---|---|---|---|---|
| Real market value | $ 66,510,264 | $ 63,391,339 | $ 61,345,077 | $ 56,377,119 |
| Debt limit rate | 1.00% | 1.00% | 1.00% | 1.00% |
| Debt limit | 665,103 | 633,913 | 613,451 | 563,771 |
| Less bonded debt at June 30 | 270,203 | 276,763 | 272,833 | 277,713 |
| Legal debt margin | $ 394,900 | $ 357,150 | $ 340,618 | $ 286,058 |
| Total net debt applicable to the limit as a percentage of debt limit. | 0.41% | 0.44% | 0.44% | 0.49% |

Source: Current and prior year finanical statements, Multnomah County Division of Assessment and Taxation

| 2000 | 1999 | 1998 | 1997 | 1996 | 1995 |
|---|---|---|---|---|---|
| $ 52,268,770 | $ 45,532,239 | $ 42,432,442 | $ 38,460,938 | $ 34,683,496 | $ 30,711,496 |
| 2.00% | 2.00% | 2.00% | 2.00% | 2.00% | 2.00% |
| 1,045,375 | 910,645 | 848,649 | 769,219 | 693,670 | 614,230 |
| 115,555 | 124,170 | 128,470 | 136,375 | 28,710 | 29,705 |
| $ 929,820 | $ 786,475 | $ 720,179 | $ 632,844 | $ 664,960 | $ 584,525 |
| 0.22% | 0.27% | 0.30% | 0.35% | 0.08% | 0.10% |

| | | | | | |
|---|---|---|---|---|---|
| $ 52,268,770 | | | | | |
| 1.00% | | | | | |
| 522,688 | | | | | |
| 281,888 | - | - | - | - | - |
| $ 240,800 | | | | | |
| 0.54% | | | | | |

Note: The County did not have any full faith and credit bons prior to 2000.

**MULTNOMAH COUNTY, OREGON**
**Demographic and Economic Statistics**
**Last Ten Calendar Years**

| Year | Population | Personal Income | Per Capita Income | PMSA* Unemployment Rate |
|---|---|---|---|---|
| 1995 | 629,617 | $ 15,935,846 | $ 25,310 | 3.7 % |
| 1996 | 639,587 | 16,988,935 | 26,562 | 4.5 |
| 1997 | 647,083 | 17,851,213 | 27,587 | 4.3 |
| 1998 | 652,416 | 18,949,705 | 29,045 | 4.2 |
| 1999 | 657,740 | 19,735,801 | 30,005 | 4.5 |
| 2000 | 661,392 | 21,384,426 | 32,332 | 4.0 |
| 2001 | 668,969 | 22,504,958 | 33,641 | 5.9 |
| 2002 | 675,438 | 22,856,546 | 33,840 | 7.8 |
| 2003 | 677,850 | N/A | N/A | 9.1 |
| 2004 | 677,850 (1) | N/A | N/A | 6.8 (2) |

N/A: Data was not available for this calendar year.
(1) Population data for July 1, 2004 is not available at this time.
(2) As of June 30, 2004
* Portland Metropolitan Statistical Area

Source: US Department of Commerce-Bureau of Economic Analysis, US Department of Labor-Bureau of Labor Statistics

## MULTNOMAH COUNTY, OREGON
### Principal Employers
### Current Year and Nine Years Ago

| | 2003-04 | | |
|---|---|---|---|
| Taxpayer | Employees | Rank | Percentage of Total PMSA* Employment |
| U.S. Government | 18,400 | 1 | 1.83 % |
| Intel Corporation | 14,890 | 2 | 1.48 |
| State of Oregon | 14,600 | 3 | 1.46 |
| Providence Health System | 13,496 | 4 | 1.35 |
| Oregon Health and Science University | 11,400 | 5 | 1.14 |
| Fred Meyer Stores | 10,500 | 6 | 1.05 |
| City of Portland | 8,485 | 7 | 0.85 |
| Kaiser Foundation Health Plan | 8,000 | 8 | 0.80 |
| Legacy Health System | 7,972 | 9 | 0.79 |
| Safeway Inc. | 6,000 | 10 | 0.60 |
| | 113,743 | | 11.34 % |
| Total PMSA* employment | 1,003,133 | | |

| | 1994-95 | | |
|---|---|---|---|
| Taxpayer | Employees | Rank | Percentage of Total PMSA* Employment |
| U.S. Government | 18,600 | 1 | 2.01 % |
| State of Oregon | 12,500 | 2 | 1.35 |
| Kaiser Foundation Health Plan | 7,229 | 3 | 0.78 |
| Providence Health System | 7,200 | 4 | 0.78 |
| Legacy Health System | 6,937 | 5 | 0.74 |
| U.S. Bancorp | 6,835 | 6 | 0.74 |
| Tektronix | 6,800 | 7 | 0.73 |
| Intel Corporation | 6,600 | 8 | 0.71 |
| Portland School District | 6,600 | 9 | 0.71 |
| Fred Meyer Stores | 5,800 | 10 | 0.63 |
| | 85,101 | | 9.18 % |
| Total PMSA* employment | 926,553 | | |

* Portland Metropolitan Statistical Area

Source: State of Oregon Employment Department, Portland Business Alliance, and Regional Financial Advisors Inc.

**MULTNOMAH COUNTY, OREGON**
**Full Time Equivalent County Employees**
**by Function/Program and Barganing Unit**
**Last Ten Fiscal Years**

| | 2004 | 2003 | 2002 | 2001 |
|---|---|---|---|---|
| **Function/Program** | | | | |
| Governmental activities: | | | | |
| General government | 758.0 | 716.5 | 743.0 | 642.5 |
| Health services | 832.5 | 892.5 | 884.5 | 864.5 |
| Social services | 577.0 | 594.0 | 754.0 | 788.5 |
| Public safety and justice | 1,584.5 | 1,596.0 | 1,740.5 | 1,803.0 |
| Community services | 10.0 | 13.0 | 11.5 | 15.5 |
| Library | 487.5 | 465.5 | 462.0 | 491.5 |
| Roads and bridges | 164.0 | 176.0 | 184.0 | 182.0 |
| Total governmental activities | 4,413.5 | 4,453.5 | 4,779.5 | 4,787.5 |
| Business-type activities: | | | | |
| Behavioral Health | 7.0 | 6.0 | 38.0 | 32.0 |
| Total business-type activities | 7.0 | 6.0 | 38.0 | 32.0 |
| Total primary government budgeted FTE | 4,420.5 | 4,459.5 | 4,817.5 | 4,819.5 |
| **MULTNOMAH COUNTY EMPLOYEES** | | | | |
| Management and exempt | 654 | 668 | 735 | 794 |
| Bargaining units: | | | | |
| General employees (Local 88) | 2,785 | 2,792 | 3,012 | N/A |
| Electricians (Local 48) | 21 | 22 | 22 | N/A |
| Operating engineers (Local 701) | 13 | 12 | 13 | N/A |
| Paint makers (Local 1094) | 2 | 3 | 3 | N/A |
| Corrections (Teamsters 223) | 454 | 467 | 497 | N/A |
| Deputy sheriffs association | 97 | 93 | 89 | N/A |
| Oregon nurses association | 256 | 269 | 263 | N/A |
| Juvenile group workers (Local 86) | 58 | 65 | 69 | N/A |
| Prosecuting attorneys association | 86 | 79 | 85 | N/A |
| Total bargaining units | 3,772 | 3,802 | 4,053 | 4,033 |
| Temporary County employees | 92 | 100 | 481 | N/A |
| Total actual County employees | 4,518 | 4,570 | 5,269 | N/A |

N/A: Data was not available for this fiscal year.

Source: County payroll records

| 2000 | 1999 | 1998 | 1997 | 1996 | 1995 |
|---|---|---|---|---|---|
| 661.0 | 593.0 | 731.0 | 749.0 | 685.0 | 829.0 |
| 820.5 | 853.0 | 1,268.0 | 1,145.0 | 1,316.0 | 1,212.0 |
| 783.0 | 692.0 | 700.0 | 676.0 | 559.0 | 509.0 |
| 1,863.0 | 1,740.0 | 1,819.0 | 1,585.0 | 1,645.0 | 1,562.0 |
| 13.0 | N/A | N/A | N/A | N/A | N/A |
| 456.0 | 494.0 | 551.0 | 461.0 | 473.0 | 460.0 |
| 186.0 | 190.0 | 185.0 | 185.0 | 185.0 | 185.0 |
| 4,782.5 | 4,562.0 | 5,254.0 | 4,801.0 | 4,863.0 | 4,757.0 |
| 35.0 | 32.0 | 30.0 | 28.0 | N/A | N/A |
| 35.0 | 32.0 | 30.0 | 28.0 | - | - |
| 4,817.5 | 4,594.0 | 5,284.0 | 4,829.0 | 4,863.0 | 4,757.0 |
| 742 | N/A | N/A | N/A | N/A | N/A |
| N/A | | | | | |
| N/A | | | | | |
| N/A | | | | | |
| N/A | | | | | |
| N/A | | | | | |
| N/A | | | | | |
| N/A | | | | | |
| N/A | | | | | |
| N/A | | | | | |
| 4,068 | | | | | |
| N/A | | | | | |
| N/A | | | | | |

MULTNOMAH COUNTY, OREGON
Operating Indicators by Function/Program
Last Ten Years

| FUNCTION/PROGRAM | 2004 | 2003 | 2002 | 2001 |
|---|---|---|---|---|
| **General Government** | | | | |
| Number of registered voters | 363,589 | 363,843 | 383,915 | 365,596 |
| Number of votes cast in last general election | 245,238 | 245,238 | 300,065 | 300,065 |
| % of registered voters who voted in last general election | *67.4% | 67.4% | *82.1% | 82.1% |
| **Health Services** | | | | |
| Corrections health visits (adult & juvenile) | N/A | N/A | 94,099 | 98,902 |
| Dental clinic visits | N/A | N/A | 32,503 | 32,702 |
| School medical clinic visits | N/A | N/A | 35,443 | 33,834 |
| Home & community health visits | N/A | N/A | 38,363 | 35,667 |
| Medical & Specialty Care clinic visits | N/A | N/A | 140,231 | 141,764 |
| Environmental health inspections | N/A | N/A | 10,245 | 9,847 |
| Women, infants, and children served in the WIC program | N/A | N/A | 24,112 | 23,589 |
| Flu vaccinations at health clinics | N/A | N/A | 3,158 | 3,197 |
| **Social Services** | | | | |
| Households that have received assistance with energy bills | N/A | N/A | 15,813 | 15,723 |
| Clients with developmental disabilities served | N/A | N/A | 3,336 | 2,577 |
| Senior and physically disabled clients served | N/A | N/A | 36,813 | 35,552 |
| Alcohol and drug client assessments provided | N/A | N/A | 4,785 | 4,987 |
| Early childhood mental health clients | N/A | N/A | 7,226 | 7,000 |
| **Public Safety and justice** | | | | |
| Sheriff | | | | |
| Responses to calls for services | N/A | 36,972 | 36,063 | 37,414 |
| Number of arrests (parts 1, 2 and 3 crimes) | 3,383 | 3,714 | 3,165 | 3,634 |
| Corrections | | | | |
| Escapes from jail | N/A | 0 | 0 | 0 |
| Average length of jail stay in days | N/A | 19.3 | 20.0 | 20.4 |
| Inmates held for court at Courthouse | N/A | 13,545 | 13,558 | 14,334 |
| Juvenile | | | | |
| Youth admitted to detention center | N/A | 2,357 | 2,611 | 2,816 |
| Average length of stay in days in youth detention center | N/A | 10.3 | 11.1 | 10.9 |
| Community service hours completed | N/A | 7,672 | 10,117 | 9,606 |
| Families participating in mediation and custody evaluation | N/A | 1,214 | 1,391 | 1,507 |
| Youth reporting improved school attendance | N/A | N/A | 61% | 63% |
| Adult | | | | |
| Community service hours completed | N/A | 122,391 | 127,439 | 117,890 |
| Adults participating in in educational classes | N/A | 596 | 567 | 531 |
| Clients receiving GED's | N/A | 73 | 95 | 66 |
| Dist Atty | | | | |
| Cases of adult criminal activity prosecuted | N/A | 22,390 | 19,895 | 21,246 |
| Juvenile delinquency cases prosecuted | N/A | 1,332 | 1,486 | 1,845 |
| Hours of community service completed | N/A | 2,601 | 1,765 | 777 |
| **Library** | | | | |
| New library cards issued annually | N/A | N/A | 70,219 | 68,599 |
| Books circulated | N/A | N/A | 16,133,945 | 14,008,166 |
| Active borrowers | N/A | N/A | 509,949 | 515,184 |
| Reference transactions | N/A | N/A | 1,168,488 | 1,054,769 |
| Web site hits | N/A | N/A | 44,568,574 | 43,346,524 |

N/A: Data was not available for this fiscal year.

Sources: Service Efforts and Accomplishments Social and Health Services, Service Efforts and Accomplishments Public Safety, Current & Prior Year Financial Statements

* General elections are held on even years.

| 2000 | 1999 | 1998 | 1997 | 1996 | 1995 |
|---|---|---|---|---|---|
| 341,210 | 381,939 | 389,337 | 404,098 | 382,821 | 363,748 |
| 217,894 | 217,894 | 273,594 | 273,594 | 248,052 | 248,052 |
| *57.0% | 57.0% | *67.7% | 67.7% | *65.6% | 65.6% |
| 105,931 | 101,141 | 91,201 | N/A | N/A | N/A |
| 31,927 | 29,039 | 28,738 | 28,748 | 28,308 | 24,276 |
| 29,788 | 30,206 | 28,526 | 26,064 | 24,631 | 20,211 |
| 31,196 | 32,076 | 29,448 | 31,206 | 31,346 | 32,176 |
| 140,636 | 135,109 | 124,660 | 134,478 | 141,110 | 143,042 |
| 10,503 | 8,757 | N/A | N/A | N/A | N/A |
| 22,337 | 24,091 | 25,158 | 23,599 | N/A | N/A |
| 3,017 | 3,197 | 3,158 | 2,805 | 2,544 | N/A |
| 11,754 | 12,432 | N/A | N/A | N/A | N/A |
| 3,050 | 2,975 | 2,779 | 2,763 | 2,785 | N/A |
| N/A | 33,688 | 32,625 | N/A | N/A | N/A |
| 4,462 | 4,735 | 4,720 | N/A | N/A | N/A |
| 3,038 | 1,523 | 1,400 | N/A | N/A | N/A |
| 36,346 | N/A | N/A | N/A | N/A | N/A |
| 3,311 | 2,412 | 1,925 | 2,523 | 2,393 | 2,427 |
| 0 | 0 | 0 | 0 | 0 | 0 |
| 18.3 | 17.9 | N/A | N/A | N/A | N/A |
| 14,133 | 14,319 | 11,573 | 11,609 | 14,377 | 11,280 |
| 2,913 | 3,940 | 4,116 | 3,668 | N/A | N/A |
| 8.9 | 11.2 | 11.9 | 10.8 | N/A | N/A |
| 11,754 | 14,142 | N/A | N/A | N/A | N/A |
| 1,619 | 1,458 | N/A | N/A | N/A | N/A |
| 56% | 53% | N/A | N/A | N/A | N/A |
| N/A | 105,774 | 101,382 | N/A | N/A | N/A |
| 446 | 519 | 545 | 420 | N/A | N/A |
| 49 | 64 | N/A | N/A | N/A | N/A |
| 23,154 | 22,041 | N/A | N/A | N/A | N/A |
| 1,236 | 1,510 | 2,011 | N/A | N/A | N/A |
| 240 | 274 | N/A | N/A | N/A | N/A |
| 68,752 | 67,626 | 65,592 | 62,163 | 46,365 | N/A |
| 12,152,743 | 9,450,963 | 8,486,034 | 8,032,655 | 7,364,822 | N/A |
| 444,219 | 393,610 | N/A | 390,732 | N/A | N/A |
| 773,576 | 748,476 | 663,039 | 708,573 | 701,513 | N/A |
| 42,323,312 | 9,203,676 | 1,067,797 | 285,047 | 18,625 | N/A |

MULTNOMAH COUNTY, OREGON
Miscellaneous Statistical Data
Last Ten Years

| | 2004 | 2003 | 2002 | 2001 |
|---|---|---|---|---|
| **GOVERNMENTAL ACTIVITIES:** | | | | |
| **SHERIFF PROTECTION** | | | | |
| Vehicular patrol units | 44 | 35 | 36 | 34 |
| Number of employees (sworn and civilian) | 847 | 835 | 896 | 934 |
| Jails: | | | | |
| Facilities | 4 | 3 | 5 | 5 |
| Population | 1,651 | 1,531 | 1,775 | 1,860 |
| **Roads & Bridges** | | | | |
| Miles of streets maintained by County: | | | | |
| Paved | 326 | 326 | 365 | 1,082 |
| Unpaved | 24 | 24 | 11 | 11 |
| **BUSINESS-TYPE ACTIVITIES:** | | | | |
| **Dunthorpe-Riverdale** | | | | |
| Sewage disposal - number of accounts | 538 | 528 | 528 | 519 |
| **Mid County** | | | | |
| Street lighting - number of lights | 2,437 | 2,338 | 3,837 | 3,837 |

Sources: Multnomah County Departments

| 2000 | 1999 | 1998 | 1997 | 1996 | 1995 |
|---|---|---|---|---|---|
| 34 | 30 | 26 | 28 | 26 | 21 |
| 961 | 914 | 831 | 729 | 726 | 707 |
| 5 | 5 | 5 | 5 | 5 | 5 |
| 2,001 | 1,990 | 1,677 | 1,406 | 1,440 | 1,357 |
| 245 | 245 | 245 | 322 | 317 | 450 |
| 25 | 30 | 30 | 11 | 9 | 11 |
| 519 | 565 | 553 | 553 | 554 | 550 |
| 3,612 | 3,693 | 3,225 | 3,113 | 2,916 | 2,834 |

**(This page intentionally left blank.)**

# REPORTS OF INDEPENDENT CERTIFIED PUBLIC ACCOUNTANTS REQUIRED BY STATUTES

- Report of Independent Certified Public Accountants on the County's Compliance and Certain Items Based on an Audit of Basic Financial Statements Performed in Accordance with Federal and Oregon Auditing Standards

- Report of Independent Certified Public Accountants on the County's Compliance and Internal Control Over Financial Reporting Based on an Audit of Basic Financial Statements Performed in Accordance with Government Auditing Standards

- Report of Independent Certified Public Accountants Applicable the County's Compliance with Requirements Applicable to Each Major Program and on Internal Control Over Compliance in Accordance with OMB Circular A-133

- Schedule of Findings and Questioned Costs

Grant Thornton

Accountants and Management Consultants

Report of Independent Certified Public Accountants on the County's Compliance and Certain Items Based on an Audit of Basic Financial Statements Performed in Accordance with Federal and Oregon Auditing Standards

The Board of County Commissioners
Multnomah County, Oregon

We have audited the basic financial statements of Multnomah County, Oregon, as of and for the year ended June 30, 2004, and have issued our report thereon dated December 3, 2004. We conducted our audit in accordance with auditing standards generally accepted in the United States of America as established by the Auditing Standards Board of the American Institute of Certified Public Accountants and the provisions of the Minimum Standards for Audits of Oregon Municipal Corporations, prescribed by the Secretary of State, and *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free of material misstatement.

Compliance with laws, regulations, contracts and grants applicable to Multnomah County, Oregon is the responsibility of the County's management. As part of obtaining reasonable assurance about whether the basic financial statements are free of material misstatement, we performed tests of the County's compliance with certain provisions of laws, regulations, contracts and grants. However, our objective was not to provide an opinion on overall compliance with such provisions. Accordingly, we do not express such an opinion. Certain areas covered, as required by Oregon Administrative Rules 162-10-230 through 162-10-320 included, but were not limited to the following:

Accounting and Internal Control Structure - Our report on the accounting and internal control structure is presented separately under this cover.

Programs Funded from Outside Sources – Our report related to such programs is presented separately under this cover.

Financial Reporting Requirements - Whether financial reports and related data filed with other governmental agencies in conjunction with programs funded wholly or partially by such agencies were in agreement with or supported by the accounting records.

Suite 800
111 S.W. Columbia
Portland, OR 97201-5864
T 503.222.3562
F 503.295.0148
W www.grantthornton.com

Grant Thornton LLP
US Member of Grant Thornton International

Compliance with Legal or Other Requirements

Accounting Records – Pertaining to the condition and adequacy of accounting records.

Collateral - Pertaining to the amount and adequacy of collateral pledged by depositories to secure the deposit of public funds (see requirements for public fund deposits as specified in Oregon Revised Statues (ORS) 295).

Indebtedness - Relating to debt and the limitation on the debt amount, liquidation of debt within the prescribed period of time, and compliance with provisions of indentures or agreements, including restrictions on the use of monies available to retire indebtedness.

Insurance - Relating to insurance and fidelity bond coverage.

Investments - Pertaining to the investment of public funds (see ORS Chapter 294.035 to 294.046).

Budget - Relating to the preparation, adoption and execution of the annual budget for the current fiscal year and the preparation and adoption of the budget for the next succeeding fiscal year (see ORS 294.305 to 294.565).

Public Contracts and Purchasing - Pertaining to (as contained in ORS Chapter 279) the awarding of public contracts and the construction of public improvements.

Taxes on Motor Vehicle Use and Fuel and use of a Road Fund - Pertaining to (as contained in Article IX, section 3a of the Oregon Constitution) the use of revenue from taxes on motor vehicle use and fuel and use of a road fund (as contained in ORS 294 and 373).

The results of our tests indicate that, with respect to the items tested, Multnomah County, Oregon complied, in all material respects, with the provisions referred to above except the County had overexpenditures as listed in Note 2B of Notes to the Basic Financial Statements and one bank account exceeded its collateralization amount for one day. With respect to items not tested, nothing came to our attention that caused us to believe that the County had not complied, in all material respects, with those provisions.

This report is intended solely for the information and use of management, the Board of County Commissioners and the Secretary of State, Division of Audits, of the State of Oregon and is not intended to be and should not be used by anyone other than these specified parties.

Portland, Oregon
December 3, 2004

Grant Thornton LLP

## Report of Independent Certified Public Accountants on Compliance and on Internal Control Over Financial Reporting Based on an Audit of Basic Financial Statements Performed in Accordance with Government Auditing Standards

The Board of County Commissioners
Multnomah County, Oregon

We have audited the basic financial statements of Multnomah County, Oregon as of and for the year ended June 30, 2004, and have issued our report thereon dated December 3, 2004. We conducted our audit in accordance with auditing standards generally accepted in the United States of America as established by the Auditing Standards Board of the American Institute of Certified Public Accountants and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

### Internal Control Over Financial Reporting

In planning and performing our audit, we considered Multnomah County, Oregon's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the basic financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control that might be material weaknesses. A material weakness is a reportable condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

### Compliance and Other Matters

As part of obtaining reasonable assurance about whether Multnomah County, Oregon's basic financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, noncompliance with which could have a direct and material effect on the determination of basic financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

Suite 800
111 S.W. Columbia
Portland, OR 97201-5864
**T** 503.222.3562
**F** 503.295.0148
**W** www.grantthornton.com

This report is intended solely for the information and use of the audit committee, management, the Board of County Commissioners and the Secretary of State, Division of Audits, of the State of Oregon, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Portland, Oregon
December 3, 2004

Grant Thornton LLP

Grant Thornton

Accountants and Management Consultants

Report of Independent Certified Public Accountants
on the County's Compliance with Requirements Applicable to Each Major
Program and Internal Control Over Compliance in Accordance with
OMB Circular A-133

The Board of County Commissioners
Multnomah County, Oregon

Compliance

We have audited the compliance of the Multnomah County, Oregon with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) *Circular A-133 Compliance Supplement,* that are applicable to each of its major federal programs for the year ended June 30, 2004. Multnomah County's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts and grants applicable to each of its major federal programs is the responsibility of Multnomah County, Oregon's management. Our responsibility is to express an opinion on Multnomah County, Oregon's compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America as established by the Auditing Standards Board of the American Institute of Certified Public Accountants; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Multnomah County, Oregon's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination on Multnomah County, Oregon's compliance with those requirements.

In our opinion, Multnomah County, Oregon complied, in all material respects, with the requirements referred to above that are applicable to its major federal programs for the year ended June 30, 2004.

Suite 800
111 S.W. Columbia
Portland, OR 97201-5864
T 503.222.3562
F 503.295.0148
W www.grantthornton.com

Grant Thornton LLP
US Member of Grant Thornton International

Internal Control Over Compliance

The management of Multnomah County, Oregon is responsible for establishing and maintaining effective internal control over compliance with requirements of laws, regulations, contracts and grants applicable to federal programs. In planning and performing our audit, we considered Multnomah County, Oregon's internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133.

Our consideration of the internal control over compliance would not necessarily disclose all matters in the internal control that might be material weaknesses. A material weakness is a reportable condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that noncompliance with applicable requirements of laws, regulations, contracts and grants that would be material in relation to a major federal program being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over compliance and its operation that we consider to be material weaknesses.

This report is intended solely for the information and use of the audit committee, management, the Board of County Commissioners, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Portland, Oregon
December 3, 2004

Grant Thornton LLP

Multnomah County, Oregon

# SCHEDULE OF FINDINGS AND QUESTIONED COSTS

## SECTION I – SUMMARY OF AUDITOR'S RESULTS

*Financial Statements*

| | | |
|---|---|---|
| Type of auditor's report issued: | Unqualified | |
| Internal control over financial reporting: | | |
| • Material weakness(es) identified? | ___yes | __x__ no |
| • Reportable condition(s) identified that are not considered to be material weaknesses? | ___yes | __x__ none reported |
| Noncompliance material to financial statements noted? | ___yes | __x__ no |

*Federal Awards*

| | | |
|---|---|---|
| Internal control over major programs: | | |
| • Material weakness(es) identified? | ___yes | __x__ no |
| • Reportable condition(s) identified that are not considered to be material weaknesses? | ___yes | __x__ none reported |
| Type of auditor's report issued on compliance for major programs: | Unqualified | |
| Any audit findings disclosed that are required to be reported in accordance with section 510(a) of Circular A-133? | ___ yes | __x__ no |

Identification of major programs:

| CFDA Number | Name of Federal Program |
|---|---|
| 93.959 | Department of Health and Human Services, Block Grants for Prevention and Treatment for Substance Abuse |
| 93.563 | Department of Health and Human Services, Child Support Enforcement |
| 93.568 | Department of Health and Human Services, Low-Income Home Energy Assistance |
| 93.283 | Department of Health and Human Services, Centers for Disease Control and Prevention-Investigations and Technical Assistance |
| 14.235 | Department of Housing and Urban Development, Supportive Housing Program |
| 16.595 | Department of Justice Executive Office for Weed and Seed |
| Cluster | Medicaid Cluster |

| | | |
|---|---|---|
| Dollar threshold used to distinguish between type A and type B programs: | $1,941,744 | |
| Auditee qualified as low-risk auditee? | __x__ yes | ___ no |

# SCHEDULE OF FINDINGS AND QUESTIONED COSTS - CONTINUED

## SECTION II – FINANCIAL STATEMENT FINDINGS

There were no financial statement findings reported.

## SECTION III – FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

There were no current year findings and questioned costs reported.

Prior findings and questioned costs are listed on the following page.

## SCHEDULE OF FINDINGS AND QUESTIONED COSTS - CONTINUED

FINDING 03-1

| | |
|---|---|
| Program: | CFDA #93.959, Prevention and Treatment of Substance Abuse |
| Federal Agency: | Department of Health and Human Services |
| Award Year: | 2002-2003 |
| Requirement: | Grantee must receive and reconcile invoices from agencies receiving funding. |
| Finding: | The County did not receive invoices or any other form of documentation from the agencies providing the services. |
| Questioned Cost: | None |
| Prevalence: | Systemic |
| Recommendation: | The County should discontinue funding to agencies until invoices are received. |
| County Response: | Upon further review of this comment, the County noted there are various agreements with agencies where the County and the agency have entered into a signed annual contract. The signed contract has been the sole source of supporting documentation for monthly payments to the agencies. Currently the contracts the County has entered into for fiscal year 2004 do not require agencies to submit invoices, rather rely on information submitted to the State and the signed annual agreement as supporting documentation. We believe the existing support provided in the contracts is sufficient. |

# MULTNOMAH COUNTY
# AGENDA PLACEMENT REQUEST

| Board Clerk Use Only | |
|---|---|
| **Meeting Date:** | 03/03/05 |
| **Agenda Item #:** | R-2 |
| **Est. Start Time:** | 9:45 AM |
| **Date Submitted:** | 02/01/05 |

**BUDGET MODIFICATION:** -

| | |
|---|---|
| **Agenda Title:** | **Presentation of Certificate of Achievement for Excellence in Financial Reporting Award for the Comprehensive Annual Financial Report for June 30, 2003** |

*Note: If Ordinance, Resolution, Order or Proclamation, provide exact title. For all other submissions, provide a clearly written title.*

| | | | |
|---|---|---|---|
| **Date Requested:** | March 3, 2005 | **Time Requested:** | 5 minutes |
| **Department:** | **Business and Community Services** | **Division:** | FBAT |
| **Contact(s):** | Mindy Harris | | |
| **Phone:** | 503-988-3786 **Ext.** 83786 | **I/O Address:** | 503 / 531 |
| **Presenter(s):** | Dave Boyer, Chief Financial Officer; Mindy Harris, Accounting Manager; Cara Fitzpatrick, Accounting Supervisor | | |

## General Information

**1. What action are you requesting from the Board?**

Presentation of the Government Finance Officers' Association Certificate of Achievement for Excellence in Financial Reporting for the year ending June 30, 2003.

**2. Please provide sufficient background information for the Board and the public to understand this issue.**

Multnomah County's June 30, 2003 Comprehensive Annual Financial Report meets the national standards of excellence to receive the Certificate of Achievement for Excellence in Financial Reporting from the National Government Finance Officers Association. The Certificate of Achievement is the highest form of national recognition in governmental accounting and financial reporting. The County has received this prestigious award for 20 consecutive years. Nationally, approximately 2,500 of 82,000 (3%) governments receive this award. In order to earn this award, a 10 page application form listing all the criteria that the County must meet had to be completed and an impartial panel of CPA's, government finance officers and educators evaluated the report. The evaluators must unanimously determine that the report meets all criteria, and effectively and accurately communicates information about the County's financial status and activities.

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

   No fiscal impact.

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

   N/A - none.

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

   N/A - none.

## Required Signatures

**Department/ Agency Director:** David G Boyer **Date:** 02/01/05

**Budget Analyst:** _____ **Date:** _____

**Department HR:** _____ **Date:** _____

**Countywide HR:** _____ **Date:** _____

# MULTNOMAH COUNTY
# AGENDA PLACEMENT REQUEST

| Board Clerk Use Only | |
|---|---|
| **Meeting Date:** | 03/03/05 |
| **Agenda Item #:** | R-3 |
| **Est. Start Time:** | 9:55 AM |
| **Date Submitted:** | 02/08/05 |

**BUDGET MODIFICATION:** -

**Agenda Title:** **Approval of the 2004-2007 Labor Agreement between Multnomah County and the Federation of Oregon Parole and Probation Officers (FOPPO)**

*Note: If Ordinance, Resolution, Order or Proclamation, provide exact title. For all other submissions, provide a clearly written title.*

| | | | |
|---|---|---|---|
| **Date Requested:** | March 3, 2005 | **Time Requested:** | 15 Minutes |
| **Department:** | **Business Services** | **Division:** | Human Resources |
| **Contact(s):** | Rebecca Gabriel/Gail Parnell | | |
| **Phone:** | 503-988-5135 **Ext.** 22168 | **I/O Address:** | 503/4 |
| **Presenter(s):** | Rebecca Gabriel and Gail Parnell, County Representatives, FOPPO Representatives | | |

## General Information

1. **What action are you requesting from the Board?**

   The Human Resources Division recommends approval of a labor agreement with the Federation of Oregon Parole and Probation Officers (FOPPO) covering Parole and Probation Officers employed by the County.

2. **Please provide sufficient background information for the Board and the public to understand this issue.**

   In June 2004 Parole and Probation Officers voted to be represented by FOPPO. Their previous labor agreement between Multnomah County and AFSCME expired on June 30, 2004, and the County began negotiating with FOPPO over terms and employment conditions for a completely new labor agreement. Through a series of 16 negotiating sessions, agreement on the labor agreement was reached. The negotiated contract is a three year labor agreement that is set to expire on June 30, 2007. The agreement provides for the continuation of wages, benefits and other working conditions. The following highlights the major changes to the contract:

   Wages and Classifications

   - A market adjustment retroactively applied for FY 2005
   - Second year of agreement, wage re-opener.
   - Third year of agreement, wage reopener plus two other articles by each party.

- Change from overtime after 40 hours in a week to now overtime after 86 hours over 14 days.
- Benefits, leaves, all other terms of agreement in alignment with other County contracts.
- Training Premium (3%) to recognize added responsibility of Field Training Officers, Use of Force instructors and other instruction.
- Provides for labor-management committee to work closely in implementing and administering this new labor agreement.

Health and Welfare

- Incorporated the new Employee Benefits Board (EBB) language.

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

Based on a market study, the pay range of this strike prohibited group has been adjusted upward. The contract settlement is estimated to cost approximately $1.45 million. In the 2005 budget, there were 26.7 Parole and Probation Officers in the General Fund, 6.3 funded from ITAX revenues and the remaining 105.1 were funded from State and Federal Revenues.

At the time of adoption, the County's budget included a set-aside in the General Fund contingency to cover the cost of the labor contracts. A separate budget modification will be brought to the Board of County Commissioners to adjust department General Fund appropriations.

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

None at this time.

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

None at this time.

## Required Signatures

**Department/ Agency Director:** **Date:** **02/10/05**

**Budget Analyst:** **Date:** **02/10/05**

**Department HR:** **Date:** **02/10/05**

**Countywide HR:** **Date:** **02/10/05**

**BOGSTAD Deborah L**

**From:** PARNELL Gail E
**Sent:** Wednesday, February 02, 2005 10:26 AM
**To:** ELKIN Christian; #AGENDA REVIEW TEAM; BOGSTAD Deborah L
**Cc:** DARGAN Karyne A; CAMPBELL Mark; FULLER Joanne; LIDAY Steve G; GABRIEL Rebecca N; GRAVES Travis R
**Subject:** RE: FOPPO Contract

Good morning Christian,
To alleviate any stress by trying to get this on the BCC agenda for the 24th, we have contacted FOPPO representatives and told them it will go before the Board for ratification on the 3rd of March if it is approved by the Agenda Review Committee to proceed. Labor negotiations discussed in Executive Session are not subject to public notification requirements and attendees are specifically directed not to disclose information that is the subject of the session pursuant to Oregon Statutes and our own notice statement.

I suggest we just use the normal process and allow the parties time to understand the impact of this labor settlement.

My comment about the revenue sources referred to the use of State DOC funding. Thanks, Gail

-----Original Message-----
**From:** ELKIN Christian
**Sent:** Tuesday, February 01, 2005 11:45 AM
**To:** PARNELL Gail E
**Cc:** DARGAN Karyne A; CAMPBELL Mark
**Subject:** RE: FOPPO Contract
**Importance:** High

Thanks for the update Gail. I am the analyst who would need to sign this APR. I am concerned that I won't have enough time in 2 days to do an appropriate review. Can you please send me the materials that were used during the Executive Session Briefing so that I can review them?

Also, can you help me understand what was meant by, "Joanne and her management team designed the revenue sources above 2.3% for the contract" the majority of support for these positions comes from 2 revenue sources both of which are decreasing (the General Fund and State DOC funding). Hopefully, it will become clearer as I read the documents.

Thank you for your assistance.

Christian Elkin
Senior Budget Analyst

Multnomah County Budget Office
501 SE Hawthorne - Suite 531
Portland, Oregon 97214
p. 503.988.3312 Ext. 29841
f. 503.988.4570

-----Original Message-----
**From:** DARGAN Karyne A
**Sent:** Tuesday, February 01, 2005 11:19 AM
**To:** CAMPBELL Mark; ELKIN Christian; BOYER Dave A
**Subject:** FW: FOPPO Contract

-----Original Message-----
**From:** PARNELL Gail E
**Sent:** Tuesday, February 01, 2005 11:16 AM
**To:** DARGAN Karyne A; GABRIEL Rebecca N; #AGENDA REVIEW TEAM; FULLER Joanne; LIDAY Steve G; GRAVES Travis R
**Cc:** BOGSTAD Deborah L
**Subject:** RE: FOPPO Contract

Thanks Karyne. The BCC was briefed in executive session regarding the settlement prior to management proposing it. Joanne and her management team designed the revenue sources above 2.3% for the contract. DCJ can do a 5 year cost projection to be included with the Agenda Placement documents. The bargaining unit will hold their ratification vote on February 22 with results known on the 23rd. It is good labor relations to have the management ratification as soon thereafter as possible, in this case the 24th. Settling the contract without going to interest arbitration is a big win for the County and has the employee/employer relationship moving into a more cooperative role than existed in the past. This is still a delicate relationship and DCJ management would like to continue to build on the good will that resulted from the bargaining process. I suggest we go ahead and put it on the agenda for the 24th and if the ART isn't satisfied with the information presented, we can delay it for the next week. Rebecca was the spokesperson for the contract and will draft the documents however; she is also the HR budget person working on final changes to offers today. Don't hesitate to call me if you want to discuss more or have questions or concerns. Thanks, Gail

-----Original Message-----
**From:** DARGAN Karyne A
**Sent:** Tuesday, February 01, 2005 10:14 AM
**To:** GABRIEL Rebecca N; #AGENDA REVIEW TEAM
**Cc:** BOGSTAD Deborah L
**Subject:** RE: FOPPO Contract

Rebecca and ART-
I am not comfortable agreeing to a shortened timeline on this item. I think that "we" will want to see some analysis, including a 5 year cost projection. This contract has major fiscal implications to DCJ's Adult Division. I believe

that the Chair and the BCC will want to know all the details. I also don't believe that pushing it back until mid March will make any significant difference to HR but could make a huge difference in our understanding of the impacts. Please let me know if I am wrong here, but I think this is going to get quite a bit of attention.
Karyne

-----Original Message-----
**From:** GABRIEL Rebecca N
**Sent:** Monday, January 31, 2005 4:45 PM
**To:** #AGENDA REVIEW TEAM
**Cc:** BOGSTAD Deborah L
**Subject:** FOPPO Contract

Today the County and FOPPO tentatively agreed to a contract which covers all wages, benefits and working conditions. I'd like to send this to the BCC for approval on February 24, 2005. I don't have anything to submit yet, but will work to get it together over the next 2-3 days. Would you be willing to approve this item, pending receipt of the appropriate information on Thursday, February 3?

Thank you for your consideration.

***Rebecca Gabriel,***
HR Manager
Multnomah County
501 SE Hawthorne 4th Floor
Portland OR 97214
(503) 988-5135 x 4 internal: 22168
rebecca.n.gabriel@co.multnomah.or.us
check out our jobs at www.multcojobs.com

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

**RESOLUTION NO. _____**

Approving the 2004-2007 Labor Agreement Between Multnomah County and the Federation of Oregon Parole and Probation Officers.

**The Multnomah County Board of Commissioners Finds:**

a. The Parole and Probation Officers elected to be represented by the Federation of Oregon Parole and Probation Officers, effective July 1, 2004. Representatives of Multnomah County and Federation of Oregon Parole and Probation Officers completed bargaining for an initial labor agreement effective July 1, 2004 - June 30, 2007.

b. The labor agreement was negotiated pursuant to ORS 243.650-243.782.

**The Multnomah County Board of Commissioners Resolves:**

1. The Labor Agreement between Multnomah County and the Federation of Oregon Parole and Probation Officers is approved with an effective date of July 1, 2004.

ADOPTED this 3rd day of March 2005.

BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

_____
Diane M. Linn, Chair

REVIEWED:

AGNES SOWLE, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By Kathryn A Short
Kathryn A. Short, Assistant County Attorney

## PREAMBLE

This agreement is entered into by Multnomah County, Oregon, hereinafter referred to as the "County," and the Federation of Oregon Parole and Probation Officers, hereinafter referred to as the "Federation."

The purpose of this Agreement is to set forth those matters pertaining to rates of pay, hours of work, fringe benefits, and other matters pertaining to employment, consistent with the parties' objective of enhancing community safety and reducing criminal activity to protect the people of Multnomah County and to provide an orderly and peaceful means of resolving any misunderstandings or differences which may arise.

Except as otherwise required by law, regulation or grant provisions, the parties agree as follows:

## ARTICLE I - DEFINITIONS

**Probationary Employee:** A permanent employee serving a one (1) year period to determine his or her suitability for continued employment. Such probationary period shall begin on the date of appointment from a certified list of eligibles. When a temporary employee becomes a permanent employee, time spent in temporary status shall apply to the probationary period, provided that the job classification is the same, the job responsibility is substantially the same, and there is no break in service.

**Promotional Probationary Employee:** A permanent employee promoted from a separate classification within the County serving a one (1) year period to determine his or her suitability for continued employment as a Parole/Probation Officer.

**Permanent Employee:** An employee, who following an examination process, is appointed from a certified list of eligibles to fill a budgeted position; provided that a permanent employee shall retain such status upon temporary or permanent transfer, promotion, or demotion.

**Regular Employee**: A permanent employee who has passed his or her initial probationary period.

**Department:** For the purpose of this agreement is the Department of Community Justice. The Central Human Resources Director or Designee shall be deemed "Department Director" for any functional purpose of this Agreement.

**Full-time Employee:** An employee regularly scheduled to work thirty-two (32) or more hours per week if on an eight (8) hour per day schedule; or an employee regularly scheduled to work thirty (30) or more hours per week if on a ten (10) hour per day schedule.

**Part-time Employee:** An employee regularly scheduled to work forty (40) hours or more during two work weeks, but less than full time.

**Temporary Employee:** An employee whose appointment is uncertain due to an emergency workload, absence of an employee or because of a short-term need for a skill or ability. A temporary appointment may be made for a period of up to six (6) months or 1040 hours within the preceding twelve (12) months.

## ARTICLE II - RECOGNITION

The county recognizes the Federation as the exclusive bargaining agent for the purposes of establishing wages, hours, and other conditions of employment for all County employees classified as Parole/ Probation Officers; except supervisory and confidential employees, temporary employees (those hired for a period of time not to exceed six months continuous service in any calendar year) and employees regularly working a schedule of less than twenty (20) hours per week.

## ARTICLE III - FEDERATION SECURTIY

1. **Rights of Bargaining Unit Employees:** Employees shall have the right to self-organize, to form, join or assist labor organizations or to refrain there from, to bargain collectively through representatives of their own choosing, and there shall be no discrimination exercised against any employee covered by this Agreement because of his or her membership or Union activities.

2. **Deduction of Union Dues and Fair Share Service Fees:**

A. **Amount deducted each payroll period:** The County agrees to deduct each payroll period from the pay of employees covered by this Agreement as applicable:

1. **Union Dues:** One half percent (1/2%) of the gross monthly salary for those Union members who individually request such deductions in writing on the form provided by the Union.

2. **Fair Share Service Fee:** One half percent (1/2%) of the gross monthly salary for a Fair Share Service Fee, payable in lieu of dues by any employee who has not joined the Union within thirty (30) days of initial permanent appointment to a bargaining unit position.

3. **Administration and Use of Fair Share Service Fees:** The Fair Share Service Fee shall be applied solely to defraying the cost of negotiations and contract administration. The process for determining the amount of the Fair Share Service Fee deduction, accountancy requirements for funds collected, limitations on the use of such funds, and any requirements for refund, shall all be in accordance with the requirements of state and federal law.

4. **Authorization and Certification of Dues and Fair Share Service Fees**: Deduction of membership dues must be authorized in writing on the form provided by the Union. The amount to be deducted for dues and Fair Share Service Fees shall be certified in writing to the County by the FOPPO Treasurer. The aggregate of all deductions shall be remitted, together with an itemized statement, to the Treasurer of the Union at an address certified to the County in writing by the FOPPO President or their designee, within five (5) working days after it is withheld or by such time as the parties mutually agree in writing.

5. **Religious Objections to Payment of Dues and Fair Share Service Fees:** The Union expressly agrees that it will safeguard the rights of non-association of employees, based upon bona fide religious tenets or teachings of a church or religious body of which such employee is a member. Any such employee shall pay an amount equal to regular union dues through the Union to a non-religious charity mutually agreed upon by the employee making such payment and the Union. The employee will make payment through the Union on a monthly basis. The Union will forward the payment to the agreed upon charity, and provide the employee with a copy of the forwarding letter.

6. **Appointment to Excluded Positions:** Deductions for Fair Share Service Fees and Union dues shall cease beginning with the pay period following an employee's permanent appointment to a position which is excluded from the bargaining unit.

7. **Monthly Listing of New and Terminated Employees:** The County agrees to furnish the Union by the tenth ($10^{th}$) of each month a listing of the following:

A. All new bargaining unit employees hired during the previous month and all employees who terminated during the previous month. Such listing shall contain the names of the employees, along with their work location, and mailing address.

B. All bargaining unit members, their social security number, department/section, classification, base pay, birthday, full time/part-time status and number of scheduled hours, county seniority date, classification seniority date and mailing address.

C. All bargaining unit members who are fair share.

8. **Visits by Union Representatives:** The County agrees that accredited representatives of FOPPO, upon reasonable and proper introduction, shall have reasonable access to the premises of the County at any time during working hours to conduct Union business. The Union agrees that such visits will cause no disruptions or interruptions of work.

## ARTICLE IV - MANAGEMENT RIGHTS

The County shall retain the exclusive right to exercise the customary functions of management including, but not limited to, directing the activities of the department, determining the levels of service and methods of operation and the introduction of new equipment; the right to hire, layoff, transfer and promote; to discipline or discharge for just cause; the exclusive right to determine staffing, to establish work schedules and to assign work; and any other such rights not specifically referred to in this Agreement. Management rights, except where abridged by specific provisions of this agreement, or general law, are not subject to the grievance procedure.

## ARTICLE V - NO STRIKE OR LOCKOUT

No employee covered by this Agreement shall engage in any work stoppage, slowdown, or strike at any County facility or at any location where County Services are performed during the life and duration of this Agreement. If any such work stoppage, slowdown, or strike takes place, the Association will immediately notify such employees so engaging in such activities to cease and desist, and it shall publicly declare that such work stoppage, slowdown, or strike is in violation of this contract and unauthorized, and otherwise use all reasonable efforts and means to prevent a continued violation of this contract. Employees in the bargaining unit, while acting in the course of their employment, shall not refuse to cross any picket line established by any labor organization. Any employee engaging in any activity in violation of this Article shall be subject to immediate disciplinary action, including discharge, by the County.

There will be no lockout of employees in the unit by the County as a consequence of any dispute arising during the life and duration of this Agreement.

## ARTICLE VI - HOLIDAYS

1. **Recognized Holidays:**

The following days shall be recognized and observed as paid holidays:

* Any day the President, Governor or Board of County Commissioners declares as a holiday for public sector employees.
* New Year's Day (January 1st)
* Dr. Rev. Martin Luther King Jr.'s Birthday (3rd Monday in January)
* Presidents' Day (3rd Monday in February)
* Memorial Day (Last Monday in May)
* Independence Day (July 4th)
* Labor Day (1st Monday in September)
* Veterans' Day (November 11th)
* Thanksgiving Day (4th Thursday in November)
* Christmas Day (December 25th)

* Christmas Day (December 25th) may, with the approval of the supervisor, be traded for any other religious holiday during the fiscal year, provided the employee uses paid leave for, or works on December 25th.

* One (1) day designated as "Religious Holiday" to be used between Thanksgiving and New Years, or any religious holiday during the fiscal year provided the employee gives notice to Payroll. The employee shall be credited with one day, as outlined in Section three (3) of this

article, of Saved Holiday time and leave shall not be carried over into the next fiscal year. The leave shall be prorated for part-time employees based on their normal FTE.

To be eligible for pay on an observed holiday, an employee must be in pay status both on the employee's scheduled work day before and the employee's scheduled work day after the holiday.

2. **Holiday Observance:**

A. Employees working five (5) consecutive days shall observe a holiday falling on their first (1st) day off on the preceding business day. If a holiday falls on an employees second (2nd) day off, the following business day will serve as the observed holiday.

B. Employees working four (4) consecutive days shall observe a holiday falling on their first (1st) or second (2nd) day off on the preceding business day. If a holiday falls on an employees' third (3rd) day off, the following business day will serve as the observed holiday.

C. Employees working four (4) non-consecutive days shall observe holidays falling on their two (2) consecutive days off as outlined in section A. If a holiday falls on the employees' individual day off, the employee, with agreement from Management, may observe the holiday on either the preceding or following business day. The employee will be required to notify their supervisor and time-keeper.

3. **Hours of Paid Leave on Observed Holidays:** The provisions of this subsection apply to Observed Holidays, and "Religious Holidays". Employees working five (5) eight (8) hour shifts per week shall be entitled to eight (8) hours of leave per holiday; employees working four (4) ten (10) hour shifts per week shall be entitled to ten (10) hours of leave per holiday. Employees working 9-80 and irregular shifts shall be entitled to the number of hours of leave that they would have worked on the day the holiday was observed or taken. Part-time employees shall be entitled to leave prorated based on their FTE.

4. **Holiday During Leave**: If an employee is on an authorized leave with pay when an observed holiday occurs, such holiday shall not be charged against such leave.

5. **Holiday Pay:** Work performed on a holiday which falls within an employee's work week shall be considered as overtime and shall be compensated at one and one-half time in addition to the normal pay. It is the employee's option to receive compensation time in lieu of pay.

6. **Unused Holiday:** Unused Holiday Leave shall be paid to the employee at the regular rate of pay at the time of separation from service. In the event of an employee's death, unused Holiday Leave shall be paid to the employee's heirs at the regular rate of pay.

## ARTICLE VII - VACATION LEAVE

1. **Accrual:** Each permanent employee shall accrue vacation leave from the first day of permanent employment. Vacation leave shall be accrued in accordance with the accrual provisions of the labor agreement between the parties with the balance reflected on the employees bi-monthly check stub.

Effective July 1, 2004, employees shall accrue vacation time in accordance with the following schedule:

A. Less then five (5) years of County service, 4.0 vacation hours shall be accrued per pay period equaling 96 hours or 2.4 weeks per year, cumulative to a maximum of two hundred twenty-four (224) hours.

B. Over five (5) but less than ten (10) years of County service, 5.67 vacation hours shall be accrued per pay period equaling 136 hours or 3.4 weeks per year, cumulative to a maximum of two hundred seventy-two (272) hours.

C. Over ten (10) but less than fifteen (15) years of County service, 7.33 vacation hours shall be accrued per pay period equaling 176 hours or 4.4 weeks per year, cumulative to a maximum of three hundred fifty-two (352) hours.

D. Fifteen years of County service or more, 9.0 hours vacation hours shall be accrued per pay period leave equaling 216 hours or 5.4 weeks per year, cumulative to a maximum of four hundred thirty-two (432) hours.

1. Accrual rates apply to straight time hours worked and hours of paid leave.

2. **Charging:** Vacation leave shall be charged in increments in accordance with the uniform time charging provisions of Article XIV.

3. **Scheduling Accrued Vacation:** Employees shall submit their request for vacation to their immediate supervisor or on-duty supervisor for approval. Each vacation request shall be completed by the supervisor and returned to the Employee within two (2) business days. If the supervisor is unable to return the approved or denied request to the employee within two (2) business days, the supervisor will so inform the employee and let the employee know of the date by which the supervisor will be able to respond. Employees shall be able to choose either a split or continuous vacation period. Wherever possible, consistent with the needs of the Department and requirement for vacation coverage, employees shall have the right to determine their vacation dates. If there is a coverage conflict, the vacation leave request will be granted based on the date and time of the request. If there are two requests on the same date, the employee's request with the most seniority, within the classification of Parole and Probation Officer, will be granted. Additionally, each employee will be allowed to exercise the right of seniority only once for no more than two (2) periods of consecutive days in each calendar year. Approved vacation requests shall not be rescinded or altered by management unless in a bona fide emergency. An employee retains the right to rescind an approved vacation request and must inform the supervisor as soon as the employee determines that s/he wishes to rescind the vacation. An employee also retains the right to alter his or her request, with the approval of management.

4. **Payoff Upon Termination, Death, or Retirement:** Unused vacation leave shall be paid to the employee at his/her regular rate of pay at the time of separation of service. In the event of an employee's death, all unused vacation leave shall be paid to the employee's heirs at his or her regular rate of pay.

5. **Retiring Employees:** In the last year of employment prior to retirement, employees will be able to sell back up to fifty (50) hours of vacation. The employee will be responsible to notify the County of intent to retire in order to exercise this provision. This is a one-time option.

6. **Transfer of Accruals**: When an employee is promoted, transferred, demoted, appointed, or otherwise moves to another department or classification within the County, the employee's accumulated vacation leave balances shall be transferred with the employee to the gaining department / classification.

## ARTICLE VIII - SICK LEAVE

1. **Allowable Use:** Sick leave is a leave of absence with pay which may be used when the employee is directly affected by any of the health conditions listed below, or when specified others are affected by the conditions listed, and require the employee's care.

A. **Specified Others**: Members of the employee's immediate household, the employee's spouse or domestic partner, parents, step-parents, children, step-children, parents-in-law, and the parents, step-parents, siblings and step-siblings of his or her spouse or domestic partner. The legal meaning of these terms shall be as defined in the federal Family and Medical Leave Act (hereinafter referred to as the FMLA) and the Oregon Family Leave Act (hereinafter referred to as OFLA).

B. **Covered Health Conditions**: Any condition covered by FMLA or OFLA, other illness, injury, or quarantine based on exposure to contagious disease, or medical and dental appointments.,

C. **Parental Leave:** Sick leave may be used by employees during Parental Leave as defined by FMLA and/or OFLA, except that the amount of leave taken by the other parent of the employee's child will not affect the amount of Parental Leave available to the employee.

D. **Occupationally Related Conditions**: Use of sick leave for occupationally related conditions is limited to the provisions of Article XII, Workers' Compensation.

2. **Accrual**: Employees shall accrue sick leave at the rate of .0461 hours for each straight time hour worked. Sick leave may be accrued on an unlimited basis.

3. **Charging for Sick Leave**: Sick leave shall be charged in accordance with the uniform time charging provisions of Article XIV.

4. **Reporting of Sick Leave**: Employees must notify their immediate supervisor, if available, or work site no later than 15 minutes after the start of their shift. If the employee is scheduled to begin work before normal business hours, he or she shall notify their immediate supervisor or work site within 15 minutes after normal business hours commence. Failure to so report may result in loss of pay for the day involved. The provisions of this section do not apply if the employee cannot reasonably report such sick leave due to unforeseen circumstances.

Employees shall submit their sick leave request to their immediate supervisor or on-duty supervisor for those circumstances which allow prior notice (example - medical appointment). Each sick leave request shall be completed by the supervisor and returned to the Employee within two (2) business days. Approved sick leave requests shall not be rescinded or altered by management unless a bona fide emergency exists. An employee retains the right to rescind an approved sick leave request. An employee also retains the right to alter his or her request, with the approval of management.

5. **Use and Misuse of Leave for Sick Leave Purposes:**

A. **Counting Against FMLA, OFLA Entitlements:** Sick leave and any other forms of paid or unpaid leave used for FMLA and/or OFLA qualifying conditions, or absence due to a deferred or approved Workers Compensation claim based on such conditions, will be counted against an employee's annual FMLA and/or OFLA leave entitlements.

B. **Legitimate Use:**

1. **Verification of use:**

a. Pursuant to Multnomah County policy, management must require the completion of a certification form by the employee's health care provider and any other verifications provided for under the provisions of the FMLA, OFLA, or their successors.

b. Management may require medical verification of absence due to non-FMLA and non-OFLA covered illness or injury under the following conditions: 1. the employee has been absent for more than three days; or 2. the employee has exhausted all sick leave; or 3. the employee has had five or more events with less than 24 hours notice in a six month period; or 4. management reasonably believes that the absence may not be bona fide.

2. **Discipline:** Subject to the limitations of law, including but not limited to those of the FMLA, discipline may be imposed under the following conditions:

a. **Abuse of sick leave:** Misuse of leave, violation of orders, directives, or contractual requirements concerning the use of sick leave and other forms of leave used in lieu of sick leave are cause for disciplinary action.

b. **Use of accrued sick leave:** Use of accrued sick leave, without abuse of such leave, will not be cause for discipline. When the intermittent use of accrued sick leave or other paid or unpaid leave used in lieu of sick leave interferes significantly with an employee's ability to perform the duties of his or her job, management may do the following (subject to the requirements of law, including, but not limited to, the FMLA): Require the employee to take continuous leave; or change the employee's work assignment for six months or until use of intermittent leave ends, whichever comes sooner; in such cases the provisions of Article XXIV will not apply.

c. **Excessive absenteeism:** The parties recognize that every employee has a duty to be reliably present at work, and that failure to confine sick leave usage to accrued and available sick leave raises the possibility of discipline for excessive absenteeism. Such cases, however, are subject to just cause review and require systematic examination of relevant factors, including but not limited to: Any legal requirements, including, but not limited to those of the FMLA or the ADA. The tenure and work history of the employee, specifically to include whether there have been previous instances of this pattern of absenteeism. Whether there is a likelihood of improvement within a reasonable period of time based on credible medical evidence. The particular attendance requirements of the employee's job. The pattern of use, and whether the absences are clearly for bona fide sick leave purposes.

C. **Sequencing of Leaves:** The use of vacation leave, saved holiday time, compensatory time, and leave without pay is subject to approval by management according to the requirements of Articles VI, VII, IX, XI, respectively. However, unless otherwise required by law, forms of leave shall be used and exhausted in the following sequences:

1. Leave for illness or injury, that does not qualify for FMLA will be taken in the following order: Sick leave until it is exhausted; Vacation leave, saved holiday time, or compensatory time, sequenced at the employee's option, until they are exhausted; Leave without pay.

2. Leave that qualifies under FMLA will be taken in the following order: Paid leave until it is exhausted; employees will determine what order paid leave is used; Leave without pay.

3. Leave for other purposes will be taken in the following order: Vacation leave, saved holiday time, or compensatory time, sequenced at the employee's option (to the extent allowed by vacation sign-up provisions) until they are exhausted; Leave without pay.

D. **Limitations on the Use of Leave Without Pay in Lieu of Sick Leave:** Use of leave without pay in lieu of sick leave for non-FMLA and non-OFLA qualifying conditions is subject to the approval of management and further subject to the following provisions:

1. **Continuous leave:** In the event of a continuous leave of absence without pay in excess of any legal requirement of the FMLA or OFLA, the County may require from the employee's physician, and/or arrange for the employee to see a physician selected by the County to examine the employee and provide a statement of the disability, current condition, and the anticipated length of current absence. If the County requires the employee to see a physician it has selected, it will pay the costs. If deemed necessary by the County, such an examination shall be repeated every thirty days. If management determines that continued leave would not be in the best interest of the County, then any resulting termination would be subject to review under the just cause standard as to the reasonableness of this determination. Following six months of leave without pay, to include time spent on unpaid FMLA and/or OFLA leave, any extension of the leave shall be deemed permissive on the part of the County and if the employee's leave is not extended, and the employee does not return to work, the employee will be deemed to have resigned.

2. **Intermittent leave:** Intermittent leave without pay used in lieu of sick leave is not subject to the six-month entitlement provided for above. When such leave significantly affects an employee's job performance and is not subject to the requirements of law (including but not limited to the FMLA), management may evaluate the employee's use of leave according to the criteria of "Section B.2.c" above. Medical information as provided for in "Section D.1" above may be required for the evaluation. After completing the evaluation, management may do one of the following:

a. Approve a similar pattern of intermittent use of unpaid leave for a specified period followed by another evaluation; or

b. Put the employee on a work plan to manage the use of leave without pay, followed by disciplinary action if the plan is not successfully completed; or

c. Proceed with the disciplinary process.

6. **Disability Insurance and Catastrophic Leave:**

A. **Disability Insurance:**

1. **Short term disability:** Any full-time employee covered by this Agreement may participate in the short-term disability insurance program developed by the Union and the County (consistent with carrier contract(s)), the monthly premium to be paid individually through payroll deduction.)

2. **Long-term disability:**

a. All bargaining unit employees will be covered by a County-paid group long-term disability insurance policy, the provisions of which will be the same as those in the UNUM group policy available to Multnomah County employees.

b. The County will pay for COBRA medical and dental insurance coverage for a period of up to six months beyond the month in which benefits would normally terminate for an employee with an approved long-term disability claim. However, employees who "opt out" of benefits coverage under the provisions of Article X, "Section I. D." of this Agreement will not be eligible for continued County-paid coverage under this subsection.

c. If proposed by management and approved by the Union, changes in short term and long-term disability insurance coverage will be put into effect.

7. **Sick Leave Records:** The medical or psychological records will be maintained in accordance with requirements of the Americans With Disabilities Act or other applicable law.

8. **Other Sick Leave Provisions:** Employees who are absent on sick leave for a period in excess of their accrued sick leave shall be allowed to use their accrued vacation, saved holiday, and/or compensatory time to cover such time off. At the option of the employee, the employee may retain up to forty (40) hours of vacation time prior to being placed on leave without pay. Leaves without pay shall be subject to the approval of management.

9. **Use of Sick Leave During Leave:** Sick leave may not be used during the term of any unpaid leave of absence. Sick leave may not be used during vacation except when the employee notifies the supervisor of the interruption of his or her scheduled vacation and presents reasonable evidence of a bona fide illness or injury upon returning to work.

10. **Saved Holiday Bonus for Limited Use of Sick Leave:** Effective July 1, 2004, employees who have worked full time for the entire preceding fiscal year are eligible to receive Saved holiday Time as a bonus incentive for low sick leave usage, as specified below.

A. Eligible employees who use no more than eight (8) hours (does not include FMLA/OFLA) of sick leave in a fiscal year will receive two (2) days Saved Holiday Time for use after July 15 of the following fiscal year.

B. Eligible employees who use more than eight (8) hours but no more than sixteen (16) hours of sick leave in a fiscal year will receive one (1) day Saved Holiday Time for use after July 15 of the following fiscal year.

C. Saved Holiday Bonus days must be used in the fiscal year they are awarded.

11. **Fitness for Duty:** The parties recognize that employees have the responsibility to report to work fit for duty. To ensure such fitness, management may send employees for medical or psychological examination when the supervisor reasonably believes that the employee is not fit for duty or may be a danger to themselves or others. Any such examinations will be at County expense. Should an employee be required by the Employer to undergo a fitness for duty examination, the employee shall do so without a loss of pay or benefit(s) and the employer shall bear the expense of such examination. The employer may request from the employee a physician's release of information that relates only to the employee's ability to perform the job.

12. **Catastrophic Leave Program**: The parties recognize that a Catastrophic Leave Program has been implemented which allows the donation of vacation leave or compensatory time to ill or injured county employees who have exhausted all paid leave. This program may be terminated only subject to the terms and conditions of the implementing Ordinance.

13. **Transfer of Accruals**: When an employee is promoted, transferred, demoted, appointed, or otherwise moves to another department or classification within the County, the employee's accumulated sick leave balances shall be transferred with the employee to the gaining department / classification.

## ARTICLE VIV - OTHER LEAVES

1. **Unpaid Leaves of Absence:** Leaves of absence without pay for a period of up to six (6) months may be granted by an employee's supervisor for any reasonable purpose. The sequencing of the use of all leaves, including leaves of absence without pay, is specified in Article VI. A separate standard for granting any leave of absence for sick leave for sick leave purpose is specified in Article VI. Any time spent on unpaid FMLA or OFLA leave shall be deducted from the six-month period specified above. Extensions of such leaves may be granted at the discretion of the supervisor.

2. **Jury Service:**

A. An employee shall be granted leave with full pay in lieu of jury fees on any scheduled day of work he or she is required to report for jury duty, if upon receipt the employee submits jury fees to Payroll. (Employees do not have to submit mileage and parking reimbursements.)

B. Except during an emergency or due to operational requirements, the County will not require employees to report to work after completing a full day on jury duty.

C. Any employee who is excused or dismissed from jury duty before the end of the day will report back to work if practicable.

D. An employee may be scheduled to work Monday through Friday, eight (8) hours per day, on day shift, for the duration of jury duty with less than ten (10) days' notice. An employee may also return to his or her pre-jury duty schedule with less than ten (10) days' notice after jury duty ends. There shall be no additional cost to the County or days off for an employee as a result of any such schedule change.

3. **Subpoenas**:

A. Time spent serving as a witness in a work related legal proceeding will be treated as time worked for pay purposes providing the time served occurs during regularly scheduled hours, the employee is subpoenaed to testify, and the employee submits witness fees to Payroll upon receipt. The same provisions as above also apply to Merit System Council Hearings.

B. Under no circumstances will employees be paid for time spent in a judicial proceeding or hearing in which they or their union is the plaintiff or defendant, unless they are being defended and indemnified by the County for conduct occurring during the course of employment.

4. **Military Leave**: The County acknowledges its obligation under state and federal law to grant paid and unpaid leave for military service. Information about legally mandated military leave will be made available to employees upon request from the Employee Services Division.

5. **Bereavement Leave:** Upon an employee's request, he or she shall be granted three (3) days' leave of absence with full pay in event of death in the immediate family or immediate household of the employee to make household adjustments or to attend funeral services. If such funeral is beyond 350 miles, the employee may be granted up to three (3) additional days with pay at the discretion of his or her supervisor for travel and personal considerations. The bereavement days need not be taken consecutively, unless employee is also using the three (3) travel days provided for in this section. For purposes of Bereavement Leave, an employee's immediate family shall be defined as his or her spouse or domestic partner, parents, step-parents, children, step-children, siblings, step-siblings, grandchildren, grandparents, brothers-in-law, sisters-in-law, and the parents, step-parents, siblings and step-siblings of his or her spouse or domestic partner. Immediate household shall be defined as any person residing at the employee's residence on a regular basis. In relationships other than those set forth above, under exceptional circumstances, the Department Director, upon request, may grant such leave of absence. To provide consistency among locations, any denial from an immediate supervisor for approval of leave for relationships other than those set forth above or travel days, shall automatically, and immediately be forwarded to the Department Director or his or her designee for Review. In no case shall this review extend past the current working day. Employees may request additional leave beyond the three (3) travel days and, upon approval, may use vacation leave or sick leave for such additional time.

6. **Personnel Examinations/Interviews:** Employees shall be given paid time off for participating in County examinations and interviews for promotion, demotion, or transfer which occur during their regularly scheduled shift. However, paid time off will be restricted to examinations and interviews for five positions per fiscal year.

7. **Inclement Weather and Natural Disasters Policy:** The County reserves the right to establish policy with respect to attendance at work during inclement weather or a natural disaster, and further reserves the right to determine whether or not an event qualifies as such event under the terms of any such policy. Any time an employee is unable to work as scheduled due to such an event may, at the employee's discretion, be charged to: Vacation leave, saved holiday time, compensatory time, leave without pay, or at the employee's discretion, he or she may make up time lost due to inclement weather at any other time with no reduction of pay or other benefits.

Provided further that an employee who attempts to get to work in such a County declared event, but is unavoidably delayed, shall not have time charged to one of the above categories unless he or she is two (2) or more hours late, in which case all time late will be charged or made up at the employee's discretion. The provisions of Article XXII, Section 3, Right to Compensation for Regularly Scheduled Hours, will apply to instances in which an employee reports to work at a closed facility, or are otherwise specifically notified by the County that his or her facility is closed, and the employee is not reassigned.

8. **Educational Leave:** After completing one (1) year of service, an employee, upon request and approval of management, may be granted a leave of absence without pay for educational purposes at an accredited school when it is related to his or her employment. Such leave of absence shall not exceed one (1) year, but it may be renewed or extended at the request of the employee, when necessary. One (1) year leaves of absence with any requested extension for educational purposes may not be provided more than once in any three (3) year period. Employees may also be granted leaves of absence with or without pay for educational purposes and additional lengths of time to attend conferences, seminars, briefing sessions, or other functions of a similar nature that are not intended to improve or upgrade the individual skill or professional ability, provided it does not interfere with the operation of the County.

9. **Association Leave**:

A. **Association Business Leave (County Paid Time)**: Union Business that is considered County Paid Time includes functions that are considered County /Union joint functions such as negotiations; participation in committees that are joint County/Union committees such as Labor/Management committees, the Benefits Committee and the Compensation Committee; duties as a

steward as defined in this Agreement; and such other Union Business (County Paid Time) mutually agreed upon by the parties. Employees participating in such activities will be allowed to do so without loss of pay.

B. **Association Business Leave (Union Reimbursable Time):** Any bargaining unit member selected by the Union to participate in a Union activity as defined below, shall be considered in Union Business Leave (Union Reimbursable Time) status and shall be granted such leave.

Union Business (Union Reimbursable Time) addressed in this section would pertain to such activities as Contract Administration – such as time to cover for staff replacement, time to attend training conferences such as arbitration/grievance training, and time off to prepare for negotiations; Conferences/Other – such as Women's Convention, appointment Union Board seat or committee; and other mutually agreed activities that would qualify for Union Business (Union Reimbursable Time).

Five (5) days' written notice of such time away from work shall be given to the affected employee's immediate supervisor and to the County Labor Relations Manager. The Union will make every effort to avoid disruptions of work. The Union shall reimburse the County for one hundred per cent (100%) of the affected employee's salary and benefits (including pro-rata cost of workers' compensation premiums, but excluding indirect or overhead charges) for straight time spent on Union activities conducted during regularly scheduled working hours. The County shall submit a quarterly statement to the Union itemizing the amount of the Union's reimbursement obligations.

C. **Association Business (Unpaid) Leave**: Employees selected by the union for such activities that are considered political activities including political training, conferences, committees, or appointment, and time off work on an election race are considered Union Business (Unpaid) Leave.

Upon seven (7) days advance notice by the Union, Officers shall, subject to the operating requirements of the department, be granted leave without pay for a reasonable period of time not to exceed three (3) consecutive working days and not to exceed a total of ten (10) working days for the bargaining unit in any given calendar year for purpose of conducting Union business which takes them away from their employment. Such unpaid leave for Officers shall not be limited to political activities.

## ARTICLE X – HEALTH AND WELFARE

**1. Medical and Dental Insurance:**

A. **Employee Benefits Board:** By memorandum of agreement dated July 6, 2004, between the parties, which was accepted by the bargaining unit on June 30, 2004, the parties agreed to be covered and governed by the Employee Benefits Board Governance Structure proposal of December 18, 2003; which is as follows:

1. **History**: The goal of a governance structure is to enable the Employee's Benefit Board (EBB) and the County to continue to achieve their goals. The governance document establishes protocol of the governing board and a systematic approach to a cooperative labor-management forum.

2. **Membership:** Voting Membership of the EBB shall consist of:

- One representative from each bargaining unit of County employees as provided for in their respective collective bargaining agreement;
- One management representative appointed by the Chair who represents the interest of the employer, and
- One non-represented employee appointed by the Chair who represents those employees who are exempt from collective bargaining.
- An alternate to the designated representative may attend and vote.
- Each voting member will have one vote to cast.

3. **Membership Training:** Members will be provided training associated with the EBB. The Health Fund will sponsor training opportunities for members (by selecting training, paying the tuition and/or administration fees, and travel expenses to and from the event, if held outside of the Portland Metropolitan area); and reimburse employee members for per diem costs associated with approved training activities. Employee members will be given paid release time to attend approved EBB functions/training. Training will be provided to:

4. **Three Members/fiscal year:** Local 88, ONA, MCCOA, Deputy Sheriff (MCDSA), Non represented.

5. **Two Members/fiscal year:** Local 701, Management, Juvenile Custody Workers, IBEW (Local 48), Painters

6. **Membership Role:**

- The role of the membership is to:
- Ensure that the County's Health and Welfare Program is aligned with the County's mission and values;
- Participate in EBB meetings;
- Discuss and make recommendations with regard to County health and welfare benefits;
- Vote on proposals, if appropriate;
- Attend approved training and educational forums related to Health Benefits;
- One EBB member per voting membership may be a member of the International Foundation of Employee Benefits; and
- At the request of the Benefits Administrator, may participate in other EBB activities.

7. **EBB Administrator and Benefits Administrator Role:** The EBB Administrator and Benefits Administrator shall be non-voting members.

The role of the EBB Administrator is to:

- Facilitate the EBB, preside over meetings and propose and implement any changes;
- Provide a forum and opportunity for training and education of the EBB members;
- Ensure that the EBB adhere to legal mandates; and
- Provide data as requested by the EBB

The role of the Benefits Administrator is to:

- Ensure that the County's Health and Welfare Program is aligned with the County's mission and values;
- Serve as the Administrator for the County Health and Welfare Programs;
- Obtain, coordinate and direct the use of technical consultants and vendors;
- Ensure that the Health and Welfare Program adhere to legal mandates;
- Manage the Health Fund;
- Provide data as requested by the EBB
- Oversee other benefit programs which promote health and welfare benefits for County employees; and
- Track claims experience by bargaining units.

8. **Legal Responsibilities:** The Health Plan is subject to various legal mandates that protect the benefits of plan members. These legal mandates create a set of standards that apply to public entities concerning plan administration, management, or plan design and, in particular, communication of the benefit plans contents or changes. Only the Human Resources Division Benefits Unit will have actual legal authority to convey plan documents and benefits to plan members. Other information issued by EBB shall be for information purposes only and not binding upon the plan. Changes mandated by law shall be carried out by the Benefit Administrator and discussed with the EBB prior to implementation.

a. **Meeting Process:** The meetings shall comply with any applicable law. Meetings require attendance of one-half of the voting membership to be considered a quorum. The meeting minutes will record the following:

1) Members present,
2) Motions, proposals and their dispositions,
3) Results of all votes and the vote of each member by name and the organization that they are representing;
4) The substance of any discussion on any matter; and
5) A reference to any document discussed at the meeting.

The forgoing shall not apply to discussions pertaining to changes to collective bargaining agreements.

9. **Voting:** A formal vote is required for plan changes and administration of the Employee Health and Benefit Programs. A formal vote is defined as a public vote where each vote must identify the member voting, and the vote must be announced. A formal vote to change or amend plans must consist of a positive vote from a majority of no less than 80% (9 of 11 or 8 of 10) of the voting membership. If a member cannot attend an alternate may cast a vote on their behalf or a proxy may be submitted prior to the meeting so that the Benefits Administrator may read the vote at the meeting. In the alternative, if insufficient votes are cast due to the absences of voting members, missing votes may be recorded at the next meeting.

10. **Proposals:** The Benefits Administrator may propose to the EBB any changes or actions specific to his/her role identified above. The EBB voting members may propose benefit plan changes via any five EBB voting members. Prior to submission to the Benefits Administrator, the five members must unanimously approve the proposal. The written proposal must be submitted two weeks in advance of the next EBB meeting, unless the Benefits Administrator waives the deadline. The proposal will identify the specific changes and how it meets the County's Health Plan interests.

If the proposal is passed by the EBB, the Benefits Administrator may either a) accept the proposal; b) provide two alternate proposals or c) reject the proposal at the following meeting. In the case of "c," the Benefits Administrator shall submit the proposal to the County's Chair for a final determination of whether or not the proposal will be implemented. The Chair's decision is final and will be communicated back to the EBB via the Benefits Administrator.

11. **Meetings per Calendar Year:** The EBB shall meet at least quarterly (4 times per year). All meetings are scheduled and notified by the Benefits Administrator. When a vote is on the meeting agenda, voting members shall be notified 2 weeks in advance of the meeting date, time and place. The employees who participate shall be given paid release time to attend the meetings.

12. **Health Fund:** The Health Fund will be funded by:

(1) Full-time employees: Monthly contributions paid by Departments for medical/dental/vision, shall be based on the cost-sharing formula set forth below, as applied to an initial composite rate of $663.68 per eligible full time employee effective July 1, 2003.

(2) Part-time employees: Monthly contributions paid by Departments for medical/dental/vision shall be based on an initial composite rate of $350.00 per eligible part-time employee effective July 1, 2004. Then in subsequent years the cost-sharing formula set forth below shall be applied.

(3) Cost savings realized from good experience and plan design changes shall remain in the Health Fund, and

(4) Refunds from vendors for performance guarantees or premium overpayments, etc., shall remain in the Health Fund, and

(5) Interest on the Health Fund shall remain in the Health Fund including IBNR set aside.

(6) The health fund balance as of July 1, 2004, shall be equal to the ending balance reported in the EBB Financial Operations Report for Year Ending June 30, 2004. EBB Financial Operations reports for years ending June 30, 2004, June 30, 2005, and June 30, 2006, shall be considered accepted by the EBB membership and the County unless a dispute is raised within 120 days of distribution. If contributions by the Departments and those of the EBB are less than the plan expenses for any benefit year, that shortfall

will be restored to the Health Fund in a subsequent plan year and subject to the cost sharing agreement. If contributions in any plan year are more than the costs and expenses, then those contributions will remain in the Health Fund and will be used to offset future costs.

(7) Distributions from the Health Fund shall be set to encompass all of the items referenced below. Any additional items are subject to approval by EBB. All of these costs shall be included in the Departments composite rate. The Health Fund expenses shall consist of the following cost items necessary to administer the Medical and Dental Health Insurance Plans: premiums, claims, Incurred But Not Reported claims (IBNR expenses shall be calculated annually according to generally accepted accounting standards), claim margin, stop-loss fees, Oregon Medical Insurance Pool fees, fees for services such as managed care providers for pharmaceuticals, health provider contracts, flexible spending account administrator fees, case management fees; third party administrators; professional services associated with benefits consulting, EBB expenses, Opt Out Reimbursements as specified in an EBB Memorandum of Understanding adopted December 19, 2002, and other miscellaneous costs such as printing and postage for communications to employees concerning County Health and Welfare Plans.

13. **Eligible Employees:** The Health Fund is comprised of those items listed under Health Fund above that directly can be attributed to the provision of health, vision and dental insurance for County employees, their eligible dependents and those that have COBRA rights.

**Full-time Employees:** Employees who are regularly scheduled to work at least 32 hours per week or if scheduled to work at least 30 hours on a 10 hour per day schedule. The Major Medical Option will reimburse participants at $50 per month for the first year of the plan and then the reimbursement will be subject to a reduction based upon cost sharing in subsequent years. The Dental Plans will offer the same benefits as offered in plan year 2003, Kaiser and ODS, until the EBB changes them. There will be no waiting period for either dental plan option.

**Part-time Employees:** Employees who are regularly scheduled to work 20 to 31 hours per week, will be offered Major Medical Coverage free of charge for them and their eligible family members. The employee may elect to purchase a different County provided medical plan option by paying the difference in cost from the Major Medical Plan to their selected plan based upon the coverage level. Part-time employees are not eligible for the $50 reimbursement for the Major Medical Plan. The Dental Plans will offer the same benefits as plan year 2003, Kaiser and ODS, until the EBB changes them. There will be no waiting period for either dental plan option. Part-time employees will pay one-half of the dental premiums.

14. **Opt-out Reimbursement:** Full-time and part-time employees may elect to opt-out of medical coverage upon proof of other coverage. Medical opt-out reimbursement for full-time employees is $150 per month and $75 per month for part-time employees. Opt-out reimbursements may be changed by the Employees' Benefits Board. There is no refund currently associated with dental opt-out.

15. **Plan Document:** The Plan Document shall set forth the dates, times, eligibility, default enrollment and administration of benefit coverage for the medical and dental plans. Other items that will be included are coverage dates for FMLA, leave of absences, COBRA, flexible spending accounts, and reinstatement provisions.

16. **Retirees Health Fund/Benefits:** The health and welfare plan of the retirees is not subject to the governance or funding of the EBB.

17. **Cost Sharing for Medical/Vision and Dental Plans:** The cost of health insurance is driven by many external factors outside of the control of the County and the EBB. It is the mutual interest of both parties to ensure that health care costs are reasonable and somewhat predictable. Sharing costs and building financial safeguards that protect both the employees and the County from open-ended risk is the objective of the cost sharing agreement. The County and EBB members agree to the following:

**July 1, 2004 – Full-time Employees**

- The County pays the July 1, 2003 plan year's County departmental contribution rate (prior to the buy-down), plus
- CPI-W* of the July 1, 2003 County departmental contribution rate, plus
- 5% of the monthly Kaiser medical premium in February of 2004, plus
- 50% of any remaining increase.

**July 1, 2004 – Part-time employees**

- The County pays $350.00.

**July 1, 2005 – All employees**

- The County pays the July 1, 2004 plan year's County departmental contribution rate (prior to any buy-down), plus
- CPI-W* of the July 1, 2004 County departmental contribution rate, plus
- 5% of the monthly Kaiser medical premium in February of 2005, plus
- 50% of any remaining increase.

**July 1, 2006 – All employees**

- The County pays the July 1, 2005 plan year's County departmental contribution rate (prior to any buy-down), plus
- CPI-W* of the July 1, 2005 County departmental contribution rate, plus
- 5% of the monthly Kaiser medical premium in February of 2006, plus
- 50% of any remaining increase.

If in any plan year the self-funded plan premium equivalents and Kaiser dental plan increases are less than CPI-W, and/or the Kaiser medical premium increase is less than CPI-W plus 5%, that portion of the County contribution will go toward building the Health Fund.

*CPI-W is defined as the annual percent increase in CPI Portland Urban Wage Earners and Clerical Workers Cost of Living Index- Second Half.

Employees will pay no more than 10% of the total premium costs in any plan option and any coverage level unless agreed to by the EBB. To the extent the employee's contribution exceeds 10% of the premium, the County will pay the premium excess above the 10% from sources outside of the Health Fund. Employee's contribution shall be based upon a tiered structure with each plan experience rated separately.

If any one plan option increases more than 25% for a plan year, the EBB will agree to either have the employees pay for the amount of the premium above the 25% or reduce the benefit plan to a level that would reflect no more than a 25% increase level. If no agreement can be reached, the County may agree to either pay for the additional premium or change the benefit plan to a level that would reflect no more than a 25% increase for that plan year.

Also, if any one plan other than the Major Medical Plan, has less than 5% of the County employees enrolled, the County may remove that plan option at the end of the plan year.

18. **LTD/STD**: The Long Term and Short Term Disability Insurance is not subject to governance by the EBB.

19. **Summary of Governance and Long Term Resolutions:** With this agreement, it is the intent of the parties to work towards developing a cooperative labor-management forum for managing Multnomah County employees' health and welfare benefits. This initial three year agreement begins a process where a more responsive forum than previously available can study, evaluate and modify the health and welfare benefits for employees. This forum will allow the EBB to effectively address the impact of technology, the escalation of costs, legal mandates, and the need for quality health care. If at such time in the future, the EBB is unable to meet its goals and objectives, thus not meeting the interests of the County or participating unions, the EBB may be dissolved by resolution or by withdrawal of members. It is the intent of the EBB to incorporate this agreement into each collective bargaining agreement of participating bargaining units, subject to the ratification of this agreement by each bargaining unit. Nothing in this Governance Agreement is intended to: waive or modify the rights of participating labor organizations to bargain collectively over health and welfare benefits for their members, at the expiration of this agreement, or prevent withdrawal from this governance agreement, at the expiration of this agreement. Any labor organization that withdraws from this Governance Agreement, at the expiration of this agreement, shall lose its rights to participate in, or vote on, matters governed by the EBB.

In the event that there is a conflict between Section 1(A) above and/or any other section of this Article and governance structure of December 21, 2000, the governance structure language as accepted by the Union on March 22, 2001 shall supersede.

B. **Part-time employees:** Part-time employees who work full time (at least .8 FTE) for six consecutive pay periods will be reimbursed, as if they were entitled to full time benefits (does not include Major Medical Plan Option reimbursement), for premium payments made to the County for those payroll periods, adjusted for taxes. However, such payment will be made only upon written request within 90 days of the last payroll period of full-time work.

C. **Retirees:** Provisions governing retiree participation in County medical and dental plans are in Article 16, "Section V.

D. **"Opt-out": Cash in Lieu of Medical/Vision Benefits:**

1. **"Opt-out" payment amounts:**

a. **Full-time employees:** Full-time employees may elect to "opt-out" of County medical/vision benefits coverage, per the provisions of Section 1.A.(m) of this article. Full-time employees who "opt out" of medical/vision benefits coverage may still receive dental benefits; a dental benefits "opt-out" payment is not available.

b. **Part-time employees:** Part-time employees who certify themselves as covered under another medical/vision plan may elect to "opt-out" of County medical/vision benefits coverage per the provisions of Section 1.A.(m) of this article. Part-time employees may opt out of medical/vision coverage and still elect County dental coverage by paying for one half of the premium for such coverage

**2. Loss of non-County coverage:** If an employee who has "opted out" of County coverage loses his or her non-County coverage, he or she may enroll in the County plan within ninety (90) days of losing the non-County coverage based upon a qualifying event as prescribed by the Plan document can do so without waiting for the annual Open Enrollment period. County coverage will be effective the first day of the month following receipt of the enrollment form by Employee Benefits.

E. **Default Enrollment:** Full time Employees who fail to submit an enrollment form for "Opt-out" or for the medical/vision and dental benefits plans described in "Section I.A" above within 31 days of hire or at other times as determined by the Employee Benefits Office will be enrolled in the County's Major

Medical Plan and ODS dental plan by default. Default plans may be other than Major Medical Plan and ODS dental plan, if so authorized by the Employee Benefits Board process. Eligible dependents of such employees may be enrolled in the same plans if the employee submits application within 15 days of receiving notice of his or her default enrollment. Part-time employees shall be enrolled in the Major Medical Plan or its authorized successor.

F. **Eligible Dependents:**

1. **Spouses and domestic partners:**

a. **Enrollment:** Employees may enroll spouses and domestic partners in County medical and dental plans upon completion of the County's Affidavit of Marriage or Domestic Partnership and applicable enrollment forms. Enrollment times and other procedures for administration of the medical/vision and dental insurance plans shall be applied to employees with domestic partners in the same manner as to married employees to the extent allowed by the law. Spouses and domestic partners must be enrolled in the same plan as the employee.

b. **Definitions:**

1. A "spouse" is a person to whom the employee is married under Oregon law.

2. A "domestic partner" is a person with whom the employee:

- Jointly shares the same permanent residence for at least six months immediately preceding the date of signing an Affidavit of Marriage or Domestic Partnership; and intends to continue to do so indefinitely, or if registered with the Multnomah County partnership registry, the six month waiting period is waived; and
- Has a close personal relationship.

In addition, the employee and the other person must share the following characteristics:

- Are not legally married to anyone;
- Are each eighteen years of age or older;
- Are not related to each other by blood in a degree of kinship closer than would bar marriage in the State of Oregon;
- Were mentally competent to contract when the domestic partnership began;
- Are each other's sole domestic partner;
- Are jointly responsible for each other's common welfare including "basic living expenses" as defined in the Affidavit of Marriage or Domestic Partnership.

c. **Termination of coverage:** Employees must remove a spouse or domestic partner from coverage within 90 days of divorce, or annulment, or dissolution of the domestic partnership. Employees who fail to remove an ineligible spouse or domestic partner within 90 days will be required to reimburse the County for claims paid after the 90 day window, or be taxed on the benefit, or both as determined by the Benefits Administrator guidelines and procedures.

2. **Children:**

a. **Enrollment:** Eligible children of the employee or the employee's spouse or domestic partner may be enrolled in the medical and dental insurance plans described in "Section I". Children must be enrolled in the same plans as the employee.

b. **Definition:** "Eligible children" includes any unmarried biological or adoptive child under the age of 23 who is a dependent under the federal tax code and chiefly supported; or a court appointed ward; or anyone under the age of 23 for whom the employee is required by court order to provide coverage. "Eligible children" may also include dependent children over the age of 23 who became permanently disabled prior to the age of 23, and the children of children who are currently enrolled.

c. **Termination of coverage**: Employees must remove from coverage a child who has become ineligible because he or she is 23 years old, or for any other reason within 90 days of disqualification. Employees who fail to remove an ineligible child within 90 days of disqualification will be required to reimburse the County for and claims paid after the 90 day window, or be taxed on the benefit, or both as determined by the Benefits Administrator guidelines and procedures.

G. **When Benefits Coverage Begins and Ends:**

1. **Coverage for new employees:**

a. **Medical and Dental Benefits:** The employee and eligible dependents will be covered by medical and dental benefits the first day of the month following hire, provided the employee has submitted an enrollment form to the Employee Benefits office prior to that date. Employees who submit a form after the first day of the month following hire, but within 31 days of hire, will be covered the first day of the month following receipt of the form by Employee Benefits Office. Employees who do not submit a form within 31 days of hire will be covered the first day of the month following default enrollment.

2. **Benefits coverage for terminating employees:**

a. **Retirees:**

1. **County-subsidized coverage:** Benefits options for retirees are provided for in Article 16, "Section V".

2. **Unsubsidized benefits:** Retirees may continue to participate in County medical and dental benefits plans on a self-pay basis as mandated by law.

b. **Other terminating employees:**

1. **County-subsidized coverage:** If the employee's last regularly scheduled work day in pay status falls on or before the fifteen (15th) day of the calendar month in which the employee's County employment terminates, medical/vision and dental benefits toward which the County has contributed will lapse at the end of that calendar month. If such work day in pay status falls after the fifteen (15th) of the calendar month in which the employee's County employment has terminated, coverage toward which the County has contributed will lapse at the end of the following calendar month. (Example: Employee A's last day is July 15. Employee A's coverage toward which the County has contributed will lapse July 31. Employee B's last day is July 16. Employee B's coverage toward which the County has contributed will lapse August 31.)

2. **Unsubsidized benefits:** Terminating employees may continue to participate in County medical and dental benefits plans on a self-pay basis as mandated by law.

3. **Employees on unpaid leaves of absence:**

a. **Leaves of less than 30 days** Employees' benefits coverage will not be affected by unpaid leaves of absence of less than 30 days' duration.

b. **FMLA/OFLA leaves:** The County will contribute toward medical/vision insurance coverage during unpaid FMLA/OFLA leave as required by law. During unpaid FMLA, the County will contribute to the same benefit plan elected by the employee prior to the approved leave. During unpaid OFLA leave only, the County will not contribute toward medical/vision/dental insurance coverage. In addition, the County will continue the same plan and monthly contributions toward dental insurance coverage as long as legally required contributions toward medical/vision coverage continue. If the employee remains on unpaid leave for more than 30 days after FMLA/OFLA leave is exhausted, the leave will be treated as an unpaid leave of absence per "Subsection c.i" below, except that the last day of FMLA/OFLA leave will be deemed the employee's last day in pay status.

c. **Non-FMLA/OFLA unpaid leaves:**

1. **Lapsing of County-subsidized coverage** If the employee's last regularly scheduled work day in pay status falls on or before the fifteen (15th) day of the calendar month coverage toward which the County has contributed will lapse at the end of that calendar month. If such work day in pay status falls after the fifteen (15th) of the calendar month, coverage toward which the County has contributed will lapse at the end of the following calendar month. (Example: Employee A goes on non-FMLA/OFLA unpaid leave effective July 15. Employee A's coverage toward which the County has contributed will lapse July 31. Employee B goes on non-FMLA/OFLA unpaid leave July 16. Employee B's coverage toward which the County has contributed will lapse August 31.)

2. **Unsubsidized benefits** Employees may continue to participate in County medical and dental benefits plans on a self-pay basis as mandated by law.

3. **Continuation of benefits upon return from a leave of absence without pay**

**(a)** Employees returning from a leave of absence without pay will be reinstated to the same medical and dental plans (or successor plans) they had when they left. If they return from leave the first day of the month, coverage will be in effect upon their return from leave; otherwise, coverage will be in effect the first day of the month following their return from leave.

**(b)** Employees returning from unpaid non-FMLA/OFLA leave in the following July to June plan year may enroll in different plans within 31 days of their return. If enrollment forms are received on the first day of the month, the changes will be effective that day; otherwise, changes will be in effect the first day of the month following receipt of the forms.

**2. Other Benefits**

A. **Flexible Spending Accounts**

1. **Medical expenses:** To the extent permitted by law, Medical Expense Reimbursement Plan (MERP) accounts, which allow employees to pay for deductibles and un-reimbursed medical, dental, and vision expenses with pre-tax wages, will be available according to the terms of the Multnomah County Medical Expense Reimbursement Plan number 504.

2. **Dependent care expenses** To the extent permitted by law, Dependent Care Assistance Plan (DCAP) accounts, which allow employees to pay for dependent care with pre-tax wages,

will be available according to the terms of the Multnomah County Dependent Care Assistance Plan number 502.

B. **Life Insurance:** The County agrees to provide each employee covered by this Agreement with the existing term life in the amount of thirty thousand dollars ($30,000) and accidental death and dismemberment insurance in the amount of one hundred thousand ($100,000). Employees shall designate their beneficiaries.

**C. Emergency Treatment:** Employees will be provided with emergency treatment for on-the-job injuries, at no cost to the employees, and employees as a condition of receipt of emergency treatment, do agree to hold the County harmless for injuries or damage sustained as a result thereof, if any. Employees further will promptly sign an appropriate Workers' Compensation claim form when presented by the employer.

**D. Disability Insurance:** Disability insurance benefits are provided for under Article 9. Sick Leave, "Section IV".

3. **Successor Insurance Plans:** In the event that either party elects to terminate the Employee Governance Structure in accordance with the Governance Structure guidelines, or any of the above insurance plans are no longer provided by the County, the County, following consultation with the EBB, agrees to provide to affected employees a substitute plan of the same service delivery type, if available, at substantially the same or a better benefit level. It is recognized that in accordance with Section 1.A. (Employee Benefits Board) of this article that insurance plans may be modified, plans added and plans eliminated during the term of this agreement.

**4. Retiree Life Insurance:** Retirees of Multnomah County who have at least to (10) years of County service will be provided with two thousand dollars ($2000) term life insurance coverage during the period of the time they receive pension benefits.

## ARTICLE XI – COMPENSATION

1. **Wage Adjustments:** Upon ratification of this agreement by both the Federation and the Board of County Commissioners, the rates and ranges of employees covered by this Agreement shall be compensated in accordance with the wage schedule attached to this Agreement as Addendum A, Table I, retroactive to July 1, 2004. Implementation of the wage schedule is included with Table I.

2. **Budget Shortfall Crisis:** Should the County's estimated fund resources in the executive budget which directly affect funding of Parole and Probation services suffer a reduction, and such reduction would result in loss of bargaining unit employees and County's ability to continue current level of services, either party may provide the other with written notice to meet and discuss possible alternative options that would save bargaining unit jobs and County level of services. Such meeting must occur within thirty (30) days of said declaration. Alternative resolutions which are in conflict with terms and conditions of this collective bargaining agreement shall be subject to mutual agreement of the County and the Union. Parties agree that said discussions do not constitute interim negotiations as outlined under ORS 243.698.

3. **Pay Periods**: The salaries and wages of employees shall be paid semi-monthly. Pay dates under the semi-monthly system shall be the same as those for exempt county employees.

4. **Step Placement and Step Increase Dates:**
It is acknowledged by the parties that the County has historically given certain employees covered by this agreement a step increase in wages, effective on the employee's anniversary date of employment. Each employee shall be paid at one (1) of the steps in the range prescribed for his /her classification.

A. **New Employees and Rehires:**

1. A rehire is an employee who has terminated permanent employment with the County, and is subsequently selected to occupy a permanent position from a civil service list. (Former employees

who return to permanent County employment without being selected from a list are not rehired, but reinstated.)

2. Normally new employees and rehires will be appointed at step one (1) at the beginning of the probationary period; the director may make an appointment to a higher step. An employee who is promoted shall be paid at the salary step in the new salary range not less than a one (1) step increase, or in the first step of the new range, whichever is greater. A new or promoted employee is eligible for consideration for advancement to the next step of his/her salary range on the day following twelve (12) months of service in his/her classification, and to subsequent steps at subsequent anniversary dates (24, 36, 48, 60, 72, AND 84 months) to the top step of the pay range.

3. The step increase date for wage increases for new employees will be the date of permanent appointment, and the date for rehires will be the most recent date of permanent appointment. However, the step increase date for new employees and rehires will be adjusted to reflect any additional seniority credit, such as credit for temporary service in the classification, which they receive under the provisions of Article XIII – Seniority and Layoff.

B. **Step Increases:** An employee not at the maximum of his/her pay range shall receive a step increase upon the completion of one year of service at the current rate. Time in service is measured in accordance with Article XIII. (Note that part-time work will count on a full-time basis.)

C. **Failure to Complete probationary period after promotion:** When a regular employee is promoted outside the bargaining unit and does not complete the probationary period for that classification, he or she shall be reinstated to a position in the classification from which he or she was promoted. Reference to probationary period in this section applies to any bargaining unit or non-bargaining unit probationary period in Multnomah County. Employees who do not complete the promotional probationary period and return within the probationary period to their previous position shall treat such time in the higher class as seniority accrual in the lower class. The employee will be placed at the same step in the old range that he or she would have been on but for the promotion. The step increase date for wage increases will revert to the step increase date in effect prior to the promotion.

5. **Reporting to Work Outside of Regularly Scheduled Hours:**

A. **Reporting After Hours/Scheduled Day Off**: Any employee who returns to work at the direction of management outside his or her regularly scheduled working hours or on a scheduled day off, shall have a minimum of four (4) hours added to their time worked for purposes of determining overtime.

B. **Receiving Work Telephone Calls at Home:** Any employee who is called at home or a location other than their job site for work related business during their off-duty time, and is not required to report to a work site, shall have one (1) hour added to their total time worked for purposes of determining overtime. Multiple calls less than twenty (20) minutes between the end of the 1st and beginning of the 2nd (or more) calls will be considered one (1) call. This provision does not apply to telephone calls regarding work scheduling and or worksite directions.

6. **Overtime:**

A. Employees covered by this Agreement will be compensated for overtime based on hours worked in excess of a tour of duty as provided under Section 7(K) of the Fair Labor Standards Act (FLSA). A tour of duty for purposes of this provision shall consist of eighty-six (86) hours worked in a fourteen (14) consecutive-day work period, or such other tour of duty as may be established by the County within the options provided under Section 7 (K). The time worked over eighty (80) but less than eighty-six (86) hours in an employee's tour of duty shall be taken hour for hour as flex-time off to be scheduled by mutual agreement between the employee and supervisor during the tour of duty. Flex-time not taken during the tour of duty will be paid for at straight time as of the applicable pay date. Overtime for time worked in excess of an employee's tour of duty will be calculated at the rate of time and one-half and will be taken or paid for as determined under section B.

B. Except in emergency situations, all work performed in excess of the specified tour of duty must be authorized in advance by the supervisor. Emergency overtime work must be reported to the supervisor within two of the employee's work days of its occurrence. An employee who works overtime in excess of his/her tour of duty shall be granted compensatory time off in lieu of overtime pay, at the employee's option and with supervisory approval. Compensatory time shall be taken as scheduling permits and with the approval of the supervisor. Nothing in this article will be construed to modify the basic workweek schedule, an employee's obligation to account for his/her time, or the role of the supervisor in approving work outside an employee's basic daily or weekly work schedule.

1. The maximum allowable accumulation of compensatory time off shall be eighty (80) hours.

2. In the event the employee terminates for any reason, accrued compensatory time shall be paid off in cash to the employee or his or her heirs.

7. **Temporary Work in a Higher Classification:**

A. **Work Out of Class**

1. **Definition:** An employee works out of class when he or she is assigned in writing by a supervisor to assume the major distinguishing duties of a position in a higher classification and/or to replace another employee in a higher classification, and to perform a majority of the principal duties of that classification.

2. **Compensation for work out of class:** An employee working out of class will be compensated according to the Personnel Rules governing promotions to non-bargaining unit positions. Note that if the employee's pay range and the higher range overlap, the policy generally provides for an increase of approximately five percent (5%).

3. **Paid leave and work out of class:**

a. When an employee works in a higher classification during all hours worked in an FLSA work period or longer period of time, the employee will be paid the out of class rate for all hours in pay status on days in which he or she was on leave for less than half a shift.

b. An employee using leave while working out of class will be paid at his or her regular rate of pay for all hours in pay status on days in which he or she worked half or less of his or her scheduled hours.

B. **Temporary Appointments:** When management anticipates that an employee will be performing the principal duties of a higher classification for a period of more than 30 days, the employee may be given a temporary appointment to a position in the higher classification.

1. **Appointment to a higher classification:** Written verification of the temporary appointment will be placed in the employee's personnel file, and the employee will be notified of the appointment in writing. The following provisions will apply:

a. The employee's salary will be set according to the Personnel Rules governing promotions to non-bargaining unit positions;

b. If the position is FLSA exempt, the employee is not eligible to receive overtime pay, shift differential, or other forms of pay not available to permanent employees in the higher classification;

c. The employee's health and welfare benefits plan will not change;

d. The employee's accrual and use of paid leave will be governed by the rules applying to permanent employees in the higher classification;

e. The employee has the right to return to his or her bargaining unit position at the end of the appointment without loss of seniority; and

f. The employee will pay Union dues or such alternatives as are provided by Article III – Federation Security, and will continue to be represented by the Union in accordance with Article II – Recognition.

8. **Trainer Premium:** Effective 6/1/05, a differential of three percent (3%) over base rate will be paid to employees designated by management as Field Training Officer, Continuum of Force Trainer or other trainer designation. The differential will be paid once even if an officer trains in more than one area. Management reserves the right to designate trainers, determine qualifications, and remove the designation with 10 days notice.

9. **Involuntary On-Call / Pager Pay:** Employees shall receive one (1) hour of pay or compensatory time off subject to Section 6 B at the regular straight time rate for each eight (8) hours of assigned on-call or pager duty. Employees who are assigned on-call or pager duty for less than eight (8) hours shall be paid on a pro-rated basis at full hour increments.
An employee shall be assigned on-call or pager duty when specifically required to be available for work outside his/her working hours and not subject to restrictions which would prevent the employee from using the time while on-call effectively for the employee's own purposes.

No employee is eligible for premium pay compensation while on-call or pager duty except as expressly stated in this article. On-call or pager duty time shall not be counted as time worked in the computation of overtime hours. An employee shall not be on-call or pager duty once he/she actually commences performing assigned duties and receives appropriate rate of pay for time worked.

10. **Deferred Compensation Plan:** Subject to applicable federal regulations, the County agrees to provide a deferred compensation plan that provides for payment at a future date for services currently rendered by the eligible employee.

11. **Overpayments and Payments in Violation of Contract:** Any employee receiving unauthorized payments has the obligation to call such error to the attention of his or her supervisor as soon as the overpayment is known. The County will make every effort to recover such over payments, by payroll deduction over a reasonable period of time as determined by the Labor Relations Manager. Where an error occurs which results in a negative impact on the employee, upon notification by the employee, and verification by the payroll division, payment in correction of the error shall be made in the employee's paycheck for the current pay period.

12. **Waiver of State Overtime Requirements:** To the extent allowable by law, the provisions of this Article and other provisions of this Agreement constitute an express waiver of ORS 279.340 as provided by ORS 279.342 (5)(b). Copies of the above cited statutes are available upon employee request to the Labor Relations Section.

13. **Bi-Lingual Pay:** A differential of four percent (4%) over base rate will be paid to employees who have been directed by the County to translate to and from English to another language (including the use of sign language). The proficiency level for interpretation and translation skills will be assigned by management.

14. **Auto Allowance:**

A. **Payment:** Payment for mileage under this addendum shall be made on a monthly basis, provided the employee has accumulated twenty dollars ($20) of mileage. No commuting mileage shall be paid by the County under the terms of "Section B" through "Section D" below. In no event will payment be made later than the end of the fiscal year.

B. **Incidental Use:** An employee who does not drive an automobile as a condition of employment shall be reimbursed at the maximum rate per mile approved by the IRS as a nontaxable

expense reimbursement without documentation (which will hereinafter be referred to as "the IRS rate") for miles driven at the requirement of the County.

C. **Condition of Employment Use:**

1. **Designation:** The County reserves the right under Article IV, Management Rights, to determine the method of transportation for employees during working hours and may discontinue or add the requirement for employees occupying certain positions to utilize an automobile as a condition of employment provided the employees and Union are notified in writing ten (10) days in advance of the change.

2. **Payment:** Upon signing of this Agreement an employee who is required to use his or her personal automobile as a condition of employment shall be paid at the IRS rate and shall also receive a base reimbursement of fifty dollars ($50.00) per month, twenty-five dollars ($25.00) per month for part-time employees. To qualify for this reimbursement employees must be assigned to work in the field and to use his or her personal transportation. In no event, however, shall the aforementioned base payment be made in a month in which an employee drives no miles as a condition of employment.

D. **Payment Rules for Alterations in Work Site:**

1. **Temporary reporting place:** Whenever an employee is temporarily required to report to work at any location more distant from his or her home than his or her permanent place of reporting, the employee shall be paid for the use of his or her personal transportation at the rate provided in "Section B" or "Section C" above as appropriate for additional miles traveled. This provision will not apply when there is a permanent change in reporting location as determined by management with ten (10) days written notice to the affected employees and the Union. In instances in which an employee has no permanent reporting place, the County will designate one (1) work site as a "permanent place of reporting" for purposes of mileage reimbursement.

2. **Secondary reporting place:** Whenever an employee reports to his or her permanent place of reporting and is required to use his or her personal transportation to report for work at another location, the employee shall be paid for the additional miles traveled to and from the secondary reporting place in accordance with "Section B" or "Section C" above as appropriate. The time involved in traveling from the permanent reporting place to and from the secondary reporting place to the permanent reporting place shall be considered time worked for pay purposes.

E. **Incidental Parking**: Subject to procedural regulation or supervisory direction as to time, place and circumstances of use, when employees on a non-commuter basis are required to use their automobile for driving into downtown Portland or elsewhere where parking is charged, employees shall be reimbursed for such parking charges.

F. **Bus Pass:**

1. **Statement of Purpose**: For the purposes of encouraging employees to use mass transit as part of the County's ride reduction program under the Oregon Department of Environmental Quality (DEQ)'s Employee Commute Options (ECO) mandate, as well as part of the County's commitment to limiting traffic congestion and promoting clean air, effective July 2004, each employee shall be eligible to receive a bus pass entirely subsidized by the County for the employee's personal use.

2. **Scope of Subsidy**: The County will provide a 100% subsidy for employee bus passes. However, the County may require that the employee pay a percentage if the County's subsidy exceeds the IRS standard for a de minims employee benefit. It will be the employee's responsibility to obtain the necessary Photo ID from Tri-Met. Instructions for obtaining the photo ID will be available through Employee Benefits and will be included in new hire packets. This program is offered only by Tri-Met. However C-Tran will honor the Tri-Met all zone pass.

3. **Procedural Requirements:** The procedural requirements for obtaining the pass and verification that the pass has been used solely by the employee shall be the same as apply to managerial

employees. Such requirements may change from time to time to ensure efficient and effective implementation of the program.

## ARTICLE XII - WORKERS COMPENSATION

1. **Coverage:** All members of the bargaining unit will be provided full coverage as required by the Oregon Workers' Compensation Act.

2. **Seniority**

A. The period of time that an employee is off the job and unable to work by reason of a disability compensable under the Workers' Compensation Law shall not interrupt his or her continued period of employment with reference to accrual of seniority unless the employee's doctor, the State Workers' Compensation Department or Board or the employee certifies to the County in writing that the employee will be permanently disabled to such an extent that he or she will be unable to return to the County and fully perform the duties of the position he or she last occupied.

B. If an employee is transferred to another classification because of a compensable injury, his or her seniority shall be governed in accordance with County policy.

C. If an injured employee has been released by his or her attending physician to return to the job at injury, he or she will be reinstated to that position if eligible under the provisions of ORS 659.415, or its successor; provided that such reinstatement shall not violate the seniority rights, as contained elsewhere in this Agreement, of any other employee.

3. **Probationary Employees:** If an employee sustains an injury during his or her probationary period, it may be extended by written agreement of the Union, the employee, and the County.

4. **Supplemental Benefits:** The County shall supplement the amount of Workers' Compensation benefits received by the employee for temporary disability due to occupational injury, illness or disease by an amount which, coupled with Workers' Compensation payments, will insure the disabled employee the equivalent of one hundred percent (100%) of his or her semi- monthly net take-home pay (as calculated in accordance with Workers' Compensation regulations) subject to the following conditions:

A. Supplemental benefits shall only be payable for those days compensable under Workers' Compensation Law as time loss on an approved claim. For employees with approved claims, supplemental benefits shall be paid for no more than three hundred and twenty (320) hours of the employee's regular working hours or for a period equal to the amount of accrued sick leave hours at the time of injury, whichever is greater. Such payments shall not be chargeable to accrued sick leave.

B. To the extent not compensated by Workers' Compensation benefits, the first day of occupational disability shall be compensated as time worked.

C. To the extent not compensated by Workers' Compensation benefits, the day following the first day of occupational disability and the next succeeding day shall be compensated as sick leave if such days would have been work days.

5. **Denied Claims:**

A. If a Workers' Compensation claim is denied, the employee's absence from work due to illness or injury shall, to the extent not compensated as Workers' Compensation time loss, be subject to the provisions of Article VI Sick Leave.

B. If a Workers' Compensation claim which has been denied is later held compensable upon appeal, any time loss benefits shall be reimbursed by the employee to the County and the employee's sick leave account credited with an equivalent number of days.

C. If an employee's Workers' Compensation claim is under appeal, and he or she is no longer entitled to medical/dental coverage under Article X, Health and Welfare, he or she will be entitled to continued coverage under federal COBRA law. The duration of such coverage will be for six months or the legally mandated period, whichever is greater, provided that the employee continues to be eligible and pays the premiums as required.

D. If a denied claim is later held compensable upon appeal, the employee will be entitled to:

1. Reimbursement of any premiums paid to the County for medical/dental benefits, and

2. Any supplemental benefits not paid in accordance with the next section.

6. **Benefits:**

A. The County shall continue to provide medical and dental benefits for an employee with a compensable claim and his or her dependent(s) from the first day of occupational disability, subject to the limitations of Article X, Health and Welfare, if any, for a period of one year or such longer period as may be required by law.

B. The County shall continue to make retirement contributions, based upon the appropriate percentage of the gross dollar amount of supplemental benefits paid, throughout the period that the employee receives such benefits

## ARTICLE XIII - SENIORITY AND LAYOFF

1. **Definitions:**

A. **Layoff:** A reduction in force in classification for reasons of lack of funds, lack of work, efficiency or reorganization. Reductions in force are identified by classification within the affected department.

B. **Bumping:** The displacement of the least senior regular employee by another regular employee with more seniority within the classification of adult Parole and Probation Officer.

C. **Classification Previously Held:** A classification or its equivalent in which the employee gained regular status and for which he or she continues to qualify.

2. **Seniority:** Seniority within classification for time served prior to July 1, 2004, shall be in accordance with the list given to the Association by the County during negotiations. Seniority for time served subsequent to July 1, 2004, shall be in accordance with the following rules.

A. **Determined as Follows**:

1. Total length of continuous service within the job classification of adult Parole and Probation Officer. If a tie occurs, then
2. The total length of continuous service with the County. If a tie occurs, then
3. Filing date of the application, if available, for the classification; if a tie occurs or if the filing dates of the applications are not available, then
4. It shall be broken by lot in a manner determined by Central Labor Relations.

B. **Computation of Seniority:**

1. Part-time work within the classification will count on a full time basis.
2. Time on authorized leave with pay shall be counted.
3. Time spent on a leave of absence without pay that exceeds 30 days will not count
4. Time spent on layoff will not be counted.

5. Service is broken for purposes of this article by discharge, voluntary quit, or successfully completing either the transfer trial service period or promotional probation to another classification position outside the bargaining unit, unless such transfer was by reason of layoff and the employee remains on the layoff list, or pursuant to "Section 7" of this article.

6. Temporary time before permanent appointment to the Parole and Probation Officer classification that is continuous, contiguous will count.

7. Employees who are returned to their previously held position as a Parole and Probation Officer because of failure to complete either a transfer trial service period or promotional probationary period will suffer no loss in seniority.

3. **Layoff:**

A. **Reassignment of regular employees During a Layoff**: Layoffs will be identified by classification within the affected department. Parole and Probation Officers holding positions that perform functions to be discontinued will be subject to the following in order of seniority

1. Reassignment to a position in the same classification, or if the employee does not have enough seniority, then

2. Reassignment to a position in a classification previously held at the employee's current level or demotion to a position in a classification previously held.

3. Change in status between full-time and part-time.

4. Layoff.

B. **Non-Regular Employees During a Layoff:**

1. Within the affected classification of adult parole and probation officer, temporary, non-regular probationary, and other employees who do not have classified status and who are occupying budgeted positions will be terminated before employees with classified status are affected by layoff. Employees without status who are terminated will not be placed on recall lists and do not have bumping rights.

2. An employee who has not completed a probationary period following promotion to a classified position and is affected by layoff shall be returned to the position previously held.

3. Probationary employees terminated or demoted in accordance with "Subsection 1" and "Subsection 2" of this article will be placed on reinstatement lists for one (1) year from the date of their termination or demotion. At management's option, they may be reinstated to their former classification if there are no regular employees who are on a recall list for that classification. Probationary employees who are reinstated will be treated as if they have been on a leave of absence from the classification for purposes of computing seniority and length of probationary period.

4. Employees will not be placed in a classification with a higher maximum salary except by normal promotion procedures

C. **Layoff Processing for Employees on a Leave of Absence Without Pay**

1. **Employee notification:** Employees who are on a leave of absence without pay which is scheduled to continue after the layoff effective date and whose classifications are expected by the County to be affected by an upcoming layoff process will be notified in writing and given an option to return from leave.

2. **Use of positions during the layoff process:** If no response is received by the County within five days of written notification, or if the employee declines to return from leave of absence, or if the employee is unable to return from leave of absence, the position from which the employee is on leave of absence will be treated as a vacant position during the layoff process and will be available to be filled by another employee who is affected by the layoff process, according to the provisions of this article.

**3. Return from family medical leave without pay:** After a layoff process affecting the employee's classification has occurred, employees who are on Family Medical Leave without pay immediately prior to returning to work will return to the position formerly held, and the employee occupying that position will be reassigned according to seniority pursuant to this article.

**4. Return from other leave without pay:** After a layoff process affecting the employee's classification has occurred, employees not on Family Medical Leave without pay immediately prior to returning to work will be reassigned according to seniority pursuant to this article.

**5. Recalculation of seniority after leave of absence without pay:** All employees on leave of absence without pay that exceeds thirty (30) days will have their seniority recalculated upon their return from leave so that none of the time on the leave of absence without pay counts toward seniority per "Section 2.B.4" of this article.

D. **The Bumping Process:**

1. Vacancies that are created and approved by the Board of County Commissioners to be effective the day following the layoff date shall be treated as vacancies available during a layoff process.

2. Reassignment of employees to vacant positions, if available, will always take precedence over their bumping another employee; where multiple vacancies are available, the County will reassign the employee to one.

3. If bumping is necessary, the least senior employee in the affected classification in the department will be bumped.

4. If demotion is necessary, employees will be demoted to the classification previously held that results in the least reduction in pay; if the reduction in pay is equal, employees will be demoted to the position that affords the greatest seniority.

5. Full time employees will be reassigned only to full time positions and part time employees will be reassigned only to part time positions, unless reassignment to the other status is the only available option other than layoff.

6. Shift assignment will not have an effect on the layoff process.

7. Employees who are reassigned to a position pursuant to these provisions and do not accept that position will be deemed to have resigned.

8. Employees may not be reassigned to positions under this article unless qualified to perform the duties of that position. Employees may be denied rights otherwise available under these provisions only if they lack knowledge, skills or abilities required for the position that are not easily learned on the job within ninety (90) days.

4. **Notice and Recall List:**

A. Employees who are subject to reassignment, demotion, or layoff pursuant to the provisions of this article shall receive a notice in writing at least fifteen days prior to such action. The notice shall state the reason for the action and shall further state that the action does not reflect discredit on the employee. The Union will be provided a copy of the notice.

B. Employees who are laid off, demoted, or reassigned to a lateral classification and/or reassigned between full-time and part-time status will be placed on the recall lists, according to seniority. Employees will be placed on all the recall lists that meet the criteria below. (For example, employees who are demoted and reassigned from full-time to part-time will be placed on the recall lists for full-time appointment in the current classification, for part-time appointment in the higher classification, and for full-time appointment in the higher classification):

1. Employees who are laid off will be placed on the recall list for the classification held by the employee at the beginning of the layoff process .

2. Employees who are demoted will be placed on the recall list for all the classifications held by the employee at the beginning of the layoff process to, but not including, the one the employee demoted to.

3. Employees who are reassigned to a lateral classification or to a classification previously held will be placed on the recall list for the classification held by the employee at the beginning of the layoff process.

4. Employees who are reassigned from full-time to part-time will be placed on the list for recall to full-time assignment.

5. Employees who are reassigned from part-time to full-time will be placed on the list for recall to part-time assignment.

C. Employees who are reassigned to positions in the same classification, resign, or elect to retire will not be placed on recall lists.

D. Employees will remain on a recall list for twenty-four (24) months from the date of placement on the list. Within that time period, employees will be removed from the recall list only under the following circumstances:

1. Upon written request of the employee; or
2. Upon their retirement; or
3. Upon acceptance of permanent recall from the list; or
4. Upon declining an offer of permanent recall; or
5. Upon the employee's failure to respond to a certified letter sent to the employee's last known address within fourteen days of mailing; or
6. Disciplinary termination for cause.

E. Employees who are laid off and are on recall list(s) and return to permanent County employment for any reason will be treated as if they have been on a leave of absence without pay for the purpose of computing seniority.

5. **Recall:** Employees on a recall list will be certified in order of seniority, before applicants who qualify through examination. Employees on a recall list shall be offered appointment to vacancies, in order of seniority.

6. **Seniority Application:** The above terms for determination of seniority shall apply not only to the layoff process, but also to other situations in which seniority is applied, including total service for the purpose of vacation accrual rates. For purposes of vacation bidding, the employee's original date of hire with the County pursuant to "Section 2.B" of this article, shall be used to determine vacation selection in accordance with Article VII, Vacation Leave, "Section 3". Seniority determinations shall have no application to retirement matters. The County agrees to make available to the Union upon request copies of any personnel list the County maintains regarding seniority or classification changes.

7. **Posting Process:**

A. **Seniority List Posting:** Lists showing seniority within the County and seniority within classification shall be provided to the Union and posted on all Union bulletin boards on or about March 1 of each year or anytime an employee or employees are notified that their position(s) is being eliminated.

B. **Seniority List Appeal Process:**

**1. Errors on new lists** Employees who have concerns about the calculation of their seniority shall notify Central Human Resources with a copy to the Union. If an employee's concerns remain unresolved, the Union may file a formal written grievance at Step 3 of the grievance procedure within thirty (30) days of his or her initial consultation with Central Human Resources. If no grievance is filed within that time, the seniority calculation is deemed correct. A grievance may be filed only with respect to seniority accrued since July 1, 2004.

8. **Seniority of and Bumping by Non-Bargaining Unit Employees and Other Bargaining Units:**

A. The only non-bargaining unit employees, confidential employees or members of other bargaining units, who may bump into the bargaining unit are those who are in the Classified service, are currently employed within the Department of Community Justice, and who have previously been a "regular employee" of the Bargaining Unit.

B. Only time served in the bargaining unit shall apply for bumping purposes. Seniority will be calculated using continuous bargaining unit seniority only.

C. An employee with prior bargaining unit status who has been out of the bargaining unit for more than three (3) years may not bump an existing bargaining member into layoff status. A prior member with over three (3) years out of the unit may, upon satisfying Subsection A and B above, only fill a vacant position. Employees returning to the bargaining unit within three (3) years will be treated as if they have been on a leave of absence without pay for the purpose of computing seniority.

9. **Special Provisions to Save Employees From Layoff**: It is recognized by the parties that employees who are to be laid off or involuntarily demoted because of their seniority within a classification within a department face difficult circumstances in being placed in alternative employment within the County. Any such employee who is placed in a classification not previously held shall be subject to a trial service period of ninety days to demonstrate his or her ability to perform or fulfill the requirements of the new classification. Employees who, in the opinion of the County, are unsuccessful during this ninety day trial service period will be removed from their new classification and placed on the appropriate recall list.

Such employees shall continue to be eligible for placement under the provisions of this section as long as management is exploring alternative employment opportunities for affected employees.

## ARTICLE XIV - HOURS OF WORK

1. **Scheduling:** The parties agree that employees in the bargaining unit may work irregular hours in the performance of their duties. The official workweek for scheduling purposes shall consist of a seven-day period, beginning at 12:01 a.m. each Saturday. The normal workweek for Full-Time employees is forty (40) hours, falling within the seven-day period.

Generally, employees working less than forty (40) hours per week will be scheduled to work no more than five (5) days a week, and at least two (2) of their days off must be consecutive.

Consistent with the best interest of providing adequate and effective service and operating requirements, as determined by the County:

A. Each Parole and Probation Officer, upon request and approval of their supervisors, shall establish a work schedule that is responsive to the demands of their job. All hours worked shall be at the flat rate, on an hour for hour basis, regardless of the starting time, day worked, or length of the work day, except as indicated in "Article XI, Section 5." Split work weeks, varied starting and ending time for shifts, and split shifts shall be permitted.

B. Variations of the established work schedule shall be approved by the supervisor.

C. Employees receiving "after hours work calls" may respond. If responding to after hours calls, employees will "adjust" their work schedule, hour for hour, within the FLSA Tour of Duty with the approval

of their supervisors.

2. **Posting of Work Schedules:** Work schedules showing work days and hours of work will be posted on bulletin boards or otherwise made accessible to employees at all times. Management may change work schedules with ten (10) days' written notice to affected employees, and with less notice in the following circumstances:

A. Such notice is voluntarily waived in writing by the employee(s)
B. For the duration of an emergency.

3. **Right to Compensation for Regularly Scheduled Hours:** An employee who reports to work as scheduled and is excused from duty for lack of work, or is specifically directed by his or her supervisor or manager not to report to work, will be paid at his or her regular rate for the hours he or she was scheduled to work.

4. **Changing Scheduled Days of Work and Days Off:**

1. **Voluntary Changes:** Changes of work days and days off will be considered voluntary if they occur at the employee's request or as a result of shift bidding. During the fourteen day period following the transition from one schedule of work days and days off to another, the provisions of Section 4, subsection A above will not apply, and, for example, the employee may have split days off.

2. **Involuntary Changes:** Changes of work days and days off will be considered involuntary if they occur at the discretion of management. In addition to the provisions which apply to voluntary changes, the following will apply during the fourteen day transition period:

5. **Scheduling the Work Day:**

**A. Normal Work Day:**

1. **Employees working forty hours a week:**

a. Employees working forty (40) hours per week on a schedule agreed upon between the employee and supervisor as provided in section 1. A. above shall receive breaks and meal periods described in this section. Employees on a continuous duty schedule per "Section C.3" below shall work consecutive hours per day including the meal period.

2. **Employees working less than forty hours a week:** Employees working less than forty hours a week will be scheduled to work four or more consecutive hours a day. Any meal periods to which the employee is entitled will be on unpaid time, unless the employee is on a continuous duty schedule per "Section C.3" below.

B. **Breaks:** Breaks provided for in this section will be on paid time.

**1. During the normal work day**

a. **Employees working six or more hours a day:** Employees scheduled to work six or more hours a day are entitled to a fifteen minute break during the first half of the work day, and another during the second half, provided that the break in the second half of the work day is required only if the employee is scheduled to work more than two hours after the previous break or meal period. Breaks for employees scheduled to work eight or ten hours in a day will be scheduled at the middle of each half of the work day whenever practicable.

b. **Employees working fewer than six hours a day:** Employees scheduled to work fewer than six hours a day are entitled to one fifteen minute break to be scheduled by management.

2. **While on a continuous duty schedule** Breaks for employees on a continuous duty schedule are covered in "Section C.3" below.

C. **Meal Periods:**

1. **Entitlement to a meal period:** The work schedules of employees working more than six hours in a work day will include a meal period. An employee who has worked eight or more hours in a work day and who works two hours beyond his or her regular quitting time is entitled to a second meal period.

2. **Unpaid meal periods:** Meal periods are on unpaid time unless the provisions of Subsection 3 below apply.

a. **Length of the meal period:** Employees will be scheduled for a thirty-minute meal period unless they request and management approves a one-hour meal period. Management may rescind approval for a one-hour meal period, subject to the provisions for changing work schedules in "Section I" above.

b. **Scheduling:** The meal period for employees working eight or more hours will be scheduled in the middle of the work day whenever practicable. When a one-hour meal period is requested and approved, management will make adjustments to the employee's starting and/or quitting time, subject to the provisions for changing work schedules in "Section I" above.

3. **Paid meal periods: continuous duty schedules:** Management may assign employees performing duties which do not lend themselves to duty free breaks and meal periods to a continuous duty schedule. Any such assignment shall be in writing with a copy provided to the Union and the Labor Relations Manager. Meal periods for such employees will be on paid time. The scheduling of meal periods and breaks for affected employees will be based solely on management judgment of the need for supervision of clients or involvement in other continuous duty, or may be on an "as time is available" basis. Continuous duty employees may not be relieved of duty during their work day, and may have to take their meals and their breaks while supervising clients or attending to other duties. Any meal periods or breaks may be interrupted or missed without additional compensation.

Employees who are designated as Officer of the Day may be deemed to be on a continuous duty schedule for that day. If the Officer of the Day is unable to schedule a duty-free lunch period, they may, with supervisory approval, flex that time within the tour of duty period. This is not subject to the notice requirements addressed above.

D. **Clean-Up Time:** Employees upon leaving work, shall be granted not more than a fifteen (15) minute personal clean-up time prior to the end of each shift. The County shall provide the required facilities for the employee's clean-up time. Neither party to this Agreement shall construe "clean-up time" to mean "quit-early time" or "leave-early time".

6. **Uniform Time Charging Provisions:**

A. **Rounding Rule:** Time charged for all leaves and compensation for time worked under the terms of this Agreement shall be subject to rounding to the nearest quarter of an hour in accordance with the following rules: 0 - 7 minutes rounds to 0 hours. 8 - 15 minutes rounds to 1/4 hour

B. **Applications:**

1. **Lateness :** Employees who are less than 8 minutes late are not required to make up the missed minutes and shall be paid for a full shift without charge to a leave account. Employees who are more than eight (8) minutes late may be charged paid leave for time late or may be allowed to flex time at the manager's discretion. Being late to work continues to be subject to discipline up to and including dismissal.

2. **Working over:** An employee who works over less than eight (8) minutes shall not be compensated. An employee who works eight (8) to fifteen (15) minutes over shall be compensated one quarter (1/4) of an hour at the appropriate rate of pay in accordance with Article XI, .

3. **Leaves:** Late and early return from leaves shall be subject to the same rounding practice as specified above.

4. **Work day:** The above provisions shall not be construed as a right for management to extend the end of the working day beyond the normally scheduled ending time.

## ARTICLE XV - DISCIPLINE AND DISCHARGE

1. **General Principles**: Disciplinary action will only be imposed for just cause. Progressive disciplinary action shall be employed, provided that the severity of the offenses may warrant the imposition of disciplinary action at any stage of progressive discipline, including immediate termination. Disciplinary action shall be subject to the grievance process, except as noted below, upon the filing of a written grievance at Step 1 within ten (10) days of such action.

2. **Corrective Action**: Coaching and counseling are used for behavior or performance modification, are not considered disciplinary in nature and are not subject to the grievance procedure.

3. **Disciplinary Action**: Disciplinary action may include the following:

A. **Oral Reprimands**: An oral reprimand which is intended to serve as a warning that if behavior or performance is not modified more severe discipline may result, and the employee is so notified, shall be considered disciplinary in nature, may be the basis for further disciplinary action and may be subject to the grievance procedure at Step 1 only.

B. **Written Reprimands:** A written reprimand shall be made a part of an employee's personnel file for all purposes. No written reprimands will be placed into the employee's personnel file unless the employee has signed the document acknowledging receipt. If an employee refuses to sign and acknowledge receipt of the document, the supervisor shall note that on the document prior to submitting it to the employee's personnel file. In this case, a notice shall also be sent to the Federation.

Written reprimands are subject to the grievance procedure up to Step 2. In the absence of filing a grievance, employees may attach written responses to written reprimands by submitting such response within five days.

C. **Suspension Without Pay:** Suspension is a commonly used form of discipline when oral and written warnings have not achieved the desired results; however, it may be used sooner, when, in the Employer's judgment, the employee's misconduct is of such severity progressive discipline is not warranted. Suspension shall not exceed 15 days unless the result of a grievance settlement or an arbitrator's award.

D. **Demotion**: Demotion, either in pay or to a lower classification, or both, may at the Employer's option, be used as a form of discipline when other corrective measures have been used and/or the County believes the severity of the issue is such that progressive discipline is not warranted or does not warrant discharge. Demotion either in pay or to a lower classification is an optional form of discipline to be imposed primarily in performance related disciplinary action.

E. **Dismissal:** The parties jointly recognize that the professional truthfulness, honesty, and integrity of Parole and Probation Officers are essential to effective performance. Consequently, the County may dismiss Parole and Probation Officers, for just cause which includes but is not limited to, in general, misconduct, inefficiency, incompetence, insubordination, or failing to fulfill responsibilities as an employee, and specifically, for stealing, lying in the line of duty, willful falsification of forms or other official documents, willful omission of material fact, personal possession or use of an illegal controlled substance, and legal convictions which would interfere with an employee's ability to perform as a probation and parole officer

4. **Disciplinary Notice**: When the department determines that disciplinary action is appropriate, the employee shall be given written notice thereof with a copy to the Union. The notice shall include:

A. A statement of conduct in question, inadequate performance or other cause for discipline, and
B. A statement of the disciplinary action to be taken.

5. **Pre-Discipline Notice**: When the department believes just cause for suspension, demotion or dismissal exists, the department shall give the affected employee and the Federation written notice containing:

A. A statement of alleged improper conduct, inadequate performance, or other cause for discipline; and

B. A statement that suspension, demotion or dismissal is being considered as a possible sanction to the stated alleged improper conduct, inadequate performance, or other cause; and

C. A statement of the time (a minimum of five scheduled workdays within which the employee may choose to respond to the statement of cause and the statement of discipline under consideration.

6. **Administration of Discipline**: Discipline shall be administered in a manner which will not unduly embarrass the employee, consistent with the circumstances involved.

7. **Personnel Records and Information**: An employee or his or her representative, with the written consent of the employee, may inspect that employee's personnel file, or any other file maintained by the County. Upon written request, an employee or his or her authorized representative will be given a copy of all materials in the employee's personnel file.

A. **Removal of File Materials**: Employees may request and have removed from his or her personnel file any letter of reprimand which is more than two years old. Oral reprimands will not be memorialized in writing and will not be placed into an employee's file. A singe letter of discipline more severe than a letter of reprimand which is more than 5 years old will be removed from an employee's personnel file upon his or her request. If there is more than one letter imposing discipline which is more severe than a letter of reprimand, none of the letter may be removed until the most recent letter is more than five (5) years old. At that time, it and all previous discipline letters will be removed from the employees file upon request.

## ARTICLE XVI - SETTLEMENT OF DISPUTES

1. **Scope of Grievance Procedure**: A grievance shall be defined as, a dispute in the meaning, application or interpretation of this Agreement and shall be settled in the following manner.

Once a grievance, as defined herein, is filed, the Federation shall have exclusive jurisdiction with respect to the processing of such grievance. A decision in good faith by the Federation not to proceed to the next step in the grievance procedure or to arbitration shall be final and binding on all parties, including the grievant.

Employees shall be assured freedom from reprisal for use of the grievance procedure.

A chief steward will be assigned by the Federation. The chief steward will assign stewards to specific work areas. A steward may not process a grievance in any other work area than the one to which he or she is assigned unless approved to do so by the Federation chief steward. The names of the stewards and other Federation representatives who may represent employees will be provided in writing to the County by the Federation.

Employees meeting with stewards to process a grievance, and stewards conducting investigatory interviews will be permitted to do so without loss of pay during working hours. All efforts will be made to avoid disruptions and interruptions of work.

2. **Grievance Procedure**: Should an employee believe that his/her rights under a specific provision of this Agreement have been violated, the matter shall be reported by the employee to his/her supervisor, within ten working days of the date the employee knew or reasonably should have known of the occurrence giving rise to the grievance. If the grievance is against the employee's direct supervisor, the employee may elect to file the grievance with the District Manager. The parties will attempt to resolve complaints informally prior to filing a formal grievance.

A. **Step 1**. If not resolved informally on this basis between the employee and supervisor, the employee, together with his/her Federation representative, shall within ten working days of the date of the informal meeting, submit the matter, in writing, to the employee's immediate supervisor and to the Personnel Division. The written grievance shall include:

1. The name and position of the employee.
2. The date of the circumstances giving rise to the grievance.
3. A clear and concise statement of the grievance including the relevant facts necessary to reach a full and objective understanding of the employee's position.
4. The specific provision or provisions of this Agreement alleged to have been violated.
5. The remedy or relief sought by the employee.
6. The signature of the employee.

Within ten working days after receipt of such report, the immediate supervisor shall attempt to resolve the matter and submit his/her answer in writing, to the employee and his/her Federation representative.

B. **Step 2**. If the grievance has not been settled, it may be presented in writing by the Federation representative to the department head within ten working days after the supervisor's response is due. The department head or his/her designee shall respond to the Federation representative in writing within ten working days.

C. **Step 3**. If the grievance has not been settled, it may be presented in writing by the Federation representative to Labor Relations within ten working days from the date of such response.

D. **Step 4**. If the grievance still remains unresolved, the Federation may submit the matter in writing to binding arbitration but must do so within ten working days following receipt of Labor Relation's response.

3. **Arbitration**: Within ten working days after notice has been given, the Federation shall request the State Employment Relations Board to provide a panel of five Oregon arbitrators. A flip of the coin shall determine which party shall strike first. The parties shall each alternately strike two names. The remaining name on the list shall be the arbitrator. The power of the arbitrator shall be limited to interpreting this Agreement and determining if the specific alleged violation occurred and to resolve the grievance within the terms of this Agreement.

The decision of the arbitrator shall be binding on both parties; however, s/he shall have no power to alter, modify, amend, add to or detract from the terms of this Agreement. The arbitrator's decision shall be within the scope and terms of the agreement and in writing. Any decision of the arbitrator may provide retroactivity not exceeding 60 days prior to the date the grievance was first filed, and it shall state the effective date of the award.

The arbitrator's fee and expenses shall be paid by the losing party. Each party shall be responsible for compensating its own representatives and witnesses. If, in the opinion of the arbitrator, neither party can be considered the losing party, then such expenses shall be apportioned as, in the arbitrator's judgment is equitable. All other expenses shall be borne exclusively by the party requiring the service or item for which payment is to be made.

4. **Time limits**: Any or all time limits and steps specified in the grievance procedure shall be binding on both parties. Failure to comply with a time limit shall advance the grievance to the next step of the grievance process. The time limits and procedures specified in this Article may be extended or waived by written mutual agreement of the parties. A grievance may be terminated at any time upon receipt of a signed statement from the Federation that the matter has been resolved.

## ARTICLE XVII - WORKLOAD / TRAINING / PERFORMANCE EVALUATION

1. **Workloads and Standards:** It is the County's right to establish the workload for employees. In addressing the assigned workload, the employee's supervisor may establish reasonable job performance standards. Such standards shall be posted, or individually stated, to each affected employee, in order to assure advance comprehension and understanding of performance requirements. No employee shall be subject to disciplinary action for failure to meet standards of performance unless such employee has been fully advised of such expected performance standards, in advance of the work period in question.

2. **Employee Development and Training**: Any time an employee is specifically required by management to participate in any development and training it shall be considered time worked for pay purposes, and all tuition, texts, training materials, and other expenses incident to such employee's participation shall be assumed by the county. The County may subsidize an employee's participation in non-mandatory training or education based on relevance to the employee's job. The subsidy may be made in the form of a partial or total reimbursement for expenses and/or time off with pay for part or all of the time required to attend.

3. **Performance Evaluation**: The County may implement and maintain a performance evaluation process involving members of the bargaining unit. Employee/s shall have the right to attach a response to any evaluations prior to being placed in their personnel files. No evaluations will be placed in an employee's personnel file unless that employee has reviewed and signed the evaluation acknowledging the receipt of a copy of the evaluation. No evaluations or employee responses will be admissible in any disciplinary or arbitration hearing. All performance evaluations shall be signed by the employee's supervisor, who shall bear ultimate responsibility for the content of the evaluation.

## ARTICLE XVIII - GENERAL PROVISIONS

**1. No Discrimination**

**A. Contractually Prohibited Discrimination**

1. The provisions of this Agreement shall be applied equally to all employees in the bargaining unit without discrimination as to age, marital status, race, color, sex, creed, religion, national origin, sexual orientation, political affiliation, gender identity, source of income or family status. It is further agreed that there will be no discrimination against a person with a disability unless bona fide job related reasons exist as provided by the Americans with Disabilities Act and rules promulgated under its terms.

2. The Federation shall share equally with the County the responsibility for applying the provisions of the Agreement; provided that this responsibility shall be limited to those matters under the Federation's influence or control, including but not limited to the behavior of shop stewards and the contents of Federation bulletin boards.

B. **Legally Prohibited Discrimination and County Complaint Procedure** The County will maintain a complaint procedure for allegations of discrimination in violation of law.

**2. No Prejudicial Harassment**

A. **Prejudicial Acts Prohibited:** The County and the Federation shall not condone and/or tolerate prejudicial remarks, actions, slurs, and jokes directed at, or expressed that are offensive to

persons with disabilities, or are based on race, religious preferences, sexual orientation, gender identity, national origin, familial status or source of income.

B. **Sexual Harassment Prohibited:** No employee(s) shall be subjected to un-welcomed sexual advances, requests for sexual favors, or any form of verbal or physical conduct of a sexual nature that is offensive, hostile or intimidating that interferes with the work performance of such employee(s).

3. **Federation Member Rights:** The County agrees not to interfere with the rights of employees to become members of the Federation, and there shall be no discrimination, interference, restraint, or coercion by the County, or any County representative, against any employee because of Federation membership or because of any employee activity in an official capacity on behalf of the Federation, or for any other cause. Nothing in this section shall be construed to limit the county's right to effectively and efficiently run the County's operations.

A. **Access to Workers:** Authorized representatives of the Federation may visit the work locations of employees covered by this agreement at reasonable times, provided such visitations do not interfere with the work of the employees.

B. **Federation Negotiators:** Employees selected by the Federation to act as federation representatives for the purpose of negotiating amendments or modifications to this agreement shall be known as the Federation of Oregon Parole and Probation Officers Negotiating Committee. The names of employees so designated shall be certified in writing to the County by the Association. All negotiation meetings with the County shall be held during working hours and without loss of pay for a maximum of five (5) Parole and Probation Officers.

C. **Union Business:** Elected officers and negotiators will be allowed a reasonable amount of work hours to handle labor relations matters. This will include that time necessary to attend Labor-Management meetings when scheduled by mutual agreement.

D. **Communication with Members:**

1. **Bulletin Boards:** The County agrees to provide suitable bulletin boards and allow convenient places within each work area for purposes of communication with Federation members. The Federation shall limit its postings of notices and bulletins to such boards. All postings by the Federation shall be dated by the Federation posting member.

2. **Electronic Mail and Internet Connections:** County computers may be used for Union business involving E-Mail or Internet connections when such use is de minimis and incidental, such as arranging a meeting with a fellow shop steward or Council representative. Computer use may be further used for the purpose of conducting an investigation of a grievance, interacting with the County's Representatives concerning Union-County Business, on the employees own time, and to link to a Union Internet site. The uses outlined may continue only to the extent that they are at no additional cost to the County, and are contingent on the continued use of the cited computers, Internet connection, intranet connection for other County purposes. The Content of any and all communications using the County computer system is not privileged and may be subject to County review.

4. **Rules:** All work rules shall be subject to discussion with the Union before becoming effective. The County agrees to make available to each employee in the bargaining unit a copy of all existing work rules and to provide a copy of new rules before their effective date, when possible. New employees shall be provided a copy of the rules at the time of hire. Any dispute to the reasonableness of any new rule, or any dispute involving discrimination in the application of new or existing rules may be resolved through the grievance procedure.

5. **Changes in Existing Conditions:**

A. Existing working conditions shall be changed only after the Federation has been afforded opportunity to make suggestions and shall not be for arbitrary or capricious reasons. The County shall post changes in existing working conditions prominently on all bulletin boards for a period of not less than fourteen (14) days before the changes are to be effective.

B. Disputes regarding the change of existing working conditions shall be resolved through the grievance procedure beginning at Step 3.

C. No payment of monies made in error, or not authorized by proper authority, shall be considered an existing condition. Such payments shall be governed Article IX, Section 4.

D. Conditions relative to and governing working conditions of a particular nature are contained in Addenda B through D to this Agreement, which are attached and by this reference made a part hereof as though fully set forth herein.

6. **Loss of Personal Property**

A. **Procedure for Advancing Claims:** Employees who suffer a loss of personal property on County premises shall be provided a claims form by the Risk Management Division upon request. Premises, for this purpose, are defined as County facilities and vehicles. The Risk Management Division shall provide the requesting employee with a determination in writing by the County of the legal liability the County may have in the matter. The County will pay claims for which it determines it has legal liability.

B. **Exclusion of Personal Vehicles:** Unless authorized for County business, personal vehicles are expressly excluded from this provision. Loss or damage to employees' personal vehicles are the sole responsibility of the employee.

7. **Labor Management Committee:** The parties agree to the principles of labor management cooperation in order to promote harmonious relations and provide internal communications. The committee will determine the schedule and frequency of meeting. Federation members to the Labor Management Committee will be released with pay to attend meetings. These meetings will not take the place of collective bargaining nor will they result in decisions about matters that are mandatory subjects of bargaining.

## ARTICLE XIX - SAFETY AND HEALTH

1. **Facility Standards Maintenance:** The County agrees to abide by and maintain in its facilities and work operation standards of safety and health in accordance with the State of Oregon Safe Employment Act.

2. **Safe Place of Employment:** It is the responsibility of the County to make every reasonable effort to provide and maintain a safe place of employment. It is the responsibility of all employees to practice safe working habits and to report any observed unsafe conditions immediately. The Employee will report any personally observed unsafe practice or conditions to the immediate supervisor. The Labor Management committee shall seek to resolve any differences in interpretation or practice as what constitutes an unsafe practice or condition.

3. **First Aid Kits:** The County shall provide first aid kits in sufficient quantity to serve the employees at each work location.

4. **Protective Clothing**: If any employee is required to wear protective clothing, such protective clothing shall be furnished to the employee by the County. The initial cost of purchase and tailoring will be paid by the County.

5. **Vehicles:** Each vehicle which is provided for use by Parole and Probation Officers shall be properly maintained in a safe and serviceable condition. Each vehicle will have in it a first aid kit, a fire extinguisher, two communicable disease kits and jumper cables.

6. **Safety Equipment:** Body armor will be provided to all field Officers and replaced by the County per manufacturer's warranty.

## ARTICLE XX – DEFENSE OF CIVIL CLAIMS

1. **Legal Defense:** the employer shall provide legal counsel to any current or former employee in connection with any civil action brought against him or her arising out of the performance of his or her duties in accordance with ORS 30.260 – 30.300. Employees will be made aware of any claim or action involving the employee within a reasonable amount of time after the Department becomes aware of such claim or action; provided, however, that such notice will not be given more than thirty (30 days from the date the Department is made aware of such action.

## ARTICLE XXI - USE OF FORCE

This policy will be a combined effort between the County and FOPPO.

## ARTICLE XXII - PENSIONS

1. **Pension:**

A. **PERS/OPSRP Membership**: Employees shall be eligible for participation in the Oregon Public Employees Retirement system (PERS) (coverage for Police Officers and Firefighters) and the Oregon Public Service Retirement Plan (OPSRP) (coverage for Police Officers and Fire Fighters), pursuant to ORS Chapters 237, 238, and 238A and subject to the terms and conditions of the Agreement, dated January 22, 1982, integrating the Multnomah County Employees' Retirement System and PERS, such Agreement having been entered into between the Oregon Public Employees' Retirement Board and Multnomah County pursuant to the former provisions of ORS 237.051(now ORS 238.680).

B. PERS **/OPSRP "Pick-Up" and "Pick-Up" Under IRC Section 414 (h) (2):**

(1) The County shall "pick-up" the employee contribution to PERS or OPSRP, six percent (6%), as permitted by ORS 238.205(5)(a) and ORS 238A.330. The parties acknowledge that the pick up payment is inapplicable to employees who are not PERS or OPSRP members due to insufficient service. If for any reason the "pick up" shall become no longer legally available, the County shall on the last payroll period of this Agreement increase the wages of any affected employees by six percent and return to the limited "pick up" in effect on June 30, 1998, including but not limited to the terms of compensation then in effect for non-PERS members. Pursuant to ORS 238.205(6) and ORS 238A.335(1) and (2)(a), the parties agree and acknowledge that employee compensation was reduced in order to generate the funds needed to make these employee contributions to the employee accounts; the employer will file any required notices with the Public Employees Retirement Board.

(2) OPSRP Employer Contribution. Pursuant to ORS 238A.340, the employer agrees to make employer contributions to the individual account program of its OPSRP members in an amount equal to 6% of salary.

(3) To the extent allowable by law, the required employee contribution of 6% of wages to PERS is deemed to be "picked up" by the County for the limited purposes of Section 414(h)(2) of the Internal Revenue Code and any related federal or state tax policies.

(4) Sick Leave in Application to Final Average Salary (PERS): In accordance with the terms and limitations of ORS 238.350, one half (1/2) of the accumulated unused sick leave with pay will be applied to final average salary for the purpose of pension benefit determination.

2. **Retiree Medical Insurance:**

A. **Definitions:** For purposes of this section, a "retiree" refers to a person who retired from the County on or after the execution date of this Agreement and, at the time of retirement, occupied a

position covered by this bargaining unit. For purposes of this section, a "member" refers to an active employee(s) in a position covered by this Agreement.

B. **Right to Participate:** Except as otherwise provided by this section, retirees may continue to participate in the County medical plan available to members. Coverage of eligible dependents uniformly terminates when coverage of the retiree terminates, except as otherwise required by applicable state or federal law.

C. **Choice of Plan:** To the extent members are permitted to choose from among two (2) or more medical insurance plans, retirees shall be permitted to choose between the same plans under the same conditions and at the same time as apply to members. Retirees participating in the members' medical insurance plan shall be subject to the application of any change or elimination of benefits, carrier, administrator or administrative procedure to the same extent and at the same time as members.

D. **Retiree Responsibilities:** The retiree shall be responsible for promptly notifying the Benefits Administrator, in writing, of any changes in the retiree's current address and of any changes in retiree or dependent eligibility for coverage.

E. **Eligibility for County Payment of One Half of Premium**: The following terms related to benefit payments, service, and age requirements shall also apply:

**1. Payment at 58:** The County shall pay one-half (1/2) of the monthly medical insurance premium on behalf of a retiree and his or her eligible dependents from the retiree's fifty-eighth (58th) birthday or date of retirement, whichever is later, until the retiree's sixty-fifth (65th) birthday, death, or eligibility for Medicare, whichever is earlier, if the retiree had:

a) five (5) years of continuous County service immediately preceding retirement at or after age fifty-eight (58) years, or

b) ten (10) years of continuous County service immediately preceding retirement prior to age fifty-eight (58) years, or

**2. Payment at 55 or earlier:** The County shall pay one-half (1/2) of the monthly medical insurance premium on behalf of a retiree and his or her eligible dependents from the retiree's fifty-fifth (55th) birthday or date of retirement, whichever is later, until the retiree's sixty-fifth (65th) birthday, death, or eligibility for Medicare, whichever is earlier, if the employee had:

a) Thirty (30) years of continuous service with employers who are members of the Oregon Public Employee Retirement System and twenty (20) or more years of continuous County service immediately preceding retirement; provided, however that employees employed on or before July 1, 1992, who are eligible for PERS regular retirement with 30 years of PERS service and twenty (20) years of County service shall be eligible for County payment of half the medical premium without waiting until age fifty-five (55) or

b) Ten (10) years of continuous County service immediately preceding retirement in the event of disability retirement.

F. **Eligibility for Medicare:** Actual application for Medicare shall not be required for a finding that a retiree is "eligible for Medicare" under "Subsection E" of this section.

G. **Part-Time Prorating:** Part-time service in a regular budgeted position shall be pro-rated as half for purposes of the service requirements under "Subsection E" of this section. (For example, part-time service for two (2) months would equal one (1) month toward the applicable service requirement.)

H. **Requirement to Continuously Participate**: In addition to the other requirements of this section, continued medical plan participation or benefit of County contributions is conditioned on the retiree's continuous participation in the member's medical insurance plan from the time of retirement, and

upon the retiree's timely payment of the applicable retiree portion (i.e., 50% or 100% as applicable) of the monthly premium. Failure to continuously participate or make timely and sufficient payment of the applicable retiree portion of the monthly premium shall terminate the retiree's rights under this section. Payments by retirees of their portion of the monthly premiums under this section shall be timely if the retiree has directed PERS to regularly deduct his or her portion of the monthly premium from his or her pension check and remit the proceeds to the County's collection agent, or if the retiree has directed the County's collection agent to invoice or electronically transfer funds (EFT) from his or her account. The Central Human Resources Division shall inform the retiree at the time he or she signs up for continued medical insurance coverage of the identity and address of the County's collection agent and shall thereafter inform the retiree of any change in collection agent at least forty-five (45) days prior to the effective date of such change.

l. **State and Federal Tax Offset:** In the event County medical insurance premium payments on behalf of retirees or their dependents are made subject to state or federal taxation, any additional costs to the County shall be directly offset against such payments required under this section. (For example, if the effect on the County of the additional tax is to increase the County's outlay by an amount equivalent to ten percent (10%) of aggregate monthly retiree premium, the County's contribution shall be reduced to 40% of premium so that net County costs will remain unchanged.)

## ARTICLE XXIII – MODIFICATION OF WORK PERFORMED: CONTRACTING

1. Unless mutually agreed, the County will not contract out or subcontract any work now performed by employees covered by this Agreement when such would result in layoff of any bargaining unit employee(s) and the County is unable to find suitable or comparable alternate employment for the employee(s. However, this provision shall not apply to contracting out or subcontracting work when such was anticipated and considered as part of the budgeting process and when the Association Representative and/or President have been notified of the specific plan and its probable impact at least thirty (30) days prior to adoption of the annual executive budget or formal Board consideration of budget modifications.

2. The County agrees to meet with the Association to discuss the effect of proposed contracting out or subcontracting prior to the presentation of the proposal to the County Chair or Board for formal Action.

3. The County further agrees to meet with the Association at its request to explore the alternative work force reduction by attrition. The County also agrees that to the extent practicable transfers shall be made to open vacancies and re-employment of employees affected by such action shall occur for as long as they are so qualified in accordance with established layoff guidelines. The Association agrees to assist the County in minimizing the impact on such affected employee(s).

## ARTICLE XXIV – SHIFT AND WORK ASSIGNMENT

1. **Vacancy:** A vacancy shall exist when:

A. The employee assigned to a budgeted position abandons such position because of transfer, promotion, or demotion to another position or County agency; or upon voluntary or involuntary termination of County employment;

B. Additional budgeted positions are allocated;

C. Workload requirements necessitate reallocation of duties for a period in excess of ninety (90) days, for example, a training assignment or assignment to another unit with a workload issue;

D. When an employee is on unpaid leave that will exceed ninety (90) days.

2. **Temporary and Short Term Work Assignments:**

A. **Ninety Days or Less (Short Term Assignments) & Employee Rotation Plans:** Work assignments and employee rotation plans of ninety (90) days or less shall be solely at the discretion of management. Following such a short term assignment, the employee will be returned to his or her permanent assignment.

To further employee development or motivation, the County may rotate employees in the same classification between job assignments within a work unit or between work units, subject to the following limitations:

1. Any such rotation plan shall be posted ten (10) days in advance with a copy provided to the Union.
2. The terms and criteria of the rotation plan shall apply to all employees in the affected job classification within a work unit or work units.
3. The County shall have a plan to reasonably cover the transferred employees permanent assignment.

B. **Six Months or Less (Temporary Assignments):** If the work assignment is for more than ninety (90) days, but no longer than six (6) months, it shall be deemed a temporary assignment, and shall be filled in the following manner:

1. Management will provide employees a notice of the assignment, the person to contact, and the deadline for consideration.

2. The assignment shall be filled on the basis of seniority, provided the employee is able to perform the work in question.

3. Following such a temporary assignment, the employee will be returned to his or her permanent assignment.

3. **Permanent Shift/Work Assignment:** A permanent vacancy is a vacancy determined by management to be for a duration of over six (6) months. Whenever there is more than one shift or work assignment within the same job classification within a work unit, permanent vacancies shall be filled in the following manner:

A. Management will provide employees a notice of such vacancy, the person to contact, and the deadline for consideration.

B. The vacancy shall be filled on the basis of seniority provided the employee is able to perform the work in question and has indicated his or her preference in writing. Exceptions to seniority preference assignment may be made in the following situations:

1. In regard to work assignment only, when a less senior employee is substantially more qualified for the position in question. For purposes of this article, the following factors may be considered qualifications for assignment to a work assignment; however, even these factors will be evaluated on a case-by-case basis:

a. Employee must have successfully completed their probationary period;
b. Employee is not on a work improvement plan or currently subject to discipline;
c. Unique or particularly strong skills developed as a result of previous experience, training, education, desire and interest.
d. Training history and/or certification that demonstrate a willingness to participate in ongoing training in order to maintain proficiency and expertise.

e. Required certification, such as CADC, Mental Health licensure or Alcohol/Evaluation certification.

f. Ability to develop, interact and maintain a working relationship with a specific group of stakeholders and treatment providers.

g. Knowledge of the issues related to the current offense(s), including criminal history and behavior patterns that require a certain level of expertise and a unique set of supervision skills.

C. In the event no expression of preference exists for a shift or work assignment, management may fill a vacancy with the least senior qualified employee in the work unit. Involuntary changes in shift assignment shall require ten (10) days' advance written notice to the affected employee.

D. When a new work assignment with substantially different duties is created, it shall be posted for ten (10) days to permit employees to indicate their preference for the assignment.

4. **Trial Service Periods:** Upon appointment to a new permanent work assignment, including transfers, and specifically including any lateral transfer to another classification, the employee will serve a trial service period of one hundred and twenty (120) days to demonstrate his or her ability to fulfill the requirements of the assignment. If the employee does not satisfactorily fulfill the requirements of the assignment, such employee will be returned, first, to his or her previous work assignment, or if it is not available, to a vacant position. Such determination of satisfactory performance within the one hundred and twenty (120) day trial service period will be made by management.

5. **Work Unit and Work Assignment Determination and Specification**

A. **Departmental Determination:** Each Department, either directly at the Departmental level, or by delegation, shall determine the work units and work assignment structure of its organization and may change this determination from time to time to reflect changes in the organization's structure and/or needs. For example, a Department which has defined its service delivery sites as work units, and major functions within those sites as work unit assignments, may choose to treat the entire Department as a work unit with the site locations as work assignments. Whenever practicable, to ensure communication with employees and discussion of the implementation process and/or of alternatives, the Department will notify the Union thirty (30) days in advance of any planned change in the determination of work units.

When changes in the Department structure and/or needs result in the need to make changes to an employee's geographic work location, management will seek qualified volunteers from the affected geographic work location. If there are no qualified volunteers for the change, the least senior qualified employee at that location shall be moved with no less than thirty (30) working day notice period.

B. **Listing of Units**: In order to assist the Union in enforcing the terms of the Agreement both in this article as well as in others, the County will provide no later than April 1 of each year a comprehensive listing of all work units within the County by Department.

## ARTICLE XXV - SAVINGS CLAUSE

Should any Article, Section, or portion thereof, of this Agreement be held unlawful and unenforceable by any Court of competent jurisdiction, such decision of the Court shall apply to the specific Article, Section or portion thereof, directly specified in the decisions; upon the issuance of such a decision, the parties agree immediately to negotiate a substitute, if possible, for the invalidated Article, Section or portion thereof.

## ARTICLE XXVI - ENTIRE AGREEMENT

This document constitutes the sole and complete agreement between the Federation and the County and embodies all the agreed to terms and conditions governing the employment of the employees in the

negotiating unit. The parties acknowledge that they have had the opportunity to present and discuss proposals on any subject which is or may be subject to negotiation. Any prior written or unwritten commitment or agreement between the County and the Federation is hereby superseded by the terms of this agreement. Nothing in this article shall preclude the parties during the term of this agreement from voluntarily entering into amendments to the Agreement; nor shall the Federation and the County Chair or his or her designee(s) for labor relations be precluded from voluntarily entering into Memoranda of Understanding, Interpretation, or Exception concerning matters of contract administration.

## ARTICLE XXVII - TERMINATION

This Agreement shall become effective as of the 1st day of July, 2004, and shall remain in full force and effect until the 30th day of June, 2007, and each year thereafter, unless either party shall notify the other in writing no later than March 1, that it desires to modify this Agreement. In the event notice to modify is given, negotiations shall begin no later than April 1. The contract shall remain in full force and effect during the period of negotiations and any Arbitration process.

## ADDENDUM A

## WAGES

Wages Effective July 1, 2004: Effective July 1, 2004, the straight-time base hourly wage of employees covered by this agreement is established as Table I of Addendum A.

Reopener for 2005-2006: Parties agree to reopen Addendum A, Table I Wages no later than May 1, 2005, for July 1, 2005 rates. All other Articles and terms of the Agreement shall continue without interruption for the term thereof.

Reopener for 2006-2007: Parties agree to reopen Addendum A, Table I Wages and two other articles each of their choice no later than April 1, 2006 for July 1, 2006 rates. All other Articles and terms of the Agreement shall continue without interruption for the term thereof.

## ADDENDUM A – TABLE I, WAGES

| | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 |
|---|---|---|---|---|---|---|---|---|
| **Parole and Probation Officer** | **20.40** | **21.43** | **22.49** | **23.61** | **24.79** | **26.03** | **27.33** | **28.70** |

Effective July 1, 2004, each Parole and Probation Officer will be placed on the following Steps.

Employees at steps 1 and 2 will be placed at step 1.
Employees at step 3 will be placed at step 2.
Employees at steps 4 and 5 will be placed at step 3.
Employees at steps 6, 7, and 8 will be placed at steps 4, 5, and 6 respectfully.
Employees at steps 9 and 10 will be placed at step 7.

**Exception:** Employees with 20+ years as a PPO for Multnomah County or the State of Oregon will be placed at step 8.

IN WITNESS HEREOF, the parties have set their hands this 3rd day of March, 2005.

FEDERATION OF OREGON PAROLE
AND PROBATION OFFICERS:

BY
Brennan Mitchell, President

BY
Patrick Brasesco, Vice President

BY
Steve Padilla, Secretary

BY
Stuart Walker, Treasurer

BY
Mike Leonard, Chief Steward

REVIEWED: Agnes Sowle
COUNTY COUNSEL OF
MULTNOMAH COUNTY, OREGON:

BY
Kathy Short, Assistant County Counsel

MULTNOMAH County, Oregon
BOARD OF COMMISSIONERS:

BY
Diane M. Linn, Chair

BY
Serena Cruz, Commissioner

BY
Lisa Naito, Commissioner

BY
Maria Rojo de Steffey, Commissioner

BY
Lonnie Roberts, Commissioner

BY
Bernie Giusto, Sheriff

BY
Mike Shrunk, District Attorney

Negotiated:
Rebecca Gabriel, Labor Relations

## ADDENDUM B – LEAD WORKER ASSIGNMENT AND PAY

**1. Duties Defined:** A Lead Worker assignment involves certain limited supervisory and administrative duties which are deemed not to warrant a separate classification. These duties include, but are not limited to: laying out the work for other employees, balancing the work, directing the work, reviewing the work and employee conduct for adherence to standards and rules, and making such reports as may be required to supervisory employees. Lead Workers typically spend a substantial portion of their time in performing the duties of the base classification. Normally, the employees directed by a Lead Worker are in the same classification, but additional classifications are sometimes involved. An employee assigned to be a Lead Worker will not impose or effectively recommend (as that term is intended in Oregon law) formal discipline, i.e. a letter of reprimand or above. Lead Workers shall not issue oral reprimands. Lead Workers shall not be present when discipline is issued. Lead Workers shall not prepare or issue performance evaluations and any involvement of Lead Workers in performance evaluation shall conform to the restrictions of Article XVII, "Section 3.

**2. Assignment, Selection, Modification, and Termination**: Assignment and selection of Lead Workers shall be at the sole discretion of the County. Lead worker assignments for over sixty continuous days will be posted in the affected work unit for no less than five work days. Employees in the work unit interested in the lead worker assignment shall submit a letter of interest to the unit manager and will be considered for the assignment. An employee assigned as a Lead Worker for one year or more shall be given ten (10) days notice prior to the termination of such an assignment. A copy of the termination notice will be simultaneously given to the Union. Significant modifications of Lead Worker duties deemed by the County to warrant a modification in the amount of compensation shall also be with ten (10) days notice, with notice to the union of such change. All lead worker assignments will be reviewed for continuation at least annually.

**3. Pay**: The Lead rate for the Probation / Parole Officer Classification shall be calculated by increasing the base hourly pay rates by six and eight-tenths percent (6.8%)

## ADDENDUM C – SENIORITY LISTING

Effective July 1, 2004, the Seniority Listing for Federation members is as follows:

FOPPO Seniority Report
Department of Community Justice
Probation/Parole Officer

| Senior Order | Emp.Nbr | Name | Class Seniority | Countywide Seniority |
|---|---|---|---|---|
| 1 | 2077 | Velez, Raymond N | 2/17/1976 | 2/17/1976 |
| 2 | 3334 | Wolsky, Myra A | 8/9/1978 | 8/9/1978 |
| 3 | 3030 | Murray, Carol A | 11/13/1978 | 11/13/1978 |
| 4 | 171 | Monagon, Lawrence V | 2/17/1980 | 2/17/1980 |
| 5 | 4677 | Hendry, Janet M | 6/16/1980 | 6/16/1980 |
| 6 | 2934 | Rath, Allan R | 8/19/1980 | 8/19/1980 |
| 7 | 5646 | O'Neil, Margaret A | 10/13/1980 | 10/13/1980 |
| 8 | 348 | Johnson, Kim L | 4/18/1981 | 4/18/1981 |
| 9 | 666 | Lehman, Philip M | 1/10/1983 | 1/10/1983 |
| 10 | 1092 | Fabbiano, Francine M | 6/1/1983 | 6/1/1983 |
| 11 | 283 | Henley, Diane R | 1/3/1984 | 1/3/1984 |
| 12 | 1207 | Bordeaux, David A | 3/1/1984 | 3/1/1984 |

| | | | | |
|---|---|---|---|---|
| 13 | 3943 | Rangel, Alfredo | 1/14/1985 | 1/14/1985 |
| 14 | 3966 | Paul, David C | 2/27/1985 | 2/27/1985 |
| 15 | 3098 | Bryant, H C | 8/1/1985 | 8/1/1985 |
| 16 | 3348 | Branzell, Robyn A | 8/18/1985 | 8/18/1985 |
| 17 | 3017 | Rath, Susan L | 8/26/1985 | 8/26/1985 |
| 18 | 5477 | Davis, Laura | 1/7/1988 | 9/15/1987 |
| 19 | 4597 | Conners, Evonne | 1/12/1988 | 1/12/1988 |
| 20 | 3694 | Landis, David D | 2/1/1988 | 2/1/1988 |
| 21 | 763 | Jackson, Wendy R | 3/30/1988 | 3/30/1988 |
| 22 | 3109 | Johnson, Juanita V | 6/16/1988 | 6/16/1988 |
| 23 | 6648 | Oatley, Paula R | 7/11/1988 | 7/11/1988 |
| 24 | 3319 | Thompson, Nicole A | 11/25/1988 | 11/25/1988 |
| 25 | 4679 | Davis, William | 1/25/1989 | 1/25/1989 |
| 26 | 3386 | Bunch, Carrie F | 8/5/1989 | 3/25/1989 |
| 27 | 5875 | Jensen, Christine E | 8/23/1989 | 8/23/1989 |
| 28 | 4248 | Ness, Deborah L | 10/21/1989 | 7/10/1988 |
| 29 | 6700 | Padilla, Steven A | 10/18/1990 | 10/22/1988 |
| 30 | 2693 | Brown, Linda A | 11/9/1990 | 11/9/1990 |
| 31 | 484 | Williams, Rhone L | 5/9/1991 | 5/9/1991 |
| 32 | 3501 | Nelson, Cheryl L | 7/1/1991 | 7/1/1991 |
| 33 | 3187 | Leonard, Michael D | 11/18/1991 | 11/18/1991 |
| 34 | 5025 | Peach, Douglas C | 3/2/1992 | 3/2/1992 |
| 35 | 6126 | Jones, Stefan D | 6/1/1992 | 10/26/1987 |
| 36 | 3056 | Goodman, Maura D | 7/19/1993 | 7/19/1993 |
| 37 | 1117 | Belsinger, Sally A | 10/4/1993 | 10/4/1993 |
| 38 | 6417 | Taylor, David F | 3/7/1994 | 11/29/1993 |
| 39 | 872 | Walcutt, Susan E | 3/7/1994 | 3/7/1994 |
| 40 | 2893 | Rorick, Sandra J | 4/24/1994 | 5/9/1988 |
| 41 | 2572 | Wilson, Deborah A | 6/15/1994 | 9/18/1989 |
| 42 | 6337 | Waymire, Clyde R | 7/25/1994 | 2/23/1989 |
| 44 | 2127 | Rood, Rovelle R | 10/17/1994 | 5/13/1988 |
| 45 | 2240 | Jackson, Wenelle A | 10/24/1994 | 10/24/1994 |
| 46 | 1465 | Toronto, Cynthia L | 11/20/1994 | 4/22/1991 |
| 47 | 3255 | Martin, Russ J | 2/27/1995 | 8/8/1990 |
| 48 | 1645 | Andersen, Deanna L | 6/30/1995 | 6/10/1991 |
| 49 | 4577 | Tagliavento, Dominic | 9/20/1995 | 9/20/1995 |
| 50 | 376 | Carver, Gregory L | 2/5/1996 | 5/16/1994 |
| 51 | 3411 | Roberg, Peter J | 3/18/1996 | 3/18/1996 |
| 52 | 5466 | Anderson, Robb E | 4/22/1996 | 9/14/1988 |
| 53 | 6404 | Swan, Noreen A | 6/5/1996 | 10/8/1993 |
| 54 | 1612 | Menezes, Francisco P | 12/9/1996 | 10/23/1995 |
| 55 | 1487 | Mitchell, Deborah S | 1/27/1997 | 6/10/1995 |
| 56 | 1806 | Wilson, Floyd W | 12/29/1997 | 3/4/1996 |
| 57 | 1609 | Upton, David B | 1/5/1998 | 3/21/1995 |
| 58 | 4633 | Mc Innis, Lisa A | 2/2/1998 | 11/2/1994 |
| 59 | 3572 | Fowler, Heather A | 3/23/1998 | 9/20/1993 |

| | | | | |
|---|---|---|---|---|
| 60 | 5986 | Upton, Karla R | 3/23/1998 | 9/5/1995 |
| 61 | 6087 | Green, Carl A | 3/23/1998 | 10/1/1996 |
| 62 | 6605 | Trautwein, Alan R | 4/1/1998 | 7/12/1996 |
| 63 | 6693 | Hutchings, Lynda | 4/16/1998 | 4/16/1998 |
| 64 | 917 | Sandberg, Stacy L | 5/26/1998 | 5/26/1998 |
| 65 | 3637 | Warnke, Dane R | 6/1/1998 | 10/11/1993 |
| 66 | 5371 | Whitlow, Christopher A | 6/22/1998 | 4/4/1994 |
| 67 | 5845 | Lewis, Pamela C | 7/19/1998 | 2/4/1996 |
| 68 | 4595 | Madsen, Tracey F | 7/20/1998 | 1/5/1998 |
| 69 | 3004 | Gray, Tawnie L | 7/28/1998 | 7/28/1998 |
| 70 | 1118 | Reiser, Jennifer M | 8/10/1998 | 5/8/1994 |
| 71 | 4088 | Bunce, Brenda C | 9/1/1998 | 9/1/1998 |
| 72 | 4484 | Hilliker, Jill K | 9/4/1998 | 11/15/1994 |
| 73 | 5367 | Hirota, Kimberly A | 10/5/1998 | 12/5/1988 |
| 74 | 3493 | Nielsen, Scott C | 10/5/1998 | 3/7/1994 |
| 75 | 1193 | Peters, Daryn L | 10/30/1998 | 3/16/1998 |
| 76 | 4034 | Tazelaar, Marisol C | 2/16/1999 | 2/16/1999 |
| 77 | 4427 | Randell, Katharine D | 3/1/1999 | 8/1/1997 |
| 78 | 2977 | Hall, Christina P | 7/26/1999 | 7/26/1999 |
| 79 | 2523 | Mc Dowell, William | 9/15/1999 | 7/2/1990 |
| 80 | 5648 | Hawn, Heidi L | 10/25/1999 | 10/25/1999 |
| 81 | 2226 | Montgomery, Brian | 11/16/1999 | 8/18/1994 |
| 82 | 4222 | Jarmer, Jerri A | 2/1/2000 | 3/15/1997 |
| 83 | 1932 | Sherman II, Anthony D | 3/1/2000 | 7/26/1996 |
| 84 | 434 | Lewis, Lisa M | 3/1/2000 | 9/17/1998 |
| 85 | 6326 | Mc Carville, Fleming | 5/24/2000 | 3/24/1997 |
| 86 | 5502 | Ferguson, Matthew G | 5/24/2000 | 9/7/1999 |
| 87 | 1015 | Jeffreys, Bill W | 5/24/2000 | 5/24/2000 |
| 88 | 3277 | Wade, Diane J | 7/3/2000 | 5/17/1999 |
| 89 | 6904 | Fiscus, Kerrin L | 7/18/2000 | 7/18/2000 |
| 90 | 6406 | Friedman, Marshall J | 7/24/2000 | 1/6/1998 |
| 91 | 935 | Calderbank, Laurie J | 8/14/2000 | 8/14/2000 |
| 92 | 395 | Roberts Sr, Nathaniel W | 10/2/2000 | 11/10/1994 |
| 93 | 2546 | Aguilar, Michelle | 10/16/2000 | 10/12/1992 |
| 94 | 7248 | Powers Carson, Laura M | 11/1/2000 | 11/1/2000 |
| 95 | 3861 | Adams, Paul A | 1/22/2001 | 9/7/1990 |
| 96 | 1227 | Montgomery Jr, Erick | 1/22/2001 | 8/22/1994 |
| 97 | 6008 | Lawson, Gerald D | 1/22/2001 | 4/17/1995 |
| 98 | 5819 | Lesh, Hiedi L | 1/22/2001 | 7/26/1997 |
| 99 | 7458 | Mc Vay, John S | 1/22/2001 | 1/22/2001 |
| 100 | 7505 | Lewis, Janet L | 2/1/2001 | 2/1/2001 |
| 101 | 7508 | White, Thomas R | 2/12/2001 | 2/12/2001 |
| 102 | 1518 | Gamble, Travis L | 6/4/2001 | 1/27/1992 |
| 103 | 5881 | Scott, Marquita J | 7/2/2001 | 9/11/1996 |
| 104 | 7812 | Powell, John S | 7/2/2001 | 7/2/2001 |
| 105 | 3525 | Smith, Michele L | 7/23/2001 | 12/24/1990 |
| 106 | 4721 | Prue, Demaris K | 7/30/2001 | 9/11/1997 |
| 107 | 7903 | Hernandez, Cassandra A | 8/1/2001 | 8/1/2001 |
| 108 | 7875 | Reick, Katherine M | 8/1/2001 | 8/1/2001 |

| | | | | |
|---|---|---|---|---|
| 109 | 2009 | Sothern, Richard E | 9/11/2001 | 9/11/2001 |
| 110 | 3702 | Leahy, Jodi L | 11/26/2001 | 12/2/1997 |
| 111 | 8166 | Gravley, James N | 11/26/2001 | 11/26/2001 |
| 112 | 3561 | Brasesco, Patrick D | 11/27/2001 | 12/1/1996 |
| 113 | 7797 | Tavai-Porotesano, Tomasina | 12/1/2001 | 8/19/2001 |
| 114 | 8178 | Mitchell, Brennan J | 12/3/2001 | 12/3/2001 |
| 115 | 5746 | Adler, Charles R | 12/14/2001 | 12/14/2001 |
| 116 | 5006 | Hanley, Shawna M | 1/1/2002 | 5/16/1994 |
| 117 | 3481 | Roberts, Todd R | 1/22/2002 | 4/22/1991 |
| 118 | 180 | Rayfield, Scott J | 1/28/2002 | 1/17/1990 |
| 119 | 8352 | Nellis, Virginia L | 4/21/2002 | 4/21/2002 |
| 120 | 1372 | Montano, Carmen O | 10/26/2002 | 4/16/2000 |
| 121 | 4471 | Sandberg, Joshua L | 12/29/2002 | 11/3/1997 |
| 122 | 1468 | Nielsen, Tiffany M | 1/6/2003 | 7/20/1998 |
| 123 | 7037 | Corey, Jeremy W | 3/23/2003 | 9/5/2000 |
| 124 | 4385 | Jones, Jeremiah A | 5/18/2003 | 9/19/1999 |
| 125 | 217 | Nicholas, Linda L | 10/20/2003 | 3/19/2001 |
| 126 | 9398 | Walker, Stuart J | 1/5/2004 | 1/5/2004 |
| 127 | 9414 | Clark, Martin M | 1/20/2004 | 1/20/2004 |
| 128 | 2051 | Petersen, Kathryn A | 2/2/2004 | 1/18/2000 |
| 129 | 3168 | Goss, Richie E | 4/19/2004 | 3/28/1988 |
| 130 | 6662 | Moore, Leah E | 5/10/2004 | 5/10/2004 |
| 131 | 3619 | Fonua, Chelsea A | 6/1/2004 | 11/20/1998 |
| 132 | 3350 | Pena, Denise | 6/21/2004 | 2/15/1999 |
| 133 | 9648 | Kates, Ronald E | 6/21/2004 | 6/21/2004 |
| 134 | 6481 | Hardy, Javelin L | 9/13/2004 | 10/15/1999 |
| 135 | 6193 | Dewar, Leslie A | 9/23/2004 | 11/23/1998 |
| 136 | 9818 | Kenyon, Catherine | 10/4/2004 | 10/4/2004 |

## ADDENDUM D – DRUG AND ACHOHOL POLICY

1. **Drug Free Workplace Act:** Multnomah County, in keeping with the provisions of the federal Drug Free Workplace Act of 1988, is committed to establishing and maintaining a work place which is free of alcohol and drugs and free of the effects of prohibited alcohol and drug use.

2. **Holders of Commercial Drivers Licenses** While references to rules governing holders of Commercial Drivers Licenses (CDLs) are included below, they are not comprehensive. CDL holders are responsible for complying with all laws, work rules, or County procedures pertaining to them, in addition to the requirements of this addendum.

3. **Alcohol and Drug Policy Work Rules and Discipline**

A. **Conduct Warranting Discipline**

1. While on duty, or on County premises, or operating County vehicles, employees shall obey the work rules listed in "Section B" below. As with all work rules, violations may result in discipline per the provisions of Article 17, Disciplinary Action.

2. Employees will not be subject to discipline for seeking treatment for alcohol or drug dependency. However, employees will be held fully accountable for their behavior. Seeking treatment will not mitigate discipline for rule violations or other unacceptable conduct caused by such dependency.

B. **Work Rules:**

1. **Possession, consumption, and distribution of alcohol and drugs while on duty**: Employees shall:

a. Not possess, consume, manufacture, distribute, cause to be brought, dispense, or sell alcohol or alcohol containers in or to the work place except when lawfully required as part of the job. An exception will be sealed alcohol containers for gift purposes; supervisors must be notified when such containers are brought to the work place. The "work place" includes vehicles parked on County property.

b. Not possess, consume, manufacture, distribute, cause to be brought, dispense, or sell illegal drugs or drug paraphernalia, in or to the work place except when lawfully required as part of the job.

c. Not distribute, dispense or sell prescription medications except when lawfully required as part of the job.

d. Not possess or consume prescription medications without a valid prescription.

2. **Possession, consumption, and distribution of alcohol and drugs while off duty on County premises:** Employees shall:

a. Not use, possess, or distribute illegal drugs.
b. Not use or distribute alcohol without authorization.

3. **Fitness for duty:** Employees shall:

a. Not report for duty while "under the influence" of alcohol or drugs. An individual is considered to be "under the influence" of alcohol if a breathalyzer test indicates the presence of alcohol at or above the .04% level. An individual is considered to be "under the influence" of drugs when testing indicates the presence of controlled substances at or above the levels applying to CDL holders.

b. Not render themselves unfit to fully perform work duties because of the use of alcohol or illegal drugs, or because of the abuse of prescription or non-prescription medications.

c. Comply with legally mandated occupational requirements, whether or not they are specifically included in this policy. For example, by law holders of Commercial Drivers Licenses (CDL's) may not perform safety sensitive functions, such as driving, at or above the .02% level.

d. Not be absent from work because of the use of alcohol or illegal drugs, or because of the abuse of prescription or non-prescription medications, except when absent to participate in a bona fide assessment and rehabilitation program while on FMLA leave.

e. Inform themselves of the effects of any prescription or non-prescription medications by obtaining information from health care providers, pharmacists, medication packages and brochures, or other authoritative sources in advance of performing work duties.

f. Notify their supervisors in advance when their use of prescription or non-prescription medications may impair the employee's ability to perform the essential functions of their position that will result in a direct threat to others. Such employees include, but are not limited to, sworn officers, holders of Commercial Driver's License, and those handling hazardous equipment or materials. Employees who drive a motor vehicle as part of their job, whether a County vehicle or their personal vehicle should report when they are taking any medication that may impair their ability to drive.

**4. Cooperation with Policy Administration:** Employees shall:

a. Not interfere with the administration of this Drug Policy. Examples include, but are not limited to, the following: tainting, tampering, or substitution of urine samples; falsifying information regarding the use of prescribed medications or controlled substances; or failure to cooperate with any tests outlined in this policy to determine the presence of drugs or alcohol.

b. Provide within twenty four (24) hours of request a current valid prescription in the employee's name for any drug or medication which the employee alleges gave rise to reasonable suspicion of being under the influence of alcohol or drugs.

c. Respond fully and accurately to inquiries from the County's Medical Review Officer (MRO); authorize MRO contact with treating health care providers upon request.

d. Complete any assessments or treatment programs required under this Policy.

e. Sign a waiver upon request authorizing treatment providers to disclose confidential information necessary to verify successful completion of any assessment or treatment program required under this Policy.

f. Disclose promptly (upon the next working day) and fully to his/her supervisor:

1. All drug or alcohol-related arrests, citations, convictions, guilty pleas, no contest pleas or diversions which resulted from conduct which occurred while he or she was on duty, on County property, or in a County vehicle; or

2. Any other violation of laws regulating use of alcohol and controlled substances which adversely affects an employee's ability to perform major job functions, specifically to include loss or limitation of driving privileges when the employee's job is identified as requiring a valid license.

C. **Levels of Discipline:**

1. The level of discipline imposed on non-probationary employees for violation of the Alcohol and Drug Policy Work Rules above or other violations resulting from the use of alcohol or drugs will be according to the provisions of Article 17, Disciplinary Action.

2. Employees will be held fully accountable for their behavior. Use of alcohol or drugs, or alcohol or drug dependency, will not mitigate the discipline imposed for rule violations, misconduct, or poor performance except as specifically provided in the section on last chance agreements below.

3. The Parties acknowledge that, all other things being equal, certain duties imply a higher standard of accountability for compliance with the requirements of this policy than others. These duties include, but are not limited to, the following:

a. Carrying firearms,
b. Work in the criminal justice system,
c. Responsibility for public safety or the safety of co-workers,
d. Handling narcotics or other controlled substances,
e. Handling hazardous equipment or materials,
f. Influencing the behavior of minors, and

g. Holding a Commercial Drivers License.

4. In instances in which the County determines that an employee's conduct warrants termination, and the employee is diagnosed as having a chemical dependency by a Substance Abuse Professional (SAP) as provided for in "Section D" below, the County may offer the employee continued employment under the terms of a last chance agreement, an example of which is included as an attachment to this addendum.

a. Any Last Chance Agreement will include but not be limited to the following:

1. The requirement that the employee enroll, participate in, and successfully complete a treatment program as recommended by the Substance Abuse Professional;

2. The right for the County to administer any number of unannounced follow up drug or alcohol tests at any time during the work day for a period of two (2) years from completion of any required treatment or education program;

3. The signatures of the employee's supervisor, the employee, and the employee's Union representative.

b. The offer of a Last Chance Agreement will not set precedent for the discipline of other employees in the future. Any discipline incorporated in a Last Chance Agreement may not be grieved under the provisions of Article 18, Grievance Procedure.

D. **Mandatory Assessment and Treatment:**

1. Employees who are disciplined for conduct which is related to the use of alcohol or drugs may be required to undergo assessment and to complete a program of education and/or treatment prescribed by a Substance Abuse Professional selected by the County. Employees who test positive for alcohol or controlled substances will be required to undergo assessment at the earliest opportunity, regardless of whether disciplinary action has been taken.

2. The County will verify employees' attendance, and that the assessment and treatment have been completed. This verification and any other information concerning alcohol and drug dependency will be treated as confidential medical information per applicable state and federal law and County Administrative Procedures.

3. Policy on the use of leave for assessment and treatment will be the same as for any other illness.

**E. Return to Work Testing:** Employees who test positive for being "under the influence" of drugs may be required to test negative before returning to work. (Note that Federal law requires CDL holders performing safety sensitive functions to undergo return to work testing after a positive alcohol or drug test.)

4. **Testing:**

A. **Basis for Testing:**

1. **All employees may be tested:**

a. Based on reasonable suspicion of being "under the influence" of alcohol or prohibited drugs;

b. Before returning to work after testing positive for being "under the influence" of alcohol or drugs, or

c. As part of a program of unannounced follow-up testing provided for in a Last Chance Agreement.

2. An employee applying for a different County position will be subject to testing on the same basis, and using the same procedures and methods, as outside applicants.

3. Holders of Commercial Drivers Licenses shall be subject to the testing requirements of federal law, in addition to the requirements herein which apply to all employees. For example, unlike other employees, CDL holders will be subject to legally required random testing and testing following certain kinds of accidents.

B. **Establishing Reasonable Suspicion:**

1. **Definition:**

a. "Reasonable suspicion" is a set of objective and specific observations or facts which lead a supervisor to suspect that an employee is under the influence of drugs, controlled substances, or alcohol. Examples include, but are not limited to: slurred speech, alcohol on the breath, loss of balance or coordination, dilated or constricted pupils, apparent hallucinations, high absenteeism or a persistent pattern of unexplained absenteeism, erratic work performance, persistent poor judgment, difficulty concentrating, theft from office or from other persons, unexplained absences during office hours, or employee's admission of use of prohibited substances.

b. Lead workers who oversee day to day work activities are "supervisors" for the purposes of establishing reasonable suspicion and directing employees to be tested on that basis. This provision applies to lead workers who supervise or act as lead workers as part of their job description, (such as Corrections Records Supervisors and Maintenance Crew Leaders), as well as to those who receive premium pay under Addendum B, Lead Worker Assignment and Pay.

2. **Supervisory training:** The County will provide training to all supervisors on establishing reasonable suspicion and the nature of alcohol and drug dependency. Supervisors who have not been trained will not have the authority to direct employees to be tested on the basis of reasonable suspicion of being under the influence.

3. **Additional precautions:** Application of the "Reasonable Suspicion" standard to any employee in this bargaining unit shall include the following additional precautions:

a. The supervisor shall articulate orally a summary of the specific facts which form the basis for believing that the employee is under the influence of drugs or alcohol; and

b. The supervisor shall provide upon request within forty eight (48) hours of the oral determination of "reasonable suspicion" a written specification of the grounds for reasonable suspicion; and

c. Except in field or shift circumstances, which render contact difficult, no supervisor shall refer an employee for a drug or alcohol test based on "reasonable suspicion" unless the supervisor has consulted with another supervisor or exempt person regarding the grounds for the suspicion.

C. **Testing Methodology:**

1. Testing procedures for all employees will be governed by the same standards as apply to CDL drivers under federal law. These standards include, but are not limited to, those governing sample acquisition, the chain of custody, laboratory selection, testing methods and procedures, and verification of test results.

2. In accordance with CDL standards, the County will contract with a medical doctor trained in toxicology to act as an MRO (Medical Review Officer). He or she will review preliminary positive

test results with employees and any relevant health care providers before the results are reported to the County. Based on his or her professional judgment, he or she may change the preliminary test result to negative. The County will not be able to distinguish a test result that is negative by MRO intervention from any other negative result.

3. In addition to compliance with federal guidelines, the following safeguards will also be applied:

a. Test results will be issued by the MRO or the testing laboratory only to the investigatory or supervisory personnel designated by the County. The results will be sent by certified mail or hand-delivered to the employee within three working days of receipt of results by the County.

b. If an employee disagrees with the results of the alcohol or drug test, the employee may request, in writing within five (5) days of receipt of test results, that the sample be re-tested at the employee's expense by the testing laboratory. The result of any such retest will be deemed final and binding and not subject to any further test. Failure to make a timely written request for a retest shall be deemed acceptance of the test results. If an employee requests a retest, any disciplinary action shall be stayed pending the results of the re-testing.

c. Test reports are medical records, and will be handled according to applicable state and federal law and County Administrative Procedures which insure the confidentiality of such records.

5. **Definitions:**

A. **Alcohol:** Ethyl alcohol and all beverages or liquids containing ethyl alcohol. Levels of alcohol present in the body will be measured using a breathalyzer test.

B. **Controlled Substance:** All forms of narcotics, depressants, stimulants, analgesics, hallucinogens, and cannabis, as classified in Schedules I-V under the Federal Controlled Substances Act (21 USC § 811-812) as modified under ORS 475.035, whose sale, purchase, transfer, use, or possession is prohibited or restricted by law.

C. **County:** Multnomah County, Oregon.

D. **Drug Paraphernalia**: Drug paraphernalia means any and all equipment, products, and materials of any kind, as more particularly defined in ORS 475.525(2), which are or can be used in connection with the production, delivery, or use of a controlled substance as that term is defined by ORS 475.005.

E. **Drug Test:** A laboratory analysis of a urine sample to determine the presence of certain prohibited drugs or their metabolites in the body.

F. **Drugs:** Controlled substances, designer drugs (drug substances not approved for medical or other use by the U.S. Drug Enforcement Administration or the U.S. Food and Drug Administration), and/or over-the-counter preparations available without a prescription from a medical doctor that are capable of impairing an employee's mental or physical ability to safely, efficiently, and accurately perform work duties.

G. **Medical Review Officer (MRO):** A medical doctor trained in toxicology who contracts with employers primarily to review positive preliminary drug test results with employees. The MRO determines whether or not the results are likely to have been caused by factors other than drug abuse.

H. **On Duty:** The period of time during which an employee is engaged in activities which are compensable as work performed on behalf of the County, or the period of time before or after work when an employee is wearing a uniform, badge, or other insignia provided by the County, or operating a vehicle or equipment which identifies Multnomah County.

I. **Prescription Medication:** A medication for which an employee is required by law to have a valid, current prescription.

J. **Reasonable Suspicion of Being Under the Influence of Drugs or Alcohol:** See "Section IV. B. 1. a" above.

K. **Substance Abuse Professional (SAP):** A licensed physician, or licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substance-related disorders.

L. **Under the Influence of Alcohol:** See "Section III. B. 3" above.

M. **Under the Influence of Drugs:** See "Section III. B. 3" above.

## LAST CHANCE AGREEMENT

The following agreement is entered into between The Employer and The Employee. Failure on the part of the employee to meet the expectations below will result in the termination of his or her employment.

1. I agree to be evaluated by a qualified alcohol/substance abuse counselor, and if required, I shall immediately enroll and continue in a bona fide alcohol/drug impatient or outpatient rehabilitation program approved by the Employer. I fully understand that should I fail to complete either the inpatient or outpatient program, my employment with The Employer will be terminated.

2. I agree to comply with and complete the conditions of my "Aftercare Plan" as recommended by my treatment counselor. If I must be absent from my aftercare session, I must notify the employer. The Employer has my permission to verify my attendance at required meetings. If I do not continue in the aftercare program, I understand that my employment will be terminated.

3. I understand that the signing of this agreement shall allow the Employer the right to communicate with my physician and/or counselors regarding my status and progress of rehabilitation and aftercare.

4. I agree to submit to periodic, unannounced, unscheduled drug or alcohol testing (urinalysis or breath test) by the Employer for a period of 24 months from the date I return to work. (This time period will increase accordingly if I am absent from work, for any reason, for a cumulative period

of one month or more.) I understand that if I refuse to take a drug test or if the test is positive, my employment will be terminated.

5. I agree to return to work upon successful completion of the alcohol/drug rehabilitation program.

6. It is understood that this agreement constitutes a final warning.

7. I understand the Employee Assistance Program is available to me should personal problems arise in the future that may have an effect on my ability to remain in compliance with the Drug and Alcohol Policy and/or this agreement.

8. I realize that violation of the Drug and Alcohol Rules and/or policies at any time in the future is cause for termination.

9. I realize that my employment will be terminated if I fail to meet the expectations outlined in this Agreement and the letter attached.

**Disciplinary Action**

I understand that the disciplinary action imposed in the attached letter may not be grieved under the grievance procedure in the Local 88, Juvenile Custody Services Specialist Unit contract.

**Personal Commitment**

I pledge and agree to abide by the terms of this agreement. I understand that a violation of or noncompliance with any of these terms will result in my being terminated. Further, I pledge to remain free of all illegal drugs and also not to abuse legal drugs (including alcohol). I hereby consent to the County's contacting any treatment or health care provider who may have information on my alcohol or drug dependency condition and/or compliance with the terms of this agreement and authorize the provider to furnish such information to the County.

I understand the terms and conditions of this letter. I also understand that, except as expressly stated in this agreement, my terms and conditions of employment will be determined by the County's policies and rules, and that this agreement does not guarantee me employment for any set period of time. I have had sufficient time to study it away from the work place and to consult anyone I desire about it. I sign it free of any duress or coercion. This letter will become part of my personnel file.

_____ _____

(Employee) (Date) (Exempt Employee With Disciplinary Authority)** (Date)

_____ _____

(Labor Representative ) (Date) (Employee's Immediate Exempt Supervisor***)(optional) ( Date)

_____

(Multnomah County (Date)
Labor Relations, if applicable*)

Footnotes:

* Necessary only if terms of the Labor Agreement are waived or excepted.

** Always necessary.

*** Optional in cases in which immediate supervisor does not have termination authority.

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

**RESOLUTION NO. 05-038**

Approving the 2004-2007 Labor Agreement Between Multnomah County and the Federation of Oregon Parole and Probation Officers

**The Multnomah County Board of Commissioners Finds:**

a. The Parole and Probation Officers elected to be represented by the Federation of Oregon Parole and Probation Officers, effective July 1, 2004. Representatives of Multnomah County and Federation of Oregon Parole and Probation Officers completed bargaining for an initial labor agreement effective July 1, 2004 - June 30, 2007.

b. The labor agreement was negotiated pursuant to ORS 243.650-243.782.

**The Multnomah County Board of Commissioners Resolves:**

1. The Labor Agreement between Multnomah County and the Federation of Oregon Parole and Probation Officers is approved with an effective date of July 1, 2004.

ADOPTED this 3rd day of March 2005.

BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

Diane M. Linn, Chair

REVIEWED:

AGNES SOWLE, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By Kathryn A. Short
Kathryn A. Short, Assistant County Attorney

IN WITNESS HEREOF, the parties have set their hands this 3rd day of March, 2005.

FEDERATION OF OREGON PAROLE
AND PROBATION OFFICERS:

BY _____
Brennan Mitchell, President

BY _____
Patrick Brasesco, Vice President

BY _____
Steve Padilla, Secretary

BY _____
Stuart Walker, Treasurer

BY _____
Mike Leonard, Chief Steward

REVIEWED: Agnes Sowle
COUNTY COUNSEL OF
MULTNOMAH COUNTY, OREGON:

BY _____
Kathy Short, Assistant County Counsel

MULTNOMAH County, Oregon
BOARD OF COMMISSIONERS:

BY _____
Diane M. Linn, Chair

BY _____
Serena Cruz, Commissioner

BY _____
Lisa Naito, Commissioner

BY _____
Maria Rojo de Steffey, Commissioner

BY _____
Lonnie Roberts, Commissioner

BY _____
Bernie Giusto, Sheriff

BY _____
Mike Schrunk, District Attorney

Negotiated: _____
Rebecca Gabriel, Labor Relations

# MULTNOMAH COUNTY
# AGENDA PLACEMENT REQUEST

ROVED : MULTNOMAH COUNTY
OARD OF COMMISSIONERS
DA # R-4 DATE 03-03-05
RAH L. BOGSTAD, BOARD CLERK

| Board Clerk Use Only | |
|---|---|
| **Meeting Date:** | 03/03/05 |
| **Agenda Item #:** | R-4 |
| **Est. Start Time:** | 10:05 AM |
| **Date Submitted:** | 02/08/05 |

**BUDGET MODIFICATION: DCHS - 12**

**Agenda Title:** **Budget Modification DCHS-12 Reclassifying Certain Positions in the Department of County Human Services to the Appropriate County-wide Job Classifications, as Determined by the Class/Comp Unit of Central Human Resources**

*Note: If Ordinance, Resolution, Order or Proclamation, provide exact title. For all other submissions, provide a clearly written title.*

| | | | |
|---|---|---|---|
| **Date Requested:** | 03/03/05 | **Time Requested:** | 5 minutes |
| **Department:** | **Dept. of County Human Services** | **Division:** | MHAD & DD |
| **Contact(s):** | Nancy Wilton | | |
| **Phone:** | 503 988-3691 **Ext.** 24776 | **I/O Address:** | 166/7 |
| **Presenter(s):** | Mary Overgaard | | |

## General Information

1. **What action are you requesting from the Board?**

   The Department of County Human Services recommends approval of budget modification DCHS-12

2. **Please provide sufficient background information for the Board and the public to understand this issue.**

   The job classifications of CFS Supervisor, CFS Administrator, CFS Manager and CFS Manager/Sr. are no longer functional in the county classification system. The Department of Community & Family Services (CFS) no longer exists. These classifications will be abolished. This budget modification reclasses the positions in the Department of County Human Services to the appropriate county-wide job classifications, as determined by Central Class/Comp.

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

   For current fiscal year, the reclassifications are budget neutral. The pay ranges for the program supervisor ($44,590 - $68,812) and program manager 1 ($51,602 - $79,657) both start at a lower

level and end at a higher level than the CFS supervisor ($46,826 - $65,556) and CFS administrator ($54,186 - $75,861). The change impacts 15 FTE. As people progress beyond the top of the old range, personnel costs will increase.

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

   n/a

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

   n/a

# ATTACHMENT A

## Budget Modification

**If the request is a Budget Modification, please answer all of the following in detail:**

- What revenue is being changed and why?

  n/a

- What budgets are increased/decreased?

  n/a

- What do the changes accomplish?

  Reclassification of positions in DCHS due to the abolishment of the "CFS" classifications.

- Do any personnel actions result from this budget modification? Explain.

  no

- How will the county indirect, central finance and human resources and departmental overhead costs be covered?

  n/a

- Is the revenue one-time-only in nature?

  n/a

- If a grant, what period does the grant cover?

  n/a

- If a grant, when the grant expires, what are funding plans?

  n/a

*NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.*

# ATTACHMENT B

**BUDGET MODIFICATION: DCHS - 12**

## Required Signatures

**Department/ Agency Director:** Date: **11/10/04**

**Budget Analyst:** Date: **02/07/05**

**Department HR:** Date: **11/02/04**

**Countywide HR:** Date: **02/08/05**

**ANNUALIZED PERSONNEL CHANGE**

Change on a full year basis even though this action affects only a part of the fiscal year (FY).

| | | | | | | ANNUALIZED | | | |
|---|---|---|---|---|---|---|---|---|---|
| Fund | Job # | HR Org Unit | Position Title | Position Number | FTE | BASE PAY | FRINGE | INSUR | TOTAL |
| 20-80 | 9008 | 63307 | CFS Supr | 706827 | (1.00) | (56,650) | (16,326) | (11,139) | (84,115) |
| 20-80 | 9361 | 63307 | Prog Supr | 706827 | 1.00 | 56,650 | 16,326 | 11,139 | 84,115 |
| 20-80 | 9008 | 63305 | CFS Supr | 702738 | (1.00) | (60,830) | (17,531) | (11,369) | (89,730) |
| 20-80 | 9361 | 63305 | Prog Supr | 702738 | 1.00 | 60,830 | 17,531 | 11,369 | 89,730 |
| 20-80 | 9008 | 63284 | CFS Supr | 706855 | (1.00) | (61,621) | (17,759) | (11,412) | (90,792) |
| 20-80 | 9361 | 63284 | Prog Supr | 706855 | 1.00 | 61,621 | 17,759 | 11,412 | 90,792 |
| 20-80 | 9008 | 63290 | CFS Supr | 700372 | (1.00) | (58,400) | (16,833) | (11,235) | (86,468) |
| 20-80 | 9361 | 63290 | Prog Supr | 700372 | 1.00 | 58,400 | 16,833 | 11,235 | 86,468 |
| 20-80 | 9008 | 63283 | CFS Supr | 705780 | (1.00) | (55,270) | (15,929) | (11,063) | (82,262) |
| 20-80 | 9361 | 63283 | Prog Supr | 705780 | 1.00 | 55,270 | 15,929 | 11,063 | 82,262 |
| 20-80 | 9008 | 63304 | CFS Supr | 709846 | (1.00) | (64,082) | (18,468) | (11,548) | (94,098) |
| 20-80 | 9361 | 63304 | Prog Supr | 709846 | 1.00 | 64,082 | 18,468 | 11,548 | 94,098 |
| 20-80 | 9008 | 63294 | CFS Supr | 711838 | (1.00) | (60,500) | (17,436) | (11,350) | (89,286) |
| 20-80 | 9361 | 63294 | Prog Supr | 711838 | 1.00 | 60,500 | 17,436 | 11,350 | 89,286 |
| 20-80 | 9008 | 63296 | CFS Supr | 700429 | (1.00) | (64,082) | (18,468) | (11,548) | (94,098) |
| 20-80 | 9361 | 63296 | Prog Supr | 700429 | 1.00 | 64,082 | 18,468 | 11,548 | 94,098 |
| 20-80 | 9008 | 64452 | CFS Supr | 711677 | (1.00) | (54,928) | (15,830) | (11,044) | (81,802) |
| 20-80 | 9361 | 64452 | Prog Supr | 711677 | 1.00 | 54,928 | 15,830 | 11,044 | 81,802 |
| 20-50 | 9008 | 63225 | CFS Supr | 711731 | (1.00) | (60,830) | (17,531) | (11,369) | (89,730) |
| 20-50 | 9361 | 63225 | Prog Supr | 711731 | 1.00 | 60,830 | 17,531 | 11,369 | 89,730 |
| 20-50 | 9008 | 61137 | CFS Supr | 706329 | (1.00) | (58,719) | (16,923) | (11,252) | (86,894) |
| 20-50 | 9361 | 61137 | Prog Supr | 706329 | 1.00 | 58,719 | 16,923 | 11,252 | 86,894 |
| 20-50 | 9745 | 63226 | CFS Admin | 700833 | (1.00) | (74,155) | (21,371) | (12,102) | (107,628) |
| 20-50 | 9615 | 63226 | Prog Mgr 1 | 700833 | 1.00 | 74,155 | 21,371 | 12,102 | 107,628 |
| 20-50 | 9745 | 63227 | CFS Admin | 703989 | (1.00) | (74,155) | (21,371) | (12,102) | (107,628) |
| 20-50 | 9615 | 63227 | Prog Mgr 1 | 703989 | 1.00 | 74,155 | 21,371 | 12,102 | 107,628 |
| 20-50 | 9745 | 63228 | CFS Admin | 711960 | (1.00) | (63,562) | (18,318) | (11,519) | (93,399) |
| 20-50 | 9615 | 63228 | Prog Mgr 1 | 711960 | 1.00 | 63,562 | 18,318 | 11,519 | 93,399 |
| 20-50 | 9745 | 63229 | CFS Admin | 706273 | (1.00) | (74,110) | (21,359) | (12,099) | (107,568) |
| 20-50 | 9615 | 63229 | Prog Mgr 1 | 706273 | 1.00 | 74,110 | 21,359 | 12,099 | 107,568 |
| | | | TOTAL ANNUALIZED CHANGES | | 0.00 | 0 | 0 | 0 | 0 |

**CURRENT YEAR PERSONNEL DOLLAR CHANGE**

Calculate costs/savings that will take place in this FY; these should explain the actual dollar amounts being changed by this Bud Mod.

all effective 10/6/04, per class comp [except 711838 changed in June 04]

| | | | | | | CURRENT YEAR | | | |
|---|---|---|---|---|---|---|---|---|---|
| Fund | Job # | HR Org Unit | Position Title | Position Number | FTE | BASE PAY | FRINGE | INSUR | TOTAL |
| 20-80 | 9008 | 63307 | CFS Supr | 706827 | (0.73) | (41,355) | (11,918) | (8,131) | (61,404) |
| 20-80 | 9361 | 63307 | Prog Supr | 706827 | 0.73 | 41,355 | 11,918 | 8,131 | 61,404 |
| 20-80 | 9008 | 63305 | CFS Supr | 702738 | (0.73) | (44,406) | (12,798) | (8,299) | (65,503) |
| 20-80 | 9361 | 63305 | Prog Supr | 702738 | 0.73 | 44,406 | 12,798 | 8,299 | 65,503 |
| 20-80 | 9008 | 63284 | CFS Supr | 706855 | (0.73) | (44,983) | (12,964) | (8,331) | (66,278) |
| 20-80 | 9361 | 63284 | Prog Supr | 706855 | 0.73 | 44,983 | 12,964 | 8,331 | 66,278 |
| 20-80 | 9008 | 63290 | CFS Supr | 700372 | (0.73) | (42,632) | (12,288) | (8,202) | (63,122) |
| 20-80 | 9361 | 63290 | Prog Supr | 700372 | 0.73 | 42,632 | 12,288 | 8,202 | 63,122 |
| 20-80 | 9008 | 63283 | CFS Supr | 705780 | (0.73) | (40,347) | (11,628) | (8,076) | (60,051) |
| 20-80 | 9361 | 63283 | Prog Supr | 705780 | 0.73 | 40,347 | 11,628 | 8,076 | 60,051 |
| 20-80 | 9008 | 63304 | CFS Supr | 709846 | (0.73) | (46,780) | (13,482) | (8,430) | (68,692) |
| 20-80 | 9361 | 63304 | Prog Supr | 709846 | 0.73 | 46,780 | 13,482 | 8,430 | 68,692 |
| 20-80 | 9008 | 63294 | CFS Supr | 711838 | (1.00) | (60,500) | (17,436) | (11,350) | (89,286) |
| 20-80 | 9361 | 63294 | Prog Supr | 711838 | 1.00 | 60,500 | 17,436 | 11,350 | 89,286 |
| 20-80 | 9008 | 63296 | CFS Supr | 700429 | (0.73) | (46,780) | (13,482) | (8,430) | (68,692) |
| 20-80 | 9361 | 63296 | Prog Supr | 700429 | 0.73 | 46,780 | 13,482 | 8,430 | 68,692 |
| 20-80 | 9008 | 64452 | CFS Supr | 711677 | (0.73) | (40,097) | (11,556) | (8,062) | (59,715) |
| 20-80 | 9361 | 64452 | Prog Supr | 711677 | 0.73 | 40,097 | 11,556 | 8,062 | 59,715 |
| 20-50 | 9008 | 63225 | CFS Supr | 711731 | (0.73) | (44,406) | (12,798) | (8,299) | (65,503) |
| 20-50 | 9361 | 63225 | Prog Supr | 711731 | 0.73 | 44,406 | 12,798 | 8,299 | 65,503 |
| 20-50 | 9008 | 61137 | CFS Supr | 706329 | (0.73) | (42,865) | (12,354) | (8,214) | (63,433) |
| 20-50 | 9361 | 61137 | Prog Supr | 706329 | 0.73 | 42,865 | 12,354 | 8,214 | 63,433 |
| 20-50 | 9745 | 63226 | CFS Admin | 700833 | (0.73) | (54,133) | (15,601) | (8,834) | (78,568) |
| 20-50 | 9615 | 63226 | Prog Mgr 1 | 700833 | 0.73 | 54,133 | 15,601 | 8,834 | 78,568 |
| 20-50 | 9745 | 63227 | CFS Admin | 703989 | (0.73) | (54,133) | (15,601) | (8,834) | (78,568) |
| 20-50 | 9615 | 63227 | Prog Mgr 1 | 703989 | 0.73 | 54,133 | 15,601 | 8,834 | 78,568 |
| 20-50 | 9745 | 63228 | CFS Admin | 711960 | (0.73) | (46,400) | (13,372) | (8,409) | (68,181) |
| 20-50 | 9615 | 63228 | Prog Mgr 1 | 711960 | 0.73 | 46,400 | 13,372 | 8,409 | 68,181 |
| 20-50 | 9745 | 63229 | CFS Admin | 706273 | (0.73) | (54,100) | (15,592) | (8,832) | (78,524) |
| 20-50 | 9615 | 63229 | Prog Mgr 1 | 706273 | 0.73 | 54,100 | 15,592 | 8,832 | 78,524 |
| | | | TOTAL CURRENT YEAR CHANGES | | 0.00 | 0 | 0 | 0 | 0 |

# MULTNOMAH COUNTY
# AGENDA PLACEMENT REQUEST

APPROVED : MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # R-5 DATE 03-03-05
DEBORAH L. BOGSTAD, BOARD CLERK

**Board Clerk Use Only**

| | |
|---|---|
| **Meeting Date:** | 03/03/05 |
| **Agenda Item #:** | R-5 |
| **Est. Start Time:** | 10:15 AM |
| **Date Submitted:** | 02/10/05 |

**BUDGET MODIFICATION: HD - 16**

**Agenda Title:** **Budget Modification HD 16 Authorizing Addition of Two Positions in the Medical Accounts Receivable Unit to Enhance the Health Department's Fee Revenue Collections Efforts**

*Note: If Ordinance, Resolution, Order or Proclamation, provide exact title. For all other submissions, provide a clearly written title.*

| | | | |
|---|---|---|---|
| **Date Requested:** | March 3, 2005 | **Time Requested:** | 5 mins |
| **Department:** | **Health Dept.** | **Division:** | Business & Quality |
| **Contact(s):** | Angela Burdine, Budget Manager | | |
| **Phone:** | 503-988-3663 **Ext.** 26457 | **I/O Address:** | 106/14 |
| **Presenter(s):** | Wendy Lear, Finance Manager | | |

## General Information

1. **What action are you requesting from the Board?**

   Approval of budget modification to add one Finance Specialist 1 and one Finance Technician to the Health Department's Medical Accounts Recievable unit.

2. **Please provide sufficient background information for the Board and the public to understand this issue.**

   The Health Department has the opportunity to improve collections from third party payers (Medicaid, Medicare, and CareOregon) through better adjudication of claims denials. The existing 5 FTEs manage 200,000 claims annually. Additional staffing, supported by independent consultant opinion will allow the unit to increase revenue by working the denials and improving collections from third party payers.

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

   This budget modification creates 2 new positions in the Health Departments budget and increases the budget by $42,204 in Medicaid/CareOregon revenue in this fiscal year. Additional revenues supported by these positions will at least cover these and ongoing costs.

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

   N/A

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

   We have a mandate under Bureau of Primary Health Care as a grantee to maximize program income.

# ATTACHMENT A

## Budget Modification

**If the request is a <u>Budget Modification,</u> please answer <u>all</u> of the following in detail:**

- What revenue is being changed and why?

  Medicaid/Care Oregon revenue will increase by $42,204 due to the decrease in denials from payers the Health Department is able to process with the increased staffing resources.

- What budgets are increased/decreased?

  The Health Department's budget will reflect a $42,204 increase in expenditure and revenue, in the federal/state fund budget

- What do the changes accomplish?

  The increase in staff will enable the Medical Accounts Receivable department to work denials and provide coding reimbursement feedback to clinical staff to improve financial operations.

- Do any personnel actions result from this budget modification? Explain.

  Recruit and hire 1 Finance Specialist 1 and 1 Finance Technician for the Health Departments Medical Accounts Receivable Unit.

- How will the county indirect, central finance and human resources and departmental overhead costs be covered?

  By increase in Medicaid revenues.

- Is the revenue one-time-only in nature?

  No.

- If a grant, what period does the grant cover?

  N/A

- If a grant, when the grant expires, what are funding plans?

  N/A

*NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.*

# ATTACHMENT B

**BUDGET MODIFICATION: HD - 16**

## Required Signatures

**Department/ Agency Director:** Carol M Ford **Date:** 02/23/05

**Budget Analyst:** Debenbra **Date:** 02/10/05

**Department HR:** Kathleen Quillerbe **Date:** 02/23/05

**Countywide HR:** _____ **Date:** _____

**Budget Modification: HD-05-16**

# EXPENDITURES & REVENUES

Please show an increase in revenue as a negative value and a decrease as a positive value for consistency with MERLIN.

| ne o. | Fund Center | Fund Code | Accounting Unit: Internal Order | Accounting Unit: Cost Center | Accounting Unit: WBS Element | Cost Element | Current Amount | Revised Amount | Change Increase/ (Decrease) | Subtotal | Description |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | 40-90 | 26020 | | | 49205-00-26020 | 50236 | 0 | (42,204) | (42,204) | | |
| 2 | | | | | | | | 0 | | | |
| 3 | 40-90 | 26020 | | | 49205-00-26020 | 60000 | 0 | 22,614 | 22,614 | | |
| 4 | 40-90 | 26020 | | | 49205-00-26020 | 60120 | 0 | 905 | 905 | | |
| 5 | 40-90 | 26020 | | | 49205-00-26020 | 60130 | 0 | 6,517 | 6,517 | | |
| 6 | 40-90 | 26020 | | | 49205-00-26020 | 60140 | 0 | 6,958 | 6,958 | | |
| 7 | 40-90 | 26020 | | | 49205-00-26020 | 60240 | 0 | 200 | 200 | | |
| 8 | 40-90 | 26020 | | | 49205-00-26020 | 60350 | 0 | 100 | 100 | | |
| 9 | 40-90 | 26020 | | | 49205-00-26020 | 60355 | 0 | 3,503 | 3,503 | | |
| 10 | 40-90 | 26020 | | | 49205-00-26020 | 60360 | 0 | 20 | 20 | | |
| 11 | 40-90 | 26020 | | | 49205-00-26020 | 60365 | 0 | 647 | 647 | | |
| 12 | 40-90 | 26020 | | | 49205-00-26020 | 60370 | 0 | 740 | 740 | | |
| 13 | | | | | | | | 0 | | | |
| 14 | 70-80 | 3500 | | 708000 | | 50310 | | (6,958) | (6,958) | | Insurance (60140) |
| 15 | 70-80 | 3500 | | 708000 | | 60330 | | 6,958 | 6,958 | | Insurance (60140) |
| 16 | | | | | | | | 0 | | | |
| 17 | 19 | 1000 | | 9500001000 | | 50310 | | (100) | (100) | | Central Indirect (60350) |
| 18 | 19 | 1000 | | 9500001000 | | 60470 | | 100 | 100 | | Central Indirect (60350) |
| 19 | | | | | | | | 0 | | | |
| 20 | 40-90 | 1000 | | 409050 | | 50370 | | (3,503) | (3,503) | | Department Indirect (60355) |
| 21 | 40-90 | 1000 | | 409001 | | 60000 | | 3,503 | 3,503 | | Use additional dept indirect to reduce dept salary savings |
| 22 | | | | | | | | 0 | | | |
| 23 | 71-10 | 3506 | | 711100 | | 50310 | | (20) | (20) | | Finance (60360) |
| 24 | 71-10 | 3506 | | 711100 | | 60240 | | 20 | 20 | | Finance (60360) |
| 25 | | | | | | | | 0 | | | |
| 26 | 71-20 | 3506 | | 712006 | | 50310 | | (647) | (647) | | HR (60365) |
| 27 | 71-20 | 3506 | | 712006 | | 60240 | | 647 | 647 | | HR (60365) |
| 28 | | | | | | | | 0 | | | |
| 29 | 70-03 | 3503 | | 709525 | | 50310 | | (740) | (740) | | Telecomm (60370) |
| 30 | 70-03 | 3503 | | 709525 | | 60200 | | 740 | 740 | | Telecomm (60370) |
| 31 | | | | | | | | 0 | | | |
| 32 | | | | | | | | 0 | | | |
| 33 | | | | | | | | 0 | | | |
| 34 | | | | | | | | 0 | | | |
| 35 | | | | | | | | 0 | | | |
| | | | | | | | | | 0 | 0 | GRAND TOTAL |

5. **ANNUALIZED PERSONNEL CHANGE**

Change on a full year basis even though this action affects only a part of the fiscal year (FY).

| | | | | | | ANNUALIZED | | | |
|---|---|---|---|---|---|---|---|---|---|
| Fund | Job # | HR Org Unit | Position Title | Position Number | FTE | BASE PAY | FRINGE | INSUR | TOTAL |
| 1505 | 6027 | 63750 | FINANCE TECHNICIAN | tbd | 1.00 | 30,212 | 8,706 | 10,279 | 49,197 |
| 1505 | 6029 | 63750 | FINANCE SPECIALIST 1 | tbd | 1.00 | 38,315 | 11,042 | 10,806 | 60,163 |
| | | | | | | | | | 0 |
| | | | | | | | | | 0 |
| | | | | | | | | | 0 |
| | | | | | | | | | 0 |
| | | | | | | | | | 0 |
| | | | | | | | | | 0 |
| | | | | | | | | | 0 |
| | | | | | | | | | 0 |
| | | | | | | | | | 0 |
| | | | | | | | | | 0 |
| | | | | | | | | | 0 |
| | | | | | | | | | 0 |
| | | | TOTAL ANNUALIZED CHANGES | | 2.00 | 68,527 | 19,748 | 21,085 | 109,360 |

6. **CURRENT YEAR PERSONNEL DOLLAR CHANGE**

Calculate costs/savings that will take place in this FY; these should explain the actual dollar amounts being changed by this Bud Mod.

| | | | | | | CURRENT YEAR | | | |
|---|---|---|---|---|---|---|---|---|---|
| Fund | Job # | HR Org Unit | Position Title | Position Number | FTE | BASE PAY | FRINGE | INSUR | TOTAL |
| 1505 | 6027 | 63750 | FINANCE TECHNICIAN | tbd | 0.33 | 9,970 | 2,873 | 3,392 | 16,235 |
| 1505 | 6029 | 63750 | FINANCE SPECIALIST 1 | tbd | 0.33 | 12,644 | 3,644 | 3,566 | 19,854 |
| | | | | | | | | | 0 |
| | | | | | | | | | 0 |
| | | | | | | | | | 0 |
| | | | | | | | | | 0 |
| | | | | | | | | | 0 |
| | | | | | | | | | 0 |
| | | | | | | | | | 0 |
| | | | | | | | | | 0 |
| | | | | | | | | | 0 |
| | | | | | | | | | 0 |
| | | | | | | | | | 0 |
| | | | | | | | | | 0 |
| | | | TOTAL CURRENT FY CHANGES | | 0.66 | 22,614 | 6,517 | 6,958 | 36,089 |

# MULTNOMAH COUNTY
# AGENDA PLACEMENT REQUEST

APPROVED : MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # UC-1 DATE 03-03-05
DEBORAH L. BOGSTAD, BOARD CLERK

**Board Clerk Use Only**

| | |
|---|---|
| **Meeting Date:** | 03/03/05 |
| **Agenda Item #:** | UC-1 |
| **Est. Start Time:** | 10:15 AM |
| **Date Submitted:** | 02/28/05 |

**BUDGET MODIFICATION:** -

| | |
|---|---|
| **Agenda Title:** | Notice of Intent to Apply for Grant Funding from the Oregon Dental Foundation and the American Dental Association to Expand Capacity to Provide Oral Health Services to School Aged Uninsured Youth in Multnomah County |

*Note: If Ordinance, Resolution, Order or Proclamation, provide exact title. For all other submissions, provide a clearly written title.*

| | | | |
|---|---|---|---|
| **Date Requested:** | 03/03/05 | **Time Requested:** | **5 minutes** |
| **Department:** | Health Department | **Division:** | School-Based Health |
| **Contact(s):** | Valerie Whittlesey, Director of School-Based Health Services | | |
| **Phone:** | 503 988-3674 **Ext.** 29755 | **I/O Address:** | **160/2** |
| **Presenter(s):** | **Valerie Whittlesey, Sue Sanzi-Schadel** | | |

## General Information

1. **What action are you requesting from the Board?**

   Authorize the Director of the Health Department to apply for grant funding from the Oregon Dental Foundation and the American Dental Association to expand access to oral health services at School-Based Health Centers.

2. **Please provide sufficient background information for the Board and the public to understand this issue.**

   The Oregon Dental Foundation and the American Dental Association have released Requests for Proposals for grant funding to support the expansion of oral health services for low-income residents. Grant awards from the tow organization do not normally exceed $5,000 each.

   The burden of oral health disease restricts activities in school, work, and home, and often significantly diminishes the quality of life for individuals who are unable to obtain access to oral health care. The populations served by the Health Department often experience significant barriers to oral health services because of language and/or cultural differences, or because they lack the ability to pay for services. The US Surgeon General reported in 2001 that the oral health care needs of low-income, minority, and other vulnerable population groups continue to be greater that those of the general population, and that lack of access to affordable oral health care is the primary reason for this disparity.

Approximately 230,000 Multnomah County residents (34% of the population) are without dental health insurance. The Health Department has the resources to provide oral health care for approximately 35,000 client visits annually (approximately half of these visits are available to uninsured clients).

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

   The one-year cost of this project will be $10,000 for staffing, dental supplies and other related costs. Local match is not required, and County funding is not requested.

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

   No unusual legal issues related to the project have been identified. Providing oral health services for the uninsured is consistent with County policy.

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

   These applications will increase access to dental services for uninsured school-aged children at school-based health centers operated by the Health Department. Participation by other parties will not be pursued.

## Grant Application/Notice of Intent

**If the request is a Grant Application or Notice of Intent, please answer all of the following in detail:**

- Who is the granting agency?
  Oregon Dental Foundation and the American Dental Association
- Specify grant (matching, reporting and other) requirements and goals.
  The program is limited to providing support for oral health services. As proposed, oral health services would include providing access to additional dental screenings and follow up treatment for children receiving care at the County's School-Based Health Centers.
- Explain grant funding detail – is this a one time only or long term commitment?
  This is a one time, 12 month commitment with the possibility of an additional 12 months of funding.
- What are the estimated filing timelines?
  Applications are due on March 15, 2005 (Oregon Dental Foundation), and July 8, 2005 (American Dental Association).
- If a grant, what period does the grant cover?
  Funding for this effort will be provided over a one-year period.
- When the grant expires, what are funding plans?
  This grant funding will enable the Department to provide services that would otherwise not be available to the target population. Every attempt will be made to seek continuation funding for project activities after the grant period to avoid a disruption in services. This will include funding from the Oregon Dental Foundation, which allows grantees to apply for an additional year of funding (depending on the outcomes of the project's first year). In addition, funding from other foundations will be pursued to ensure continued access to dental health services by this vulnerable population. Perhaps the greatest possibility here is to establish dental services for school aged youths at County clinics through Service Expansion grant funding from the Bureau of Primary Health Care. If awarded, these grant funds would be provided, along with other federal funding received by the County, on an ongoing basis.
- How will the county indirect, central finance and human resources and departmental overhead costs be covered?
  Overhead costs can be charged as a grant expense.

## Required Signatures

**Department/ Agency Director:** Lillian Shirley **Date:** 02/25/05

**Budget Analyst:** [signature] **Date:** 02/25/05

**Department HR:** _____ **Date:** _____

**Countywide HR:** _____ **Date:** _____

## BOGSTAD Deborah L

**From:** NEBURKA Julie Z
**Sent:** Friday, February 25, 2005 3:42 PM
**To:** WALTZ Tom R
**Cc:** BOGSTAD Deborah L; NAITO Terri W
**Subject:** RE:

This looks fine to me—thanks,
Julie

-----Original Message-----
**From:** WALTZ Tom R
**Sent:** Friday, February 25, 2005 10:56 AM
**To:** NEBURKA Julie Z
**Cc:** BOGSTAD Deborah L; NAITO Terri W
**Subject:**

Julie,

Would you look this NOI over before Monday noon? It is now on Lillian's desk (I do not anticipate any problems from her office. I am having this run through Unanimous Consent. So pass your comments back to Terri Naito and to Deb.

Thanks.

TW x22670

## BOGSTAD Deborah L

**From:** CARROLL Mary P
**Sent:** Friday, February 25, 2005 10:14 AM
**To:** BOGSTAD Deborah L; WALTZ Tom R
**Cc:** NEBURKA Julie Z; NAITO Terri W; LASHUA Matthew; SMITH Andy J; MARTIN Chuck T; WEST Kristen; #AGENDA REVIEW TEAM
**Subject:** RE: Revised Agenda for March 1, 2 & 3, 2005 Multnomah County Commission Meeting

We are OK with adding this as a unanimous consent. The late deadline was out of the health department's control.

Mary Carroll
Executive Assistant
Commissioner Serena Cruz
501 SE Hawthorne Blvd. Suite 600
Portland OR 97214
(503)988-5275 phn (503)988-5440 fax
mary.p.carroll@co.multnomah.or.us

-----Original Message-----
**From:** BOGSTAD Deborah L
**Sent:** Thursday, February 24, 2005 4:56 PM
**To:** WALTZ Tom R
**Cc:** NEBURKA Julie Z; NAITO Terri W; LASHUA Matthew; CARROLL Mary P; SMITH Andy J; MARTIN Chuck T; WEST Kristen; #AGENDA REVIEW TEAM
**Subject:** FW: Revised Agenda for March 1, 2 & 3, 2005 Multnomah County Commission Meeting
**Importance:** High

Hi, Tom. The addition to next week's agenda I just sent out was at the direction of the Board following this morning's executive session. Your NOI isn't on the proper APR form and you'd need to submit a completed document, with review and sign off by the department director and budget office and then run it by the Board Staff (Andy Smith, Matthew Lashua, Mary Carroll, Terri Naito and Chuck Martin or Kristen West) to make sure their Commissioners would be okay with this – it would be a unanimous consent item for the March 3rd Board meeting. Terri Naito is the Board Staff facilitator this year, so you could see if she has time to add you to the Board Staff agenda for Monday afternoon. Best wishes!

**Deb Bogstad, Board Clerk**
**Multnomah County Commissioners**
**501 SE Hawthorne Boulevard, Suite 600**
**Portland, Oregon 97214-3587**
**(503) 988-3277 phone**
**(503) 988-3013 fax**
**deborah.l.bogstad@co.multnomah.or.us**
**http://www.co.multnomah.or.us/cc/index.shtml**

-----Original Message-----
**From:** WALTZ Tom R
**Sent:** Thursday, February 24, 2005 4:46 PM

**To:** BOGSTAD Deborah L
**Subject:** RE: Revised Agenda for March 1, 2 & 3, 2005 Multnomah County Commission Meeting
**Importance:** High

Deb,

I was hoping to get a NOI on the Board's agenda for the 10th (I prepared the NOI this morning), but I see that meeting is cancelled. The application is due the 15th so the timeline for the 10th was already tight. Is there any chance that I could get it on the agenda for next week, or is it just too late. I had given people this information weeks ago and they contacted me on Tuesday expressing an interest (grrr).

Thanks.

TW x22670

-----Original Message-----
**From:** BOGSTAD Deborah L
**Sent:** Thursday, February 24, 2005 3:24 PM
**Subject:** Revised Agenda for March 1, 2 & 3, 2005 Multnomah County Commission Meeting

Addition of R-6.

**Deb Bogstad, Board Clerk**
**Multnomah County Commissioners**
**501 SE Hawthorne Boulevard, Suite 600**
**Portland, Oregon 97214-3587**
**(503) 988-3277 phone**
**(503) 988-3013 fax**
**deborah.l.bogstad@co.multnomah.or.us**
**http://www.co.multnomah.or.us/cc/index.shtml**

**BOGSTAD Deborah L**

**From:** SMITH Andy J
**Sent:** Friday, February 25, 2005 3:39 PM
**To:** CARROLL Mary P; ROMERO Shelli D; NAITO Terri W; MARTIN Chuck T; WEST Kristen; BAESSLER Joseph E; LASHUA Matthew
**Cc:** NEBURKA Julie Z; #AGENDA REVIEW TEAM; BOGSTAD Deborah L; WALTZ Tom R
**Subject:** RE: Revised Agenda for March 1, 2 & 3, 2005 Multnomah County Commission Meeting

The Chair also supports as a unanimous consent item.

-----Original Message-----
**From:** CARROLL Mary P
**Sent:** Friday, February 25, 2005 10:14 AM
**To:** BOGSTAD Deborah L; WALTZ Tom R
**Cc:** NEBURKA Julie Z; NAITO Terri W; LASHUA Matthew; SMITH Andy J; MARTIN Chuck T; WEST Kristen; #AGENDA REVIEW TEAM
**Subject:** RE: Revised Agenda for March 1, 2 & 3, 2005 Multnomah County Commission Meeting

We are OK with adding this as a unanimous consent. The late deadline was out of the health department's control.

Mary Carroll
Executive Assistant
Commissioner Serena Cruz
501 SE Hawthorne Blvd. Suite 600
Portland OR 97214
(503)988-5275 phn (503)988-5440 fax
mary.p.carroll@co.multnomah.or.us

-----Original Message-----
**From:** BOGSTAD Deborah L
**Sent:** Thursday, February 24, 2005 4:56 PM
**To:** WALTZ Tom R
**Cc:** NEBURKA Julie Z; NAITO Terri W; LASHUA Matthew; CARROLL Mary P; SMITH Andy J; MARTIN Chuck T; WEST Kristen; #AGENDA REVIEW TEAM
**Subject:** FW: Revised Agenda for March 1, 2 & 3, 2005 Multnomah County Commission Meeting
**Importance:** High

Hi, Tom. The addition to next week's agenda I just sent out was at the direction of the Board following this morning's executive session. Your NOI isn't on the proper APR form and you'd need to submit a completed document, with review and sign off by the department director and budget office and then run it by the Board Staff (Andy Smith, Matthew Lashua, Mary Carroll, Terri Naito and Chuck Martin or Kristen West) to make sure their Commissioners would be okay with this – it would be a unanimous consent item for the March 3rd Board meeting. Terri Naito is the Board Staff facilitator this year, so you could see if she has time to add you to the Board Staff agenda for Monday afternoon. Best wishes!

**Deb Bogstad, Board Clerk**
**Multnomah County Commissioners**

**501 SE Hawthorne Boulevard, Suite 600**
**Portland, Oregon 97214-3587**
**(503) 988-3277 phone**
**(503) 988-3013 fax**
**deborah.l.bogstad@co.multnomah.or.us**
**http://www.co.multnomah.or.us/cc/index.shtml**

-----Original Message-----
**From:** WALTZ Tom R
**Sent:** Thursday, February 24, 2005 4:46 PM
**To:** BOGSTAD Deborah L
**Subject:** RE: Revised Agenda for March 1, 2 & 3, 2005 Multnomah County Commission Meeting
**Importance:** High

Deb,

I was hoping to get a NOI on the Board's agenda for the 10th (I prepared the NOI this morning), but I see that meeting is cancelled. The application is due the 15th so the timeline for the 10th was already tight. Is there any chance that I could get it on the agenda for next week, or is it just too late. I had given people this information weeks ago and they contacted me on Tuesday expressing an interest (grrr).

Thanks.

TW x22670

> -----Original Message-----
> **From:** BOGSTAD Deborah L
> **Sent:** Thursday, February 24, 2005 3:24 PM
> **Subject:** Revised Agenda for March 1, 2 & 3, 2005 Multnomah County Commission Meeting
>
> Addition of R-6.
>
> **Deb Bogstad, Board Clerk**
> **Multnomah County Commissioners**
> **501 SE Hawthorne Boulevard, Suite 600**
> **Portland, Oregon 97214-3587**
> **(503) 988-3277 phone**
> **(503) 988-3013 fax**
> **deborah.l.bogstad@co.multnomah.or.us**
> **http://www.co.multnomah.or.us/cc/index.shtml**

## BOGSTAD Deborah L

**From:** LASHUA Matthew
**Sent:** Friday, February 25, 2005 3:44 PM
**To:** SMITH Andy J; CARROLL Mary P; ROMERO Shelli D; NAITO Terri W; MARTIN Chuck T; WEST Kristen; BAESSLER Joseph E
**Cc:** NEBURKA Julie Z; #AGENDA REVIEW TEAM; BOGSTAD Deborah L; WALTZ Tom R
**Subject:** RE: Revised Agenda for March 1, 2 & 3, 2005 Multnomah County Commission Meeting

Unanimous consent is fine.

-----Original Message-----
**From:** SMITH Andy J
**Sent:** Friday, February 25, 2005 3:39 PM
**To:** CARROLL Mary P; ROMERO Shelli D; NAITO Terri W; MARTIN Chuck T; WEST Kristen; BAESSLER Joseph E; LASHUA Matthew
**Cc:** NEBURKA Julie Z; #AGENDA REVIEW TEAM; BOGSTAD Deborah L; WALTZ Tom R
**Subject:** RE: Revised Agenda for March 1, 2 & 3, 2005 Multnomah County Commission Meeting

The Chair also supports as a unanimous consent item.

-----Original Message-----
**From:** CARROLL Mary P
**Sent:** Friday, February 25, 2005 10:14 AM
**To:** BOGSTAD Deborah L; WALTZ Tom R
**Cc:** NEBURKA Julie Z; NAITO Terri W; LASHUA Matthew; SMITH Andy J; MARTIN Chuck T; WEST Kristen; #AGENDA REVIEW TEAM
**Subject:** RE: Revised Agenda for March 1, 2 & 3, 2005 Multnomah County Commission Meeting

We are OK with adding this as a unanimous consent. The late deadline was out of the health department's control.

Mary Carroll
Executive Assistant
Commissioner Serena Cruz
501 SE Hawthorne Blvd. Suite 600
Portland OR 97214
(503)988-5275 phn (503)988-5440 fax
mary.p.carroll@co.multnomah.or.us

-----Original Message-----
**From:** BOGSTAD Deborah L
**Sent:** Thursday, February 24, 2005 4:56 PM
**To:** WALTZ Tom R
**Cc:** NEBURKA Julie Z; NAITO Terri W; LASHUA Matthew; CARROLL Mary P; SMITH Andy J; MARTIN Chuck T; WEST Kristen; #AGENDA REVIEW TEAM
**Subject:** FW: Revised Agenda for March 1, 2 & 3, 2005 Multnomah County Commission Meeting
**Importance:** High

Hi, Tom. The addition to next week's agenda I just sent out was at the direction of the Board following this morning's executive session. Your

NOI isn't on the proper APR form and you'd need to submit a completed document, with review and sign off by the department director and budget office and then run it by the Board Staff (Andy Smith, Matthew Lashua, Mary Carroll, Terri Naito and Chuck Martin or Kristen West) to make sure their Commissioners would be okay with this – it would be a unanimous consent item for the March 3rd Board meeting. Terri Naito is the Board Staff facilitator this year, so you could see if she has time to add you to the Board Staff agenda for Monday afternoon. Best wishes!

**Deb Bogstad, Board Clerk**
**Multnomah County Commissioners**
**501 SE Hawthorne Boulevard, Suite 600**
**Portland, Oregon 97214-3587**
**(503) 988-3277 phone**
**(503) 988-3013 fax**
**deborah.l.bogstad@co.multnomah.or.us**
**http://www.co.multnomah.or.us/cc/index.shtml**

-----Original Message-----
**From:** WALTZ Tom R
**Sent:** Thursday, February 24, 2005 4:46 PM
**To:** BOGSTAD Deborah L
**Subject:** RE: Revised Agenda for March 1, 2 & 3, 2005 Multnomah County Commission Meeting
**Importance:** High

Deb,

I was hoping to get a NOI on the Board's agenda for the 10th (I prepared the NOI this morning), but I see that meeting is cancelled. The application is due the 15th so the timeline for the 10th was already tight. Is there any chance that I could get it on the agenda for next week, or is it just too late. I had given people this information weeks ago and they contacted me on Tuesday expressing an interest (grrr).

Thanks.

TW x22670

> -----Original Message-----
> **From:** BOGSTAD Deborah L
> **Sent:** Thursday, February 24, 2005 3:24 PM
> **Subject:** Revised Agenda for March 1, 2 & 3, 2005 Multnomah County Commission Meeting
>
> Addition of R-6.
>
> **Deb Bogstad, Board Clerk**
> **Multnomah County Commissioners**
> **501 SE Hawthorne Boulevard, Suite 600**
> **Portland, Oregon 97214-3587**
> **(503) 988-3277 phone**
> **(503) 988-3013 fax**
> **deborah.l.bogstad@co.multnomah.or.us**
> **http://www.co.multnomah.or.us/cc/index.shtml**

# MULTNOMAH COUNTY
# AGENDA PLACEMENT REQUEST

APPROVED : MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # R-6 DATE 03-03-05
DEBORAH L. BOGSTAD, BOARD CLERK

**Board Clerk Use Only**

| | |
|---|---|
| **Meeting Date:** | 03/03/05 |
| **Agenda Item #:** | R-6 |
| **Est. Start Time:** | 10:20 AM |
| **Date Submitted:** | 02/24/05 |

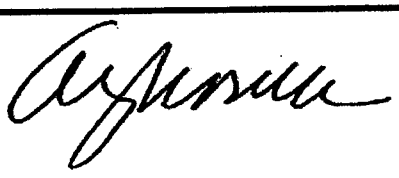
**Agenda Title:** **Authorizing Settlement of Millican v. Multnomah County, Multnomah County Court Case No. 0304-03562**

| | | | |
|---|---|---|---|
| **Date Requested:** | March 3, 2005 | **Time Requested:** | 5 minutes |
| **Department:** | Non-Departmental | **Division:** | County Attorney |
| **Contact(s):** | Agnes Sowle | | |
| **Phone:** | 503-988-3138 **Ext.** 83138 | **I/O Address:** | 503/500 |
| **Presenter(s):** | **Scott Asphaug** | | |

## General Information

1. **What action are you requesting from the Board?**
   Approve settlement of tort litigation case for $82,500 in the matter of Millican v. Multnomah County.
2. **Please provide sufficient background information for the Board and the public to understand this issue.**
   Ms. Millican was a pedestrian who was struck in a crosswalk by a County vehicle. She sustained knee injuries requiring surgery to both knees and will result in permanent injury.
3. **Explain the fiscal impact (current year and ongoing).**
   N/A
4. **Explain any legal and/or policy issues involved.**
   On December 18, 2003, the Board adopted Resolution 03-171 delegating authority to the County Attorney to settle claims and litigation against the County or its employees in amounts up to $25,000 per case. The County Attorney must obtain Board approval for all settlements of over $25,000.
5. **Explain any citizen and/or other government participation that has or will take place.**
   N/A

## Required Signatures

**Department/ Agency Director:**  **Date:** **February 24, 2005**

# MULTNOMAH COUNTY
# AGENDA PLACEMENT REQUEST

| Board Clerk Use Only | |
|---|---|
| **Meeting Date:** | 03/03/05 |
| **Agenda Item #:** | E-1 |
| **Est. Start Time:** | 10:25 AM |
| **Date Submitted:** | 02/09/05 |

**BUDGET MODIFICATION:** -

**Agenda Title:** **Executive Session Pursuant to ORS 192.660(2)(h)**

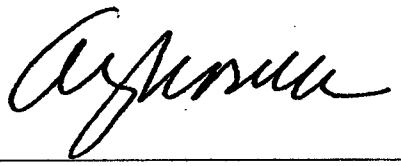
*Note: If Ordinance, Resolution, Order or Proclamation, provide exact title. For all other submissions, provide a clearly written title.*

| | | | |
|---|---|---|---|
| **Date Requested:** | March 3, 2005 | **Time Requested:** | 15 mins |
| **Department:** | **Non-Departmental** | **Division:** | County Attorney |
| **Contact(s):** | Agnes Sowle | | |
| **Phone:** | 503 988-3138 **Ext.** 83138 | **I/O Address:** | 503/500 |
| **Presenter(s):** | Agnes Sowle and Staff | | |

## General Information

1. **What action are you requesting from the Board?**
   No Final Decision will be made in the Executive Session.
2. **Please provide sufficient background information for the Board and the public to understand this issue.**
   Only Representatives of the News Media and Designated Staff are allowed to Attend. Representatives of the News Media and All Other Attendees are Specifically Directed Not to Disclose Information that is the Subject of the Executive Session.
3. **Explain the fiscal impact (current year and ongoing).**
4. **Explain any legal and/or policy issues involved.**
   ORS 192.660(2)(h).
5. **Explain any citizen and/or other government participation that has or will take place.**

## Required Signatures

**Department/ Agency Director:**  **Date:** 02/09/05

**Budget Analyst:** _____ **Date:** _____

**Department HR:** _____ **Date:** _____

**Countywide HR:** _____ **Date:** _____

# MULTNOMAH COUNTY 2005-2006
# BUDGET WORK SESSIONS AND HEARINGS

**All meetings are open to the public.**
**Public testimony will be taken at the public hearings listed in red *(italic)* below.**
**Unless otherwise noted, all sessions will be held in the Multnomah Building, First Floor Commissioners Boardroom 100, 501 SE Hawthorne, Portland.**
Contact Board Clerk Deb Bogstad 503-988-3277 for further information.

Cable coverage of the **January through June 2005** budget work sessions, hearings and Thursday Board meetings will be produced through Multnomah Community Television. Check the weekly Board meeting agenda or call 503-491-7636, ext. 332 for further info or log onto http://www.mctv.org for the cable channel program guide/playback schedule. The sessions, hearings and Board meetings will also be available for viewing via media streaming at http://www.co.multnomah.or.us/cc/pastmeetings.shtml. Contact Board Clerk Deb Bogstad 503-988-3277 for further information.

**Tue, Mar 1**
**8:30 a.m. to 12:00 p.m.** **Board Work Session on Program Offerings**
Tuesday, 3/1/05 at 8:30 AM, (LIVE) Channel 21
Friday, 3/4/05 at 8:00 AM, Channel 29
Saturday, 3/5/05 at 8:00 AM, Channel 29
Sunday, 3/6/05 at 10:00 AM, Channel 29
Produced through Multnomah Community Television

**Wed, Mar 2**
**8:30 a.m. to 12:00 p.m.** **Board Work Session on Program Offerings**
Wednesday, 3/2/05 at 8:30 AM, (LIVE) Channel 21
Saturday, 3/5/05 at 3:00 PM, Channel 29
Sunday, 3/6/05 at 5:00 PM, Channel 29
Monday, 3/7/05 at 8:30 PM, Channel 29
Produced through Multnomah Community Television

**Tue, Mar 15**
**8:30 a.m. to 12:00 p.m.** **Board Session on Composite Ranking - Round 1 Outcome Team Available per Priority Area**
Tuesday, 3/15/05 at 8:30 AM, (LIVE) Channel 21
Friday, 3/18/05 at 8:00 AM, Channel 29
Saturday, 3/19/05 at 8:00 AM, Channel 29
Sunday, 3/20/05 at 10:00 AM, Channel 29
Produced through Multnomah Community Television

# MULTNOMAH COUNTY 2005-2006
# BUDGET WORK SESSIONS AND HEARINGS

**All meetings are open to the public.**
**Public testimony will be taken at the public hearings listed in red *(italic)* below.**
**Unless otherwise noted, all sessions will be held in the Multnomah Building, First Floor Commissioners Boardroom 100, 501 SE Hawthorne, Portland.**
Contact Board Clerk Deb Bogstad 503-988-3277 for further information.

Cable coverage of the **January through June 2005** budget work sessions, hearings and Thursday Board meetings will be produced through Multnomah Community Television. Check the weekly Board meeting agenda or call 503-491-7636, ext. 332 for further info or log onto http://www.mctv.org for the cable channel program guide/playback schedule. The sessions, hearings and Board meetings will also be available for viewing via media streaming at http://www.co.multnomah.or.us/cc/pastmeetings.shtml. Contact Board Clerk Deb Bogstad 503-988-3277 for further information.

**Wed, Mar 16**
**8:30 a.m. to 12:00 p.m.** — **Board Work Session on Composite Ranking - Round 1 Outcome Team Available per Priority Area**

Wednesday, 3/16/05 at 8:30 AM, (LIVE) Channel 21
Saturday, 3/19/05 at 3:00 PM, Channel 29
Sunday, 3/20/05 at 5:00 PM, Channel 29
Monday, 3/21/05 at 8:30 PM, Channel 29
Produced through Multnomah Community Television

**Wed, Mar 16**
**1:30 p.m. to 5:00 p.m.** — **Board Work Session on Composite Ranking - Round 1 Outcome Team Available per Priority Area**

Wednesday, 3/16/05 at 1:30 PM, (LIVE) Channel 30
Saturday, 3/19/05 at 7:00 PM, Channel 29
Sunday, 3/20/05 at 8:30 PM, Channel 29
Tuesday, 3/22/05 at 8:00 PM, Channel 29
Produced through Multnomah Community Television

***Thu, May 5***
***9:30 a.m.*** — ***Chair's 2005-2006 Executive Budget Message Public Hearing/Consideration of Resolution Approving Executive Budget for Submission to Tax Supervising and Conservation Commission***

# MULTNOMAH COUNTY 2005-2006
# BUDGET WORK SESSIONS AND HEARINGS

**All meetings are open to the public.**
**Public testimony will be taken at the public hearings listed in red *(italic)* below.**
**Unless otherwise noted, all sessions will be held in the Multnomah Building, First Floor Commissioners Boardroom 100, 501 SE Hawthorne, Portland.**
Contact Board Clerk Deb Bogstad 503-988-3277 for further information.

Cable coverage of the **January through June 2005** budget work sessions, hearings and Thursday Board meetings will be produced through Multnomah Community Television. Check the weekly Board meeting agenda or call 503-491-7636, ext. 332 for further info or log onto http://www.mctv.org for the cable channel program guide/playback schedule. The sessions, hearings and Board meetings will also be available for viewing via media streaming at http://www.co.multnomah.or.us/cc/pastmeetings.shtml. Contact Board Clerk Deb Bogstad 503-988-3277 for further information.

| | |
|---|---|
| **Tue, May 10**<br>**8:30 a.m. to 12:00 p.m.** | **Financial Overview and Budget Work Session on Safety Net Program Offerings** |
| ***Tue, May 10***<br>***6:00 p.m.*** | ***Public Hearing on the 2005-2006 Multnomah County Budget - North Portland Library Conference Room, 512 N Killingsworth, Portland*** |
| **Wed, May 11**<br>**8:30 a.m. to 12:00 p.m.** | **Budget Work Session on Safety Program Offerings** |
| ***Thu, May 12***<br>***9:30 a.m.*** | ***Public Hearing/Consideration of Approval of the 2005-2006 Dunthorpe Riverdale Sanitary Service District No. 1 Proposed Budget for Submittal to Tax Supervising and Conservation Commission***<br>***Public Hearing/Consideration of Approval the 2005-2006 Mid County Street Lighting Service District No. 14 Proposed Budget for Submittal to Tax Supervising and Conservation Commission*** |
| **Tue, May 17**<br>**8:30 a.m. to 12:00 p.m.** | **Budget Work Session on Education Program Offerings** |

# MULTNOMAH COUNTY 2005-2006
# BUDGET WORK SESSIONS AND HEARINGS

**All meetings are open to the public.**
**Public testimony will be taken at the public hearings listed in red *(italic)* below.**
**Unless otherwise noted, all sessions will be held in the Multnomah Building, First Floor Commissioners Boardroom 100, 501 SE Hawthorne, Portland.**
Contact Board Clerk Deb Bogstad 503-988-3277 for further information.

Cable coverage of the **January through June 2005** budget work sessions, hearings and Thursday Board meetings will be produced through Multnomah Community Television. Check the weekly Board meeting agenda or call 503-491-7636, ext. 332 for further info or log onto http://www.mctv.org for the cable channel program guide/playback schedule. The sessions, hearings and Board meetings will also be available for viewing via media streaming at http://www.co.multnomah.or.us/cc/pastmeetings.shtml. Contact Board Clerk Deb Bogstad 503-988-3277 for further information.

| | |
|---|---|
| ***Tue, May 17*** | |
| ***6:00 p.m.*** | ***Public Hearing on the 2005-2006 Multnomah County Budget - Multnomah County East Building, Sharron Kelley Conference Room, 600 NE 8th, Gresham*** |
| **Wed, May 18** | |
| **8:30 a.m. to 12:00 p.m.** | **Budget Work Session on Accountability, Community and Economy Program Offerings** |
| ***Thu, May 19*** | |
| ***9:30 a.m.*** | ***Public Hearing and Resolution Adopting the 2005-2006 Mt. Hood Cable Regulatory Commission Budget*** |
| **Tue, May 24** | |
| **8:30 a.m. to 12:00 p.m.** | **Budget Work Session If Needed** |
| ***Tue, May 24*** | |
| ***6:00 p.m.*** | ***Public Hearing on the 2005-2006 Multnomah County Budget - Midland Library Conference Room, 805 SE 122nd Avenue, Portland*** |
| **Wed, May 25** | |
| **8:30 a.m. to 12:00 p.m.** | **Budget Work Session If Needed** |

# MULTNOMAH COUNTY 2005-2006
# BUDGET WORK SESSIONS AND HEARINGS

**All meetings are open to the public.**
**Public testimony will be taken at the public hearings listed in red *(italic)* below.**
**Unless otherwise noted, all sessions will be held in the Multnomah Building, First Floor Commissioners Boardroom 100, 501 SE Hawthorne, Portland.**
Contact Board Clerk Deb Bogstad 503-988-3277 for further information.

Cable coverage of the **January through June 2005** budget work sessions, hearings and Thursday Board meetings will be produced through Multnomah Community Television. Check the weekly Board meeting agenda or call 503-491-7636, ext. 332 for further info or log onto http://www.mctv.org for the cable channel program guide/playback schedule. The sessions, hearings and Board meetings will also be available for viewing via media streaming at http://www.co.multnomah.or.us/cc/pastmeetings.shtml. Contact Board Clerk Deb Bogstad 503-988-3277 for further information.

| | |
|---|---|
| **Tue, May 31**<br>**8:30 a.m. to 12:00 p.m.** | **Budget Work Session If Needed** |
| ***Tue, May 31***<br>***6:00 p.m.*** | ***Public Hearing on the 2005-2006 Multnomah County Budget - Multnomah Building, Commissioners Boardroom 100, 501 SE Hawthorne, Portland*** |
| ***June date to be determined*** | ***(t) Tax Supervising and Conservation Commission Public Hearings on the Multnomah County 2004-2005 Supplemental Budget***<br>***Tax Supervising and Conservation Commission Public Hearing on the Multnomah County 2005-2006 Budget*** |
| **Mon, Jun 6**<br>**8:30 a.m. to 12:00 p.m.** | **Budget Work Session on Amendments** |
| **Tue, Jun 7**<br>**8:30 a.m. to 12:00 p.m.** | **Budget Work Session on Amendments** |
| **Wed, Jun 8**<br>**8:30 a.m. to 12:00 p.m.** | **Budget Work Session on Amendments** |

# MULTNOMAH COUNTY 2005-2006
# BUDGET WORK SESSIONS AND HEARINGS

**All meetings are open to the public.**
**Public testimony will be taken at the public hearings listed in red *(italic)* below.**
**Unless otherwise noted, all sessions will be held in the Multnomah Building, First Floor Commissioners Boardroom 100, 501 SE Hawthorne, Portland.**
Contact Board Clerk Deb Bogstad 503-988-3277 for further information.

Cable coverage of the **January through June 2005** budget work sessions, hearings and Thursday Board meetings will be produced through Multnomah Community Television. Check the weekly Board meeting agenda or call 503-491-7636, ext. 332 for further info or log onto http://www.mctv.org for the cable channel program guide/playback schedule. The sessions, hearings and Board meetings will also be available for viewing via media streaming at http://www.co.multnomah.or.us/cc/pastmeetings.shtml. Contact Board Clerk Deb Bogstad 503-988-3277 for further information.

| | |
|---|---|
| ***Thu, Jun 9*** | |
| ***9:30 a.m.*** | ***Public Hearing and Resolution Adopting the 2005-2006 Budget for Multnomah County Pursuant to ORS 294*** |
| | ***Public Hearing and Resolution Adopting the 2005-2006 Budget for Dunthorpe Riverdale Sanitary Service District No. 1 and Making Appropriations*** |
| | ***Public Hearing and Resolution Adopting the 2005-2006 Budget for Mid County Street Lighting Service District No. 14 and Making Appropriations*** |