

ANNOTATED MINUTES

Monday, March 8, 1993 - 9:30 AM AND 1:30 PM  
Multnomah County Courthouse, Room 602

BUDGET WORK SESSIONS

- WS-1 Board Discussion on the Budget Request of the Department of Library Services, Identify Issues to Be Resolved and Hear Answers to Follow-up Questions. Presented by Ginnie Cooper and Dave Warren.

BUDGET AND REVENUE FORECAST DISCUSSION WITH DAVE WARREN. BOARD TO SUBMIT BUDGET RECOMMENDATIONS TO CHAIR BY MARCH 19, 1993. DISCUSSION AND RESPONSE TO BOARD QUESTIONS WITH DAVE WARREN, GINNIE COOPER, JEANNE GOODRICH AND JUNE MIKKELSEN. ORGANIZATIONAL CHARTS AND EVALUATION INFORMATION TO BE SUBMITTED TO BOARD BY APRIL 1, 1993. STAFF DIRECTED TO PURSUE SPECIFIC CONTRACT NEGOTIATIONS WITH CLACKAMAS COUNTY PRIOR TO MAY 1, 1993. DISCUSSION OF POLICY DIRECTION CONCERNING IMPLEMENTATION OF REFERENCE LINE FEE. TESTIMONY FROM FRIENDS OF LIBRARY BOARD MEMBER HILDY FORDISE AND FORMER LIBRARIAN MARY JOHNSON.

- WS-2 Board Discussion on the Budget Requests of Management Support Services and Non-Departmental, Identify Issues to Be Resolved and Hear Answers to Follow-up Questions. Presented by Henry C. Miggins and Dave Warren.

DISCUSSION AND RESPONSE TO BOARD QUESTIONS WITH DAVE WARREN, ROBERT PHILLIPS, CHING HAY, PAUL SUNDERLIN, CURTIS SMITH, LILLIE WALKER, HANK MIGGINS, PENNY MALMQUIST, LARRY KRESSEL AND DAVE BOYER. MR. MIGGINS ADVISED THE HISPANIC SERVICES COORDINATOR WILL BE MOVED FROM THE CHAIR'S OFFICE TO COMMUNITY SERVICES. BOARD REQUESTED THAT DEPARTMENTS SPECIFY TRAVEL AND CONFERENCE ATTENDANCE AS CONTINUING EDUCATION/PROFESSIONAL TRAINING WITHIN BUDGET DOCUMENTS. BOARD DIRECTED STAFF TO DEVELOP AND SUBMIT GOALS AND OBJECTIVES FOR HISPANIC SERVICES COORDINATOR, PUBLIC INFORMATION OFFICER AND INTERGOVERNMENTAL RELATIONS OFFICER POSITIONS.

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Tuesday, March 9, 1993 - 9:30 AM  
Multnomah County Courthouse, Room 602

AGENDA REVIEW

- B-1 Review of Agenda for Regular Meeting of March 11, 1993.
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Tuesday, March 9, 1993 - 10:30 AM AND 1:30 PM  
Multnomah County Courthouse, Room 602

BUDGET WORK SESSIONS

- WS-3 Board Discussion on the Budget Request of the Department of Community Corrections, Identify Issues to Be Resolved and Hear Answers to Follow-up Questions. Presented by Tamara Holden and Dave Warren.

DISCUSSION AND RESPONSE TO BOARD QUESTIONS  
WITH TAMARA HOLDEN AND DAVE WARREN.

- WS-4 Board Discussion on the Budget Request of the Department of Health, Identify Issues to Be Resolved and Hear Answers to Follow-up Questions. Presented by Billi Odegard and Dave Warren.

DISCUSSION AND RESPONSE TO BOARD QUESTIONS  
WITH BILLI ODEGAARD, TOM FRONK, DR. GARY OXMAN,  
CHIP LAZENBY, DWAYNE PRATHER, DAVE WARREN, JAN  
SINCLAIR, JEANNE GOULD AND MARY LOU HENNRICH.  
STAFF DIRECTED TO RESEARCH FEASIBILITY OF  
PROVIDING DRUG SCREENING SERVICES FOR OTHER  
COUNTY DEPARTMENTS; PROVIDE SPECIFIC  
INFORMATION REGARDING LEVEL OF CORRECTIONS  
HEALTH CARE AND ACCESSIBILITY TO THE  
INCARCERATED VERSUS HEALTH CARE TO THE INDIGENT  
POPULATIONS AND COMPARISONS OF CORRECTIONS  
HEALTH CARE WITH OTHER COUNTIES; PROVIDE  
DEFINITION OF ACCREDITATION; AND PROVIDE  
INFORMATION REGARDING THE COSTS PER VISIT TO  
SCHOOL BASE CLINICS.

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Wednesday, March 10, 1993 - 9:30 AM AND 1:30 PM  
Multnomah County Courthouse, Room 602

BUDGET WORK SESSIONS

- WS-5 Board Discussion on the Budget Request of the District Attorney, Identify Issues to Be Resolved and Hear Answers to Follow-up Questions. Presented by Michael Schrunck and Dave Warren.

DISCUSSION AND RESPONSE TO BOARD QUESTIONS  
WITH MICHAEL SCHRUNK, DAVE WARREN AND KELLY  
BACON. DISTRICT ATTORNEY STAFF TO SHARE  
INFORMATION REGARDING INTERPRETERS WITH JAN  
SINCLAIR OF THE HEALTH DEPARTMENT. MR. SCHRUNK  
DISCUSSION AND RESPONSE TO COMMENTS AND  
QUESTIONS FROM CITIZEN BUDGET ADVISORY  
COMMITTEE MEMBER AL ARMSTRONG.

- WS-6 Board Discussion on the Budget Request of the Sheriff's Office, Identify Issues to Be Resolved and Hear Answers to Follow-up Questions. Presented by Sheriff Robert Skipper and Dave Warren.

DISCUSSION AND RESPONSE TO BOARD QUESTIONS  
WITH LARRY AAB, GARY WALKER, DAVE WARREN AND  
LAURA HARRYMAN. STAFF DIRECTED TO PROVIDE WORK  
PLAN FOR MULTI-DISCIPLINARY TEAM.

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Thursday, March 11, 1993 - 9:30 AM  
Multnomah County Courthouse, Room 602

REGULAR MEETING

Commissioner Sharron Kelley convened the meeting at 9:30 a.m., with Commissioners Tanya Collier and Dan Saltzman present and Chair Gladys McCoy and Vice-Chair Gary Hansen excused.

CONSENT CALENDAR

UPON MOTION OF COMMISSIONER COLLIER, SECONDED  
BY COMMISSIONER SALTZMAN, THE CONSENT CALENDAR  
(ITEMS C-1 THROUGH C-11) WAS UNANIMOUSLY  
APPROVED.

JUSTICE SERVICES

SHERIFF'S OFFICE

- C-1 Liquor License Application Renewal Submitted by Sheriff's Office with Recommendation for Approval as Follows:  
Retail Malt Beverage for VELVET KEG, 12131 SE HOLGATE, PORTLAND.

DEPARTMENT OF ENVIRONMENTAL SERVICES

- C-2 Ratification of Addendum No. 5 to Intergovernmental Agreement, Contract #300209, Between Multnomah County and the City of Gresham, Providing Maintenance and Administration Services for Vance Park, for the Period Upon Approval through June 30, 1993
- C-3 ORDER in the Matter of Contract 15725 for the Sale of Certain Real Property to JAMES L. JENKINS and ALLEN R. JENKINS

ORDER 93-65.

- C-4 ORDER in the Matter of the Execution of Replacement Deed D90478 Upon Complete Performance of a Contract to JERRY D. DOBBINS and JANET L. DOBBINS

ORDER 93-66.

- C-5 ORDER in the Matter of the Execution of Replacement Deed D90480 Upon Complete Performance of a Contract to JERRY D. DOBBINS and JANET L. DOBBINS

ORDER 93-67.

- C-6 ORDER in the Matter of the Execution of Deed D930844 for Certain Tax Acquired Property to SUE WILSON

**ORDER 93-68.**

- C-7 ORDER in the Matter of the Execution of Deed D930850 for Certain Tax Acquired Property to RICHARD BUCKLEY

**ORDER 93-69.**

- C-8 ORDER in the Matter of the Execution of Deed D930851 for Certain Tax Acquired Property to PAT TWYMAN

**ORDER 93-70.**

- C-9 ORDER in the Matter of the Execution of Deed D930852 for Certain Tax Acquired Property to KEVIN SCHUYLER and SHEILA SCHUYLER, Husband and Wife

**ORDER 93-71.**

- C-10 ORDER in the Matter of the Execution of Deed D930854 for Certain Tax Acquired Property to ADRIAN A. ANDEREGG and BARBARA J. ANDEREGG, Husband and Wife

**ORDER 93-72.**

- C-11 ORDER in the Matter of the Execution of Deed D930858 for Certain Tax Acquired Property to RAJENDRA NATH and PRIYA D. NATH, Husband and Wife

**ORDER 93-73.**

REGULAR AGENDA

DEPARTMENT OF HEALTH

- R-1 Request for Approval of a NOTICE OF INTENT for the Primary Care Division to Subcontract with Kaiser Center for Health Research with a Grant from the NATIONAL HEART, LUNG AND BLOOD INSTITUTE

UPON MOTION OF COMMISSIONER COLLIER, SECONDED BY COMMISSIONER SALTZMAN, R-1 WAS UNANIMOUSLY APPROVED.

DEPARTMENT OF SOCIAL SERVICES

- R-2 Ratification of Intergovernmental Agreement, Contract #104083, Between Multnomah County and AIM High School, Providing Alternative School Placements for At-Risk Students through the Student Retention Initiative Program, for the Period Upon Execution through June 30, 1993

UPON MOTION OF COMMISSIONER SALTZMAN, SECONDED BY COMMISSIONER COLLIER, R-2 WAS UNANIMOUSLY APPROVED.

- R-3 Ratification of Intergovernmental Agreement, Contract #104093, Between Multnomah County and Portland State University, Regional Research Institute, Providing

Evaluation of the SAFAH Long-Term Case Management Program,  
for the Period Upon Execution through September 30, 1993

UPON MOTION OF COMMISSIONER SALTZMAN, SECONDED  
BY COMMISSIONER COLLIER, R-3 WAS UNANIMOUSLY  
APPROVED.

PUBLIC CONTRACT REVIEW BOARD

(Recess as the Board of County Commissioners and convene as  
the Public Contract Review Board)

- R-4 ORDER in the Matter of Exempting from Public Bidding a  
Contract with Josten's Learning Corporation for the  
Purchase of "Josten's Learning Invest in the Future Adult  
Learning Program" Software and Support Services

UPON MOTION OF COMMISSIONER SALTZMAN, SECONDED  
BY COMMISSIONER COLLIER, ORDER 93-74 WAS  
UNANIMOUSLY APPROVED.

(Recess as the Public Contract Review Board and reconvene  
as the Board of County Commissioners)

NON-DEPARTMENTAL

- R-5 In the Matter of a Request for Exemption from the Vacant  
Position Deletion Policy for Certain Support Enforcement  
Positions in the District Attorney's Office

UPON MOTION OF COMMISSIONER COLLIER, SECONDED  
BY COMMISSIONER SALTZMAN, R-5 WAS UNANIMOUSLY  
APPROVED.

- R-6 RESOLUTION in the Matter of Creating a Subcommittee of the  
Board of County Commissioners on the Committee for  
Government Review

Vice-Chair Gary Hansen arrived at 9:38 a.m.

TESTIMONY FROM JOHN LEGRY, ARLENE COLLINS AND  
ROBERT SMITH. BOARD COMMENTS AND DISCUSSION.  
UPON MOTION OF COMMISSIONER KELLEY, SECONDED BY  
COMMISSIONER COLLIER, R-6 WAS UNANIMOUSLY  
TABLED. COMMISSIONER KELLEY ADVISED SHE WILL  
BE MEETING WITH CITIZEN'S CONVENTION MEMBERS AT  
THE CITIZEN'S INVOLVEMENT OFFICE ON FRIDAY.

- R-7 Budget Modification NOND #24 Requesting Authorization to  
Allocate Funds within Commissioner District 1 Budget, to  
Purchase Computers and Supplies Necessary for Office  
Operations

UPON MOTION OF COMMISSIONER COLLIER, SECONDED  
BY COMMISSIONER KELLEY, R-7 WAS UNANIMOUSLY  
APPROVED.

- R-8 Budget Modification NOND #25 Requesting Authorization to Transfer Funds from Materials and Services to Equipment, within the Citizen's Involvement Budget, to Purchase a Computer

UPON MOTION OF COMMISSIONER KELLEY, SECONDED BY COMMISSIONER COLLIER, R-8 WAS UNANIMOUSLY APPROVED.

- R-9 First Reading of a Proposed ORDINANCE Amending Ordinance No. 733, in Order to Add and Delete Exempt Salary Ranges

PROPOSED ORDINANCE READ BY TITLE ONLY. COPIES AVAILABLE. COMMISSIONER KELLEY MOVED AND COMMISSIONER COLLIER SECONDED, APPROVAL OF THE FIRST READING. HEARING HELD, NO ONE WISHED TO TESTIFY. VOTE ON MOTION UNANIMOUSLY APPROVED. SECOND READING SCHEDULED FOR 9:30 AM, THURSDAY, MARCH 18, 1993.

- R-10 Second Reading and Possible Adoption of a Proposed ORDINANCE Abolishing the Justice Coordinating Council, MCC 2.30.300(K),(L), Pursuant to Resolution 93-41

COMMISSIONER KELLEY MOVED, SECONDED BY COMMISSIONER COLLIER, APPROVAL OF R-10. PROPOSED ORDINANCE READ BY TITLE ONLY. COPIES AVAILABLE. HEARING HELD, NO ONE WISHED TO TESTIFY. VOTE ON MOTION UNANIMOUSLY APPROVED. (ORDINANCE 754).

DEPARTMENT OF ENVIRONMENTAL SERVICES

- R-11 ORDER in the Matter of the Sale of Surplus County Land at the Multnomah County Farm in Section 26, Township 1 North, Range 3 East, W.M., City of Troutdale, Multnomah County, Oregon

UPON MOTION OF COMMISSIONER KELLEY, SECONDED BY COMMISSIONER COLLIER, ORDER 93-75 WAS UNANIMOUSLY APPROVED.

- R-12 RESOLUTION in the Matter of Adopting the Springwater Corridor Master Plan

UPON MOTION OF COMMISSIONER KELLEY, SECONDED BY COMMISSIONER COLLIER, RESOLUTION 93-76 WAS UNANIMOUSLY APPROVED.

- R-13 Ratification of Intergovernmental Agreement, Contract #301153, Between the City of Gresham and Multnomah County, Providing Maintenance of a Pedestrian Signal Located at SE 209th Avenue and Springwater Trail

UPON MOTION OF COMMISSIONER KELLEY, SECONDED BY COMMISSIONER COLLIER, R-13 WAS UNANIMOUSLY APPROVED.

- R-14 Ratification of Intergovernmental Agreement, Contract #301573, Between Multnomah County and the City of Gresham, Providing Vehicle Maintenance Services, for the Period July 1, 1993 through June 30, 1994

UPON MOTION OF COMMISSIONER KELLEY, SECONDED BY COMMISSIONER COLLIER, R-14 WAS UNANIMOUSLY APPROVED.

- R-15 Ratification of Intergovernmental Agreement, Contract #301653, Between the City of Gresham and Multnomah County, to Formalize a Co-Application for Part 2 of the National Pollutant Discharge Elimination System (NPDES) Permit within the Gresham Urban Services Boundary, for the Period Upon Execution through June 30, 1993

UPON MOTION OF COMMISSIONER SALTZMAN, SECONDED BY COMMISSIONER KELLEY, R-15 WAS UNANIMOUSLY APPROVED.

- R-16 Ratification of Intergovernmental Agreement, Contract #301663, Between the City of Portland and Multnomah County, to Formalize a Co-Application for Part 2 of the National Pollutant Discharge Elimination System (NPDES) Permit within the Portland Urban Services Boundary, for the Period Upon Execution through June 30, 1993

UPON MOTION OF COMMISSIONER SALTZMAN, SECONDED BY COMMISSIONER KELLEY, R-16 WAS UNANIMOUSLY APPROVED.

PUBLIC COMMENT

- R-17 Opportunity for Public Comment on Non-Agenda Matters. Testimony Limited to Three Minutes Per Person.

NORTH PORTLAND YOUTH SERVICE CENTER DIRECTOR DIANE FELDT TESTIFIED AND RESPONDED TO BOARD QUESTIONS IN SUPPORT OF CONTINUED COUNTY FUNDED SERVICES FOR YOUTH AND FAMILIES.

There being no further business, the meeting was adjourned at 10:04 a.m.

OFFICE OF THE BOARD CLERK  
for MULTNOMAH COUNTY, OREGON

By Deborah C. Coates

Thursday, March 11, 1993 - 1:30 PM  
Multnomah County Courthouse, Room 602

BUDGET WORK SESSION

- WS-7 Board Discussion on the Budget Request of the Department of

*Environmental Services, Identify Issues to Be Resolved and Hear Answers to Follow-up Questions. Presented by Betsy Williams and Dave Warren.*

**DISCUSSION AND RESPONSE TO BOARD QUESTIONS  
WITH BETSY WILLIAMS, WAYNE GEORGE, CRAIG  
CALKINS, JIM EMERSON AND SCOTT PEMBLE.**

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*Friday, March 12, 1993 - 9:30 AM AND 1:30 PM  
Multnomah County Courthouse, Room 602*

**BUDGET WORK SESSIONS**

**WS-8**    *Board Discussion on the Budget Request of the Department of Social Services, Identify Issues to Be Resolved and Hear Answers to Follow-up Questions. Presented by Gary Nakao and Dave Warren.*

**DISCUSSION AND RESPONSE TO BOARD QUESTIONS  
WITH GARY NAKAO, DAVE WARREN, GARY SMITH, SUSAN  
CLARK, NORMA JAEGER AND JIM McCONNELL.**

**WS-9**    *Budget Presentation and Board Discussion as Needed.  
Presented by Dave Warren.*





# MULTNOMAH COUNTY OREGON

OFFICE OF THE BOARD CLERK  
SUITE 1510, PORTLAND BUILDING  
1120 S.W. FIFTH AVENUE  
PORTLAND, OREGON 97204

BOARD OF COUNTY COMMISSIONERS		
GLADYS McCOY •	CHAIR •	248-3308
DAN SALTZMAN •	DISTRICT 1 •	248-5220
GARY HANSEN •	DISTRICT 2 •	248-5219
TANYA COLLIER •	DISTRICT 3 •	248-5217
SHARRON KELLEY •	DISTRICT 4 •	248-5213
CLERK'S OFFICE •	248-3277 •	248-5222

## AGENDA

### MEETINGS OF THE MULTNOMAH COUNTY BOARD OF COMMISSIONERS

#### FOR THE WEEK OF

MARCH 8 - 12, 1993

Monday, March 8, 1993 - 9:30 & 1:30 - Budget Work Sessions. .Page 2

Tuesday, March 9, 1993 - 9:30 AM - Agenda Review. . . . .Page 2

Tuesday, March 9, 1993 - 10:30 & 1:30 - Budget Work Sessions. Page 2

Wednesday, March 10, 1993 - 9:30 & 1:30 - Budget Work Sessions. . .  
 . . . . .Page 2

Thursday, March 11, 1993 - 9:30 AM - Regular Meeting. . . . .Page 3

Thursday, March 11, 1993 - 1:30 PM - Budget Work Session. . .Page 5

Friday, March 12, 1993 - 9:30 & 1:30 - Budget Work Sessions .Page 6

Thursday Meetings of the Multnomah County Board of Commissioners are taped and can be seen at the following times:

Thursday, 10:00 PM, Channel 11 for East and West side subscribers

Thursday, 10:00 PM, Channel 49 for Columbia Cable (Vancouver) subscribers

Friday, 6:00 PM, Channel 22 for Paragon Cable (Multnomah East) subscribers

Saturday 12:00 PM, Channel 21 for East Portland and East County subscribers

INDIVIDUALS WITH DISABILITIES MAY CALL THE OFFICE OF THE BOARD CLERK AT 248-3277 OR 248-5222 OR MULTNOMAH COUNTY TDD PHONE 248-5040 FOR INFORMATION ON AVAILABLE SERVICES AND ACCESSIBILITY.

Monday, March 8, 1993 - 9:30 AM AND 1:30 PM

Multnomah County Courthouse, Room 602

BUDGET WORK SESSIONS

- WS-1 Board Discussion on the Budget Request of the Department of Library Services, Identify Issues to Be Resolved and Hear Answers to Follow-up Questions. Presented by Ginnie Cooper and Dave Warren. 9:30 AM STARTING TIME REQUESTED.
- WS-2 Board Discussion on the Budget Requests of Management Support Services and Non-Departmental, Identify Issues to Be Resolved and Hear Answers to Follow-up Questions. Presented by Henry C. Miggins and Dave Warren. 1:30 PM STARTING TIME REQUESTED.
- 

Tuesday, March 9, 1993 - 9:30 AM

Multnomah County Courthouse, Room 602

AGENDA REVIEW

- B-1 Review of Agenda for Regular Meeting of March 11, 1993.
- 

Tuesday, March 9, 1993 - 10:30 AM AND 1:30 PM

Multnomah County Courthouse, Room 602

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- WS-4 Board Discussion on the Budget Request of the Department of Health, Identify Issues to Be Resolved and Hear Answers to Follow-up Questions. Presented by Billi Odegaard and Dave Warren. 1:30 PM STARTING TIME REQUESTED.
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Wednesday, March 10, 1993 - 9:30 AM AND 1:30 PM

Multnomah County Courthouse, Room 602

BUDGET WORK SESSIONS

- WS-5 Board Discussion on the Budget Request of the District Attorney, Identify Issues to Be Resolved and Hear Answers to Follow-up Questions. Presented by Michael Schrunk and Dave Warren. 9:30 AM STARTING TIME REQUESTED.
- WS-6 Board Discussion on the Budget Request of the Sheriff's Office, Identify Issues to Be Resolved and Hear Answers to Follow-up Questions. Presented by Sheriff Robert Skipper and Dave Warren. 1:30 PM STARTING TIME REQUESTED.

Thursday, March 11, 1993 - 9:30 AM

Multnomah County Courthouse, Room 602

REGULAR MEETING

CONSENT CALENDAR

JUSTICE SERVICES

SHERIFF'S OFFICE

- C-1 Liquor License Application Renewal Submitted by Sheriff's Office with Recommendation for Approval as Follows:  
Retail Malt Beverage for VELVET KEG, 12131 SE HOLGATE, PORTLAND.

DEPARTMENT OF ENVIRONMENTAL SERVICES

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- C-8 ORDER in the Matter of the Execution of Deed D930851 for Certain Tax Acquired Property to PAT TWYMAN
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- C-11 ORDER in the Matter of the Execution of Deed D930858 for Certain Tax Acquired Property to RAJENDRA NATH and PRIYA D. NATH, Husband and Wife

REGULAR AGENDA

DEPARTMENT OF HEALTH

- R-1 Request for Approval of a NOTICE OF INTENT for the Primary Care Division to Subcontract with Kaiser Center for Health Research with a Grant from the NATIONAL HEART, LUNG AND BLOOD INSTITUTE

DEPARTMENT OF SOCIAL SERVICES

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PUBLIC CONTRACT REVIEW BOARD

(Recess as the Board of County Commissioners and convene as the Public Contract Review Board)

- R-4 ORDER in the Matter of Exempting from Public Bidding a Contract with Josten's Learning Corporation for the Purchase of "Josten's Learning Invest in the Future Adult Learning Program" Software and Support Services

(Recess as the Public Contract Review Board and reconvene as the Board of County Commissioners)

NON-DEPARTMENTAL

- R-5 In the Matter of a Request for Exemption from the Vacant Position Deletion Policy for Certain Support Enforcement Positions in the District Attorney's Office
- R-6 RESOLUTION in the Matter of Creating a Subcommittee of the Board of County Commissioners on the Committee for Government Review
- R-7 Budget Modification NOND #24 Requesting Authorization to Allocate Funds within Commissioner District 1 Budget, to Purchase Computers and Supplies Necessary for Office Operations
- R-8 Budget Modification NOND #25 Requesting Authorization to Transfer Funds from Materials and Services to Equipment, within the Citizen's Involvement Budget, to Purchase a Computer
- R-9 First Reading and PUBLIC HEARING of a Proposed ORDINANCE Amending Ordinance No. 733, in Order to Add and Delete Exempt Salary Ranges
- R-10 Second Reading, PUBLIC HEARING and Possible Adoption of a

Proposed ORDINANCE Abolishing the Justice Coordinating Council, MCC 2.30.300(K),(L), Pursuant to Resolution 93-41

DEPARTMENT OF ENVIRONMENTAL SERVICES

- R-11 ORDER in the Matter of the Sale of Surplus County Land at the Multnomah County Farm in Section 26, Township 1 North, Range 3 East, W.M., City of Troutdale, Multnomah County, Oregon
- R-12 RESOLUTION in the Matter of Adopting the Springwater Corridor Master Plan
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PUBLIC COMMENT

- R-17 Opportunity for Public Comment on Non-Agenda Matters. Testimony Limited to Three Minutes Per Person.

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Thursday, March 11, 1993 - 1:30 PM

Multnomah County Courthouse, Room 602

BUDGET WORK SESSION

- WS-7 Board Discussion on the Budget Request of the Department of Environmental Services, Identify Issues to Be Resolved and Hear Answers to Follow-up Questions. Presented by Betsy Williams and Dave Warren. 1:30 PM STARTING TIME REQUESTED.
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Friday, March 12, 1993 - 9:30 AM AND 1:30 PM

Multnomah County Courthouse, Room 602

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- WS-9 Budget Presentation and Board Discussion as Needed. Presented by Dave Warren. 1:30 PM STARTING TIME REQUESTED.



# GLADYS McCOY, Multnomah County Chair

Room 1410, Portland Building  
1120 S.W. Fifth Avenue  
Portland, Oregon 97204  
(503) 248-3308

## M E M O R A N D U M

TO: Vice Chair Gary Hansen  
Commissioner Dan Saltzman  
Commissioner Sharron Kelley  
Commissioner Tanya Collier  
Office of the Board Clerk

FROM: Gladys McCoy  
Multnomah County Chair *GM*

DATE: March 4, 1993

RE: March Schedule

For the next couple of weeks, I will be concentrating on preparing the Executive Budget. I will be working from my home. While I will not be present in the Board room, I will listen in from time to time over the telephone.

I understand you will be sending me your written comments and recommendations via Hank for my consideration as I prepare the Executive Budget. I appreciate and look forward to your input.

The after effects of my treatment are more than I anticipated, but I am regaining my strength and am looking forward to returning to the Board room. I appreciate you keeping me in your thoughts and prayers.

BOARD OF  
COUNTY COMMISSIONERS  
MULTNOMAH COUNTY  
OREGON  
1993 MAR - 4 PM 3:30

GM:mrj  
9963G

GARY HANSEN  
Multnomah County Commissioner  
District 2



1120 S.W. Fifth Avenue, Suite 1500  
Portland, Oregon 97204  
(503) 248-5219

MEMORANDUM  
March 4, 1993

TO: Chair  
Board of County Commissioners  
Office of the Clerk of the Board

FR: Gary Hansen

RE: POSSIBLE absence from Board Meetings

I will probably miss/or be late for the following Board meetings:

Monday, March 8 *→ HERE FOR AM & PM SESSIONS 3/8/93*

Thursday, March 11

1993 MAR -4 PM 4:11  
CLERK OF  
COUNTY COMMISSIONERS  
MULTNOMAH COUNTY  
OREGON





**DAN SALTZMAN, Multnomah County Commissioner, District One**

1120 S.W. Fifth Avenue, Suite 1500 • Portland, Oregon 97204 • (503) 248-5220 • FAX (503) 248-5440

**M E M O R A N D U M**

DATE: March 8, 1993  
TO: Board of County Commissioners  
Office of the Clerk of the Board  
FROM: Dan Saltzman  
RE: Absence from March 8 BCC meeting(s)

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My daughter is ill with a bad cough and so I must take her to the doctor. I will therefore miss the morning budget work session.

Whether or not I am able to attend the afternoon work session will depend on how my daughter is doing.

HERE FOR  
3/8/93 PM SESSION

BOARD OF  
COUNTY COMMISSIONERS  
1993 MAR - 8 AM 9:04  
MULTNOMAH COUNTY  
OREGON

Date Submitted 02/12/93

Meeting Date **MAR 08 1993**  
Agenda No. WS-1

## REQUEST FOR PLACEMENT ON THE AGENDA

Subject **Board Budget Work Sessions**

Informal Only

Formal Only

DEPARTMENT **Nondepartmental**

DIVISION **Planning & Budget**

CONTACT **Dave Warren**

TELEPHONE **248-3822**

### Brief Summary

On 03/08/93, the Board of County Commissioners will hold a work session to discuss the budget request of the Library, identify issues to be resolved, and hear the answers to follow up questions. The session will begin at 9:30 a.m..

### Action Requested:

☒ Information Only      ☐ Preliminary Approval      ☐ Policy Direction      ☐ Approval

Estimated Time Needed on Agenda 2 and 1/2 hours

### IMPACT:

☐ Personnel  
☐ Fiscal/Budgetary  
☐ General Fund  
☐ Other

BOARD OF  
COUNTY COMMISSIONERS  
1993 FEB 18 PM 11:58  
MULTNOMAH COUNTY  
OREGON

### SIGNATURES

Department Manager

Budget/Personnel

County Counsel

Other

\_\_\_\_\_  
*David C. Warren*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Submitted 02/12/93

Meeting Date **MAR 08 1993**  
Agenda No. WS-2

## REQUEST FOR PLACEMENT ON THE AGENDA

Subject **Board Budget Work Sessions**

Informal Only

Formal Only

DEPARTMENT **Nondepartmental**

DIVISION **Planning & Budget**

CONTACT **Dave Warren**

TELEPHONE **248-3822**

### Brief Summary

On 03/08/93, the Board of County Commissioners will hold a work session to discuss the budget request of Mgmt. Support and other Nondepartmental organizations and contributions, identify issues to be resolved, and hear the answers to follow up questions. The session will begin at 1:30 p.m..

### Action Requested:

☒ Information Only      ☐ Preliminary Approval      ☐ Policy Direction      ☐ Approval

Estimated Time Needed on Agenda **3 and 1/2 hours**

### IMPACT:

☐ Personnel  
☐ Fiscal/Budgetary  
☐ General Fund  
☐ Other

BOARD OF  
COUNTY COMMISSIONERS  
1993 FEB 18 PM 1:58  
MULTNOMAH COUNTY  
OREGON

### SIGNATURES

Department Manager

Budget/Personnel

County Counsel

Other

David C. Warren

## SUMMARY OF POTENTIAL CUTS

08-Mar-93

Cut Number	Brief Description	Net General Fund
---------------	----------------------	---------------------

**SOCIAL SERVICES**

Adm	Administrative Analyst	(45,228)
JJD 1	Dependency Unit	(304,622)
JJD 2	Detention Meals	(46,680)
MHYFS 1	School Mental Health program in Gresham, Centennial, and Parkrose	(75,340)
MHYFS 2	Reduce sobering services at Detox	(343,461)
MHYFS 3	DD respite services, program for teen parents and children, and child abuse victi	(76,163)
MHYFS 4	DD parent education for 18 families per month	(23,956)
MHYFS 5	DD Case management administrator responsible for quality assurance, utilization	(51,598)
MHYFS 6	Sex offender services for 18 adjudicated offenders between 12-18	(101,280)
MHYFS 7	Reduces acupuncture services at Detox	(20,614)
Aging 1	Admin - 1 PDS and 0.5 OA2, reduces support, program/resource development	(18,714)
Aging 2	Comm. Info. Spec., eliminates Gatekeeper Program	(32,496)
Aging 3	District center support -reduces services to seniors	(30,000)
HCD 1	Youth services contracts	(117,784)
HCD 2	Case mgmt for homeless	(36,783)
	Subtotal Cuts	(1,324,719)

**HEALTH DEPARTMENT**

HD 1	Support staff (3.4 FTE)	(134,313)
HD 2	Cuts nuisance control or raises fees to cover cost	(21,450)
HD 3	Cuts 1/2 of a school based clinic	(91,804)
HD 4	Cuts Medical Examiner 2 Path. Assts (increases Temporary)	(75,403)
HD 5	Cuts Primary Care, 1 team at NE and 1 team at SE (8.8 FTE)	(507,240)
HD 6	Drugs and medical supplies	(401,534)
HD 7	Interpreter services	(444,664)
	Subtotal Cuts	(1,676,408)

**COMMUNITY CORRECTIONS**

Eliminates County participation in STOP Drug Diversion Program	(100,000)
Subtotal Cuts	(100,000)

## SUMMARY OF POTENTIAL CUTS

08-Mar-93

Cut Number	Brief Description	Net General Fund
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DISTRICT ATTORNEYSHERIFF

MCSO 1	Increase Federal Marshal revenue estimate	(591,169)
MCSO 2	Offset BOEC costs with small cities' revenue	(73,514)
MCSO 3	Include indirect costs in Alarm Control program costs	(39,090)
MCSO 4	Cut D.A.R.E. program	(205,214)
MCSO 5	Cut 4 work crews at Inverness	(233,993)
MCSO 6	Cut David Douglas S.A.T.	(271,284)
MCSO 7	Eliminate Community Policing admin (after MCSO 3-5)	(170,632)
MCSO 8	Reduce number of Court guards by 3	(152,632)
MCSO 9	Eliminates multidisciplinary child abuse team (3 FTE)	(199,612)
MCSO 10	Eliminates position added to enable program budgeting	(42,146)
MCSO 11	Eliminates mobile data terminal purchases and M&S	(403,879)
MCSO 12	Eliminates communications budget for OSHA required cellular phones	(12,000)
MCSO 13	Eliminates bar coding system	(80,151)
MCSO 14	Upgrade Hansen telephone system for 4-digit area codes	(4,000)
MCSO 15	Cut rent for space for Close Street Supervision	(20,000)
MCSO 16	Reduces ISP program not funded by CCA funds	(67,396)
Subtotal Cuts		(2,566,712)

## SUMMARY OF POTENTIAL CUTS

08-Mar-93

Cut Number	Brief Description	Net General Fund
---------------	----------------------	---------------------

ENVIRONMENTAL SERVICES

	Increases pet license project/revenues - expands hours	(195,000)
	Cuts Fac Mgmt computer equipment for cost accounting	(6,000)
	Cuts vacant Fac. Maintenance worker supporting skilled crafts employees	(47,238)
	Eliminates parking for DA, TSCC, Auditor, BCC, and contractors	(17,940)
	Charges appraisal costs for sold property to CIP/Nat Areas funds	(15,000)
	Reduces facility Repairs & Maintenance	(30,000)
	Reduces printing/repair/mntce at Justice Center - increases charges to Portland	(23,500)
	Reduces funding for Spay/Neuter program, cuts OA2	(37,600)
	Eliminates contracted asbestos removal	(25,000)
	Reduces carpet/drapery replacement, painting, landscaping, parking lot mtce.	(20,000)
	Eliminates Animal Control Field Response (2 A.C. Officers)	(101,900)
	Cuts Construction Proj Tech and Fac. Environ. Coord. in Fac Mgmt.	(109,971)
	Reduces landscape/window and carpet cleaning contracts	(20,000)
	Eliminates Hearings Officer/ court reporting from L.U.P.	(11,000)
	Cuts A. C. Dispatcher and A.C. Officer from Dangerous Dog Program	(87,940)
	Eliminates parking for State judges	(42,240)
	Cuts Capital Improvement Projects	(48,583)
	Eliminates direct mail notice to rural residents for L.U.P.	(10,000)
	Subtotal Cuts	(848,912)

LIBRARY

LIB 1	Eliminate separate video svc, move videos to popular library at Central	(46,008)
LIB 2	Eliminate local indexing of local newspapers	(25,701)
LIB 3	Cut Albina Youth Lib/Supv, 0.5 Lib Asst, 0.8 Sr. Lib Asst.	(37,809)
LIB 4	Cut Sellwood Youth Lib/Supv, 0.5 Lib Asst, 0.8 Sr. Lib Asst.	(37,809)
LIB 5	Cut Library Outreach Spec at Parenting Ctr	(48,335)
LIB 6	Use automated telephone notification for reserved books	(43,767)
LIB 7	Use automated telephone notification for overdue materials	(7,249)
LIB 8	Eliminate funding for architectural services at Central	(207,720)
LIB 9	Cut tech Svcs Asst. and supplies	(35,895)
LIB 10	Reduce books budget	(160,267)
	Subtotal Cuts	(650,560)

## SUMMARY OF POTENTIAL CUTS

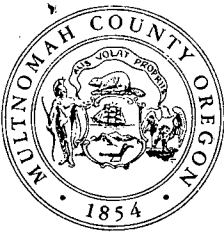
08-Mar-93

Cut Number	Brief Description	Net General Fund
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**NONDEPARTMENTAL**

Chair	Freeze staff pay, cut 0.75 Staff Asst.	(83,457)
Aff. Act.	Cut 0.5 OA2	(15,273)
Em Mgmt	Materials & Services reductions	(5,895)
Em Mgmt	Fiscal Assistant, restores EM 1	(9,341)
Em Mgmt	Prog Development Spec, restores EM1 and EM2	(34,299)
MHRC 1	(5% cut) would reduce M&S for MHRC	(5,924)
MHRC 2	(10% cut level) would cut 0.5 OA2, restore M&S in MHRC 1	(5,924)
MAC 1	(5% cut) reduce grants to arts community	(13,353)
MAC 2	(10% cut) would further reduce grants to arts community	(13,353)
PMCOA 1	(5% cut) would impose a 2 week layoff on staff	(2,870)
PMCOA 2	10% cut level) would impose an additional 2 week layoff	(2,870)
OSU Ext.	(5% cut) eliminate Food Safety Hotline, Master Gardener Clinic	(6,478)
OSU Ext.	(10% cut level) would cut 0.5 staff, Parenting/Child Dev, Gerontology, Family/Community Leadership Development programs	(6,478)
Hist Soc	Cut reduces hours Bybee Howell open	(515)
Soil/Water	Cut requires additional revenue from elsewhere	(936)
Spec App	Reduce Juvenile project	(205,000)
MSS 1	Emp Svcs - bill Insurance Fund for clerical support	(15,205)
MSS 2	Emp Svcs - advertise locally for recruitment	(15,300)
MSS 3	Purchasing - cut Buyer	(42,644)
MSS 4	Emp Svcs - cut 0.5 OA2	(15,205)
MSS 5	Labor Rel - reduce allocation for arbitrators	(5,000)
MSS 6	Budget - Cut P&B Admin dealing with revenues	(74,813)
MSS 7	Finance - Cut Fisc Spec Sr. dealing with internal controls, LGFS, A/R	(53,035)
MSS 8	Finance - Cut FS2 dealing with BIT and Car Rental tax, treasury	(52,534)
Auditor 1	Cut one Auditor	(59,187)
CIC 1	Freeze staff pay, cut M&S	(10,382)
Cty Cnsl 1	Cut 0.5 Asst C C dealing with EMS, tax/debt collection - update to Code	(28,709)
Cty Cnsl 2	Cut paralegal, causing attorneys to do research,	(28,709)
Cty Cnsl 3	Cut Asst CC dealing with EMS, An Cont, HCD, def. comp	(28,770)
Subtotal Cuts		(841,459)

TOTAL CUTS (8,008,770)



# GLADYS McCOY, Multnomah County Chair

Room 1410, Portland Building  
1120 S.W. Fifth Avenue  
Portland, Oregon 97204  
(503) 248-3308

## M E M O R A N D U M

TO: Commissioner Gary Hansen  
Commissioner Tanya Collier  
Commissioner Sharron Kelley  
Commissioner Dan Saltzman

FROM: Hank Miggins  
Executive Assistant

THRU: Gladys McCoy  
Multnomah County Chair

DATE: March 4, 1993

RE: Additional Budget Related Information -  
The Chair's Office and Management Support Services

Attached is the additional budget information requested concerning the Chair's office and Management Support Services. I hope this information will be useful to you.

If you have any questions please let me know.

HCM:mrmm  
9965G



## MULTNOMAH COUNTY CHAIR'S OFFICE

### BACKGROUND

The Multnomah County Chair has both Legislative and Administrative responsibilities. As Chief Executive Officer, the Chair administers all County Programs (except those under the Sheriff, Auditor, District Attorney and Board of County Commissioners), prepares the annual budget, develops policy and oversees departmental programs. As a legislator, the Chair presides at Board meetings, conducting the legislative business of the County as provided for by statelaw and the Home Rule Charter.

### MISSION STATEMENT

ESTABLISH POLICY AND PROVIDE OPERATIONAL DIRECTION IN ORDER TO FULFILL THE MULTNOMAH COUNTY MISSION OF PLANNING, FINANCING AND DELIVERING SERVICES TO ALL CITIZENS AND PROPERTIES IN THE COUNTY IN AN EFFECTIVE, EFFICIENT, AND FAIRLY DISTRIBUTED MANNER THAT PROMOTES PUBLIC CONFIDENCE IN GOVERNMENT.

### GOALS AND OBJECTIVES

- \* To provide for the separate and diverse interests of all County residents through policy direction, decisions, administrative supervision, and coordination of programs and services within the Departments of Health, Social Services, Community Corrections, Library Services, Environmental Services
- \* To provide policy decisions, direction and administrative supervision over County Support Services Programs to assure compliance with County, State and Federal mandates and guidelines
- \* Seek adequate, long term funding solutions for the provision of strong, effective and efficient County programs, services and facilities
- \* Continue to seek regional solutions to providing government services more efficiently and effectively
- \* To reflect the diversity of our communities, implement an Affirmative Action Program that will establish fairness and equality in the workplace and inclusiveness on all citizen advisory boards
- \* Seek to empower our citizens by providing opportunities to participate in governance and access to County information
- \* Continue to implement a "continuum of services" model which includes human, justice, social, and health services to meet the changing demands of this community

- \* In partnership with other local jurisdictions create a comprehensive "public safety" policy and accompanying programs which embrace a safe community in the form of prevention/detention
- \* Establish a public information program and policy that provides easy access to County government information for all citizens to increase citizen participation
- \* Maintain role as liaison to various county and community-based committees, task forces, advisory boards

9908G/1-2

## COLUMBIA GORGE/TOURISM COORDINATOR

### Background:

This position was created in response to several key federal and state policies and programs, primarily the Columbia River Gorge National Scenic Area Act. The Act created an unprecedented partnership between county and federal governments. Unlike most nationally recognized areas that are solely under federal ownership and management, the Columbia River Gorge National Scenic Area (CRGNSA) is only partially owned and managed by a federal agency.

In this unique relationship, county governments play a key role in planning and managing the CRGNSA under a comprehensive program that includes such elements as land use planning and regulation; economic and rural community development; recreation and tourism planning; cultural resource protection; as well as emergency services. Prior to the creation of the CRGNSA, the County did not provide staff to coordinate, implement and monitor many of the CRGNSA programs and other critical programs especially those providing access to federal and state funds. For example, the County lacks an economic and rural community development program. Yet the County committed to two significant regional economic development programs: the Oregon Tourism Alliance under the auspices of the State's Regional Strategies Program and CRGNSA Economic Development Program. The Columbia Gorge/ Tourism Coordinator plans, implements and manages these extensive programs.

### Mission:

- \* To coordinate County policies and programs with aspects of the Columbia River Gorge National Scenic Area affecting land use, economic development, grants and funding, recreational and tourism activities and citizen coordination
- \* To develop, coordinate, implement and monitor the various Countywide economic and rural community development programs
- \* To facilitate development of County policy and address issues common to all the County's rural unincorporated areas including but not limited to land use, tourism and recreation, emergency services and community enhancement issues

Goals and Objectives:

- \* Perform professional planning and administrative support work which involves liaison of County programs and policies with the CRGNSA Act implementation
- \* Represent County policy and program interests at meetings of the Columbia Gorge Commission, Oregon Tourism Alliance, Portland Oregon Visitor's Association, Metropolitan Exposition-Recreation Commission, Historic Columbia River Gorge Advisory Committee, East Multnomah County Community Association, and Troutdale Chamber of Commerce
- \* Serve as liaison to Board of County Commissioners for the CRGNSA, Regional Strategies and Oregon Tourism Alliance
- \* Provide County response and input on aspects of the CRGNSA Management Plan as part of an interdisciplinary planning team
- \* Design, revise, negotiate, and monitor contracts or grants; submit proposals, obtain financing of programs to further County interest in CRGNSA developments
- \* Gather, research and provide complete and accurate data utilizing a variety of internal and external data which will provide programmatic base material for projecting short and long term planning
- \* Coordinate and manage the County's participation in the Oregon Tourism Alliance
- \* Establish and work with citizens groups
- \* Coordinate and implement the County's participation in economic and rural community development programs

## PUBLIC INFORMATION OFFICER

### Mission:

To promote public education about Multomah County government by assuring accurate and timely reporting and coordination of media relations.

### Goals and Objectives:

- \* Act as County spokesperson in providing responses to inquiries from the news media and in representing the County at meetings and other public appearances
- \* Assure that the Board of Commissioners and other agencies are advised of news media inquiries, potential questions and coordinate the County's response
- \* Assure public notification of upcoming public appearances, including news conferences and other information availabilities by maintaining an ongoing contact with members of the news media
- \* Assure accurate reporting of County related issues by preparing news releases, articles, issue papers, media advisories, and fact sheets
- \* Promote the County through investigation of possibilities for news coverage for the Board and other agencies of the County by initiating story ideas and making background information accessible to the media
- \* Provide the public with information on County programs and policies by arrange for briefings between the appropriate County officials and news reporters, editors, columnists and key journalists
- \* Provide public education concerning major issues of importance to Multnomah County
- \* Arrange public appearances by the Chair and/or appropriate County Commissioner
- \* Write basic speech materials for the Chair
- \* Emergency Management Public Information Officer

## INTERGOVERNMENTAL RELATIONS OFFICER

### Mission:

To coordinate and facilitate Multnomah County's relations with all other federal, state, regional and local governments.

### Goals and Objectives:

- \* Assist the Chair and the Board in formulating policies which affect or otherwise relate to other governments
- \* Communicate Multnomah County policies on behalf of the Chair and the Board to other federal, state, regional, and local governments
- \* Monitor Multnomah County interests by monitoring the Oregon Legislative Sessions and serving as the informational liaison between the Board and the Legislature
- \* Provide County elected officials with needed information to develop the County's legislative priorities by monitoring and tracking bills through the legislative session
- \* Maintain functional liaison with the private sector (Chambers of Commerce) and Multnomah County

## HISPANIC SERVICES COORDINATOR

### Background:

Oregon's Hispanic population is the largest ethnic group in the State of Oregon. Officially, according to information released by the U.S. Census Bureau, there are over 112,707 Hispanics in Oregon, which represent 4% of Oregon's population. It is estimated that there is an undercount of 50-70,000 Hispanic persons. The reason for this undercount is attributed to the fact that historically, Hispanics have been and still are reluctant to participate in the census count. Multnomah County Hispanic population has grown drastically since the mid-1980s. The perception of growth in the Hispanic community is verified by the 1990 Census figures which found that 18,390 Hispanics live in Multnomah County, a 59% increase over 1980, when the Hispanic population was 10,818.

### Mission:

The Mission of the Hispanic Services Coordinator is to create a vehicle that will improve the quality of life for Hispanic families and children within the County.

### Goals and Objectives:

- \* Improve the quality of life of Hispanic individuals, families and children in Multnomah County
- \* Provide a system of services that support Hispanic individuals, families and children in Multnomah County
- \* Work with all government agencies, private non-profits, philanthropic entities and higher educational facilities toward adding to efficient and effective services for Hispanics
- \* Work with law enforcement agencies to make all our communities safe and supportive for Hispanics
- \* Work to make home ownership a reality for Hispanic families
- \* Work to improve the education and knowledge of landlords toward utilizing subsidized housing within Multnomah County
- \* Work with all groups to make community services available to Hispanics in all areas of the County
- \* Work with law enforcement agencies in joint community policing efforts in all areas of the County



# MULTNOMAH COUNTY, OREGON

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**BOARD OF COUNTY COMMISSIONERS**

GLADYS McCOY  
DAN SALTZMAN  
GARY HANSEN  
TANYA COLLIER  
SHARRON KELLEY

**PLANNING & BUDGET**

PORTLAND BUILDING  
1120 S.W. FIFTH - ROOM 1400  
P. O. BOX 14700  
PORTLAND, OR 97214  
PHONE (503)248-3883

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TO: Hank Miggins, Executive Assistant  
FROM: Dave Warren, Budget Manager *DCW*  
DATE: March 4, 1993  
SUBJECT: Cut Package MSS 6

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This memo is an attachment to the Cut Package for 1993-94, MSS 6, that would eliminate a Planning & Budget Administrator from the P&B budget.

I want to document the duties and expectations of the position, and amplify on the very brief summary of the consequences of the cut that shows on the cut package form. I expect my presentation to the Board will restate the contents of this memorandum.

First, I want to emphasize that I do not propose this possible cut lightly. It will require a significant realignment of the workload in this office. It will result in sacrificing a number of activities that we now perform. We will not be able to perform them.

Revenue analysis is a crucial part of the Planning & Budget Division's workload. It is a prime component of our overall mission to provide information to policy makers that will be useful to them in making decisions. It is a prime component of our overall goal to keep the County fiscally stable over time. This position is responsible for pulling together and communicating the revenue analyses done by two other staff in the office; making sure that the results of their work are sound, that the results are consistent with assumptions used by other jurisdictions, and that they are presented in a clear way to those (your office and the Board) who must make use of them.

Maintaining accurate appropriation tables in LGFS, the accounting system, is also a primary (and very rarely noticed) function of this office. The appropriations must match revenues by fund, or the accounting system is out of balance. Appropriations must be kept up to date accurately to show what the current levels of authorization by the Board happen to be. This position has the primary responsibility for assuring compliance with these requirements. This function has been added to the duties of the position this year, in response to the Peat Marwick recommendation in the last two audits that we actually make the budgetary accounts balance. Largely because of the number of budgetary changes undergone since Measure 5, this office has not been successful in meeting this requirement. Losing this position will shift this activity to one of the rest of us, probably me, and it risks our falling out of compliance again.

Finally, after Gary Blackmer's famous audit of the Business Income Tax, this position took on an important role in analyzing the collection mechanisms used by the State to collect our BIT and comparing them with the processes used by Portland to collect the Business License Tax. It also represented the County in numerous discussions and task forces to consider consolidation of the two taxes and debate who should administer the consolidated tax. That work is not complete. Without this position, our participation in these discussions will end.



What follows is a more specific listing of a number of tasks assigned to the position, taken from the evaluation done last November.

1. Coordinate and supervise a review of the actuals for 1991-92 and put together an explanation of how we ended up with so much less BWC this year and determine what effects this analysis might have for our projections this year.
2. Coordinate and supervise regular, comprehensive written revenue updates for me, the rest of the Office, Hank Miggins, and Dave Boyer.
3. Coordinate and supervise a formal quarterly financial forecast for the Board in conjunction with Contingency requests that will keep the policy makers clear about what our expectations are. Failing a more elegant format, use the City of Portland's report as a model.
4. Balance LGFS and OMNI quarterly; make sure Kathy Nash updates the OMNI spreadsheets with LGFS totals monthly.
5. Coordinate and supervise an overall review of our computers: choose a spreadsheet package and get us legal with it, determine what we will need next year, recommend what we should do about the 14th floor LAN -- before January 15, 1993.
6. Continue representation in the various discussions leading to a final resolution about how the BIT or its successor will be collected.

This kind of work needs to be done. Some of it will not be done. The rest will be shuffled off onto me or the other analysts, interfering with the capacity of the office to deal with issues that arise or to carry out a work plan of our own in addition to reacting to what others bring us.



# MULTNOMAH COUNTY, OREGON

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**BOARD OF COUNTY COMMISSIONERS**

GLADYS McCOY  
DAN SALTZMAN  
GARY HANSEN  
TANYA COLLIER  
SHARRON KELLEY

**PLANNING & BUDGET**

PORTLAND BUILDING  
1120 S.W. FIFTH - ROOM 1400  
P. O. BOX 14700  
PORTLAND, OR 97214  
PHONE (503)248-3883

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TO: Hank Miggins, Executive Assistant

FROM: Dave Warren, Budget Manager *DCW*

DATE: March 4, 1993

SUBJECT: 1993-94 Planning & Budget Request

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Attached is a copy of the Planning & Budget request for 1993-94 spending. It includes the required information: a program overview, a division financial summary, a program financial summary, detailed budget sheets for the current service level, and, finally, cut package MSS 6.

The current service level budget (\$556,709) will give this office enough resources to:

- run budget processes that meet the requirements for a legal budget,
- keep appropriations and estimated revenues in LGFS current and balanced,
- review proposed budget modifications,
- review revenues and expenditures and produce estimates of long-term impacts on the County financial status,
- staff a number of special assignments, probably about two at any given time, such as citizen committees, County task forces, intergovernmental proposals, etc.,
- support the continuing effort to improve the revenue production from the Business Income Tax,
- assist Finance and the Board in working out a financial policy for the County (including determining the appropriate size of reserves, and appropriate mechanisms for spreading the cost of support services to dedicated revenue sources),
- provide the Board with background information on significant fiscal and programmatic issues,
- assist departments in preparing background information for proposals to the Board,
- assist the Board in moving toward more comprehensive program budgeting,
- staff a strategic planning effort.

These are serious commitments and they will stretch the staffing level currently in the office.

The potential cut package (\$74,813) will reduce our capacity to deal with this workload. Specifically, I believe we will be unable to do the following things well or at all.

- keep appropriations and estimated revenues in LGFS current and balanced,
- review revenues and expenditures and produce estimates of long-term impacts on the County financial status,
- support the continuing effort to improve the revenue production from the Business Income Tax.

I recognize the difficulties you faced in requiring that this package be forwarded, and I appreciate your ranking of it as far down the list of potential MSS reductions, but it is not a good piece of business for Planning & Budget to give up this position.

## **Nondepartmental Planning & Budget**

### **Mission**

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

### **Objectives**

- Track and accurately estimate the County's general revenues,
- Track and accurately estimate organizational spending,
- Inform policy makers and administrators of the County's financial situation and suggest ways to correct financial problems as they occur,
- Assist departmental staff with financial analysis behind their program efforts,
- Assist the Chair and Board of County Commissioners in directing the County toward long-range goals,
- Prepare legally required budgets and maintain legally required budgetary accounts in the general ledger.

### **Measures**

- Spending and revenue estimates are within 1% of actual experience at the end of each fiscal year,
- General ledger budgetary accounts are judged correct by the County's outside auditors,
- Budgets meet legal requirements established by Oregon Revised Statutes,

## Nondepartmental

### MANAGEMENT SUPPORT SERVICES

#### Purchasing, Contracts & Central Stores

Purchasing, Contracts and Central Stores is responsible for the acquisition of supplies, materials, equipment and services -- including construction and personal services required by all County departments and divisions. Central Stores stocks and manages office and medical supplies and equipment and dispose of surplus or obsolete furnishings, equipment and supplies at the most advantageous prices to the County. Contracts Administration is responsible for reviewing all contracts to ensure that they meet legal requirements and County policies. This section is also responsible for storage and viewing of all active contracts. These objectives and activities are managed by the Purchasing Director and carried out by the three Sections below:

- \* **PURCHASING SERVICES** - This Section operates with a staff of four (4) professional buyers, one (1) Purchasing Administrator, and three (3) support staff. Competitive bids of agency requisitions for goods and services are issued by this staff. All supplies and equipment commonly used by two or more County agencies are combined and issued as *Requirements Contracts* for agency convenience and volume savings. This staff also works to ensure opportunities for participation by minority, woman and emerging small business firms in the County's purchasing program. Opportunities for contracting with Qualified Rehabilitation Facilities which provide employment for disabled individuals are also actively solicited for negotiation pursuant to State law and County Ordinance.
- \* **CONTRACTS ADMINISTRATION** - All personal services and other contracts are routinely logged, reviewed and routed by the two (2) staff in the contracts section. Contractor and accounting information is extracted and entered in the Contract Information System (COINS) for tracking and access by County agencies. The Senior Office Assistant in this Section also performs word processing services required by all staff.
- \* **CENTRAL STORES/SURPLUS PROPERTY** - The Central Stores Warehouse is staffed by four (4) warehouse persons, and (1) warehouse chief and is supervised by one (1) Operations Administrator. This Section is supported by two (2) Purchasing Specialists 1's, and two (2) support staff. This section maintains and operates a central warehouse of commonly used office supplies and equipment for convenience and volume cost savings. This section is also responsible for redistribution or sale/disposal of surplus property that is obsolete or no longer needed by the County.

This section has been impacted most by efforts to make County government operations more economical and efficient. Purchasing has been successful in an internal merger of health supplies and other medical supplies in FY 91-92. Purchasing, packaging and distribution of family planning supplies to 36 Counties in the State was also a major component of this merger. We now sell and distribute medical supplies and equipment to the Counties that receive Family Planning supplies for a 10% purchasing and handling fee. It is our understanding that the cost of these supplies is still much less than what they would be able to obtain from local suppliers. In October, 1992, we completed negotiations with the City of Portland to purchase and physically transfer their stationer stores to the County. Purchasing fees charged to the City of Portland are 8%. The City's efforts to deplete stock prior to the physical move to the County slowed City customer sales down, but we are now increasing sales and anticipate that we will reach targeted revenues prior to the end of this fiscal year.

Central stores is also responsible for redistribution or sale/disposal of all equipment, furnishings and supplies that are no longer useful to departments or obsolete. Included in surplus property sales are Sheriff's stolen or unclaimed property.

Purchasing, Contracts and Central Stores responsibilities were previously carried out by 22 FTE. In order to reach our budget target, it was necessary to vacate a buyer position.

Since FY 91-92 Purchasing has been involved in both internal and external changes and new responsibilities which have impacted the work load. The expansion of the Department of Community Corrections also increased the number of contracts processed. Because of these changes, we are experiencing a 10 - 12% increase in requisitions received in both Purchasing and Central Stores for the first 6 months of 92-93 and the peak purchasing period usually occurs from May 15 to July 30 each year.

Although we have reorganized the buyer workloads the loss of the buyer position will cause the Buyer Supervisor to actively purchase goods and services. In addition to supervision of the buyer staff, this position was responsible for minority/woman and small business enterprise outreach as well as encouraging negotiated contracts with qualified rehabilitation facilities which provide employment opportunities for severely disabled individuals.

We fully recognize that all County agencies will be impacted by budget cuts in various ways, therefore, we are exploring options and alternatives to maintain efficiency and continue services to County customers. Among the options are:

1. Maximizing the use of the new purchasing and inventory control system. Initially workloads will be heavier during our peak periods, but it is anticipated that this system will eventually provide greater efficiency and service; and
2. Participation in a Tri-County Purchasing Cooperative Group. Currently 10 jurisdictions in the Tri-County area are expanding cooperative purchasing efforts. These efforts are concentrated in common use supplies and equipment which would provide the greatest volume savings. A "Bid Calendar" is being used to notify agencies of purchases going out to bid in order that appropriate language can be inserted for participation by all local jurisdictions. Hopefully, these efforts may eliminate duplication of specification development, and functions required to issue and award contracts, however, this is long range and will not address needs for the first half of Fy 93-94.



# MULTNOMAH COUNTY OREGON

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COUNTY CHAIR

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## MEMORANDUM

TO: Hank Miggins, Executive Assistant  
Ching Hay, Budget Specialist

FROM: Curtis Smith, Employee Services Manager 

DATE: March 2, 1993

SUBJECT: Re-cap of BCC Presentation Regarding Employee Services Division

Hank, you asked for a summary of what I said at the MSS budget presentation to the Board of County Commissioners. In addition, Ching Hay in Budget requested information about training and word processing. Here are the details:

1. **Employee Services Programs.** At the BCC presentation, I spoke from the two attached February memos. Those memos cover the essence of my oral presentation.
2. **Implications of Potential Program Cuts.** If the County is unable to fund the current service level budget, here are the General Fund cuts we would make, and the impact:
  - A. Move .5 FTE Office Assistant 2 to Insurance Fund in recognition of the current level of reception and word processing services being performed for Risk Management and Employee Benefits. \$15,205 savings.

Impact: Since Risk Management and Employee Benefits are totally within the Insurance Fund, this appears to be a legitimate charge. No reduction in service. Insurance Fund can absorb the cost without increasing the Insurance Fund rates charged to Departments.

- B. Delete .5 FTE Office Assistant 2 from Training Section. \$15,205 savings.

Impact: 1) Jeopardizes current effort to build a data base record of all employees and managers who are trained by us. This has both training and liability implications. For example, we may not always be able to certify which managers have participated in County-mandated training.

2) Reduces our current capacity to verify, a week before a class, that registrants are indeed coming, and to enroll alternates. As a result, attendance at classes will drop 10%, increasing per student cost of instruction accordingly.

- C. Reduce recruitment advertising by \$ 15,300.

Impact: 1) We won't have enough recruitment funds if 1993-94 permanent vacancies exceed our average 8% turnover rate.

2) Even if we have less than 8% vacancies, we will have to refuse most out-of-area advertising, unless Departments are willing to pay. (This is an example of how an MSS budget cut can result in a centralized service becoming decentralized.)

3. **Responsibility for Training.** Historically, the *Employee Services Division* was assigned responsibility for County-wide training. This included new employee orientation, management training (including topics related to affirmative action and labor relations), communication skills, and clerical excellence training. When Affirmative Action and Labor Relations were removed some years ago from the Employee Services Division, the managers of those two units continued teaching their respective courses in affirmative action and labor relations, with Employee Services Division continuing to coordinate course, room, and student scheduling. In the last two years, Employee Services has attempted to expand its offerings in critical topics such as cultural diversity management and conversational Spanish for providers who service Spanish-speaking clients.

**Risk Management** also provides County-wide training, but limited to its areas of specialty, such as safety and liability containment. There is no duplication between Risk Management's course sponsorship and Employee Services' courses. For example, Risk's recent encouragement of a sexual harassment curriculum in MCSO did not duplicate Employee Services' 60-minute module on women in the work place, nor Affirmative Action's general training on sexual harassment. The MCSO sexual harassment course is more intensive and designed to address a specific scope of issues for a more limited audience.



Generally, **Departments** provide training in subject areas unique to their respective professional specialties. Departments have tended to expand into County-wide training areas, such as management training, only as such centralized training has been cut back or eliminated. In addition, Departments have used MSS managers for consultation and training delivery in developing their own training programs.

Most recently, **Employee Services Division has collaborated with Portland's Personnel Bureau** on the topic of management training. A needs assessment survey was conducted; a comprehensive set of management training topics was identified, and two new courses have been developed and offered. Specifically, the County developed and delivered an employment interviewing class for City and County managers, while the City purchased an ethics training class for use by both agencies. One point about collaboration on training between agencies: it does not necessarily reduce the cost of instructional delivery. However, there is savings to be gained in the curriculum development. We have also experienced the convenience of sharing each other's training facilities, equipment, and professional expertise.

It should be noted that historical cuts have left Employee Services with ***much mandated training to deliver, but not one single full-time trainer on staff.***

4. **County Word Processing.** This unit serves all Management Support Services, County Counsel, and several other County work units not otherwise supported by word processing. Beginning in March 1993, our monthly report will be expanded to show users' usage by General Fund and Insurance Fund. Our word processors' service relieves higher priced employees from having to perform complicated typing, such as tables, graphs, dictation, contracts, and the like.



# MULTNOMAH COUNTY OREGON

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## MEMORANDUM

TO: Hank Miggins, Executive Assistant

FROM: Curtis Smith, Manager  
Employee Services Division *Curtis Smith*

DATE: February 4, 1993

SUBJECT: 1993-94 Program Descriptions, Objectives and Sample Measures  
for Employee Services Division

## DIVISION MISSION STATEMENT

The Employee Services Division provides managers, employees, and job applicants with professional human resource services which attract, retain, and develop an effective workforce that achieves the County's goals.

## PERSONNEL

**Program Description:** Provide Multnomah County management, employees and job applicants with personnel services which attract, retain and develop an effective work force that achieves the County's goals.

**Clients Served:** All managers, supervisors, employees and job applicants.

### Objectives:

- **Recruitment & Selection:** Assist management in acquiring qualified employees. This includes maintaining an examination system and continuing to lead interagency cooperation efforts.
- **On-Time Delivery:** A list of eligible candidates will be provided to the hiring manager, on the average, within four weeks of receipt of the request, as shown in the Employee Services Division Quarterly Activity Report.
- **Affirmative Action:** Sufficient applicants of color will be recruited so that hiring managers are able to maintain a minority employee population of at least 14% (less net impact of any County layoff) of full- and part-time permanent employees; as shown in the Employee Services Division Quarterly Activity Report.
- **Classification/Compensation:** Maintain a classification and pay system which equitably compensates our employees within the constraints of the County's ability to pay, the pay ordinance, and existing labor contracts.
- **Professional Consultation:** Provide managers and supervisors with professional advice on organizational development, position allocation, employee performance, and other personnel issues as requested.
- **Personnel Records & Reports:** Maintain an accurate personnel database, and produce reports that meet the needs of the County and the agencies to which we report.

## TRAINING

**Program Description:** Design and deliver courses which will meet the learning needs of our employees.

**Clients Served:** County managers, supervisors, and employees.

**Objectives:**

- **Compliance Management:** Develop and deliver courses which are mandated by law or Executive Order and which have been assigned to our Training Section, including management/supervisory training, cultural diversity awareness, and affirmative action training.
- **Participation:** At least 1000 employees will participate in one or more of the courses offered, including mandated courses, as shown in the Employee Services Division Quarterly Activity Report.
- **Improved Management/Supervisory Training:** Expand and deliver a management/supervisory training program which will merge current courses into a comprehensive development program for supervisors, administrators and managers. This includes interagency cooperation.
- **Training Coordination:** Develop and deliver other countywide courses as needed and publicize.
- **Employee Incentives:** Coordinate the employee service awards program and the exempt employee bus pass program.
- **On-Time Delivery:** Every eligible employee will receive his/her service award during the quarter following his/her service anniversary date, as shown in the Employee Services Division Quarterly Activity Report.

#### COUNTY WORD PROCESSING

**Program Description:** Provide word processing and transcription services to all Management Support Services staff and to all other County units not otherwise supported by word processing.

**Clients Served:** County managers, supervisors, attorneys and employees.

**Objectives:**

- **Service Delivery:** Accept, process and deliver customer work orders.
  - **Volume:** Process and deliver annually 7,000 or more completed work orders (documents), as verified in the Employee Services Division Quarterly Activity Report.
  - **On-Time Delivery:** Deliver annually 1,750 or more "rush" work orders within four hours of receipt, as verified in the Employee Services Division Quarterly Activity Report.
- **Customer Development:** Market services in-house to acquire new work which is more efficiently performed by Word Processing than by other staff.
- **Customer Satisfaction:** Survey customers twice a year for quality of service received, and adjust service as necessary.

## HEALTH & BENEFITS

**Program Description:** Manage the County's health and benefits program for employees and retirees. Health and benefits includes medical, dental, life and disability insurance, employee assistance, health promotion, child care resource and referral, tax saving flexible spending accounts, new employee orientation, and health-related policy development and implementation.

**Clients Served:** County employees, retirees, and eligible dependents.

**Objectives:**

- **Compliance Management:** Provide health and welfare benefits to County employees and retirees in accordance with terms of labor agreements, County ordinances, and applicable state and federal mandates, rules and regulations.
- **On-Time Delivery:** Health and benefit programs will be managed to comply with required service deadlines as specified by collective bargaining agreements, ordinances and federal and state law.
- **Service Delivery:** Plan, deliver and evaluate new and ongoing program services and activities including new employee orientation, employee assistance, and health promotion.
- **Customer Participation:** Forty percent (40%) of County employees will be motivated to participate in the employee assistance program or health promotion program, as shown in the Employee Services Division Quarterly Activity Report.
- **Health Care Plan Management:** Promote cost-effective and health enhancing employee/retiree utilization of health and welfare benefits through education, communication, and appropriate plan design.
- **Cost Containment:** Manage a Preferred Provider Network which will reduce medical claims costs 10%, when utilized in our self-insured medical plan, as reported in the annual Financial Summary of Benefits for Multnomah County.

COUNTY POLICIES AND PROCEDURES  
(Proposed)

**Program Description:** Edit, maintain, propose and distribute County executive orders, the Administrative Procedures Manual, a personnel manual and other publications as assigned.

**Clients Served:** All managers, supervisors, attorneys, and employees.

**Objectives:**

- **Administrative Procedures Manual:** Propose and edit procedures currently missing, and revise existing procedures which are out of date.
  - **Update Manual:** Complete and publish 100 pages of new or revised copy by June, 1994.
- **Executive Orders:** Codify all existing orders and recommend deletion of obsolete orders.
  - **Update Orders:** Orders will be up to date by June, 1994.
- **Employee Services Manual:** Develop and publish to all County units a personnel manual.
  - **Create County's First Personnel Manual:** First edition issued by June, 1994.

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# MULTNOMAH COUNTY OREGON

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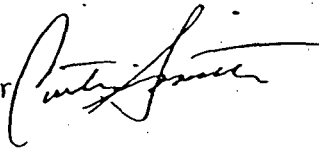
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## MEMORANDUM

TO: Hank Miggins, Executive Assistant

FROM: Curtis Smith, Employee Services Manager 

DATE: February 4, 1993

SUBJECT: Critical Budget & Policy Issues,  
Employee Services Division

### Personnel Program

1. Maintain Employee Services staff at a constant ratio to total County staff, since total County staff drives our workload.

Explanation: In both the public and private sectors, the human resources function (equivalent to our Employee Services, Labor Relations, Affirmative Action, and part of Risk Management) is staffed at an average ratio of one Human Resources employee for every 100 employees in the workforce. However, the County has grown over a 1,000 employees in recent years without proportionately increasing Human Resources staff. In fact, our Personnel Section has decreased. Our ratio is now at 1:122. This appears to have happened, perhaps because of lack of advocacy, and certainly because the historically customary "percentage across the board cuts" have impacted Management Support Services disproportionately when compared against departments. The recent County Auditor's report confirms this phenomenon. Furthermore, the Goldschmidt Report revealed that our human resource function is staffed the second leanest of all large governmental agencies in the Metro Area, and the absolute leanest if we consider only general purpose agencies.

While lean is economical, it means operationally that we lack the capacity to respond adequately to the County's reasonable service needs, such as delivery of new training, which will be required under the recently bargained union contracts. At the very worst, we should not allow our staffing ratio to decline further.



2. Maintain adequate resources to recruit, select, and retain good employees for the County.

Explanation: As mentioned above, the County has cut its Personnel Section staff while the workforce has grown over 1,000 employees. In addition, the dollars available for advertising and other affirmative action efforts have been cut. At the same time, we have been asked to develop affirmatively a more culturally diverse workforce, and to continue working toward the establishment of an interagency "one stop shopping" center for public sector employment applicants.

#### Training Program

1. Maintain adequate resources to provide all new and continuing mandated training, including: cultural diversity training, management training, ethics, and drug and alcohol policy implementation.

Explanation: For lack of resources, the County has never been able to fully implement its management and supervisory training program. The County's historic reliance on outside part-time trainers and inside volunteer "train-the-trainer" efforts have had some favorable impact. Furthermore, we have recently beefed up the program somewhat by combining part of our management training with the City of Portland. However, the fact remains that there is not one single professional trainer employed by the County to deliver its mandated training. Consequently, we are not providing our managers and supervisors with an adequate set of skill and knowledge trainings which they need to keep up to date, manage employees effectively, and avoid liability.

2. Develop and provide equipment, facilities, and staff for mandated training and a reasonable amount of additional capacity to respond to new requests for service during the fiscal year.

Explanation: As training requirements have increased during the past two years, the availability of our one training room on the 14th floor has decreased due to the transfer of elected officials' staff from the Courthouse. A meeting area at the Library Administration Building has been pressed into service as a stopgap. The City of Portland is also able to provide space when available. Now the remodeling of the Mead Building has given us the opportunity to dedicate a room for training. Unfortunately, the remodeling fund does not include provision for furniture and audio-visual equipment.

#### County Word Processing Program

1. Obtain new printer and related upgrade capabilities, so that planned migration off the WANG system and onto more efficient Local Area Network (LAN) can continue.
2. Continue to recruit new customer work, so that clerical jobs are not done by high-priced technical and managerial staff.

#### Health/Benefits Program

1. Continue designing, recommending and implementing cost-effective modifications to the employee benefits programs, including medical, dental, life and disability insurance, employee assistance, employee referral, and tax-saving flexible spending accounts.
2. Respond to federal and state mandated changes in the above programs, including forthcoming health care reform.
3. In 1993, implement many benefit changes agreed to in union contracts signed during 1992.
4. Promote employee health programs designed to increase employee efficiency and reduce costs to the County, such as medical claims costs.
5. Train employees in mandated health-related topics, such as new employee orientation, HIV, bloodborne pathogens, and implementation of recently bargained drug and alcohol policy.

#### Policy and Procedure Maintenance

1. Employ a policy and procedures editor to develop, edit, and maintain Countywide policy and procedures manuals.

Explanation: Currently the County has no person dedicated to this function. As a result, the Executive Orders need codification, the Administrative Procedures Manual has not been completed, and the County has never developed a personnel manual. Large organizations have difficulty obtaining consistent management when printed references don't exist, or are so out of date that no one reads them. Authoritative procedures are a hallmark of mature organizations, and give managers the freedom to focus their time on exceptional matters, rather than routine events.

Note: This function need not become part of Employee Services. It is proposed here simply because, in our management training courses and elsewhere, we are constantly aware of the struggle managers are going through to stay aware of "County policy."



# MULTNOMAH COUNTY OREGON

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MAR 04 1993

## MEMORANDUM

To: Hank Miggins, Executive Assistant

From: David Boyer, Finance Director *DB*

Date: March 4, 1993

Subject: 1993-94 Finance Division Budget

GLADYS MCCOY  
MULTNOMAH COUNTY CHAIR

Attached is a copy of the Finance Division's recap of the BCC Board Presentation: a program overview, critical issues, cut packages MSS 7 and MSS 8 and the Organization Chart for the Finance Division.

The Finance Division General Fund current service level budget is \$1,595,514 consisting of 28½ FTE employees and will enable Finance to:

- Pay employees and related taxes and benefits in a timely manner.
- Pay all County obligations in an expedient manner, such that all available discounts are taken to the advantage of Multnomah County.
- Maintain quality financial systems.
- Ensure internal control policy and procedures.
- Assure that financial laws/policies are adhered to.
- Maintain quality relationships with the financial community and internal users.
- Maximize the use of innovative technology to provide financial services.
- Safeguard assets, get best return on investments and maintain quality relations with financial community.
- Provide accurate and timely financial information which meets users needs.
- Bill and collect all monies due in a timely manner.
- Use all collections means available to Multnomah County in order to minimize losses.
- Ensure that the County is in compliance with all laws, regulations and contractual requirements.

The potential cut packages of \$105,569 will reduce our ability to deal with this workload. Attached is memorandum to you and Gladys detailing the duties of the two positions and the services we will not be able to provide.

The BCC asked what amount of money was turned over to the County as a result of abandoned properties. The amount collected ranges between \$3,000 and \$6,000 annually.

DAB3/ts

## **FINANCE DIVISION**

### **MISSION OF FINANCE:**

The mission of Finance is to provide financial functions in an efficient manner that enable other County programs to concentrate on services. To ensure controls and procedures are in place on all County systems and activities.

### **KEY OBJECTIVES:**

- Provide professional financial services.
- Use available innovative technology to provide financial services.
- Assure that laws/policies are adhered to.
- Safeguard assets.
- Get best return on dollars.
- Provide accurate, timely, usable financial information.
- Provide financial control, review, assistance, and advice.

These objectives can be measured by:

- County does not receive penalties for late filings.
- Investment return is within one-half percent of Local Government Investment Pool.
- County receives Certificate of Excellence in Financial Reporting.
- County auditors do not uncover material audit adjustments.
- County meets all payroll dates.
- Users receive financial information in the time frame required.

## **Nondepartmental Finance Division**

Manager: Dave Boyer

Agency: 050

Organization: 7030

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### **7400 FINANCE ADMINISTRATION PROGRAM DESCRIPTION**

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

#### **Objectives**

- Maintain quality financial systems and internal control policy and procedures.
  - Assure that financial laws/policies are adhered to.
  - Maintain quality relationships with the financial community and internal users.
  - Provide accurate and timely financial assistance to internal and external users.
- 

### **7405 ACCOUNTS PAYABLE PROGRAM DESCRIPTION**

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

#### **Objectives**

- Maintain quality financial systems and internal control policy and procedures.
  - Assure that financial laws/policies are adhered to.
  - Pay County obligations in a timely manner.
  - Provide accurate and timely financial information which meets user needs.
- 

### **7410 ACCOUNTING PROGRAM DESCRIPTION**

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

#### **Objectives**

- Maintain quality financial systems and internal control policy and procedures.
- Assure that financial laws/policies are adhered to.
- Safeguard assets.
- Provide accurate and timely financial information and reports in a form which assists users in meeting their objectives.

## **Nondepartmental Finance Division**

Manager: Dave Boyer

Agency: 050

Organization: 7030

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### **7412 ACCOUNTS RECEIVABLE PROGRAM DESCRIPTION**

To provide effective billing services that ensure that Multnomah County collects all monies due in a timely manner.

#### **Objectives**

- Bill and collect monies due in a timely manner.
  - Use all collections means available to Multnomah County in order to minimize losses.
- 

### **7415 TREASURY PROGRAM DESCRIPTION**

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

#### **Objectives**

- Maintain quality financial systems and internal control policy and procedures.
  - Assure that financial laws/policies are carried out.
  - Safeguard assets, get best return on investments, and maintain quality relations with financial community.
  - Provide accurate and timely financial information and services which meets user needs.
- 

### **7420 PAYROLL PROGRAM DESCRIPTION**

To issue payroll checks and produce all required reports and statistics in an efficient manner to enable other County programs to concentrate on services. To ensure controls and procedures are established and maintained on County's payroll systems and activities. To maximize safeguarding of assets.

#### **Objectives**

- Issue correct paychecks on time for all County employees.
- Complete all tax returns correctly and on time.
- Provide assistance to employees with payroll-related needs.
- Ensure that the County is in compliance with payroll-related laws, regulations, and contractual requirements.

## **Nondepartmental Finance Division**

Manager: Dave Boyer

Agency: 050

Organization: 7030

### **7421 TRUST AND FIDUCIARY PROGRAM DESCRIPTION**

To ensure all monies deposited with Multnomah County on a fiduciary basis are safeguarded according to legal requirements and in compliance to all regulations.

#### **Objectives**

- Safeguard all assets in trust.
- Maximize return on investments.





# MULTNOMAH COUNTY, OREGON

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## BOARD OF COUNTY COMMISSIONERS

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PHONE (503)248-3883

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TO: Hank Miggins, Executive Assistant

FROM: Dave Warren, Budget Manager *DCW*  
Dave Boyer, Finance Manager *OB*

DATE: February 4, 1993

SUBJECT: Critical Issues for 1993-1994

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As you know, we have already given you a brief list of the critical issues we want to bring to the Board for resolution during the next year. Here is a little different look at those issues in a context suggested by Bill Farver's Format for Policy Development Plans.

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## FINANCIAL POLICIES

### Goal for the County

The County should achieve a higher level of ongoing financial stability as an organization.

### Trends

As Gary Blackmer's Report on the Financial Status of Multnomah County makes very clear, Multnomah County has seen a substantial increase in staffing and budgets during the last decade. This overall increase has been paid for by an increasing reliance on short-term revenues (like the serial levies) and revenues under the control of other governments.

At the same time as the service delivery components of the County have expanded, the County has decreased the proportion of resources it devotes to the infrastructure functions supporting these services.

Measure 5 has made property tax revenue of all kinds less predictable, and has increased the County's proportionate reliance on other revenues difficult to predict such as Business Income Tax receipts, and interest earnings.

We believe the organization needs to explicitly examine ways to assure that its ongoing financial commitments and requirements can be met irrespective of the temporary and uncertain nature of its overall funding.

### Steps to reach the goal

We recommend that the Board examine and give clear policy direction on these issues:

1. Recovery of indirect costs from dedicated revenues,
2. The kind and degree of auditing needed to assure that non-profit organizations comply with County standards and federal and state requirements -- how far to carry the "single audit" concept,
3. Creation of a separate internal service fund to track and provide for the buildings that house all County programs.
4. Agreement about financial policy strategies for unfunded liabilities, long-term financings, General Fund reserves, etc.

Briefly, here are some of the questions we intend to bring to the Board for resolution of these issues.

- Indirect Costs - What overhead costs should be covered by these charges?  
How should the charges be allocated across departments,  
Should any programs be exempted from paying these costs; if so, which ones, and for what reasons?  
How should the County deal with revenue sources that refuse to cover overhead costs?
- Single Audit - What audit requirements should we impose on contractors with which we do business?  
What position should the County take with other governments that impose different, and contradictory requirements?  
Where does financial and program responsibility lie for contractor performance and records; with the contractor or with the County?
- Building Management Fund - What level of capital maintenance should be built into this fund?  
How should the charges be allocated across departments,  
Should any programs be exempted from paying these costs; if so, which ones, and for what reasons?  
How should decisions about program space needs be made, and what funding strategies should be used to pay for them?

After decisions have been made on these issues, we recommend that the Board examine and decide on an overall set of financial policies that will establish parameters within which service programs can operate. Attached is a draft resolution and an outline of a number of topics that should be addressed by a statement of County Financial Policies.

### Responsibilities

Finance and Planning & Budget expect to act as ringmasters for *all* these issues. We plan to put together background information and processes for the Board to work through to come to resolution on all of them.

For indirect cost questions, we expect to coordinate other employees whose programs have to pay these costs so that they can discuss their concerns with the Board. Social Services Department, Health Department, Library, and Sheriff staff have all expressed positions on this issue that are different from Finance and Planning & Budget recommendations. The Board should hear their views as well.

For the single audit issues, Social Services Department staff and, perhaps, contractors will bring their issues to the Board with Finance and Planning & Budget staff.

For the Facilities Management issues, we expect Environmental Services staff to be equal players in presenting and resolving the issues.

## BUSINESS INCOME TAX

### Goal for the County

The County should maximize collections from the Business Income Tax.

### Trends

Recommendations made by Governor Roberts's Task Force on Local Government Services Subcommittee on Licensing & Inspections, chaired by Neil Goldschmidt, were:

- simplify and consolidate collection of Multnomah County Business Income Tax and City of Portland Business License Fee,
- prepare a uniform license/tax code and administrative rules to be adopted by other local jurisdictions who create a business license or income tax in the future.

### Steps to reach the goal

Multnomah County and City of Portland staff have been meeting with the Department of Revenue and the Governor's Office to discuss different options to meet the Task Force recommendations.

1. Multnomah County staff will need to continue to work with City of Portland staff to create a uniform tax code and administrative rules.
2. These options will need to be brought before the County Commissioners within the next few months.
3. Decisions will need to be made regarding recommendations presented for either joint administration by the Department of Revenue or the County to change to administration by the City of Portland.
4. County Commissioners will need to agree on Multnomah County tax code changes to accomplish uniform tax code and administrative rules under joint administration by DOR or administration by the City of Portland.



# MULTNOMAH COUNTY OREGON

GLADYS MCCOY  
COUNTY CHAIR

EMPLOYEE SERVICES  
FINANCE  
LABOR RELATIONS  
PLANNING & BUDGET  
RISK MANAGEMENT

(503) 248-5015  
(503) 248-3312  
(503) 248-5135  
(503) 248-3883  
(503) 248-3797

(503) 248-5170 TDD

PORTLAND BUILDING  
1120 S.W. FIFTH, 14TH FLOOR  
P.O. BOX 14700  
PORTLAND, OREGON 97214

PURCHASING, CONTRACTS  
& CENTRAL STORES

(503) 248-5111

2505 S.E. 11TH, 1ST FLOOR  
PORTLAND, OREGON 97202

## M E M O R A N D U M

To: Gladys McCoy, Chair  
Hank Miggins, Executive Assistant

From: David Boyer, Finance Director *DB*

Date: February 10, 1993

Subject: Finance Division Cut Packages

This is to provide you with background information on the two Finance Division personal service cut packages included with our 1993-94 budget request. I believe that these two positions provide a very important and valuable service delivery element of the Finance Division. However, in order for us to meet the target level budget we had to identify approximately \$105,000 in cuts. We have examined our budget very closely and the only means of meeting the target level was to cut two positions. These two positions were identified because any other reductions in personal service would place an unrealistic work load burden on Finance staff putting the County in jeopardy of not complying with Federal or State laws or regulations.

Currently we incur some overtime expenditures in both payroll and accounts payable. Overtime is used to ensure that the County's payroll and other obligations are met according to legal and contractual requirements. The overtime incurred is not enough to justify a full time position. The staffing of the General Ledger Section and Treasury Section is at a bare minimum. Service level reductions in the General Ledger Section would damage our financial creditability and high standard of excellence in financial reporting. Service level reductions in Treasury would place our investment and cash management practices at unacceptable levels and put the County's high credit rating at risk.

The Finance Division's budget has been reduced in each of the last two fiscal years. In FY 1991-92 Finance cut \$37,300 in personal services, one FTE, and \$23,300 in materials and services. In FY 1992-93 Finance cut \$28,300 in personal service, one FTE, and

\$12,000 in materials and services. The cut packages included with our FY 1993-94 budget is \$105,569. If these two positions are eliminated, Finance will have reduced our support service delivery by \$206,469 over a three year period. We are currently at a bare bones budget. These positions are vital to the County if we are to implement the critical issues, Comprehensive Financial Policy development and Multnomah county Business Income Tax coordination plan, presented to the Board of County Commissioners on February 8, 1993.

The following are the duties of the two positions, some of the benefits derived by having these positions and the services that we will not be able to provide at an effective level:

#### Senior Fiscal Specialist (Accounting)

This position is responsible for financial analysis related to the County's computerized financial software systems. The position also assists the accounting manager in monitoring internal controls, supervising the accounts receivable section, assists in preparation of the County's Comprehensive Annual Financial Report and works on special projects.

#### Analysis of Integrated Software Packages

The recent acquisition of new purchasing software was possible because of the senior fiscal specialist position. This position enabled us to research the need, explore various options and present it to the Data Processing Management Committee for funding.

Acquisition of the time entry system to enhance our payroll system was also possible because we had this position available to research, analyze and present a funding request to the Board.

These two software packages will realize the County \$186,000 in savings or additional revenue annually. It would not have been possible to invest the time and effort in these types of studies without the additional support this position provides. While this research is being performed, in conjunction with existing finance staff, other personnel are not pulled off their major functional duties. We are still able to produce four monthly payrolls, maintain compliance with all payroll related regulations, pay the County's obligations in a timely fashion in compliance with County procedures, and all applicable statutes.

#### Accounts Receivable

This position also supervises the collection of the County's accounts receivable. Two major projects that will be significantly curtailed is the automation of our billing system, and a review of our financial cash position in the federal/state fund that we anticipated to begin in the next few months. The first project should result in more timely collections, and an assurance that all monies due the County are posted to the ledger. This will result

in a reduction of employee time being spent on typing, copying and posting to the financial system. The review of our financial position in the federal state fund is a periodic review of all billings being generated for collection of grant monies. This entails ensuring that the County is receiving an advance of funds from the granting agency whenever possible. We also want to insure that all billings for reimbursable funds are submitted to the granting agency in a timely manner to ensure all monies due the County are received as quickly as possible. We also want to do a majority of these billings electronically, so that monies can be deposited to the County account on the same day.

Without this position we will not be able to proceed with these projects. All employee time will be spent on existing processes, not in a pro active innovative way.

#### Internal Controls

This position also performs enhanced reviews of internal control procedures. This is required of an efficient organization and without it the County is open to potential abuse and decreases the possibility that our financial statement can be prepared at year end in a timely manner.

#### Local Government Financial Systems

This position performs the administration of the chart of accounts (i.e. adds and changes to organizations, activities). This activity is primarily tied to the budget process, and requires a significant effort at the beginning of the year. Due to program budgeting we are anticipating significant changes for 1993-94. We would have to find additional staff to perform this function. In addition all mid-year changes need to be addressed. This position performs a system maintenance function that serves not only the Finance Division but all departments. This position is on call for all problems, and assistance in setting up accounts and reading monthly reports, and accessing current financial information. This position is also responsible for coordinating enhancements, troubleshooting between Finance, Information Services and American Management Systems (software vendor).

#### Annual Audit

This position prepares various work sheets and schedules for the external auditor which is a part of their annual review. Without this position the auditor may have to perform some additional research which may increase the cost of the annual audit at their hourly rate of \$125.00.

#### Association of Oregon Counties annual financial survey

The AOC in conjunction with the University of Oregon Program for Governmental Research and Education requests a detailed financial report each year end. AOC uses these figures for review of

legislative action. Without this position we would be unable to perform this function in a timely manner. In addition this position works with Bob Cantine, AOC Executive President, to ensure all Counties in Oregon have completed their financial survey.

#### Fiscal Specialist II (Business Income Tax Coordinator

This position was added to the Finance Division budget in February, 1992 as a result of the County Auditor's MCBIT Audit dated December, 1991. Based on the Audit Report recommendations to improve collections and monitoring, the BCC created a MCBIT Coordinator position to implement the recommendations. In addition this position monitors and desk audits the County's excise taxes.

#### Excise Taxes in General

##### New

Assist Finance Director in preparing revenue code language, Administrative Rules, Tax Report and Exemption forms.

Works with County Counsel, BCC staff, Budget office and business community.

#### Motor Vehicle Rental 5.40

This position identifies new rental activity in yellow pages advertising, weekly City of Portland new licensee lists and Licensee Information Sheet; monitor code compliance & licensure; prepare and mail quarterly tax reports; prepare & mail annual license renewal applications; process & reconcile tax reports & license applications; perform compliance desk audits; assess penalties & interest for delinquent remittances; prepare quarterly revenue reconciliation reports; works with Motor Vehicle Rental Tax Administrator, Finance Director and County Counsel on compliance issues; works with Motor Vehicle Rental Tax Administrator, Finance Director and County Counsel on code changes; provide code and County boundary information upon request; works with City of Portland Licensing Bureau on compliance issues and perform compliance field audits.

Since February of 1992 this position has identified an additional 37 Motor Vehicle Rental locations that had previously not been paying taxes per MCC 5.40. These additional locations, along with audit exceptions, have resulted in additional Motor Vehicle Rental tax of approximately \$300,000 which would not have been collected due to the lack of resources to enforce our code.

#### Transient Lodging 5.50

This position identifies new lodging locations through City of

Portland new license lists and Licensee Information Sheet; monitor code compliance and licensure; prepare & mail quarterly tax reports; process & reconcile tax reports & license applications; perform compliance des audits; assess penalties & interest for delinquent remittances; prepare quarterly revenue reconciliation & distribution reports for Convention Center & Greater Portland Convention & Visitor's Association; work with Transient Lodging Tax Administrator & County Counsel on compliance issues; work with Transient Lodging Tax Administrator & County Counsel on code changes; provide code & County boundary information upon request; work with City of Portland Licensing Bureau on compliance issues and perform compliance field audits if necessary.

Through desk audits and compliance enforcement, this position has identified 3 new locations which has resulted in approximately \$1,000 in additional revenues. This represents a 40% increase over the annual collections of past years.

#### Business Income Tax (MCBIT) 5.70

The primary function of this position is to identify new business activity subject to MCBIT through cooperation with City of Portland Licensing Bureau, State Department of Revenue (DOR), business publications & taxpayer contacts; maintain current County boundary descriptions; prepare taxpayer user's manual & distribute; implement quarterly estimated collections & budget tracking; work with DOR to: a) develop annual objective; b) review MCBIT related forms; c) identify non-filers; d) modify DOR reports; e) identify additional reports needed; & f) develop MCBIT specific procedures for DOR staff; perform desk audits for 687 identified corporations in Filing Enforcement Project; perform desk audits for 2,146 identified corporations in secondary Filing Enforcement Project; create annual Filing Enforcement Projects & perform desk audits through city licensee lists; establish & maintain cooperation with City of Portland Licensing Bureau & State Department of Revenue; coordinate MCBIT involvement in Local Tax Uniformity with State DOR, City of Portland, Governor's Office and Multnomah County, prepare & mail 80 MCBIT information packets and tax forms monthly to taxpayers/preparers and respond to 80 - 100 monthly telephone inquiries for MCBIT information.

Based on the Filing Enforcement Project desk audits and comparing Portland License Fees to MCBIT, this position has identified \$300,000 in additional MCBIT revenues. These revenues would not have been collected due to lack of personnel to perform this function. We believe that there are many more taxpayers in the business community that have not filed MCBIT taxes. We believe this will result in significant additional Business Income Tax revenues.



**CUT PACKAGE**Program FINANCE ACCOUNTING Package # MSS 7Fund 100 Agency 50 Org 7410**Description of Proposed Reduction**

Elimination of Fiscal Specialist/Senior in the Finance Division, Accounting Section.

**Program Impact (Clients affected, service reduced)**

Will eliminate or reduce Finance ability to analyze Financial Computer applications.  
Reduce efficiency in the collection of the County's accounts receivable and internal controls. See attached memorandum for detailed Program impact.

**Personnel Changes**

FTE	Position	Job Class	Base	5500	5550	Total
1	FISCAL SPECIALIST/SR	9340	34,115	11,348	7,572	53,035
	Permanent	5100	34,115	11,348	7,572	53,035
	Temporary	5200				
	Overtime	5300				
	Premium	5400				
		TOTAL	34,115	11,348	7,572	53,035

**M&S / Capital Outlay Changes**

Object	Line Item	Description of Change	Total
		TOTAL CHANGE	

**Cash Transfer Change**

Transfer	Description of Change	Total
	TOTAL CHANGE	

**TOTAL REQUIREMENT CHANGE** 53,035**REVENUE CHANGE**

Code	Revenue	Description of Change	Total
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## CUT PACKAGE

Program Finance - Treasury Package # MSS #8  
Fund 100 Agency 050 Org 7415

## Description of Proposed Reduction

Eliminate Business Income Tax Coordinator (Fiscal Specialist 2)

## Program Impact (Clients affected, service reduced)

Will eliminate the County's excise and business income tax desk audit program.

## Personnel Changes

FTE	Position	Job Class	Base	5500	5550	Total
1.00	Fiscal Specialist 2	6030	37,125	10,003	5,406	52,534
	Permanent	5100	37,125	10,003	5,406	52,534
	Temporary	5200				
	Overtime	5300				
	Premium	5400				
	TOTAL		37,125	10,003	5,406	52,534

## M&amp;S / Capital Outlay Changes

Object	Line Item	Description of Change	Total
		TOTAL CHANGE	

## Cash Transfer Change

Transfer	Description of Change	Total
		TOTAL CHANGE

TOTAL REQUIREMENT CHANGE

52,534

## REVENUE CHANGE

Code	Revenue	Description of Change	Total
		TOTAL REVENUE CHANGE	

## NET GENERAL FUND (SAVINGS) / COST

Total Requirement Change Plus Total Revenue Change

52,534

M E M O R A N D U M

TO: Dave Boyer

FROM: Shirley M. Sanders *SMS*

DATE: February 8, 1993

SUBJECT: First MCBIT Filing Enforcement Settlement Agreement.

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Don McNeal, of the Department of Revenue, informed me last Friday of the first settlement agreement being made with one of my filing enforcement corporations. This corporation has been a contractor with Multnomah County for many years and has failed to file MCBIT extending back to 1976.

I had estimated MCBIT tax owed at \$105,000 for tax years 1982 - 1990 based on State Corporate returns. The corporation is offering to pay \$160,000 immediately for tax years 1976 - 1991, file & pay 1992 of approximately \$30,000 and pay accrued interest. A total amount of \$300,000 is estimated for tax & interest owed for tax years 1976 - 1991 which is a 186% increase over my original estimate. Penalties will be waived contingent upon the immediate payment of the \$160,000 tax liability.

This does not preclude future audits of these tax years.

The collection of this first account more than covers the costs of my position, long distance, printing, mailing and mileage incurred since my hire, February 24, 1992.

cc: Ben Buisman  
Filing Enforcement file

# MULTNOMAH COUNTY, OREGON

## MANAGEMENT SUPPORT SERVICES

### FINANCE DIVISION

FINANCE DIRECTOR  
DAVID BOYER 248-3312

ACCOUNTING  
MANAGER  
Jean Uzelac 248-3312

TREASURY  
MANAGER  
Patricia Shaw 248-3067

ACCOUNTS PAYABLE  
SUPERVISOR  
Patrick Brun 248-3316

PAYROLL  
SUPERVISOR  
Mindy Harris 248-3309

FINANCIAL ANALYST  
Irene Khavari 248-3312

1-FISCAL SPECIALIST II  
3-FISCAL SPECIALIST I  
2-FISCAL ASSISTANT/SENIOR  
1-FISCAL ASSISTANT

- audit
- contracts
- maintenance of computerized system
- check processing
- financial analysis
- 1099 reporting
- policy and procedure training
- policy and procedure development

1-FISCAL SPECIALIST/SENIOR  
4-FISCAL SPECIALIST II  
5-FISCAL SPECIALIST I  
1-FISCAL ASSISTANT/SENIOR

- accounts receivable
- travel
- general ledger
- maintenance of computerized system
- fixed assets
- report preparation and analysis
- annual financial statements
- annual audit
- grant reporting
- single audit report
- trust and fiduciary accounting
- policy and procedure development
- policy and procedure training

2-FISCAL SPECIALIST II  
1-FISCAL SPECIALIST I  
1-OFFICE ASSISTANT II

- payroll deductions
- deferred compensation
- maintenance of computerized system
- check processing
- federal/state/local report preparation
- tax deposits
- W-2 reporting
- policy and procedure development
- policy and procedure training

3-FISCAL SPECIALIST II  
1-FISCAL SPECIALIST I

- investments
- debt issuance
- arbitrage rebate analysis
- debt issue management
- bank relationship management
- debt relationship management
- cash management system
- excise tax administration
- probation system administration
- trust and fiduciary management
- policy and procedure training
- policy and procedure development

1-OFFICE ASSISTANT II

- automated financial systems
- personal computer programs
- report preparation and analysis
- administration secretary
- trust and fiduciary management
- policy and procedure training
- policy and procedure development

TOTAL - 28.5

## Narrative Explanation of Organization/Budget Support OSU/Multnomah County Extension Service

### Chairs Office

Provide overall leadership to Multnomah County Extension Education programs. Provide operational support to: all personnel including 12 faculty, 11 program assistants and seven support staff; accounting for 12 base program and grant accounts; operation and maintenance of Multnomah County Extension Education Center. There were approximately 82,000 telephone and walk-in contacts with the Center last year from people seeking Extension educational materials and/or information.

Budget:	County	69,148
	State/Federal/Other	0

### Home Economics

Provide leadership to programming focused to issues surrounding the social and physical well-being of families and individuals.

1991/92 Specific efforts included:

Food Safety - Consumer Education

- 16 new Master Food Preservers Trained
- 6000 contacts on volunteer staff Food Safety Hotline

Nutrition/Healthy Living

- 45 new food/nutrition volunteers trained
- 3784 program participants through workshops

Basic Living Skills

- 12 agency participants

Parenting

- 44 new parent educators trained
- 2443 program participants

Extension Family Home Study Groups

- 400 participants

Family Money Management

- 200 participants

Family/Community Leadership Development

- 15 FCL volunteers trained

Total agents face-to-face contacts - 3347

Total participant contact by volunteers - 15,598

Budget:	County	33,641
	State/Federal/Other	10,000

## Home Horticulture

Provide leadership to programming that enables families to understand, sustain, and effectively use their soil, water and management resources to grow some of their own food and to develop a more loveable environment for themselves and their communities. Program implemented through trained Master Gardener volunteers.

1991/92 specific efforts include:

- ▷ 285 new Master Gardeners trained, 750 active
- ▷ 12,000 contacts through Multnomah County MG Plant Clinic - staffed by volunteers
- ▷ 7 major agency partnerships

Metro area citizen contact has indicated the following

- ▷ 13,930 say they've increased the knowledge on growing plants, edible and ornamental
- ▷ 14,320 say they've increased skills in identifying plant and household pest problems, and in finding pesticide alternatives for their control
- ▷ 13,541 say they've increased their knowledge and skills in conserving and sustaining resources (soil, water, dollars)

Total agent contact - 5095

Budget:	County	18,436
	State/Federal/Other	50,678

## Commercial Agriculture

Base programs in: livestock production, pasture management, forages, field crops, tree fruits/nuts, water quality and other environmental issues

- ▷ 200 participants

Budget: agents resided in neighboring counties and provide service to Multnomah County citizens.

## Youth Development/4-H

Preparing youth for life in a changing world. Provides educational programming for youth in: natural sciences, mechanical sciences, animal sciences, nutrition, home economics/family life, expressive arts, cultural heritage, leadership and citizenship development.

1991/92 specific efforts included:

In-school enrichment

- ▷ 1600 students
- ▷ 105 volunteer leaders/teachers
- ▷ 45 schools

After school education

- ▷ 854 youth
- ▷ 225 volunteer leaders
- ▷ 105 clubs

Summer education

- ▷ 765 youth
- ▷ 50 volunteer leaders/teachers

Total agent face-to-face contact - 2802

Budget:	County	4,059
	State/Federal/Other	97,800

## Expanded Food and Nutrition Education Program (EFNEP)

Educating low income families to improve their skills in nutrition, meal planning, food shopping, food preparation and preservation.

1991/92 efforts resulted in:

- ▷ 510 homemaker participants
- ▷ 55 volunteers from other programs aided in program delivery
- ▷ 19 volunteers trained as youth leaders
- ▷ 200 youth participants in Snack Attack
- ▷ 41 schools used EFNEP youth curriculum as part of health education

Total agents contact - 6064

Budget	County	2,846
	Federal	175,000

## Marine Resources

Educating river users, resource managers, and the public with a focus to safety education.

Oregon/Washington water safety training for youth

- 21,858 participants

Total agent face-to-face contact - 2132

Budget:	County	1,423
	Federal	34,000

## Energy Conservation and Efficiency (Housed in State Office Building)

Offers education, training and technical assistance on conservation and renewable resources to help solve energy related problems. Focused efforts to residential and commercial strategies. Special emphasis to low income households and solid waste management/recycling.

1991/92 efforts included:

Low income energy education

- 63 agencies trained

Waste management

- 63 new volunteers trained as Master Recyclers
- 2500 participants in volunteer conducted programs

Total agents contact - 2651

Budget:	County	0
	State/Federal/Other	90,000



OREGON STATE UNIVERSITY EXTENSION SERVICE  
MULTNOMAH COUNTY OFFICE

Budget Support - Organizational Chart

CHAIR - Paul Sunderland

Office Manager - Carol Ivey

PROGRAM AREAS AND AGENTS RESPONSIBLE

Home <u>Economics</u>	Home <u>Horticulture</u>	Commercial <u>Agriculture</u> (at NWREC)	Metro 4-H <u>Youth</u>
--------------------------	-----------------------------	--	------------------------------

L. Ladd P. Aune (other locations) M. Braker M. Lunner	R. McNeilan	D. Adams B. McRenolds D. Kaufman R. Regan K. Brown (other locations) J. Hermes M. Gangwer L. Campbell S. Morgan
---	-------------	--

M. Hosty  
(other locations)  
J. Baggott  
B. Morrison  
L. Erikson  
G. Mitchell

VOLUNTEERS/PROGRAM ASSISTANTS (P/A)

Food Pres. P/A - J. Powell  
- A. Hintz Master Gardeners (750)  
Ext. Study Groups (400)  
Master Parents (120)  
Master Food Pres. (60)  
FCL (15)  
Food/Net Adv - (152)

P/A - M.A. Schmidt  
S. Taylor  
4-H Leaders (517)  
School Coordinators (18)  
P/A - L. B. T.

CLERICAL STAFF

F. Floyd

J. Orr

Marni Northrop

Program  
Costs  
Agent Mileage  
Printing  
Phone  
Office

Program  
Costs  
Agent Mileage  
Printing  
Phone  
Office

Program  
Costs  
Agent Mileage  
Printing  
Phone

Program  
Costs  
Agent Mileage  
Printing  
Phone  
Office

FUNDING SOURCES  
(color coded portion thereof)

County Support

Federal only

State, Federal and other

Housed at State Office  
Building-Serves 11 Counties

Expanded Food  
Nutrition Program

C. Cannon  
J. Broome

Serves Columbia River Basin  
Sea Grant

G. Carter

Energy

D. Brook  
T. Haskell  
P. Bozanich

P/A - (5) Nutrition Aides  
P/A - B. Saunders

Master Recyclers  
(90)

C. Tedrow

P. Bristow

C. Nuno

Program Costs  
Agent Mileage  
Printing  
Phone  
Office

Program Costs  
Agent Mileage  
Printing  
Phone  
Office

Program Costs  
Agent Mileage  
Printing  
Phone

BUDGET REQUEST		AGENCY ORGANIZATION OSU EXTENSION SERVICE		PREPARED BY Paul Sunderland	
LGFS Codes		FUND	AGENCY	ORG	Date
		100	50	9340	3-3-93
OBJECT DETAIL	CURRENT BUDGET	93/94 COUNTY REQUEST	93/94 CITY REQUEST	93/94 OTHER REQUEST	93/94 TOTAL REQUEST
5100 PERMANENT	57,586	61,745			
5200 TEMPORARY					
5300 OVERTIME					
5400 PREMIUM PAY					
5500 FRINGE	27,525	30,278			
DIRECT PERSONAL SERVICES					
5550 INS BENEFITS					
TOTAL PERSONAL SERVICES	84,832	92,023		372,518	464,541
6050 COUNTY SUPPLEMENTS					
6060 PASS THROUGH PAYMENTS					
6110 PROFESSIONAL SERVICES					
6120 PRINTING	3,200	4,000			
6130 UTILITIES	4,800	4,800			
6140 COMMUNICATIONS	10,000	10,000			
6170 RENTALS					
6180 REPAIRS & MAINTENANCE	1,100	1,000			
6190 MAINTENANCE CONTRACTS	3,600	6,500			
6200 POSTAGE	500	500			
6230 SUPPLIES	6,230	6,230			
6270 FOOD					
6310 EDUCATION & TRAINING	500	500			
6320 CONFERENCES/CONVENTIONS					
6330 TRAVEL	4,000	4,000			
6520 INSURANCE					
6530 EXTERNAL D.P.					
6550 DRUGS					
6580 CLAIMS PAID/JUDGEMENTS					
6610 AWARDS & PREMIUMS					
6620 DUES & SUBSCRIPTIONS					
6700 LIBRARY BOOKS & MATERIALS					
7810 DEBT RETIREMENT					
7820 INTEREST					
DIRECT MATERIALS AND SERVICES	33,930	37,530		84,960	122,490
7100 INDIRECT COSTS					
7150 TELEPHONE					
7200 DATA PROCESSING					
7300 MOTOR POOL					
7400 BUILDING MANAGEMENT					
7500 OTHER INTERNAL SERVICES					
7550 LEASE PAYMENTS TO C.L.R.F.					
7560 MAIL/DISTRIBUTION					
INTERNAL SERVICE REIMBURSEMENTS					
TOTAL MATERIALS AND SERVICES					
8100 LAND					
8200 BUILDINGS					
8300 OTHER IMPROVEMENTS					
8400 EQUIPMENT					
AL CAPITAL OUTLAY					
TOTAL DIRECT BUDGET					
TOTAL EXPENDITURES	118,812	129,553		457,478	587,031

BUD 3

OBJECT DETAIL		ORGANIZATION NAME	DATE PREPARED
		FUND      AGENCY      ORG	PREPARED BY
LGFS CODES:			
OBJECT CODE	EXPLANATION	AMOUNT	
5100	Personnel-Permanent  Provides for 2.6 FTE clerical staff. Costs include scheduled merit and cost of living adjustments.	92,023	
6120	Printing	4,000	
6200	Postage Provides for minimal level newsletter production and some training materials	500	
6130	Utilities Cost of service to Multnomah County Extension Education Center	4,800	
6140	Communications	10,000	
6180	Repair and Maintenance Provides only minimal maintenance of grounds & center.	1,000	
6190	Maintenance Contracts Provides for: copier maintenance contracts --3,000 Custodial contracts (2 days/wk service)-3,500	6,500	
6310	Education and Training Eliminates agent participation in subject matter training updates and annual Extension Conference.. Allows for minor general office staff training.	500	
6330	Travel Provides for local mileage reimbursement of agents in <u>very limited</u> conduct of educational programs.	4,000	