

## **ANNOTATED MINUTES**

**Tuesday, February 21, 1995 - 9:00 AM**

**Multnomah County Courthouse, Room 602  
1021 SW Fourth, Portland**

### **REGULAR MEETING**

*Chair Beverly Stein convened the meeting at 9:00 a.m., with Vice-Chair Sharron Kelley, Commissioners Gary Hansen, Tanya Collier and Dan Saltzman present.*

### **CONSENT CALENDAR**

**UPON MOTION OF COMMISSIONER KELLEY,  
SECONDED BY COMMISSIONER HANSEN, THE  
CONSENT CALENDAR (ITEMS C-1 THROUGH C-3) WAS  
UNANIMOUSLY APPROVED.**

### **NON-DEPARTMENTAL**

- C-1 In the Matter of the Reappointment of Susan Hathaway-Marxer to the Library Advisory Board*
- C-2 In the Matter of the Reappointment of John Ingle to the Planning Commission*
- C-3 In the Matter of the Appointment of Janet Kretzmeier to the Multnomah Commission on Children & Families*

### **REGULAR AGENDA**

### **PUBLIC COMMENT**

- R-1 Opportunity for Public Comment on Non-Agenda Matters. Testimony Limited to Three Minutes Per Person.*

**NO PUBLIC TESTIMONY RECEIVED.**

### **AGING SERVICES DIVISION**

- R-2 Ratification of an Intergovernmental Agreement, Contract #104165, between Multnomah County Aging Services Division and Portland Community College to Provide Intensive Classroom and Practicum Training for Older Citizens Interested in Working in the Field of Child Care as part of the County Intergenerational Initiative. Effective January 1, 1995 through June 30, 1996*

**COMMISSIONER KELLEY MOVED AND COMMISSIONER HANSEN SECONDED, APPROVAL OF R-2. KATHY GILLETTE PRESENTED EXPLANATION AND RESPONSE TO BOARD QUESTIONS. COMMISSIONER SALTZMAN ADVISED HE WOULD ABSTAIN FROM VOTING DUE TO HIS POSITION ON THE PCC BOARD. AGREEMENT APPROVED, WITH COMMISSIONERS KELLEY, HANSEN, COLLIER AND STEIN VOTING AYE AND COMMISSIONER SALTZMAN ABSTAINING.**

**DEPARTMENT OF ENVIRONMENTAL SERVICES**

- R-3 PUBLIC HEARING and Consideration of a RESOLUTION in the Matter of Certifying an Estimate of Expenditures for the FY 1995-96 Property Tax Program in Accordance with HB 2338 (PUBLIC HEARING CONTINUED FROM FEBRUARY 16, 1995 IF NEEDED)**

**PUBLIC HEARING NOT NEEDED. RESOLUTION 95-38 APPROVED FEBRUARY 16, 1995.**

---

**Tuesday, February 21, 1995 - 9:30 AM**

**Multnomah County Courthouse, Room 602  
1021 SW Fourth, Portland**

**BOARD BRIEFINGS**

- B-1 Update on the Multnomah County Deputy Transfers to the City of Portland Police Bureau. Presented by Chief Charles Moose and Norm Monroe.**

**PORTLAND POLICE CHIEF CHARLES MOOSE  
PRESENTATION AND RESPONSE TO BOARD  
QUESTIONS.**

- B-2 Multnomah County Audit for Fiscal Year Ending June 30, 1994. Presented by Tom Kessler, Audit Committee Chair.**

**TOM KESSLER, DAVE BOYER AND JEAN UZELAC  
PRESENTATION AND RESPONSE TO BOARD  
QUESTIONS.**

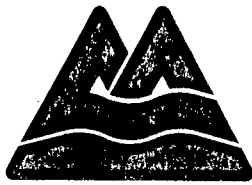
- B-3 1995 Legislative Session Update. Presented by Laurie Beth English and Rhys Scholes.**

**RHYS SCHOLLES, GINA MATIODA AND LAURIE BETH  
ENGLISH PRESENTATION AND RESPONSE TO BOARD  
QUESTIONS. LEGISLATIVE UPDATES TO BE  
SCHEDULED EVERY OTHER WEEK OR AS  
REQUESTED BY THE BOARD.**

*There being no further business, the meeting was adjourned at 12:00 Noon.*

**OFFICE OF THE BOARD CLERK  
for MULTNOMAH COUNTY**

  
Carrie A. Parkerson



# MULTNOMAH COUNTY OREGON

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

BOARD OF COUNTY COMMISSIONERS		
BEVERLY STEIN •	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*

*FEBRUARY 20, 1995 - FEBRUARY 24, 1995*

*Monday, February 20, 1995 - HOLIDAY - OFFICES CLOSED*

*Tuesday, February 21, 1995 - 9:00 AM - Regular Meeting* . . . . . *Page 2*  
*(NO MEETING THURSDAY, FEBRUARY 23, 1995)*

*Tuesday, February 21, 1995 - 9:30 AM - Board Briefings* . . . . . *Page 3*

***NO PARAGON CABLE COVERAGE THIS WEEK***

***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.***

Tuesday, February 21, 1995 - 9:00 AM

Multnomah County Courthouse, Room 602  
1021 SW Fourth, Portland

REGULAR MEETING

CONSENT CALENDAR

NON-DEPARTMENTAL

- App*
- C-1      *In the Matter of the Reappointment of Susan Hathaway-Marxer to the Library Advisory Board*
- C-2      *In the Matter of the Reappointment of John Ingle to the Planning Commission*
- C-3      *In the Matter of the Appointment of Janet Kretzmeier to the Multnomah Commission on Children & Families*

REGULAR AGENDA

PUBLIC COMMENT

- None*
- R-1      *Opportunity for Public Comment on Non-Agenda Matters. Testimony Limited to Three Minutes Per Person.*

AGING SERVICES DIVISION

- App*
- R-2      *Ratification of an Intergovernmental Agreement, Contract #104165, between Multnomah County Aging Services Division and Portland Community College to Provide Intensive Classroom and Practicum Training for Older Citizens Interested in Working in the Field of Child Care as part of the County Intergenerational Initiative. Effective January 1, 1995 through June 30, 1996*

DEPARTMENT OF ENVIRONMENTAL SERVICES

- R-3      *PUBLIC HEARING and Consideration of a RESOLUTION in the Matter of Certifying an Estimate of Expenditures for the FY 1995-96 Property Tax Program in Accordance with HB 2338 (PUBLIC HEARING CONTINUED FROM FEBRUARY 16, 1995 IF NEEDED)*

*Tuesday, February 21, 1995 - 9:30 AM*

*Multnomah County Courthouse, Room 602  
1021 SW Fourth, Portland*

**BOARD BRIEFINGS**

- B-1 Update on the Multnomah County Deputy Transfers to the City of Portland Police Bureau. Presented by Chief Charles Moose and Norm Monroe. 9:30 AM TIME CERTAIN, ONE HOUR REQUESTED.*
- B-2 Multnomah County Audit for Fiscal Year Ending June 30, 1994. Presented by Tom Kessler, Audit Committee Chair. 10:30 AM TIME CERTAIN, 30 MINUTES REQUESTED.*
- B-3 1995 Legislative Session Update. Presented by Laurie Beth English and Rhys Scholes. 11:00 AM TIME CERTAIN, ONE HOUR REQUESTED.*



# MULTNOMAH COUNTY OREGON

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

---

## BOARD OF COUNTY COMMISSIONERS

BEVERLY STEIN •	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

---

## SUPPLEMENTAL AGENDA

*Tuesday, February 21, 1995 - 9:00 AM  
Multnomah County Courthouse, Room 602  
1021 SW Fourth, Portland*

### REGULAR MEETING

### REGULAR AGENDA

### DEPARTMENT OF ENVIRONMENTAL SERVICES

**R-3      *PUBLIC HEARING and Consideration of a RESOLUTION in the Matter of  
Certifying an Estimate of Expenditures for the FY 1995-96 Property Tax  
Program in Accordance with HB 2338 (PUBLIC HEARING CONTINUED  
FROM FEBRUARY 16, 1995 IF NEEDED)***

***RESOLUTION 95-38 APPROVED FEBRUARY 16, 1995  
ADDITIONAL PUBLIC HEARING NOT NEEDED***

*1995-1.AGE/30/cap*

Agenda No.: C-1

## AGENDA PLACEMENT FORM

2/10/95



Agenda No.: C-2

## AGENDA PLACEMENT FORM

2/10/95

Agenda No.: C-3

## AGENDA PLACEMENT FORM



## MULTNOMAH COUNTY OREGON

### INTEREST FORM FOR BOARDS AND COMMISSIONS

In order for the County Chair to more thoroughly assess the qualifications of persons interested in serving on a Multnomah County board or commission, you are requested to fill out this interest form as completely as possible. You are encouraged to attach or enclose supplemental information or a resume which further details your involvement in volunteer activities, public affairs, civic services, published writing, affiliations, etc.

A. Please list, in order of priority, any Multnomah County boards/commissions on which you would be interested in serving. (See attached list.)

MULTNOMAH COMMISSION ON CHILDREN & FAMILIES

B. Name JANET N. KALTZMEIER

Address 9375 SW SCENIC DR. TILLAMOOK

City PORTLAND State OR Zip Code 97225

Do you live in \_\_\_\_\_ unincorporated Multnomah County or \_\_\_\_\_ a city within Multnomah County. WASHINGTON COUNTY

Home Phone 292-2636

C. Current Employer SELF

Address SAME AS ABOVE

City - State - Zip Code -

Your Job Title PROPERTY MANAGER

Work Phone SAME AS ABOVE (Ext) \_\_\_\_\_

Is your place of employment located in Multnomah County? Yes ☐ No ☒

D. Previous Employers Dates Job Title

KATU-CHANNEL 2 5/79-3/82 OFFICE ASSISTANT

HARSH INVESTMENT CORP 3/82-1/86 MARKETING REP & LEASING AGENT

BLOODWORTH, ELLIS, ETC., ARCHITECTS, P.C. 4/87-6/90 DIRECTOR OF MARKETING

E. Please list all current and past volunteer activities.

Name of Organization	Dates	Responsibilities
CITIZENS ADVISORY COMMITTEE, WESTSIDE LIGHT RAIL	1989-93	ADVISE ON ROUTES
NANCY RYLES SCHOLARSHIP COMM. - FUND-RAISER	1992-93	CO-CHAIR FOR EVENT
OMSI	1993-PRESENT	EXPLORER-VOLUNTEER FOR CHANGING EXHIBITS

F. Please list all post-secondary school education.

Name of School	Dates	Responsibilities
UNIVERSITY OF CALIFORNIA, BERKELEY	9/57-6/61	BA JOURNALISM

G. Please list the name, address, and telephone numbers of two people who may be contacted as references who know about your interests and qualifications to serve on a Multnomah County board/commission.

JONATHAN ATER	222 SW COLUMBIA, STE. 1800 PORT.	226-1191
VERNON RYLES	340 SE 7 <sup>TH</sup> AVE.	PORT. 239-3792

H. Please list potential conflicts of interest between private life and public service which might result from service on a board/commission.

NONE

I. Affirmative Action Information

F N. EUROPEAN  
sex/racial ethnic background

Birth date: Month 10 Day 26 Year 39

My signature affirms that all information is true to the best of my knowledge and that I understand that any misstatement of fact or misrepresentation of credentials may result in this application being disqualified from further consideration or, subsequent to my appointment to a board/commission, may result in my dismissal.

Signature

*Frank H. Kiehlmeier*

Date

1-30-95

Meeting Date: FEB 2 1995

Agenda No: R-2

(Above space for Board Clerk's Office Use ONLY)

AGENDA PLACEMENT FORM

Subject: **FY 94/95 Intergovernmental Agreement with Portland Community College for Older Workers in Child Care Project**

BOARD BRIEFING      Date Requested:  
Amount of time:

REGULAR MEETING      <sup>23</sup>  
Date Requested: February 16, 1995  
Amount of time: 5 minutes

DEPARTMENT: Aging Services

DIVISION: Aging Services

CONTACT: Caroline Sullivan/Kathy Gillette

TELEPHONE: 248-3620

BLDG/RM#: 161/3rd floor

PERSON(S) MAKING PRESENTATION: Jim McConnell

ACTION REQUESTED:

☐ INFORMATIONAL ONLY    ☐ POLICY DIRECTION    ☒ APPROVAL    ☐ OTHER

SUMMARY (include statement of rationale for action requested, personnel and fiscal/budgetary impacts, if applicable):

The Aging Services Division requests approval of a contract with Portland Community College for the Older Workers in Child Care Project. The contract provides \$9,981 for the period January 1, 1995 through June 30, 1995.

This contract utilizes a portion of General County Funds budgeted for a Board of County Commissioners FY94-95 Intergenerational Initiative. The project provides intensive classroom and practicum training for an estimated 12-15 older persons interested in working in the field of child care. The contract includes requirements for outcome measures of the number of persons trained who find employment in the child care field and remain on the job.

Funds are budgeted and available for this purpose through the Aging Services Division.

SIGNATURES REQUIRED:

ELECTED OFFICIAL: \_\_\_\_\_

OR

DEPARTMENT MANAGER: \_\_\_\_\_

ALL ACCOMPANYING DOCUMENTS MUST HAVE REQUIRED SIGNATURES

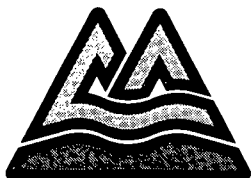
Any Questions: Call the Office of the Board Clerk 248-3277/248-5222

0516C/63  
BCCpcc.95

*Originals Returned to Caroline Sullivan  
on 2-22-95.*

6/93

BOARD OF  
COUNTY COMMISSIONERS  
MULTNOMAH COUNTY  
OREGON  
1995 FEB 15 AM 11:14



# MULTNOMAH COUNTY OREGON

DEPARTMENT OF SOCIAL SERVICES  
AGING SERVICES DIVISION  
AREA AGENCY ON AGING  
421 S.W. 5TH, 3RD FLOOR  
PORTLAND, OREGON 97204  
SENIOR HELPLINE: (503) 248-3646 ADMINISTRATION: 248-3620  
TDD: 248-3683 FAX: 248-3656

BOARD OF COUNTY COMMISSIONERS  
BEVERLY STEIN • CHAIR OF THE BOARD  
DAN SALTZMAN • DISTRICT 1 COMMISSIONER  
GARY HANSEN • DISTRICT 2 COMMISSIONER  
TANYA COLLIER • DISTRICT 3 COMMISSIONER  
SHARRON KELLEY • DISTRICT 4 COMMISSIONER

## MEMORANDUM

TO: Beverly Stein  
Multnomah County Chair

FROM: Jim McConnell, Director  
Aging Services Division *Jim McConnell*

DATE: February 10, 1995

SUBJECT: Intergovernmental Revenue Agreement with Portland Community College

Retroactive Status: Processing of this agreement was delayed in order to assure that provisions for coordination of these services were consistent among the three related projects funded.

- I. Recommendation: The Aging Services Division recommends Board of County Commissioners approval of the attached Intergovernmental Agreement with Portland Community College, for the period January 1, 1995 through June 30, 1995.
- II. Analysis: This agreement adds \$9,981 from County General Funds for Intergenerational Program.

This agreement funds the Portland Community College Older Workers in Child Care Project which will provide an intensive training experience for older citizens interested in working in the field of child care. Portland Community College will conduct an approximately 144 hours course consisting of classroom learning and supervised practicum in participating child care facilities.

- III. Financial Impact: Funds are budgeted and available for this purpose.
- IV. Legal Issues: NA
- V. Controversial Issues: NA
- VI. Link to Current County Policies: This agreement implements a FY1994-95 Board of County Commissioners Program Initiative.
- VII. Citizen Participation: Funds were awarded on the basis of recommendations from an evaluation committee made up of professionals and advocates. The project funded through this agreement is one of four projects funded for intergenerational program activities.

tl95.pcc



# MULTNOMAH COUNTY OREGON

BEVERLY STEIN  
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

## MEMORANDUM

RECEIVED

JAN 17 1995

AGING SERVICES DIVISION

TO: Beverly Stein, County Chair

FROM: Lillie M. Walker, Purchasing Director

DATE: December 28, 1994

SUBJECT: REQUEST FOR TEMPORARY EXEMPTION FROM THE REQUEST FOR PROPOSAL PROCESS TO CONTRACT WITH NORTHWEST PILOT PROGRAM, PORTLAND IMPACT, URBAN LEAGUE OF PORTLAND AND PORTLAND COMMUNITY COLLEGE

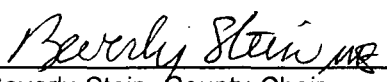
Attached is a memorandum from Community and Family Services (CFS), Aging Services Divisions (ASD), requesting a temporary exemption from the Request for Proposal (RFP) process in order to contract with Northwest Pilot Program, Portland Impact, Urban League of Portland and Portland Community College. This temporary exemption is requested for a six (6) month period beginning January 1, 1995 and ending June 30, 1995. The total dollar amount to be exempted is \$39,000.

**Background:** The Aging Services Division was allocated \$39,000 for FY 94-95 for Intergenerational Programs. These funds will be used to augment current contracts as follows; Northwest Pilot Project (Contract #100015) will receive \$9,244, Portland Impact (Contract #100065) will receive \$9,775, Urban League of Portland (Contract #100075) will receive \$10,000, and Portland Community College will receive \$9,981 through an Intergovernmental agreement. A temporary exemption will allow new Intergenerational programs which address the needs of elderly residents, young people and families in the community in the most expedient manner.

**Finding of Fact/Recommendation:** This request is supported by Administrative Procedure #PUR-1, Section X.B.2, Temporary Exemptions. Purchasing recommends approval of the exemption request.

APPROVED:

DENIED:

  
Beverly Stein, County Chair

\_\_\_\_\_  
Beverly Stein, County Chair

Date: 1/5/95

Date: \_\_\_\_\_

Attachments

c: Jim McConnell

 Jeff Baer

**CONTRACT APPROVAL FORM**  
(See Administrative Procedure #2106)

MULTNOMAH COUNTY OREGON

Contract # 104165

Amendment # \_\_\_\_\_

CLASS I	CLASS II	CLASS III
<input type="checkbox"/> Professional Services under \$25,000	<input type="checkbox"/> Professional Services over \$25,000 (RFP, Exemption) <input type="checkbox"/> PCRB Contract <input type="checkbox"/> Maintenance Agreement <input type="checkbox"/> Licensing Agreement <input type="checkbox"/> Construction <input type="checkbox"/> Grant <input type="checkbox"/> Revenue	<input checked="" type="checkbox"/> Intergovernmental Agreement  APPROVED MULTNOMAH COUNTY BOARD OF COMMISSIONERS AGENDA # <u>R-2</u> DATE <u>2/21/95</u> <u>Carrie A. Parkerson</u> BOARD CLERK

Department Aging Services Division Division ASD Date \_\_\_\_\_Contract Originator Bill Grossie/Caroline Sullivan Phone 248-3620 Bldg/Room 161/3rd floorAdministrative Contact Caroline Sullivan/Kathy Gillette Phone 248-3620 Bldg/Room 161/3rd floorDescription of Contract Provides training for older residents for child care employment as part of County Intergenerational Initiative.RFP/BID # \_\_\_\_\_ Date of RFP/BID \_\_\_\_\_ Exemption Exp. Date 6/30/94ORS/AR # \_\_\_\_\_ Contractor is ☐ MBE ☐ WBE ☐ QRF

Contractor Name Portland Community College  
Mailing Address PO Box 19000  
Portland OR 97280-0990  
Phone 244-6111  
Employer ID# or SS# 93-0575187  
Effective Date January 1, 1995  
Termination Date June 30, 1995  
Original Contract Amount \$ 9,981  
Total Amount of Previous Amendments \$ \_\_\_\_\_  
Amount of Amendment \$ \_\_\_\_\_  
Total Amount of Agreement \$ 9,981

Remittance Address \_\_\_\_\_  
(If Different) \_\_\_\_\_

Payment Schedule \_\_\_\_\_ Terms \_\_\_\_\_  
☐ Lump Sum \$ \_\_\_\_\_ ☐ Due on receipt  
☒ Monthly \$ \_\_\_\_\_ ☐ Net 30  
☐ Other \$ \_\_\_\_\_ ☐ Other \_\_\_\_\_  
☐ Requirements contract - Requisition required.

Purchase Order No. \_\_\_\_\_

☐ Requirements Not to Exceed \$ \_\_\_\_\_

## REQUIRED SIGNATURES:

Department Manager James W. CouncilPurchasing Director  
(Class II Contracts Only) Katie GaultCounty Counsel William O'Neil

County Chair / Sheriff \_\_\_\_\_

Contract Administration  
(Class I, Class II Contracts Only) \_\_\_\_\_Encumber: Yes ☐ No ☐

Date \_\_\_\_\_

Date \_\_\_\_\_

Date 2/14/95Date 2/21/95

Date \_\_\_\_\_

VENDOR CODE			VENDOR NAME						TOTAL AMOUNT		\$	
LINE NO.	FUND	AGENCY	ORGANIZATION	SUB ORG	ACTIVITY	OBJECT/ REV SRC	SUB OBJ	REPT CATEG	LGFS DESCRIPTION	AMOUNT	INC/ DEC IND	
01.			SEE ATTACHED									
02.												
03.												
* If additional space is needed, attach separate page. Write contract # on top of page.												

INSTRUCTIONS ON REVERSE SIDE

WHITE - CONTRACT ADMINISTRATION

CANARY - INITIATION

PINK - FINANCE



12/29/94

CONTRACT APPROVAL FORM SUPPLEMENT

Page 1

FISCAL YEAR: 95

CONTRACTOR: PORTLAND COMMUNITY COLLEGE

AGENCY CODE: PC

CONTRACT #: 104165

EFFECTIVE DATE: 1-Jan-95

END DATE: 30-Jun-95

AMENDMENT#: 0

AMENDMENT DATE:

LINE #	FUND	AGY	ORGN CODE	LGFS ACT	LGFS OBJT	REPT CAT	FND CAT	ORIGINAL AMOUNT	MOD1	MOD2	MOD3	FINAL AMOUNT
01	156	010	1759	IGZZ	6060	179A	COUNTY	9,981				9,981
TOTAL								9,981	0	0	0	9,981

ORIGINAL

INTERGOVERNMENTAL AGREEMENT  
BETWEEN  
MULTNOMAH COUNTY AND PORTLAND COMMUNITY COLLEGE  
FOR  
OPERATION OF INTERGENERATIONAL PROGRAM

SECTION I. INTRODUCTION

This agreement is between PORTLAND COMMUNITY COLLEGE, and Multnomah County, hereinafter called COUNTY. This agreement, subject to execution by all parties, is for the period January 1, 1995 through June 30, 1995.

SECTION II. RECITALS

A. WHEREAS, COUNTY and PORTLAND COMMUNITY COLLEGE have demonstrated support for developing and providing intergenerational programs which address the needs of persons age 60 and older as well as children and families;

B. WHEREAS, COUNTY has County General Funds in the mount of \$9,981 budgeted and available through the Aging Services Division for Intergenerational activities for the period January 1, 1995 through June 30, 1995;

C. WHEREAS, PORTLAND COMMUNITY COLLEGE has successfully tested the Older Workers in Child Care Project curriculum involving older adults with pre-school children in child-care centers;

D. WHEREAS, COUNTY has selected PORTLAND COMMUNITY COLLEGE'S proposal for the Older Workers in Child Care Project as an intergenerational program to be funded through the Aging Services Division;

THEREFORE, PORTLAND COMMUNITY COLLEGE and COUNTY agree as follows.

SECTION III: AGREED/PORTLAND COMMUNITY COLLEGE and COUNTY

A. Parties mutually agree that the Director of the Aging Services Division, shall be the administrative authority and the designated contact person for COUNTY and that the Director of Senior Services shall be the administrative authority and designated contact for PORTLAND COMMUNITY COLLEGE for operations and services provided under this agreement.

B. COUNTY agrees to fund the PORTLAND COMMUNITY COLLEGE Older Workers in Child Care Project (OWCCP) in accordance with the Funding Application: Intergenerational Program Initiative, incorporated herein by reference, in the amount of \$9,981. This project will provide an intensive training experience for older residents interested in working in the field of child care. PORTLAND COMMUNITY COLLEGE will conduct a course of approximately 144 hours consisting of classroom learning and supervised practicum in participating child care facilities.

C. COUNTY and PORTLAND COMMUNITY COLLEGE agree the COUNTY will conduct a site visit during this agreement to review program operations and assess program quality and compliance with the project proposal.

D. PORTLAND COMMUNITY COLLEGE agrees to attend monthly meetings with Aging Services Division Intergenerational Contractors.

E. CONTRACTOR and COUNTY agree to evaluate the contract program based on the following program outcomes:

1. Number of eligible recruited older workers who complete training and pass test.

2. Number of workers placed in regular day care positions before the end of the program.

3. Number of trained workers who are on a job after six months.
4. Worker satisfaction with the practicum and course work.
5. Program staff satisfaction with performance of the older workers.

#### SECTION IV: COMPENSATION

A. COUNTY agrees to reimburse PORTLAND COMMUNITY COLLEGE upon receipt of monthly payment requests submitted on or before the fifth working day of each month. Payment shall be at the rate of \$1,646.83/month, one-sixth (1/6) of the contracted amount each month. Each payment request shall be accompanied by a narrative which summarizes the Project's activities and provides monthly and YTD progress toward the contracted program outcomes.

B. Total reimbursement for the intergenerational program shall not exceed \$9,981 from County General Funds.

#### SECTION V: PROGRAM RECORDS

A. PORTLAND COMMUNITY COLLEGE agrees to maintain demographic and service data for program participants. Information shall include participant registration data (name, social security number, address, telephone number, birth date, gender), and client demographic data (ethnicity, marital status, living situation, language spoken, monthly income).

B. Participant information shall be submitted with the final payment request.

#### SECTION VI. INTEGRATION

The contract contains the entire agreement between the parties and supersedes all prior written or oral discussions or agreements.

#### SECTION VII. SEPARABILITY

Should any Section or portion thereof, of this Agreement be held unlawful and unenforceable by any court of competent jurisdiction, or any administrative agency having jurisdiction over the subject matter, such decision shall apply only to specific Section or portion thereof directly specified in the decision. All other portions of the Agreement as a whole shall continue without interruption for the term hereof.

#### SECTION VIII. TERM OF AGREEMENT

This continuation Agreement shall commence January 1, 1995 and continue until June 30, 1995 or until terminated or replaced. The agreement may be amended by written consent of the parties.

#### SECTION IX TERMINATION

All or part of this contract may be terminated by mutual consent by both parties, or upon 60 days written notice by either party, delivered to the designated contact person.

IN WITNESS, the parties have caused this instrument to be executed by their duly authorized officers.

MULTNOMAH COUNTY

By: James McConnell 2/13/95

James McConnell, Director  
Aging Services Division

By: Beverly Stein 2-21-95

Beverly Stein, Chair  
Board of County  
Commissioners

PORTLAND COMMUNITY COLLEGE

By: Neal Naigus           

Neal Naigus, Director  
Department of Senior  
Programs

By: Connie Saher           

Connie Saher,  
Vice-President of  
Administration

REVIEWED:

LAURENCE KRESSEL  
County Counsel for  
Multnomah County Oregon

By: Katie Baur

Date: 2/14/95

REVIEWED:

Counsel for Portland  
Community College

By:                                 

Date:                                 

APPROVED MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS

AGENDA # R-2 DATE 2-21-95  
Chris A. Peterson  
BOARD CLERK

MEETING DATE: FEB 16 1995

AGENDA NO: RZ

(Above Space for Board Clerk's Use ONLY)

FEB 21 1995

AGENDA PLACEMENT FORM

SUBJECT: Resolution To Approve FY 1995-96 Budget for the  
Division of Assessment & Taxation

BOARD BRIEFING Date Requested: \_\_\_\_\_

Amount of Time Needed: \_\_\_\_\_

REGULAR MEETING: Date Requested: February 16, 1995

Amount of Time Needed: 30 minutes

DEPARTMENT: Environmental Services DIVISION: Assessment & Taxation

CONTACT: Janice Druian TELEPHONE #: 248-3345  
BLDG/ROOM #: 166/515

PERSON(S) MAKING PRESENTATION: Janice Druian & Betsy Williams

ACTION REQUESTED:

☐ INFORMATIONAL ONLY ☐ POLICY DIRECTION ☒ APPROVAL ☐ OTHER

SUMMARY (Statement of rationale for action requested, personnel and fiscal/budgetary impacts, if applicable):

House Bill 2338 requires counties to submit their approved Assessment & Taxation budget for review by the Oregon Department of Revenue no later than March 1, 1995, for the county to be able to share in the statewide "grant" revenue pool.

Prior approval of the A&T budget by Multnomah County Board of Commissioners is necessary before the grant document is submitted to the Department of Revenue.

SIGNATURES REQUIRED:

ELECTED OFFICIAL: \_\_\_\_\_

OR

DEPARTMENT MANAGER: Betsy Williams

FILED OF  
COUNTY CLERK  
1995 FEB - 2 AM 10:36  
MULTNOMAH COUNTY  
OREGON

ALL ACCOMPANYING DOCUMENTS MUST HAVE REQUIRED SIGNATURES

Any Questions: Call the Office of the Board Clerk 248-3277/248-5222

0516C/63

6/93



# MULTNOMAH COUNTY OREGON

DEPARTMENT OF ENVIRONMENTAL SERVICES  
2115 S.E. MORRISON  
PORTLAND, OREGON 97214  
(503) 248-5000

BOARD OF COUNTY COMMISSIONERS  
BEVERLY STEIN • CHAIR OF THE BOARD  
DAN SALTZMAN • DISTRICT 1 COMMISSIONER  
GARY HANSEN • DISTRICT 2 COMMISSIONER  
TANYA COLLIER • DISTRICT 3 COMMISSIONER  
SHARRON KELLEY • DISTRICT 4 COMMISSIONER

TO: BOARD OF COUNTY COMMISSIONERS

FROM: Betsy Williams, Director *Betsy Williams*  
Department of Environmental Services

DATE: February 3, 1995

SUBJECT: Resolution to Approve FY 1995-96 Grant Budget for  
the Division of Assessment & Taxation

I. Recommendation/Action Requested:

- . Approval of budget for Assessment and Taxation

II. Background/Analysis:

- . House Bill 2338 (1989) requires all county offices of Assessment and Taxation to provide approved (by County Commissions) budgets to the DOR by March 1.

III. Financial Impact:

- . The submitted budget is within parameters of the budget constraint set for the general fund.
- . There is a decrease in estimated Pass-Through (from Tax Title foreclosed properties) to other taxing districts due to:
  - . increased effort to encourage homeowners to pay delinquent taxes;
  - . more repurchases for lump sum (as opposed to contracts);

- . more properties being made available to low-income housing programs (fewer auctioned properties); and
- . increased value of metro property (result - fewer foreclosures/ fewer auctions).

IV. Legal Issues:

- . n/a

V. Controversial Issues:

- . n/a

VI. Link to Current County Policies:

- . Almost all policies and procedures for the assessment, taxation and records management functions are covered by the Oregon Revised Statutes; The Tax Title function is governed by Multnomah County ordinances.

VII. Citizen Participation:

- . n/a

VIII. Other Government Participation:

- . This budget is reviewed and authorized by the Department of Revenue (DOR).



# MULTNOMAH COUNTY, OREGON

---

**BOARD OF COUNTY COMMISSIONERS**

BEVERLY STEIN  
DAN SALTZMAN  
GARY HANSEN  
TANYA COLLIER  
SHARRON KELLEY

**BUDGET & QUALITY OFFICE**

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

TO: Barry Crook, Budget & Quality Manager  
FROM: Keri Hardwick, DES Budget Analyst  
DATE: February 8, 1995  
SUBJECT: Assessment & Taxation Budget Request, FY 95-96

---

The Assessment and Taxation (A&T) Division's Budget Request has been reviewed by the Division, the Department of Environmental Services (DES) Administration and the Budget & Quality Office. This memo provides background and a short discussion of the issues and budget decisions that should be reviewed with the Chair's Office prior to the BCC approving the Budget. As you know, although A&T is part of the total DES budget, their budget must be reviewed and approved prior to the rest of the department because of State Department of Revenue regulations. An approved budget must be submitted to the DOR by March 1. They then review the budget and determine whether they believe the County has allocated sufficient resources to perform the mandated duties, and we are reimbursed for approximately 22.5% of eligible expenses. In 1993-94, this reimbursement was approximately 2.4 million dollars. Legislation has been proposed to allow A&T's budget to correspond to the same timelines as other County programs.

## Constraint

The constraint for General Fund program expenditures in A&T is \$565,358. This is the same amount as in the Adopted Budget for 1994-95. The budget request is \$564,376, under constraint by \$982. The constraint for the General Fund cash transfer to the A&T fund is \$7,557,694, the amount in the Adopted Budget less \$28,335 in carryover. The requested amount is \$7,546,634, under constraint by \$11,060. Since constraints are managed at the Department level, A&T's budget request as compared to constraint should only be viewed in the context of helping or hindering the Department making their constraint target.

## **Budget Summary:**

	<b>1993-94 Actual</b>	<b>1994-95 Current Estimate</b>	<b>1994-95 Adopted Budget</b>	<b>1995-96 Proposed Budget</b>	<b>Difference</b>
Staffing FTE	155.00	160.00	160.00	160.00	0.00
Total Costs	\$9,920,306	\$12,813,510	\$13,401,906	\$12,176,767	(\$1,225,139)
Program Revenues	\$5,613,371	\$6,947,093	\$7,502,799	\$6,546,770	(\$956,029)
General Fund Support	\$4,306,935	\$5,866,417	\$5,899,107	\$5,629,997	(\$269,110)



## **Significant Changes**

- FTE's: Although there was no net change in FTE's in the Division, positions were reallocated among the programs. An Appraisal Specialist was transferred from Personal Property to Residential Appraisals because the function of appraising houseboats has also been transferred to Residential Appraisals. A total of 1.68 FTE's of clerical staff were moved from Tax Title administration (.33), Board of Equalization support (.35) and Document Recording (1.00) into Tax Collections.
- Implementing recommendations from TRIM project: A&T has been undertaking a continuous quality improvement/business process re-engineering effort called TRIM (Tax Roll Maintenance) in FY 1994-95. The first two recommendations of that project are an imaging system and upgrades to the Intergraph GIS system. Both of these projects are more fully described below. The Budget Request includes \$158,100 in payments to finance \$657,000 in order to implement these projects.
- Tax Title program accounting change: In 1994-95, the expenditures for the Tax Title functions of both A&T and Facilities were made out of the A&T Fund, and were paid by a service reimbursement from the Tax Title Fund. In 1995-96, these expenditures will be made directly from the Tax Title Fund, eliminating what appears in the Adopted Budget as \$807,737 in expenditures and revenue. This figure only represents the transfer of money between the two funds. This does not indicate any change in the actual expenditures or revenue of the programs.
- Tax Title program: Sales from foreclosed properties are forecasted lower by \$350,000 for 1995-96 due to several factors: a new process assisting delinquent taxpayers to avoid foreclosure; more properties were repurchased with lump sum payments, thereby reducing contract revenues; increased property values have allowed refinancing to reduce foreclosures; and more properties are being transferred to non-profit organizations rather than sold. This reduction in revenue results in reduced pass-through to other jurisdictions, but does not impact County operations.
- Increases in document recording activity have resulted in a projected increase of \$290,000 (14.5%) for the General Fund.

## **Issues for Discussion**

### **1. Imaging System:**

A&T's TRIM project has resulted in a recommendation to purchase an imaging system in for the Document Recording program. The project is estimated at \$500,000 at this time, which would be financed over five years. This figure should be considered a reasonable estimate, but a truer estimation of costs will not be known until more information has been received from potential vendors. The study regarding the Recording function indicates that changing to an imaging system will allow one FTE to be transferred to Tax Collections, and reduce expenditures in Materials & Services and Capital by approximately \$80,720 annually because the new system will allow the streamlining of a currently cumbersome process.

The more important change is that this system will eliminate the need for A&T to take the document to be recorded from the citizen, keep track of it, photocopy it and mail it back. The document will only be out of the customer's possession for a few minutes while it is scanned. This represents a significant increase in customer service to those with documents to be recorded. This system will also create an increase in service to those who need to see recorded documents. As we will store a digital image rather than a photocopy, transferring and duplicating the document will be an easier process and will result in clearer copies.

### **2. GIS System Upgrade**

The current Intergraph system was purchased seven years ago, and the vendor has since made major technological changes in both hardware and software. They have indicated they will cease support for our current system. The estimated price is \$157,000, which will be financed for five years. The upgrades will provide a more efficient system for A&T, and will allow for more efficient transfer of information with the State and Metro.

Implementing this upgrade at A&T does not affect the choices of other County agencies regarding GIS, and it will allow A&T to more expediently create the base layer those other programs, and other outside agencies, need to have in place.

### **3. Legislative Issues**

There are currently five bills in the State legislature proposing limitations on appraised value. Aside from the revenue implications of these bills, each would also necessitate major, and costly, changes to the A&T systems. As each bill is different in its specifics, we are unable to estimate the potential costs of this change.

HB2325 shifts property tax appeals to a magistrates office which would be created in Tax Court. Counties would have to defend their work in this magistrate's court, which would likely increase our costs and require attorney's representation. In addition, if the taxpayer prevails, the taxpayer may recover all litigation costs from the defendant (County or DOR). No such provision is made if the County or State prevails.

The A&T reimbursement is also expected to be discussed in the current legislature. The bill creating it sunsets in 1997, but funding levels could be changed this year.

### **4. Board of Equalization**

The DES CBAC, the County Auditor and the Central CBAC dedicated fund review have all recommended separating support for the Board of Equalization from A&T. A variety of new locations for the BOE have been suggested. At first glance, this does not appear to be more than a small organizational change and should be a fairly simple recommendation to follow. However, as noted in the DES response to the County audit, this would be an expensive change to make. Furthermore, it is important to understand that no one suggesting this change has found anything other than a *perception* of a conflict of interest. Absolutely no evidence of a real conflict exists.

### **Budget Office Recommendations**

I concur with DES's recommendation regarding the Board of Equalization. Although it is unfortunate, there are many more critical areas for funding than relieving a perceived, but not actual, problem.

The two systems projects are the two new issues within A&T's budget which require policy direction. Since data processing on the whole is in a major state of change within the County, decisions regarding systems acquisitions, upgrades and changes are especially difficult. We must also recognize that although strategic planning efforts are underway, we must continue to conduct the business of the County, and continue to make improvements in that process even if they involve changes in information technology. We can strive, at this point in the process, to ensure decisions made today are forward thinking and conceptually in line with the strategic vision that has been developed to date. Under current County policies and ordinance, both of these projects must also be approved by the DPMC. It must be assumed that their review will also consider strategic factors.

Both of these projects make sense from the business perspective. They both result in cost saving efficiencies and allow us to more readily serve the needs of our citizen customers and government partners. The GIS project has no discernible impact on the County's overall GIS position. Because of these reasons, I believe the project should be funded. A discussion should take place regarding increasing DES's General Fund allocation in order to fund this entire project in FY 1995-96, because a one time \$100,000 increase would save approximately \$34,000 in interest over the next five years.

The imaging project is more difficult to recommend without hesitation. Again, from an efficiency and customer service standpoint, this project is extremely worthwhile, and I have no doubt that A&T and their customers would be far better served by this technological solution than by adding FTE's and Materials and Services funds to provide worse service at a higher cost. However, the implementation plan is incomplete, exactly what this

system will look like based on vendor specifications is not yet known, nor is the total price of the project. It is also true that county-wide imaging can not be a reality until the wide area network is in place. My recommendation is that the funding for the payment is left intact, because to do otherwise would result in more money being budgeted to perform the recording function, just in different categories. The Division and Department have agreed that once the full scope of the project is known, the first review as to the adequacy and strategic value of the project first be examined by the Department, and then by the DPMC. System implementation should only proceed when both those groups agree that this is our best long term solution.

cc: Beverly Stein, County Chair  
Board of County Commissioners  
Bill Farver, Executive Assistant  
Meganne Steele, Staff Assistant  
Betsy Williams, DES Director  
Mike Oswald, DES Management Analyst  
Rich Payne, DES Management Analyst  
Lance Duncan, DES Fiscal Specialist  
Janice Druian, A&T Director

# Assessment & Taxation

# Environmental Services

## Description

The mission of Assessment and Taxation is to carry out all mandated functions within prescribed time frames with integrity, effectiveness, and excellent customer service, while prudently managing public resources. The Division is responsible for property assessment, tax collection, recording and records management, tax redemption and foreclosure, support of the Board of Equalization appeals process, and Tax Title account management. The Division issues marriage licenses and passports.

The Division provides State mandated services related to property law statutes and Department of Revenue administrative rules covering revenue and taxation (Chapter 300 of the Oregon Revised Statutes). All Assessment and Taxation methods, procedures and staffing levels are regulated by the Department of Revenue.

During 1994-95, the County entered into a new five-year lease that moved the offices of the Assessment and Taxation Division into the Commonwealth Building---the Board of Equalization and Residential Appraisal remain in the Morrison Building. Costs will remain the same with the new lease.

The 1995-96 budget includes funding for enhancements in two major computer systems financed by Certificates of Participation: 1) a \$150,000 graphics system upgrade in Records Management to improve the maintenance of graphic data; and, 2) a \$500,000 cashing, imaging, and indexing system in Document Recording Services. Both of these changes are a result of the Division's TRIM project (Tax Roll Maintenance), a continuous quality improvement effort.

## Action Plan

- Continue implementation of "as needed appraisal" in current residential appraisal district, to allow for more attention to properties undergoing change and to improve efficiency and accuracy of appraisals.
- Implement first full cycle of procedural changes under the new Tax Title Ordinance.
- Implement Document Imaging System and graphics system upgrade.
- Complete move to the Commonwealth Building.

## Significant Changes - Revenues

	<u>Amount</u>
Increase in Document Recording revenues due to moderate interest rates and increased property acquisitions and re-financing	\$290,000
Decrease in sales of foreclosed properties	(350,000)
Accounting Change in Tax Title program	(807,737)

## Significant Changes - Expenditures

	<u>FTE's</u>	<u>Amount</u>
New imaging system and upgrades to GIS (first year's debt financing payment)	0.00	\$158,100
Accounting changes in Tax Title program	0.00	(807,737)
Reduction in Pass-Through in Tax Title program	0.00	(439,972)

# Assessment & Taxation

# Environmental Services

## Budget Trends

	1993-94	1994-95	1994-95	1995-96	
	<u>Actual</u>	<u>Current Estimate</u>	<u>Adopted Budget</u>	<u>Proposed Budget</u>	<u>Difference</u>
Staffing FTE	155.00	160.00	160.00	160.00	0.00
Personal Services	\$6,946,350	\$7,478,184	\$7,624,937	\$7,647,860	\$22,923
Contractual Services	355,043	1,420,015	1,766,865	1,300,343	(466,522)
Materials & Supplies	2,563,423	3,818,811	3,913,404	2,964,854	(948,550)
Capital Outlay	<u>55,490</u>	<u>96,500</u>	<u>96,700</u>	<u>263,710</u>	<u>167,010</u>
<b>Total Costs</b>	<b>\$9,920,306</b>	<b>\$12,813,510</b>	<b>\$13,401,906</b>	<b>\$12,176,767</b>	<b>(\$1,225,139)</b>
Program Revenues	\$5,613,371	\$6,947,093	\$7,502,799	\$6,546,770	(\$956,029)
General Fund Support	\$4,306,935	\$5,866,417	\$5,899,107	\$5,629,997	(\$269,110)

## Costs by Program

	1993-94	1994-95	1995-96	
	<u>Actual</u>	<u>Adopted Budget</u>	<u>Proposed Budget</u>	<u>Difference</u>
Division Management	\$265,288	\$291,497	\$292,319	\$822
Technical Support	1,848,541	2,297,347	2,330,275	32,928
Records Management	1,212,820	1,281,853	1,295,557	13,704
Appraisal Support	1,194,982	1,119,958	1,133,007	13,049
Residential Appraisals	1,591,028	1,713,147	1,745,711	32,564
Comm./Ind'l Appraisals	1,250,451	1,444,559	1,465,830	21,271
Pers. Prop. Appraisals	394,973	529,295	459,836	(69,459)
Tax Collections	1,490,192	1,586,801	1,545,357	(41,444)
Board of Equalization	163,091	257,426	252,695	(4,731)
Document Recording	388,542	454,172	444,649	(9,523)
Licenses & Passports	52,830	111,186	119,726	8,540
Tax Title - A&T	<u>67,568</u>	<u>2,314,665</u>	<u>1,091,805</u>	<u>(1,222,860)</u>
<b>Total Costs</b>	<b>\$9,920,306</b>	<b>\$13,401,906</b>	<b>\$12,176,767</b>	<b>(\$1,225,139)</b>

# Assessment & Taxation

# Environmental Services

## Staffing by Program

	1993-94	1994-95	1995-96	
	<u>Actual</u>	<u>Adopted</u>	<u>Proposed</u>	<u>Difference</u>
		<u>Budget</u>	<u>Budget</u>	
Division Management	3.00	3.00	3.00	0.00
Technical Support	11.00	13.00	13.00	0.00
Records Management	21.00	21.00	21.00	0.00
Appraisal Support	25.00	23.00	23.00	0.00
Residential Appraisals	28.00	28.00	29.00	1.00
Comm./Ind'l Appraisals	23.00	23.00	23.00	0.00
Pers. Prop. Appraisals	9.00	9.00	8.00	(1.00)
Tax Collections	23.92	23.17	24.85	1.68
Board of Equalization	1.58	3.00	2.65	(0.35)
Document Recording	7.00	8.00	7.00	(1.00)
Licenses & Passports	2.50	2.50	2.50	0.00
Tax Title - A&T	<u>0.00</u>	<u>3.33</u>	<u>3.00</u>	<u>(0.33)</u>
Total Staffing FTE's	155.00	160.00	160.00	0.00

# Division Management

Assessment & Taxation  
Environmental Services

## Description

The purpose of Division Management is to direct and coordinate the work of the division. Division Management develops strategic and work plans; develops and monitors the annual budget; prepares the Grant Document and Budget for Department of Revenue (DOR) approval; initiates and responds to audits; prepares legislative packages; processes all division personnel actions; handles grievances; manages purchasing and accounting; provides and tracks all employee training and development; is responsible for those portions of the County Clerk function defined by statute.

Division management has implemented an ongoing program for skills training to enable employees to be successful in continuous quality improvement. One module has been completed; two more are scheduled for Feb/Mar 1995.

## Budget Overview

	1993-94	1994-95	1995-96	
	<u>Actual</u>	<u>Adopted</u>	<u>Proposed</u>	<u>Difference</u>
		<u>Budget</u>	<u>Budget</u>	
Staffing FTE	3.00	3.00	3.00	0.00
Program Costs	\$265,288	\$291,497	\$292,319	\$822
Program Revenues	\$0	\$0	\$0	\$0
General Fund Support	\$265,288	\$291,497	\$292,319	\$822

## Significant Changes - Revenues

No significant changes.

## Significant Changes - Expenditures

No significant changes.

# Technical Support

## Assessment & Taxation Environmental Services

### Description

The purpose of Technical Support is to prepare tax rates for the county; lead the preparation of the annual ratio study (trend report that determines value adjustments); manage local computer information system support for the division of Assessment & Taxation; provide data entry services for assessment, tax collection, accounting and recording operations. An ongoing responsibility is the installation, operation, maintenance, and user support for 80 personal computers on a local area network. The section acts as a liaison with ISD to coordinate development and maintenance services.

Each year this section compiles tax levies from all taxing districts (68) in Multnomah County, and calculates the tax rates for Multnomah County. This section directs the ratio study process, which results in the value trends to be applied to all taxable property. Technical Support enters data for all recordings (160,000 annually) commercial property values (25,000) personal property values (30,000) residential characteristics (200,000) name, address and legal description changes (860,000) and other assessment and taxation transactions (180,000).

Most activities and procedures of this section are governed by Chapter 300 of the Oregon Revised Statutes and the accompanying administrative rules.

### Budget Overview

	1993-94	1994-95	1995-96	
	<u>Actual</u>	<u>Adopted Budget</u>	<u>Proposed Budget</u>	<u>Difference</u>
Staffing FTE	11.00	13.00	13.00	0.00
Program Costs	\$1,848,541	\$2,297,347	\$2,330,275	\$32,928
Program Revenues	\$0	\$25,000	\$0	(\$25,000)
General Fund Support	\$1,848,541	\$2,272,347	\$2,330,275	\$57,928

<u>Key Results</u>	<u>1993-94 Actual</u>	<u>1994-95 Estimated</u>	<u>1994-95 Adopted</u>	<u>1995-96 Projected</u>
Tax Rate Extension Reconciliation Error % (Accuracy of tax rate calculation)	<.01	<.01	<.01	<.01

### Significant Changes - Revenues

No Significant Changes.

### Significant Changes - Expenditures

No Significant Changes.



# Records Management

## Assessment & Taxation Environmental Services

### Description

The purpose of Records Management is to maintain tax roll descriptions; maintain recorded and filed documents; maintain street lighting and fire patrol rolls; maintain official maps for Assessment and Taxation; consolidate properties; record and process subdivision and condominium and partition plats; process annexations; process county road filings; monitor government exemptions; respond to inquiries.

Annually, there are 31,500 tax roll description changes, 160,000 filed documents recorded, 2,000 filed street light and fire patrol roll changes, 1,649 map changes, 2,000+/- accounts canceled, 250 new subdivisions submitted. This office handles approximately 20,000 inquiries for information, annually.

The activities and procedures of this section are governed by Chapter 300 of the Oregon Revised Statutes and the accompanying administrative rules.

The new imaging system in Document Recording will lead to an estimated 25 day reduction in days required to identify title changes (Key Result below).

### Budget Overview

	1993-94	1994-95	1995-96	
	<u>Actual</u>	<u>Adopted Budget</u>	<u>Proposed Budget</u>	<u>Difference</u>
Staffing FTE	21.00	21.00	21.00	0.00
Program Costs	\$1,212,820	\$1,281,853	\$1,295,557	\$13,704
Program Revenues	\$0	\$24,300	\$28,995	\$4,695
General Fund Support	\$1,212,820	\$1,257,553	\$1,266,562	\$9,009

### Key Results

	1993-94	1994-95	1994-95	1995-96
	<u>Actual</u>	<u>Estimated</u>	<u>Adopted</u>	<u>Projected</u>
Days Required to Review Documents and Identify Title Changes	40	40	40	15

### Significant Changes - Revenues

No Significant Changes.

### Significant Changes - Expenditures

Acquisition of a GIS system upgrade including new technology and additional work stations to improve the maintenance of the graphics data.  
(First year's debt financing payment).

### FTE's

Amount  
\$52,700

# Appraisal Support

## Assessment & Taxation Environmental Services

### Description

The purpose of Appraisal Support is to direct all appraisal activities; enter all value for real property and taxable personal property on the roll; provide word processing support for all of Assessment and Taxation; process new applications and monitor accounts eligible for exemption (charitable, veterans, historic, etc.). Appraisal Support services includes the Assessor, the Exemption Section and Clerical Support for the Appraisal Sections.

This section processes and audits over 35,000 new residential values, 4,300 commercial values, 25,000 personal property values; responds to over 90,000 telephone and counter requests for information. It sends out application forms and processes over 6,400 veterans exemptions applications annually along with monitoring over 2,600 other accounts with exemptions.

The activities and procedures of this section are governed by Chapter 300 of the Oregon Revised Statutes and the accompanying administrative rules.

### Budget Overview

	1993-94	1994-95	1995-96	
	Actual	Adopted	Proposed	
		Budget	Budget	Difference
Staffing FTE	25.00	23.00	23.00	0.00
Program Costs	\$1,194,982	\$1,119,958	\$1,133,007	\$13,049
Program Revenues	\$488,914	\$420,878	\$423,906	\$3,028
General Fund Support	\$706,068	\$699,080	\$709,101	\$10,021

Key Results	1993-94	1994-95	1994-95	1995-96
	Actual	Estimated	Adopted	Projected
Number of Applications for Exemption	100%	100%	100%	100%
Processed Within Time Frame Prescribed by Oregon Statutes				

### Significant Changes - Revenues

No Significant Changes.

### Significant Changes - Expenditures

No Significant Changes.

# Residential Appraisals

## Assessment & Taxation Environmental Services

### Description

The purpose of the Residential Appraisal Section is to physically appraise approximately one sixth of the county's residential properties each year. These properties include single family detached and attached housing, mobile homes, condominiums, small apartments and farms. It also values new construction and remodeling, county wide. It provides service to the Board of Equalization and responds to Department of Revenue and Tax Court appeals. It provides service to the taxpayers in the form of responding to telephone and written inquiries concerning taxes, values and related matters.

Each year this section appraises approximately 35,000 property accounts, and responds to approximately 900 appeals, at all levels (from an initial 3,000 +/- appeals). The reappraisal of properties has remained relatively stable but there has been a dramatic increase in the amount of new construction and value appeals over the last few years.

The activities and procedures of this section are governed by Chapter 300 of the Oregon Revised Statutes and the accompanying administrative rules.

For FY 95-96, the section will continue to expand and improve its utilization of an "as needed" appraisal system by selecting different levels of home inspection for each appraisal neighborhood based upon specific criteria and by appraising selected out of district appraisal neighborhoods which meet specified standards. This means not all properties will require physical appraisal every 6 years.

### Budget Overview

	1993-94	1994-95	1995-96	
	<u>Actual</u>	<u>Adopted Budget</u>	<u>Proposed Budget</u>	<u>Difference</u>
Staffing FTE	28.00	28.00	29.00	1.00
Program Costs	\$1,591,028	\$1,713,147	\$1,745,711	\$32,564
Program Revenues	\$650,952	\$640,349	\$653,144	\$12,795
General Fund Support	\$940,076	\$1,072,798	\$1,092,567	\$19,769

<u>Key Results</u>	<u>1993-94 Actual</u>	<u>1994-95 Estimated</u>	<u>1994-95 Adopted</u>	<u>1995-96 Projected</u>
% of Accounts Appraised Within 6 Year Appraisal Cycle	98.2%	96.2%	98.2%	99.5%

### Significant Changes - Revenues

No Significant Changes.

### Significant Changes - Expenditures

Transfer one Appraisal Specialist from Personal Property Appraisal because of transfer of houseboat appraisal function.

<u>FTE's</u>	<u>Amount</u>
1.00	\$41,996

# Commercial/Ind'l Appraisal

## Assessment & Taxation Environmental Services

### Description

The purpose of the Commercial/Industrial Appraisal Section is the appraisal of commercial, multifamily and locally assessed industrial properties on a six year cycle. The section also values new construction and handles applications for cancellation of assessment, pollution control exemption, in lieu tax and property destruction applications. In addition, this section responds to Board of Equalization, Board of Ratio Review, Department of Revenue and Tax Court Appeals. The section provides information and assistance to property owners and other interested parties through telephone inquiries and at the information counter.

Each year the section physically reappraises approximately one sixth of the 26,000 commercial accounts. The section is also responsible for approximately 300 Tax Court and/or DOR appeals. They are available for consultation on the 1,000± Board of Equalization appeals filed annually. In addition, the section values 500-1,000 accounts annually with building permits. The total assessed value of taxable commercial/industrial accounts is 6.5 billion dollars. Appeals have grown drastically in this area in the last few years and the volume seriously impacts the ability of the section to stay in cycle.

The activities and procedures of the Commercial/Industrial Appraisal Section are governed by Chapter 300 of the Oregon Revised Statutes and the accompanying administrative rules.

For FY 95-96, the section is in the first year of implementing a new computerized appraisal card, which will replace the "hard cards" as the record of the characteristics which describe the commercial properties.

### Budget Overview

	1993-94	1994-95	1995-96	
	<u>Actual</u>	<u>Adopted Budget</u>	<u>Proposed Budget</u>	<u>Difference</u>
Staffing FTE	23.00	23.00	23.00	0.00
Program Costs	\$1,250,451	\$1,444,559	\$1,465,830	\$21,271
Program Revenues	\$511,608	\$541,726	\$548,429	\$6,703
General Fund Support	\$738,843	\$902,833	\$917,401	\$14,568

<u>Key Results</u>	1993-94 <u>Actual</u>	1994-95 <u>Estimated</u>	1994-95 <u>Adopted</u>	1995-96 <u>Projected</u>
% of Accounts Appraised Within 6 Year Appraisal Cycle				
Land	77.2%	79.9%	79.9%	81.2%
Improvements	74.6%	78.0%	78.0%	84.5%

### Significant Changes - Revenues

No Significant Changes.

### Significant Changes - Expenditures

No Significant Changes.

# Personal Property Appraisals

Assessment & Taxation

Environmental Services

## Description

The purpose of the Personal Property Section is the annual valuation of all taxable personal property in Multnomah County. This service is responsible for discovery, assessment, and appeals of taxable personal property accounts, as mandated by Oregon Revised Statute and Oregon Administrative Rules. The Personal Property function annually reviews all known locations for new accounts; reviews mandated Personal Property returns and calculates assessable value; responds to taxpayer appeals as needed.

This program currently assesses approximately 30,000 Personal Property accounts with a value of 1.3 billion dollars and maintains account records for an additional 20,000 locations. The requirements for this program increase as the county grows and the ability to discover assessable accounts increases.

The activities and procedures of this section are governed by Chapter 300 of the Oregon Revised Statutes and the accompanying administrative rules.

## Budget Overview

	1993-94	1994-95	1995-96	
	Actual	Adopted	Proposed	
		Budget	Budget	Difference
Staffing FTE	9.00	9.00	8.00	(1.00)
Program Costs	\$394,973	\$529,295	\$459,836	(\$69,459)
Program Revenues	\$161,599	\$197,343	\$172,044	(\$25,299)
General Fund Support	\$233,374	\$331,952	\$287,792	(\$44,160)

Key Results	1993-94	1994-95	1994-95	1995-96
	Actual	Estimated	Adopted	Projected
% of All Discovered Property Valued Annually	99.5%	99.5%	99.5%	99.5%

## Significant Changes - Revenues

No Significant Changes.

## Significant Changes - Expenditures

Moved one Appraisal Specialist position to Residential Appraisal because of transfer of houseboat appraisal function.

FTE's	Amount
(1.00)	(\$41,996)

# Tax Collections

## Assessment & Taxation Environmental Services

### Description

The purpose of Tax Collection is to provide timely accurate tax bills; to collect property taxes, including all delinquent real and personal property taxes; to distribute taxes and maintain tax accounts; to respond to inquiries and maintain computer files on tax accounts; to monitor and provide administrative/accounting for the tax redemption and foreclosure activities.

Each year, this section mails over 400,000 tax statements/notices (275,000 at first trimester, 50,000 second trimester, 50,000 third trimester, 25,000 delinquent real property notices) and collects approximately \$600 million and distributes this to 68 levy districts.

The activities and procedures of this section are governed by Chapter 300 of the Oregon Revised Statutes and the accompanying administrative rules.

### Budget Overview

	1993-94	1994-95	1995-96	
	Actual	Adopted Budget	Proposed Budget	Difference
Staffing FTE	23.92	23.17	24.85	1.68
Program Costs	\$1,490,192	\$1,586,801	\$1,545,357	(\$41,444)
Program Revenues	\$1,169,113	\$1,099,538	\$1,089,433	(\$10,105)
General Fund Support	\$321,079	\$487,263	\$455,924	(\$31,339)

Key Results	1993-94	1994-95	1994-95	1995-96
	Actual	Estimated	Adopted	Projected
% of Tax Payments Processed and Deposited Daily	99.9%	99.9%	99.9%	99.9%

### Significant Changes - Revenues

No Significant Changes.

### Significant Changes - Expenditures

Moved clerical staff from Document Recording, Board of Equalization and Tax Title to Tax Collection

FTE's	Amount
1.68	\$60,524

# Board of Equalization

## Assessment & Taxation Environmental Services

### Description

The purpose of this section is to provide support to the Board of Equalization and the Board of Ratio Review by scheduling, recording Board activities and assuring the implementation of Board decisions.

Each year this section responds to requests for information, schedules approximately 5,000 to 7,000 hearings, documents all decisions of the Board(s) and publishes public notices as required by statute. The number of appeals jumped radically the first year after Measure 5 implementation and reduced somewhat the following year as property values rose at a less dramatic pace. We can expect to see the level remain the same or increase as values increase. Should values drop we might also see an increase in appeals.

The activities and procedures of this section are governed by Chapter 300 of the Oregon Revised Statutes and the accompanying administrative rules.

### Budget Overview

	1993-94	1994-95	1995-96	
	<u>Actual</u>	<u>Adopted Budget</u>	<u>Proposed Budget</u>	<u>Difference</u>
Staffing FTE	1.58	3.00	2.65	(0.35)
Program Costs	\$163,091	\$257,426	\$252,695	(\$4,731)
Program Revenues	\$0	\$0	\$0	\$0
General Fund Support	\$163,091	\$257,426	\$252,695	(\$4,731)

<u>Key Results</u>	1993-94	1994-95	1994-95	1995-96
	<u>Actual</u>	<u>Estimated</u>	<u>Adopted</u>	<u>Projected</u>
% of Valid Petitions Processed Within Mandated Time Frame	100%	100%	100%	100%

### Significant Changes - Revenues

No Significant Changes.

### Significant Changes - Expenditures

Share part of an Office Assistant 2 with Tax Collection program

<u>FTE's</u>	<u>Amount</u>
(.35)	(\$9,084)

# Document Recording Svcs

## Assessment & Taxation Environmental Services

### Description

The purpose of the Document Recording program is to comply with state mandated requirements; record documents, maintain computer files, record subdivisions and condominiums, respond to inquiries and maintain hard copy records.

Annually, this organization records 160,000 documents and responds to approximately 40,000 inquiries for information.

The work of this area is defined by Oregon Statute (Chapter 300) and ORS 205.180.

During 1994-95, the program was analyzed for redundant processing. The recommendation of the analysis was to acquire a cashiering, imaging, and indexing system to replace the twenty-two year old system and then re-engineer work process using the new technology and greatly improve customer service.

### Budget Overview

	1993-94	1994-95	1995-96	
	<u>Actual</u>	<u>Adopted Budget</u>	<u>Proposed Budget</u>	<u>Difference</u>
Staffing FTE	7.00	8.00	7.00	(1.00)
Program Costs	\$388,542	\$454,172	\$444,649	(\$9,523)
Program Revenues	\$2,368,923	\$2,050,000	\$2,348,000	\$298,000
General Fund Support	(\$1,980,381)	(\$1,595,828)	(\$1,903,351)	(\$307,523)

<u>Key Results</u>	1993-94	1994-95	1994-95	1995-96
	<u>Actual</u>	<u>Estimated</u>	<u>Adopted</u>	<u>Projected</u>
% of Documents Recorded Within Statutory Time Frame	80%	100%	100%	100%

### Significant Changes - Revenues

Continued moderate interest rates have increased property acquisitions and re-financing.

**Amount**  
\$490,000

### Significant Changes - Expenditures

First year's payment on a five year lease purchase of a cashiering, imaging, and indexing system—hardware and software  
Move one Office Assistant 2 to Tax Collection program

**FTE's**  
(1.00)  
**Amount**  
\$105,400  
(33,840)



# Licenses & Passports

Assessment & Taxation  
Environmental Services

## Description

The purpose of the Licenses and Passports section is to process and issue marriage licenses and to process passport applications.

Annually, this unit processes approximately 5,700 marriage licenses and approximately 2,800 passport applications.

The work of this area is defined by federal law.

## Budget Overview

	1993-94	1994-95	1995-96	
	<u>Actual</u>	<u>Adopted</u>	<u>Proposed</u>	<u>Difference</u>
Staffing FTE	2.50	2.50	2.50	0.00
Program Costs	\$52,830	\$111,186	\$119,726	\$8,540
Program Revenues	\$194,695	\$189,000	\$191,013	\$2,013
General Fund Support	(\$141,865)	(\$77,814)	(\$71,287)	\$6,527

## Key Results

	1993-94	1994-95	1994-95	1995-96
	<u>Actual</u>	<u>Estimated</u>	<u>Adopted</u>	<u>Projected</u>
% of Accurately Processed Licenses and Passports	NA	NA	NA	Being Developed

## Significant Changes - Revenues

No Significant Changes.

## Significant Changes - Expenditures

No Significant Changes.

# Tax Title - A&T

## Assessment & Taxation Environmental Services

### Description

The purpose of Tax Title-Assessment & Taxation is to manage the foreclosure and property disposition process in an efficient manner that assures the timely disposition of properties deeded to Multnomah County through tax foreclosure and maximizes benefits to the public.

This program manages the disposition of all properties obtained by the County for non-payment of taxes through the following activities:

- transfer to other government agencies
- transfer to non-profit housing agencies
- sale to the public through auction

The activities carried out by this program are governed by County ordinance.

In the Fall of 1994 the Board of County Commissioners authorized a new comprehensive Tax Title ordinance. Included is an innovative program for identifying areas with potential environmental interest and a process for seeking government sponsorship of these properties.

Sales from foreclosed properties are forecasted lower for 1995-96 due to several factors: a new process assisting delinquent taxpayers to avoid foreclosure; more properties were repurchased with lump sum payments, thereby reducing contract revenues; increased property values have allowed refinancing to reduce foreclosures; and more properties are being transferred to non-profit organizations rather than sold. This reduction in revenue results in reduced pass-through to other jurisdictions.

### Budget Overview

	1993-94	1994-95	1995-96	
	<u>Actual</u>	<u>Adopted</u>	<u>Proposed</u>	<u>Difference</u>
Staffing FTE	0.00	3.33	3.00	(0.33)
Program Costs	\$67,568	\$2,314,665	\$1,091,805	(\$1,222,860)
Program Revenues	\$67,568	\$2,314,665	\$1,091,805	(\$1,222,860)
General Fund Support	\$0	\$0	\$0	\$0

### Key Results

	1993-94	1994-95	1994-95	1995-96
	<u>Actual</u>	<u>Estimated</u>	<u>Adopted</u>	<u>Projected</u>
% of Marketable Foreclosed Properties Sold or Transferred Within Established Time Frames	95%	95%	95%	95%

### Significant Changes - Revenues

	<u>Amount</u>
Decrease in sales of foreclosed properties	(350,000)
Accounting change due to moving expenditures from Fund 175 to Fund 158	(807,737)

### Significant Changes - Expenditures

	<u>FTE's</u>	<u>Amount</u>
Reduction in estimated Pass-Through to other taxing districts		(\$432,067)
Accounting change due to moving expenditures from Fund 175 to Fund 158		(807,737)

BEFORE THE BOARD OF COUNTY COMMISSIONERS

FOR MULTNOMAH COUNTY, OREGON

In the Matter of Certifying an )  
Estimate of Expenditures for the ) RESOLUTION  
FY 1995-96 Property Tax Program ) 95-  
in Accordance with HB 2338 )

WHEREAS, House Bill 2338, hereinafter referred to as HB 2338, which passed during the 1989 Oregon Legislative Session, significantly altered the funding structure for Assessment and Taxation; and

WHEREAS, in Multnomah County, meeting the requirements of HB 2338 will result in additional expenditures for Assessment and Taxation over the next several years; and

WHEREAS, a major purpose of HB 2338 is to bring Assessment and Taxation operations into compliance with Oregon Department of Revenue regulations; and

WHEREAS, HB 2338 created a statewide revenue pool to help offset the additional costs of being in full compliance with Department of Revenue regulations; and

WHEREAS, HB 2338 requires counties to file by March 1 of each calendar year an estimate of expenditures for their total Property Tax Program with the Department of Revenue; and

WHEREAS, Assessment and Taxation has prepared such an estimate of expenditures in accordance with HB 2338 and Department of Revenue administrative guidelines; now therefore

IT IS HEREBY RESOLVED that the attached estimate of expenditures for the fiscal year 1995-96 Property Tax Program for Multnomah County is certified for filing with the Department of Revenue as required by HB 2338.

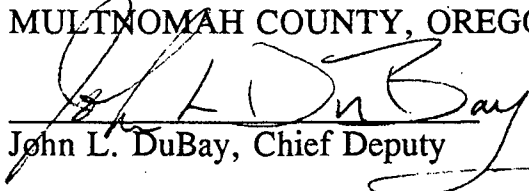
DATED this \_\_\_\_\_ day of February, 1995.

BOARD OF COUNTY COMMISSIONERS  
MULTNOMAH COUNTY, OREGON

\_\_\_\_\_  
Beverly Stein, Chair

REVIEWED:

LAURENCE KRESSEL, COUNTY COUNSEL  
MULTNOMAH COUNTY, OREGON

  
John L. DuBay, Chief Deputy

# MULTNOMAH COUNTY

EXPENDITURES FOR:	A VALUATION	B RECORDS ASSESSMENT	C BOARDS OF EQUALIZATION	D TAX COLLECTION & DISTRIBUTION	E CADASTRAL MAPPING	F DATA PROCESSING	G TOTAL
1. Personal Services *1	4,410,304	892,392	145,645	1,034,930	0	671,703	7,154,974
2. Materials & Services *1	573,324	348,954	106,888	506,923	0	1,553,182 A	3,089,271
3. Cost of Transportation *2 (Do Not Include In Materials & Services or Capital Outlay)	113,075	1,511	162	1,304	0	1,980	118,032
4. Capital Outlay (Do Not Include In Materials & Services)	0	52,700	0	2,200	0	103,410 *3	158,310 *4
5. TOTAL	5,096,703	1,295,557	252,695	1,545,357	0	2,330,275	10,520,587

\*1 Do Not Include Any Amount That Is Included in Capital Outlay.

\*2 Specify The Method Used To Determine Cost Of Transportation:

☐ The estimate of the actual cost of operating the vehicle for a 12 month period plus a depreciation allowance for the useful life of the vehicle.

☐ The rate per mile used in the County with an estimate of miles driven.

Rate per Mile \_\_\_\_\_ Est. of Miles \_\_\_\_\_

\*3 Data Processing And Capital Outlay Includes Personal Services And Materials & Services For All New Data Processing Development And All Data Processing Equipment P

\*4 Capital Outlay Is Limited To Either 6 Percent Of The Total Dollars Certified Or \$50,000, Whichever Is Greater.

5 Specify The Method Used To Determine Indirect Costs:

☒ Percent Amount Approved By A Federal Granting Agency.

\_\_\_\_\_ .0464% of \_\_\_\_\_ 10362277  
(INCLUDED IN TOTALS ABOVE)

☐ 5 Percent of Total Direct Expenditures Less Capital Outlay.

Total Indirect Costs \_\_\_\_\_

\*6 Total Eligible For Grant \_\_\_\_\_ \$10,520,587

7 Total Expenditures Certified For Consideration In Grant  
(Total of 5 and 6) \_\_\_\_\_ \$10,520,587

A: \$0 Cost of System Project may need to be reflected in Capital (G.4) instead of Materials & Services. (F3)

## GRANT DOCUMENT STAFFING REPORT

Multnomah County	Approved FTE's Current Year 94\95	Budgeted FTE's Coming Year 95/96	Change (plus or Minus)
<b>ADMINISTRATIVE STAFF (Assessor, Support)</b>	4	4	
<b>ASSESSMENT RECORDS STAFF:</b>	(Inc. Cartography)		
<b>APPRAISAL STAFF:</b>			
Chief Appraisers	2	2	
Appraiser Supervisors	9	9	
Residential Appraisers	20	20	
Residential Appraisal Tech.	0	1	+ 1
Commercial/Industrial Appraisers	18	18	
Farm/Forest/Rural Appraisers	2	2	
Mobile Home Appraisers	1	1	
Personal Property Appraisers/Specialists	8	7	-1
Sales Data Analysts	1	1	
Other Appraisers	-	-	
Exemption Analysts	1	1	
Clerical Support	22	22	
<b>TOTAL APPRAISAL STAFF</b>	84	84	
<b>TAX COLLECTION STAFF:</b>			
Real Property	24	24.4	+ .4
Personal Property	4.5	4.5	
Tax Distribution	1.5	1.5	
<b>TOTAL TAX COLLECTION STAFF</b>	30	30.4	
<b>CARTOGRAPHY STAFF</b>	1	1	
Cartographic Supervisor	1	1	
Lead Cartographer	0	0	
Cartographer	4	4	
Deed or Abstract Clerk	14	14	
<b>TOTAL CARTOGRAPHY STAFF</b>	20	20	
<b>CLERK/BOE/BORR</b>	2	1.6	- .4
<b>A &amp; T DATA PROCESSING STAFF</b>	20.03	20.97	
<b>TOTAL A &amp; T STAFF</b>	160.03	160.97	.0

Please explain any staffing changes made to the above categories for the approved current year.

NUMBER OF ACCOUNTS	Totals	OTHER APPRAISALS	Number of:
Real Property Accounts . . . . .	224,057	New construction Accounts . . . . .	5,800
Personal Property Accounts . . . . .	37,851	Segregations . . . . .	4,870
Utility Accounts . . . . .	74	Disqualifications from special assessment . . . . .	15 - 20
		Exemptions requiring application . . . . .	7,100
		Other exemptions . . . . .	1,168
<b>APPEAL WORK</b>	<b>Number of:</b>	<b>BOARDS</b>	
Petitions to BOE . . . . .	4,800	Boards of Equalization . . . . .	3
Petitions to BORR . . . . .	100	Boards of Ratio Review . . . . .	1
Petitions to DOR . . . . .	1,600		
Petitions to Tax Court . . . . .	80		

Please Include a copy of the assessor's report as required by ORS 308.050

## ADMINISTRATION SECTION

Administration is directing the plans as submitted in prior years.

## APPRAISAL SECTION

The Residential Section is out of compliance with the six year cycle for the 5 through 20 unit apartments which are out of cycle by one-half of a district. The Residential CAAP plan for the current year includes the portion of district 4 east of the Willamette River. When the portion of district 4 west of the river is appraised for the following year, all Residential properties in the County will have been valued using the latest classing system.

The Commercial Section is in the third year of not meeting the reappraisal cycle and is about one and one half district out of compliance. We are continuing to implement changes as stated in the response to the performance review. These enhancements include additional documentation of appraisal set up data and the development of a computer data base to store commercial property characteristics. We have developed and implemented a data base to store income data for commercial properties and have completed the programming for a commercial characteristic record. This system allows computer generated costing of commercial buildings using Marshall and Swift factors. The section is also working on plans to realign the districts. The realignment would focus on district which would be as homogenous as possible considering only commercial factors. If the realignment receives D.O.R. approval the section could begin district appraisal with these new districts for 7/96.

## RECORDS MANAGEMENT/CARTOGRAPHY SECTION

We are following the plan that is on file with the Oregon Department of Revenue. Baring budget problems, the plan is still very reasonable.

The 1992 Performance Audit recommended that we consolidate the non-buildable parcels with the contiguous parcel that is under the same ownership, levy code, map, and no delinquent taxes. An agreement has been reached with the D.O.R. Mapping Section on this subject. We, Multnomah County, will audit all of the tax accounts and request consolidations of all non-buildable parcels.

To-date 7.8 square miles have been audited and taxpayers asked to approve consolidations. We had a very good response. The whole project will be completed when the last letter is returned to us.



## TECHNICAL SUPPORT SECTION

The Technical Support Section is following the plan that has been developed for development of the new A & T Section on the mainframe computer supported by the Information Services Division. In conjunction with this plan Technical Support is in the process of converting its data entry operation from the XL40 mini-computer system to a modern, PC-based data entry system.

## GRANT DOCUMENT RESOLUTION

Multnomah County is applying to the Department of Revenue in order to participate in the Assessment and Taxation Grant. This grant provides funding for counties to help them come into compliance or remain in compliance with ORS 308.027, 308.232, 308.234, Chapters 309, 310, 311, 312, and other laws requiring equity and uniformity in the system of property taxation.

Multnomah County has undertaken a self-assessment of its compliance with the laws and rules which govern the Oregon property tax system.

Multnomah Count is generally in compliance with ORS 308.027, 308.232, 308.234, Chapters 309, 310, 311, 312, and other laws requiring equity and uniformity in the system of property taxation. Where the county is not in compliance, a plan or an amended plan has been or is being submitted to the department for approval. Where there is a plan in place, the county is in compliance with the plan as approved by the Department of Revenue.

The Property Tax Grant Document has been reviewed by the county governing body and constitutes the county's program to maintain and achieve compliance with the requirement of the Oregon property tax system. Multnomah County designates Janice Druian, phone number 348-3345, as the county contact person for this grant document.

---

Signature of Governing Body

---

Date Signed