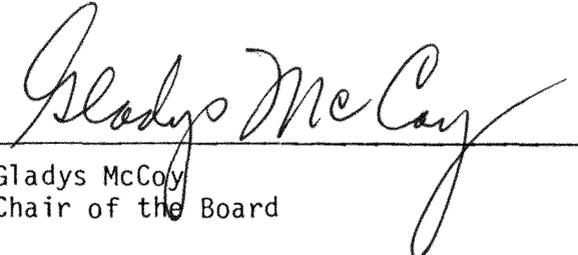


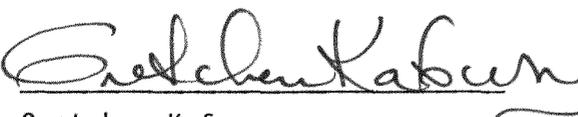
✓ Road Negotiations  
Res + orders

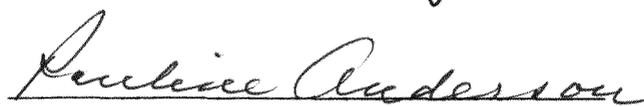
BOARD OF COUNTY COMMISSIONERS

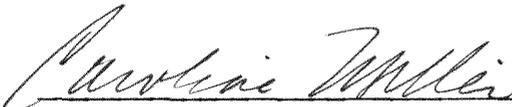
GROUND RULES FOR ROAD NEGOTIATIONS

1. The County will release Portland's first quarter 1988 share of the new state gas tax revenues, under the current formula, on the conditions that Portland will return to the negotiating table and that no further funds from the new state gas tax increases will be released until negotiations are complete.
2. The County must retain adequate resources to address future capital requirements for the network of regional arterials and collectors and the Willamette River Bridges, as identified in the County's C.I.P. The aim is to get a 10 year total, however derived, that will finance the projected unmet needs. The Board agrees to upper and lower limits of \$35 to \$80 million to satisfy the projected 10 year deficit.
3. The County negotiating team will have full authority to negotiate on behalf of the County. However, the County negotiating team will report back to the Board any counter proposals or adjustments that have probable merit.
4. The Board and Board staff
  - . will resist any efforts to lobby or be lobbied,
  - . will avoid making statements to the press on this issue, and
  - . will defer to the County negotiating team members during the period of negotiations.

  
Gladys McCoy  
Chair of the Board

  
Gretchen Kafoury  
Commissioner

  
Pauline Anderson  
Commissioner

  
Caroline Miller  
Commissioner

  
Polly Casterline  
Commissioner

Signed 5-3-88

Thursday, May 3, 1988

The Board of Commissioners of Multnomah County met at the Courthouse at 9:30 A.M. this date.

Present: Commissioner McCoy, Chair; Commissioner Miller; Commissioner Anderson; Commissioner Kafoury; Commissioner Casterline.

The following proceedings were had:

In the Matter of the Decisions of the Planning )  
Commission of April 11, 1988, Cases, CU 6-88; )  
CU 7-88 )

There being no Notice of Review before the Board for the above-entitled matters, and the Board not wanting to review the matters on its own motion, the Chair acknowledged receipt of the decisions.

(See Supplement, Decisions - J. 159 for copy)

There being no further business to come before the Board at this time, the meeting was adjourned until next Thursday morning at 9:30 A.M.

BJ

0382C



# MULTNOMAH COUNTY OREGON

BOARD OF COUNTY COMMISSIONERS  
ROOM 605, COUNTY COURTHOUSE  
1021 S.W. FOURTH AVENUE  
PORTLAND, OREGON 97204

GLADYS McCOY • Chair • 248-3308  
PAULINE ANDERSON • District 1 • 248-5220  
GRETCHEN KAFOURY • District 2 • 248-5219  
CAROLINE MILLER • District 3 • 248-5217  
POLLY CASTERLINE • District 4 • 248-5213  
JANE McGARVIN • Clerk • 248-3277

AGENDA OF  
MEETINGS OF THE MULTNOMAH COUNTY BOARD OF COMMISSIONERS  
FOR THE WEEK OF  
May 2 - 6, 1988

- Tuesday, May 3, 1988 - 9:30 AM - Planning Items & Informal . . Page 2  
Briefing
- Tuesday, May 3, 1988 - 1:30 PM - Informal Meeting . . . . .Page 3
- Thursday, May 5, 1988 - 9:30 AM - Formal. . . . .Page 4
- Thursday, May 5, 1988 - 1:00 PM - Finance Committee Meeting . .Page 6

Tuesday, May 3, 1988 - 9:30 AM

Multnomah County Courthouse - Room 602

PLANNING ITEMS

Decisions of the Planning Commission of April 11, 1988 reported to the Board for acknowledgment by the County Chair:

- Ack
- CU 6-88 Approve, subject to a condition, conditional use request for development of the subject property with a non-resource related single family residence to replace a residence destroyed by fire in 1985, for property at 19600 NW Reeder Road
  - CU 7-88 Approve, subject to conditions, requested conditional use request to allow a convenience grocery store with incidental gasoline sales, for property at 28210 SE Orient Drive

INFORMAL BRIEFING

1. Briefing on the recommendations for improving accounting procedures and controls by Price Waterhouse

Tuesday, May 3, 1988

Room 602 - County Courthouse

INFORMAL MEETING

1. Informal Review of Bids and Requests for Proposals:
  - a) Metal Building Addition - Bridge Maintenance Shops
  - b) Hawthorne Bridge Temporary Repairs 1988
  - c) Court Room/Office Remodel - Donald E. Long Juvenile Home
2. Monthly Library Update - Sarah Long, Head Librarian
3. Presentation - Draft Forest Land Management Plan for Mt. Hood National Forest - U.S. Forestry Department - Time Certain 1:30 PM
4. Informal Review of Formal Meeting Agenda - May 5, 1988

Thursday, May 5, 1988, 9:30 AM  
Multnomah County Courthouse, Room 602  
Formal Agenda

REGULAR AGENDA

DEPARTMENT OF ENVIRONMENTAL SERVICES

- R-1 Orders accepting Deeds for Road Purposes from the State of Oregon Dept. of Transportation:  
a) E. Burnside St./Burnside Road - 97-122  
b) E. Burnside St./Burnside Road - 122-136  
c) E. Burnside St./Burnside Road - 136-160  
d) E. Burnside St./Burnside Road - 160-183  
e) E. Burnside St./Burnside Road - 183-199

(Recess as the Board of Commissioners and reconvene as the West Hills Service District)

- R-2 In the matter of adoption of the West Hills Service District No. 2 Budget

(Recess as the Governing Body of the West Hills Service District and reconvene as the Board of County Commissioners)

DEPARTMENT OF GENERAL SERVICES

- R-3 In the matter of an Amendment to the Agreement to provide administrative support services to Multnomah Cable Regulatory Commission

DEPARTMENT OF HUMAN SERVICES

- R-4 In the matter of ratification of an intergovernmental revenue agreement with State Community Services Department of Energy and Exxon Overcharge whereby MCCA will receive \$126,333 to weatherize approximately 79 dwellings for eligible Mid and East County residents, from April 1, 1988 through March 31, 1989
- R-5 In the matter of Authorizing the Mental Health Program Director to Temporarily Authorize Designees for Program-initiated Peace Officer Holds pending Quarterly Board Authorization
- R-6 Budget Modification DHS #47 making an appropriation transfer within Social Services in the amount of \$1430 from Personal Services to Professional Services, Developmentally Disabled Program to contract Ph.D. Psychological services

DEPARTMENT OF JUSTICE SERVICES

- R-7 Budget Modification DJS #33 making an appropriation transfer in the amount of \$14,007 within Community Corrections from Professional Services to Personal Services to cover expenditures for first quarter FY 87/88 personal services of Project Transition
- R-8 Budget Modification DJS #32 making an appropriation transfer in the amount of \$40.113 within Community Corrections from Temporary Personal Services (\$36,523) and Professional Services (\$9,989) to Permanent Personal Services to Create 2 Corrections Technician positions retroactive to July 1, 1987

BOARD OF COUNTY COMMISSIONERS

- R-9 In the matter of ratification as Board Policy a Resolution in the matter of the Management of County Services approved 4/26/88 as a Budget Note
- R-10 Proclamation declaring May 7, 1988 as Barrier Awareness Day in Multnomah County
- R-11 Resolution protecting the Larch Mountain Old Growth Forest as a Special Interest Parcel with A4 designation

Thursday Meetings of the Multnomah County Board of Commissioners are recorded and can be seen at the following times:  
Thursday, 10:00 PM, Channel 11 for East and West side subscribers  
Friday, 6:00 P.M., Channel 27 for Rogers Multnomah East subscribers  
Saturday 12:00 PM, Channel 21 for East Portland and East County subscribers

-6-

Thursday, May 5, 1988  
Room 602 - County Courthouse

FINANCE COMMITTEE MEETING

1:00 PM

1. Contingency Tap Requests

11/11/88



# MULTNOMAH COUNTY OREGON

DEPARTMENT OF ENVIRONMENTAL SERVICES  
DIVISION OF PLANNING  
AND DEVELOPMENT  
2115 S.E. MORRISON STREET  
PORTLAND, OREGON 97214  
(503) 248-3047

BOARD OF COUNTY COMMISSIONERS  
GLADYS McCOY • CHAIR OF THE BOARD  
PAULINE ANDERSON • DISTRICT 1 COMMISSIONER  
GRETCHEN KAFOURY • DISTRICT 2 COMMISSIONER  
CAROLINE MILLER • DISTRICT 3 COMMISSIONER  
POLLY CASTERLINE • DISTRICT 4 COMMISSIONER

## BOARD OF COUNTY COMMISSIONERS

Tuesday, May 3, 1988

9:30 a.m., Room 602

### A G E N D A

The following Decisions are reported to the Board for acknowledgement by the Presiding Officer:

CU 6-88      Approve, subject to a condition, conditional use request for development of the subject property with a non-resource related single family residence to replace a residence destroyed by fire in 1985, for property at 19600 NW Reeder Road.

CU 7-88      Approve, subject to conditions, requested conditional use request to allow a convenience grocery store with incidental gasoline sales, for property at 28210 SE Orient Drive.

808P

SUPPLEMENT TO  
JOURNAL 160  
PAGE 1



# MULTNOMAH COUNTY OREGON

Department of Environmental Services/Division of Planning and Development/2115 S.E. Morrison St./Portland, Oregon 97214 • 248-5270

DECISION OF THE  
MULTNOMAH COUNTY PLANNING COMMISSION

Meeting of April 11, 1988

IN THE MATTER OF:

CU 6-88, #30 & #38

Conditional Use Request  
(Non-Resource Related Single Family Residence)

Applicant requests conditional use approval to develop this property with a non-resource related single family residence. This residence would replace a dwelling that was destroyed by fire in 1985.

Location: 19600 NW Reeder Road

Legal: Tax Lots '11' and '17', Sections 9 and 16, 1N-1W  
1987 Assessor's Map

Site Size: 1.26 Acres

Size Requested: Same

Property Owner: Orlan Gessford  
30217 SE Shepherd Road, Washougal, WA 98671

Applicant: Same

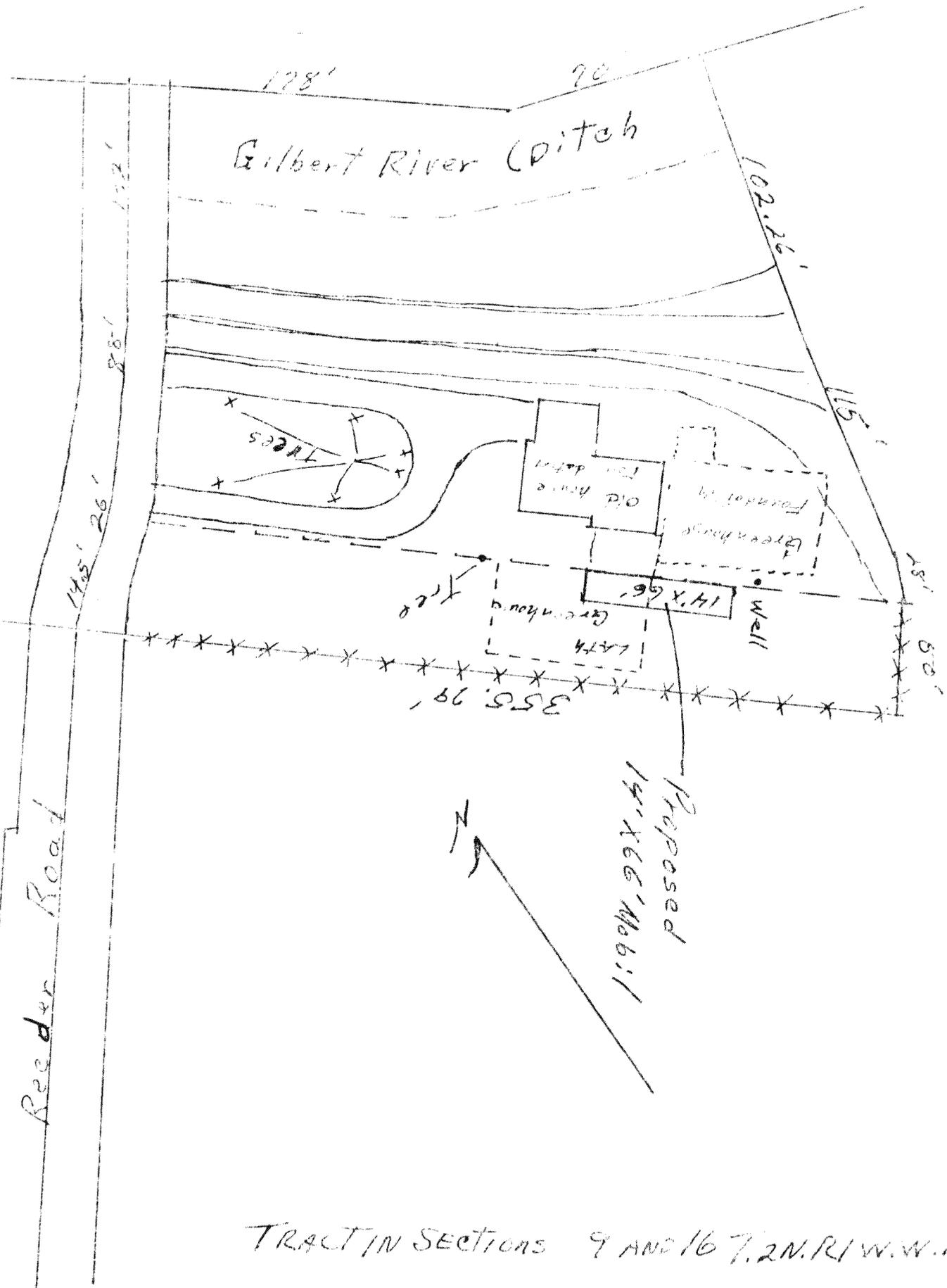
Comprehensive Plan: Rural Residential

Present Zoning: EFU, Exclusive Farm Use District

PLANNING COMMISSION  
DECISION:

Approve, subject to a condition, conditional use request for development of this property with a non-resource related single family residence to replace the dwelling destroyed by fire in 1985, based on the following findings and conclusions.





TRACT IN SECTIONS 9 AND 16 T.2N. R.1W.W.1N

Scale 1" = 60'

Most Easterly corner of Joseph Cline PLC.

Condition of Approval.

Prior to the issuance of development permits, the owner shall record with the Division of Records and Elections a statement that the owner and the successors in interest acknowledge the rights of owners of nearby properties to conduct accepted farming practices.

Findings of Fact:

1. Applicant's Proposal:

The applicant requests Planning Commission approval to develop the above described 1.26 acre Lot of Record with a non-farm related single family dwelling.

2. Ordinance Considerations:

A. Conditional use approval of a non-farm residence in the EFU district requires the applicant to demonstrate that the dwelling on the lot as proposed:

- (1) Is compatible with farm uses described in ORS 215.203 and is consistent with the intent and purposes set forth in ORS 215-.243;
- (2) Does not interfere seriously with accepted farming practices, as defined in ORS 215.203, on adjacent lands devoted to farm use;
- (3) Does not materially alter the stability of the overall land use pattern of the area;
- (4) Is situated upon generally unsuitable land for the production of farm crops and livestock considering the terrain, adverse soil and land conditions, drainage and flooding, vegetation, location and size of the tract;
- (5) Complies with subparts (1), (2), and (3) of MCC .2010(A) if constructed off-site;
- (6) Complies with such other conditions as Planning Commission considers necessary to satisfy the purposes of MCC .2002;
- (7) Construction shall comply with the standards of the Building Code or as prescribed under ORS 445.002 through 446.200, related to mobile homes;
- (8) The dwelling shall be attached to a foundation for which a building permit has been obtained;
- (9) The dwelling shall have a minimum floor area of 600 square feet.

B. ORS 215.203 defines farm use as:

"The current employment of land for the primary purpose of obtaining a profit in money by raising, harvesting and selling crops or by the feeding, breeding, management and sale of, or the produce of, livestock, poultry, fur-bearing animals or honey bees or for dairying and the sale of dairy products or any other agricultural or horticultural use or animal husbandry or any combination thereof. 'Farm Use' includes the preparation and storage of the products raised on such land for men's use and animal use and disposal by marketing or otherwise."

C. The intent and purpose of ORS 215.243 is stated as follows:

- (1) Open land used for agricultural use is an efficient means of conserving natural resources that constitute an important physical, social, aesthetic and economic asset to all of the people of this state whether living in rural, urban or metropolitan areas of the state.
- (2) The preservation of a maximum amount of the limited supply of agricultural land is necessary to the conservation of the state's economic resources, and the preservation of such land in large blocks is necessary in maintaining the agricultural economy of the state and for the assurance of adequate, healthful and nutritious food for the people of the state and nation.
- (3) Expansion of urban development into rural areas is a matter of public concern because of the unnecessary increases in costs of community services, conflicts between farm and urban activities and the loss of open space and natural beauty around urban activities and the loss of open space and natural beauty around urban centers occurring as the result of such expansion.
- (4) Exclusive Farm Use zoning, as provided by law, substantially limits alternatives to the use of rural land and, with the importance of rural lands to the public, justifies incentives and privileges offered to encourage owners of rural lands to hold such lands in exclusive farm use zones.

D. "Accepted farming practices" is defined by ORS 215.203 2.c. as:

"A mode of operation that is common to farms of a similar nature, necessary for the operation of such farms to obtain a profit for money, and customarily utilized in conjunction with farm use."

- E. MCC .2020 provides that the lot size for a Conditional Use in the EFU zone shall be based upon:
- (1) The site size needs of the proposed use;
  - (2) The nature of the proposed use in relation to the impact on nearby properties; and
  - (3) Consideration of the purposes of the district.

3. Site and Vicinity Characteristics:

The subject property is located on Sauvie Island, just southwesterly of the point at which NW Reeder Road crosses the Gilbert River. The property was originally developed for residential purposes in 1950. That residence was destroyed by fire in 1985 and, because of various complications, was not able to be replaced until this year. Since the elapsed time was in excess of the two-year limitation allowed by ordinance for replacement, a conditional use approval is sought.

4. Compliance with Ordinance Criteria:

- A. The proposed use is the same as the use made of the property since 1950, and due to its small size is not suitable for agricultural purposes. The use is compatible with surrounding land uses due to its long history of existence with those uses.
- B. Adjacent land uses include a riding stable and horse boarding facility, various agricultural uses and some rural residential uses.
- C. The lot size is such that it is not practical to farm. It is only 1.26 acres in size, a part of which is included in the Gilbert River. The property is bounded by drainage ditches on two sides. None of the immediately surrounding property is used for agricultural purposes.
- D. The proposed use maintains the overall land use pattern that existed in the area between 1950 and 1985.
- E. The proposed residence would comply with all applicable building codes.

Conclusions:

1. The proposed non-farm residence will be in conformance with the applicable provisions of MCC .2012(B)(3) and MCC .2020.
2. The applicant has carried the burden necessary for the granting of approval for a single-family residence not in conjunction with farm use in an Exclusive Farm Use zoning district.

Signed April 11, 1988

By Richard Leonard, pc  
Richard Leonard, Vice-Chairman

April 21, 1988

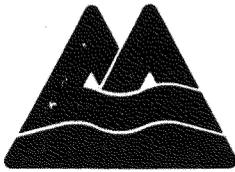
Filed with the Clerk of the Board

Appeal to the Board of County Commissioners

Any person who appears and testifies at the Planning Commission hearing, or who submits written testimony in accord with the requirements on the prior Notice, and objects to their recommended decision, may file a Notice of Review with the Planning Director on or before 4:00 p.m. on Monday, May 2, 1988 on the required Notice of Review Form which is available at the Planning and Development Office at 2115 SE Morrison Street.

The Decision in this item will be reported to the Board of County Commissioners for review at 9:30 a.m. on Tuesday, May 3, 1988 in Room 602 of the Multnomah County Courthouse. For further information call the Multnomah County Division of Planning and Development at 248-5270.

0844P



# MULTNOMAH COUNTY OREGON

Department of Environmental Services/Division of Planning and Development/2115 S.E. Morrison St./Portland, Oregon 97214 • 248-5270

DECISION OF THE  
MULTNOMAH COUNTY PLANNING COMMISSION

Meeting of April 11, 1988

IN THE MATTER OF:

CU 7-88, #703

Conditional Use Request  
(Convenience Store Plus Incidental Gasoline Sales)

Applicant requests conditional use approval to develop this property with a convenience grocery and incidental gasoline sales as rural service commercial uses in the rural center district.

Location: 28210 SE Orient Drive

Legal: Tax Lot '192', Section 19, 1S-4E  
1987 Assessor's Map

Site Size: .95 Acre

Size Requested: Same

Property Owner: Harold/Irma Milne  
28300 SE Orient Drive, Gresham, 97030

Applicant: RCM Construction Company  
8401 NE Halsey Street, 97220

Comprehensive Plan: Rural Center

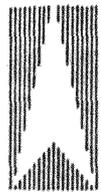
Present Zoning: RC, Rural Center District  
Minimum lot size of one acre

PLANNING COMMISSION

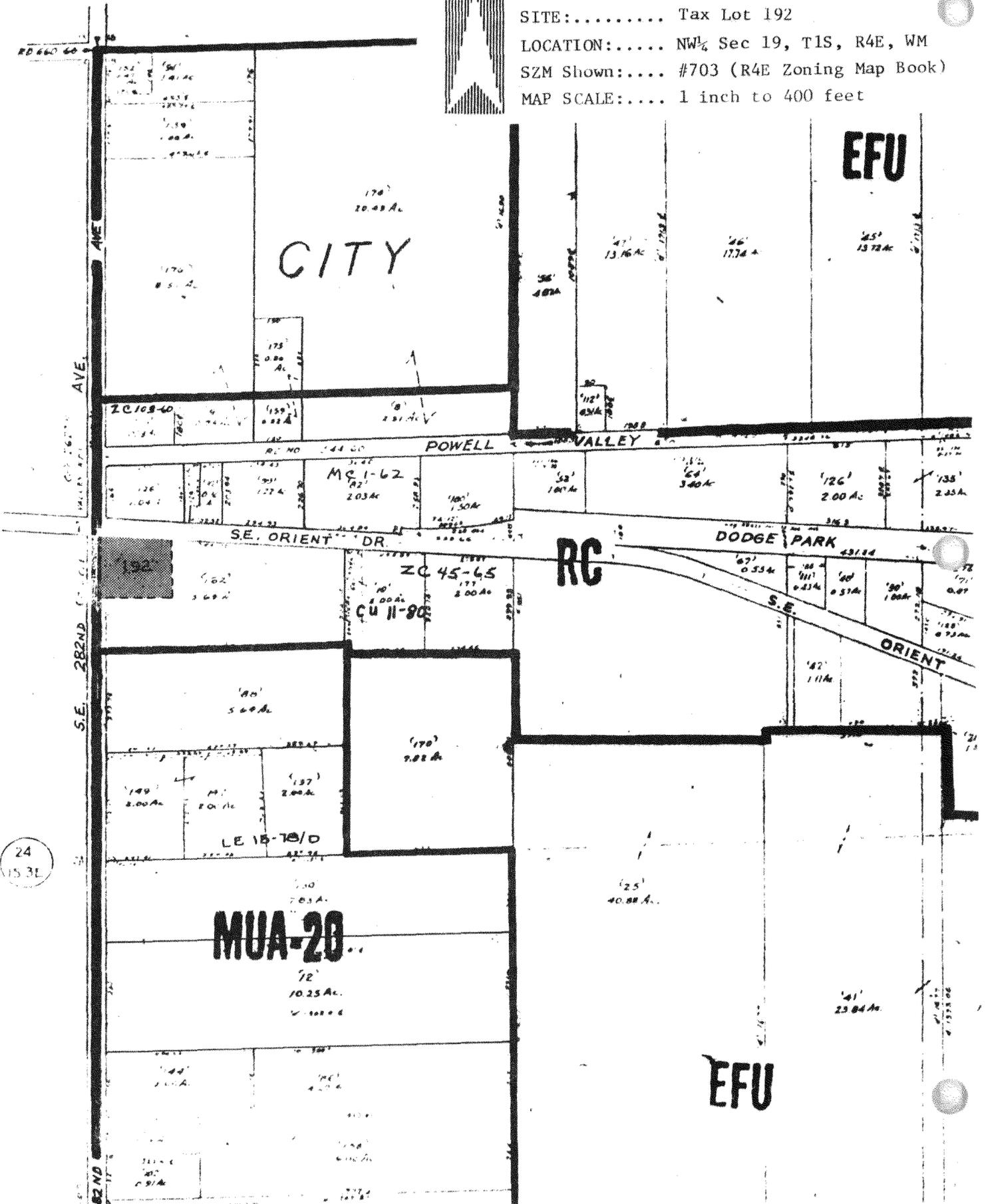
DECISION:

Approve, subject to conditions, requested conditional use request to allow a convenience grocery store with incidental gasoline sales, based on the following Findings and Conclusions.

north

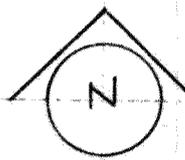
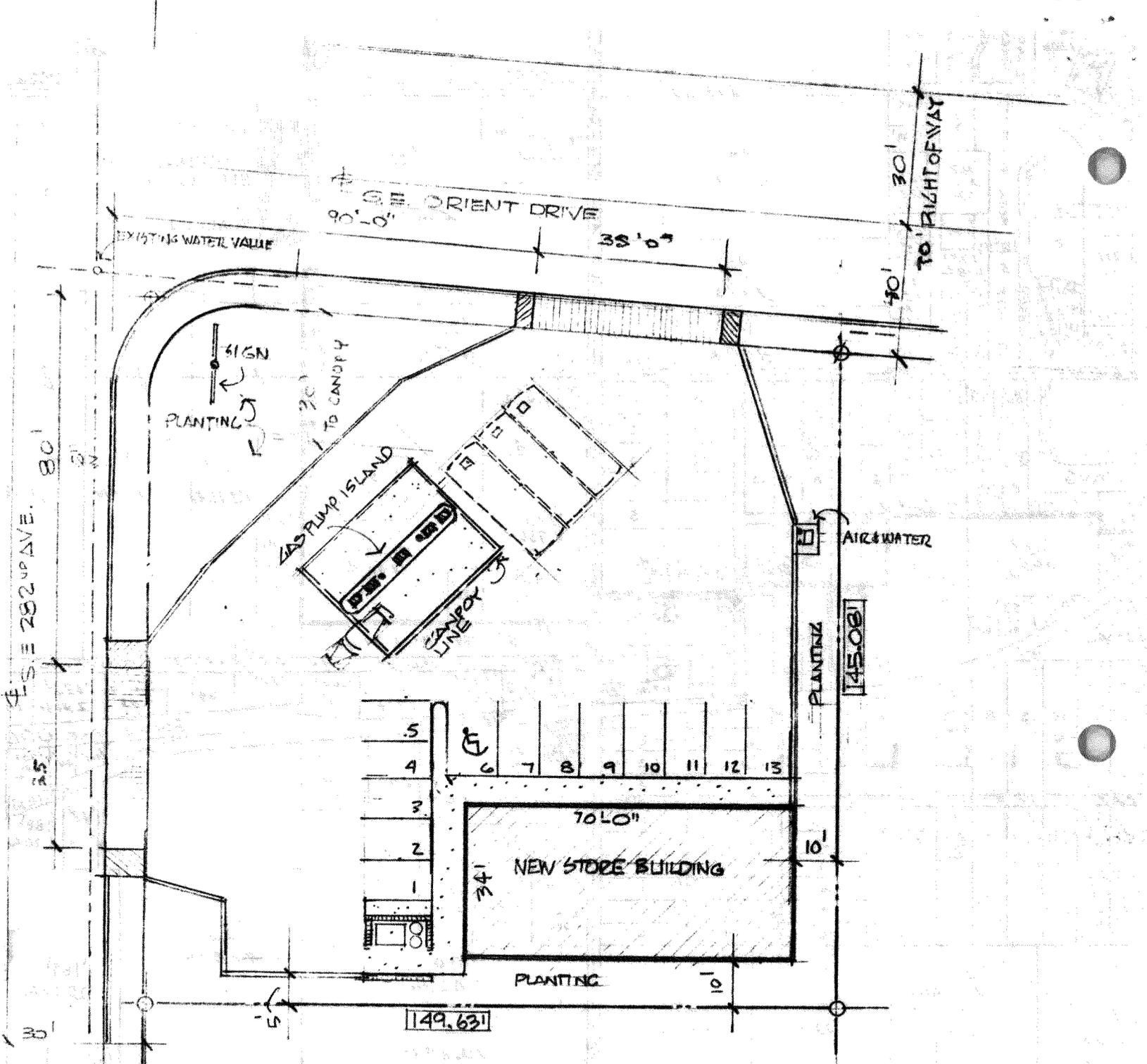


CASE:..... CU 07-88  
SITE:..... Tax Lot 192  
LOCATION:..... NW 1/4 Sec 19, T1S, R4E, WM  
SZM Shown:..... #703 (R4E Zoning Map Book)  
MAP SCALE:..... 1 inch to 400 feet



24  
15 3L





**SITE PLAN**  
SCALE 1" = 30'-0"

PORTION OF T.L. 164  
NW 1/4 SEC 19 T15, R4E WM  
MULTNOMAH COUNTY ORE.

CU 7-88

STORE BUILDING JACKPOT FOOD MART

Conditions of Approval.

1. Meet the following Engineering Section requirements:
  - A. Dedicate a ten-foot wide strip along the north and west property lines for the future widening of SE Orient Drive and SE 282nd Avenue.
  - B. Postpone needed improvements within the dedicated public rights-of-way of SE Orient Drive and SE 282nd Avenue (such as additional paving) to the future through deed restrictions. The restrictions will be drawn up by Engineering Services after they receive the partition map of LD 4-85 from the Land Development Section.
2. Meet design review requirements. For more information, contact Mark Hess at 248-3047.

Findings of Fact.

1. Applicant's Proposal.

The applicant requests approval of a conditional use permit to allow the construction of a 34' x 70' convenience market with incidental gasoline sales on this site.

The principal retail use of the site will be as a convenience market to serve the surrounding area.

Gasoline sales will be provided as a service for the customers of the store, but other traditional services of a full service station will not be provided. There will be no car repair, and no tire or battery sales or servicing.

2. History.

The Multnomah County Planning Commission acted to approve a convenience market and other retail uses on this site in 1985 under CU 7-85. Another applicant proposed and was granted the right to construct a 4,300-square foot building on the site, together with 12 parking spaces.

The 1985 application did not include a request for incidental gasoline sales, therefore, a new application is being made to include incidental gasoline sales and update the convenience market request.

### 3. Site and Vicinity Information.

The requested property is at the southeast corner of SE Orient Drive and SE 282nd Avenue. Both roads are 60 feet in width and are listed as rural collectors by Multnomah County. The proposed development will occupy a one-acre corner of a larger 5.7-acre parcel. The lot division was approved under LD 4-85. The site is generally level, vacant and does not have any trees.

The site is located in the rural center of Orient as designated on the Comprehensive Plan. This center is intended to provide goods, services and employment to the surrounding rural area. North of the proposed site, on the northeast corner of the intersection, is a heavy equipment sales business. East of this use and across from the proposed site is an auto wrecking business. Northwest of the site, on the northwest corner, is a restaurant. Directly west of the site is a single family residence. South of the site are two to 40-acre lots that are zoned for agricultural purposes under MUA-20, multiple use agriculture and EFU, exclusive farm use. The site is 300 feet south of the city limits of Gresham.

The nearest convenience market facility is 1.8 miles west of this proposed location. A small country-type store with limited stock is located about one mile east of the site. There are no commercial stores located within five miles of the site, north or south on SE 282nd Avenue.

### 4. Zoning Ordinance Considerations.

- A. The RC, rural center, zone (MCC 11.15.2252.B) allows as a conditional use:

"Limited rural service uses such as local stores, shops, offices, repair shops --- tourist commercial uses such as restaurants, taverns, gasoline stations, motels, guest ranches and similar uses".

- B. MCC 11.15.7120 states that:

"In approving a conditional use listed in this Section, the approval authority shall find that the proposal:

- a. Is consistent with the character of the area;
- b. Will not adversely affect natural resources;
- c. Will not conflict with farm or forest uses in the area;
- d. Will not require public services other than those existing or programmed for the area;
- e. Will be located outside a big game winter habitat area as defined by the Oregon Department of Fish and Wildlife or that agency has certified that the impacts will be acceptable;
- f. Will not create hazardous conditions; and
- g. Will satisfy the applicable policies of the Comprehensive Plan.

5. Compliance with Ordinance Criteria:

A. Character of the Area.

The proposed convenience market with incidental gasoline sales would be compatible with the character of the area. As previously noted, there are three businesses on adjacent corners of this intersection, a heavy machinery sales dealer, an auto wrecking yard and a restaurant. The addition of a convenience market with incidental gasoline sales will actually be more responsive to the purposes of the rural center zone than the existing uses in the area by providing limited services to the people in the immediate area.

The proposed use will be more visually attractive than the two heavy uses at the intersection which both have outside storage visible from SE Orient Drive.

B. Natural Resources.

The proposed use will not have an adverse impact on natural resources because there are no significant natural resources on the site.

C. Farm or Forest Uses.

A portion of the requested property has been used in the past as a dump to fill a low area, making it impossible to use the site for farm or forest uses. In addition, the site is surrounded by businesses or small residential properties. There are no farm or forest uses in the immediate vicinity.

D. Public Services.

The Lusted Water District supplies water in the area and they have indicated they can service the proposed use.

A land feasibility study has been conducted and the County Sanitarian has indicated that sewage disposal can be accomplished on-site. Telephone service is provided by General Telephone. Tri-Met bus service (Route No. 40 is available along SE Orient Drive. Fire protection is provided by the Portland Fire Bureau. The Multnomah County Sheriff provides police protection.

E. Big Game Winter Habitat Area.

The site is not located within a big game winter habitat as defined by the Oregon Department of Fish and Wildlife.

F. Hazardous Conditions.

Review of the proposed site plan by the Multnomah County Engineer's Office indicates that proposed access drives will not create traffic problems. The low customer count, approximately ten customer visits per hour, can easily be accommodated by the design capacity of both SE 282nd Avenue and SE Orient Drive.

G. Applicable County Framework Plan Policies.

- a. The proposal complies with Plan Policy No. 7, Rural Center Land Area. The convenience grocery store will provide frequently purchased goods that are needed by the residents of the nearby rural area. There is no other convenience grocery store in the immediate vicinity. The nearest such use is located 1.6 miles to the west on SE Orient Drive.
- b. The proposal conforms to Plan Policies No. 13 (Air and Water Quality and Noise Level), No. 14 (Development Limitations) and No. 16 (Natural Resources).
  - (1). The site is located with an existing commercial area near two major rural roads. The store will be a neighborhood facility and will not attract customers from outside the area. Therefore, noise levels and air quality will not be appreciably affected.
  - (2). The County Sanitarian has indicated that an on-site sewage disposal system can be approved pending the results of a Land Feability Study.
  - (3). The site is level and outside of any ten-year floodplain. There are no development limitations.
- c. The proposal conforms to Plan Policies No. 19 (Design) and No. 27 (Commercial Location).
  - (1). The project will have significantly more landscaping than the existing commercial uses in the area. A landscaped area will abut SE Orient Drive and SE 282nd Avenue. Currently the site is covered with coarse fill (concrete and earth). Condition No. 2 requests that all applicable design review requirements be satisfied.
  - (2). Policy No. 27 (Commercial Location) classifies the project relative to scale as a "local isolated" commercial use (less than 10,000 square feet of floor area). The locational standards for this type of commercial development are met. The site has access to two collector streets. The average slope of the site is less than ten percent. As indicated in Finding 3.C(6), both roads have traffic counts well below their carrying capacity. Also, the proposed access locations are far enough away from the intersection so as not to create traffic problems.

- d. The proposal conforms to Plan Policies No. 36 (Transportation System Development Requirements), No. 37 (Utilities) and No. 38 (Facilities).
- (1). Condition No. 1 requires the owner to dedicate land from the subject property for the future widening of SE Orient Drive and SE 282nd Avenue. Also, he is required to improve both rights-of-way along the property frontage when it is authorized by the County Engineer.
- (2). All needed utilities and facilities are already available in the area or, as in the case of a sewage system, can be provided on-site.

Conclusions.

1. Finding No. 5 indicates that the proposal conforms to the Conditional Use Approval Criteria of the Multnomah County Zoning Code.
2. The applicant has carried the burden necessary for granting approval for a convenience market with accessory gasoline sales in the Rural Center district.

Signed April 11, 1988

By Richard Leonard, Jr.  
Richard Leonard, Vice-Chairman

April 21, 1988

Date Filed with the Clerk of the Board

Appeal to the Board of County Commissioners

Any person who appears and testifies at the Planning Commission hearing, or who submitted written testimony in accord with the requirements on the prior Notice and objects to their recommended Decision, may file a Notice of Review and pay the required filing fee with the Planning Director on or before 4:30 p.m., Monday, May 2, 1988 on the required Notice of Review Form which is available at the Planning and Development Office at 2115 SE Morrison Street.

The Decision for this item will be reported to the Board of County Commissioners for review at 9:30 a.m. on Tuesday, May 3, 1988 in Room 602 of the Multnomah County Courthouse. For further information, call the Multnomah County Division of Planning and Development at 248-5270.

0845P

Decision  
April 11, 1988

6 of 6

CU 7-88  
End



# MULTNOMAH COUNTY OREGON

DEPARTMENT OF ENVIRONMENTAL SERVICES  
DIVISION OF PLANNING  
AND DEVELOPMENT  
2115 S.E. MORRISON STREET  
PORTLAND, OREGON 97214  
(503) 248-3047

BOARD OF COUNTY COMMISSIONERS  
GLADYS McCOY • CHAIR OF THE BOARD  
PAULINE ANDERSON • DISTRICT 1 COMMISSIONER  
GRETCHEN KAFOURY • DISTRICT 2 COMMISSIONER  
CAROLINE MILLER • DISTRICT 3 COMMISSIONER  
POLLY CASTERLINE • DISTRICT 4 COMMISSIONER

## BOARD OF COUNTY COMMISSIONERS

Tuesday, May 3, 1988

9:30 a.m., Room 602

160P  
1988 APR 23 AM 11:04  
BOARD OF COUNTY COMMISSIONERS  
MULTNOMAH COUNTY  
OREGON

## A G E N D A

The following Decisions are reported to the Board for acknowledgement by the Presiding Officer:

CU 6-88      Approve, subject to a condition, conditional use request for development of the subject property with a non-resource related single family residence to replace a residence destroyed by fire in 1985, for property at 19600 NW Reeder Road.

CU 7-88      Approve, subject to conditions, requested conditional use request to allow a convenience grocery store with incidental gasoline sales, for property at 28210 SE Orient Drive.

808P

SUPPLEMENT TO  
JOURNAL 160  
PAGE 1



# MULTNOMAH COUNTY OREGON

Department of Environmental Services/Division of Planning and Development/2115 S.E. Morrison St./Portland, Oregon 97214 • 248-5270

DECISION OF THE  
MULTNOMAH COUNTY PLANNING COMMISSION

Meeting of April 11, 1988

IN THE MATTER OF:

CU 6-88, #30 & #38

Conditional Use Request  
(Non-Resource Related Single Family Residence)

Applicant requests conditional use approval to develop this property with a non-resource related single family residence. This residence would replace a dwelling that was destroyed by fire in 1985.

Location: 19600 NW Reeder Road

Legal: Tax Lots '11' and '17', Sections 9 and 16, 1N-1W  
1987 Assessor's Map

Site Size: 1.26 Acres

Size Requested: Same

Property Owner: Orlan Gessford  
30217 SE Shepherd Road, Washougal, WA 98671

Applicant: Same

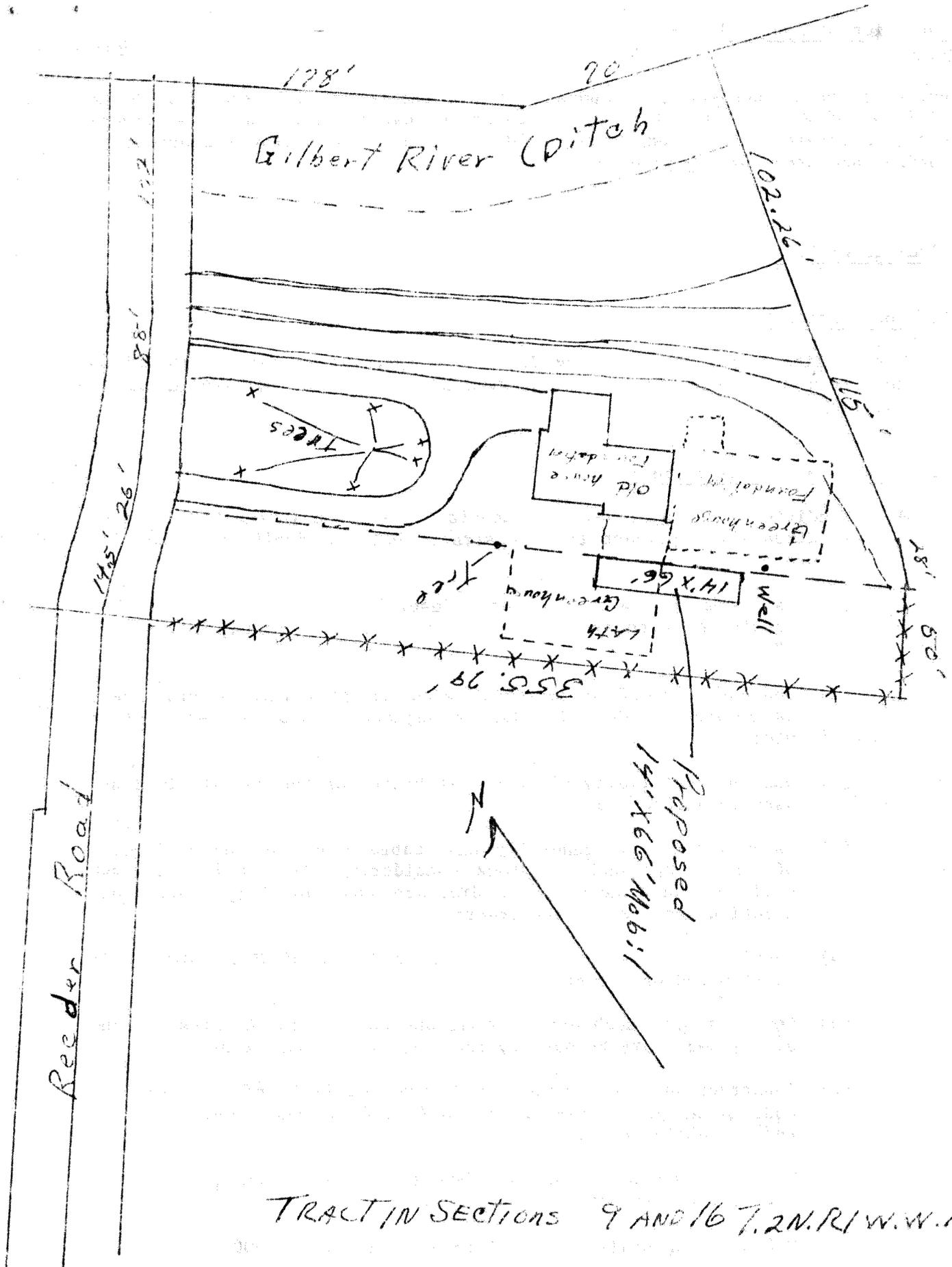
Comprehensive Plan: Rural Residential

Present Zoning: EFU, Exclusive Farm Use District

PLANNING COMMISSION  
DECISION:

Approve, subject to a condition, conditional use request for development of this property with a non-resource related single family residence to replace the dwelling destroyed by fire in 1985, based on the following findings and conclusions.





TRACT IN SECTIONS 9 AND 16 T. 2N. R. 1W. W. 1/4

Scale 1" = 60'

Most Easterly corner of Joseph Cline DLC.

Condition of Approval.

Prior to the issuance of development permits, the owner shall record with the Division of Records and Elections a statement that the owner and the successors in interest acknowledge the rights of owners of nearby properties to conduct accepted farming practices.

Findings of Fact:

1. Applicant's Proposal:

The applicant requests Planning Commission approval to develop the above described 1.26 acre Lot of Record with a non-farm related single family dwelling.

2. Ordinance Considerations:

A. Conditional use approval of a non-farm residence in the EFU district requires the applicant to demonstrate that the dwelling on the lot as proposed:

- (1) Is compatible with farm uses described in ORS 215.203 and is consistent with the intent and purposes set forth in ORS 215-.243;
- (2) Does not interfere seriously with accepted farming practices, as defined in ORS 215.203, on adjacent lands devoted to farm use;
- (3) Does not materially alter the stability of the overall land use pattern of the area;
- (4) Is situated upon generally unsuitable land for the production of farm crops and livestock considering the terrain, adverse soil and land conditions, drainage and flooding, vegetation, location and size of the tract;
- (5) Complies with subparts (1), (2), and (3) of MCC .2010(A) if constructed off-site;
- (6) Complies with such other conditions as Planning Commission considers necessary to satisfy the purposes of MCC .2002;
- (7) Construction shall comply with the standards of the Building Code or as prescribed under ORS 445.002 through 446.200, related to mobile homes;
- (8) The dwelling shall be attached to a foundation for which a building permit has been obtained;
- (9) The dwelling shall have a minimum floor area of 600 square feet.

B. ORS 215.203 defines farm use as:

"The current employment of land for the primary purpose of obtaining a profit in money by raising, harvesting and selling crops or by the feeding, breeding, management and sale of, or the produce of, livestock, poultry, fur-bearing animals or honey bees or for dairying and the sale of dairy products or any other agricultural or horticultural use or animal husbandry or any combination thereof. 'Farm Use' includes the preparation and storage of the products raised on such land for men's use and animal use and disposal by marketing or otherwise."

C. The intent and purpose of ORS 215.243 is stated as follows:

- (1) Open land used for agricultural use is an efficient means of conserving natural resources that constitute an important physical, social, aesthetic and economic asset to all of the people of this state whether living in rural, urban or metropolitan areas of the state.
- (2) The preservation of a maximum amount of the limited supply of agricultural land is necessary to the conservation of the state's economic resources, and the preservation of such land in large blocks is necessary in maintaining the agricultural economy of the state and for the assurance of adequate, healthful and nutritious food for the people of the state and nation.
- (3) Expansion of urban development into rural areas is a matter of public concern because of the unnecessary increases in costs of community services, conflicts between farm and urban activities and the loss of open space and natural beauty around urban activities and the loss of open space and natural beauty around urban centers occurring as the result of such expansion.
- (4) Exclusive Farm Use zoning, as provided by law, substantially limits alternatives to the use of rural land and, with the importance of rural lands to the public, justifies incentives and privileges offered to encourage owners of rural lands to hold such lands in exclusive farm use zones.

D. "Accepted farming practices" is defined by ORS 215.203 2.c. as:

"A mode of operation that is common to farms of a similar nature, necessary for the operation of such farms to obtain a profit for money, and customarily utilized in conjunction with farm use."

- E. MCC .2020 provides that the lot size for a Conditional Use in the EFU zone shall be based upon:
- (1) The site size needs of the proposed use;
  - (2) The nature of the proposed use in relation to the impact on nearby properties; and
  - (3) Consideration of the purposes of the district.

3. Site and Vicinity Characteristics:

The subject property is located on Sauvie Island, just southwesterly of the point at which NW Reeder Road crosses the Gilbert River. The property was originally developed for residential purposes in 1950. That residence was destroyed by fire in 1985 and, because of various complications, was not able to be replaced until this year. Since the elapsed time was in excess of the two-year limitation allowed by ordinance for replacement, a conditional use approval is sought.

4. Compliance with Ordinance Criteria:

- A. The proposed use is the same as the use made of the property since 1950, and due to its small size is not suitable for agricultural purposes. The use is compatible with surrounding land uses due to its long history of existence with those uses.
- B. Adjacent land uses include a riding stable and horse boarding facility, various agricultural uses and some rural residential uses.
- C. The lot size is such that it is not practical to farm. It is only 1.26 acres in size, a part of which is included in the Gilbert River. The property is bounded by drainage ditches on two sides. None of the immediately surrounding property is used for agricultural purposes.
- D. The proposed use maintains the overall land use pattern that existed in the area between 1950 and 1985.
- E. The proposed residence would comply with all applicable building codes.

Conclusions:

1. The proposed non-farm residence will be in conformance with the applicable provisions of MCC .2012(B)(3) and MCC .2020.
2. The applicant has carried the burden necessary for the granting of approval for a single-family residence not in conjunction with farm use in an Exclusive Farm Use zoning district.

Signed April 11, 1988

By Richard Leonard, pc  
Richard Leonard, Vice-Chairman

April 21, 1988

Filed with the Clerk of the Board

Appeal to the Board of County Commissioners

Any person who appears and testifies at the Planning Commission hearing, or who submits written testimony in accord with the requirements on the prior Notice, and objects to their recommended decision, may file a Notice of Review with the Planning Director on or before 4:00 p.m. on Monday, May 2, 1988 on the required Notice of Review Form which is available at the Planning and Development Office at 2115 SE Morrison Street.

The Decision in this item will be reported to the Board of County Commissioners for review at 9:30 a.m. on Tuesday, May 3, 1988 in Room 602 of the Multnomah County Courthouse. For further information call the Multnomah County Division of Planning and Development at 248-5270.

0844P



# MULTNOMAH COUNTY OREGON

Department of Environmental Services/Division of Planning and Development/2115 S.E. Morrison St./Portland, Oregon 97214 • 248-5270

DECISION OF THE  
MULTNOMAH COUNTY PLANNING COMMISSION

Meeting of April 11, 1988

IN THE MATTER OF:

CU 7-88, #703

Conditional Use Request  
(Convenience Store Plus Incidental Gasoline Sales)

Applicant requests conditional use approval to develop this property with a convenience grocery and incidental gasoline sales as rural service commercial uses in the rural center district.

Location: 28210 SE Orient Drive

Legal: Tax Lot '192', Section 19, 1S-4E  
1987 Assessor's Map

Site Size: .95 Acre

Size Requested: Same

Property Owner: Harold/Irma Milne  
28300 SE Orient Drive, Gresham, 97030

Applicant: RCM Construction Company  
8401 NE Halsey Street, 97220

Comprehensive Plan: Rural Center

Present Zoning: RC, Rural Center District  
Minimum lot size of one acre

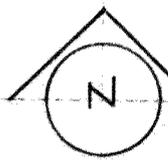
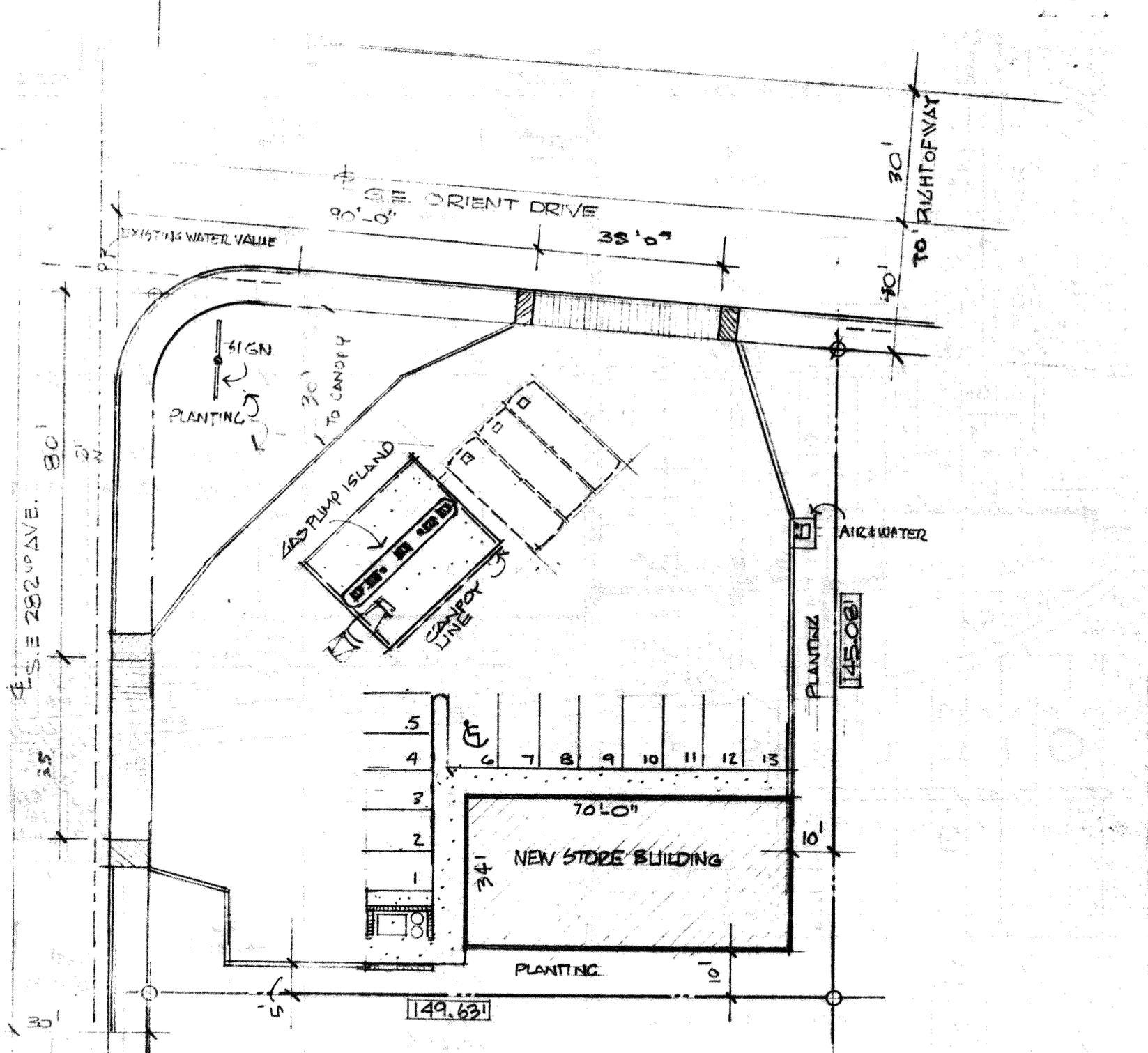
PLANNING COMMISSION

DECISION:

Approve, subject to conditions, requested conditional use request to allow a convenience grocery store with incidental gasoline sales, based on the following Findings and Conclusions.







**SITE PLAN**  
SCALE 1" = 30'-0"

PORTION OF T.L. 164  
NW 1/4 SEC 19 T15, R4E WM  
MULTNOMAH COUNTY ORE.

CU 7-88

STORE BUILDING JACKPOT FOOD MART

Conditions of Approval.

1. Meet the following Engineering Section requirements:
  - A. Dedicate a ten-foot wide strip along the north and west property lines for the future widening of SE Orient Drive and SE 282nd Avenue.
  - B. Postpone needed improvements within the dedicated public rights-of-way of SE Orient Drive and SE 282nd Avenue (such as additional paving) to the future through deed restrictions. The restrictions will be drawn up by Engineering Services after they receive the partition map of LD 4-85 from the Land Development Section.
2. Meet design review requirements. For more information, contact Mark Hess at 248-3047.

Findings of Fact.

1. Applicant's Proposal.

The applicant requests approval of a conditional use permit to allow the construction of a 34' x 70' convenience market with incidental gasoline sales on this site.

The principal retail use of the site will be as a convenience market to serve the surrounding area.

Gasoline sales will be provided as a service for the customers of the store, but other traditional services of a full service station will not be provided. There will be no car repair, and no tire or battery sales or servicing.

2. History.

The Multnomah County Planning Commission acted to approve a convenience market and other retail uses on this site in 1985 under CU 7-85. Another applicant proposed and was granted the right to construct a 4,300-square foot building on the site, together with 12 parking spaces.

The 1985 application did not include a request for incidental gasoline sales, therefore, a new application is being made to include incidental gasoline sales and update the convenience market request.

### 3. Site and Vicinity Information.

The requested property is at the southeast corner of SE Orient Drive and SE 282nd Avenue. Both roads are 60 feet in width and are listed as rural collectors by Multnomah County. The proposed development will occupy a one-acre corner of a larger 5.7-acre parcel. The lot division was approved under LD 4-85. The site is generally level, vacant and does not have any trees.

The site is located in the rural center of Orient as designated on the Comprehensive Plan. This center is intended to provide goods, services and employment to the surrounding rural area. North of the proposed site, on the northeast corner of the intersection, is a heavy equipment sales business. East of this use and across from the proposed site is an auto wrecking business. Northwest of the site, on the northwest corner, is a restaurant. Directly west of the site is a single family residence. South of the site are two to 40-acre lots that are zoned for agricultural purposes under MUA-20, multiple use agriculture and EFU, exclusive farm use. The site is 300 feet south of the city limits of Gresham.

The nearest convenience market facility is 1.8 miles west of this proposed location. A small country-type store with limited stock is located about one mile east of the site. There are no commercial stores located within five miles of the site, north or south on SE 282nd Avenue.

### 4. Zoning Ordinance Considerations.

A. The RC, rural center, zone (MCC 11.15.2252.B) allows as a conditional use:

"Limited rural service uses such as local stores, shops, offices, repair shops --- tourist commercial uses such as restaurants, taverns, gasoline stations, motels, guest ranches and similar uses".

B. MCC 11.15.7120 states that:

"In approving a conditional use listed in this Section, the approval authority shall find that the proposal:

- a. Is consistent with the character of the area;
- b. Will not adversely affect natural resources;
- c. Will not conflict with farm or forest uses in the area;
- d. Will not require public services other than those existing or programmed for the area;
- e. Will be located outside a big game winter habitat area as defined by the Oregon Department of Fish and Wildlife or that agency has certified that the impacts will be acceptable;
- f. Will not create hazardous conditions; and
- g. Will satisfy the applicable policies of the Comprehensive Plan.

5. Compliance with Ordinance Criteria:

A. Character of the Area.

The proposed convenience market with incidental gasoline sales would be compatible with the character of the area. As previously noted, there are three businesses on adjacent corners of this intersection, a heavy machinery sales dealer, an auto wrecking yard and a restaurant. The addition of a convenience market with incidental gasoline sales will actually be more responsive to the purposes of the rural center zone than the existing uses in the area by providing limited services to the people in the immediate area.

The proposed use will be more visually attractive than the two heavy uses at the intersection which both have outside storage visible from SE Orient Drive.

B. Natural Resources.

The proposed use will not have an adverse impact on natural resources because there are no significant natural resources on the site.

C. Farm or Forest Uses.

A portion of the requested property has been used in the past as a dump to fill a low area, making it impossible to use the site for farm or forest uses. In addition, the site is surrounded by businesses or small residential properties. There are no farm or forest uses in the immediate vicinity.

D. Public Services.

The Lusted Water District supplies water in the area and they have indicated they can service the proposed use.

A land feasibility study has been conducted and the County Sanitarian has indicated that sewage disposal can be accomplished on-site. Telephone service is provided by General Telephone. Tri-Met bus service (Route No. 40 is available along SE Orient Drive. Fire protection is provided by the Portland Fire Bureau. The Multnomah County Sheriff provides police protection.

E. Big Game Winter Habitat Area.

The site is not located within a big game winter habitat as defined by the Oregon Department of Fish and Wildlife.

F. Hazardous Conditions.

Review of the proposed site plan by the Multnomah County Engineer's Office indicates that proposed access drives will not create traffic problems. The low customer count, approximately ten customer visits per hour, can easily be accommodated by the design capacity of both SE 282nd Avenue and SE Orient Drive.

G. Applicable County Framework Plan Policies.

- a. The proposal complies with Plan Policy No. 7, Rural Center Land Area. The convenience grocery store will provide frequently purchased goods that are needed by the residents of the nearby rural area. There is no other convenience grocery store in the immediate vicinity. The nearest such use is located 1.6 miles to the west on SE Orient Drive.
- b. The proposal conforms to Plan Policies No. 13 (Air and Water Quality and Noise Level), No. 14 (Development Limitations) and No. 16 (Natural Resources).
  - (1). The site is located with an existing commercial area near two major rural roads. The store will be a neighborhood facility and will not attract customers from outside the area. Therefore, noise levels and air quality will not be appreciably affected.
  - (2). The County Sanitarian has indicated that an on-site sewage disposal system can be approved pending the results of a Land Feability Study.
  - (3). The site is level and outside of any ten-year floodplain. There are no development limitations.
- c. The proposal conforms to Plan Policies No. 19 (Design) and No. 27 (Commercial Location).
  - (1). The project will have significantly more landscaping than the existing commercial uses in the area. A landscaped area will abut SE Orient Drive and SE 282nd Avenue. Currently the site is covered with coarse fill (concrete and earth). Condition No. 2 requests that all applicable design review requirements be satisfied.
  - (2). Policy No. 27 (Commercial Location) classifies the project relative to scale as a "local isolated" commercial use (less than 10,000 square feet of floor area). The locational standards for this type of commercial development are met. The site has access to two collector streets. The average slope of the site is less than ten percent. As indicated in Finding 3.C(6), both roads have traffic counts well below their carrying capacity. Also, the proposed access locations are far enough away from the intersection so as not to create traffic problems.

- d. The proposal conforms to Plan Policies No. 36 (Transportation System Development Requirements), No. 37 (Utilities) and No. 38 (Facilities).
- (1). Condition No. 1 requires the owner to dedicate land from the subject property for the future widening of SE Orient Drive and SE 282nd Avenue. Also, he is required to improve both rights-of-way along the property frontage when it is authorized by the County Engineer.
- (2). All needed utilities and facilities are already available in the area or, as in the case of a sewage system, can be provided on-site.

Conclusions.

1. Finding No. 5 indicates that the proposal conforms to the Conditional Use Approval Criteria of the Multnomah County Zoning Code.
2. The applicant has carried the burden necessary for granting approval for a convenience market with accessory gasoline sales in the Rural Center district.

Signed April 11, 1988

By Richard Leonard, Jr.  
Richard Leonard, Vice-Chairman

April 21, 1988

Date Filed with the Clerk of the Board

Appeal to the Board of County Commissioners

Any person who appears and testifies at the Planning Commission hearing, or who submitted written testimony in accord with the requirements on the prior Notice and objects to their recommended Decision, may file a Notice of Review and pay the required filing fee with the Planning Director on or before 4:30 p.m., Monday, May 2, 1988 on the required Notice of Review Form which is available at the Planning and Development Office at 2115 SE Morrison Street.

The Decision for this item will be reported to the Board of County Commissioners for review at 9:30 a.m. on Tuesday, May 3, 1988 in Room 602 of the Multnomah County Courthouse. For further information, call the Multnomah County Division of Planning and Development at 248-5270.

0845P

Decision  
April 11, 1988

6 of 6

CU 7-88  
End



MULTNOMAH COUNTY OREGON

J-160  
1

BOARD OF COUNTY COMMISSIONERS  
ROOM 605, COUNTY COURTHOUSE  
1021 S.W. FOURTH AVENUE  
PORTLAND, OREGON 97204

GLADYS McCOY • Chair • 248-3308  
PAULINE ANDERSON • District 1 • 248-5220  
GRETCHEN KAFOURY • District 2 • 248-5219  
CAROLINE MILLER • District 3 • 248-5217  
POLLY CASTERLINE • District 4 • 248-5213  
JANE McGARVIN • Clerk • 248-3277

May 3, 1988

Lornal Stickel, Planning & Development Director  
3115 SE Morrison  
Portland, OR

Dear Ms. Stickel:

Be it remembered, that at a meeting of the Board of  
County Commissioners, held May 3, 1988 the following action was taken:

In The Matter of the Decisions of the Planning )  
Commission of April 11, 1988, Cases, CU 6-88; )  
CU7-88 )

There being no Notice of Review before the Board for the  
above-entitled matters, and the Board not wanting to review the  
matters on its own motion, the Chair acknowledged receipt of the  
decisions.

Yours very truly,

Barbara E. Jones  
Assistant Clerk of the Board

BJ  
cc: Assessment & Taxation  
Engineering

DATE SUBMITTED \_\_\_\_\_

(For Clerk's Use)

Meeting Date \_\_\_\_\_

Agenda No. \_\_\_\_\_

REQUEST FOR PLACEMENT ON THE AGENDA

Subject: Responses to FY 1986-87 audit findings by Price Waterhouse

Informal Only\* May 3, 1988  
(Date)

Formal Only \_\_\_\_\_  
(Date)

DEPARTMENT DGS

DIVISION Finance

CONTACT Martin Marglowski

TELEPHONE 248-2300

\*NAME(S) OF PERSON MAKING PRESENTATION TO BOARD Martin Marglowski

BRIEF SUMMARY Should include other alternatives explored, if applicable, and clear statement of rationale for the action requested.

Briefing on the recommendations for improving accounting procedures and controls by Price Waterhouse.

(IF ADDITIONAL SPACE IS NEEDED, PLEASE USE REVERSE SIDE)

ACTION REQUESTED:

INFORMATION ONLY     PRELIMINARY APPROVAL     POLICY DIRECTION     APPROVAL

INDICATE THE ESTIMATED TIME NEEDED ON AGENDA 30 minutes

IMPACT:

PERSONNEL

FISCAL/BUDGETARY

-General Fund

Other \_\_\_\_\_

SIGNATURES:

DEPARTMENT HEAD, ELECTED OFFICIAL, or COUNTY COMMISSIONER: Linda D. Alexander

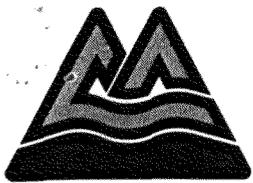
BUDGET / PERSONNEL \_\_\_\_\_

COUNTY COUNSEL (Ordinances, Resolutions, Agreements, Contracts) \_\_\_\_\_

OTHER \_\_\_\_\_  
(Purchasing, Facilities Management, etc.)

NOTE: If requesting unanimous consent, state situation requiring emergency action on back.

1988 APR 23 PM 4:16  
CLERK OF COUNTY COMMISSIONERS  
YOLLAND COUNTY  
OREGON



# MULTNOMAH COUNTY OREGON

DEPARTMENT OF GENERAL SERVICES  
PORTLAND BUILDING  
1120 S.W. FIFTH, 14TH FLOOR  
PORTLAND, OR 97204-1934

OFFICE OF THE DIRECTOR  
BUDGET & MANAGEMENT  
ANALYSIS  
COUNTY COUNSEL  
EMPLOYEE RELATIONS  
FINANCE DIVISION

(503) 248-3303  
(503) 248-3883  
(503) 248-3138  
(503) 248-5015  
(503) 248-3312

BOARD OF COUNTY COMMISSIONERS  
GLADYS McCOY, CHAIR  
PAULINE ANDERSON  
POLLY CASTERLINE  
GRETCHEN KAFOURY  
CAROLINE MILLER

## MEMORANDUM

TO: Gladys McCoy, Multnomah County Chair  
Pauline Anderson, Commissioner  
Polly Casterline, Commissioner  
Gretchen Kafoury, Commissioner  
Caroline Miller, Commissioner

FROM: Martin Marglowski, Finance Director

DATE: April 14, 1988

SUBJECT: Recommendations for Improving Accounting Procedures and Controls  
by Price Waterhouse

As part of Price Waterhouse's annual audit of Multnomah County's financial statements for the year ended June 30, 1987, the auditors made a study of the County's system of internal control. Their report, containing several recommendations was previously transmitted to each of you, and responses were requested from each involved department.

The consolidated responses to these recommendations have been reviewed by me and are attached. Also enclosed are observations on findings reached as part of the examinations of Financial Statements in accordance with OMB Circular A-128. This is the Single Act for Federal financial assistance payments.

These responses indicate that corrective action is either planned or has already been accomplished for each of the auditor's recommendations.

Please call me if I can provide additional follow-up.

1394F/MM/ld

Attachments

Enclosure

cc: Department Heads  
Anne Kelly Feeney  
Bob Falcone

Response to June 80, 1987  
Management Letter

RECOMMENDATION 1:

**Interest income earned on cash and investments of funds that are operated as enterprises or on a business-like basis should be allocated.**

RESPONSE: (David Warren, Budget Manager)

The historical practice of the County has been to treat as general revenue any receipt item that is not specifically dedicated by statute to a specific function. Consequently, all interest earnings on idle cash have been deposited in the General Fund unless clear statutory requirements or regulations mandate that interest earned on the investment of specific revenues be allocated to programs funded by those revenues. This has allowed the Board the greatest possible discretion in allocating revenue to their program priorities.

Allocation of interest to internal service funds violates this practice. However, the nature of these funds dictates that they be credited with all revenue sources related to their operations. Therefore, the 1988-89 Proposed Budget has been constructed with the interest allocated in accordance with this recommendation.

The consequences of this change are different in the Insurance Fund and the other two funds. The Insurance Fund has been explicitly subsidized by the General Fund by means of a \$690,000 annual cash transfer. Attributing \$360,000 of interest to the Insurance Fund rather than to the General Fund allows that subsidy to be reduced. There is no net effect on the General Fund from this practice.

In the cases of the Fleet Management Fund and the Data Processing Fund, the situation is somewhat different. No direct subsidy from the General Fund has been made to these funds in the past. Recording the interest earned as revenue to these funds will result in slightly lower rates for service. However, the General Fund agencies requiring the services provided by these funds will not see a reduction in their costs equivalent to the revenue lost to the General Fund by the allocation of interest. The net loss to the General Fund in 1988-89 will be \$108,000.

RECOMMENDATION 2:

**The Assessment and Taxation Department should closely monitor tax distributions to prevent the overdistribution of receipts.**

RESPONSE: (Wanda Wright, Director, A & T)

The procedure for authorized turnovers of the tax receipts to the taxing bodies was developed several years ago in response to a need to ensure timely distribution. However, the accounting section had ceased using the procedure designed.

In a recent meeting between our staff and the Finance officers, we agreed to the following:

Only tax receipts which were applied would be turned over. Any questionable amounts which had not been documented and applied would be processed before they were included in the turnover.

In addition, since that time, we have discovered that reports designed to determine turnover amounts had been abandoned for a less precise method of manual computation. A subsequent meeting with Dave Boyer and John Bain (who were both on the management team that developed the reports, tested the validity of them and established procedures for their use) produced an expedited and efficient method of restoring the use of the mainframe to compute available dollars and permit reconciliation to the LGFS. The use of the programs which were designed to accommodate the distribution of the taxes should restore credibility of the process and bring us in line on this item immediately.

RECOMMENDATION 3:

**The Assessment and Taxation Division should ensure that critical financial reports are retained.**

RESPONSE: (Wanda Wright, Director, A & T)

Since the recent change in leadership in the Tax Collection unit, all reports are available. The record retention schedule is admittedly outdated and a current policy should be developed in accordance with recent schedules for the entire Division. This is a long term project that we intend to complete under the guidance of a Countywide policy.

RECOMMENDATION 4:

**The Road and Fleet Management funds should adopt formal inventory cycle count procedures.**

RESPONSE: (Robert Pearson, Manager, Roads)

The purpose of cycle counting the physical inventory is to spread the workload over the year, count seasonal items before and after peak seasons, and improve the accuracy of the perpetual inventory.

Seasonal items such as traffic paint, drainage materials, tire chains, etc., will be counted on a schedule which will be prior to and after their peak seasons.

Low dollar value, large quantity items such as capscrews, nails, screws, etc., will be counted by temporary employees in mid-June.

High dollar value items such as tires, batteries, spark plugs, bulbs, etc., will be counted on a three to four month cycle. These items will also be counted on or about June 30 for the annual physical inventory.

All other items will be counted at least once during the fiscal year, preferably in the last half.

Other counts will be done as found to be necessary.

PROCEDURES

1. As much as possible work with another employee, follow the way items are placed in the drawer or on the shelf - do not follow the computer print out. If any item is not listed on the sheet, write it down along with the description and bin location.
2. A computer print out sheet for the bin will be furnished. Make sure all items in this bin have been charged out and received. (This will require checking with the parts counter and front office.)
3. Count the items, and make sure nothing is charged out or received while this is in process. Mark any corrections necessary, and place a check mark if the count is correct.
4. Make notation of any damaged, unserviceable, or obsolete merchandise so they may be returned or disposed of by other means. This will be reviewed by the chief warehouse worker and the administrator.
5. Make sure you complete a shelf, drawer, etc. If you cannot finish the cabinet or bin, turn the sheet in to the point completed.
6. Immediately upon completion of the cabinet or bin, turn the sheets over to the chief warehouse worker for review. He will then turn it into Bob Pearson, or his designee, for review and correction. Sheets will be dated, corrections made as necessary by the front office and filed and retained until after the end of the fiscal year.
7. Spot checks will be made of counts by supervisory personnel after counts, as well as a wide variety of spot checks near the end of the fiscal year.

RECOMMENDATION 5:

**The fixed asset ledgers for the Data Processing and Fleet Management funds should be computerized to speed the calculation of depreciation expense.**

RESPONSE: (Martin Marglowski, Director, Finance Division)

Depreciation schedules for each fund have been formatted and are being set up on an electronic spreadsheet. These schedules include all relevant information pertaining to the assets including depreciation class and categorization by year. All depreciation schedules will be updated monthly and used for preparing financial statements.

RECOMMENDATION 6:

**Fixed asset reconciliations should be performed on a monthly basis.**

RESPONSE: (Martin Marglowski, Director, Finance Division)

Written procedures are being drafted for monthly reconciliation of all acquisitions, disposals and transfers in the regular Fixed Asset system. For the fleet inventory, which is maintained on a separate system, Finance will forward copies of all acquisitions on a monthly basis to Fleet Management for update. Fleet Management will supply Finance with a list of dispositions and transfers as well as a quarterly inventory listing for update and reconciliation.

RECOMMENDATION 7:

**All programs should be allocated all of the related overhead costs in accordance with the approved cost allocation plan.**

RESPONSE: (David Warren, Budget Manager)

The County's Administrative Procedures Manual (Procedure #2202) states, "It is the policy of the Board of County Commissioners to include indirect costs in all grant requests. The Board recognizes the need for the County to recover the allowable costs of administering grants. Grants in Multnomah County play a major role both in terms of service delivery and resources; therefore, assignment of all costs, including overhead, to grant programs is appropriate."

This has been the County's practice. The County also applied indirect cost recoveries to internal service funds to reflect the cost of providing services.

However, when grantors have declared their programs exempt from indirect costs, County practice has been to leave unstated the General Fund subsidy of the grant program. The advantage of this practice is that it accurately reflects the net revenue available to the General Fund from the grants. The disadvantage, of course, is that the total program cost is not shown anywhere.

The 1988-89 Budget has allocated indirect cost charges to all grants and has increased the General Fund support of grants which will not cover their overhead costs. This change in practice will result in some confusion between the historical levels of General Fund contribution for certain grant programs and the 1988-89 level of contribution. However, the resulting budgets are more indicative of the total cost of the programs in question.

RECOMMENDATION 8:

**All programs should investigate ways of accelerating cash flow from federal and state resources.**

We noted that various programs were not obtaining advances and reimbursements from grantors as quickly as the monies are available. One particular program of note was the Title XIX program. When reimbursements are not sought on a timely basis and while the County is waiting for grantor monies, the General Fund cash is used to finance program expenditures. Good cash management requires the County to expedite cash receipts to reduce lost interest on the County's general monies used to finance grant operations.

We recommend that each program manager review their rights with respect to advances and reimbursements and revise their procedures for requesting funds to take advantage of these rights.

RESPONSE: (Marie Eighmey, Administrative Services Manager, Aging Services Division)

Aging Services Division (ASD) does receive advances on Title III and OPI revenue, but the state does not advance Title XIX funds. ASD has a system in place to ensure that monthly expenditure reports and cash requests are sent to the state on a timely basis.

RESPONSE: (Martin Marglowski, Director, Finance Division)

A new Grants Accountant has assumed the position in the Finance Division and one of the primary duties is cash management. Presently, all Federal and State accounts receivable/(advances) are being reviewed on a monthly basis. Reports are sent to the departments for their review and verification in order to advise the Finance Division of any adjustments required in the accounting records. Areas of concern are followed up by correspondence and telephone calls to departments. Information is presently being obtained to establish a Countywide grants report monitoring procedure to insure reimbursements of Federal and State resources are collected as quickly as they are earned.

RECOMMENDATION 9:

**Subcontractor audit and review reports should be properly maintained.**

We noted that in various Federal Financial Systems Programs required program audit and review reports were not maintained in a designated file, nor were they logged in any manner. Retrieval of these reports was difficult and time consuming. We recommend that an appropriate management employee be assigned the responsibility of assuring that audits and reviews and the related recommendations are filed where they can be easily located. Further, we suggest that recommendations be logged in such a way that they can be followed up on a timely basis and that the dispositions of such follow-ups are documented in sufficient detail to allow for subsequent verification. This procedure will allow the County to more easily document that they have complied with grant requirements on assessing subcontractors and subgrantees.

RESPONSE: (Marie Eighmey, Administrative Services Manager, Aging Services Division)

ASD concurs that audits, reviews, and related recommendations should be filed in such a manner that they are retrievable easily and that recommendations and follow-ups should be documented for subsequent verification. In our Division, the executive secretary has assumed this responsibility and has set in place a system to accommodate Recommendation 9.

RECOMMENDATION 10:

**Program managers should assure that data processing programs are properly tailored to program needs.**

RESPONSE: (John Cronise, Systems Administrator)

During the next fiscal year, the Planning and Budget Division will be evaluating the current financial reporting structure and meeting with appropriate departmental and divisional managers and financial personnel. The goal will be to develop a consistent and uniform coding structure to be used in recording financial, as well as management information, in the County's financial systems. In the process, the need to modify or develop new summary and detail financial reports will most likely surface. At that time, the appropriate resources will be allocated to implement the necessary reports.

Currently LGFS (Local Government Financial System) has the capability to collect financial information of Federal Assistance Programs through the use of the Grant Master module. At this time, there are no divisions using this facility.

RECOMMENDATION 11:

**Health Division - Adequacy of the cost accounting system.**

It came to our attention through discussions with various management officials that questions have been raised about the accuracy and the methods used to distribute the costs within the Health Division. These questions related to both perceived inadequacies and cost allocations. The purpose of a system to allocate costs is to accumulate all costs directly or indirectly related to each program, in service element detail, so that an accurate cost/benefit analysis of each element can be made. The system should not be modified to include only those costs which are considered allowable under the program grant, as this would present a distorted picture of the true cost of each program element.

The consideration of unallowable costs is not a cost accounting system issue. There is no doubt that all costs should be considered by the County in evaluation programs. The funding of unallowable costs should be planned and budgeted in the fund in which the cost is to be incurred. This point should be considered by all programs as deemed applicable by management.

RESPONSE: (Scott Clement, Health Care Systems Manager, Health Division)

To our knowledge, no manager within the Health Division was contacted by Price Waterhouse to discuss this issue. We agree whole-heartedly with the recommendation and are beginning this spring a process of review of current procedures and development of a methodology for cost allocation.

RECOMMENDATION 12:

**Alcohol and Drug Abuse and Mental Health Services Block Grant and Social Services Block Grant - Continue to enforce the County's policy on obtaining audited and other financial information from providers.**

We noted two providers did not submit timely audited financial statements to the County in accordance with the provider agreement. Another provider submitted an audited cost statement in lieu of the required financial statements. The required statements were financial information for the year ended December 31, 1986. We noted no written explanation in the files for accepting the cost statement in lieu of audited financial statements, and noted no indication of the application of progressive sanctions for missing requirements of the County's monitoring program.

The County has subsequently implemented a program whereby they issue notice that funds will be cut-off or withheld if financial statements are not forthcoming. This procedure was introduced after the occurrences described above. It should be stressed that the County has not violated any specific Federal or state requirements. The County is, however, required to determine that the Federal monies under its control are spent in accordance with Federal and other regulations.

We consider the County's policy on requiring audits and other financial information from subcontractors to be an important step in meeting the County's requirement that they monitor their providers to assure that they are fulfilling their obligations to expend federal monies under their agreements. The County appropriately reserves the right to make exceptions to their own policies based on circumstances and professional judgment.

We have not tested the implementation of the new County policy that provides for progressive sanctions for providers that fail to meet guidelines and deadlines for submitting financial information.

Accordingly, we recommend that the monitoring policy should be strictly enforced and that progressive sanctions be applied on a timely basis. In addition, we recommend that a record of the sanctions and other actions be included in the provider's files.

RESPONSE: (Susan Clark, Administrative Services Manager, Social Services Division)

We agree with this recommendation but confess to some frustration as to how to make it happen. We did send letters on 1/2/87 to all late respondents and eventually received all required reports. The Subcontractor Financial Procedures implemented in September, 1987, provide clearly written procedure and expectations regarding submission of audits. Late submissions may result in withholding of payments. This sanction was implemented in January, 1988, for agencies that missed the deadlines.

RECOMMENDATION 13:

**Alcohol and Drug Abuse and Mental Health Services Block Grant and Social Services Block Grant - Health Provider Information Reports should be filed on a timely basis.**

The intergovernmental agreements related to Alcohol and Drug Abuse and Mental Health Services Block Grant and Social Services Block Grant programs require that Health Provider Information Reports be filed within 30 days after each contract modification which add or eliminate service elements. Of 18 providers selected for examination, four did not file the information reports on a timely basis. We understand that, under certain circumstances such as situations where the State makes retroactive contract modifications, that it is impossible to file timely Provider information reports.

We recommend that greater effort be taken to ensure that these reports are filed within the 30 day requirement. We understand that the State Mental Health Division relies upon these reports to monitor element and provider activity.

RESPONSE: (Susan Clark, Administrative Services Manager, Social Services Division)

Providers no longer prepare and submit these reports. Revised reports are now prepared by the Social Services Division and are submitted to the State as required. NOTE: These are not Health providers.

RECOMMENDATION 14:

**Alcohol and Drug Abuse and Mental Health Services Block Grant and Social Services Block Grant - Programs should continue to implement recommendations included in the contract proposal process review.**

During fiscal 1987 the Board of Commissioners requested that the Social Services Division perform a thorough review of its contract request for proposal process in accordance with OMB Circular A-102, Attachment O requirements regarding subcontractor monitoring, among other management criteria. During our fiscal 1987 examination we noted significant improvements have been implemented as a direct result of this review. We recognize the programs' progress in this area and encourage implementation of all remaining recommendations stemming from the review in order to better ensure compliance with applicable regulations and program objectives.

RESPONSE: (Susan Clark, Administrative Services Manager, Social Services Division)

We appreciate the encouragement for our contract monitoring efforts. We are in the first year of implementation and expect some improvements and refinements will be necessary in the coming year.

RECOMMENDATION 15:

**Alcohol and Drug Abuse and Mental Health Services Block Grant - Expense reimbursements should be formally approved by the Director.**

During our examination of the Alcohol and Drug Abuse and Mental Health Services Block Grant, we saw that of the six expense statement/reimbursement reports examined, the program director did not sign one of the forms as formal documentation of their approval.

We recommend that management approvals of this nature be clearly evidenced on the document to prevent subsequent question as to whether management has reviewed the statements and requests.

RESPONSE: (Susan Clark, Administrative Services Manager, Social Services Division)

Our internal procedures call for program approval signatures on agency expenditure reports prior to initiation of payment. The recent addition of a second financial position in the Division will help us avoid this type of oversight in the future.

RECOMMENDATION 16:

**Health Division - Controls over encounter forms should be improved and the billing and collection systems should be reviewed for efficiency and effectiveness.**

Encounter forms which feed the management information system and initiate the fee billing process are not numerically controlled and are not subjected to input verification.

The management information system is used to generate statistical data for both management and reporting purposes and, accordingly, it is critical that the information which feeds the system is complete and accurate. It is equally important that the ledger card system used to account for patient fees (which is fed by the encounter forms) is updated to reflect the most current charges and overall status of the patient's account.

On a related topic, we noted that some programs have incurred difficulty collecting patient fees. While we understand that services cannot always be denied on the basis of outstanding fees, we recommend that the billing and collection system and procedures be reviewed for efficiency and effectiveness. This study could be coupled with a study of alternative methods of fee collection. Such studies, if they result in improved collections, could be useful in extending the County's health services to others.

Finally, we noted that a new management information system is being developed for implementation in fiscal 1988. We want to emphasize that during the development phase, it is critical that management provides direction to ensure that the final product incorporates the desired management, reporting, and financial features.

RESPONSE: (Scott Clement, Health Care Systems Manager, Health Division)

The concern regarding encounter form batch control and input verification was included in last year's management letter. As the manager responsible for Division Information Systems, I was not contacted this year to discuss this important concern, nor, to my knowledge were any Division employees who work in the Information Systems Unit. By January of next year, we will have implemented a new Health Information system which will include a process for data collection and input which renders these concerns irrelevant.

Regarding the concern related to fee collection, concurrent with this year's audit, the Division implemented, Divisionwide, a new fee collection policy which was the result of a year long study of practices within all programs at all service sites. We find it curious that this concern was not raised with managers within the Division at the time of the audit.

Finally, the last comment regarding development of the new Health Information System is certainly important. Again, however, if the concern had been discussed with Division managers, Price Waterhouse would have learned that at the time of the audit, we had just completed a six month systems requirements process which, we feel, accomplished for us precisely what is here recommended.

RECOMMENDATION 17:

**Important transactions should be supported by clearly written, formal agreements.**

During our examination of Mid- and Central County Service Districts, we noted the following:

- a. Mid-County: Fiscal 1987 annexation activity was not supported by a formal agreement which defined the date of transfer of the assets annexed (lights, poles, etc.) and the assumption of the corresponding liability for power and maintenance costs. This resulted in a disagreement as to these items that has been time consuming and could have been destructive of intergovernmental relations.
- b. Central County: The contractual document supporting the transfer of the sewage facility to the City of Portland contained conflicting dates regarding the effective date of the transfer of the facility and related liabilities. This situation required that, to properly state the transaction in the financial statements, a legal opinion was necessary.

Transactions of this importance should be supported by clearly written contractual agreements. These agreements should define all legal and financial objectives in order to prevent the potential for misinterpretation and adverse consequences. We recommend that all such contracts be thoroughly reviewed by internal legal counsel and the appropriate financial/accounting management personnel with special focus on full inclusion of each transaction's objectives and assuring consistency of terms used to effectuate the transaction.

RESPONSE: (Robert McRae, DES Accounting Manager)

The auditor's first example is erroneous. The annexation activity referred to is City of Gresham activity, not Mid-County Service District No. 14 activity. Annexations were initiated by Gresham through the Boundary Commission to be effective June 30 of each year. Under ORS 199.505 withdrawal from the District is automatic upon annexation. Gresham apparently just forgot about picking up street lighting. On the other hand, Mid-County annexation activity, which included the City of Fairview, was completed without incident.

The second example is correct. The agreement between Central County Services District No. 3 and the City of Portland did contain an ambiguous date. We will attempt to assure that County Counsel has adequate time to review all future intergovernmental agreements to eliminate similar errors. Additionally, future Service District agreements will be submitted to Multnomah County's Finance Director for a review of financial implications prior to approval.

MULTNOMAH COUNTY, OREGON  
SCHEDULE OF FINDINGS  
FOR THE YEAR ENDED JUNE 30, 1987

<u>Program</u>	<u>Finding/noncompliance/recommendation</u>	<u>Questioned costs</u>
1. CFDA #'s 13.667 Social Services Block Grant and 13.992 Alcohol and Drug and Mental Health Services Block Grant  Intergovernmental Agreement	<p>Finding: The County requires subgrantees to submit audited or reviewed financial statements as a means of monitoring performance. During fiscal 1987, the County waived this requirement for two providers. In lieu of this requirement, the County decided to perform their own contract compliance and financial reviews. However, no such reviews were performed on one of the providers, Freedom House. This may be a violation of the County's responsibility to monitor subgrantee performance.</p> <p>Recommendation: When requirements are waived in lieu of alternative procedures, the alternate procedures should be performed.</p>	\$ 0

RESPONSE: (Susan Clark, Administrative Services Manager, Social Services Division)

The review in lieu of audit for Freedom House was delayed pending implementation of our contract monitoring system and Subcontractor Financial Procedures. The review was completed this fiscal year. We would note that the audit requirement is but one of many monitoring activities which include agency prepared annual cost statements, compilations, monthly reports and a variety of programmatic review activities. Our new system and additional fiscal staff will enable us to assure compliance with all our internal procedures as well as external rules and regulations.

<u>Program</u>	<u>Finding/noncompliance/recommendation</u>	<u>Questioned costs</u>
2. CFDA #'s 13.667 Social Services Block Grant and 13.992 Alcohol and Drug and Mental Health Services Block Grant  Intergovernmental Agreements	<p>Finding: Various providers are required to have on-site reviews in accordance with guidelines established in the intergovernmental agreement. Of the six MRDD providers selected for examination, five were required to have yearly on-site reviews. Of these five, four were not reviewed during fiscal 1987. Furthermore, all 12 MED and AD providers selected for examination required on-site reviews bi-annually. Of these 12, five were not reviewed during fiscal 1986 or 1987. Although on-site reviews are normally performed by the State, the intergovernmental agreement clearly stipulates that the County has joint responsibility to fulfill this requirement.</p> <p>Recommendation: We noted that the County is in the process of developing formal procedures for monitoring the service and financial performance of providers. However, these procedures will not be fully implemented until fiscal 1988. We recommend that these procedures be developed and implemented as soon as possible.</p>	\$ 0

RESPONSE: (Susan Clark, Administrative Services Manager, Social Services Division)

The on-site reviews required by State OAR's are for purposes of State Certification Letters of approval for provision of specific mental health service elements. The contract requirement stipulating County's joint responsibility is specific to County participation. However, County does not have authority to certify providers. Our role is to assist the State in these on-site reviews; we cannot make the State do them. The annual contract compliance reviews required by our Subcontract Financial Procedures are being implemented now in the current fiscal year. These reviews cannot substitute for the State's program certification.

<u>Program</u>	<u>Finding/noncompliance/recommendation</u>	<u>Questioned costs</u>
3. CFDA # 13.667 Social Services Block Grant  Intergovernmental Agreement	<p>The County is required to limit the number of residents in state psychiatric hospitals to an average daily population of 155 in accordance with the intergovernmental agreement with the State of Oregon. The County has been unable to maintain this requirement.</p> <p>Recommendation: Based upon discussion with the State Mental Health Division, this provision has not been strictly enforced. Additionally, during fiscal 1987, the limit was increased to 188 residents and a formal appeal process was implemented so that programs could appeal for higher limits if necessary. However, it should be noted that until the limit is formally increased, the intergovernmental agreement requires the County to adhere to the effective limit. Accordingly, greater efforts should be taken to monitor this requirement and ensure that it is not violated.</p>	\$ 0

RESPONSE: (Susan Clark, Administrative Services Manager, Social Services Division)

The average daily population at Dammasch has long been a problem. It was recognized in the Paul Ahr Report (consultant to the State Mental Health Division) that control of the ADP rests with the State, not the County. Accordingly, additional funding for treatment with a new capitation payment method was granted to Social Services Division in mid 87-88. The effect on ADP will be closely monitored by both County and the State.

<u>Program</u>	<u>Finding/noncompliance/recommendation</u>	<u>Questioned costs</u>
4. CFDA #'s 13.667 Social Services Block Grant and 13.992 Alcohol and Drug and Mental Health Services Block Grant  Intergovernmental Agreement	Finding: The County is required to provide the State with written assurance of compliance with the Clean Air Act and the Clean Water Act. Furthermore, the County is required to obtain assurance that subgrantees are complying with these Acts. The County has not addressed these requirements.  Recommendation: The County should comply with these requirements at both the County and subgrantee levels.	\$ 0

RESPONSE: (Susan Clark, Administrative Services Manager, Social Services Division)

This requirement was overlooked by Social Services Division and County Counsel when the contract was processed. The State has not actively enforced this requirement. We are currently in the process of obtaining clarification regarding subcontractors (i.e., whether just the requirement is passed on or whether our subcontractors must actually provide written assurances). We are also submitting written assurances of compliance for the current contract period.

<u>Program</u>	<u>Finding/noncompliance/recommendation</u>	<u>Questioned costs</u>
5. CFDA # 13.635 Special Programs for the Aging-Title III, Part C-Nutrition Services  Intergovernmental Agreement	Findings: The menu submitted to the Aging Services Division (ASD) were not signed by the ASD nutritionist. Accordingly, no formal evidence exists that such approval was given as required by the intergovernmental agreement.  Recommendation: We recommend that all documents requiring approval in accordance with the intergovernmental agreement or other binding agreements or regulations be formally approved with a signature or initials.	\$ 0

RESPONSE: (Marie Eighmey, Administrative Services Manager, Aging Services Division)

Aging Services Division concurs with the audit recommendation. ASD established an interoffice agreement with Health Division, effective 7/1/87. Under this agreement, a Registered Dietician reviews menus submitted monthly by nutrition providers. ASD will continue this procedure and ensure that records are maintained and all documents requiring approval are formally approved with a signature or initials.

<u>Program</u>	<u>Finding/noncompliance/recommendation</u>	<u>Questioned costs</u>
6. CFDA #13.714 Medical Assistance Program  Oregon Administrative Rules 461-05-901, 411-30-022, and 411-09-010  Intergovernmental Agreement	<p>Finding: In the five client files selected for examination, the following violations were noted:</p> <p>a) Two files did not contain form 436, "Assignment of Health Insurance Benefits" required by Oregon Administrative Rules 461-05-901. This form authorizes the County to exhaust all third party liability resources prior to use of Title XIX funds.</p> <p>b) One client had a live-in house-keeper, however, her file contained no application of criminal activity inquiry. Both are required by Oregon Administrative Rules 411-090-010 and County policy.</p> <p>c) This same client was diagnosed as dependent in three Activities of Daily Living. However, she was not receiving bi-monthly visits from a registered nurse in accordance with Oregon Administrative Rule 411-30-022. This requirement ensures the adequacy of services rendered by the client's keeper.</p> <p>Recommendation regarding 8.a) and 8.b), above: More attention should be devoted to client files to ensure that all required forms are properly filled out and included in the files. Furthermore, special attention should be accorded to those forms which impact funding and the County's general liability with respect to the client.</p>	\$ 0

RESPONSE: (Marie Eighmey, Administrative Services Manager, Aging Services Division)

ASD concurs. Attached is a new form (see Attachment A) we have initiated to make certain all routine forms are in the record and are maintained in current status. This form will be modified to include the application of criminal activity inquiry.

<u>Program</u>	<u>Finding/noncompliance/recommendation</u>	<u>Questioned costs</u>
	Recommendation regarding 8.c), above: Better effort should be taken to schedule required visitations by registered nurses for clients whose conditions warrant such visits to ensure their well being.	

RESPONSE: (Marie Eighmey, Administrative Services Manager, Aging Services Division)

ASD concurs. The recommendation regarding 8.c) on bi-monthly visits by Contract Rns will be remedied by strengthening our monthly monitoring tool with reviews by branch managers on a monthly basis. The coordinator, Elaine Castlio or her designee, and the Long Term Care Program Manager will conduct random case reviews on a quarterly basis to monitor these changes.

1401F/JU/1d

NAME: \_\_\_\_\_ CASE # \_\_\_\_\_ LOAD CODE \_\_\_\_\_ DATE: \_\_\_\_\_

REVIEWER: \_\_\_\_\_

FINANCIAL:						
FORM NUMBER	IN CASE RECORD:			Y/N Current	Last Review	Review Comments
	YES	NO	N/A			
403B						
539A or C						
415H						
419						
539R						
436						
532						
647 (prop)						
418 (PR 5)						
195 (T&A)						
458A (NH)						
1054 (NH)						
713 (NH)						
542 (NH)						
538A (SSA)						

SERVICE:						
FORM NUMBER	IN CASE RECORD:			Y/N Current	Last Review	Review Comments
	YES	NO	N/A			
360 DEM 1						
360 ALG 1						
360 PLAN 1						
512 (CBC)						
546 (CBC)						
546A (CBC)						

FOOD STAMPS:						
FORM NUMBER	IN CASE RECORD:			Y/N Current	Last Review	Review Comments
	YES	NO	N/A			
200U						
200R						
941						

NARRATIVE:						
FORM NUMBER	IN CASE RECORD:			Redeterm	SVC RVW	Comments:
	Contacts	Visits				
535						

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