

ANNOTATED MINUTES

Tuesday, December 31, 1991 - 9:30 AM
Multnomah County Courthouse, Room 602

BOARD BRIEFINGS

- B-1 Presentation of Recent Audit: BUSINESS INCOME TAX-IMPROVE COLLECTIONS AND MONITORING - Presented by Gary Blackmer
TIME CERTAIN 9:30 - 9:45 AM

COUNTY AUDITOR GARY BLACKMER PRESENTED AND EXPLAINED THE AUDIT OF THE BUSINESS INCOME TAX TO IMPROVE COLLECTIONS AND MONITORING.

Tuesday, December 31, 1991 - 9:45 AM
Multnomah County Courthouse, Room 602

REGULAR MEETING

CONSENT CALENDAR

NON-DEPARTMENTAL

- C-1 Ratification of an Intergovernmental Agreement between Multnomah County Purchasing Division and Washington County for the Purchase of Herman Miller Furnishing in Accordance with Bid #43-100-6044

APPROVED.

- C-2 Ratification of an Intergovernmental Agreement between Multnomah County Employment Services and Tri-Met to Provide Annual Unlimited Bus Passes for Eligible (Exempt) County Employees

APPROVED.

DEPARTMENT OF HUMAN SERVICES

- C-3 Ratification of Amendment #2 to the Annual Intergovernmental Agreement Between Tri-Met and the Multnomah County Developmental Disabilities Program for FY 91-92, Restoring \$180,000 in Employment Transportation Funding and Extending the Expiration Date from December 31, 1991 to June 30, 1992

APPROVED.

REGULAR AGENDA

NON-DEPARTMENTAL

- R-1 Second Reading and Possible Adoption of an ORDINANCE Adopting Salary Ranges for Fiscal Year 1991-92 for Employees of the Library Department Covered by the Exempt Classification/Compensation Plan

ORDINANCE NO. 710 APPROVED.

R-2 RESOLUTION in the Matter of Prioritizing the List of Multnomah County's Regional Strategies Project Proposals for Inclusion in the Regional and State Selection Process

RESOLUTION 91-194 APPROVED.

JUSTICE SERVICES

COMMUNITY CORRECTIONS

R-3 Budget Modification DCC #8 Authorizing Increasing the Department of Community Corrections Diagnostic and Program Development Division Budget to Provide Parole Transition Services for the Purpose of Encouraging Successful Integration of Parolees in our Community

APPROVED.

R-4 Budget Modification DCC #9 Authorizing Reclassification of an Office Assistant II Position to a Word Processing Operator in the Family Services Division

APPROVED.

DEPARTMENT OF ENVIRONMENTAL SERVICES

R-5 ORDER in the Matter of the Request for Approval to Transfer Tax Foreclosed Property to THE CITY OF TROUTDALE, OREGON and Setting a Public Hearing Date

ORDER 91-195 APPROVED WITH PUBLIC HEARING DATE SET FOR THURSDAY, JANUARY 16, 1992.

R-6 ORDER in the Matter of the Request for Approval to Transfer Tax Foreclosed Property to THE CITY OF GRESHAM, OREGON and setting a Public Hearing Date

ORDER 91-196 APPROVED WITH PUBLIC HEARING DATE SET FOR THURSDAY, JANUARY 16, 1992.

R-7 ORDER in the Matter of the Sale of Property Acquired by Multnomah County Through the Foreclosure of Liens for Delinquent Taxes

CONTINUED TO THURSDAY, JANUARY 9, 1992.

CONTINGENCY TRANSFERS

DEPARTMENT OF ENVIRONMENTAL SERVICES

R-8 Budget Modification DES #17 Requesting Authorization to Establish Interim Funding Sources as Required by D.E.Q. by December 31, 1991, for the Tualatin River Basin Water Quality Management Plan by a Transfer from the General Fund Contingency

APPROVED.

DEPARTMENT OF HUMAN SERVICES

R-9 Budget Modification DHS #47 Requesting Authorization to Transfer \$32,929 from General Fund Contingency to Increase Contract Services to Central City Concern for the Sobering Program

APPROVED.

JUSTICE SERVICES

SHERIFF'S OFFICE

R-10 Budget Modification MSCO #12 Requesting Authorization to Transfer \$13,190 for General Fund Contingency to the Sheriff's Enforcement Budget to Pay for the Unanticipated Cost of Fighting the Multnomah Falls Fire

APPROVED.

R-11 Budget Modification MSCO #14 Requesting Authorization to Transfer \$6,563 for General Fund Contingency to Increase the Sheriff's Enforcement Budget to Pay for 167 Hours of Overtime for Officers Attending State-Mandated Training in Child Abuse Investigation Techniques

APPROVED.

R-12 Budget Modification MSCO #15 Requesting Authorization to Transfer \$25,000 from General Fund Contingency to Establish a Dedicated Fund for the Expenditure of Burglary Forfeiture Revenue

APPROVED.

R-13 Budget Modification MSCO #16 Requesting Authorization to Transfer \$28,900 from General Fund Contingency to the Sheriff's Enforcement Budget to Appropriate DARE (Drug Abuse Resistance Education) Revenue Received from East County School Districts and Donations

APPROVED.

R-14 Budget Modification MSCO #17 Requesting Authorization to Transfer \$35,907 from General Fund Contingency to the Sheriff's Narcotics Forfeiture Budget to Pay for the cost of a Lieutenant Position, to be Paid for Out of Forfeiture Revenue

TABLED.

R-15 Budget Modification MSCO #18 Requesting Authorization to Transfer \$13,856 from General Fund Contingency to the Sheriff's Corrections Support Budget to Pay for the Addition of One Full-Time Employee to Process Paperwork Related to DNA Fingerprinting

APPROVED.

NON-DEPARTMENTAL

R-16 Budget Modification Nond #18 Requesting Authorization to Transfer \$4,769 from General Fund Contingency to the Citizen Involvement Budget to Increase Personal Services

APPROVED.

R-17 Budget Modification Nond #19 Requesting Authorization to Transfer \$18,881 from General Fund Contingency to the Health Division's HIV Program to Fund Outside In's Needle Exchange Program thru September 1992

APPROVED WITH AMENDED CONDITIONS TO DISPERSE FUNDS QUARTERLY THROUGH SEPTEMBER 1992, AT A RATE OF \$6,000 PER QUARTER.

R-18 Budget Modification Nond #22 Requesting Authorization to Transfer \$17,538.64 from General Fund Contingency to the County Chair's Office to Fund Meetings' Facilitation and Dues Approved or Coming Due after the Formal Budget was Adopted

APPROVED AS AMENDED TO EXCLUDE \$1,400 ORIGINALLY INCLUDED AS COUNTY COST OF PARTICIPATING IN FOCUS.

R-19 Budget Modification Nond #24 Requesting Authorization to Transfer \$1,520 from General Fund Contingency to the Affirmative Action Division to Pay for One FM Loop Amplifier to be Transported to Public Meeting to Allow the Hearing Impaired to Participate

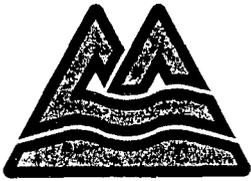
APPROVED.

NON-DEPARTMENTAL

R-20 RESOLUTION in the Matter of the Extension of PERS Police and Fire Pension Benefits to Probation and Parole Officers

RESOLUTION 91-197 APPROVED.

0208C/1-4
cap



MULTNOMAH COUNTY OREGON

BOARD OF COUNTY COMMISSIONERS
ROOM 606, COUNTY COURTHOUSE
1021 S.W. FOURTH AVENUE
PORTLAND, OREGON 97204

GLADYS McCOY • CHAIR • 248-3308
PAULINE ANDERSON • DISTRICT 1 • 248-5220
GARY HANSEN • DISTRICT 2 • 248-5219
RICK BAUMAN • DISTRICT 3 • 248-5217
SHARRON KELLEY • DISTRICT 4 • 248-5213
CLERK'S OFFICE • 248-3277

AGENDA

MEETINGS OF THE MULTNOMAH COUNTY BOARD OF COMMISSIONERS FOR THE WEEK OF

December 30, 1991 - January 3, 1992

- Tuesday, December 31, 1991 - 9:30 AM - Board Briefings. . .Page 2
- Tuesday, December 31, 1991 - 9:45 AM - Regular Meeting. . .Page 2
- Wednesday, January 1, 1992 - HOLIDAY - OFFICES CLOSED . . .
- Thursday, January 2, 1992 - MEETING CANCELLED

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

- Thursday, 10:00 PM, Channel 11 for East and West side subscribers
- Friday, 6:00 PM, Channel 27 for Paragon Cable (Multnomah East) subscribers
- Saturday 12:00 PM, Channel 21 for East Portland and East County subscribers

Tuesday, December 31, 1991 - 9:30 AM

Multnomah County Courthouse, Room 602

BOARD BRIEFINGS

- B-1 Presentation of Recent Audit: BUSINESS INCOME TAX-IMPROVE COLLECTIONS AND MONITORING - Presented by Gary Blackmer
TIME CERTAIN 9:30 - 9:45 AM
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Tuesday, December 31, 1991 - 9:45 AM

Multnomah County Courthouse, Room 602

REGULAR MEETING

CONSENT CALENDAR

NON-DEPARTMENTAL

- APP*
C-1 Ratification of an Intergovernmental Agreement between Multnomah County Purchasing Division and Washington County for the Purchase of Herman Miller Furnishing in Accordance with Bid #43-100-6044

- APP*
C-2 Ratification of an Intergovernmental Agreement between Multnomah County Employment Services and Tri-Met to Provide Annual Unlimited Bus Passes for Eligible (Exempt) County Employees

REGULAR AGENDA

NON-DEPARTMENTAL

- APP*
R-1 Second Reading and Possible Adoption of an ORDINANCE Adopting Salary Ranges for Fiscal Year 1991-92 for Employees of the Library Department Covered by the Exempt Classification/Compensation Plan 710

- APP*
R-2 RESOLUTION in the Matter of Prioritizing the List of Multnomah County's Regional Strategies Project Proposals for Inclusion in the Regional and State Selection Process 91-194

JUSTICE SERVICES

COMMUNITY CORRECTIONS

- APP*
R-3 Budget Modification DCC #8 Authorizing Increasing the Department of Community Corrections Diagnostic and Program Development Division Budget to Provide Parole Transition Services for the Purpose of Encouraging Successful Integration of Parolees in our Community

- APP*
R-4 Budget Modification DCC #9 Authorizing Reclassification of an Office Assistant II Position to a Word Processing Operator in the Family Services Division

DEPARTMENT OF ENVIRONMENTAL SERVICES

App R-5 ORDER in the Matter of the Request for Approval to Transfer Tax Foreclosed Property to THE CITY OF TROUTDALE, OREGON and Setting a Public Hearing Date *1-16-92 @ 9:30 91-195*

App R-6 ORDER in the Matter of the Request for Approval to Transfer Tax Foreclosed Property to THE CITY OF GRESHAM, OREGON and setting a Public Hearing Date *1-16-92 @ 9:30 91-196*

App R-7 ORDER in the Matter of the Sale of Property Acquired by Multnomah County Through the Foreclosure of Liens for Delinquent Taxes *Motion to Continue / wk to 1-9-92*

CONTINGENCY TRANSFERS

DEPARTMENT OF ENVIRONMENTAL SERVICES

App R-8 Budget Modification DES #17 Requesting Authorization to Establish Interim Funding Sources as Required by D.E.Q. by December 31, 1991, for the Tualatin River Basin Water Quality Management Plan by a Transfer from the General Fund Contingency

DEPARTMENT OF HUMAN SERVICES

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Tabled
R-14 Budget Modification MSCO #17 Requesting Authorization to Transfer \$35,907 from General Fund Contingency to the Sheriff's Narcotics Forfeiture Budget to Pay for the cost of a Lieutenant Position, to be Paid for Out of Forfeiture Revenue

App
R-15 Budget Modification MSCO #18 Requesting Authorization to Transfer \$13,856 from General Fund Contingency to the Sheriff's Corrections Support Budget to Pay for the Addition of One Full-Time Employee to Process Paperwork Related to DNA Fingerprinting

NON-DEPARTMENTAL

*App RBZ
PAX*
R-16 Budget Modification Nond #18 Requesting Authorization to Transfer \$4,769 from General Fund Contingency to the Citizen Involvement Budget to Increase Personal Services

*App PACW
GMS*
R-17 Budget Modification Nond #19 Requesting Authorization to Transfer \$18,881 from General Fund Contingency to the Health Division's HIV Program to Fund Outside In's Needle Exchange Program thru September 1992 *TO be paid \$6,000 quarterly.*

App
R-18 Budget Modification Nond #22 Requesting Authorization to Transfer \$17,538.64 from General Fund Contingency to the County Chair's Office to Fund Meetings' Facilitation and Dues Approved or Coming Due after the Formal Budget was Adopted *As Amended to Reduce by \$1,400*

App
R-19 Budget Modification Nond #24 Requesting Authorization to Transfer \$1,520 from General Fund Contingency to the Affirmative Action Division to Pay for One FM Loop Amplifier to be Transported to Public Meeting to Allow the Hearing Impaired to Participate



MULTNOMAH COUNTY OREGON

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CLERK'S OFFICE • 248-3277

SUPPLEMENTAL AGENDA

Tuesday, December 31, 1991 - 9:45 AM

Multnomah County Courthouse, Room 602

REGULAR MEETING

CONSENT CALENDAR

DEPARTMENT OF HUMAN SERVICES

App
C-3 Ratification of Amendment #2 to the Annual Intergovernmental Agreement Between Tri-Met and the Multnomah County Developmental Disabilities Program for FY 91-92, Restoring \$180,000 in Employment Transportation Funding and Extending the Expiration Date from December 31, 1991 to June 30, 1992

REGULAR AGENDA

NON-DEPARTMENTAL

App
R-20 RESOLUTION in the Matter of the Extension of PERS Police and Fire Pension Benefits to Probation and Parole Officers

91-197

BOARD OF COUNTY COMMISSIONERS
FORMAL BOARD MEETING
RESULTS

MEETING DATE: 12-31-91

Agenda Item #	Motion	Second	APP/NOT APP
<u>C-1</u>	<u>RB</u>	<u>SK</u>	<u>App</u>
<u>C-2</u> <i>Supplemental Agenda</i>	<u>(</u>	<u>)</u>	<u>)</u>
<u>C-3</u>			
<u>R-1</u>	<u>PA</u>	<u>SK</u>	<u>App</u>
<u>R-2</u>	<u>RB</u>	<u>PA</u>	<u>App</u>
<u>R-3</u>	<u>PA</u>	<u>SK</u>	<u>App</u>
<u>R-4</u> <i>Hearing Date 1-16-92 @ 9:30</i>	<u>GH</u>	<u>RB</u>	<u>App</u>
<u>R-5</u> <i>Hearing Date 1-16-92 @</i>	<u>SK</u>	<u>RB</u>	<u>App</u>
<u>R-6</u>	<u>RB</u>	<u>SK</u>	<u>App</u>
<u>R-7</u>	<u>{ SK</u>	<u>RB</u>	<u>App</u>
<u>R-8</u>	<u>SK</u>	<u>RB</u>	<u>App</u>
<u>R-9</u>	<u>GH</u>	<u>RB</u>	<u>App</u>
<u>R-10</u>	<u>SK</u>	<u>GH</u>	<u>App</u>
<u>R-11</u>	<u>SK</u>	<u>GH</u>	<u>App</u>

BOARD OF COUNTY COMMISSIONERS
FORMAL BOARD MEETING
RESULTS

MEETING DATE: 12-31-91 PA. 2

Agenda Item #	Motion	Second	APP/NOT APP	
<u>R-12</u>	<u>RB</u>	<u>SK</u>	<u>App</u>	PA } NO
<u>R-13</u>	<u>RB</u>	<u>SK</u>	<u>App</u>	
<u>R-14</u>	<u>RB</u> <u>Tabled</u>	<u>SK</u>	<u>Tabled</u>	
<u>R-15</u>	<u>SK</u>	<u>GH</u>	<u>App</u>	
<u>R-16</u>	<u>SK</u>	<u>GH</u>	<u>App</u>	PA } NO RB } NO
<u>R-17</u>	<u>RB</u> <i>Reduce</i>	<u>GH</u>	<u>App</u>	PA } NO GH } NO
<u>R-18</u>	<u>RB</u> Amend RB } <i>Reduce by \$1,400</i>	<u>SK</u>	<u>App</u>	SK } NO GH } NO
<u>R-19</u> <i>Supplemental Agenda</i>	<u>RB</u>	<u>SK</u>	<u>App</u>	
<u>R-20</u>	<u>RB</u>	<u>PA</u>	<u>App</u>	
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	

Meeting Date: DEC 31 1991

Agenda No.: B-1

(Above space for Clerk's Office Use)

AGENDA PLACEMENT FORM
(For Non-Budgetary Items)

Presentation of Recent Audit: BUSINESS INCOME TAX-IMPROVE
SUBJECT: COLLECTIONS AND MONITORING

BCC Informal December 31, 1991 BCC Formal _____
(date) (date)

DEPARTMENT Auditor DIVISION Non-Departmental

CONTACT Gary Blackmer TELEPHONE 248-3320

PERSON(S) MAKING PRESENTATION Gary Blackmer

ACTION REQUESTED:

INFORMATIONAL ONLY POLICY DIRECTION APPROVAL

ESTIMATED TIME NEEDED ON BOARD AGENDA: 15 minutes

CHECK IF YOU REQUIRE OFFICIAL WRITTEN NOTICE OF ACTION TAKEN: _____

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

REQUEST TIME CERTAIN, 9:30 AM, PLEASE.

(If space is inadequate, please use other side)

SIGNATURES:

ELECTED OFFICIAL Gary Blackmer

Or

DEPARTMENT MANAGER _____

BOARD OF
COUNTY COMMISSIONERS
MULTNOMAH COUNTY
OREGON
1991 DEC 18 AM 10:10

(All accompanying documents must have required signatures)

BUSINESS INCOME TAX
Improve Collections and Monitoring

December 1991



Gary Blackmer
Multnomah County Auditor



GARY BLACKMER

COUNTY AUDITOR
ROOM 1500, PORTLAND BUILDING
1120 S.W. 5TH AVENUE
PORTLAND, OR 97204
(503) 248-3320

MULTNOMAH COUNTY OREGON

DATE: December 12, 1991

TO: Gladys McCoy, Multnomah County Chair
Pauline Anderson, Commissioner, West District 1
Gary Hansen, Commissioner, North District 2
Rick Bauman, Commissioner, Central District 3
Sharron Kelley, Commissioner, East District 4

SUBJECT: Audit of Multnomah County Business Income Tax Collections

The County has looked to its business tax in recent years to fund an increasing share of its services. This audit addresses three important issues concerning any tax. First, it helps us understand who is bearing the cost of County services. This information aids discussions about our tax rates and tax system. Second, it provides some assurance to the public that the tax is being effectively collected. Especially in a competitive marketplace, we must ensure that businesses which avoid taxes do not gain an unfair advantage over those which pay their taxes. And finally, it addresses some problems with the County business income tax as a revenue source. Although this type of tax is affected by economic cycles, there are opportunities to improve its predictability and reliability.

We have discussed our findings and recommendations with personnel from the Chair's Office, the Finance Division, the Planning and Budget Division, and the Oregon Department of Revenue. Their written responses are the last section of this report.

We would appreciate receiving a written status report from the County Chair or her designee in six months indicating what further progress has been made regarding the recommendations identified in this report. This response should also be circulated to the Commissioners.

We appreciate the cooperation and assistance extended to us by the personnel of the Oregon Department of Revenue, the County's Planning and Budget, Finance, and Information Services Divisions, the Oregon Secretary of State Audits Division, and Portland's Bureau of Licenses and Bureau of Computer Services.



GARY BLACKMER
Multnomah County Auditor

Auditors: Craig Hunt
Stephen March
Desktop Publishing: Lucy Sacharkiw

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S U M M A R Y

Multnomah County Code 5.70 imposes a 1.46 percent tax on net business income generated in the County. Since 1976, the County has contracted with the Oregon Department of Revenue (DOR) to collect this tax. In FY90-91, DOR collected approximately \$14.7 million on behalf of the County from 29,000 businesses, charging \$334,000 for its services. We evaluated the collection of the Multnomah County Business Income Tax (MCBIT) by DOR.

We found that DOR provides an effective collection program for the County. However, we also found some businesses are failing to pay the tax. We analyzed businesses licensed in Portland and estimate that over 4,000 businesses failed to file a MCBIT return for 1989, with fewer than half owing MCBIT taxes. We estimate that these businesses owe nearly \$400,000 in uncollected 1989 taxes. In addition, when we reviewed County purchasing files, we found that Multnomah County contracted for services with businesses that subsequently failed to file 1989 business income tax returns.

The County should work with DOR to increase efforts to identify non-filers, improve DOR procedures specific to the collection of MCBIT and better notify businesses of the tax. Additionally, consistent with State and Federal business income tax practices, the County should collect quarterly estimated tax payments from the larger accounts to provide better information for budgeting and improve County cash flow. The County has already taken steps to implement some of the recommendations.

INTRODUCTION

This report covers our audit of the collection of Multnomah County's Business Income Tax (MCBIT). The audit was conducted in accordance with generally accepted government auditing standards.

History of Multnomah County business taxes

Beginning in 1975, the County required that businesses obtain a license to do business in the unincorporated areas of Multnomah County. The County set its rates equal to those of Portland and contracted with Portland to administer the program. At that time, the license was 1.5 percent of net income with a minimum fee of \$25.

In 1976, the County revamped its system to parallel Oregon's business income tax and contracted for administration with the Oregon Department of Revenue (DOR). Rather than a fee for doing business in the unincorporated area, the new tax was 0.6 percent of net income for business activities throughout the County. The County agreed to share a portion of revenues with Fairview, Gresham, Troutdale and Wood Village based on population and assessed value.

The goals of MCBIT were to increase tax revenues, streamline administration, maximize compliance, eliminate intra-county allocation problems, and provide a method for sharing revenues with the cities.

The County increased the tax rate in 1986 to 0.95 percent and again in 1987 to the current rate of 1.46 percent. The Board of County Commissioners considered an increase to 1.96 percent in 1991, but it was not adopted. Annual revenues and collection costs are shown in Exhibit 1 below.

Exhibit 1	Fiscal Year	Revenues	Collection Costs
MCBIT Revenues and Collection Costs	81-82	\$ 3,098,969	\$175,219
	82-83	\$ 3,276,274	\$192,524
	83-84	\$ 3,176,547	\$225,547
	84-85	\$ 3,754,498	\$296,551
	85-86	\$ 4,600,726	\$301,726
	86-87	\$ 5,904,001	\$309,927
	87-88	\$ 10,914,912	\$314,912
	88-89	\$ 14,912,023	\$312,023
	89-90	\$14,092,180	\$352,180
	90-91	\$14,733,913	\$333,913

Source: Auditor's Office Analysis of County Financial Statements, Budgets and DOR Monthly Statements

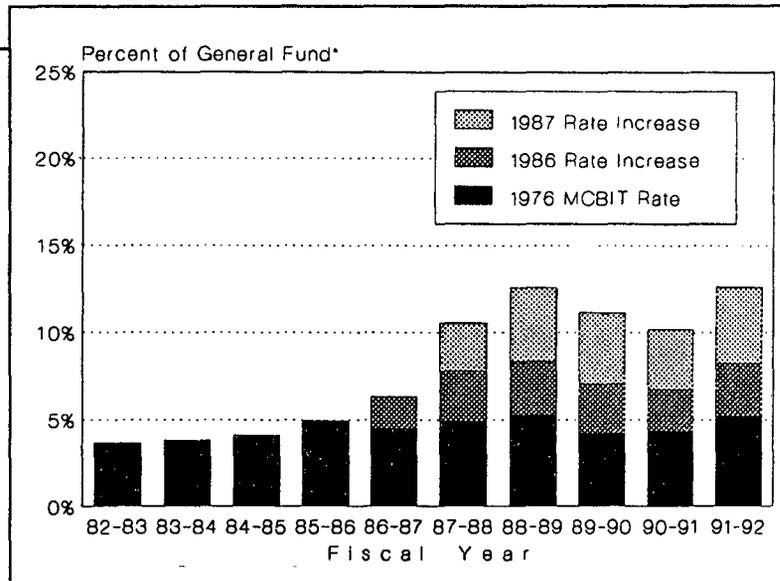
The County's reliance on MCBIT revenues has increased significantly in the last 5 years, comprising approximately 13 percent of the general fund budget in FY91-92. These increases are due to rate increases, a better overall economy, and decreases in property tax revenues in FY91-92 from Ballot Measure 5. Exhibit 2 shows annual MCBIT revenues and their share of general fund revenues.

Exhibit 2

**MCBIT Revenues
Are An Increasing
Share of the
County General Fund***

*General fund includes revenues from jail, library and serial levies

Source: Auditor's Office Analysis of County Financial Statements and Budget



Administration of MCBIT

In 1976, Multnomah County chose to contract with DOR to administer its business income tax for several reasons. DOR costs for collection were expected to be lower than the cost to establish a County-operated program. A County-operated tax system comparable to DOR was considered to be duplicative and wasteful. In addition, taxpayers would benefit from a County tax system that was integrated with State and Federal taxes. Taxpayers could transfer net income amounts from their Federal or Oregon tax schedules onto the MCBIT return.

DOR processes and retains MCBIT returns; assesses and collects tax deficiencies; makes necessary refunds; performs audits; pursues legal issues; handles taxpayer inquires, hearings, and appeals; performs other administrative duties; and remits MCBIT revenues to the County.

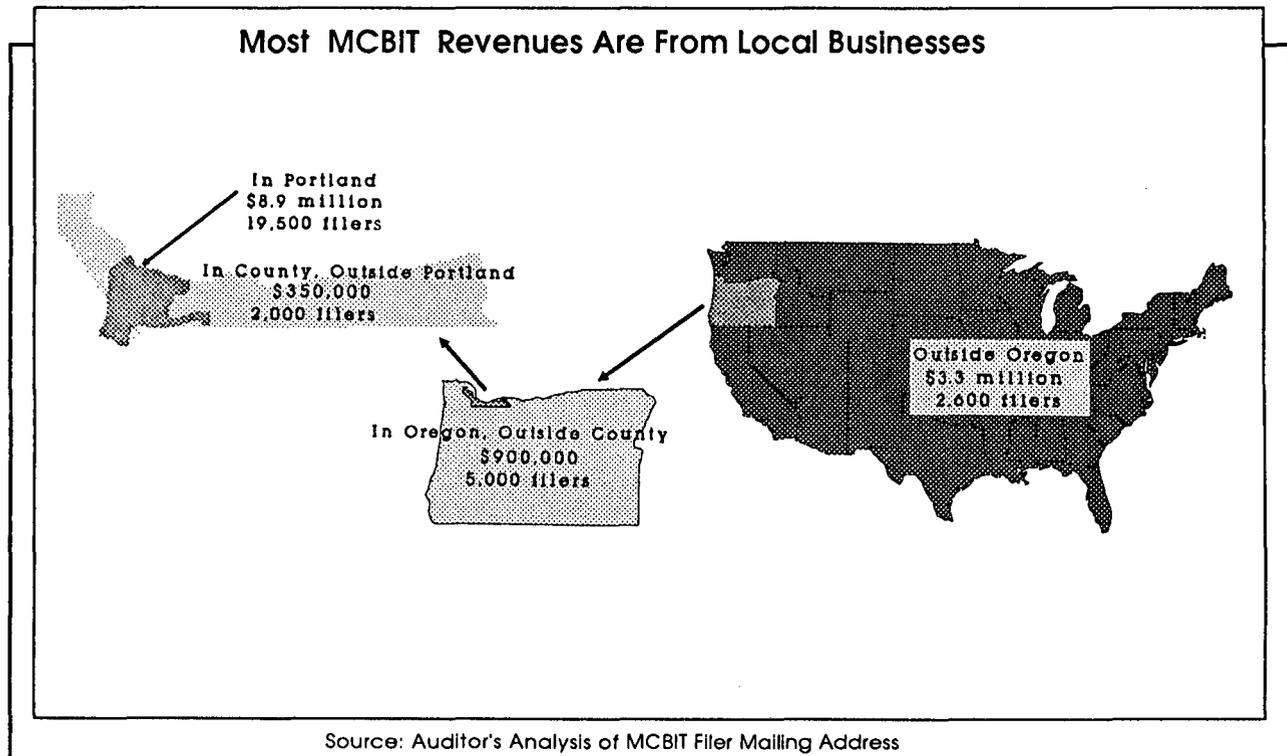
As a result of the integration of County and State tax systems, the County is billed for the costs of the equivalent of nine DOR employees, but only two are specifically assigned to MCBIT. Employees throughout DOR also assist in MCBIT collection, charging their time to the County. These efforts are equivalent to about seven employees.

The Director of Finance negotiates and administers the MCBIT contract. DOR provides the Finance Director with monthly statements of collections and costs as well as quarterly reports of filing activity by types of taxpayer. The Budget Office uses these statements with other information to project MCBIT revenues. The Budget Office also monitors actual receipts to identify variances from their projections.

Who pays MCBIT

Exhibit 3 below shows the geographic regions where the County's tax year 1989 MCBIT revenues were collected.

Exhibit 3



A large percentage of MCBIT taxes are paid by a relatively few taxpayers. Exhibit 4 on the following page shows the revenue by tax range for 1989, with approximately 80 percent of MCBIT tax dollars paid by 7 percent of filers.

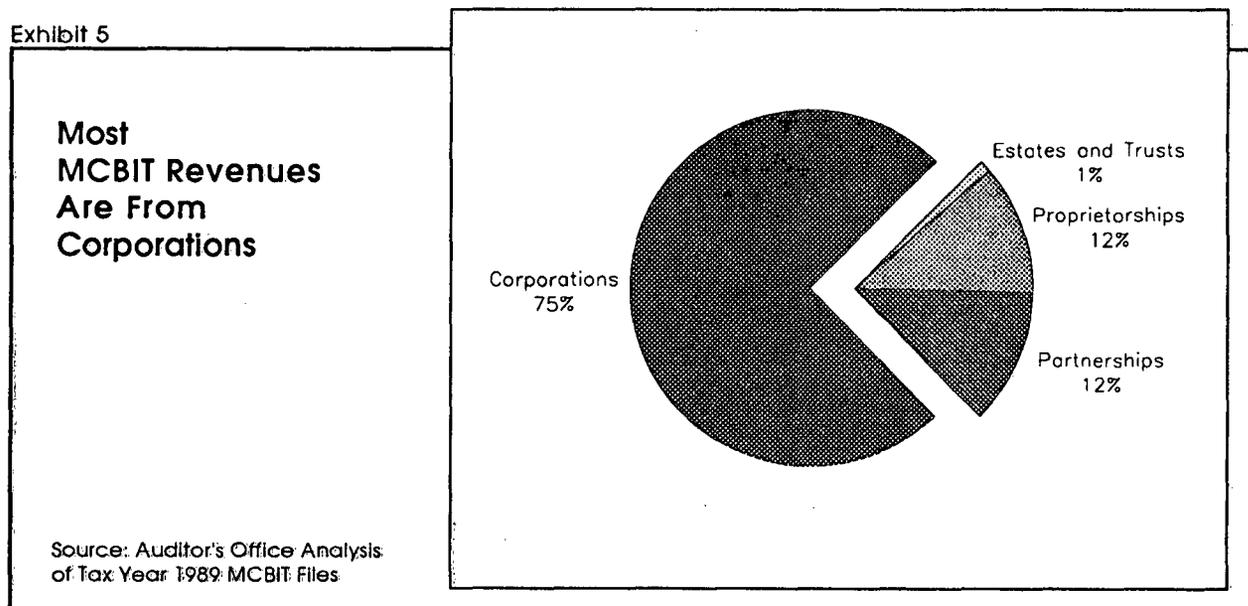
Exhibit 4

	Tax Range	Number of Filers	Taxes Paid
7 Percent of MCBIT Filers Pay 80 Percent of the Taxes	\$0 - \$49	15,710	\$198,600
	\$50 - \$99	4,110	\$293,900
	\$100 - \$199	3,310	\$466,000
	\$200 - \$299	1,310	\$314,400
	\$300 - \$499	1,240	\$481,600
	\$500 - \$749	810	\$494,100
	\$750 - \$999	540	\$464,600
	\$1,000 - \$2,999	1,340	\$2,326,500
	\$3,000 - \$4,999	320	\$1,213,500
	\$5,000 - \$9,999	220	\$1,532,300
	\$10,000 or more	170	\$5,725,600
1989 Totals		29,080	\$13,511,100

Source: Auditor's Office Analysis of Tax Year 1989 MCBIT Files

Exhibit 5 below shows the collected amount of 1989 taxes by type of entity.

Exhibit 5



Source: Auditor's Office Analysis of Tax Year 1989 MCBIT Files

MCBIT filing requirements

Corporations, trusts, estates, joint ventures, partnerships, sole proprietorships and individuals who do business in Multnomah County are subject to MCBIT. Any activity in pursuit of financial gain is considered "doing business." Employee wages are not subject to MCBIT. However, MCBIT applies to compensation for services not subject to payroll taxes.

Generally, net income from sales of goods, sales of services, rental activities, and gain or loss on the disposition of business or rental property is subject to MCBIT. If gross receipts both in and out of the County are less than \$10,000, the business is exempt from filing a MCBIT return.

Calculating the tax

MCBIT taxpayers use the net income amount from their State or Federal tax schedules on the MCBIT return, Form MI. Taxpayers who do business both in and out of the County must apportion net income attributable to the County. Generally, the income is apportioned by dividing sales of goods and services within Multnomah County by total sales of goods and services everywhere. Businesses may also apportion and deduct operating losses from earlier years from the current year's net income. Special apportionment rules apply to businesses such as financial corporations, carriers of freight or passengers, and other public utilities.

Multnomah County code allows a compensation deduction to offset income. For example, business owners can generally deduct as compensation 75 percent of business net income up to a maximum of \$50,000 per owner. (Corporations have different compensation allowances for shareholders.) After deductions, Multnomah County taxable income is multiplied by 1.46 percent to determine the taxes due.

MCBIT filing deadlines are the same as State filings, with payments for calendar year taxpayers due on April 15. A MCBIT taxpayer may file an extension, but is required to pay any amount due on or before the filing deadline. The County recently required that businesses make quarterly estimated tax payments if they have an estimated tax liability of \$500 or more for tax years beginning in 1992.

A sample 1990 MCBIT return with instructions is found in Appendix A.

Scope and Methodology

The objective of this audit was to determine the efficiency and effectiveness of the County's contracted collection of the Multnomah County Business Income Tax.

In conducting the audit, we reviewed County ordinances, budgets and financial reports, State tax laws, a recent State audit of DOR contracted services, DOR and Portland License Bureau procedures, and DOR monthly and quarterly MCBIT reports. We interviewed personnel from County Finance, County Planning and Budget, Oregon Department of Revenue, the Secretary of State's Division of Audits, and Portland's Bureau of Licenses.

We analyzed computer files of MCBIT tax rolls and Portland business licenses. Since Portland requires those doing business in the city to obtain a business license, their files were chosen for comparison; nearly all of the City of Portland is contained within Multnomah County. Accordingly, many businesses with a Portland business license would be subject to MCBIT. We matched businesses using federal identification numbers, social security numbers, names, and addresses.

Our estimates of non-filers and taxes due are based on our analysis of samples. We drew a sample of 357 corporations licensed by Portland which we initially could not find in MCBIT files. A sample of this size is likely to be similar to the population 95 percent of the time with a range of error of plus or minus 5 percent.

We also drew a sample of 99 non-corporation businesses licensed by Portland which were not initially located on MCBIT rolls. A sample of this size is likely to be similar to the population 95 percent of the time with a range of error of plus or minus 10 percent. We verified filing requirements and estimated taxes due from these samples. We also compared the apportionment percentages of 100 businesses who filed both MCBIT and Portland license forms.

In addition, we drew a sample of 99 businesses that were paying MCBIT, but were not initially located on the City's license rolls. A sample of this size is likely to be similar to the population 95 percent of the time with a range of error of plus or minus 10 percent. We eliminated businesses which were located in Multnomah County and outside Portland that appeared to be conducting all their activities outside Portland.

We analyzed a list of the top 200 Portland business license payers and a list of the top 200 MCBIT payers. Finally, we searched the County's contractor database to determine if businesses that had contracted with the County filed MCBIT returns for 1989. We also analyzed tax collection costs and functions of DOR.

AUDIT RESULTS

Benefits of contracting with DOR for MCBIT collection

We found that the integration of Multnomah County's business income tax into DOR's tax collection systems has provided the County with several advantages and efficiencies. For example, corporations and partnerships are notified of MCBIT when they fill out a State business income tax return. The taxpayer is asked if sales or services are provided to customers in Multnomah County and is referred to the MCBIT return, Form MI, if the answer is "yes."

Because MCBIT is integrated into the State's collection program, the County may also benefit when DOR personnel identify businesses that failed to file a State return. For example, the 1987 Tax Equity Program identified a number of businesses that failed to pay Oregon business income taxes. In these cases, DOR staff also determined whether the businesses should have filed a MCBIT return, resulting in added revenues for the county.

The integration also results in other benefits to MCBIT. DOR has established a goal to complete a cycle of "shelf audits" every three years. A shelf audit tracks the consistency of businesses filing from year to year to identify non-filers or delinquent filers. DOR is now beginning a shelf audit that had been postponed for a year, due to prior staffing limitations.

MCBIT is also integrated into DOR's auditing function. When changes are made to State tax returns, MCBIT returns may also be adjusted. In addition, DOR makes adjustments to MCBIT filings based upon audit results it receives from the Internal Revenue Service and from the Multistate Tax Commission (an agency that ensures filing consistency of multistate businesses).

In some cases, DOR staff have taken the initiative to specifically enforce MCBIT requirements. For example, DOR has an appeals section that works with the Attorney General's office when MCBIT audits are challenged. MCBIT cases may be decided through through administrative appeals, the Tax Court, and can reach the Oregon State Supreme Court. These activities generally result in clarification of the tax ordinance and increased revenues to the County.

MCBIT is not collected from some businesses

We tested MCBIT files to determine whether a significant number of businesses were failing to comply with MCBIT filing requirements which might result in lost revenues. One source of local business records is the City of Portland's Bureau of

Licenses which collect Portland's business license fee. The Bureau provided the County Auditor's Office with a computer tape of licensed businesses, which we matched against tax year 1989 MCBIT filings.

Approximately 20,800 of the 32,200 licensed businesses in Portland matched with MCBIT filings. We analyzed a representative sample of the remaining businesses and estimate that approximately 1,430 corporations failed to file MCBIT returns, owing the County approximately \$350,000. It is estimated another 2,950 partnerships, sole proprietorships, and other types of businesses owe the County approximately \$45,000. About 7,000 businesses were exempt from MCBIT due to the different requirements of Portland's license code and the County's tax code.

Exhibit 6 below shows the estimated number of businesses from Portland license files that failed to file a 1989 MCBIT return.

Exhibit 6			
Some Businesses Are Not Filing MCBIT Returns	Entity Type	Estimated Number Not Filing	Estimated 1989 Taxes Owed
		Corporations and S-Corporations	1,430
	Sole Proprietorships, Partnerships, Others	<u>2,950</u>	<u>\$ 45,000</u>
	Total	4,380	\$395,000

Source: Auditor's Analysis of MCBIT and Portland Business Files

Based on our analysis, about 15 percent more businesses should be filing MCBIT returns. However, we estimate that these businesses owe less than three percent in additional MCBIT revenue for FY89-90. For example, the average tax due from 2,950 sole proprietorships, partnerships, and other businesses was approximately \$15. Our sampling indicated that half of these businesses did not owe any 1989 taxes. In contrast, we project that 1,430 corporations owed the County an average of approximately \$250, but of these we also estimate more than half owe no tax.

Although there are likely to be additional recovery costs, many of these accounts would likely return more than the cost of enforcement efforts. These businesses may also owe taxes for other years. County ordinance allows delinquent taxes to be collected for previous tax years, resulting in some additional one-time County revenues.

To test whether DOR collected MCBIT taxes from Portland's largest accounts, we analyzed the top 200 Portland fee payers for FY89-90. These businesses paid approximately 43 percent of total Portland revenues. We found three businesses among these large fee payers that appear not to have filed MCBIT returns for 1989. The County Auditor's Office will assist the Finance Director and DOR to identify businesses which have not filed a MCBIT return.

We also tested MCBIT files to determine whether there were any discrepancies in apportionment calculations. We tested apportionment percents in a sample of businesses filing with Portland and Multnomah County. We found no significant differences to indicate that businesses were inconsistently reporting Multnomah County taxable income.

DOR collections are comparable to Bureau of Licenses

When we compared the collections of DOR to Portland's Bureau of Licenses we found that they were generally comparable. Neither collection agency identified all the businesses that should be filing. We also found businesses in MCBIT files that were not in Portland's files.

While we estimate that about 1,430 corporations failed to file 1989 MCBIT returns, we also estimate there were approximately 1,380 corporations in the MCBIT files that may have been required to obtain a Portland business license. In this analysis, we excluded businesses that appeared to be exempt, however we could not verify that all these corporations were active in Portland. We did not sample sole proprietorships, partnerships and other businesses to estimate the number not licensed. Finally, of the top 200 MCBIT payers in tax year 1989, we found seven businesses that might have been required to obtain a Portland business license.

The County Auditor's Office will work with the Finance Director and DOR to assist the Bureau of Licenses in identifying the businesses that have failed to obtain a Portland Business License. This work is likely to result in increased annual revenues to Portland as well as some one-time revenues from fees for prior years

Some businesses contracting with the County failed to file MCBIT

We also analyzed a list of 51 businesses that provided contract services to the County and found four businesses that should have filed a MCBIT return for 1989. Each of these businesses was paid for products or services in excess of \$10,000 and did not appear to be exempt from MCBIT requirements. While these businesses should have filed a MCBIT return, we could not determine whether they owed any taxes.

Other listings of businesses may identify additional non-filers

Our tests revealed businesses in Portland's license files and among the County's contractors that are not complying with Multnomah County's tax ordinance. It is likely that additional non-filers can be identified by searching other business listings. For example, some of the non-filing businesses are also members of professional associations with work addresses in Multnomah County. We found that certain types of businesses were less likely to file a MCBIT return. Our analysis also revealed a number of non-filing businesses that had paid MCBIT in prior years. Accordingly, prior year MCBIT tax rolls could also be used to identify non-filers.

Although a prior MCBIT filing or membership in an association does not necessarily require a business to file a MCBIT return, these indications of business activity in Multnomah County can be used to identify non-filers. Some of these methods of identifying non-filers may be more cost-effective than others, although increased use of computers could reduce costs considerably.

The County has not pursued increased MCBIT collection efforts

Because MCBIT was designed to be integrated with State tax collection efforts, the contract has no provisions for special activities to identify MCBIT non-filers. The Department of Revenue conducts only a limited amount of enforcement activity specific to MCBIT. As a result, DOR expends only limited staff time pursuing businesses that complied with State tax law but may have failed to file a MCBIT return.

The County has no provisions in its contract to direct funds or staff to conduct special efforts such as MCBIT-specific searches for businesses that may be liable for MCBIT. Further, we found that the County and DOR have not developed minimum standards for some routine enforcement activities. For example, although DOR has developed many MCBIT procedures that direct the efforts of its staff, it currently has no procedures for auditing MCBIT returns. Decisions concerning how a MCBIT return is reviewed are left to each auditor's judgment. Following a written set of procedures can provide increased assurance to the County that compliance practices will be consistently applied, well documented, and less susceptible to errors.

The County could better notify businesses of MCBIT

Some businesses may not be aware that their income is subject to MCBIT. Although State tax returns notify many businesses of MCBIT, the County has not recently reviewed its material describing MCBIT or the efforts being taken to notify tax preparers, owners of commercial and rental property, and various professional associations.

We estimate that approximately one-third of the 1,430 non-filing corporations are out-of-state businesses. There also may be other out-of-state businesses which have failed to file a return that are unaware of the location or boundaries of Multnomah County. The current tax form provides no physical description of Multnomah County, such as a map, a listing of its cities, or a listing of zip codes or telephone exchanges. This additional information might assist businesses in determining what portion of their activities occur in Multnomah County.

The County can better forecast and monitor MCBIT receipts

Because of its increasing share of total revenues, the County needs to better project and monitor its MCBIT receipts. When actual receipts are lower than revenue projections, the County may be required to make mid-year spending cuts or spend reserve funds. When actual receipts are higher than revenue projections the County may find that it has unnecessarily cut services.

Variations may occur for several reasons. Revenues are strongly affected by the financial health of businesses and other economic factors, which are difficult to predict. In addition, the revenue is subject to random fluctuations from extraordinary occurrences such as legal settlements or significant transactions by large businesses.

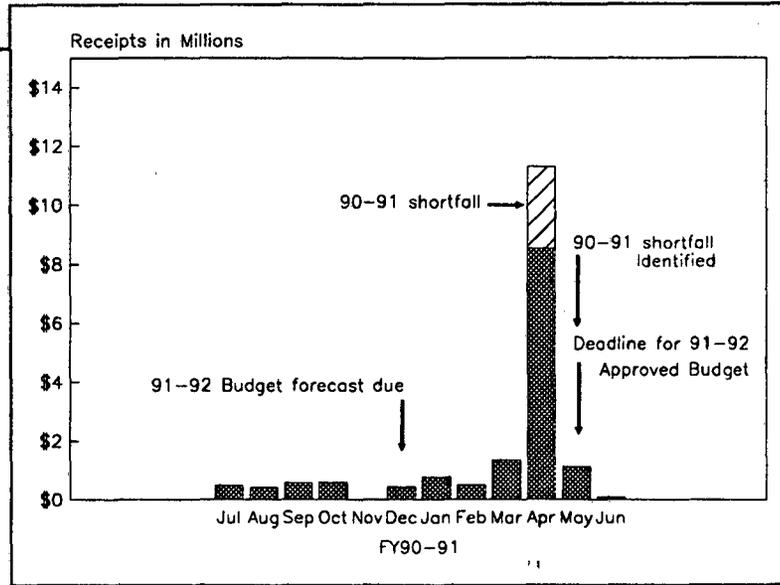
MCBIT receipts are received too late to provide timely information to forecast MCBIT revenues. Current filing practices result in the receipt of nearly 60 percent of all revenues in April, when the next year's budget process is nearly completed. Because current year data is not yet available, budget forecasts for the following year are based upon data from the preceding year.

The timing of the receipts also makes it difficult for the County to respond to inaccurate forecasts. With only two months left in the fiscal year to respond to discovered shortfalls, the County must take more drastic actions to remain within budget. Exhibit 7 on the following page shows a chronology of the FY91-92 budget cycle and the timing of MCBIT receipts by month. The shortfall of over \$2 million discovered in May of 1991 resulted in cuts in the final two months of FY90-91 as well as a revised revenue forecast for the next fiscal year which required \$2.1 million in additional cuts.

Exhibit 7

Timing of MCBIT Receipts Makes It Difficult to Budget

Source: Auditor's Office Analysis of DOR Monthly Reports

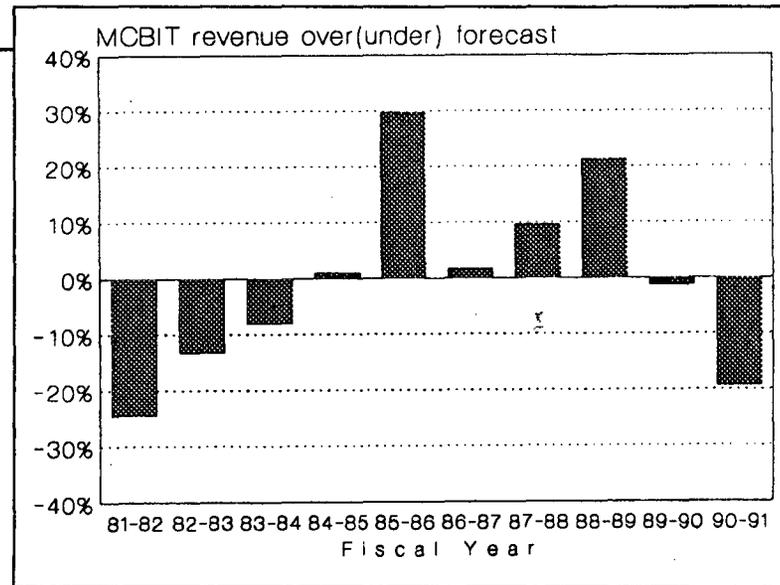


The budget discrepancy in FY90-91 was not unusual. The Budget Office has had difficulty projecting MCBIT revenues over the past decade. Exhibit 8 below shows the percent error of projected versus actual MCBIT revenues.

Exhibit 8

Budget Forecasts Have Varied Significantly From Actual MCBIT Revenues

Source: Auditor's Office Analysis of County Budgets and Financial Statements



While there will always be some uncertainty in these forecasts, quarterly estimated tax payments, similar to State and Federal filing requirements, will provide the County with better information for projecting revenues. In addition, quarterly payments will result in one-time revenues in the first year of approximately \$2 million, and will provide for a more uniform cash flow for the County, and may reduce the need to borrow in anticipation of year-end revenues.

Recommendations

To better notify businesses of MCBIT requirements, the County should work with the Department of Revenue to:

- Prepare and distribute materials that clearly describe MCBIT requirements and County boundaries;
- Develop methods to contact businesses that may be unaware of MCBIT.

To increase compliance with MCBIT requirements, the County should work with the Department of Revenue to:

- Develop and monitor annual objectives and work plans that direct additional DOR resources to identify delinquent businesses or those failing to file MCBIT returns;
- Ensure that businesses contracting with Multnomah County are filing MCBIT returns;
- Develop MCBIT-specific procedures for DOR staff;
- Work with Portland's Bureau of Licenses to increase cooperation and the sharing of information about businesses that fail to comply with tax and licensing requirements.

To better project and monitor MCBIT receipts, the County should work with the Department of Revenue to:

- Implement quarterly estimated payments of MCBIT for the larger accounts, similar to State and Federal filings;
- Identify any extraordinary tax payments or refunds that could skew forecasts of annual revenues.

APPENDIX

Extension is attached
 Amended return

Date Received	Code	Tax	P & I	Payment

MULTNOMAH COUNTY BUSINESS INCOME TAX RETURN • 1990

• or other taxable year beginning _____, 1990, ending _____, 19 _____

PLEASE
PRINT
OR
TYPE

Name on your Oregon Individual (last name first) or Corporation Return (Partnerships see instructions)				Federal Employer ID No.
Name of business if different than above (assumed business name) (Partnerships see instructions)				Social Security No.
Mailing Address				County
City	State	ZIP Code	Telephone No.	Business Code

- A. Date began business in Multnomah County _____
- B. Describe your Multnomah County business activities _____
- C. Did you file under the same name last year? Yes No If no, please enter name you filed under last year _____
- D. Is this a final return? Yes No
- E. Check one of the following to indicate the type of entity filing this return; complete the corresponding schedules.
1. S corporation 2. Other corporation (includes Publicly Traded Partnerships) complete Schedules B and A
- 3. Partnership or joint venture complete Schedules C and A
4. Sole proprietorship 5. Estate 6. Trust complete Schedules D and A

SCHEDULE A— APPORTIONMENT OF INCOME AND COMPUTATION OF TAX

1. Multnomah County base income (from Schedule B, C, or D, page 2)	• 1	
2. Apportionment percentage: (see general instructions)		
a. Total sales of goods and services in Multnomah County (including Portland) † • \$		
b. Total sales of goods and services everywhere † • \$	• 2	X %
3. Income attributable to Multnomah County (line 1 multiplied by % on line 2)	• 3	
4. Multnomah County net operating loss deduction (see general instructions)	• 4	
5. Multnomah County taxable income (line 3 minus line 4)	5	
6. Multnomah County Business Income Tax (line 5 multiplied by 1.46% [.0146])	• 6	
7. Prepayments on this return (attach schedule showing dates and amounts paid)	• 7	
8. Tax due (line 6 minus line 7)	• 8	Tax Due
9. Penalty and interest due with this return (see general instructions)	9	
10. Total income tax and charges due (add lines 8 and 9) Oregon Department of Revenue)	• 10	
11. Refund available (line 7 minus line 6)	11	Refund
12. Amount of refund to be credited to 1991 tax	12	1991 Credit
13. Net Refund (line 11 minus line 12).....	13	Net Refund

Under penalties of false swearing, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief it is true, correct and complete. If prepared by a person other than taxpayer, this declaration is based on all information of which the preparer has any knowledge.

SIGN HERE	Signature of taxpayer, partner or other _____ Date _____	Signature of preparer other than taxpayer _____ License No. _____
	Title _____	Address _____

SCHEDULE B — COMPUTATION OF INCOME FOR CORPORATIONS

1. Net income (from line 7, page 1, Oregon corporation Form 20 or 20-1)	• 1	
2. Additions (see instructions for corporations, page 3)		
a. S corporation income taxed to shareholders (from federal S corporation tax return)	• 2a	
b. Compensation and interest paid to controlling shareholders (more than 5%) (see instructions for corporations, page 3, line 2b)	• 2b	
c. Other additions (attach schedule)	• 2c	
3. Total: lines 1, 2a, 2b, and 2c	3	
4. Subtractions: exempt income or other subtractions (IMPORTANT: See subtractions, general instructions, page 1) (attach schedule)	• 4	
5. Adjusted base income (line 3 minus line 4)	5	
6. Allowable compensation and interest deduction		
a. 75% of line 5 (not less than zero)	6a	<input type="text"/>
b. Amount on line 2b (if none, enter zero)	6b	<input type="text"/>
c. \$50,000 multiplied by number of controlling shareholders ..	• 6c	<input type="text"/>
(See instructions) (attach schedule)		
7. Multnomah County base income (line 5 minus line 6) (enter here and on line 1, Schedule A)	• 7	

SCHEDULE C — COMPUTATION OF INCOME FOR PARTNERSHIPS AND JOINT VENTURES

1. Ordinary income of partnership (from federal partnership return, Form 1065)	• 1	
2. Gain (or loss) on disposition of business property (see instructions for partnerships, page 3) (attach schedule)	• 2	
3. Additions (see instructions for partnerships, page 3)		
a. Compensation and interest paid to partners as deducted on partnership return	• 3a	
b. Other additions (attach schedules)	• 3b	
4. Total: lines 1, 2, 3a, and 3b	4	
5. Subtractions: exempt income or other subtractions (IMPORTANT: See subtractions, general instructions, page 1) (attach schedule)	• 5	
6. Adjusted base income (line 4 minus line 5)	6	
7. Allowable compensation and interest deduction		
a. 75% of line 6 (not less than zero)	7a	<input type="text"/>
b. \$50,000 multiplied by the number of partners	• 7b	<input type="text"/>
(See instructions) (attach schedule)		
8. Multnomah County base income (line 6 minus line 7) (enter here and on line 1, Schedule A)	• 8	

SCHEDULE D — COMPUTATION OF INCOME FOR SOLE PROPRIETORSHIPS, ESTATES, AND TRUSTS

1. Net profit (or loss) from business or profession (estates and trusts attach schedule)	• 1	
2. Net rental profit (or loss) (estates and trusts attach schedule)	• 2	
3. Gain (or loss) on disposition of business property (see instructions for proprietorships, estates, and trusts, page 4, line 3) (attach schedule)	• 3	
4. Other income and additions (attach schedule)	• 4	
5. Oregon base income (add lines 1 through 4)	5	
6. Subtractions: exempt income or other subtractions (IMPORTANT: See subtractions, general instructions, page 1) (attach schedule)	• 6	
7. Adjusted base income (line 5 minus line 6)	7	
8. Allowable compensation and interest deduction		
a. 75% of line 7 (not less than zero)	8a	<input type="text"/>
b.	• 8b	50,000.00
(See instructions) (attach schedule)		
9. Multnomah County base income (line 7 minus line 8) (enter here and on line 1, Schedule A)	• 9	

GENERAL INSTRUCTIONS

By agreement with Multnomah County, the Oregon Department of Revenue administers the Multnomah County Business Income Tax (Multnomah County Code Chapter 5.70). Multnomah County tax returns (Form MI) must be filed with the Oregon Department of Revenue.

The Portland city business license is separate from the Multnomah County Business Income Tax. Generally, businesses operating in Portland will pay both taxes.

This publication is a guide. It isn't a complete statement of the Multnomah County Code, Oregon laws, or Oregon Department of Revenue rules. If you have questions, refer to the code, laws, and rules.

Tax Equity

The 1989 Legislature gave the Department of Revenue \$4.5 million to continue Governor Goldschmidt's 1987 Tax Equity program. The increased staff of tax collectors and auditors will continue to bring additional taxpayers into compliance with Oregon tax laws. The department's enforcement efforts and communication of the consequences of noncompliance with the tax laws is aimed at creating a fair tax system for all taxpayers. These efforts will affect all programs administered by the Department of Revenue, including the Multnomah County Business Income Tax program.

Who Must File

Every individual, partnership, joint venture, corporation, trust, estate and other nongovernmental entity doing business in Multnomah County is subject to the business income tax. "Doing business" means to engage in any activity in pursuit of gain. A physical location in Multnomah County is not required.

Partnerships, S corporations, estates, and trusts must file a Multnomah County return and pay the tax. Partners, shareholders and beneficiaries don't file separately.

Wages earned as an employee are not subject to the tax. An employee for Oregon withholding tax purposes is an employee for county tax purposes.

The performance of services for compensation that isn't subject to payroll taxes is considered "doing business." An example is commission sales.

The following businesses are exempt from the tax and don't need to file returns:

- Businesses whose **gross** receipts both inside and outside of Multnomah County are less than \$10,000.
- Corporations exempt from Oregon tax under ORS 317.080. **Exception:** An exempt corporation which is subject to Oregon tax on unrelated business income must also pay Multnomah County tax on that income.
- Trusts exempt from federal tax under IRC 501. **Exception:** An exempt trust which is subject to Oregon tax on unrelated business income (or other activities under IRC 501(b)) must also pay Multnomah County tax on that income.
- Foreign insurance companies.
- All insurance agents.

Spouses—How to File

If you own and operate your business alone, you must file as a sole proprietorship. Combine all the income from all your business activities on Schedule D. If your spouse also owns and operates a business alone, you must each file a separate Multnomah County

return, as sole proprietorships. You can't combine your separate businesses on a joint return.

If you own and operate your business with another person (including your spouse), you must file as a partnership (Schedule C).

Exception: If your business is incorporated, you must file as a corporation (Schedule B), even though you are the sole owner.

Tax Year

You must use the same tax year as used for Oregon excise or income tax purposes.

Income

Income is the net income from any business before allocation, apportionment, and the net loss deduction reported to the State of Oregon. Income includes: (1) gain or loss from the sale, exchange or involuntary conversion of real property or tangible or intangible personal property; (2) net income from liquor sales; and (3) gains from the sale of business assets. (If the installment method of reporting such gains is chosen, the interest income must be included.)

All dispositions of business property result in ordinary gains or losses. All losses are fully deductible in the year incurred. There are no capital loss carryovers or carrybacks.

Federal Income Tax Laws Adopted

In general, Oregon law and the Multnomah County Code are tied to the Internal Revenue Code (IRC) as amended on or before December 31, 1988.

Multnomah County didn't adopt the deferral of tax on recaptured LIFO benefits provided in IRC 1363(d). The LIFO recapture income is taxed in full on the final return of the C corporation.

The federal passive loss provisions under IRC 469 were also not adopted by Multnomah County.

Subtractions—Exempt Net Income

Net income from some activities is exempt. Amounts subtracted must be reduced by expenses related to the income.

Examples of exempt net income:

- Interest and dividend income earned by an individual from investments if the income is not created in the course of the taxpayer's business activities.
- Interest on U.S. obligations (e.g., Series E and H bonds and Treasury bills).
- Gain on sale of property acquired for personal use.
- Income from farming (exemption is lost if you handle, process, or sell products other than your own).

Examples of net income that is not exempt:

- Interest earned by a trade or a business*.
- Dividends earned by a trade or a business*.
- Interest on U.S. government guaranteed bonds (e.g., GNMA and FNMA).
- Interest on state (including Oregon) and local bonds.
- Gain on sale of property used in trade or business.

*Interest and dividends received by a corporation are generally created in the course of the taxpayer's business activities even though they may be treated as nonbusiness income for state tax purposes.

Apportionment of Income

If all business is conducted inside Multnomah County, enter 100 percent on Schedule A, line 2.

A taxpayer doing business both inside and outside of the county must apportion income or loss. Income or loss is apportioned by multiplying it by a percentage, determined as follows:

$$\frac{\text{Total sales of goods and services in Multnomah County}}{\text{Total sales of goods and services everywhere}} = \%$$

Rental receipts are included in both the numerator and denominator. Exempt income isn't included. Returns and allowances are subtracted.

Sales of tangible personal property are in Multnomah County if the property is delivered or shipped to a buyer located inside the county.

Generally, sales of services are Multnomah County sales if:

- The service is performed inside the county, or
- The service is performed both inside and outside of the county, and
a greater portion of the service is performed inside the county than outside, based on the costs of performance.

Taxpayers subject to a state or local income tax by another Multi-state Tax Compact member state may elect to apportion income by: (1) using the three-factor apportionment formula of property, payroll, and sales (as provided in Article III, Section 1 of Multistate Tax Compact) (see ORS 305.655), or (2) using the Multnomah County Business Income Tax provisions explained above. (Attach schedules if you elect the three-factor formula.) If you elect to use the three-factor formula, the sales factor is computed as described in the formula above.

A corporation filing a consolidated Oregon return **must** file a county return on a consolidated basis. (Attach schedules.)

Sales of the following businesses that apportion their income must be assigned using special rules under ORS 314.280: financial corporations, title insurance companies incorporated in the State of Oregon, health care service contractors, carriers of freight or passengers, sea transportation companies, and other public utilities.

Domestic insurance companies, as defined in ORS 317.010(11), must assign sales to Multnomah County as provided in ORS 317.660.

Installment Sales

If you used the installment method to report gain realized on the sale of business property, that gain continues to be subject to Multnomah County tax. This is true even if you no longer have business activity in the county. To determine the income from Multnomah County sources, use the apportionment percentage calculated for the year of the sale. If the gain becomes fully taxable on your federal return, you must report it in full on Form MI.

Net Operating Loss Deduction

A net loss results when total deductions allowed under Multnomah County Business Income Tax provisions exceed gross income. Total deductions don't include a net loss of a prior year. (**Reminder:** You must add back compensation and interest paid to partners and controlling shareholders in computing net income or loss.)

Net losses must be **apportioned** in the same way as income if business is done both inside and outside Multnomah County. Only the portion of the loss attributable to business in Multnomah County may be carried forward as a deduction.

A Multnomah County loss for tax years starting before January 1, 1987, may be carried forward for up to 5 years. Net losses occurring in tax years starting on or after January 1, 1987, may be carried forward up to 15 years. The net operating loss of the earliest tax year must be deducted before losses from later years. Net losses can't be carried back. Special provisions in ORS 317.476 apply to losses of savings and loan associations.

A net loss carried forward from a separate corporation return to a consolidated return, after an acquisition, is limited. Follow the provisions of ORS 317.478(4), but substitute "Multnomah County" for "Oregon."

A return must be filed to establish a loss. However, businesses with gross income of less than \$10,000 for the tax year are exempt and can't claim a loss for that year.

Time and Place for Filing

April 15, 1991 is the due date for calendar year 1990 returns. Returns for other tax periods are due on or before the 15th day of the fourth month following the close of the tax year. **Exception:** Returns from corporations are due on or before the 15th day of the month following the due date of the federal return. Mail your return and payment to the Oregon Department of Revenue, P.O. Box 14777, Salem OR 97309-0960.

Filing Extensions

An approved federal extension is valid for Multnomah County purposes for the same number of months as for federal purposes. Attach a copy of the federal extension to the county return and mark the extension box at the top of Form MI.

If an extension is required for the county return only, send a federal extension form to: Business Extensions, Oregon Department of Revenue, P.O. Box 14777, Salem OR 97309-0960. Write "For Multnomah County Only" across the top. Include your payment. We'll notify you only if your extension is denied. **More time to file doesn't mean more time to pay your tax!** Even if you have an extension, any tax due is payable on the original due date of the return.

Tax Payment

The tax must be paid by the due date of the return to avoid penalty and interest charges. **Make checks payable to the Oregon Department of Revenue.**

Estimated tax payments are not required. Advance payments may be made if you choose. Also, you may choose to credit part or all of this year's refund to next year's taxes.

Penalties

Include a penalty payment if you:

- Mail your tax due after the original due date (even if you have an extension).
- File your return after the due date, including any extension.

Penalty is 5 percent of the unpaid balance of your tax. If you get an extension, the penalty won't be charged if you:

- Pay at least 90 percent of the tax due on or before the original due date of the return, **and**
- Pay the balance of tax when you file within the extension period, **and**
- Pay any interest due either when the return is filed or within 30 days of billing by the department.

If you file **more than 3 months** after the original or extended due date, add an additional penalty of 20 percent of the unpaid tax.

If you don't file returns for three consecutive years by the due date of the third year's return, including extensions, you must pay a 100 percent penalty on the tax liability for each tax year. Include any penalty due on Form MI, line 9.

Interest

If you don't pay the tax by the due date, interest will be charged on the unpaid tax. The interest rate was .9167 percent per month (.0301 percent per day, effective December 1990). The interest rate may change once a calendar year.

Interest is figured daily for periods of less than a month. A month, for example, is May 16 to June 15.

Here's how to figure daily interest:

$$\text{Tax} \times \text{Daily interest rate} \times \text{Number of days.}$$

Interest accrues during an extension of time to file.

Example of how to count months and days: If you didn't pay the amount that was due April 15 until September 11, count this way:

April 16 to August 15 = 4 months
August 16 to September 11 = 27 days

Example of how to figure interest: \$300 was due April 15 with the return but was paid on September 11.

\$300 x .009167 x 4 full months	=	\$11.00
\$300 x .000301 x 27 days	=	<u>2.44</u>
Total interest due		<u>\$13.44</u>

Additional Interest on deficiencies and delinquencies. Interest will increase by one-third of 1 percent per month (4 percent per year) on deficiencies or delinquencies if the following have occurred:

- The taxpayer has filed a return showing taxes owing (self-assesses a tax liability), **or** the Department of Revenue has assessed an existing deficiency, **and**
- The assessment isn't paid within 60 days after the return is filed or the notice of assessment is issued.

Amended Returns

If your Multnomah County business taxable income is changed due to a federal or state audit or amended return, file an amended Form MI.

INSTRUCTIONS FOR CORPORATIONS

Name and address section. Enter the name, address, and federal identification number used on the Oregon corporation tax return. Also enter the business code number from the federal tax return. If the name isn't listed the same as last year, complete line C.

Schedule B—Computation of Income

Line 1—Net income. Enter the amount from line 7, page 1, Oregon Form 20 or 20-I.

Line 2a—S corporation. The tax is payable by the S corporation and not by the shareholders. Income taxed to the shareholders for federal and Oregon tax purposes is taxed to the S corporation for county tax purposes.

The amount to be reported on line 2a is the sum of:

- a. The ordinary income (loss) of the S corporation, **and**
- b. The other items of income (loss) and deductions from Schedule K, federal Form 1120S, except charitable contributions.

For Oregon tax purposes, Oregon modifications to federal taxable income are made on the shareholder's Oregon return. For county tax purposes, these adjustments must be reported on line 2c or line 4 of Schedule B. Attach a copy of Schedule K, federal Form 1120S.

Line 2b—Compensation and interest paid to controlling shareholders. Enter total compensation and interest paid to controlling shareholders for the part of the tax year they were controlling shareholders. You are a **controlling shareholder** if you own stock and, together with your spouse, parents, and children, you own directly or indirectly **more than 5 percent** of the voting stock. Compensation and interest includes salaries, bonuses, fees, commissions, and interest. Don't include the distributive share of the ordinary income (loss) of the S corporation. Show that income on line 2a.

Line 2c—Other additions. Add losses included in line 1 of Schedule B from partnerships in which the corporation has an interest. If you filed an Oregon Form 20-I, enter the amount of interest on State of Oregon obligations that you subtracted.

Line 4—Subtractions. Net exempt activities income included in line 3. (**Important:** See Subtractions, General Instructions, page 1.) Also subtract income included in line 1 of Schedule B from partnerships in which the corporation has an interest.

Line 6c—\$50,000 multiplied by the number of controlling shareholders. For part-year controlling shareholders, multiply the deduction by the number of months as a controlling shareholder and divide by the number of months in the tax year.

INSTRUCTIONS FOR PARTNERSHIPS AND JOINT VENTURES

Name and address section. Enter the assumed business name on the first line and the partners' last names on the second line. If there is no assumed business name, enter the partners' last names on the

first line instead. Enter the federal identification number. Also enter the business code number from federal Form 1065. If the name isn't listed the same as last year, complete line C.

Schedule C—Computation of Income

Line 1—Ordinary income of partner. Enter the ordinary income from page 1 of the federal partnership return, Form 1065.

Line 2—Gain or loss on disposition of business property. Enter the total gain or loss on the sale or exchange of real or personal property. Attach a schedule. See "Income" on page 1.

Further adjustments are required. Make additions and subtractions to reflect the business income (loss) and deductions from Schedule K, federal Form 1065, except charitable contributions.

Line 3a—Compensation and interest paid to partners as deducted on partnership return. Enter the total amount paid for the part of the tax year that they were partners.

Line 3b—Other additions

- **Interest income** not included in line 1, ordinary income. This income is shown on Schedule K of the partnership return.
- **Dividend income.** Enter all dividends received. This income is shown on Schedule K of the partnership return and has not been included in ordinary partnership income.

- **Depletion** allowance claimed on the federal partnership return **in excess** of Oregon adjusted basis.
- **Gain** attributable to a **difference** between Oregon and federal adjusted basis on property sold.
- **Additions** from Oregon partnership return (Form 65) Schedule I.
- **Guaranteed payments** to partners.
- Other Schedule K adjustments.

Line 5—Subtractions

- **Net exempt activities income** included in line 4. (**Important:** See Subtractions, General Instructions, page 1.)
- **Subtractions** from Oregon partnership return (Form 65) Schedule I.
- Other Schedule K adjustments.

Line 7b—\$50,000 multiplied by the number of partners. For part-year partners, multiply the deduction by the number of months as a partner and divide by the number of months in the tax year.

INSTRUCTIONS FOR SOLE PROPRIETORSHIPS, ESTATES, AND TRUSTS

Name and address section. For **sole proprietorships** enter the owner's name (last name first) on the first line, and any assumed business name on the second line. Enter the principal business code from Schedule C in the box provided. For **estates**, enter the name of the decedent (last name first) on the first line. For **trusts**, enter the name of the creator of the trust (last name first) on the first line. Enter the name of the trustee on the second line. Enter the federal identification number or social security number.

Social Security number. The request for your Social Security number is authorized by Section 405, Title 42, of the United States Code. You must give us this information. It will be used to establish your identity.

Schedule D—Computation of Income

Line 1—Net profit or loss from business or profession. For a sole proprietorship, enter the net profit or loss reported on Schedule C, federal Form 1040. If you have more than one trade or business, enter the total from all businesses located inside and outside of Multnomah County. **Estates and trusts**—enter net profit or loss. Attach schedules showing how business income was computed.

Line 2—Net rental profit. Enter the net income or loss from all rental property located inside and outside of Multnomah County. Use the amount from your federal form, Schedule E. All these rentals must

be owned solely by you. **Estates and trusts**—attach a schedule showing how rental income was computed.

Line 3—Gain or loss on disposition of business property. Enter the total gain or loss on the sale or exchange of real or personal business property. Attach a schedule. See "Income" on page 1.

Line 4—Other income and additions.

- **Other self-employment income** not included on line 1.
- **Depletion** allowance claimed **in excess** of Oregon adjusted basis.
- **Gain** attributable to a **difference** between Oregon and federal adjusted basis on property sold.
- **Additions** to income from Oregon Form 40 or Schedules I and II, Oregon Form 41 that are part of your business.

Line 6—Subtractions

- **Net exempt activities income** included in line 5 above. (**Important:** See Subtractions, General Instructions, page 1.)
- **Other subtractions** such as taxes described in IRC Section 901 paid to foreign countries or U.S. possessions, or **loss** attributable to a **difference** between federal and Oregon adjusted basis on property sold.
- **Subtractions** from income from Oregon Form 40 or Schedules I and II, Oregon Form 41 that are part of your business.

ASSISTANCE

Questions about the Multnomah County Business Income Tax should be directed to: Corporation Audit, Oregon Department of Revenue, 955 Center St. NE, Salem OR 97310. The following phone numbers are toll-free from January 2, 1991 to April 30, 1991:

From Portland numbers	243-2833
From Salem numbers	378-4988
From elsewhere in Oregon	1-800-356-4222

After the tax filing season, call Salem 378-4988. There will be no toll-free numbers after the tax filing season.

From outside of Oregon, call Salem (503) 378-4988 (**not** toll-free) at all times.

Hearing or speech impaired? We have a separate number, (503) 373-1826, that you may use if you have a TDD. This number is answered only by machine and is not for voice use.

RESPONSES TO THE AUDIT



GLADYS McCOY, Multnomah County Chair

Room 134, County Courthouse
1021 S.W. Fourth Avenue
Portland, Oregon 97204
(503) 248-3308

December 5, 1991

Gary Blackmer, Auditor
Multnomah County
B106/1500

Dear Mr. Blackmer:

Your audit report on the collection of the Business Income Tax is both informative and helpful. The level of professionalism and the high level of expertise displayed during this endeavor is to be commended.

The recommendations contained in this report are very helpful to the County's efforts to become more efficient. As we proceed with improvements, we will be implementing the recommendations associated with:

- * Better notification of businesses of MCBIT requirements;
- * Improved compliance monitoring of firms doing business with the County and those obtaining local city business licenses;
- * Aid in the development and monitoring of Department of Revenue (DOR) objectives, work plans, and procedures for optimizing MCBIT returns;
- * Implement the recently approved quarterly payment process; and
- * Identify the anomalies in the payment or refund processes that could skew projections of net MCBIT revenues.

The Finance function and the Planning and Budget function have begun to implement some of the recommendations in this report. The following actions have or are taking place:

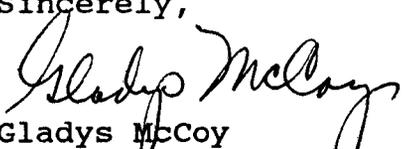
- * The County and the Department of Revenue are scheduled to meet with the Oregon Association of Tax Consultants on February 12, 1992 to inform their membership on the MCBIT program.

Letter to Gary Blackmer
Business Income Tax
December 5, 1991

- * The Board of County Commissioners passed Ordinance #702 on October 24, 1991, implementing the quarterly collection of the MCBIT. The Ordinance will provide the County with additional revenue.
- * We are currently involved in discussions with the City of Portland concerning a combined administration of the Portland's Business License Program and MCBIT.
- * As part of the 92-93 budget process, the Chair will propose establishing a new position of MCBIT Coordinator to perform the tasks outlined in the Auditor's recommendations. This person would be the contact for all functions relating to MCBIT, including taxpayer information and communication not normally provided by DOR, and the person for DOR concerning all MCBIT matters. The Auditor's recommendations should return enough additional revenues from nonfilers and misfilers to more than recover the cost of a full-time Coordinator.

I want to again express my appreciation for the exemplary work of your staff. I want to add that it is my intention to have further discussion on the issues addressed in this report as we move to improve our collection processes and procedures.

Sincerely,


Gladys McCoy
Multnomah County Chair

GM:mrm
8160G

December 3, 1991

Gary Blackmer
Multnomah County Auditor
Multnomah County Auditor's Office
1120 SW Fifth, Room 1500
Portland, OR 97204

As you requested, we are responding to the final draft of your audit report on the collection of Multnomah County Business Income Tax by the Department of Revenue. In general, we agree with the audit results as described in the report dated November 22, 1991. We wish to offer additional information to clarify some points addressed in the report.

The first point we would like to clarify concerns appeals of Multnomah County Business Income Tax cases at the agency level, as well as in Tax Court and the Oregon Supreme Court. The audit report states on page 7 that "these activities generally result in clarification of the tax ordinance and increased revenues to the county." (Emphasis added.) The objective of the administrative appeal process, as well as appeals to Tax Court and the Oregon Supreme Court, is not to increase revenue but to provide taxpayers with a legal remedy to the Department's audit results. By examining the merits of both the audit position and the petitioner's arguments, appeals result in further clarification of the tax law.

The second point concerns the cost of increased filing enforcement efforts. The audit report states on page 8 that "although there are likely to be additional recovery costs, many of these accounts would likely return more than the cost of enforcement efforts." (Emphasis added.) We would like to clarify this statement by asserting that there would be additional recovery costs to the county if the Department were to spend more of its resources on the Multnomah County Business Income Tax program than are currently being spent.

The last point we wish to address is included under the discussion of collection efforts, described on page 10 of the audit report:

The County has no provisions in its contract to direct funds or staff to conduct special efforts such as MCBIT-specific searches for businesses that may be liable for MCBIT. Further, we found that the County and DOR have not developed minimum standards for some routine enforcement activities. For example, although DOR has developed



955 Center Street N.E.
Salem, Oregon 97310

bv/5735u-1

Gary Blackmer
Page 2
December 3, 1991

many MCBIT procedures that direct the efforts of its staff, it currently has no procedures for auditing MCBIT returns. Decisions concerning how a MCBIT return is reviewed are left to each auditor's judgment. Following a written set of procedures can provide increased assurance to the County that compliance practices will be consistently applied, well documented, and less susceptible to errors.

In our opinion, the preceding paragraph may be misleading to the reader in that it suggests that a MCBIT return may be reviewed inconsistently or not at all. Although the report states that "the county and DOR have not developed minimum standards for some routine enforcement activities," we would like to point out that procedures exist for routine activities such as computer processing of the MCBIT returns, as well as the manual review of each MCBIT return which is flagged by the computer for having potential tax computation problems. Computer processing of MCBIT returns may result in a notice of deficiency or assessment being sent to the taxpayer. Also, the manual review of "suspended" MCBIT returns may result in an audit report to the taxpayer. The department's functions which are not routine include those of the income tax auditor as he or she performs a desk or field audit of the tax return. The department relies on continued professional training to guide the auditor's judgment, but does not write procedures for conducting a desk or field audit because of the wide variation in taxpayer fact situations. Therefore, a MCBIT return is reviewed at different levels of the audit process, from the more routine to the less routine. An appropriate suggestion is that the Department expand its written procedures currently used for "suspense" review.

We have appreciated the opportunity to work with you and your audit staff in reaching your audit objectives. Information gained as a result of the project has been beneficial to the department as well as the county, and we look forward to using this information in the MCBIT program in the future.

Dick Stephens

Dick Stephens, Manager
Corporation and Estate Audit
Audit Division (255/3)

Telephone: (503) 373-7384

bv/5735u-2

DATE SUBMITTED December 12, 1991

(For Clerk's Use)
Meeting Date DEC 31 1991
Agenda No. C-1

REQUEST FOR PLACEMENT ON THE AGENDA

Subject: Intergovernmental Agreement
Herman Miller Furnishings/Environetics, Inc.

Informal Only * _____ (Date) Formal Only _____ (Date)

DEPARTMENT Chair's Office DIVISION _____

CONTACT Jeff Baer/Purchasing TELEPHONE 248-5111

*NAME(S) OF PERSON MAKING PRESENTATION TO BOARD Jeff Baer

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

Intergovernmental Agreement to allow the County's contract for purchase of Herman Miller furnishings to be used by Washington County, in accordance with Bid #B43-100-6044.

ACTION REQUESTED:

INFORMATION ONLY PRELIMINARY APPROVAL POLICY DIRECTION APPROVAL

INDICATE THE ESTIMATED TIME NEEDED ON AGENDA 5 minutes

IMPACT:

- PERSONNEL
- FISCAL/BUDGETARY
- GENERAL FUND
- OTHER _____

SIGNATURES:

DEPARTMENT HEAD, ELECTED OFFICIAL, or COUNTY COMMISSIONER: [Signature]

BUDGET/PERSONNEL _____

COUNTY COUNSEL (Ordinances, Resolutions, Agreements, Contracts) [Signature]

OTHER [Signature]
(Purchasing, Facilities Management, etc.)

BOARD OF
 COUNTY COMMISSIONERS
 1991 DEC 20 4 58 PM
 MULTNOMAH COUNTY
 OREGON

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

Sent Original BIA + Contract to Jeff Baer 1-9-92.



CONTRACT APPROVAL FORM
(See Administrative Procedure #2106)

MULTNOMAH COUNTY OREGON

Contract # 500512

Amendment # _____

<p>CLASS I</p> <p><input type="checkbox"/> Professional Services under \$10,000</p>	<p>CLASS II</p> <p><input type="checkbox"/> Professional Services over \$10,000 (RFP, Exemption)</p> <p><input type="checkbox"/> PCRB Contract</p> <p><input type="checkbox"/> Maintenance Agreement</p> <p><input type="checkbox"/> Licensing Agreement</p> <p><input type="checkbox"/> Construction</p> <p><input type="checkbox"/> Grant</p> <p><input type="checkbox"/> Revenue</p>	<p>CLASS III</p> <p><input checked="" type="checkbox"/> Intergovernmental Agreement</p> <p style="text-align: center;">RATIFIED</p> <p style="text-align: center;">Multnomah County Board of Commissioners</p> <p style="text-align: center;">C-1 12/31/91</p>
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Contact Person Jeff Baer Phone x5111 Date 12/12/91

Department Nondepartmental Division Purchasing Bldg/Room 421/1st

Description of Contract Intergovernmental Agreement to allow the County's contact for the purchase of Herman Miller furnishings to be used by Washington County in accordance with Bid #43-100-6044.

RFP/BID # B43-100-6044 Date of RFP/BID 8/20/91 Exemption Exp. Date _____

ORS/AR # _____ Contractor is MBE WBE QRF

Contractor Name Washington County

Mailing Address 150 N. First Ave #320

Hillsboro, OR 97124

Phone 648-8737 Roger Cardinal

Employer ID # or SS # _____

Effective Date Upon Signature

Termination Date August 31, 1992

Original Contract Amount \$ _____

Amount of Amendment \$ _____

Total Amount of Agreement \$ N/A

Payment Term

Lump Sum \$ _____

Monthly \$ _____

Other \$ _____

Requirements contract - Requisition required.

Purchase Order No. _____

Requirements Not to Exceed \$ _____

REQUIRED SIGNATURES:

Department Manager _____

B Purchasing Director _____
(Class II Contracts Only)

County Counsel _____

County Chair/Sheriff _____

Date _____

Date _____

Date _____

Date 12/31/91

VENDOR CODE			VENDOR NAME							TOTAL AMOUNT	\$	
LINE NO.	FUND	AGENCY	ORGANIZATION	SUB ORG	ACTIVITY	OBJECT	SUB OBJ	REPT CATEG	LGFS DESCRIPTION	AMOUNT	INC/ DEC IND	
01.												
02.												
03.												

INSTRUCTIONS ON REVERSE SIDE

WHITE - PURCHASING

CANARY - INITIATOR

PINK - CLERK OF THE BOARD

GREEN - FINANCE

**INTERGOVERNMENTAL AGREEMENT
FOR PURCHASE OF FURNISHINGS AND OFFICE SYSTEMS**

THIS AGREEMENT, dated December 12, 1991, is between Multnomah County, a political subdivision of the State of Oregon (hereinafter County), and Washington County, a political subdivision of the State of Oregon (hereinafter Washington County);

WHEREAS, the parties hereto are both political entities authorized to enter into intergovernmental agreements pursuant to ORS Chapter 190; and

WHEREAS, the County has conducted a request for bids and has selected Environetics, Inc. as the vendor of Herman Miller Action Office Furnishings and Accessories; and

WHEREAS, The County's contract with the vendor requires the vendor to make the same discounts on pricing available to other public entities through August 31, 1992; and

WHEREAS, Washington County wishes to make Herman Miller Action Office Furnishings and Accessories purchases pursuant to the County contract since such purchases will be in the public interest and will benefit Washington County due to the advantageous pricing offered and the thoroughness of the County's Invitation for Bids;

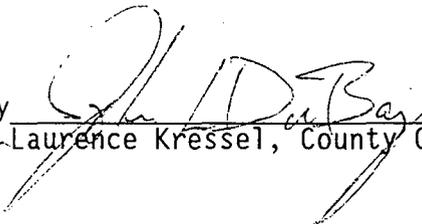
NOW, THEREFORE, the parties hereto agree as follows:

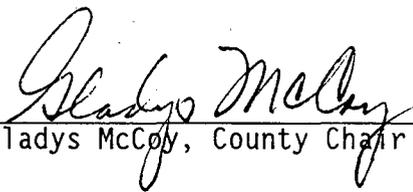
1. County assigns to Washington County the right to make purchases under the County's contract with Environetics, Inc. under County contract #500262 dated September 1, 1991.
2. This Agreement will expire on August 31, 1992.
3. The County assumes no liability, financial or otherwise, on behalf of Washington County for Washington County's use of the County's contract with Environetics, Inc.

IN WITNESS WHEREOF, Washington County and the County have caused this contract to be executed by their duly authorized representative(s), all on the day and year first written above.

REVIEWED:

COUNTY OF MULTNOMAH, STATE OF OREGON

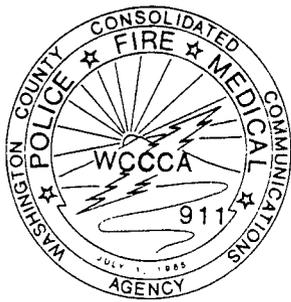
By 
Laurence Kressel, County Counsel

By 
Gladys McCoy, County Chair

WASHINGTON COUNTY

By _____

Title



Washington County Consolidated Communications Agency

14490 S.W. Jenkins Road • Beaverton, Oregon 97005
(503) 643-8480

September 17, 1991

Mr. Jeff Baer
Multnomah County Purchasing
2505 S.E. 11th
Portland, Oregon 97202

Re: Inter-governmental Agreement

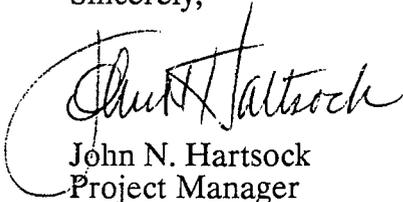
Dear Mr. Baer:

Per our discussion last week it is the intention of Washington County on behalf of Washington County Consolidated Communications Agency (WCCCA) to enter into a contract with Environetics, Inc., for furnishings for WCCCA's new dispatch center.

We would like to avail ourselves of the Multnomah County contract #B43100-6044 with Environetics via inter-governmental agreement for this purchase.

Please advise what steps we need to take to accomplish this goal. We would like to place this order as soon as possible.

Sincerely,



John N. Hartsock
Project Manager

JNH/pk

cc: Diane Brandt, Director, WCCCA
Roger Cardinal, Purchasing Director

R E Q U I R E M E N T S
C O N T R A C T

No. 500262

THIS AGREEMENT, made and entered into this 1st day of September, 1991, by and between the COUNTY OF MULTNOMAH, a home rule political subdivision of the State of Oregon (hereinafter referred to as "COUNTY"), and ENVIRONETICS, INC., 17380 Boones Ferry Road, Lake Oswego, 97034, Phone: (503) 635-8141, Lou Scott, (hereinafter referred to as "CONTRACTOR").

W I T N E S S E T H:

WHEREAS, the COUNTY requires services which CONTRACTOR is capable of providing, under terms and conditions described; and

WHEREAS, CONTRACTOR is able and prepared to provide such services as COUNTY does hereinafter require, under those terms and conditions set forth,

IN CONSIDERATION of those mutual premises and the terms and conditions set forth hereinafter, the parties agree as follows:

ARTICLE I. Description of Goods

CONTRACTOR shall and will sell and deliver to the COUNTY, Herman Miller Action Office Furnishings and Accessories on a requirements basis per Bid No. B43-100-6044, in strict accordance with the plans and specifications prepared for the same, which plans and specifications shall be and are a part of this contract as much so as though they had been fully copied hereinto.

ARTICLE II. Payment

The COUNTY will pay to the CONTRACTOR for said services and material so sold and delivered the amount specified by the CONTRACTOR in response to the bid and incorporated herein, as Article VIII, being the sum named in the CONTRACTOR'S bid, subject to additions and deductions as hereinafter provided. Payment will be made not later than the 15th of the month following the current month within which services have been provided by the Contractor.

ARTICLE III. Payment Approval

No payment shall be made except upon the approval of the services and material so sold and delivered. Delivery shall be made at the time and place indicated by said official.

ARTICLE IV. Failure to Deliver

That in case of the CONTRACTOR'S failure to deliver said services within the time limited herein, the COUNTY shall have the right to supply the deficiency by procurement in the open market or otherwise purchasing any of the materials so required at such place as the COUNTY may elect, with a view to promptly obtaining said material, and at a fair and reasonable price at the expense of the CONTRACTOR, and in case said CONTRACTOR fails to perform any of the conditions of said contract, the right is hereby expressly reserved to the COUNTY to elect whether the CONTRACTOR shall be permitted to continue performance as to the remaining parts or whether the entire unperformed part shall be procured at the expense of the CONTRACTOR; provided, that in the event additional time for the performance of the contract is granted to the CONTRACTOR, the cost of inspection and other expense and damages to the COUNTY incidental thereof, if any, shall be charged to the CONTRACTOR.

ARTICLE V. Indemnification

The CONTRACTOR agrees to hold and save the COUNTY and all its officers and agents harmless from and against all claims of every nature or kind for or on account of the use of any patented article, combination or process which may affect the material delivered or work done under this contract.

ARTICLE VI. State Law Compliance

The CONTRACTOR agrees to make payment promptly as due to the all persons supplying such CONTRACTOR with labor or materials for the prosecution of the work provided for in this contract, and that said CONTRACTOR will not permit any lien or claim to be filed or prosecuted against the COUNTY on account of any labor or material furnished, and agrees further that no person shall be employed for more than eight (8) hours in any one day, or forty (40) hours in any one week; unless in case of necessity or emergency, or where the public policy absolutely requires it, and in such case to pay wages in accordance with the provisions of ORS 279.334 and ORS 279.338 where applicable.

The CONTRACTOR agrees that should the CONTRACTOR fail, neglect or refuse to make prompt payment of any claim for labor or services furnished by any person for the prosecution of the work provided in this contract as said claim becomes due, whether said services and labor performed for said CONTRACTOR or a sub-contractor, fail, neglect, or refuse to make all contributions or amounts due the State Industrial Accident Fund or to the State Department of Revenue, then and in such event that said COUNTY and the other proper officers representing said COUNTY may pay such claim or funds to the person furnishing such labor or services or to the State Industrial Accident Commission or to the State Department of Revenue and charge the amount thereof against funds due or to become due said CONTRACTOR by reason of said contract, but payment of any such claims in the manner herein authorized shall not relieve the CONTRACTOR or his surety from its obligation with respect to any unpaid claims.

REQUIREMENTS CONTRACT

#500262

Page 3

The CONTRACTOR shall promptly, as due, make payment to any person, co-partnership, association or corporation furnishing medical, surgical or hospital care or other needed care and attention incident to sickness or injury to the employees of such CONTRACTOR of all sums which the said CONTRACTOR may or shall have deducted from the wages of his/her employees for such services.

ARTICLE VII. Nonappropriation

CONTRACTOR agrees to that if payment for this contract extends into COUNTY'S next fiscal year, it is made subject to future appropriations by the Board of County Commissioners of Multnomah County upon thirty (30) days written notice to CONTRACTOR of any such failure.

IN WITNESS WHEREOF, the parties have caused this Contract to be executed by their duly authorized officers the day and year first above written.

ENVIRONETICS, INC.

By [Signature]

MULTNOMAH COUNTY, OREGON

Gladys McCoy

By [Signature]
Gladys McCoy
Multnomah County Chair

Date: 9/30/91

93-0745619
Federal I.D. Number

REVIEWED:

LAURENCE B. KRESSEL, County Counsel
for Multnomah, Oregon

By [Signature]

Date: 9/24/91

MULTNOMAH COUNTY, OREGON

INVITATION FOR BIDS B43-100-6044 To be opened 2:00 p.m., August 20, 1991.

SEALED BIDS will be received by the Purchasing Director of Multnomah County in the Ford Building Lobby, 2505 S.E. 11th Avenue, Portland, OR 97202, until August 20, 1991, 2:00 Pacific Time and will be publicly opened and read for furnishing:

HERMAN MILLER FURNISHINGS AND ACCESSORIES ON A REQUIREMENTS BASIS
FOR A PERIOD OF ONE YEAR WITH TWO, ONE YEAR OPTIONAL RENEWALS.

in estimated quantities as per specifications as indicated herein. To ensure proper bid identification and handling, USE THE BID ENVELOPE, attached herewith.

Protests to the specifications will not be considered unless detailed in official correspondence to the Purchasing Director and received seven (7) days or more prior to the opening date.

As required by ORS 279.021, Multnomah County shall always, price, fitness, and quality being equal, prefer supplies, goods, wares, merchandise, manufacturers or produce that has been grown, manufactured, or produced in this State and shall next prefer such as have been partially manufactured, grown, or produced in this State.

Also, the constitutional debt limitation for counties requires any County contract which extends beyond the current fiscal year to be executed subject to future appropriations to fund its provisions, and contract documents will reflect this condition.

Pursuant to Multnomah County Administrative Rules, the County may, in its discretion, waive the bid security requirements of ORS 279.033 for contracts other than those for public improvements. No proposal will be considered unless accompanied by a check payable to Multnomah County, certified by a responsible bank, or in lieu thereof a surety bond for an amount equal to ten percent of the aggregate proposal, unless otherwise specified in the space provided below. The successful bidder shall furnish a bond satisfactory to the Board in the full amount of the contract.

Surety Bond: WAIVED

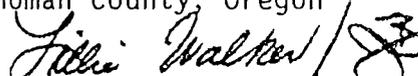
The right is expressly reserved to reject any and all bids.

Dated at Portland, Oregon, August 9, 1991.

Publication Date: August 9, 1991.

Board of County Commissioners
Multnomah County, Oregon

By



Lillie M. Walker, Director
Purchasing Section

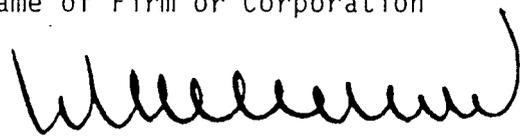
To the Board of County Commissioners:

The undersigned proposes to furnish the services herein mentioned at the unit price indicated, all in accordance with the specifications and provisions as herein above set forth, attached hereto and made a part hereof.

The undersigned bidder hereby represents as follows: That this bid is made without connection with any person, firm or corporation making a bid for the same material, and is in all aspects fair and without collusion or fraud.

Date: August 20, 1991

ENVIRONETICS, Inc.
Legal Name of Firm or Corporation

By 
(Signature of Bidder)

President
(Title)

17380 Boones Ferry Rd., Lake Oswego, OR 97035
(Address)

INSTRUCTIONS TO BIDDERS

IMPORTANT NOTICE RE: VENDOR SELECTION LIST

If your firm does not wish to bid at this time, but wishes to remain on the vendor selection list for other office furniture, please send a written "NO BID" to the above address or call Jeff Baer at (503) 248-5111 and submit a verbal "NO BID" no later than the opening date.

All vendors not responding (written or oral) to this invitation to bid may be automatically dropped from the future vendor selection list for this item category but will remain on all other lists applied for.

BID COPIES

ATTENTION!

The signature of the bidder supporting the bid must appear in the space provided for this purpose on the cover page.

The complete proposal should be submitted in its entirety and should not be torn apart.

THE BIDDER MUST SUBMIT ONE (1) ORIGINAL AND ONE (1) COMPLETE COPY OF THE BID DOCUMENTS.

METHOD OF AWARD

Award will be made to the bidder submitting the lowest responsive bid. The award will be made by an all or none basis either/or by individual item, as in the best interest of the County. The right is expressly reserved to reject any or all bids.

CANCELLATION OF AWARD

Multnomah County reserves the right to cancel award of the contract resulting from this bid at any time before execution of the contract by both parties if cancellation is deemed to be in Multnomah County's best interest. In no event shall Multnomah County have any liability for the cancellation of award. The bidder assumes the sole risk and responsibility for all expenses connected with the preparation of its bid.

EQUIVALENT PRODUCTS

No substitutions will be allowed on the Herman Miller brand, per Multnomah County PCRB exemption exempting this item from substitutions.

CLARIFICATION OF SPECIFICATIONS

Any vendor requiring further clarification of the information contained herein must submit specific questions in writing to:

Multnomah County
Purchasing Section
C/O Jeff Baer, Buyer
2505 S.E. 11th Avenue
Portland, Oregon 97202
(503) 248-5111
FAX (503) 248-3252

A written response will be provided to those questions which are deemed appropriate, copies of which will be sent to all vendors in receipt of this bid. Questions will not be answered verbally except those which would clarify specifications and requirements of this bid and as further provided herein. However, any actions or changes resulting from these communications will be forwarded to all bidders as an addendum to this bid. Oral instructions or information concerning the specifications for the projects or requirements given out by County Officers, employees, or agents to prospective bidders shall not bind the County. Any addenda shall be issued by the Purchasing Director no later than five (5) days prior to bid opening.

TERMS

F.O.B.

All prices are to be quoted F.O.B. destination to any location within Multnomah County, Oregon.

TERM OF PAYMENT

Discounts for early payment will be considered in awarding the bid if at least twenty (20) days are allowed for making payment. Discount time shall commence upon receipt of equipment or properly executed invoice, whichever is the later.

Please indicate terms in this space. Terms: net 15 days

If terms are not indicated on the Bid, the invoice will be paid on a net thirty (30) days basis.

DELIVERY

Timeliness is an integral part of the contract and the Contractor shall deliver and perform within the terms provided herein.

PRICE STABILITY

Prices shall be firm for the agreement period.

GUARANTEE OF PURCHASES

The County makes no guarantee as to the quantity of purchases that will be made from this agreement. The dollar figure being bid is an approximation only, based on prior usage.

CONTRACT CONDITIONS

TERM OF CONTRACT

The time period of this contract shall be from date of signature, 1991, through August 31, 1992.

TRIAL PERIOD

The first sixty (60) days of the contract shall be a trial period as related to contract service and specification compliance.

A Contractor who is not in compliance during this "Trial Period", may be terminated by the County within ten (10) calendar days notice of noncompliance. The Contractor shall also have the option to give ten (10) calendar days notice of termination to the County during this trial period should conditions arise which would preclude the Contractor from complying with the Contract provisions. Should such a transaction occur, the County shall have the option to make a contract award offer to the best qualified Contractor who is the next lowest bidder.

RENEWAL

The County shall have the option to renew this contract subject to approval of the Contractor, for two additional one year periods upon a thirty (30) day written notice. Any price adjustments must be submitted by the Contractor, with its approval of the renewal agreement, before the contract period expires. The County reserves the right to reject any renewal acceptance by the Contractor that contains modifications of the contract unacceptable to the County (at the sole discretion of the County).

Should the County not receive written acceptance of the renewal offer within two (2) weeks of the written notice to renew, it will be assumed that the Contractor accepts the terms, conditions, instructions, prices, percentages, etc., of the existing contract at time of renewal.

The County will be under no obligation to renew the contract. Multnomah County may, at its discretion, rebid the contract after the first or second contract period.

TERMINATION

This agreement may be terminated at any time, with cause, by the County or by the Contractor upon giving not less than thirty (30) days written notice of termination to the other party. The County may also terminate at any location that may be closed down or moved; such partial termination shall not affect the obligation of the Contractor to fulfill the contract at other locations. Failure to live up to the specifications will be considered good and sufficient cause.

INTERGOVERNMENTAL AGREEMENT

If requested, this offer shall be extended to any interested public agency pending the completion of an Intergovernmental Agreement between Multnomah County and the other public agency.

ASSIGNMENT

Neither the contract nor any of the requirements, rights, or privileges demanded by it may be sold, assigned, contracted, or transferred by the Contractor without the express written consent of the Purchasing Director of Multnomah County.

LIABILITY

The County does not accept any liability or responsibility, in whole or in part, for any damage which may be sustained in the performance of the contract, or injury to any employee, agent, representative, assignee or guest of the Contractor, including death, regardless of cause.

NONPERFORMANCE

In the event of nonperformance under the resulting contract, the County shall have the right to obtain from other sources such products and/or services as may be required to accomplish the work not performed, and it is agreed that the difference in cost, if any, for said work shall be borne by the Contractor.

For purposes of this section, nonperformance shall be defined as failure to appear and perform work and/or deliver goods as specified and scheduled.

NONAPPROPRIATION

This contract is made expressly conditioned upon future appropriations by the Board of County Commissioners to fund its provision, to the extent that performance and payment extends in to the fiscal year subsequent to the year of award.

INDEMNIFICATION

Contractor agrees to defend, hold and save the County and all its officers and agents harmless from and against all claims for loss, injury or damage to persons or property by Contractor arising out of any act or omission relating to this contract including but not limited to any damages, settlements, costs or attorney fees.

STATE LAW COMPLIANCE

The successful bidder agrees to make payment promptly as due to all persons supplying such successful bidder with labor or materials for the prosecution of the work provided for in this contract, and that said successful bidder will not permit any lien or claim to be filed or prosecuted against the County on account of any labor or material furnished, and agrees further that no person shall be employed for more than eight hours in any one day, or forty hours in any one week; unless in case of necessity or emergency, or where the public policy absolutely requires it, and in such cases to pay wages in accordance with the provisions of ORS 279.334 and ORS 227.338, where applicable.

The successful bidder agrees that should the successful bidder fail, neglect or refuse to make prompt payment of any claim for labor or services furnished by any person for the prosecution of the work provided in this contract as said claim becomes due, whether said services and labor be performed for said successful bidder or a sub-contractor, fail, neglect, or refuse to make all contributions or amounts due the State Industrial Accident Fund or to the State Unemployment Compensation Fund, and all sums withheld from employees due to the State Department of Revenue, then and in such event the said County and other proper officers representing said County may pay such claim or funds to the person furnishing such labor or services or to the State Industrial Accident Commission or to the State Unemployment Compensation or to the State Department of Revenue and charge the amount thereof against funds due or to become due said successful bidder by reason of his said contract, but payment of any such claims in the manner herein authorized shall not relieve the contractor or his surety from his or its obligation with respect to any unpaid claims.

The successful bidder shall promptly, as due, make payment to any person, copartnership, association or corporation furnishing medical, surgical or hospital care or other needed care and attention incident to sickness or injury by the employees of any successful bidder agrees to pay for such services, and all moneys and sums which the successful bidder may or shall have deducted from the wages of his/her employees for such services.

BIDDING SHEET

Herman Miller furnishings and accessories on a requirements basis.

Prices will be based upon current list price minus discount at time of order.

Group A includes Action office, Encore and Eames tables.

Group B includes Equa and Ergon seating.

Group C includes Meridan and Freestanding files.

A. 61 % off list, standard delivery;
 58 % off list, rapid response; and
 64.5 % off list, for orders over \$ 250,000.00 list.

B. 54 % off list, standard delivery;
 54 % off list, rapid response; and
 Negotiable % off list, for orders over \$ 250,000.00 list

MERIDIAN:

C. 50 % off list, standard delivery;
 50 % off list, rapid response; and
 Negotiable % off list, for orders over \$ 250,000.00 list

Multnomah County purchases approximately \$100,000.00 worth of Herman Miller items per year.

C.b FREESTANDING FILES

 50% off list, standard delivery;
886Pur:7/91 48% off list, rapid response; and
 Negotiable off list, for orders over \$ 250,000.00 list

BIDDER RESIDENCY STATEMENT

The 1987 Oregon Legislative Assembly enacted a reciprocal preference law which states, in part:

In determining the lowest responsible bidder, a public contracting agency shall, for the purpose of awarding the contract, add a percent increase on the bid of a nonresident bidder equal to the percent. If any, of the preference given to that bidder in the state in which the bidder resides.

"Resident bidder" means a bidder that has paid unemployment taxes or income taxes in this state during the 12 calendar months immediately preceding submission of the bid, has a business address in this state, and has stated in the bid whether the bidder is a "resident bidder".

"Nonresident bidder means a bidder who is not a "resident bidder" as defined. . . .

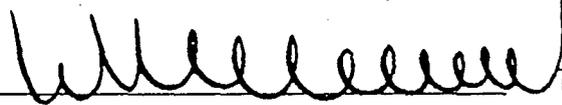
1. CHECK ONE: Bidder is a resident bidder a nonresident bidder.

2. If a resident bidder, enter your Oregon business address:

17380 Boones Ferry Rd.
Lake Oswego, OR 97035

3. If a nonresident bidder, enter state of residency: _____

Bidder certifies that the information provided above is true and accurate.

Signature:  Title: President

Name (Print or Type): William D. Miller

Firm: Environetics, Inc.

Telephone: 503-635-8141 Date: August 20, 1991



CONTRACT APPROVAL FORM
(See Administrative Procedure #2106)

MULTNOMAH COUNTY OREGON

Contract # 000027

Amendment # _____

<p>CLASS I</p> <input type="checkbox"/> Professional Services under \$10,000	<p>CLASS II</p> <input type="checkbox"/> Professional Services over \$10,000 (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	<p>CLASS III</p> <input checked="" type="checkbox"/> Intergovernmental Agreement <p style="text-align: center;">RATIFIED</p> <p style="text-align: center;">Multnomah County Board of Commissioners</p> <p style="text-align: center;"><u>C-2 12/31/91</u></p>
--	--	---

Contact Person Sara Martin Phone 248-5015 Date 11/1/91

Department Nondepartmental Division Employee Svcs. Bldg/Room 106/1430

Description of Contract Provides annual unlimited bus passes for eligible (Exempt) County employees.

RFP/BID # _____ Date of RFP/BID _____ Exemption Exp. Date _____

ORS/AR # _____ Contractor is MBE WBE QRF

Contractor Name Tri-Met

Mailing Address 4012 SE 17th Ave.
Portland, OR 97202

Phone 238-4802

Employer ID # or SS # _____

Effective Date July 1, 1991

Termination Date June 30, 1992

Original Contract Amount \$ _____

Amount of Amendment \$ _____

Total Amount of Agreement \$ Not to exceed \$70,000

Payment Term

- Lump Sum \$ _____
- Monthly \$ _____
- Other \$ _____
- Requirements contract - Requisition required
- Purchase Order No. _____
- Requirements Not to Exceed \$ _____

BOARD OF COUNTY COMMISSIONERS
 MULTNOMAH COUNTY OREGON
 1992 FEB 25 PM 2:22

REQUIRED SIGNATURES:

Department Manager [Signature]

Purchasing Director (Class II Contracts Only) [Signature]

County Counsel [Signature]

County Chair/Sheriff [Signature]

Date 11/1/91

Date 11/25/91

Date 11/29/91

Date 11/29/91

VENDOR CODE			VENDOR NAME						TOTAL AMOUNT \$		
LINE NO.	FUND	AGENCY	ORGANIZATION	SUB ORG	ACTIVITY	OBJECT	SUB OBJ	REPT CATEG	LGFS DESCRIPTION	AMOUNT	INC/ DEC IND
01.	100	050	7512			6110					
02.											
03.											

INSTRUCTIONS ON REVERSE SIDE

INSTRUCTIONS FOR COMPLETING CONTRACT APPROVAL FORM

1. **CLASS I, CLASS II, CLASS III** - Check off appropriate class of contract in one of the three columns on the top of the form.
2. **CONTRACT #** - To be issued by designated person in each Division or call Purchasing to get a number.
3. **AMENDMENT #** - Sequential numbering to original contract as changes are made and approved.
4. **DESCRIPTION OF CONTRACT** - Summary of product purchased or services to be performed. Note if an amendment or extension.
5. **RFP/BID #** - Enter number if contract is a result of RFP/Bid selection process.
6. **DATE RFP/BID** - Enter date of RFP/Bid public opening.
7. **EXEMPTION EXPIRATION DATE** - Enter exemption expiration date from competitive bidding granted by BCC or the Chair.
8. **ORS/AR#** - Refer to Oregon Revised Statutes and/or Administrative Rule #, when applicable.
9. **CONTRACTOR IS MBE, WBE, QRF** - Check appropriate box if contractor is certified as an MBE, WBE, or QRF (Qualified Rehabilitation Facility).
10. **CONTRACTOR NAME, MAILING ADDRESS, PHONE** - Enter current information.
11. **EMPLOYEE ID# OR SS#** - Enter employee federal ID# or Social Security # if contractor is an individual.
12. **EFFECTIVE DATE** - Date stated on contract to begin services.
13. **TERMINATION DATE** - Date stated on contract to terminate services.
14. **ORIGINAL CONTRACT AMOUNT** - Enter amount of original contract.
15. **AMOUNT OF AMENDMENT** - Enter amendment or change order amount only, if applicable.
16. **TOTAL AMOUNT OF AGREEMENT** - Enter original amount of contract. If this is an amendment or change order, please include original amount and amended amount.
17. **PAYMENT TERMS** - Designate payment terms by checking appropriate box and entering dollar amount.
18. **REQUIREMENTS CONTRACT - Requisition Required** - Check this box to note that a purchase order will be issued to initiate payment.
19. **PURCHASE ORDER #** - Enter number of purchase order to be issued. If number is not known, enter "PO will be issued."
20. **REQUIREMENTS NOT TO EXCEED** - List the estimated dollar amount of requirements contracts.
21. **REQUIRED SIGNATURES** - To be completed as approved. Purchasing Director needs to sign all Class II contracts only.
22. **ACCOUNT CODE STRUCTURE** - Enter account code structure for the type of agreement; i.e., expense or revenue.
23. **LGFS DESCRIPTION** - Abbreviated description for Data Entry purposes.
24. **AMOUNT** - If total dollar amount is being split among different account numbers, indicate dollar amounts here.

TRI-COUNTY
METROPOLITAN
TRANSPORTATION
DISTRICT
OF OREGON



TRI-MET

4012 S.E. 17TH AVENUE
PORTLAND, OREGON 97202



RECEIVED

FEB 18 1992

EMPLOYEE SERVICES
MULTNOMAH COUNTY

February 17, 1992

Sara Martin
Multnomah County
1120 S.W. 5th Avenue
Room 1430
Portland, OR 97204

RE: Contract No. 92-0145C

Enclosed is one fully executed copy of the document referenced above. Please retain this copy for your files.

If you have any questions, please contact me at (503) 238-4802.

Angelika Corbin
Administrative Specialist
Legal Services

Enclosure

c: Norman Pribbanow
Kathy Richford w/enc

TRI-COUNTY METROPOLITAN TRANSPORTATION
DISTRICT OF OREGON

INTERGOVERNMENTAL AGREEMENT

THIS CONTRACT, made and entered into as of the 1st day of July, 1991, by and between the Tri-County Metropolitan Transportation District of Oregon (hereinafter referred to as "Tri-Met"), and Multnomah County, a political subdivision of the State of Oregon (hereinafter referred to as "County").

W I T N E S S E T H:

WHEREAS, Tri-Met is the mass transportation provider in Multnomah County; and

WHEREAS, Tri-Met has authorized the issuance of annual passes to certain County employees by Tri-Met Code Chapter 21; and

WHEREAS, the County by ordinance or collective bargaining contract has agreed to provide certain employees with a compensation package which includes providing said employees with a pass to use Tri-Met services;

NOW, THEREFORE, IN CONSIDERATION of these mutual promises, and the terms and conditions set forth hereinafter, the parties agree as follows:

1. Term

The term of this agreement shall be from July 1, 1991 to and including June 30, 1992, unless sooner terminated under the provisions hereof.

2. Eligible Employees

"Eligible employee", for the purposes of this agreement, means an employee who is a member of a group with which the County, by terms of an ordinance or collective bargaining agreement, has agreed to provide a Tri-Met Bus Pass. The County shall certify to Tri-Met the number of eligible employees as it may change from time to time.

3. Bus Pass

Tri-Met shall provide to the County, 500 bus passes for use by eligible employees.

Such bus passes shall be good for an unlimited number of

rides on Tri-Met regular service in all zones, during the term specified in this agreement.

Tri-Met shall provide bus passes to the County in a form mutually acceptable to Tri-Met and the County for issuance by the County. The County shall keep records of the issuance of the passes, shall be responsible for accounting for each pass, and shall administer a survey of transit utilization by County pass holders.

4. Quarterly Reports

The County shall submit to Tri-Met, on a quarterly basis, a list of all valid serial numbers issued to date, along with the name and position of persons holding passes. The report shall also list all canceled numbers, to be accompanied by canceled passes or a statement as to why the passes cannot be returned.

5. Lost or Stolen Passes

In case a pass is lost or stolen, the County shall pay to Tri-Met \$50.00 upon replacement of the pass.

6. Termination of Employees

Employees of the County shall be required to surrender their pass upon termination of employment with the County. Should a pass not be surrendered upon termination of an employee, the pass shall be considered active for the balance of the contract term, unless reasonable evidence is provided to Tri-Met that the pass holder is no longer in a position to use the pass.

7. Replacement of Canceled Passes

Tri-Met Paratransit Department shall issue to the County, upon request, additional blank numbered passes sufficient to cover anticipated canceled passes for the ensuing quarter.

8. Increases or Decreases in Eligible Employees

The County may opt to increase or decrease the number of eligible employees covered by this agreement, as reflected by collective bargaining agreement or County ordinance. The County shall immediately notify Tri-Met of any increase or decrease. Any change in the number of eligible employees shall cause an increase or decrease in the annual premium.

9. Termination

This agreement may be terminated upon thirty (30) days written notice by either party to the other. Such notice shall be delivered by certified mail, or in person to the designated Project

Managers. The agreement may be terminated immediately by mutual written consent of both parties.

10. Project Managers

Tri-Met's Project Manager shall be Kathy Richford, and the County's Project Manager shall be Sara Martin, subject to written notice of Project Manager replacement.

11. Reimbursement Upon Early Termination

Should this agreement be terminated prior to its expiration date, reimbursement of the annual fee shall be prorated upon the following terms:

Tri-Met shall reimburse to the County a pro rata share of the annual premium based on the number of days this agreement was in effect, except that if the County fails to return any active passes within five business days following the date of such early termination, Tri-Met may retain from said amount an amount equal to the pro rata value of any such active passes as security until such time as they are returned, or until such time as the County submits reasonable evidence that they are no longer being used, whichever is earlier. Tri-Met shall thereupon reimburse to the County from the amount retained the pro rata value of such passes. The prorated value shall be determined as following: If the passes are returned within five days of the termination the prorated value shall be as of the date of receipt. In no event may any passes be considered active for valuation purposes beyond the date upon which Tri-Met, at its discretion, circulates notification to Tri-Met management and operations not to honor the passes as proof of fare.

12. Suspension of all Services by Tri-Met

In the event of a general strike, or other incident, which results in the suspension of all Tri-Met services, the County shall receive, at County's option, reimbursement of a portion of the annual premium as determined below, or a credit as determined below against any increase that may occur in the current contract, or a credit as determined below which shall be applied to the renewal of this contract. The amount to be reimbursed to the County under this section shall be equal to the value of the annual premium, divided by the number of days in the agreement, times the number of days from the beginning of the strike, or other incident, to and including the last full day preceding resumption of service.

13. Annual Premium

The County shall pay to Tri-Met on or before December 1,

1991, the estimated annual premium in an amount not to exceed \$75,000 to be determined by a survey of affected employees, which survey shall be completed by September 15, 1991. The premium to the County will be based upon survey computations as detailed on the attached Exhibit A, incorporated by reference and made a part of this contract.

14. Changes in Services

Tri-Met shall have the right to change the level of service to the Tri-Met system without any obligation to renegotiate the annual premium. Tri-Met has no obligation to provide specific service to people or facilities as a result of this agreement.

15. Access to Records

Tri-Met may examine, audit, and make excerpts or transcripts of County's books, documents, receipts, papers, and records that are directly pertinent to this Contract.

16. Law of Oregon

The contract shall be governed by the laws of the State of Oregon. The Contract provisions that must be included in public contracts under ORS Chapter 279 are hereby incorporated by reference and made a part of this Contract as if fully set forth.

IN WITNESS WHEREOF, the parties have caused this agreement to be executed by their duly appointed officers the date first written below.

TRI-COUNTY METROPOLITAN TRANSPORTATION DISTRICT OF OREGON

MULTNOMAH COUNTY, OREGON

By: *Tom Walsh*

By: *Gladys McCoy*

Name: Tom Walsh

Name: *Gladys McCoy*

Title: General Manager

Title: *Multnomah County Chair*

APPROVED AS TO FORM:

Butch Pribbanow
Butch Pribbanow
Legal Services

REVIEWED
By: *PAIDR*
MULTNOMAH COUNTY COUNSEL

RATIFIED

Multnomah County Board
of Commissioners

C-2 12-31-91

TRI-MET
INTEROFFICE MEMORANDUM

Date: August 23, 1991
To: Joyce Lang
From: Carol Ambruso *ca*
Subject: Multnomah County Annual Pass Charges

Tri-Met has an on-going agreement with Multnomah County to provide them with annual passes for a certain group of their employees. The agreement calls for an employee survey to be conducted every year to determine the value of passes provided. In addition, the agreement allows for reconciliation of the previous year's payment based on the actual number of passes used.

As per our contract with Multnomah County, I have completed an employee survey to determine pass usage in order to set an appropriate fee for the coming year. In addition, I have reconciled last year's payment with the number of employees who actually used the program. Following is a summary of the results of the analysis.

ESTIMATED CHARGES FOR FY 1992

The survey fixes a value to the annual pass based on the number of trips made the previous month by each employee with a pass and the regular fare on Tri-Met for a trip from their home to their place of work. Based on the survey, the monthly value per participant is \$ 25.11. Multnomah County estimates that it will have 217 participants each month in FY 1992.

Total Estimated Billing for FY 1992 = \$65,386.44
(217 participants * \$25.11 per month * 12 months)

RECONCILIATION OF FY 1991 CHARGES

The monthly value per participant for FY 1991 was estimated from the 1990 survey to be \$24.93 for the first two months and \$26.42 for the remaining 10 months. This difference in values reflects a fare change that took effect in September 1990.

Joyce Lang
August 23, 1991
Page 2

Tri-Met billed Multnomah County based on an estimate of 158 participants. This number increased to 222 participants by December 31, 1990. Following is a reconciliation of charges.

158 participants * \$24.93 per month * 2 months	=	\$ 7,877.88
158 participants * \$26.42 per month * 4 months	=	16,697.44
222 participants * \$26.42 per month * 6 months	+	<u>35,191.44</u>
Total Amount due for FY 1991	=	\$59,766.76
Total Amount paid for FY 1991	-	<u>51,141.29</u>
Balance	=	\$ 8,625.47

TOTAL AMOUNT TO BE BILLED FOR FY 1992

Estimated value of FY 1992 Annual Passes	=	\$65,386.44
Balance due for FY 1991	+	<u>8,625.47</u>

TOTAL AMOUNT TO BILL MULTNOMAH COUNTY = \$74,011.91 ←

I will be sending a copy of the survey results, documentation of these figures, and this memo to Sara Martin at Multnomah County. If you have any questions, please contact me at 239-6435. Thank you.

c: G.B. Arrington
Dave Auxier
Kathryn Coffel
Yvonne Lyon
Kathy Richford

JULY 1, 1991 TO JUNE 30, 1992 (Based on 171 survey returns)

CASH TRIPS

Number Of Trips	Persons Travelling in 1 or 2 Zones	Total Trips	Persons Travelling in All Zones	Total Trips	Don't Know Responses	Total Trips
0	4	0	5	0	3	0
1	0	0	1	1	0	0
2	1	2	2	4	0	0
3	1	3	1	3	0	0
4	2	8	1	4	0	0
5	2	10	0	0	0	0
6	2	12	2	12	0	0
8	4	32	1	8	0	0
10	3	30	2	20	0	0
12	2	24	1	12	0	0
14	0	0	1	14	0	0
15	1	15	0	0	0	0
16	0	0	0	0	0	0
18	1	18	0	0	0	0
20	5	100	1	20	0	0
23	0	0	2	46	0	0
24	2	48	1	24	0	0
25	2	50	2	50	0	0
26	1	26	2	52	0	0
28	0	0	2	56	0	0
29	1	29	0	0	0	0
30	4	120	3	90	0	0
TOTAL	38	527	30	416	3	0
TRIPS/PERSON/MONTH		13.87		13.87		0.00

PASSES
(32 TRIPS OR MORE)

58

42

0

Meeting Date: DEC 31 1991

Agenda No.: C-2

(Above space for Clerk's Office Use)

AGENDA PLACEMENT FORM
(For Non-Budgetary Items)

SUBJECT: INTERGOVERNMENTAL AGREEMENT

BOARD BRIEFING _____ REGULAR MEETING _____
(date) (date)

DEPARTMENT NONDEPARTMENTAL DIVISION EMPLOYMENT SERVICES

CONTACT SARA MARTIN TELEPHONE 248-5015

PERSON(S) MAKING PRESENTATION SARA MARTIN

ACTION REQUESTED:

INFORMATIONAL ONLY POLICY DIRECTION APPROVAL

ESTIMATED TIME NEEDED ON BOARD AGENDA: _____

CHECK IF YOU REQUIRE OFFICIAL WRITTEN NOTICE OF ACTION TAKEN: _____

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

Tri-Met provides annual unlimited bus passes for eligible (Exempt) County employees. Money is budgeted by departments.

(If space is inadequate, please use other side)

SIGNATURES:

ELECTED OFFICIAL _____

Or

DEPARTMENT MANAGER *M. J. Ray*

(All accompanying documents must have required signatures)

Sent Original IGA & Contact to Sara Martin 1-9-92



CONTRACT APPROVAL FORM
(See Administrative Procedure #2106)

MULTNOMAH COUNTY OREGON

RECEIVED
DEC 2 1991

SM

Contract # 500432
Amendment # _____

<p align="center">CLASS I</p> <input type="checkbox"/> Professional Services under \$10,000	<p align="center">CLASS II</p> <input type="checkbox"/> Professional Services over \$10,000 (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	<p align="center">CLASS III</p> <input checked="" type="checkbox"/> Intergovernmental Agreement <p align="center">RATIFIED</p> <p align="center">Multnomah County Board of Commissioners</p> <p align="center">C-2 <u>12/31/91</u></p>
---	---	---

Contact Person Sara Martin Phone 248-5015 Date 11/1/91

Department Nondepartmental Division Employee Svcs. Bldg/Room 106/1430

Description of Contract Provides annual unlimited bus passes for eligible (Exempt) County employees.

RFP/BID # _____ Date of RFP/BID _____ Exemption Exp. Date _____

ORS/AR # _____ Contractor is MBE WBE QRF

Contractor Name Tri-Met

Mailing Address 4012 SE 17th Ave.
Portland, OR 97202

Phone 238-4802

Employer ID # or SS # _____

Effective Date July 1, 1991

Termination Date June 30, 1992

Original Contract Amount \$ _____

Amount of Amendment \$ _____

Total Amount of Agreement \$ Not to exceed \$70,000

Payment Term

Lump Sum \$ _____

Monthly \$ _____

Other \$ _____

Requirements contract - Requisition required.

Purchase Order No. _____

Requirements Not to Exceed \$ _____

REQUIRED SIGNATURES:

Department Manager [Signature]

Date 11/14/91

Purchasing Director (Class II Contracts Only) [Signature]

Date 11/25/91

County Counsel [Signature]

Date 11/18/91

County Chair/Sheriff [Signature]

Date 11/29/91

VENDOR CODE			VENDOR NAME							TOTAL AMOUNT	\$
LINE NO.	FUND	AGENCY	ORGANIZATION	SUB ORG	ACTIVITY	OBJECT	SUB OBJ	REPT CATEG	LGFS DESCRIPTION	AMOUNT	INC/ DEC IND
01.	100	050	7512			6110					
02.											
03.											

INSTRUCTIONS ON REVERSE SIDE

WHITE - PURCHASING CANARY - INITIATOR PINK - CLERK OF THE BOARD GREEN - FINANCE

TRI-COUNTY METROPOLITAN TRANSPORTATION
DISTRICT OF OREGON

INTERGOVERNMENTAL AGREEMENT

THIS CONTRACT, made and entered into as of the 1st day of July, 1991, by and between the Tri-County Metropolitan Transportation District of Oregon (hereinafter referred to as "Tri-Met"), and Multnomah County, a political subdivision of the State of Oregon (hereinafter referred to as "County").

W I T N E S S E T H:

WHEREAS, Tri-Met is the mass transportation provider in Multnomah County; and

WHEREAS, Tri-Met has authorized the issuance of annual passes to certain County employees by Tri-Met Code Chapter 21; and

WHEREAS, the County by ordinance or collective bargaining contract has agreed to provide certain employees with a compensation package which includes providing said employees with a pass to use Tri-Met services;

NOW, THEREFORE, IN CONSIDERATION of these mutual promises, and the terms and conditions set forth hereinafter, the parties agree as follows:

1. Term

The term of this agreement shall be from July 1, 1991 to and including June 30, 1992, unless sooner terminated under the provisions hereof.

2. Eligible Employees

"Eligible employee", for the purposes of this agreement, means an employee who is a member of a group with which the County, by terms of an ordinance or collective bargaining agreement, has agreed to provide a Tri-Met Bus Pass. The County shall certify to Tri-Met the number of eligible employees as it may change from time to time.

3. Bus Pass

Tri-Met shall provide to the County, 500 bus passes for use by eligible employees.

Such bus passes shall be good for an unlimited number of

rides on Tri-Met regular service in all zones, during the term specified in this agreement.

Tri-Met shall provide bus passes to the County in a form mutually acceptable to Tri-Met and the County for issuance by the County. The County shall keep records of the issuance of the passes, shall be responsible for accounting for each pass, and shall administer a survey of transit utilization by County pass holders.

4. Quarterly Reports

The County shall submit to Tri-Met, on a quarterly basis, a list of all valid serial numbers issued to date, along with the name and position of persons holding passes. The report shall also list all canceled numbers, to be accompanied by canceled passes or a statement as to why the passes cannot be returned.

5. Lost or Stolen Passes

In case a pass is lost or stolen, the County shall pay to Tri-Met \$50.00 upon replacement of the pass.

6. Termination of Employees

Employees of the County shall be required to surrender their pass upon termination of employment with the County. Should a pass not be surrendered upon termination of an employee, the pass shall be considered active for the balance of the contract term, unless reasonable evidence is provided to Tri-Met that the pass holder is no longer in a position to use the pass.

7. Replacement of Canceled Passes

Tri-Met Paratransit Department shall issue to the County, upon request, additional blank numbered passes sufficient to cover anticipated canceled passes for the ensuing quarter.

8. Increases or Decreases in Eligible Employees

The County may opt to increase or decrease the number of eligible employees covered by this agreement, as reflected by collective bargaining agreement or County ordinance. The County shall immediately notify Tri-Met of any increase or decrease. Any change in the number of eligible employees shall cause an increase or decrease in the annual premium.

9. Termination

This agreement may be terminated upon thirty (30) days written notice by either party to the other. Such notice shall be delivered by certified mail, or in person to the designated Project

Managers. The agreement may be terminated immediately by mutual written consent of both parties.

10. Project Managers

Tri-Met's Project Manager shall be Kathy Richford, and the County's Project Manager shall be Sara Martin, subject to written notice of Project Manager replacement.

11. Reimbursement Upon Early Termination

Should this agreement be terminated prior to its expiration date, reimbursement of the annual fee shall be prorated upon the following terms:

Tri-Met shall reimburse to the County a pro rata share of the annual premium based on the number of days this agreement was in effect, except that if the County fails to return any active passes within five business days following the date of such early termination, Tri-Met may retain from said amount an amount equal to the pro rata value of any such active passes as security until such time as they are returned, or until such time as the County submits reasonable evidence that they are no longer being used, whichever is earlier. Tri-Met shall thereupon reimburse to the County from the amount retained the pro rata value of such passes. The prorated value shall be determined as following: If the passes are returned within five days of the termination the prorated value shall be as of the date of receipt. In no event may any passes be considered active for valuation purposes beyond the date upon which Tri-Met, at its discretion, circulates notification to Tri-Met management and operations not to honor the passes as proof of fare.

12. Suspension of all Services by Tri-Met

In the event of a general strike, or other incident, which results in the suspension of all Tri-Met services, the County shall receive, at County's option, reimbursement of a portion of the annual premium as determined below, or a credit as determined below against any increase that may occur in the current contract, or a credit as determined below which shall be applied to the renewal of this contract. The amount to be reimbursed to the County under this section shall be equal to the value of the annual premium, divided by the number of days in the agreement, times the number of days from the beginning of the strike, or other incident, to and including the last full day preceding resumption of service.

13. Annual Premium

The County shall pay to Tri-Met on or before December 1,

1991, the estimated annual premium in an amount not to exceed \$75,000 to be determined by a survey of affected employees, which survey shall be completed by September 15, 1991. The premium to the County will be based upon survey computations as detailed on the attached Exhibit A, incorporated by reference and made a part of this contract.

14. Changes in Services

Tri-Met shall have the right to change the level of service to the Tri-Met system without any obligation to renegotiate the annual premium. Tri-Met has no obligation to provide specific service to people or facilities as a result of this agreement.

15. Access to Records

Tri-Met may examine, audit, and make excerpts or transcripts of County's books, documents, receipts, papers, and records that are directly pertinent to this Contract.

16. Law of Oregon

The contract shall be governed by the laws of the State of Oregon. The Contract provisions that must be included in public contracts under ORS Chapter 279 are hereby incorporated by reference and made a part of this Contract as if fully set forth.

IN WITNESS WHEREOF, the parties have caused this agreement to be executed by their duly appointed officers the date first written below.

TRI-COUNTY METROPOLITAN TRANSPORTATION DISTRICT OF OREGON

MULTNOMAH COUNTY, OREGON

By: _____

By: Gladys McCoy

Name: Tom Walsh

Name: Gladys McCoy

Title: General Manager

Title: Multnomah County Chair

APPROVED AS TO FORM:

Butch Pribbanow
Legal Services

REVIEWED

By: [Signature]
MULTNOMAH COUNTY COUNSEL

RATIFIED

Multnomah County Board
of Commissioners

C-2 12-31-91

TRI-MET
INTEROFFICE MEMORANDUM

Date: August 23, 1991
 To: Joyce Lang
 From: Carol Ambruso *ca*
 Subject: Multnomah County Annual Pass Charges

Tri-Met has an on-going agreement with Multnomah County to provide them with annual passes for a certain group of their employees. The agreement calls for an employee survey to be conducted every year to determine the value of passes provided. In addition, the agreement allows for reconciliation of the previous year's payment based on the actual number of passes used.

As per our contract with Multnomah County, I have completed an employee survey to determine pass usage in order to set an appropriate fee for the coming year. In addition, I have reconciled last year's payment with the number of employees who actually used the program. Following is a summary of the results of the analysis.

ESTIMATED CHARGES FOR FY 1992

The survey fixes a value to the annual pass based on the number of trips made the previous month by each employee with a pass and the regular fare on Tri-Met for a trip from their home to their place of work. Based on the survey, the monthly value per participant is \$ 25.11. Multnomah County estimates that it will have 217 participants each month in FY 1992.

Total Estimated Billing for FY 1992 = \$65,386.44
 (217 participants * \$25.11 per month * 12 months)

RECONCILIATION OF FY 1991 CHARGES

The monthly value per participant for FY 1991 was estimated from the 1990 survey to be \$24.93 for the first two months and \$26.42 for the remaining 10 months. This difference in values reflects a fare change that took effect in September 1990.

Joyce Lang
August 23, 1991
Page 2

Tri-Met billed Multnomah County based on an estimate of 158 participants. This number increased to 222 participants by December 31, 1990. Following is a reconciliation of charges.

158 participants * \$24.93 per month * 2 months	=	\$ 7,877.88
158 participants * \$26.42 per month * 4 months	=	16,697.44
222 participants * \$26.42 per month * 6 months	+	<u>35,191.44</u>
Total Amount due for FY 1991	=	\$59,766.76
Total Amount paid for FY 1991	-	<u>51,141.29</u>
Balance	=	\$ 8,625.47

TOTAL AMOUNT TO BE BILLED FOR FY 1992

Estimated value of FY 1992 Annual Passes	=	\$65,386.44
Balance due for FY 1991	+	<u>8,625.47</u>

TOTAL AMOUNT TO BILL MULTNOMAH COUNTY = \$74,011.91 ←

I will be sending a copy of the survey results, documentation of these figures, and this memo to Sara Martin at Multnomah County. If you have any questions, please contact me at 239-6435. Thank you.

c: G.B. Arrington
Dave Auxier
Kathryn Coffel
Yvonne Lyon
Kathy Richford

COMPUTATION OF 1992 ESTIMATED RIDERSHIP
 (Fares Based on 1991 Survey Returns)

PASSES				CASH FARES			
	COST PER PASS	NO. OF PASSES	TOTAL COST		TICKET COST	NO. OF TRIPS	TOTAL COST
2 ZONES	\$29	58	\$ 1,682.00	2 ZONES	\$0.90	527	\$474.30
ALL ZONES	\$39	42	\$ 1,638.00	ALL ZONES	\$1.20	416	\$499.20
				DON'T KNOW	\$1.20	0	0.00
			\$ 3,320.00				\$973.50

TOTAL MONTHLY VALUE	\$ 4,293.50	((\$3,320 + \$973.50)
VALUE/RESPONSE	\$ 25.11	((\$4,293.50 / 171)
12 MONTH VALUE/RESPONSE	\$ 301.32	((\$25.11 * 12)
217 PARTICIPANTS =	\$65,386.44	((\$301.32 * 217)

ANNUAL ESTIMATED COST \$65,386.44

JULY 1, 1991 TO JUNE 30, 1992 (Based on 171 survey returns)

CASH TRIPS

Number Of Trips	Persons travelling in 1 or 2 Zones	Total Trips	Persons Travelling in All Zones	Total Trips	Don't Know Responses	Total Trips
0	4	0	5	0	3	0
1	0	0	1	1	0	0
2	1	2	2	4	0	0
3	1	3	1	3	0	0
4	2	8	1	4	0	0
5	2	10	0	0	0	0
6	2	12	2	0	0	0
8	4	32	1	12	0	0
10	3	30	2	8	0	0
12	2	24	2	20	0	0
14	0	0	1	12	0	0
15	1	15	1	14	0	0
16	0	0	0	0	0	0
18	1	18	0	0	0	0
20	5	100	0	0	0	0
23	0	0	1	20	0	0
24	2	48	2	46	0	0
25	2	50	1	24	0	0
26	1	26	2	50	0	0
28	0	0	2	52	0	0
29	1	29	2	56	0	0
30	4	120	0	0	0	0
			3	90	0	0
TOTAL	38	527	30	416	3	0
TRIPS/PERSON/MONTH		13.87		13.87		0.00

PASSES
(32 TRIPS OR MORE)

58

42

0

Meeting Date: DEC 31 1991

Agenda No.: C-3

(Above space for Clerk's Office Use)

AGENDA PLACEMENT FORM
(For Non-Budgetary Items)

SUBJECT: Approval of Amendment #2 with Tri-Met

BCC Informal _____ (date) BCC Formal _____ (date)

DEPARTMENT Human Services DIVISION Social Services

CONTACT Kathy Tinkle TELEPHONE 248-3691

PERSON(S) MAKING PRESENTATION Billi Odegaard/Gary Smith

ACTION REQUESTED:

INFORMATIONAL ONLY POLICY DIRECTION APPROVAL

ESTIMATED TIME NEEDED ON BOARD AGENDA: 5 Minutes

CHECK IF YOU REQUIRE OFFICIAL WRITTEN NOTICE OF ACTION TAKEN: _____

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

Ratification of Amendment #2 of the annual agreement between Tri-Met and the Multnomah County Developmental Disabilities Program for FY 91-92. Amendment #2 restores \$180,000 in Employment Transportation funding and extends the expiration date from December 31, 1991 to June 30, 1992.

(If space is inadequate, please use other side)

SIGNATURES:

ELECTED OFFICIAL _____

Or

DEPARTMENT MANAGER Billi Odegaard (as)

(All accompanying documents must have required signatures)

Sent Original OBA & Contract to Kathy Tinkle & a copy to Chris Smith per his request on 1-9-92.



CONTRACT APPROVAL FORM
(See Administrative Procedure #2106)

MULTNOMAH COUNTY OREGON

Contract # 100492

Amendment # 2

<p align="center">CLASS I</p> <input type="checkbox"/> Professional Services under \$10,000	<p align="center">CLASS II</p> <input type="checkbox"/> Professional Services over \$10,000 (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	<p align="center">CLASS III</p> <input checked="" type="checkbox"/> Intergovernmental Agreement <p align="center">RATIFIED Multnomah County Board of Commissioners C-3 <u>12/31/91</u></p>
---	---	--

Contact Person Kathy Tinkle Phone 248-3691 Date December 9, 1991

Department Human Services Division Social Services Bldg/Room 160/6

Description of Contract Amendment #2 restores \$180,000 in Employment Transportation (DD53) funding and extends the expiration date of the contract from December 31, 1991 to June 30, 1992.

RFP/BID # N/A IGA _____ Date of RFP/BID _____ Exemption Exp. Date _____

ORS/AR # _____ Contractor is MBE WBE QRF

Contractor Name TRI-MET
 Mailing Address 4012 SE 17th Ave
Portland, OR. 97202
 Phone 238-4879
 Employer ID # or SS # 93-0579353
 Effective Date July 1, 1991
 Termination Date June 30, 1992
 Original Contract Amount \$ 360,000
 Amount of Amendment \$ 180,000
 Total Amount of Agreement \$ 360,000

Prev. Amend. #1: \$180,000

Payment Term
 Lump Sum \$ _____
 Monthly \$ _____
 Other \$ Fee for Service
 Requirements contract - Requisition required.
 Purchase Order No. _____
 Requirements Not to Exceed \$ _____

REQUIRED SIGNATURES:

Department Manager Billi Odegard (see) Date 12-18-91

Purchasing Director _____ Date _____
 (Class II Contracts Only)

County Counsel [Signature] Date 12-23-91

County Chair/Sheriff [Signature] Date 12/31/91

VENDOR CODE			VENDOR NAME						TOTAL AMOUNT		\$
LINE NO.	FUND	AGENCY	ORGANIZATION	SUB ORG	ACTIVITY	OBJECT	SUB OBJ	REPT CATEG	LGFS DESCRIPTION	AMOUNT	INC/ DEC IND
01.	156	010	1246		DD53	6060		1253		180,000	
02.											
03.											

INSTRUCTIONS ON REVERSE SIDE

WHITE - PURCHASING CANARY - INITIATOR PINK - CLERK OF THE BOARD GREEN - FINANCE



MULTNOMAH COUNTY OREGON

DEPARTMENT OF HUMAN SERVICES
SOCIAL AND FAMILY SERVICES DIVISION
ADMINISTRATIVE OFFICES
426 S.W. STARK ST., 6TH FLOOR
PORTLAND, OREGON 97204
(503) 248-3691
FAX (503) 248-3379

BOARD OF COUNTY COMMISSIONERS
GLADYS McCOY • CHAIR OF THE BOARD
PAULINE ANDERSON • DISTRICT 1 COMMISSIONER
GARY HANSEN • DISTRICT 2 COMMISSIONER
RICK BAUMAN • DISTRICT 3 COMMISSIONER
SHARRON KELLEY • DISTRICT 4 COMMISSIONER

M E M O R A N D U M

TO: Gladys McCoy
Multnomah County Chair

VIA: Billi Odegaard, Acting Director
Department of Human Services

Billi Odegaard (ac)

FROM: Gary Smith, Director
Social Services Division

DATE: December 17, 1991

SUBJECT: Approval of Amendment #2 to an IGA with Tri-Met

RETROACTIVE STATUS: Amendment #2 is retroactive to July 1, 1991 due to lengthy and very difficult negotiations with the provider.

RECOMMENDATION: The Social Services Division recommends Chair and Board approval of Amendment #2 between the DD Program and Tri-Met effective July 1, 1991 through June 30, 1992.

ANALYSIS/BACKGROUND: Amendment #2 increases the current contract by \$180,000 bringing the net contract total to the original \$360,000. In addition to restoring the funds taken away in Amendment #1, the duration of the contract is extended from December 31, 1991 to June 30, 1992. Since Amendment #1 was processed in September, there have been ongoing negotiations with Tri-Met in an effort to continue needed services to DD clients but at terms and price that the County could live with. An agreement finally having been reached, it is necessary to process Amendment #2 as quickly as possible to assure that vital transportation services to clients continue past December 31, 1991.

Funding for this agreement is available through the State Mental Health Division Grant and is exempt from the RFP process as Tri-Met is a government agency.

(CWDDOGRM.DOC.48)

MULTNOMAH COUNTY SOCIAL SERVICES DIVISION
 SUBCONTRACT AMENDMENT NUMBER 2

Duration of Agreement: July 1, 1991 to June 30, 1992

Contractor: TRI-MET
 Address: 4012 S.E. 17TH AVE.
 PORTLAND OR 97202

Contract#: 100492
 Phone: 238-4879
 IRS No.: 93-0579353

This AMENDMENT to the Contract for Social Services is made between:

The Multnomah County Social Services Division, referred to as the COUNTY, and
 TRI-MET, referred to as the CONTRACTOR.

It is understood by the parties that all conditions and agreements in the original
 Contract not superseded by this AMENDMENT are still in force and apply to this
 AMENDMENT. These amounts are subject to the Notes/Special Conditions in Part II.

Service Element	Fund Source	Current Amount	Increase (Decrease)	Revised Amount	Payment Basis: Monthly Allotment According To:
DD53-ET	SMHD	\$180,000.00	\$180,000.00	\$360,000.00	FEE FOR SERVICE
	Employment Transportation				
TOTALS:		\$180,000.00	\$180,000.00	\$360,000.00	

FY92

MULTNOMAH COUNTY SOCIAL SERVICES DIVISION
SUBCONTRACT AMENDMENT NUMBER 2

CONTRACTOR:
TRI-MET

Part II - Notes and Special Conditions

Notes:

DD53 ET funding -

Increase funding to restore services effective 1/1/92 through 6/30/92. These services were eliminated in a previous subcontract change.

Special Conditions:

All existing Special Conditions remain in effect, and the following are added:

DD53 ET - Sections 1-1.3.3, and section 5.

MULTNOMAH COUNTY
SOCIAL SERVICES DIVISION
DEVELOPMENTAL DISABILITIES PROGRAM
FISCAL YEAR 1991-1992 CONTRACT CONDITIONS

5 DD 53 - EMPLOYMENT TRANSPORTATION

5.1 STATE MENTAL HEALTH AND DEVELOPMENTAL DISABILITIES DIVISION REQUIREMENTS

5.1.1 SERVICE DESCRIPTION

Employment Transportation provides transportation services for adults with developmental disabilities when public transportation is not available or not feasible due to the severity of the disability and transportation is required for effective participation in employment and/or other needed services such as medical/dental and community access.

5.1.2 PERFORMANCE REQUIREMENTS

100% of clients receiving assistance will be enrolled in an Activity Center Program (DD40), or Sheltered Services Program (DD42), Supported Employment (DD43), or a DD Residential Facility (DD50), unless otherwise authorized in writing by the State Mental Health and Developmental Disabilities Division.

MULTNOMAH COUNTY
 SOCIAL SERVICES DIVISION
 DEVELOPMENTAL DISABILITIES PROGRAM
 FISCAL YEAR 1991 - 92 CONTRACT CONDITIONS

5.2 MULTNOMAH COUNTY REQUIREMENTS

5.2.1 TRI-MET - DOOR-TO-DOOR TRANSPORTATION

5.2.1.1 SERVICES

Rides - Subject to scheduling requirements and availability, Tri-Met shall provide rides to Multnomah County clients as ordered by COUNTY's Vocational Program Development Specialist.

Scheduling Requirements - All rides under this agreement shall be scheduled by COUNTY with Tri-Met at least two full working days in advance of the ride and in accordance with agreed upon scheduling procedures.

Scope of Service - Tri-Met shall provide door-to-door service and assistance to passengers to safely enter and leave Tri-Met vehicles. Tri-Met shall not provide rides for clients so severely disabled as to require ambulance service. The COUNTY shall be responsible for informing its clients of the scope of service to be rendered by Tri-Met under this agreement.

Delivery - Tri-Met drivers shall not deliver individuals to unattended group homes. In such an event, driver shall transport the individual to an alternate site after consulting residential agency representative.

5.2.1.2 COMPENSATION

Payment will be made monthly for individual rides upon submission of a bill using the following rates:

	<u>0 - 4 miles</u>	<u>5-10 miles</u>	<u>Over 10 miles</u>
Individual trip	\$7.11	\$23.64	\$56.70
Group trip	\$3.56	\$11.82	\$28.35

The following definitions apply to the above rate structure:

Direct Miles - The distance in miles between the trip origin and the trip destination as shown on a map, or "as the crow flies."

Individual Trip - A one-way trip from one origin to one destination made by one person.

Group Trip - A one-way trip from one origin to one destination made by two or more persons and scheduled together.

Late cancels (less than 24 hours prior to pick-up) and no-shows are considered one-fourth and one-half of a ride, respectively, for billing purposes.

Tri-Met will submit a detailed monthly ridership billing statement including:

- A. Summary of trips and riders by charge code for each month.
- B. Summary of trips and riders by purpose.

COUNTY shall pay actual rider costs based on FY 1990 - 91 contract levels and on estimated existing level of ridership (approximately 6,907 monthly rides).

Tri-Met shall assure sufficient matching funds to continue estimated existing level of ridership for the remainder of the contract year.

5.2.1.3 SUBCONTRACTORS

Tri-Met may enter into subcontracts for work scheduled under this agreement without obtaining prior written approval from COUNTY. Any subcontracts entered into will not terminate the legal responsibility of Tri-Met to COUNTY.

MULTNOMAH COUNTY SOCIAL SERVICES DIVISION
SUBCONTRACT AMENDMENT NUMBER 2

CONTRACTOR:

COUNTY:

TRI-MET

Agency Executive Director Date

By


Dennis Adams
Program Manager

12-5-91

Date

Agency Board Chairperson Date

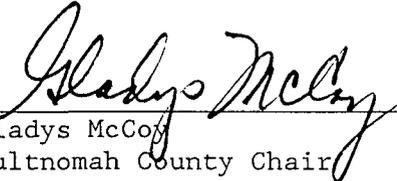
By


Gary Smith
Social Services Division
Director

12/17/91

Date

By


Gladys McCoy
Multnomah County Chair

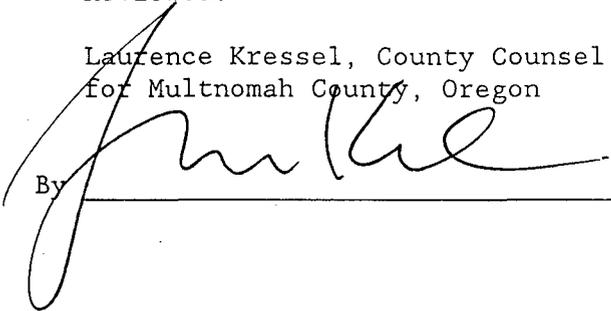
12/31/91

Date

Reviewed:

Laurence Kressel, County Counsel
for Multnomah County, Oregon

By



12/23/91

Date

RATIFIED

Multnomah County Board
of Commissioners

C-3 12-31-91

Meeting Date DEC 19 1991

Agenda No. R-15

(Above space for Clerk's Office Use)

DEC 31 1991

R-1

AGENDA PLACEMENT FORM
(For Non-Budgetary Items)

Subject: Exempt Compensation Plan

BCC Informal December 17, 1991
(Date)

BCC Formal December 19, 1991
(Date)

DEPARTMENT Nondepartmental DIVISION Employee Services

CONTACT Curtis Smith TELEPHONE 248-5015

PERSON(S) MAKING PRESENTATION _____

ACTION REQUESTED:

INFORMATIONAL ONLY POLICY DIRECTION APPROVAL

ESTIMATED TIME NEEDED ON BOARD AGENDA 10 minutes

CHECK IF YOU REQUIRE OFFICIAL WRITTEN NOTICE OF ACTION TAKEN: _____

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

Adopts classification/compensation plan for Library Department exempt employees.

*First Reading / Second Reading 12-31-91.
Approved.*

Ordin. 710 sent to Curtis Smith, Mindy Harris + Susan Ayers 1-2-92. + Gennis Cooper.

1991 DEC 11 PM 2:41
MULTNOMAH COUNTY
OREGON
BOARD OF
COMMUNITY SERVICES

(If space is inadequate, please use other side)

SIGNATURES:

ELECTED OFFICIAL _____

Or

DEPARTMENT MANAGER *Curtis Smith / [Signature]*

(All accompanying documents must have required signatures)

ORDINANCE FACT SHEET

Ordinance Title Adopt Exempt Compensation Plan for the Library Department

Effective Date July 1, 1991

Give a brief statement of the purpose of the ordinance (include the rationale for adoption of ordinance, description of persons benefited, and other alternatives explored).

To adopt classification/compensation plan for Library Department exempt employees.

What other local jurisdictions in the metropolitan area have enacted similar legislation?

It is customary to keep classification/compensation plans complete and up-to-date.

What has been the experience in other areas with this type of legislation?

This will complete the classification/compensation study.

What is the fiscal impact, if any?

All changes can be done within the existing budget.

(If space is inadequate, please use other side)

SIGNATURES:

Person Filling Out Form _____

Planning & Budget Division (if fiscal impact): Shawn M. Lawrence

Department Manager/Elected Official Curtis Smith

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BEFORE THE BOARD OF COUNTY COMMISSIONERS

FOR MULTNOMAH COUNTY, OREGON

ORDINANCE No. 710

An Ordinance adopting salary ranges for fiscal year 1991-92 for employees of the Library Department covered by the Exempt Classification/Compensation Plan.

Multnomah County ordains as follows:

Section I. Findings.

(A) Multnomah County, Oregon (hereinafter "County") employs a variety of individuals in the Library Department excluded from any collective bargaining agreement referred to as "Exempt" employees.

(B) It is the County's policy to establish an Exempt Compensation Plan that provides such salaries and benefits as necessary for the County to recruit, select, and retain qualified management, supervisory, administrative and professional employees; that recognizes employee performance, growth, and development; that maintains an appropriate internal relationship between classifications based on job responsibilities, qualifications, and authority; and that maintains parity between equivalent exempt and nonexempt positions.

(C) The Personnel Officer is responsible for developing and recommending compensation plan adjustment

1 recommendations to the Multnomah County Board of Commissioners
2 (hereinafter "Board").

3 (D) The County has reviewed and evaluated each exempt
4 position in the Library Department based on the position's
5 required expertise, decision making impact and independence,
6 supervisory/management responsibility, type and purpose of
7 contacts with others, and physical working conditions.

8 (E) A salary survey of comparable and competing
9 public employers was conducted to determine the County's
10 position in the relevant labor market.

11 (F) Taking into consideration the data developed
12 through the job evaluation process and salary survey described
13 in (D) and (E) above, the County's pay policy line for exempt
14 classifications was established.

15 Section II. Adoption of Salary Ranges.

16 (A) The job titles and salary ranges for Library
17 Department exempt employee classifications as shown in Exhibit
18 A to the Ordinance ("Exempt Salary Ranges for Library
19 Department Employees Effective July 1, 1991") are hereby
20 adopted. Notwithstanding adoption of these ranges, or the
21 provisions of this or any other previously adopted ordinance,
22 there shall be no cost-of-living adjustment (COLA) granted to
23 Library Department exempt employees during fiscal year 1991-92.

24 (B) Except as provided in paragraphs (C) through (E)
25 of this section, adoption of this Ordinance shall not change

1 the salary rate being paid any exempt employee on the effective
2 date of this Ordinance. "Exempt employee" under this Ordinance
3 covers only those persons in exempt positions as of the
4 effective date of this Ordinance.

5 (C) An exempt employee whose salary rate on the
6 effective date of this Ordinance is below the minimum rate
7 established for the employee's position by Exhibit A shall
8 receive an increase to the minimum salary rate. The increase
9 shall take effect on the effective date of this Ordinance.

10 (D) An exempt employee whose salary rate on the
11 effective date of this Ordinance exceeds the applicable maximum
12 established by Exhibit A shall remain at the current salary
13 rate until the maximum for the range is increased by the Board.

14 (E) No exempt employee shall be reduced in pay as a
15 result of the implementation of this Ordinance.

16 ADOPTED this 31st day of December,
17 1991, being the date of its second reading before the Board of
18 County Commissioners of Multnomah County.

19
20 By Gladys McCoy
21 Gladys McCoy, Chair
22 MULTNOMAH COUNTY, OREGON

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REVIEWED:
Laurence Kressel

Laurence Kressel, County Counsel
of Multnomah County, Oregon

384ES

EXHIBIT A
EXEMPT SALARY RANGES
LIBRARY DEPARTMENT EMPLOYEES
EFFECTIVE JULY 1, 1991

Job Title	Min.	Mid.	Max.
Cataloging Administrator	\$37,542	\$45,059	\$52,576
Circulation Administrator	\$29,441	\$35,329	\$41,217
Deputy Director, Library *	\$47,940	\$57,524	\$67,108
Library Administrator/Branch	\$35,767	\$42,929	\$50,070
Library Administrator/Central	\$35,767	\$42,929	\$50,070
Library Automated Systems Administrator	\$37,542	\$45,059	\$52,576
Library Director *	\$55,248	\$66,315	\$77,360
Library Manager/Branch	\$39,421	\$47,314	\$55,207
Library Manager/Central	\$39,421	\$47,314	\$55,207
Library Manager, Senior *	\$43,493	\$52,200	\$60,886
Library Supervising Secretary	\$21,966	\$26,351	\$30,735
Library Supervisor/Branch	\$29,441	\$35,329	\$41,217
Library Supervisor/Central	\$29,441	\$35,329	\$41,217
Library Support Services Administrator *	\$35,767	\$42,929	\$50,070
Library Technical Supervisor	\$25,411	\$30,506	\$35,600
Library Youth Services Coordinator *	\$37,542	\$45,059	\$52,576
Outreach Services Supervisor	\$29,441	\$35,329	\$41,217
Public Relations Coordinator *	\$35,767	\$42,929	\$50,070
Selection and Acquisition Administrator	\$37,542	\$45,059	\$52,576
Stack Services Supervisor	\$25,411	\$30,506	\$35,600
Volunteer Program & Bookstore Administrator	\$35,767	\$42,929	\$50,070

* Unclassified, non-Civil Service position pursuant to MCC 3.10.100.

NOTE: Salaries are based on 2088 hours per year or 40 hours per week; many Library exempt employees work 37.5 hours per week and their actual salaries shall be adjusted accordingly.

Meeting Date DEC 19 1991
Agenda No. R-15

(Above space for Clerk's Office Use)

DEC 31 1991

AGENDA PLACEMENT FORM
(For Non-Budgetary Items)

Subject: Exempt Compensation Plan

BCC Informal December 17, 1991
(Date)

BCC Formal December 19, 1991
(Date)

DEPARTMENT Nondepartmental DIVISION Employee Services

CONTACT Curtis Smith TELEPHONE 248-5015

PERSON(S) MAKING PRESENTATION _____

ACTION REQUESTED:
 INFORMATIONAL ONLY POLICY DIRECTION APPROVAL

ESTIMATED TIME NEEDED ON BOARD AGENDA 10 minutes

CHECK IF YOU REQUIRE OFFICIAL WRITTEN NOTICE OF ACTION TAKEN: _____

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

Adopts classification/compensation plan for Library Department exempt employees.

(If space is inadequate, please use other side)

SIGNATURES:

ELECTED OFFICIAL _____

Or

DEPARTMENT MANAGER Curtis Smith

(All accompanying documents must have required signatures)

ORDINANCE FACT SHEET

Ordinance Title Adopt Exempt Compensation Plan for the Library Department

Effective Date July 1, 1991

Give a brief statement of the purpose of the ordinance (include the rationale for adoption of ordinance, description of persons benefited, and other alternatives explored).

To adopt classification/compensation plan for Library Department exempt employees.

What other local jurisdictions in the metropolitan area have enacted similar legislation?

It is customary to keep classification/compensation plans complete and up-to-date.

What has been the experience in other areas with this type of legislation?

This will complete the classification/compensation study.

What is the fiscal impact, if any?

All changes can be done within the existing budget.

(If space is inadequate, please use other side)

SIGNATURES:

Person Filling Out Form _____

Planning & Budget Division (if fiscal impact): Shawn M. Lawrence

Department Manager/Elected Official Antony Jones

1849E2

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BEFORE THE BOARD OF COUNTY COMMISSIONERS

FOR MULTNOMAH COUNTY, OREGON

ORDINANCE No. _____

An Ordinance adopting salary ranges for fiscal year 1991-92 for employees of the Library Department covered by the Exempt Classification/Compensation Plan.

Multnomah County ordains as follows:

Section I. Findings.

(A) Multnomah County, Oregon (hereinafter "County") employs a variety of individuals in the Library Department excluded from any collective bargaining agreement referred to as "Exempt" employees.

(B) It is the County's policy to establish an Exempt Compensation Plan that provides such salaries and benefits as necessary for the County to recruit, select, and retain qualified management, supervisory, administrative and professional employees; that recognizes employee performance, growth, and development; that maintains an appropriate internal relationship between classifications based on job responsibilities, qualifications, and authority; and that maintains parity between equivalent exempt and nonexempt positions.

(C) The Personnel Officer is responsible for developing and recommending compensation plan adjustment

1 recommendations to the Multnomah County Board of Commissioners
2 (hereinafter "Board").

3 (D) The County has reviewed and evaluated each exempt
4 position in the Library Department based on the position's
5 required expertise, decision making impact and independence,
6 supervisory/management responsibility, type and purpose of
7 contacts with others, and physical working conditions.

8 (E) A salary survey of comparable and competing
9 public employers was conducted to determine the County's
10 position in the relevant labor market.

11 (F) Taking into consideration the data developed
12 through the job evaluation process and salary survey described
13 in (D) and (E) above, the County's pay policy line for exempt
14 classifications was established.

15 Section II. Adoption of Salary Ranges.

16 (A) The job titles and salary ranges for Library
17 Department exempt employee classifications as shown in Exhibit
18 A to the Ordinance ("Exempt Salary Ranges for Library
19 Department Employees Effective July 1, 1991") are hereby
20 adopted. Notwithstanding adoption of these ranges, or the
21 provisions of this or any other previously adopted ordinance,
22 there shall be no cost-of-living adjustment (COLA) granted to
23 Library Department exempt employees during fiscal year 1991-92.

24 (B) Except as provided in paragraphs (C) through (E)
25 of this section, adoption of this Ordinance shall not change

1 the salary rate being paid any exempt employee on the effective
2 date of this Ordinance. "Exempt employee" under this Ordinance
3 covers only those persons in exempt positions as of the
4 effective date of this Ordinance.

5 (C) An exempt employee whose salary rate on the
6 effective date of this Ordinance is below the minimum rate
7 established for the employee's position by Exhibit A shall
8 receive an increase to the minimum salary rate. The increase
9 shall take effect on the effective date of this Ordinance.

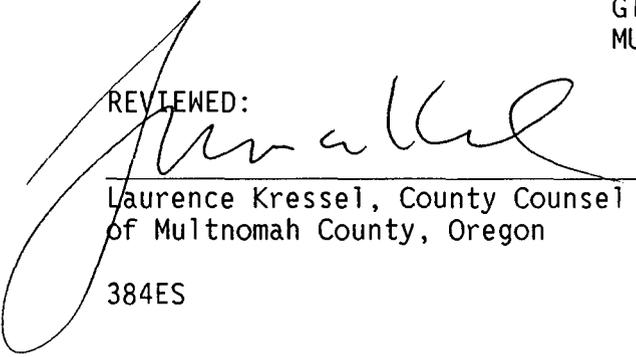
10 (D) An exempt employee whose salary rate on the
11 effective date of this Ordinance exceeds the applicable maximum
12 established by Exhibit A shall remain at the current salary
13 rate until the maximum for the range is increased by the Board.

14 (E) No exempt employee shall be reduced in pay as a
15 result of the implementation of this Ordinance.

16 ADOPTED this _____ day of _____,
17 1991, being the date of its second reading before the Board of
18 County Commissioners of Multnomah County.

19
20 By _____
Gladys McCoy, Chair
MULTNOMAH COUNTY, OREGON

21
22 REVIEWED:


23 _____
Laurence Kressel, County Counsel
24 of Multnomah County, Oregon

25 384ES

EXHIBIT A
EXEMPT SALARY RANGES
LIBRARY DEPARTMENT EMPLOYEES
EFFECTIVE JULY 1, 1991

Job Title	Min.	Mid.	Max.
Cataloging Administrator	\$37,542	\$45,059	\$52,576
Circulation Administrator	\$29,441	\$35,329	\$41,217
Deputy Director, Library *	\$47,940	\$57,524	\$67,108
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Library Manager/Central	\$39,421	\$47,314	\$55,207
Library Manager, Senior *	\$43,493	\$52,200	\$60,886
Library Supervising Secretary	\$21,966	\$26,351	\$30,735
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Outreach Services Supervisor	\$29,441	\$35,329	\$41,217
Public Relations Coordinator *	\$35,767	\$42,929	\$50,070
Selection and Acquisition Administrator	\$37,542	\$45,059	\$52,576
Stack Services Supervisor	\$25,411	\$30,506	\$35,600
Volunteer Program & Bookstore Administrator	\$35,767	\$42,929	\$50,070

* Unclassified, non-Civil Service position pursuant to MCC 3.10.100.

NOTE: Salaries are based on 2088 hours per year or 40 hours per week; many Library exempt employees work 37.5 hours per week and their actual salaries shall be adjusted accordingly.

Meeting Date: DEC 31 1991

Agenda No.: R-2

(Above space for Clerk's Office Use)

AGENDA PLACEMENT FORM
(For Non-Budgetary Items)

SUBJECT: Regional Strategies Project Proposals

BCC Informal Dec. 31, 1991 BCC Formal Dec. 31, 1991
(date) (date)

DEPARTMENT Chair's Office DIVISION _____

CONTACT Sharon Timko TELEPHONE 248-3043

PERSON(S) MAKING PRESENTATION Sharon Timko

ACTION REQUESTED:

INFORMATIONAL ONLY POLICY DIRECTION APPROVAL

ESTIMATED TIME NEEDED ON BOARD AGENDA: 5 min.

CHECK IF YOU REQUIRE OFFICIAL WRITTEN NOTICE OF ACTION TAKEN: _____

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

A statutory requirement of the Regional Strategies Program mandates the counties to prioritize their project proposals.

(If space is inadequate, please use other side)

SIGNATURES:

ELECTED OFFICIAL *Madup McCoy*
or

DEPARTMENT MANAGER _____

(All accompanying documents must have required signatures)

Sent copy of Resolution 91-194 to Sharon Timko 1-9-92

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

In the Matter of Prioritizing the List of
Multnomah County's Regional Strategies
project proposals for inclusion in the regional
and state selection process.

RESOLUTION
91-194

WHEREAS, The Board of Commissioners passed a resolution to continue its
partnerships with the Northwest Oregon counties through the Regional Strategies Program
to pursue economic development.

WHEREAS, Due to a statutory requirement, the Board of Commissioners has only
called for project proposals located outside the Urban Growth Boundary in Multnomah
County.

WHEREAS, The Board of Commissioners ranks the submitted projects as follows:

- 1) Interpretative Signing along the Historic Columbia River Highway
- 2) Multnomah Falls Interpretative Exhibits
- 3) Docu-Drama Program for Vista House

NOW THEREFORE BE IT RESOLVED THAT Multnomah County submits this
prioritized list of project proposals to the Oregon Tourism Alliance and the Oregon
Economic Development Department for inclusion in the project selection process.



ADOPTED this 31st day of December, 1991

MULTNOMAH COUNTY, OREGON

BY Gladys McCoy
Gladys McCoy, County Chair

REVIEWED

Laurence Kressel, County Counsel
for Multnomah County, Oregon

BY Laurence Kressel

BUDGET MODIFICATION NO. DCC 8

(For Clerk's Use) Meeting Date DEC 31 1991

Agenda No. R-3

1. REQUEST FOR PLACEMENT ON THE AGENDA FOR 12-10-91 ^{12/} ~~11/2/91~~
(Date)

DEPARTMENT Community Corrections

DIVISION _____

CONTACT Susan Kaeser

TELEPHONE 248-3701

* NAME(S) OF PERSON MAKING PRESENTATION TO BOARD Cary Harkaway

SUGGESTED

AGENDA TITLE (to assist in preparing a description for the printed agenda)

Addition of Parole Transition Plan for fy 1991-92.

(Estimated Time Needed on the Agenda) 15 minutes

2. DESCRIPTION OF MODIFICATION (Explain the changes this Bud Mod makes. What budget does it increase? What do changes accomplish? Where does the money come from? What budget is reduced? Attach additional information if you need more space.)

XXX Personnel changes are shown in detail on the attached sheet

Increases DCC Diagnostic and Program Development Division budget to provide parole transition services for the purpose of encouraging successful integration of parolees in our community.

Revenue is made available by the State Community Corrections Act through the State Department of Corrections.

3. REVENUE IMPACT (Explain revenues being changed and reason for the change)

Increases Department of Community Corrections Diagnostic and Program Development Division Revenue budget.

RECEIVED
COMMUNITY
CORRECTIONS
1991 DEC 10 AM 9:00

4. CONTINGENCY STATUS (to be completed by Budget & Planning)

Fund Contingency before this modification (as of _____) \$ _____
Date _____
After this modification \$ _____

Originated By <i>[Signature]</i>	Date <u>12-5-91</u>	Department Director <i>[Signature]</i>	Date <u>Dec. 1, 1991</u>
Plan/Budget Analyst <i>[Signature]</i>	Date <u>12/17/91</u>	Employee Services <i>[Signature]</i>	Date <u>12-6-91</u>
Board Approval <i>[Signature]</i>	Date <u>12-31-91</u>		

Sent Original to Budget 1-9-92. Mark Murray

PERSONNEL DETAIL FOR BUDGET MODIFICATION NO. DCC 8

5. ANNUALIZED PERSONNEL CHANGES (Compute on a full-year basis even though this action affects only a part of the fiscal year (FY).)

FTE Increase (Decrease)	POSITION TITLE	BASE PAY Increase (Decrease)	ANNUALIZED Increase/(Decrease)		TOTAL Increase (Decrease)
			Increase/(Decrease)		
			Fringe	Ins.	
1.00	Probation and Parole Officer	36,567	13,530	4,763	54,860
1.00	Probation and Parole Officer	36,567	13,530	4,763	54,860
1.00	Office Assistant 2	22,226	6,001	4,218	32,445
	Probation & Parole Officer	6,179	1,612	1,164	8,955
TOTAL CHANGE (ANNUALIZED)		101,539	34,673	14,908	151,120

6. CURRENT YEAR PERSONNEL DOLLAR CHANGES (Calculate costs/savings that will take place in this FY; these should explain the actual dollar amounts being changed by this BudMod.)

Permanent Positions, Temporary, Overtime, or Premium	Explanation of Change	BASE PAY Increase (Decrease)	CURRENT FY Increase/(Decrease)		TOTAL Increase (Decrease)
			Increase/(Decrease)		
			Fringe	Ins.	
	Creating 4 positions:				
Permanent .67	Probation and Parole Officer	24,500	9,065	3,191	36,756
Permanent .67	Probation and Parole Officer	24,500	9,065	3,191	36,756
Permanent .67	Office Assistant 2	14,891	4,021	2,826	21,738
Temporary .67	Probation & Parole Officer	4,140	1,080	780	6,000
TOTAL CURRENT FISCAL YEAR CHANGES		68,031	23,231	9,988	101,250

EXPENDITURE

TRANSACTION EB GM []

TRANSACTION DATE _____

ACCOUNTING PERIOD _____

BUDGET FY 1991-92

Document Number	Action	Fund	Agency	Organization	Activity	Reporting Category	Object	Current Amount	Revised Amount	Change Increase (Decrease)	Subtotal	Description
		156	021	2300			5100			63,891		
		156	021	2300			5200			4,140		
		156	021	2300			5500			23,231		
		156	021	2300			5550			9,988	101,250	
		156	021	2300			6060			101,985		Pass-thru
		156	021	2300			6170			27,600		Space rental
		156	021	2300			6230			15,864		Supplies
		156	021	2300			6330			1,260	146,709	Travel
		156	021	2300			7100			14,684	14,684	Indirect
		156	021	2300			8400			8,000	8,000	Capital
		400	050	7531			6520			9,988	9,988	Insurance
TOTAL EXPENDITURE CHANGE										280,631	280,631	

REVENUE

TRANSACTION EB GM []

TRANSACTION DATE _____

ACCOUNTING PERIOD _____

BUDGET FY 1991-92

Document Number	Action	Fund	Agency	Organization	Activity	Reporting Category	Object	Current Amount	Revised Amount	Change Increase (Decrease)	Subtotal	Description
		156	021	2300						270,643	270,643	CCA Parole Transition
		400	050	7531			6602			9,988	9,988	Service Reimbursement
TOTAL REVENUE CHANGE										280,631	280,631	

BUDGET MODIFICATION NO.

DCC 9

(For Clerk's Use) Meeting Date DEC 31 1991

Agenda No. 2-4

1. REQUEST FOR PLACEMENT ON THE AGENDA FOR 12-10-91

(Date)

DEPARTMENT COMMUNITY CORRECTIONS

DIVISION FAMILY SERVICES DIVISION

CONTACT JAMES E. DUDLEY, DIRECTOR

TELEPHONE 248-3189

* NAME(S) OF PERSON MAKING PRESENTATION TO BOARD Susan Kaeser

SUGGESTED

AGENDA TITLE (to assist in preparing a description for the printed agenda)

Budget Modification Reclassifying an Office Assistant II position to a Word Processing Operator in the Family Services Division.

(Estimated Time Needed on the Agenda) 5 minutes

2. DESCRIPTION OF MODIFICATION (Explain the changes this Bud Mod makes. What budget does it increase? What do changes accomplish? Where does the money come from? What budget is reduced? Attach additional information if you need more space.)

XXXX Personnel changes are shown in detail on the attached sheet

The Modification will reclassify an Office Assistant II position in the Department of Community Corrections Family Services Division to a Word Processing Operator position. The Employee Services Division reviewed this position and found that the work being performed was that of a Word Processing Operator.

The difference in costs will be made up in salary savings the first year (\$82).

3. REVENUE IMPACT (Explain revenues being changed and reason for the change)

BOARD OF COUNTY COMMISSIONERS
MULTNOMAH COUNTY
OREGON
1991 DEC 20 PM 2:29

4. CONTINGENCY STATUS (to be completed by Budget & Planning)

Fund Contingency before this modification (as of _____) \$ _____
Date _____
After this modification \$ _____

Originated By	Date	Department Director	Date
		<i>Robert A. Jacobs</i>	12-10-91
Plan/Budget Analyst	Date	Employee Services	Date
<i>Mark Murray</i>	12/19/91	<i>C. R. ...</i>	12-16-91
Board Approval	Date		
<i>Brian A. ...</i>	12-31-91		

Sent Original to Budget 2-1-9-92. Mark Murray.

5. ANNUALIZED PERSONNEL CHANGES (Compute on a full-year basis even though this action affects only a part of the fiscal year (FY).)

FTE Increase (Decrease)	POSITION TITLE	BASE PAY Increase (Decrease)	ANNUALIZED Increase/(Decrease)		TOTAL Increase (Decrease)
			Increase/(Decrease)		
			Fringe	Ins.	
(1.00)	Office Assistant II	(17,846)	(4,818)	(4,420)	0 (27,084)
1.00	Word Processing Operator	17,930	4,841	4,423	27,194
TOTAL CHANGE (ANNUALIZED)		84	23	3	110

6. CURRENT YEAR PERSONNEL DOLLAR CHANGES (Calculate costs/savings that will take place in this FY; these should explain the actual dollar amounts being changed by this BudMod.)

Permanent Positions, Temporary, Overtime, or Premium	Explanation of Change	BASE PAY Increase (Decrease)	CURRENT FY Increase/(Decrease)		TOTAL Increase (Decrease)
			Increase/(Decrease)		
			Fringe	Ins.	
(.75) FTE	Office Assistant II	(13,385)	(3,614)	(3,315)	(20,314)
.75 FTE	Word Processing Operator	13,448	3,631	3,317	20,396
(.001) FTE	Office Assistant/Senior	(63)	(17)	(2)	(82)
TOTAL CURRENT FISCAL YEAR CHANGES		0	0	0	0



MULTNOMAH COUNTY OREGON

DEPARTMENT OF COMMUNITY CORRECTIONS
421 S.W. 5TH, SUITE 600
PORTLAND, OREGON 97204
(503) 248-3701
FAX (503) 248-5376

GLADYS McCOY
COUNTY CHAIR

MEMORANDUM

TO: Gladys McCoy, Chair
Board of County Commissioners

FROM: Robert A. Jackson, Director *RAJ*
Department of Community Corrections

DATE: December 5, 1991

SUBJECT: DCC Budget Modification

RECEIVED
DEC 16 1991
EMPLOYEE SERVICES
MULTNOMAH COUNTY

Attached is a budget modification for Marriage and Family Services Division within the Department of Community Corrections. The modification reflects a reclassification of an Office Assistant II to a Word Processing Operator based upon the recommendation of the Department's personnel analyst.

The total expenditure for this reclassification will be covered by unfilled positions (due to a delay in filling a vacancy). Future funding of this position (annually approximately \$110.00) will be covered by the increased revenues in conciliation and marriage license fees.

In fiscal year 1990-91 the county collected \$60,830 in marriage license fees and \$379,956.83 conciliation fees for a total annual collection of \$440,786.83. The 1991-92 projected revenues are for a total of \$421,269.00 or \$19,517.83 less than collected in 1990-91. We anticipate 1991-92 revenues equal or be greater than 1990-91.



MULTNOMAH COUNTY OREGON

Don GLADYS McCOY
MULTNOMAH COUNTY CHAIR
1021 S.W. 4th, ROOM 134
PORTLAND, OREGON 97204
12/10/91

DEPARTMENT OF COMMUNITY CORRECTIONS
421 S.W. 5TH, SUITE 600
PORTLAND, OREGON 97204
(503) 248-3701

GLADYS McCOY
COUNTY CHAIR

MEMORANDUM

TO: Hank Miggins, Executive Director

FROM: Robert A. Jackson, Director *RAJ*

DATE: December 13, 1991

SUBJECT: Marriage and Family Services Budget

I forwarded the attached request to the Chair's office some time ago; however, no action was taken.

Are there any reasons why this should not go forward? Please advise.

This request is nominal and is covered within the Division's budget this year and in future years.

Thanks.

/jlz
Enclosure



MULTNOMAH COUNTY OREGON

DEPARTMENT OF COMMUNITY CORRECTIONS
421 S.W. 5TH, SUITE 600
PORTLAND, OREGON 97204
(503) 248-3701
FAX (503) 248-5376

GLADYS McCOY
COUNTY CHAIR

MEMORANDUM

TO: Gladys McCoy, Chair
Board of County Commissioners

FROM: Robert A. Jackson, Director *RAS*
Department of Community Corrections

DATE: December 5, 1991

SUBJECT: DCC Budget Modification

Attached is a budget modification for Marriage and Family Services Division within the Department of Community Corrections. The modification reflects a reclassification of an Office Assistant II to a Word Processing Operator based upon the recommendation of the Department's personnel analyst.

The total expenditure for this reclassification will be covered by unfilled positions (due to a delay in filling a vacancy). Future funding of this position (annually approximately \$110.00) will be covered by the increased revenues in conciliation and marriage license fees.

In fiscal year 1990-91 the county collected \$60,830 in marriage license fees and \$379,956.83 conciliation fees for a total annual collection of \$440,786.83. The 1991-92 projected revenues are for a total of \$421,269.00 or \$19,517.83 less than collected in 1990-91. We anticipate 1991-92 revenues equal or be greater than 1990-91.

BUDGET MODIFICATION NO. DCC 9

(For Clerk's Use) Meeting Date _____

Agenda No. _____

1. REQUEST FOR PLACEMENT ON THE AGENDA FOR 12-10-91 _____

(Date)

DEPARTMENT COMMUNITY CORRECTIONS

DIVISION FAMILY SERVICES DIVISION

CONTACT JAMES E. DUDLEY, DIRECTOR

TELEPHONE 248-3189

* NAME(S) OF PERSON MAKING PRESENTATION TO BOARD Susan Kaeser

SUGGESTED

AGENDA TITLE (to assist in preparing a description for the printed agenda)

Budget Modification Reclassifying an Office Assistant II position to a Word Processing Operator in the Family Services Division.

(Estimated Time Needed on the Agenda) 5 minutes

2. DESCRIPTION OF MODIFICATION (Explain the changes this Bud Mod makes. What budget does it increase? What do changes accomplish? Where does the money come from? What budget is reduced? Attach additional information if you need more space.)

XXXX Personnel changes are shown in detail on the attached sheet

The Modification will reclassify an Office Assistant II position in the Department of Community Corrections Family Services Division to a Word Processing Operator position. The Employee Services Division reviewed this position and found that the work being performed was that of a Word Processing Operator.

The difference in costs will be made up in salary savings the first year (\$82).

3. REVENUE IMPACT (Explain revenues being changed and reason for the change)

4. CONTINGENCY STATUS (to be completed by Budget & Planning)

Fund Contingency before this modification (as of _____) \$ _____

Date

After this modification \$ _____

Originated By	Date	Department Director	Date
		<i>Robert O. Jacobs</i>	12-10-91
Plan/Budget Analyst	Date	Employee Services	Date
Board Approval	Date		

5. ANNUALIZED PERSONNEL CHANGES (Compute on a full-year basis even though this action affects only a part of the fiscal year (FY).)

FTE Increase (Decrease)	POSITION TITLE	BASE PAY Increase (Decrease)	ANNUALIZED Increase/(Decrease)		TOTAL Increase (Decrease)
			Fringe	Ins.	
			(1.00)	Office Assistant II	
1.00	Word Processing Operator	17,930	4,841	4,423	27,194
TOTAL CHANGE (ANNUALIZED)		84	23	3	110

6. CURRENT YEAR PERSONNEL DOLLAR CHANGES (Calculate costs/savings that will take place in this FY; these should explain the actual dollar amounts being changed by this BudMod.)

Permanent Positions, Temporary, Overtime, or Premium	Explanation of Change	BASE PAY Increase (Decrease)	CURRENT FY Increase/(Decrease)		TOTAL Increase (Decrease)
			Fringe	Ins.	
			(.75) FTE	Office Assistant II	
.75 FTE	Word Processing Operator	13,448	3,631	3,317	20,396
(.001) FTE	Office Assistant/Senior	(63)	(17)	(2)	(82)
TOTAL CURRENT FISCAL YEAR CHANGES		0	0	0	0

DATE SUBMITTED _____

(For Clerk's Use)
Meeting Date **DEC 31 1991**
Agenda No. R-5

REQUEST FOR PLACEMENT ON THE AGENDA

SUBJECT: REQUEST TO SCHEDULE PUBLIC HEARING FOR TRANSFER OF TAX
TAX FORECLOSED PROPERTY TO THE CITY OF TROUTDALE UNDER
PROVISIONS OF MULTNOMAH COUNTY ORDINANCE 672

Informal Only* _____ . Formal Only _____ .

DEPARTMENT ENVIRONMENTAL SVCS . DIVISION FACILITIES & PROPERTY MGMT .

CONTACT Larry Baxter . TELEPHONE 248-3590 .

*NAME(S) OR PERSON(S) MAKING PRESENTATION TO BOARD Larry Baxter .

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

The City of Troutdale, Oregon has requested donation of the property on the attached list for public open space/park purposes under the provisions of MULTNOMAH COUNTY ORDINANCE 672.

INFORMATION ONLY PRELIMINARY APPROVAL POLICY DIRECTION APPROVAL

INDICATE THE ESTIMATED TIME NEEDED ON AGENDA 10 MINUTES .

IMPACT:

PERSONNEL

FISCAL/BUDGETARY

General Fund

Other Tax Title Fund

SIGNATURES:

DEPARTMENT HEAD, ELECTED OFFICIAL, or COUNTY COMMISSIONER: _____ .

BUDGET/PERSONNEL: _____ .

COUNTY COUNSEL: (Ordinances, Resolutions, Agreements, Contracts) [Signature] .

OTHER FACILITIES MANAGEMENT [Signature] [Signature] .
(Purchasing, Facilities Management, etc.)

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

Sent Copy of Order 91-195 to Larry Baxter on 1-9-92. [Signature]

BOARD OF
COUNTY COMMISSIONERS
1991 DEC 20 AM 9:33
MULTNOMAH COUNTY
OREGON

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

In the Matter of the Request for Approval)
to Transfer Tax Foreclosed Property to)
THE CITY OF TROUTDALE, OREGON) ORDER 91-195

WHEREAS, pursuant to Ordinance 672, THE CITY OF TROUTDALE, OREGON has filed a request for transfer of the tax foreclosed property on attached "EXHIBIT A"; and

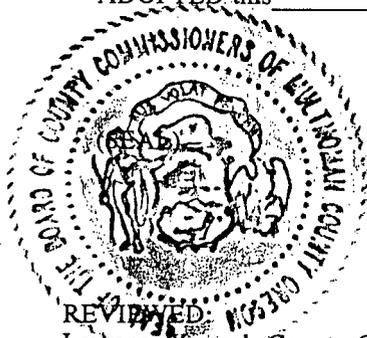
WHEREAS, in accord with the ordinance, the Tax Title Unit has reported the request to the Board at a public meeting; and

WHEREAS, based on the report, it appears that the public interest will be served by the transfer;

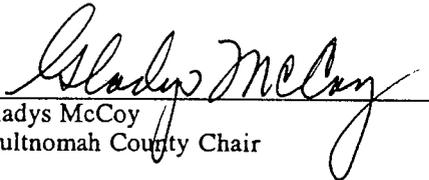
NOW THEREFORE, it is ORDERED:

1. A public hearing on the request shall be held on the 16th day of January 1992, at 9:30, a. m., or as soon thereafter as the matter may be heard in Room 602, Multnomah County Courthouse, that being the time and place of the regular weekly meeting of the Multnomah County Board of Commissioners.
2. The Director of the Department of Environmental Services shall publish notice of the hearing as required by Ordinance 672.

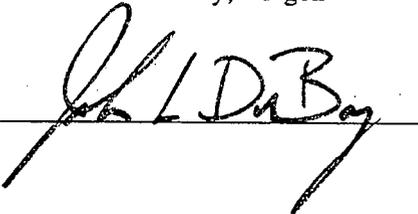
ADOPTED this 31st day of December, 1991.



BOARD OF COUNTY COMMISSIONERS
MULTNOMAH COUNTY, OREGON


Gladys McCoy
Multnomah County Chair

REVIEWED:
Laurence Kressel; County Counsel
for Multnomah County, Oregon

By 

"EXHIBIT A"

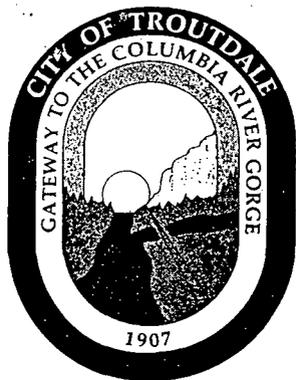
SANDEE PALISADES 74320-0800
TRACT L
TAXES OWED WHEN DEEDED TO COUNTY: \$18.42
COSTS INCURRED IN MANAGING PROPERTY: \$0.00
MARKET VALUE, 1991/92 TAX ROLL: \$100.00

SANDEE PALISADES 74320-0820
TRACT M
TAXES OWED WHEN DEEDED TO COUNTY: \$18.42
COSTS INCURRED IN MANAGING PROPERTY: \$0.00
MARKET VALUE, 1991/92 TAX ROLL: \$100.00

SANDEE PALISADES 74320-0100
TRACT H
TAXES OWED WHEN DEEDED TO COUNTY: \$16.42
COSTS INCURRED IN MANAGING PROPERTY: \$0.00
MARKET VALUE, 1991/92 TAX ROLL: \$100.00

WOODALE 92490-0010
TRACT A
TAXES OWED WHEN DEEDED TO COUNTY: \$16.42
COSTS INCURRED IN MANAGING PROPERTY: \$1,170.10
MARKET VALUE, 1991/92 TAX ROLL: \$100.00

SEC 36, 1N 3E 94336-0340
TL #34 5.69 AC (1980 ASSESSOR'S MAP)
TAXES OWED WHEN DEEDED TO COUNTY: \$4,714.99
COSTS INCURRED IN MANAGING PROPERTY: \$0.00
MARKET VALUE, 1991/92 TAX ROLL: \$5,000.00



CITY OF TROUTDALE

July 18, 1991

Larry Baxter
Multnomah County
2505 SE 11TH
Portland, Oregon 97202

RE: REQUEST FOR TRANSFER OF TITLE OF PARK PROPERTIES FROM MULTNOMAH COUNTY TO THE CITY OF TROUTDALE.

Recently it was discovered that through the recordation of plats of several subdivisions in Troutdale certain lands were recorded under the ownership of Multnomah County. Some of these parcels have been treated as City Parks for many years including Lewellyn Park and several tracts of land along the Beaver Creek Canyon Greenway.

This discrepancy has apparently occurred because these lands were dedicated to the "public" on the face of the plat. It was the determination of the Tax Assessor's Office that Multnomah County was the "public". The City has taken measures to ensure that all future parks dedicated by developers through the platting process are specifically dedicated to "the City of Troutdale".

In order to rectify the current situation the City of Troutdale is requesting the transfer of five (5) parcels of land from Multnomah County to the City of Troutdale. Multnomah County, through the Parks & Recreation Department and the Property Management Division has expressed a preference to transfer these properties to the City of Troutdale.

By way of this letter we are requesting that five (5) parcels of land be dedicated to the City of Troutdale from Multnomah County. These parcels are identified on the attached exhibits. If you desire further assistance or information please contact C. Scott Cline, Director of Community Development at the City of Troutdale. Your help in expediting this request is greatly appreciated.

Sincerely,

CITY OF TROUTDALE

Sam K. Cox
Mayor of Troutdale

cc: Pam Christian, City Administrator
C. Scott Cline, Director of Community Development
Valerie Lantz, Facilities Maintenance Supervisor

Tract "M" - Sandee Palisades Addition Phase III

Tract "H" - Sandee Palisades Addition Phase II

Tract "L" - Sandee Palisades Addition Phase III

Tax Lot 34 Section 36 T1N, R3E, WM. *Deed 90429*

Footnote: The City has also requested transfer of "Woodale Park" to the City of Troutdale under separate request.



CITY OF TROUTDALE

OCTOBER 25, 1990

LARRY BAXTER
MULTNOMAH COUNTY TAX TITLE DIVISION
2505 SE 11TH AVENUE
PORTLAND, OR 97202

Dear Larry,

The Troutdale City Council has elected to purchase the tract of land known as Woodale Park. (Tract A Woodale, SW 1/4, Sec. 25, T1N, R3E W.M.)

Because the issue of future use of the entire parcel is still being discussed, I would like to ask you to submit to me a letter which outlines all the costs involved in acquiring the property. I believe it to be the Council intent to approach the County Commission with a request to waive totally, or in part, the mowing costs the County incurred this past season.

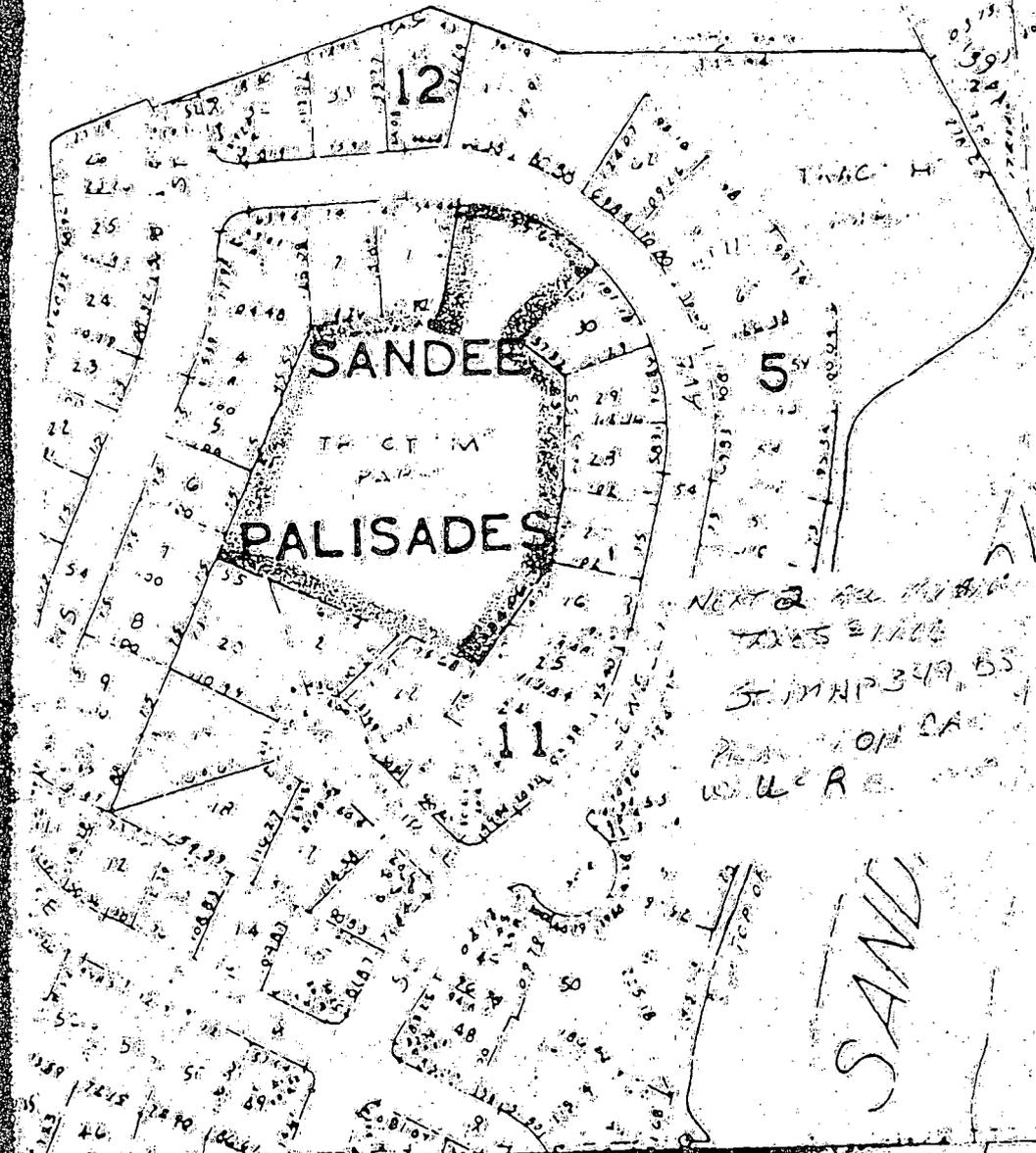
Thank you for your assistance and patience in this matter.

CITY OF TROUTDALE

Pamela L. Christian
City Administrator

17340100
743200100

(25)
70Ac



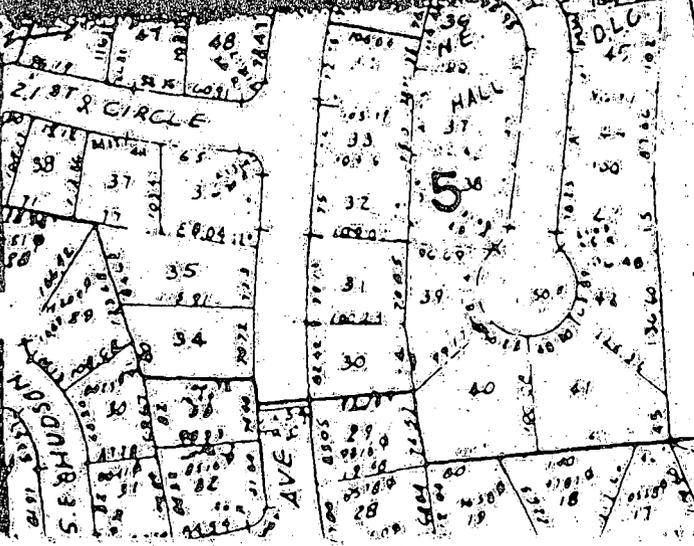
SAND RIVER

SAND

NEXT 2 AC. TO BE
TAXED AS 2 AC.
ST. MHP 349.55
PLAT. OF SAND
RIVER.

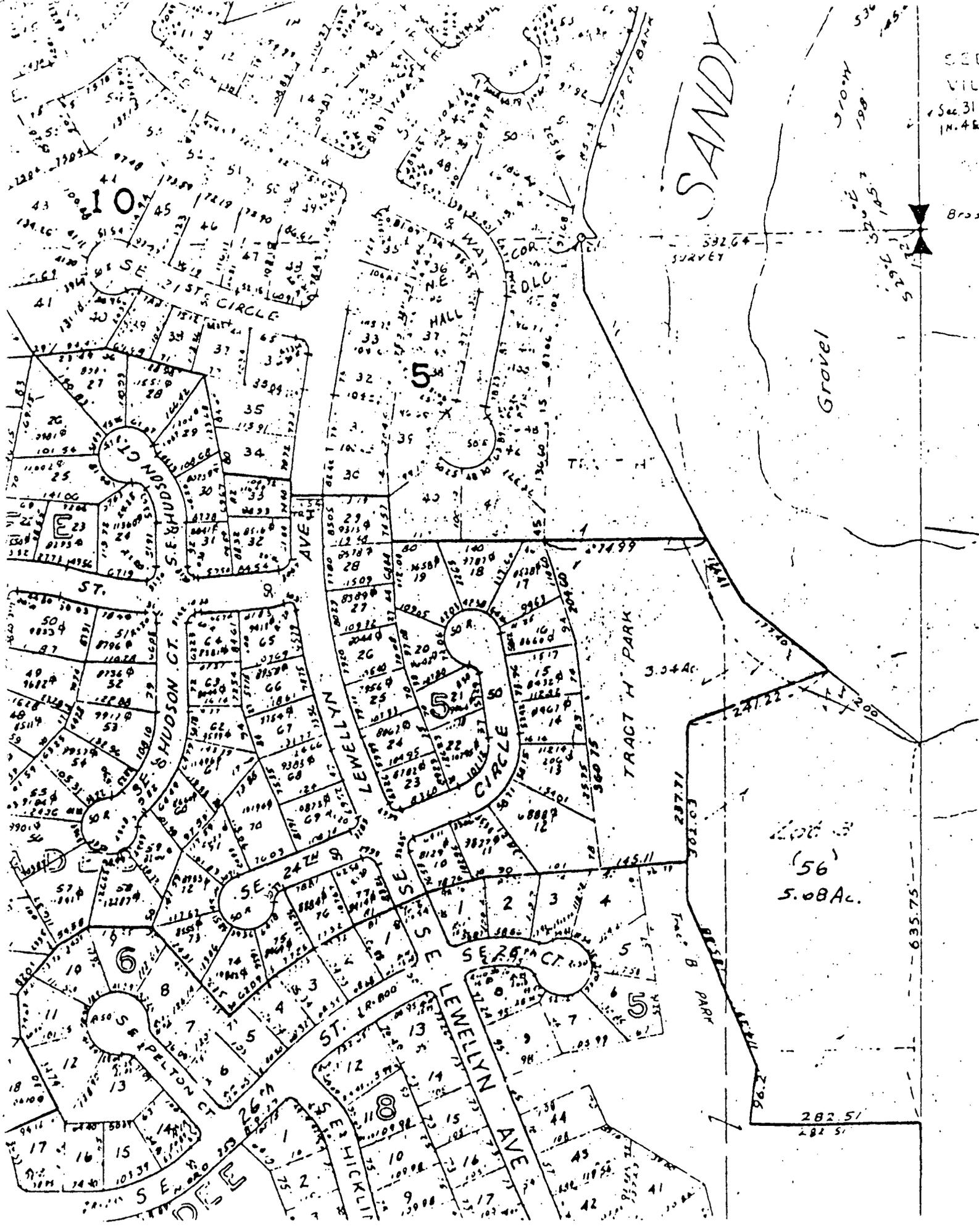
DE THOMPSON
VILLA TRACT
P. 10/10/00

Gravel



TRACT H

Brass



Sec. 31
14.48

Br 3

Gravel

SANDY

(56)
5.08 Ac.

635.75

282.51
282.51

TRACT H PARK

TRACT B PARK

5

5

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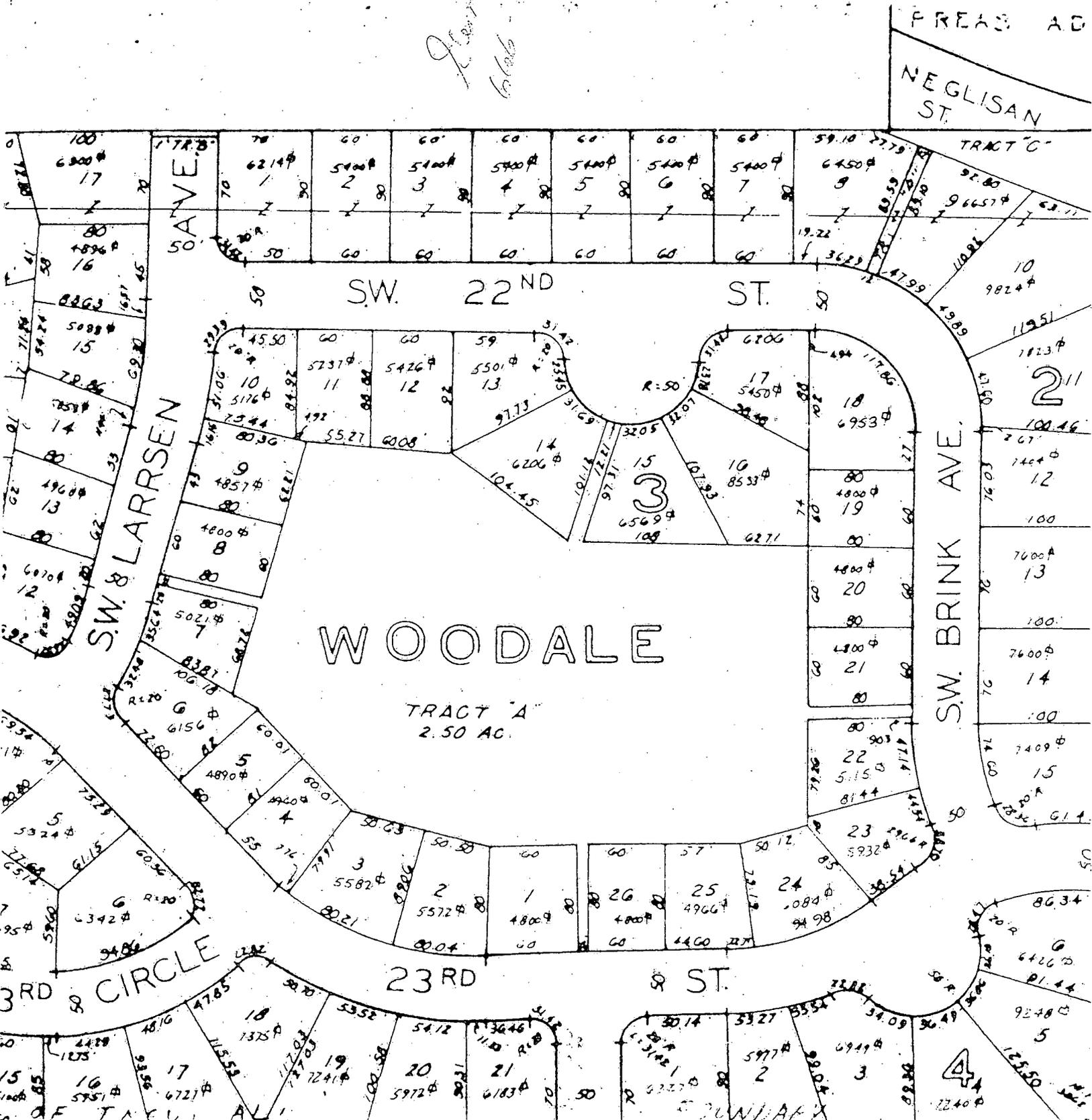
321

322

323

92490-0080
WOODALE

*Planned by
C. L. ...
1917*



WOODALE

TRACT "A"
2.50 AC.

PREAS AD
NEGLISAN ST.

S.W. BRINK AVE.

S.W. LARSEN AVE.

S.W. 22ND ST.

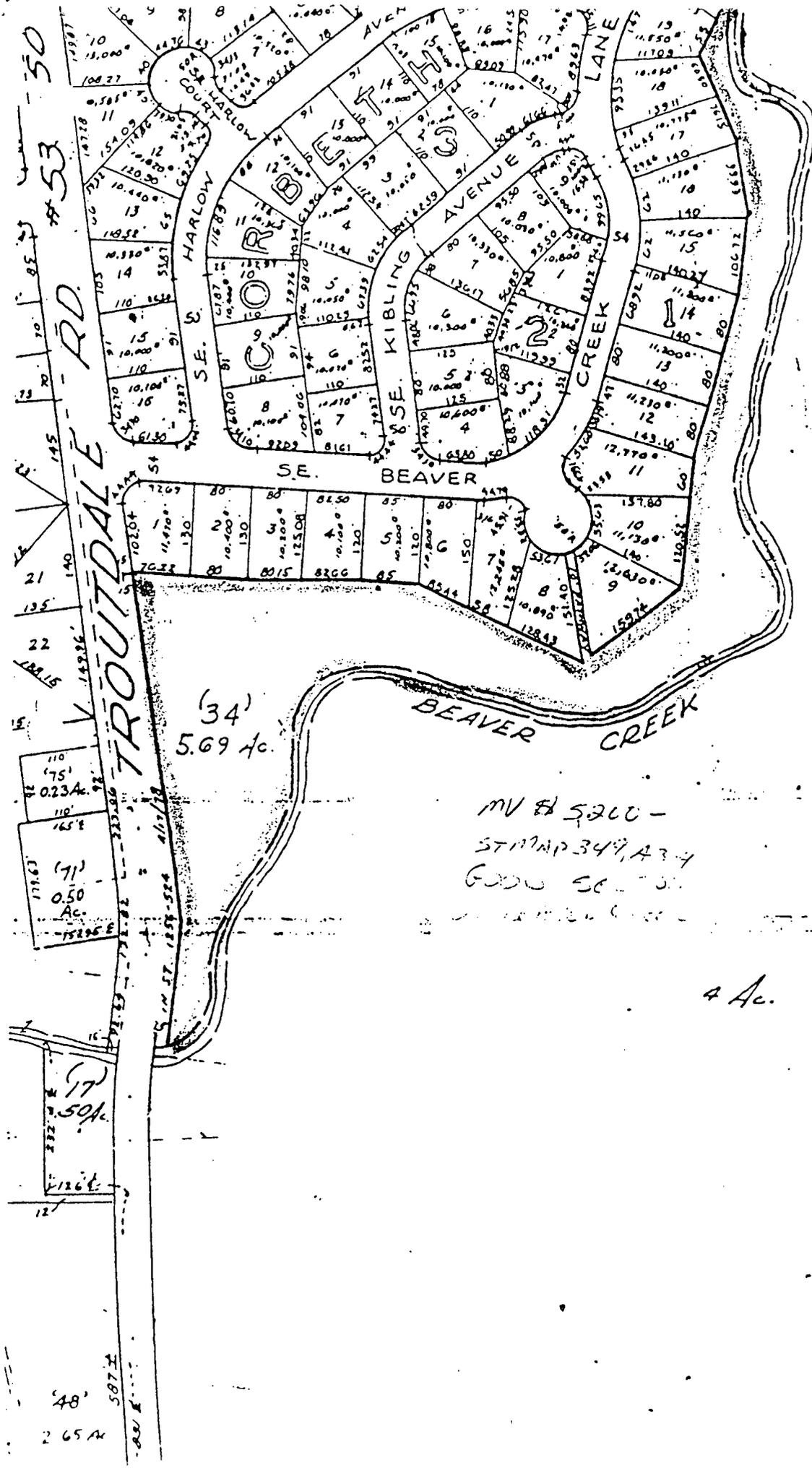
23RD ST.

3RD CIRCLE

4

2

3



MV # 5200 -
 ST MAP 349, A 34
 GOOD SECTION

4 Ac.

32'
 23.4'

DATE SUBMITTED _____.

(For Clerk's Use)
Meeting Date **DEC 31 1991**
Agenda No. R-6.

REQUEST FOR PLACEMENT ON THE AGENDA

SUBJECT: REQUEST TO SCHEDULE PUBLIC HEARING FOR TRANSFER OF TAX
TAX FORECLOSED PROPERTY TO THE CITY OF GRESHAM UNDER
PROVISIONS OF MULTNOMAH COUNTY ORDINANCE 672.

Informal Only* _____ . Formal Only _____ .

DEPARTMENT ENVIRONMENTAL SVCS . DIVISION FACILITIES & PROPERTY MGMT .

CONTACT Larry Baxter . TELEPHONE 248-3590 .

*NAME(S) OR PERSON(S) MAKING PRESENTATION TO BOARD Larry Baxter .

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

The City of Gresham, Oregon has requested donation of the property on the attached list for public open space/park purposes under the provisions of MULTNOMAH COUNTY ORDINANCE 672.

INFORMATION ONLY PRELIMINARY APPROVAL POLICY DIRECTION APPROVAL

INDICATE THE ESTIMATED TIME NEEDED ON AGENDA 10 MINUTES .

IMPACT:

PERSONNEL

FISCAL/BUDGETARY

General Fund

Other Tax Title Fund

SIGNATURES:

DEPARTMENT HEAD, ELECTED OFFICIAL, or COUNTY COMMISSIONER: _____ .

BUDGET/PERSONNEL: _____ .

COUNTY COUNSEL: (Ordinances, Resolutions, Agreements, Contracts) _____ .

OTHER FACILITIES MANAGEMENT *R/D* *F. WOME* *GEORGE* *[Signature]*
(Purchasing, Facilities Management, etc.)

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

Sent copy of Order 91-196 to Larry Baxter 1-9-92.

1991 DEC 20 AM 9:32
MULTNOMAH COUNTY
OREGON
CLERK OF COUNTY COMMISSIONER

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

In the Matter of the Request for Approval)
to Transfer Tax Foreclosed Property to) ORDER 91-196
THE CITY OF GRESHAM, OREGON)

WHEREAS, pursuant to Ordinance 672, THE CITY OF GRESHAM, OREGON has filed a request for transfer of the tax foreclosed property on attached "EXHIBIT A"; and

WHEREAS, in accord with the ordinance, the Tax Title Unit has reported the request to the Board at a public meeting; and

WHEREAS, based on the report, it appears that the public interest will be served by the transfer;

NOW THEREFORE, it is ORDERED:

1. A public hearing on the request shall be held on the 16th day of January, 1992, at 9:30 a.m., or as soon thereafter as the matter may be heard in Room 602, Multnomah County Courthouse, that being the time and place of the regular weekly meeting of the Multnomah County Board of Commissioners.

2. The Director of the Department of Environmental Services shall publish notice of the hearing as required by Ordinance 672.

this 31st day of December, 1991.

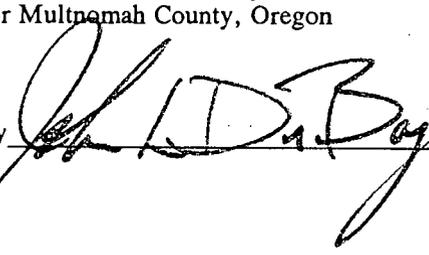


BOARD OF COUNTY COMMISSIONERS
MULTNOMAH COUNTY, OREGON


Gladys McCoy
Multnomah County Chair

REVIEWED:

Laurence Kressel, County Counsel
for Multnomah County, Oregon

By 

SQUIRE BROOK

78930-4500

LOT A

PROPERTY LOCATION E OF & BEHIND 1128/46/48 SW 10TH DR

TAXES OWED WHEN DEEDED TO COUNTY: \$5,964.36

COSTS INCURRED IN MANAGING PROPERTY: \$0.00

MARKET VALUE, 1991/92 TAX ROLL: \$14,300.00



CITY OF GRESHAM

Community & Economic Development Department
Engineering Division
1333 N.W. Eastman Parkway
Gresham, OR 97030-3813
(503) 661-3000

June 25, 1991

Laurence C. Baxter, Manager
Tax Title Unit
Department of Environmental Services
Multnomah County
2505 SE 11th Avenue
Portland, Oregon 97202

RE: Tax Lot Foreclosure-Squirebrook, Tract A
Account #R541304350

Dear Larry:

Enclosed please find the Gresham City Council acceptance of 4.28 acres of land known as Squirebrook, Tract A. As we previously discussed, the City is interested in this property being deeded to the City for inclusion into its open space land inventory.

Please complete the necessary documentation to deed the property to the City of Gresham. Please advise if you need additional information, otherwise we look forward to formal notification of the deed transfer in the next 30-45 days. Thank you for your continued assistance with these property transfers.

Sincerely,

Julee M. Conway
Parks & Recreation Program Manager

JMC:sk

Enc.

DATE: April 16, 1991

ITEM NO. C-2

ITEM: ACCEPTANCE OF TAX FORECLOSURE PROPERTY FOR OPEN SPACE FROM MULTNOMAH COUNTY

SUMMARY:

The City has the opportunity to acquire 4.28 acres for public open space, identified as Squirebrook, Tract A. The property is located on the west side of Gresham Butte and abuts the Squirebrook subdivision.

The County has foreclosed on the property but has no use for it. The City can obtain this property from the County at no cost subject to the restriction that the property may only be used for parks or open space purposes.

The Parks Advisory Committee recommended acquiring the property at its September 19, 1990 meeting. A title report has been reviewed and approved by the City Attorney's office.

RECOMMENDATION:

It is recommended that the Council accept the tax foreclosure property for inclusion into the City's open space inventory.

COUNCIL ACTION:

- (1) Move to accept Squirebrook, Tract A from Multnomah County for use as public open space, or
- (2) Move to deny acceptance of Squirebrook, Tract A, or
- (3) Move to postpone action on this matter.

RELATION TO COUNCIL GOALS:

This action supports Council Goal 1: Promote Gresham as an Effective Regional Player and Oregon's Most Livable City.

BUDGET IMPACT:

None.

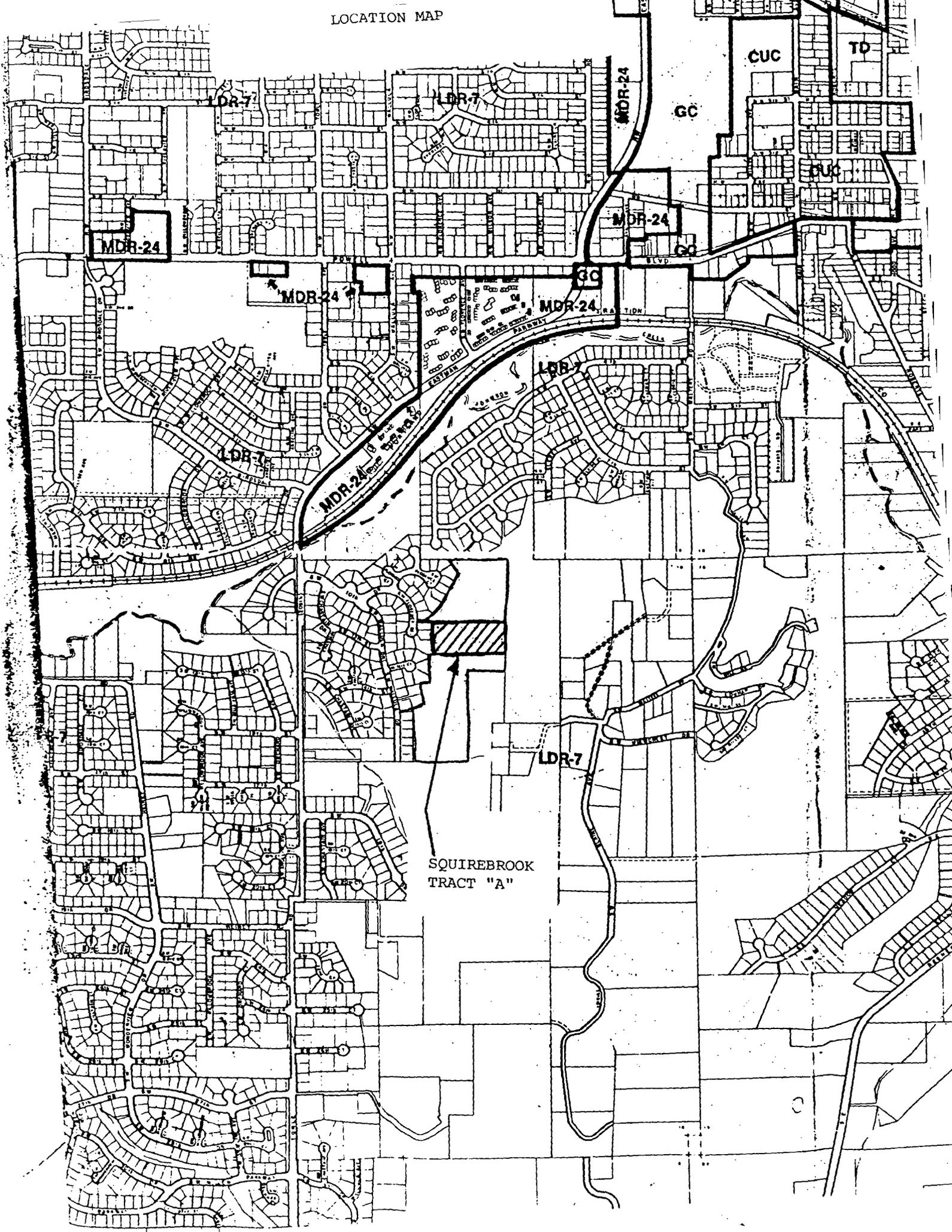
ATTACHMENTS:

- 1. Site Location Maps

CCMTG2.12/p5
REV 4/8/91js

APPROVED - DENIED By.
 City Council on 4/16/91
 By: jp

LOCATION MAP



MDR-24

LDR-7

LDR-7

MDR-24

GC

CUC

TO

MDR-24

GC

MDR-24

GC

MDR-24

LDR-7

MDR-24

LDR-7

LDR-7

SQUIREBROOK TRACT "A"



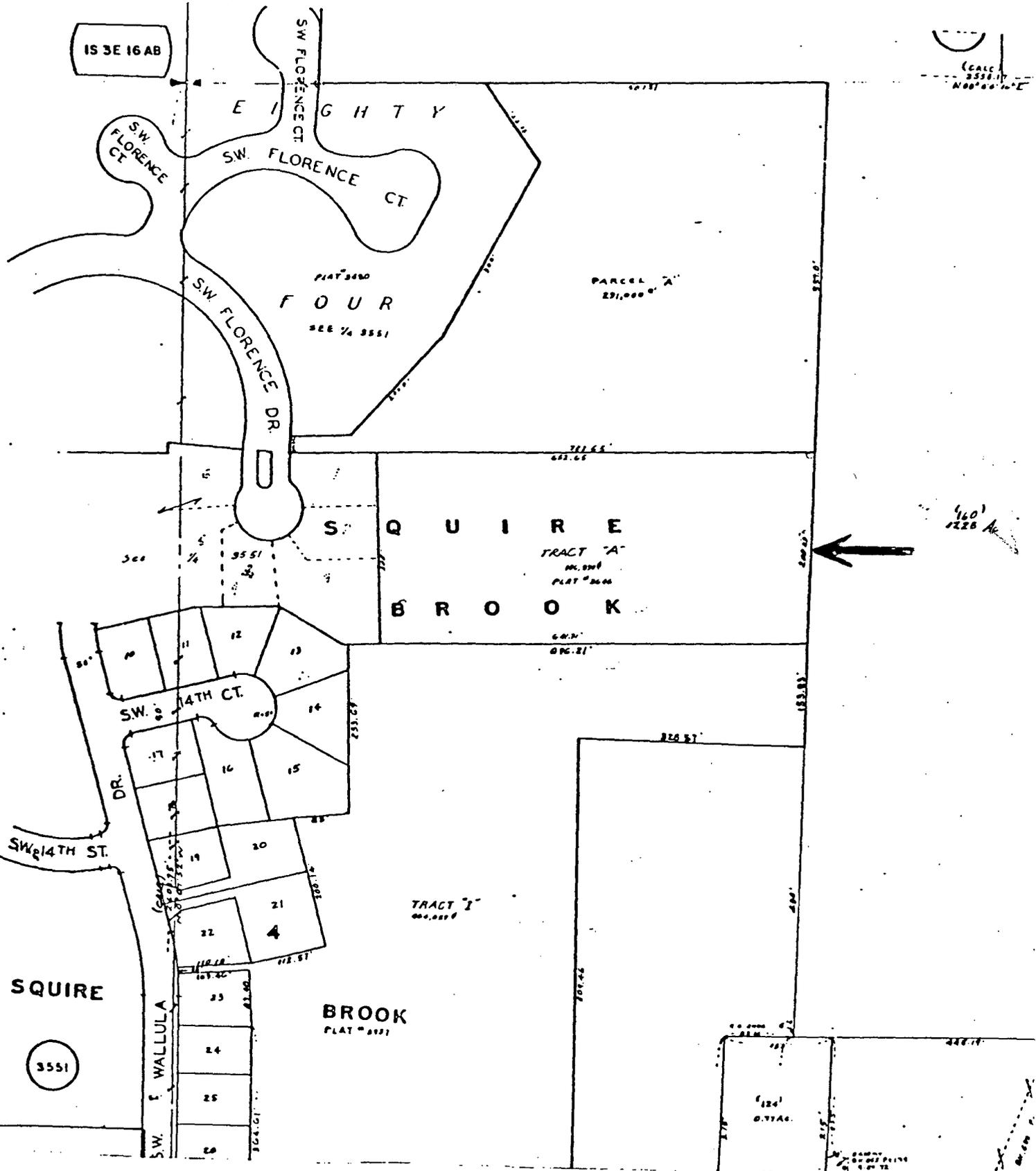
The sketch below is made solely for the purpose of assisting in locating said premises and the Company assumes no liability for variations, if any, in dimensions and location ascertained by actual survey.

TAX MAP
3552



(CALC)
3552.17
N00°00'12"E

460'
1228' A



DATE SUBMITTED _____

(For Clerk's Use)
Meeting Date DEC 31 1991

Agenda No. R-3

AGENDA PLACEMENT FORM

SUBJECT: PUBLIC SALE

Informal Only* _____ . Formal Only _____ .

DEPARTMENT ENVIRONMENTAL SVCS . DIVISION FACILITIES & PROPERTY MGMNT .

CONTACT Larry Baxter . TELEPHONE 248-3590 .

*NAME(s) OR PERSON(s) MAKING PRESENTATION TO BOARD Larry Baxter .

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

Request approval for the sale of 52 parcels of tax forelosed property.

Public agencies and non-profit housing sponsors have been given the opportunity to request these properties for public use.

[] INFORMATION ONLY [] PRELIMINARY APPROVAL [] POLICY DIRECTION [X] APPROVAL

INDICATE THE ESTIMATED TIME NEEDED ON AGENDA 10 MINUTES .

IMPACT:

PERSONNEL

[X] FISCAL/BUDGETARY

[X] General Fund

[X] Other TAX TITLE FUND .

SIGNATURES:

DEPARTMENT HEAD, ELECTED OFFICIAL, or COUNTY COMMISSIONER: 

BUDGET/PERSONNEL: _____ .

COUNTY COUNSEL: (Ordinances, Resolutions, Agreements, Contracts) _____ .

OTHER FACILITIES MANAGEMENT  .
(Purchasing, Facilities Management, etc.)

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

Continued to 1-9-92.

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

In the Matter of the Sale of)
Property Acquired by Multnomah) ORDER
County Through the Foreclosure)
of Liens for Delinquent Taxes)

It appearing that various properties on which liens for delinquent taxes were foreclosed have been deeded to Multnomah County and it is for the best interest of the county to offer said properties at a public sale in accordance with the provisions of ORS 275.110;

Terms of the sale are as follow:

SALE PRICE

TERMS

\$100 TO \$2,000

Cash

\$2,000 TO \$4,999

Contract Terms: 20% down. Balance payable in equal monthly installments, including interest at the rate of 10 percent per annum over a period not to exceed 36 months.

\$5,000 TO \$9,999

Contract Terms: 20% down. Balance payable in equal monthly installments, including interest at the rate of 10 percent per annum over a period not to exceed 60 months.

\$10,000 TO \$19,999

Contract Terms: 20% down. Balance payable in equal monthly installments, including interest at the rate of 10 percent per annum over a period not to exceed 96 months.

\$20,000 AND ABOVE

Contract Terms: 10% down. Balance payable in equal monthly installments, including interest at the rate of 12 percent per annum over a period not to exceed 180 months.

Now, therefore, it is hereby ORDERED that the Sheriff be, and he hereby is, directed to offer at public sale, in accordance with ORS 275.120 through 275.190, the properties described in the following list for not less than the minimum price set below the description of said properties in said list; which list of properties, market values and minimum prices follows:

LEGAL DESCRIPTION: ARLETA PARK #2
LOT 21, BLOCK 9
PROPERTY LOCATION: FORMER 6102 SE 86TH AVE PORTLAND
MARKET VALUE: \$10,200.00 MINIMUM PRICE: \$5,100.00

LEGAL DESCRIPTION: BARBUR HEIGHTS
TL #3 OF LOT 1, BLOCK 3
PROPERTY LOCATION: SW 10TH AVE S OF 7207 SW 13TH DR PORTLAND
MARKET VALUE: \$1,000.00 MINIMUM PRICE: \$500.00

LEGAL DESCRIPTION: BRENTWOOD & SUB
S 49.24' OF LOT 5, BLOCK 12
PROPERTY LOCATION: FORMER 6745 SE 69TH AVE PORTLAND
MARKET VALUE: \$10,000.00 MINIMUM PRICE: \$5,000.00

LEGAL DESCRIPTION: BURBANK
EXC PT IN RD ORD 3087, W 10' OF E 75' OF S 200' OF LOT 7
PROPERTY LOCATION: W OF 15655 NE HALSEY ST MULTNOMAH COUNTY
MARKET VALUE: \$1,000.00 MINIMUM PRICE: \$500.00

LEGAL DESCRIPTION: BURLINGAME
TL #3 OF LOT 6, BLOCK 60
PROPERTY LOCATION: LANDLOCKED, NWLY OF 6428 SW BURLINGAME PL PORTLAND
MARKET VALUE: \$1,600.00 MINIMUM PRICE: \$800.00

LEGAL DESCRIPTION: CARTERS ADD
TL #15 OF LOTS 4, 5 & 7, BLOCK 65
PROPERTY LOCATION: LANDLOCKED, SWLY OF 1965 SW MONTGOMERY PL PORTLAND
MARKET VALUE: \$4,200.00 MINIMUM PRICE: \$2,100.00

LEGAL DESCRIPTION: CARTERS ADD
TL #29 OF LOT 5, BLOCK 65
PROPERTY LOCATION: LANDLOCKED, WLY OF 1992 SW MONTGOMERY PL PORTLAND
MARKET VALUE: \$4,200.00 MINIMUM PRICE: \$2,100.00

LEGAL DESCRIPTION: CARTERS ADD
TL #16 OF LOTS 4 & 5, BLOCK 65
PROPERTY LOCATION: LANDLOCKED, NELY OF 1993 SW MONTGOMERY PL PORTLAND
MARKET VALUE: \$4,200.00 MINIMUM PRICE: \$2,100.00

LEGAL DESCRIPTION: CARTERS ADD
TL #28 OF LOT 6, BLOCK 65
PROPERTY LOCATION: LANDLOCKED, WLY OF 1993 SW MONTGOMERY PL PORTLAND
MARKET VALUE: \$21,000.00 MINIMUM PRICE: \$10,500.00

LEGAL DESCRIPTION: CARÜTERS ADD
EXC PT IN BRIDGE APPROACH, LOT 2, BLOCK 116
PROPERTY LOCATION: LANDLOCKED, E OF 3216 SW CORBETT AVE PORTLAND
MARKET VALUE: \$3,900.00 MINIMUM PRICE: \$1,950.00

LEGAL DESCRIPTION: CHAP-EL HEIGHTS
LOT 5, BLOCK 6
PROPERTY LOCATION: FORMER 10018 SE INSLEY PORTLAND
MARKET VALUE: \$14,200.00 MINIMUM PRICE: \$7,100.00

LEGAL DESCRIPTION: COLLINS VIEW TRACT
LOT 17, BLOCK 1
PROPERTY LOCATION: S OF 0291 SW PALATINE HILL RD PORTLAND
MARKET VALUE: \$3,100.00 MINIMUM PRICE: \$1,550.00

LEGAL DESCRIPTION: DAVENPORT TRACT
EXC PT TAKEN FOR ST, EXC S 56.35', W 66' OF LOT 1, BLOCK 3
PROPERTY LOCATION: N OF 1755 SW MADISON PORTLAND
MARKET VALUE: \$5,200.00 MINIMUM PRICE: \$2,600.00

LEGAL DESCRIPTION: D & O LITTLE HOMES, SUB 1
TL #45 OF LOT 17
PROPERTY LOCATION: W OF & BEHIND 2019 SE 117TH PORTLAND
MARKET VALUE: \$15,900.00 MINIMUM PRICE: \$7,950.00

LEGAL DESCRIPTION: EAST ST JOHNS
LOT 12, BLOCK Q
PROPERTY LOCATION: BETWEEN 9226 & 9240 N CALHOUN PORTLAND
MARKET VALUE: \$1,500.00 MINIMUM PRICE: \$750.00

LEGAL DESCRIPTION: EBERS PARK ESTATES
TRACT A
PROPERTY LOCATION: BETWEEN 1188 & 1120 SE 23RD GRESHAM
MARKET VALUE: \$1,400.00 MINIMUM PRICE: \$700.00

LEGAL DESCRIPTION: ERROL HEIGHTS
LOT 32, BLOCK 21
PROPERTY LOCATION: E OF 4819 SE MALDEN DR PORTLAND
MARKET VALUE: \$6,700.00 MINIMUM PRICE: \$3,350.00

LEGAL DESCRIPTION: EVANSTON
LOT 6, BLOCK 4; W 25' OF LOT 11, BLOCK 4
PROPERTY LOCATION: FORMER 3814-3816 SE 26TH AVE PORTLAND
MARKET VALUE: \$21,500.00 MINIMUM PRICE: \$10,750.00

LEGAL DESCRIPTION: EVELYN
LOT 9, BLOCK 9
PROPERTY LOCATION: SE 86TH AVE, 40' N OF 8601 SE WOODSTOCK PORTLAND
MARKET VALUE: \$16,700.00 MINIMUM PRICE: \$8,350.00

LEGAL DESCRIPTION: FAIRFIELD
LOTS 40 & 41, BLOCK 2
PROPERTY LOCATION: 2908 N BALDWIN ST PORTLAND
MARKET VALUE: \$27,600.00 MINIMUM PRICE: \$13,800.00

LEGAL DESCRIPTION: FOLKENBERG
BLOCKS 28 & 29
PROPERTY LOCATION: NW CORNER NW HIGH ST & UNITED RAILWAYS MULTNOMAH COUNTY
MARKET VALUE: \$2,700.00 MINIMUM PRICE: \$1,350.00

LEGAL DESCRIPTION: FOXGLOVE
TRACT A
PROPERTY LOCATION: ACCESS FOR 19059 & 19081 SE DIVISION GRESHAM
MARKET VALUE: \$16,400.00 MINIMUM PRICE: \$8,200.00

LEGAL DESCRIPTION: GLEN HARBOR
EXC PT IN ST, LOTS 41-46, BLOCK 1
PROPERTY LOCATION: NW ROSEWAY, 125' SELY OF NW 98TH AVE PORTLAND
MARKET VALUE: \$20,600.00 MINIMUM PRICE: \$10,300.00

LEGAL DESCRIPTION: GLEN HARBOR HEIGHTS & REPLAT
INC PT IN GERMANTOWN RD, WLY OF & ADJ
PROPERTY LOCATION: NW GERMANTOWN RD, 225' N OF NW NORTH CT PORTLAND
MARKET VALUE: \$1,800.00 MINIMUM PRICE: \$900.00

LEGAL DESCRIPTION: GOING STREET ADD
EXC N 20' OF LOT 5, BLOCK 10
PROPERTY LOCATION: S OF 4533-4545 NE 42ND AVE PORTLAND
MARKET VALUE: \$1,200.00 MINIMUM PRICE: \$600.00

LEGAL DESCRIPTION: GOODSSELLS ADD
TL #2 OF LOT 5, BLOCK 7
PROPERTY LOCATION: W OF 3143 NE WASCO ST PORTLAND
MARKET VALUE: \$5,300.00 MINIMUM PRICE: \$2,650.00

LEGAL DESCRIPTION: GREEN HILLS
LOT 9, BLOCK 16
PROPERTY LOCATION: ACROSS FROM 4366 SW HEWITT PORTLAND
MARKET VALUE: \$15,700.00 MINIMUM PRICE: \$7,850.00

LEGAL DESCRIPTION: GREGORY HEIGHTS
S 120' OF LOT A
PROPERTY LOCATION: E OF 7137 NE KCLICKATAT PORTLAND
MARKET VALUE: \$3,600.00 MINIMUM PRICE: \$1,800.00

LEGAL DESCRIPTION: HAROLD ADD
S 1/2 OF LOTS 1 & 2, BLOCK 2
PROPERTY LOCATION: W OF 6411 SE 97TH AVE PORTLAND
MARKET VALUE: \$16,700.00 MINIMUM PRICE: \$8,350.00

LEGAL DESCRIPTION: HAZELWOOD
TL #42 OF LOT 17
PROPERTY LOCATION: S OF NE SAN RAPHAEL ST PORTLAND
MARKET VALUE: \$900.00 MINIMUM PRICE: \$450.00

LEGAL DESCRIPTION: HOME ADD TO PORTLAND
TL #5 OF LOT 9, BLOCK 4
PROPERTY LOCATION: E OF 7827 SW CAPITAL HWY PORTLAND
MARKET VALUE: \$1,200.00 MINIMUM PRICE: \$600.00

LEGAL DESCRIPTION: HUNTERS HIGHLAND
LOT I
PROPERTY LOCATION: NE CORNER SE 18TH & NANCY CTS GRESHAM
MARKET VALUE: \$13,000.00 MINIMUM PRICE: \$6,500.00

LEGAL DESCRIPTION: IRVINGTON ACREAGE TRACTS
TL #1 OF BLOCK 5
PROPERTY LOCATION: S OF & BEHIND 5136 NE PRESCOTT PORTLAND
MARKET VALUE: \$4,300.00 MINIMUM PRICE: \$2,150.00

LEGAL DESCRIPTION: JAMES JOHNS ADD
EXC PT IN ALLEY, NWLY 1/2 OF NWLY 1/2 OF LOT 4, BLOCK 39
PROPERTY LOCATION: 8620 N LOMBARD ST PORTLAND
MARKET VALUE: \$39,000.00 MINIMUM PRICE: \$19,500.00

LEGAL DESCRIPTION: LE ROY HEIGHTS
S 10' MORE OR LESS OF LOTS 1 & 44, BLOCK 1
PROPERTY LOCATION: SE MT SCOTT BLVD, BETWEEN 104TH & 105TH PORTLAND
MARKET VALUE: \$2,700.00 MINIMUM PRICE: \$1,350.00

LEGAL DESCRIPTION: LINCOLN PARK ANNEX
W 1/2 OF LOT 9, BLOCK 10
PROPERTY LOCATION: 821 NE MASON ST PORTLAND
MARKET VALUE: \$11,800.00 MINIMUM PRICE: \$5,900.00

LEGAL DESCRIPTION: LOVES ADD
N 4.5' OF S 5' OF W 50' OF LOT 9, BLOCK 17
PROPERTY LOCATION: N OF 223 NE BRYANT ST PORTLAND
MARKET VALUE: \$300.00 MINIMUM PRICE: \$150.00

LEGAL DESCRIPTION: M PATTONS ADD & 2ND
EXC PT IN ST, EXC S 25' OF N 30' OF LOT 5, BLOCK 10;
PROPERTY LOCATION: N OF 4515-4525 N MONTANA PORTLAND
MARKET VALUE: \$3,000.00 MINIMUM PRICE: \$1,500.00

LEGAL DESCRIPTION: MOUNTAIN VIEW FLORAL TRACT
W 18' OF LOTS 8 & 9
PROPERTY LOCATION: W OF 1811 & 1825 SE MT VIEW DR PORTLAND
MARKET VALUE: \$1,400.00 MINIMUM PRICE: \$700.00

LEGAL DESCRIPTION: POINT VIEW
EXC NLY 10' TAKEN FOR ST, LOT 1, BLOCK 8; LOT 2, BLOCK 8
PROPERTY LOCATION: 8124 N FESSENDEN ST PORTLAND
MARKET VALUE: \$95,400.00 MINIMUM PRICE: \$47,700.00

LEGAL DESCRIPTION: RAVENA PARK
LOTS 8 & 9, BLOCK 2
PROPERTY LOCATION: 9400 N ST LOUIS AVE PORTLAND
MARKET VALUE: \$15,900.00 MINIMUM PRICE: \$7,950.00

LEGAL DESCRIPTION: RESERVOIR PARK
EXC N 50' OF LOT 20, BLOCK 10
PROPERTY LOCATION: FORMER 7030 SE POWELL BLVD PORTLAND
MARKET VALUE: \$5,700.00 MINIMUM PRICE: \$2,850.00

LEGAL DESCRIPTION: SELLWOOD
LOT 6, BLOCK 14
PROPERTY LOCATION: FORMER 8024 SE 7TH AVE PORTLAND
MARKET VALUE: \$18,300.00 MINIMUM PRICE: \$7,500.00

LEGAL DESCRIPTION: STOKES TRACT
EXC W 50.5', LOT 10
PROPERTY LOCATION: 4260 NE HOLMAN ST PORTLAND
MARKET VALUE: \$27,000.00 MINIMUM PRICE: \$13,500.00

LEGAL DESCRIPTION: WILLIAMS AVENUE ADD
E 32' OF LOT 3, BLOCK 7
PROPERTY LOCATION: W OF 26 NE IVY PORTLAND
MARKET VALUE: \$2,700.00 MINIMUM PRICE: \$1,350.00

LEGAL DESCRIPTION: WILLIAMS AVENUE ADD
LOT 5, BLOCK 12
PROPERTY LOCATION: 127 NE MONROE PORTLAND
MARKET VALUE: \$19,300.00 MINIMUM PRICE: \$9,650.00

LEGAL DESCRIPTION: WILLIAMS AVENUE ADD
LOT 22, BLOCK 13
PROPERTY LOCATION: FORMER 126 NE COOK ST PORTLAND
MARKET VALUE: \$5,300.00 MINIMUM PRICE: \$2,650.00

LEGAL DESCRIPTION: WOODLAWN
E 12.62' OF LOT 2, BLOCK 10
PROPERTY LOCATION: 818 NE DEKUM ST PORTLAND
MARKET VALUE: \$5,100.00 MINIMUM PRICE: \$2,550.00

LEGAL DESCRIPTION: WOODWARDS SUB
LOT 7, BLOCK 1
PROPERTY LOCATION: FORMER 3432 SE 8TH PORTLAND
MARKET VALUE: \$16,300.00 MINIMUM PRICE: \$7,100.00

LEGAL DESCRIPTION: SEC 6, 1S 1E
TL #357 0.36 AC
PROPERTY LOCATION: W OF 4615 W BURNSIDE ST PORTLAND
MARKET VALUE: \$22,200.00 MINIMUM PRICE: \$11,100.00

LEGAL DESCRIPTION: SEC 16, 1S 1E
TL #361 0.68 AC
PROPERTY LOCATION: SW BARNES RD, 134' E OF SW 61ST AVE PORTLAND
MARKET VALUE: \$48,000.00 MINIMUM PRICE: \$24,000.00

LEGAL DESCRIPTION: SEC 20, 1S 4E
TL #92 0.71 AC
PROPERTY LOCATION: WEST OF 30714 SE DODGE PARK BLVD MULTNOMAH COUNTY
MARKET VALUE: \$5,700.00 MINIMUM PRICE: \$2,850.00

Dated at Portland, Oregon this day of December, 1991.

BOARD OF COUNTY COMMISSIONERS
MULTNOMAH COUNTY, OREGON

REVIEWED:
Laurence Kressel, County Counsel
for Multnomah County, Oregon

Gladys McCoy
Multnomah County Chair

By _____

MULTNOMAH COUNTY, OREGON

BOARD OF COUNTY COMMISSIONERS
GLADYS McCOY
PAULINE ANDERSON
GARY HANSEN
RICK BAUMAN
SHARRON KELLEY

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

TO: Board of County Commissioners
FROM: David Warren, Budget Manager *DCW*
DATE: December 20, 1991
SUBJECT: December 31 Contingency Requests

On December 31, 1991 you will have twelve requests for transfer from General Fund Contingency. They total \$268,805. A list is attached.

Nine of the requests appear to meet criteria for contingency transfers established by the Board. Three do not appear to meet the criteria. The attached list indicates which criteria appear applicable. This does not constitute a recommendation as to whether the request is a good idea or not.

Another request, for construction at JDH, will be presented the week of January 6, 1992.

During this fiscal year, the following program budget modifications have changed the size of Contingency:

DHS 40	(419,922)	Staffing JDH unit 3.
DES 12	64,502	Savings from DGS reorganization
DES 13	(26,967)	Parking for elected officials
NOND 3	(2,500)	Support for AOC/LOC - State revenue process
NOND 8	193,420	Savings from DGS reorganization
NOND 17	(26,967)	Hispanic coordinator position

The December 18 Contingency amount is \$3,373,438.

- c Ginnie Cooper
- Robert Jackson
- Hank Miggins
- Billi Odegaard
- Merlin Reynolds
- Mike Schrunk
- Bob Skipper
- Paul Yarborough

BOARD OF
 COUNTY COMMISSIONERS
 1991 DEC 30 AM 9:11
 MULTNOMAH COUNTY
 OREGON

attachment



MULTNOMAH COUNTY, OREGON

GENERAL FUND OUTLOOK

December 31, 1991

CURRENT FISCAL YEAR 1991-92

Revenues The December estimate for General Fund revenues is for total receipts to equal \$137.4 million.

Property tax receipts for the November payment period came in about as expected. We have no post-Measure 5 experience to judge by, but year-to-date receipts compared to our forecast for the total are consistent with prior years' patterns. One noticeable change was the acceleration of remittance processing in A & T so that the County received the money earlier.

Interest revenues will fall approximately \$400,000 below budget. Property tax receipts were available for investment sooner, but investment opportunities for short-term capital continue to be coupled with very low interest rates.

The Business Income Tax is the most uncertain of the major revenue sources. The recent approval of quarterly payments for the major tax-paying enterprises imply a one-time acceleration of \$2 million into 1991-92. We have no history on this, but have projected the \$2 million after examining the state Department of Revenue (DOR) records, and with input from the County Auditor's office as they examined the DOR's collection program.

The DOR will have quarterly MCBIT forms available in March for the first payments due April 15th, 1992. A press release will be widely issued soon, and speaking engagements are being scheduled to notify the business community and tax-preparation groups of the changes in the rules.

Expenditures We expect the County to spend \$130.0 million from the General Fund, assuming no major changes are made to current program spending, and no new

programs are initiated. This figure is 97% of the Current Appropriation, a percentage consistent with historical performance.

NEXT FISCAL YEAR 1992-93

Revenues General Fund revenue expectations for the upcoming year are \$146.5 million, a 6.6% increase. The following assumptions are a part of this forecast:

- ◆ No major changes are made to the 1991-92 appropriation level. This will allow a carry-over of \$9.2 million as beginning working capital.
- ◆ We fully understand the effects of Measure 5 legislation, especially the appeal process and the potential for refunds.
- ◆ Value change of property across the County averages the +5% estimate currently being calculated based on recent sales trends and data from A & T and the DOR.
- ◆ That the recession bottomed sometime in the second calendar quarter of 1991 and a recovery is underway that will generate a 6% growth in the taxable income of MCBIT payers.
- ◆ O & C timber revenues fall sharply due to logging restrictions. This is consistent with the *Association of O & C Counties* projections.
- ◆ Video poker receipts are not to be considered in the General Fund.

Expenditures Combining the costs of current County programs with an estimated 3.8% CPI growth implies the County would need to budget \$140.0 million to continue current service levels.

Program expansions and/or one-time expenditures About \$6 million appears to be available to expand service levels on an on-going basis, or fund one-time-only efforts. Funding on-going programs with the full amount appears imprudent, as the following year's (FY93-94) revenue forecast shows little growth and would not allow continued funding of everything beyond 1992-93. Perhaps \$1.5 million in new ongoing activities could be supported in later years. The remainder could be used for short-term improvements or placed in reserve for later consideration.

REVENUE SOURCE	1991/92 AD Budget	1991/92 Forecast	1992/93 Forecast	1993/94 Forecast	1994/95 Forecast	1995/96 Forecast	1996/97 Forecast
UNCOMMITTED WORKING CAPITAL LIBRARY ENDOWMENT	9.5	6.5	9.2	5.9	6.0	6.2	6.5
MAJOR REVENUE SOURCES							
PROPERTY TAX: w/i 6% LIMIT	64.4	69.9	75.0	79.1	83.3	87.9	92.7
BUSINESS INCOME TAX	25.6	19.2	20.4	21.6	22.9	24.2	25.7
SERVICE REIMBURSEMENTS	9.8	10.1	10.5	10.8	11.2	11.7	12.2
MOTOR VEHICLE RENTAL TAX	5.9	5.3	5.6	5.9	6.3	6.7	7.1
INTEREST	1.5	1.1	1.1	1.1	1.1	1.1	1.1
EXPO REVENUES		moved to Fund 330 - Recreation Fund					
CIGARETTE TAX SHARING	1.1	1.1	1.1	1.1	1.1	1.1	1.0
LIQUOR REVENUE SHARING	1.2	1.2	1.2	1.2	1.2	1.2	1.2
O & C LAND GRANT REVENUES	1.0	1.1	0.6	0.6	0.6	0.6	0.6
RECORDING FEES	1.1	1.3	1.4	1.5	1.6	1.6	1.6
PROPERTY/SPACE RENTALS	0.9	1.0	0.9	0.9	0.9	0.9	0.9
US FEDERAL MARSHAL	5.2	5.3	5.8	5.8	5.8	5.8	5.8
A&T APPRAISAL SUPPLEMENT	2.2	2.2	2.3	2.4	2.5	2.6	2.7
SUBTOTAL:	129.4	125.3	134.9	137.9	144.5	151.6	159.1
Percent change:	1.7%	-1.5%	7.7%	2.2%	4.8%	4.9%	5.0%
ALL OTHER GENERAL FUND:	11.4	12.1	11.6	11.6	11.8	12.7	11.6
TOTAL ON-GOING GENERAL FUND:	\$140.8	\$137.4	\$146.5	\$149.5	\$156.3	\$164.3	\$170.7
LIBRARY SERIAL LEVY (FUND 162)	8.2	\$8.7	9.2	0.7	0.4	0.2	0.1
JAIL LEVY FUND (FUND 169)	10.5	11.4	12.0	0.8	0.4	0.2	0.1
TOTAL:	\$159.5	\$157.6	167.7	150.9	157.0	\$164.7	\$170.9

NOTES:

Assumes 15.6% property valuation increase for FY 1991-92, 5% per year increase through FY 1995/96.

Assumes BIT and Motor Vehicle increase at 6% per year.

Uses Oregon Economic & Revenue Forecast for Cigarettes and Liquor

Assumes Recording Fees parallel housing starts (Economic & Revenue Forecast).

Assumes A&T Supplement parallels CPI for Oregon.

Assumes no replacement for Library and Jail Levies.

DECEMBER 31, 1991 CONTINGENCY REQUESTS

✓ **MCSO 17** **Sheriff - Lieutenant Position in Narcotics Forfeitures Unit** **\$35,907**

This request is for the addition of a Lieutenant position in the Forfeitures Unit. Unbudgeted forfeitures revenue is anticipated to cover this cost.

This request does not appear to meet the Board's criteria for Contingency use.

MCSO 18 **Sheriff - DNA Identification Staffing** **\$ 13,856**

The State has required that all persons brought into custody on sex-crime charges be processed to identify their DNA. The processing will require additional paperwork and this request will add a Sheriff's Operations Technician for that purpose.

As an unanticipated expenditure necessary to fulfill a legislative mandate, this request meets Board criteria for Contingency use.

DES 17 **Transportation - Tualatin Basin Management Plan** **\$ 71,500**

DEQ has required that an interim funding source be identified for the development of a Tualatin River Basin Water Quality Management Plan. The County's obligation for 1991-92 is estimated to cost \$71,500. This request reimburses the Road Fund (which cannot legally cover this cost) \$39,500 for contractual expenditures incurred in planning since July and authorizes an additional \$32,000 for the remainder of the fiscal year.

As an unanticipated expenditure necessary to fulfill a legislative mandate, this request meets Board criteria for Contingency use.

✓ **NOND 18** **C.I.C Personal Services Restoration** **\$ 4,769**

This request returns to C.I.C. authorization for Personal Services expenditures cut in September. The restoration would return the authorized hours of work for an Admin/Legis Asst. position to full time and restore benefits to the position.

This request does not appear to meet the Board's criteria for Contingency use.

✓ **NOND 19** **Health Services - Needle Exchange Program Restoration** **\$ 18,881**

This request returns to Health Services an amount to extend the Needle Exchange program through September 1992. The program was cut in September 1991. During the period funded by the transfer, Health Services will evaluate program data and determine the ongoing need for needle exchange as part of HIV response.

This request does not appear to meet the Board's criteria for Contingency use.

DECEMBER 31, 1991 CONTINGENCY REQUESTS

NOND 22	Chair - Facilitation Costs and Dues	\$ 17,539
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This request covers the cost of facilitation of the joint governments' meetings and the Children's Justice Task Force. It also covers dues in FOCUS and AOC. None of these costs were anticipated in preparing the 1991-92 budget.

As requirements of meeting previous public commitments of the Board, this request meets Board's criteria for Contingency use.

NOND 24	Affirmative Action - Equipment for Hearing Impaired	\$ 1,520
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Federal A.D.A. guidelines require the County to insure that the hearing impaired have an opportunity to follow the discussions in public meetings. This request is to purchase a portable loop amplifier which can be installed at any site where a public meeting is held to assist citizens whose hearing is not sufficiently good to understand speech at normal levels of amplification.

As an expenditure necessary to fulfill a legislative mandate, this request meets Board criteria for Contingency use.

BUDGET MODIFICATION NO. DES #17

(For Clerk's Use) Meeting Date DEC 31 1991
Agenda No. R-8

1. REQUEST FOR PLACEMENT ON THE AGENDA FOR _____ (Date)

DEPARTMENT Environmental DIVISION Transportation
 CONTACT Larry Nicholas/Donna Hempstead TELEPHONE 248-5050
 *NAME(S) OF PERSON MAKING PRESENTATION TO BOARD _____

SUGGESTED
AGENDA TITLE (to assist in preparing a description for the printed agenda)
 Establish interim funding source for Tualatin River Basin
 Water Quality Management Plan as required by D.E.Q.

(Estimated Time Needed on the Agenda)

2. DESCRIPTION OF MODIFICATION (Explain the changes this Bud Mod makes. What budget does it increase? What do the changes accomplish? Where does the money come from? What budget is reduced? Attach additional information if you need more space.)
 PERSONNEL CHANGES ARE SHOWN IN DETAIL ON THE ATTACHED SHEET

Establish an interim funding sources as required by D.E.Q. by December 31, 1991, for the Tualatin River Basin Water Quality Management Plan by a transfer from the General Fund Contingency Fund.

3. REVENUE IMPACT (Explain revenues being changed and the reason for the change)

4. CONTINGENCY STATUS (to be completed by Finance/Budget)

General _____	Contingency before this modification (as of _____)	\$ _____
(Specify Fund)	(Date)	
	After this modification	\$ _____

Originated By	Date	Department Manager	Date
<i>Larry Nicholas</i>	12/2/91	<i>Donna Hempstead</i>	12-3-91
Budget Analyst	Date	Personnel Analyst	Date
<i>Donna Hempstead</i>	12/5/91		
Board Approval			Date
<i>Carris A. Patterson</i>			12-31-91

2999E/1 *Sent original to Shawn Caldwell 1-9-92.*

REQUEST FOR GENERAL FUND CONTINGENCY TRANSFER

1. Attachment to Bud Mod No. _____ 2. Amount requested from General Fund Contingency: \$71,500.00
3. Summary of request:

Establish interim funding sources as required by D.E.Q. by December 31, 1991, for the Tualatin River Basin Water Quality Management Plan.

4. Has the expenditure for which this transfer is sought been included in any budget request during the past five years? NO If so, when? _____
If so, what were the circumstances of its denial?

5. Why was this expenditure not included in the annual budget process?

The requirement for an interim funding source by December 31, 1991, which has been mandated by D.E.Q., was unknown at budget preparation time. See attached for additional details.

6. What efforts have been made to identify funds from another source within the Department, to cover this expenditure? Why are no other Departmental sources of funds available?

Permanent funding sources are being explored as they are required to be established by June 30, 1992. There are not sufficient funds in the department to supply this requirement, and it is being funded in the interim by the Road Fund, which has to be reimbursed.

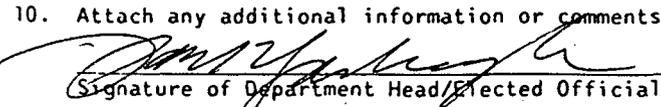
7. Describe any new revenue that this expenditure will produce, any cost savings that will result, and any anticipated payback to the contingency account.

None.

8. This request is for a (Quarterly X, Emergency _____) review.

9. FOR EMERGENCY REQUESTS ONLY: Describe in detail on an additional sheet the costs or risks that would be incurred by waiting for the next quarterly review, in justification of the emergency nature of this request.

10. Attach any additional information or comments you feel helpful.


Signature of Department Head/Elected Official

12-3-91
Date

Date: November 27, 1991

Subject: REQUEST FOR BUDGET MODIFICATION; CONTINGENCY FUND TAP

Reason: Tualatin River Basin, Interim Funding Source

Background Review: The Oregon Department of Environmental Quality (DEQ) has ordered that appropriate management agencies in the Tualatin River Basin, including Multnomah County, develop water pollution control plans and programs to meet federal Clean Water Act standards of beneficial and recreational use by June 30, 1993. Each jurisdiction in the Tualatin River Basin has been allotted a portion of the TMDLs (Total Maximum Daily Load), representing the amount of phosphorus which may be discharged by the jurisdiction to the Tualatin River's waters. This amount for nonpoint sources is the jurisdiction's "Load Allocation" (LA).

Each jurisdiction has negotiated a "Completion and Implementation Schedule" with DEQ to meet the compliance date of June 30, 1993. Included in this Schedule for Multnomah County are Tasks 3(h) and 3(i), which require establishment of an interim funding source by December 31, 1991, and establishment of a permanent funding source by June 30, 1992.

As shown by the attached map of the Tualatin River Basin, unincorporated Multnomah County covers approximately 1.4% of the basin, mostly at the headwaters of the Rock Creek and the Fanno Creek subbasins. Nonetheless, DEQ is requiring equivalent management plans from the County and equivalent monitoring of the County's portion of the basin. The County hired technical consultants, Brown and Caldwell Consulting Engineers in July 1991 to develop the management plan for these purposes.

The technical consultants have completed dry weather instream sampling and are scheduled to complete and report wet weather instream monitoring by December 1991. Initial indications show the background levels to be above the allowable LA's. It is possible that wet weather sampling (runoff as opposed to background and groundwater levels) will dilute the amount of phosphorus. It is also possible that the runoff will pick up more pollutants and increased levels of phosphorus. Either way, if the LA's designated by DEQ remain at the current level, the County may be expected to build a Pollution Reduction Facility (PRF) such as a detention pond or be expected to contribute to future downstream facilities in Washington County under the jurisdiction of U.S.A. (Unified Sewerage Agency).

There are still many unknowns not only in Multnomah County but also in the 14 other jurisdictions in the Tualatin Basin. Although DEQ is aware of the unknowns it is still requiring Multnomah County to implement an interim funding source by December 31, 1991, and a permanent funding source by June 30, 1992.

Estimated Funding Requirements: The permanent funding requirements cannot be determined before the Tualatin River Basin Multnomah County Watershed Management Plan is completed (January 1992) and reviewed. Best Management Practices (BMPs) and the legal need for them in this particular area need to be determined. It is likely that because of the size of the County's area and the drainage site characteristics, the County will not be required to build more than one or two PRF's, but will be expected to contribute to downstream facilities which fall within Unified Sewerage Agency jurisdiction.

Interim Funding Requirements (Estimated)

Consultants/staff through 1991:

Multnomah County Tualatin Basin Water Quality Management Plan	\$29,500
Project Management	\$10,000

Consultants/staff through June 1992:

Multnomah County Tualatin Basin Water Quality Management Plan, Planning Level	\$ 5,000
Project Management	\$12,000
Capital Improvement Plan, Pre-Design Engineering, PRF's	\$15,000

Permanent Funding Requirements (Estimated)*

Initial Improvement Costs (OTO):

Permanent Sampling Stations (5), approx. \$2,500 each	\$12,500
Pollution Reduction Facilities IF one detention pond/wetland, not including acquisition costs	\$30,000-\$250,000*
IF sedimentation manholes, approx. \$6,000 each	\$30,000

Ongoing Annual Costs:

Maintenance and operating costs* Shoulder work, detention pond cleaning, Street cleaning, storm drain clearing	
Monitoring/Sampling Lab Reports, approx. \$1,700 each, 3/year	\$5,100

*The permanent funding requirements cannot be determined before the Tualatin River Basin Multnomah County Watershed Management Plan is completed (January 1992) and reviewed.

Potential Interim Funding Sources:

- Continue to borrow from County Road Fund
- Contingency Fund Tap

Potential Permanent Funding Sources:

The appropriate permanent funding source is highly dependent on the findings of the lab results and the recommendations of the consultants in the January 1992 Management Plan, and DEQ's acceptance of the results and recommendations. Therefore, these funding sources will need to be determined from upcoming information and research.

-Formation of a Special District (Storm Drainage District, different than a Drainage District). This district would assess residents of the area affected

- User Fee attached to a utility bill
- County Tax on a commodity, such as Fertilizer and/or phosphate detergents

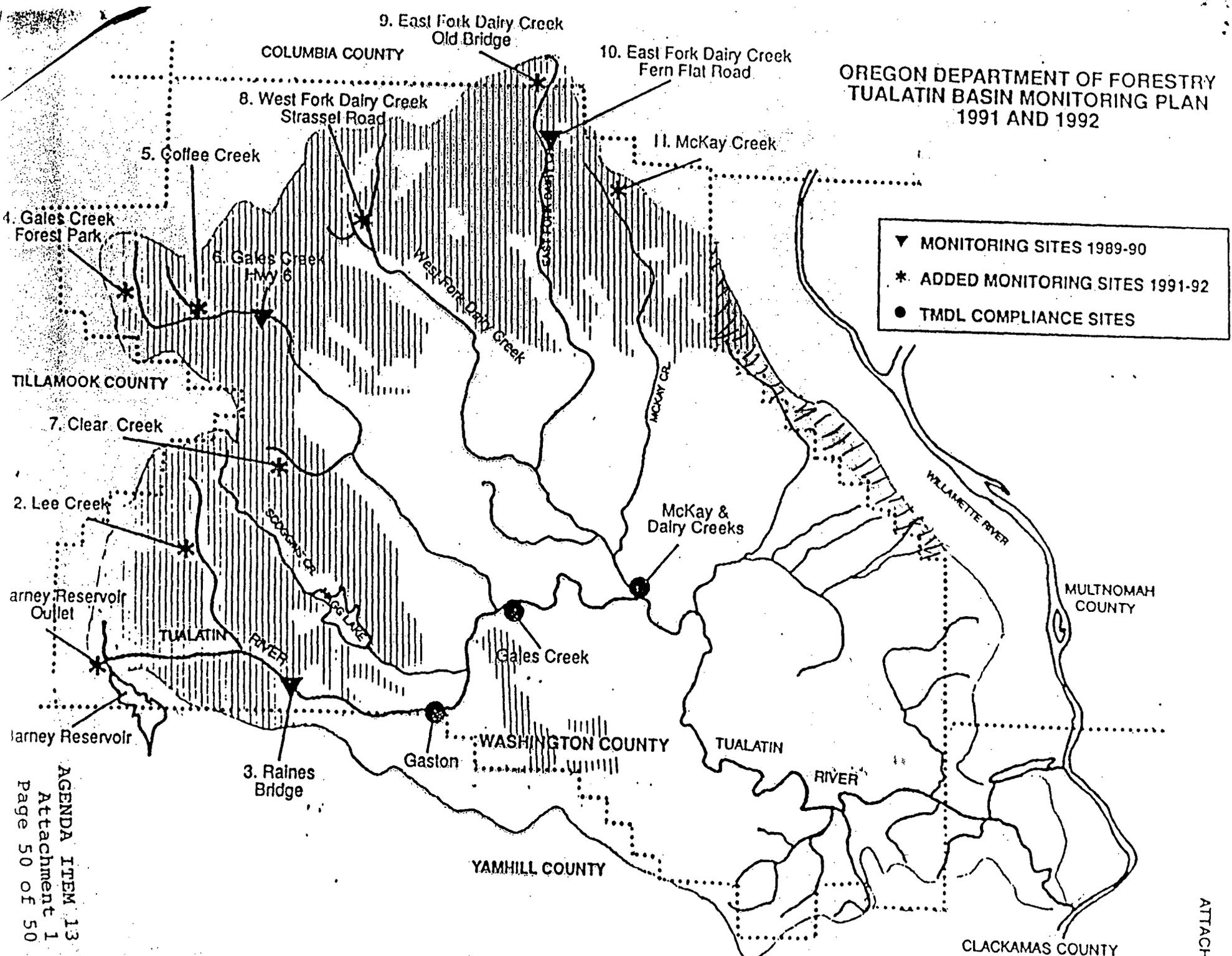
Other Storm Water/ Water Quality Issues outside the Tualatin River Basin:

It is important to note that other, different storm water quality requirements are being addressed on a regional basis. These generally deal with addressing storm water quality in urbanized areas under the National Pollutant Discharge Elimination System (NPDES) rules and regulations. The County has already completed Part I of an NPDES Municipal permit co-application with the City of Portland which was delivered to DEQ in November, and is working on the Part I NPDES permit co-application with the City of Gresham due next May.

Also under NPDES rules and regulations, the County will be required to develop Stormwater Management Plans for road construction activities on five or more acres, and to be DEQ's designated agent for receiving and reviewing storm water management plans of private developers who are disturbing five or more acres of land.

Under another program, DEQ is just beginning the TMDL setting process for the Columbia Slough/Fairview Creek Drainage Basin. The end result of setting target controls will be similar to that developed for the Tualatin River, but it is expected that the process will be cooperative rather than enforcement driven as it is in the Tualatin. Funding requirements for this program are indeterminate at this time.

OREGON DEPARTMENT OF FORESTRY
TUALATIN BASIN MONITORING PLAN
1991 AND 1992



▼	MONITORING SITES 1989-90
*	ADDED MONITORING SITES 1991-92
●	TMDL COMPLIANCE SITES

AGENDA ITEM 13
Attachment 1
Page 50 of 50

4/12/91

ATTACHEME

1. REQUEST FOR PLACEMENT ON THE AGENDA FOR _____

DEPARTMENT Human Services DIVISION Social Services
CONTACT Kathy Tinkle/Norma Jaeger TELEPHONE 248-3691

NAME OF PERSON MAKING PRESENTATION TO BOARD Billi Odegaard/Gary Smith

SUGGESTED AGENDA TITLE (To assist in preparing a description for the printed agenda:

Budget Modification DHS #47 requests a \$32,929 transfer from General Fund Contingency to increase contracted services to Central City Concern for the Sobering program.

(ESTIMATED TIME NEEDED ON THE AGENDA)

2. DESCRIPTION OF MODIFICATION (Explain the changes this bud mod makes. What budget does it increase? What do changes accomplish? Where does the money come from? What budget is reduced? Attach additional information if you need more space.)

[] PERSONNEL CHANGES ARE SHOWN IN DETAIL ON THE ATTACHED SHEET

This budget modification increases contracted services in the Social Services Alcohol and Drug Program by \$32,700 plus \$229 for indirect costs for a total increase of \$32,929. This request by Central City Concern for ongoing funding to increase the Sobering program an additional 1.4 FTE Detox Worker as a result of physician recommendations.

3. REVENUE IMPACT

Increase County General Fund by \$32,929.
Increase Service Reimbursement F/S Fund to General Fund by \$229.

4. CONTINGENCY STATUS (To be completed by Finance/Budget.)

Originated by: [Signature] Date: 11/29/91

Department Director: Billi Odegaard (ac) Date: 12/3/91

Finance/Budget: [Signature] Date: 12/18/91

Employee Relations: _____ Date: _____

Board Approval: [Signature] Date: 12-31-91

Sent Original to Kathy Jones 1-9-92.

EXPENDITURE TRANSACTION		EB []	GM []	TRANSACTION DATE		ACCOUNTING PERIOD		BUDGET FISCAL YEAR		
Document	Object	Current	Revised	Increase						
Number	Action	Fund	Agency	Organization	Code	Amount	Amount	(Decrease)	Subtotal	Description
		156	010	1415	6060			32,700		Pass Through
		156	010	1415	7100			229		Indirect Costs
									32,929	
		100	010	0104	7608			32,929		Cash Transfer
		100	045	9120	7700			(32,700)		Contingency
TOTAL EXPENDITURE CHANGE								//////////	\$33,158	TOTAL EXPENDITURE CHANGE

REVENUE TRANSACTION		RB []	GM []	TRANSACTION DATE		ACCOUNTING PERIOD		BUDGET FISCAL YEAR		
Document	Revenue	Current	Revised	Increase						
Number	Action	Fund	Agency	Organization	Source	Amount	Amount	(Decrease)	Subtotal	Description
		156	010	1415	7601			32,929		County General Fund
		100	040	7410	6602			229		Svs Reim F/S to GF
TOTAL REVENUE CHANGE								//////////	\$33,158	TOTAL REVENUE CHANGE

CONTREQ2/11-29/kt

REQUEST FOR GENERAL FUND CONTINGENCY TRANSFER

1. Attachment to Bud Mod No. 47 2. Amount requested from General Fund Contingency: \$ 32,700
3. Summary of request:

Central City Concern requests an increase of \$32,700 in County General Funds to enable the Sobering program to fund an additional 1.4 FTE Detox Worker to assure that clients are adequately assessed for medical complications at admission and monitor for emerging medical complications during their stay as well as managed for dangerous or other problem behavior while in the sobering program.

4. Has the expenditure for which this transfer is sought been included in any budget request during the past five years? NO If so, when? _____
If so, what were the circumstances of its denial?

5. Why was this expenditure not included in the annual budget process?

The physician recommendations to change medical monitoring protocols and standards and resulting staffing changes came after last year's budget request was submitted. The program agreed to absorb the costs during FY 90-91.

6. What efforts have been made to identify funds from another source within the Department, to cover this expenditure? Why are no other Departmental sources of funds available?

Existing budgets were reviewed to absorb measure 5 cuts and reductions made. The only funds not currently obligated to specific service providers are the funds allocated to purchase residential treatment for pregnant addicts and their children from the jail, but not yet spent.

7. Describe any new revenue that this expenditure will produce, any cost savings that will result, and any anticipated payback to the contingency account.

None. This increase is not one-time-only and is requested to be incorporated in the FY 92-93 budget for ongoing funding.

8. This request is for a (Quarterly , Emergency) review.

9. FOR EMERGENCY REQUESTS ONLY: Describe in detail on an additional sheet the costs or risks that would be incurred by waiting for the next quarterly review, in justification of the emergency nature of this request.

10. Attach any additional information or comments you feel helpful. (See attached request from Central City Concern)

Billi Odegaard (ae)
Signature of Department Head/Elected Official

12-3-91
Date



MULTNOMAH COUNTY OREGON

DEPARTMENT OF HUMAN SERVICES
SOCIAL AND FAMILY SERVICES DIVISION
ALCOHOL AND DRUG PROGRAM OFFICE
426 S.W. STARK STREET, 6TH FLOOR
PORTLAND, OREGON 97204
(503) 248-3696
FAX (503) 248-3379

BOARD OF COUNTY COMMISSIONERS
GLADYS McCOY • CHAIR OF THE BOARD
PAULINE ANDERSON • DISTRICT 1 COMMISSIONER
GARY HANSEN • DISTRICT 2 COMMISSIONER
RICK BAUMAN • DISTRICT 3 COMMISSIONER
SHARRON KELLEY • DISTRICT 4 COMMISSIONER

MEMORANDUM

TO: Gladys McCoy
Multnomah County

FROM: Gary Smith, *MS* Director
Social Services Division

VIA: Billi Odegaard *Billi Odegaard (oc)*
Interim DHS Director

DATE: November 29, 1991

SUBJECT: INCREASED FUNDING REQUEST FOR CENTRAL CITY CONCERN

ISSUE:

Request from Central City Concern for \$32,700 to add 1.4 FTE Detox Worker to the Sobering Program.

BACKGROUND:

In the winter of 1990 Central City Concern-Hooper Center, with assistance from Dr. Patsy Kullberg, Multnomah County Health Division Medical Director, undertook a review of the medical procedures and protocols for client admission screening and ongoing observation and monitoring in the sobering program. This review was initiated following specific patient crises and a death in the sobering program. As a result of the review, Dr. Kullberg instituted new medical protocols to assure that clients are adequately assessed for medical risks at admission and any client whose physical condition deteriorates while in the program will be appropriately managed or referred for acute medical care. Implementation of the protocols required the addition of a staff person during peak client load periods. Because this is a 7 day a week program this equates to 1.4 FTE.

Central City Concern was able to implement the staff addition and absorb the added cost without additional County support for last fiscal year. They are no longer able to do so. There are no uncommitted funds available in the Alcohol and Drug Program to allow an increase in support to Central City Concern. The added cost is \$32,700 per year. We have discussed this need

[4904Z pl]

with Central City Concern and are convinced that without such an increase in staffing there is clear risk to client safety or the need to periodically close off sobering admissions to law enforcement agencies thus shifting the burden of such clients to the jail, which is the alternative for intoxicated Civil Hold Clients.

The options for responding to this request are:

1. Refuse the request and inform the agency that they will have to fund the personnel increase from funding in other budget categories.

Impact: Unclear. Our reviews of this program indicate that this provider is conscientious and conservative in their use of available resources and thus it is likely that they do not have resources to shift to provide for this staffing.

2. Reduce the program capacity to a level which can be managed with one less staff person. Central City Concern projects that this option would necessitate a cap on admissions of 25 clients representing a 40% reduction in capacity in the program during night time hours.

Impact: Increased instances of turning down law enforcement personnel with prospective admissions resulting in an increase in jail referrals or of clients simply released back on the street by law enforcement personnel not wanting to go through the jail admission procedures.

3. Reduce overall hours of operation to save sufficient funds to cover the anticipated budget shortfall.

Impact: Periods of time when no sobering service is available resulting in some displacement of appropriate admissions to hospitals or to the jail and prolonged periods of intoxicated clients being left "on the street". Disruption of personnel schedules to shift some current full time personnel to part time schedules to make up funds to have full staff complement during peak hours.

4. Provide funding for the additional staff.

Impact: An added cost to the County of \$32,700 on an ongoing annual basis and increased monitoring of client health and safety with a reduced risk of liability for client harm.

The complete request from Central City Concern is attached for further detail.



November 5, 1991

RECEIVED
NOV 7 1991

Norma Jaeger
Multnomah County Alcohol & Drug Program
426 SW Stark, Sixth Floor
Portland, OR 97204

M.C.M.H.
ALCO & DRUG PROG.

Dear Norma:

After six months of dealing with difficult budget issues, there is still an unresolved problem with the Hooper Center budget: the funding of the Detox Worker I position necessitated by Dr. Patsy Kullberg's revision of Hooper medical protocols. I am writing today asking that you get approval for additional resources to resolve this problem.

As we have discussed previously, it was necessary to add an extra 1.4 FTE Detox Worker I to the sobering staff to insure that medical assessment and monitoring procedures were satisfactorily implemented (see attached medical protocols.) The change in staffing patterns was deemed necessary as a result of reviews of the sobering medical assessment and monitoring process by Hooper staff and the Medical Director Patsy Kullberg. Safe care of sobering clients is dependent on this staff position. The volume of admissions and the combative and resistant nature of clients during the night hours have made it imperative that adequate numbers of staff are present during the busy hours. The additional Detox Worker allows the sobering station monitoring staff to manage the three large rooms and safety rooms while performing individual client care procedures. The extra staff person works in the Sobering Station from 9:00 p.m. to 5:30 a.m., seven days per week (1.4 FTE).

The staffing pattern varies according to the volume and type of sobering admissions. On the day shift, it takes three staff: one Detox Worker II (DWII) (EMT certified) as supervisor, one Detox Worker I (DWI) in the admission area, and one DWI in the sobering area. This shift is the least busy but does require a minimum staffing pattern. The second shift (2:45 p.m. to 11:15 p.m.) is staffed with the regular staff (DWII, and two DWI's) plus an additional DWI (7:00 p.m. to 3:30 a.m.) that overlaps with shift 3. This additional person relieves for lunches and helps staff admissions and sobering where needed. Shift 3 (10:45 p.m. to 7:15 a.m.) has the regular staff (DWII and two DWI's) plus the two

Ms. Norma Jaeger
November 5, 1991
Page 2.

additional overlap DWI's. (See attachment #1 for staffing pattern.)

This staffing pattern is based on the need to insure that each person is assessed at intake and to make certain that there are no life-threatening or serious medical/physical conditions admitted into Hooper's care which need to be treated in an emergency room. The admission process must also cope with all the problems that managing inebriated individuals brings to the program. Many individuals are resistive and combative as well as intoxicated. I will not attempt to detail the numerous problems and situations present at the time of admission except to say that you should picture a combination of psychiatric/emergency medical/jail intake rolled into one process, liberally laced with alcohol, cocaine, and opiates. Managing this situation and providing the quality of medical assessment necessary to assure that medical triage is performed according to medical standards requires an adequate level of staffing. To do any less we consider to be reckless. We have therefore staffed the sobering program with the enhanced staffing pattern since March, 1991. We believe this staffing pattern is necessary to implement Dr. Kullberg's sobering medical protocols.

As I have informed you before, we assumed this responsibility in the last four months of Fiscal Year 1990-92 at a loss to Central City Concern, but we cannot operate the Sobering Program in this Fiscal Year without additional compensation of (\$32,701.00) to pay for the 1.4 FTE staff that was added.

We must soon receive an answer from Multnomah County about intentions to fund this position. Given the improved financial situation of the County, I would find it hard to believe that the County lacks the resources to fund this necessary staffing pattern. In addition, the County has recently shifted responsibility for funding the entire CHIERS Program to the City of Portland. The County is the appropriate funding resource and needs to take responsible action now.

Presently, the Sobering Program is budgeted to collect the maximum in fees from non-Multnomah County police agencies who admit clients to sobering. Without additional resources, I see only two possible responses: (1) The Sobering Program services be reduced in the number of hours of operation to compensate for the missing \$32,701; or (2) Sobering admissions be restricted to a safe level of operation within the parameters of the pre-March staffing patterns. I estimate this would mean stop-and-start admissions with a cap of 20-25 people, depending upon their condition. This would reduce admissions by about 40 - 50% and would mean the police would either take people to jail or leave them in the community. Either way, it opens the door to enormous liabilities under the Civil Hold law.

Ms. Norma Jaeger
November 5, 1991
Page 3.

Hooper staff have considered alternative staffing patterns and cannot find suitable other ways to meet this problem. The existing budget is already at "barebones." We are collecting fees from non-Multnomah county police agencies as part of the current budget revenues. We see no choice but to fund this need through Multnomah County. I am sure that you will agree that it is a County responsibility to adequately fund this service. Central City Concern cannot continue to pay for this level of staffing. Please let me know as soon as possible what action the County is planning for this problem.

Sincerely,



Richard L. Harris
Director of Housing and Chemical Dependency Services

RH/kj
Enclosures

cc: Deborah Wood
Avery Loschen
Al Erickson
Alyce Dingler

BUDGET MODIFICATION NO. MC50 412

(For Clerk's Use) Meeting Date DEC 31 1991
Agenda No. R-10

REQUEST FOR PLACEMENT ON THE AGENDA FOR _____ (Date)

DEPARTMENT Mult. Co. Sheriff's Office **DIVISION** Management + Fiscal Services
CONTACT Larry Sab **TELEPHONE** 250 2489
***NAME(S) OF PERSON MAKING PRESENTATION TO BOARD** _____

SUGGESTED AGENDA TITLE (to assist in preparing a description for the printed agenda)

Budget modification transferring \$13,190 from contingency to the Sheriff's Enforcement budget to pay for the unanticipated cost of fighting the Multnomah Falls fire.

(Estimated Time Needed on the Agenda)

DESCRIPTION OF MODIFICATION (Explain the changes this Bud Mod makes. What budget does it increase? What do the changes accomplish? Where does the money come from? What budget is reduced? Attach additional information if you need more space.)

[] PERSONNEL CHANGES ARE SHOWN IN DETAIL ON THE ATTACHED SHEET

The Sheriff's Office incurred unanticipated overtime costs of \$13,190 in October for fighting the Multnomah Falls fire. Cuts in the Sheriff's Office budget this fiscal year have pared away any available funds within our budget to cover unanticipated costs of this nature.

REVENUE IMPACT (Explain revenues being changed and the reason for the change)

CONTINGENCY STATUS (to be completed by Finance/Budget)
(Specify Fund) Contingency before this modification (as of _____) \$ _____
(Date) After this modification \$ _____

Originated By	Date	Department Manager	Date
		<u>Robert D. Striggen</u>	<u>12/2/91</u>
Budget Analyst	Date	Personnel Analyst	Date
<u>Mark Campbell</u>	<u>12-18-91</u>		

Board Approval _____ **Date** _____
Carrie A. Peterson 12-31-91

999E/1
Sent original to Mark Campbell 1-9-92

EXPENDITURE TRANSACTION EB []

GM [] TRANSACTION DATE _____ ACCOUNTING PERIOD _____

BUDGET FY _____

Document Number	Action	Fund	Agency	Organi- zation	Activity	Reporting Category	Object	Current Amount	Revised Amount	Change Increase (Decrease)	Sub-Total	Description
		100	025	3102			5300			9,399		Overtime
							5500			3,267		Fringe
							5550			524		Insurance
											13,190	Subtotal
		400	040	7231			6580			524	524	Insurance
		100	045	9120			7700			(13,190)	(13,190)	Contingency
										524	524	TOTAL EXPENDITURE CHANGE

REVENUE TRANSACTION RB []

GM [] TRANSACTION DATE _____ ACCOUNTING PERIOD _____

BUDGET FY _____

Document Number	Action	Fund	Agency	Organi- zation	Activity	Reporting Category	Revenue Source	Current Amount	Revised Amount	Change Increase (Decrease)	Sub-Total	Description
		400	040	7231			6600			524	524	Svc. Reim. to Ins. Fund
										524	524	TOTAL REVENUE CHANGE

REQUEST FOR GENERAL FUND CONTINGENCY TRANSFER

1. Attachment to Bud Mod No. _____ 2. Amount requested from General Fund Contingency: \$13,190

3. Summary of request:

Funds will cover the cost of overtime incurred during the Multnomah Falls fire.

4. Has the expenditure for which this transfer is sought been included in any budget request during the past five years? NO If so, when? _____
If so, what were the circumstances of its denial?

5. Why was this expenditure not included in the annual budget process?

The need for the funds was not anticipated. All discretionary funds were eliminated from the Sheriff's Office's budget.

6. What efforts have been made to identify funds from another source within the Department, to cover this expenditure? Why are no other Departmental sources of funds available?

All Sheriff's Office units are budgeted at operation level.

7. Describe any new revenue that this expenditure will produce, any cost savings that will result, and any anticipated payback to the contingency account.

None

8. This request is for a (Quarterly X, Emergency _____) review.

9. FOR EMERGENCY REQUESTS ONLY: Describe in detail on an additional sheet the costs or risks that would be incurred by waiting for the next quarterly review, in justification of the emergency nature of this request.

10. Attach any additional information or comments you feel helpful.

Robert A. Steiger, Jr.
Signature of Department Head/Elected Official

12/2/91
Date

BUDGET MODIFICATION NO. MSO # 14

(For Clerk's Use) Meeting Date DEC 31 1991

Agenda No. R-11

REQUEST FOR PLACEMENT ON THE AGENDA FOR _____ (Date)

DEPARTMENT Sheriff's Office

DIVISION Enforcement

CONTACT Larry Aab

TELEPHONE 251-2489

*NAME(S) OF PERSON MAKING PRESENTATION TO BOARD _____

SUGGESTED

AGENDA TITLE (to assist in preparing a description for the printed agenda)

Budget modification transferring \$6,563 from contingency to the Sheriff's Enforcement budget to pay for 167 hours of overtime for officers attending state-mandated training in child-abuse investigation techniques.

(Estimated Time Needed on the Agenda)

DESCRIPTION OF MODIFICATION (Explain the changes this Bud Mod makes. What budget does it increase? What do the changes accomplish? Where does the money come from? What budget is reduced? Attach additional information if you need more space.)

PERSONNEL CHANGES ARE SHOWN IN DETAIL ON THE ATTACHED SHEET

The state has passed legislation requiring that any police officer who may encounter a child abuse situation receive 8 hours of specialized training in this area. We have scheduled training sessions on on-duty hours wherever possible. This modification will pay for the overtime hours for officers who could not be scheduled on on-duty time. Cuts in the Sheriff's Office budget this fiscal year have pared away any available funds within our budget to cover costs of this nature.

REVENUE IMPACT (Explain revenues being changed and the reason for the change)

CONTINGENCY STATUS (to be completed by Finance/Budget)

Contingency before this modification (as of _____) \$ _____
(Specify Fund) (Date)
After this modification \$ _____

Originated By	Date	Department Manager	Date
		<i>Robert D. Ferguson</i>	12/2/91
Budget Analyst	Date	Personnel Analyst	Date
<i>J. Mark Campbell</i>	12-18-91		

Board Approval *Perris A. Peterson* 12-31-91 Date

999E/1

Sent Original to Mark Campbell 1-9-92.

EXPENDITURE TRANSACTION EB []

GM [] TRANSACTION DATE _____

ACCOUNTING PERIOD _____

BUDGET FY _____

Document Number	Action	Fund	Agency	Organization	Activity	Reporting Category	Object	Current Amount	Revised Amount	Change Increase (Decrease)	Sub-Total	Description
		100	025	3102			5300			4,662		Overtime
							5500			1,632		Fringe
							5550			269		Insurance
											6,563	Sub Total
		100	045	9120			7700			(6,563)	(6,563)	Contingency
		400	040	7231			6580			269	269	Insurance
TOTAL EXPENDITURE CHANGE										269	269	TOTAL EXPENDITURE CHANGE

REVENUE TRANSACTION RB []

GM [] TRANSACTION DATE _____

ACCOUNTING PERIOD _____

BUDGET FY _____

Document Number	Action	Fund	Agency	Organization	Activity	Reporting Category	Revenue Source	Current Amount	Revised Amount	Change Increase (Decrease)	Sub-Total	Description
		400	040	7231			6600			269	269	Svc. Reim. to Ins. Fund
TOTAL REVENUE CHANGE										269	269	TOTAL REVENUE CHANGE

REQUEST FOR GENERAL FUND CONTINGENCY TRANSFER

1. Attachment to Bud Mod No. _____ 2. Amount requested from General Fund Contingency: \$6,563

3. Summary of request:

Funds requested are to pay for 167 of overtime hours for officers attending state-mandated training in child-abuse investigation techniques.

4. Has the expenditure for which this transfer is sought been included in any budget request during the past five years? NO If so, when? _____
If so, what were the circumstances of its denial?

5. Why was this expenditure not included in the annual budget process?

This mandated training was not anticipated.

6. What efforts have been made to identify funds from another source within the Department, to cover this expenditure? Why are no other Departmental sources of funds available?

Measure 5 cuts have eliminated any descretionary funds for this type of expenditure. The training for most of the officers was completed on on-duty time. This request is for the remaining hours that could not be scheduled during on-duty time.

7. Describe any new revenue that this expenditure will produce, any cost savings that will result, and any anticipated payback to the contingency account.

None

8. This request is for a (Quarterly x, Emergency _____) review.

9. FOR EMERGENCY REQUESTS ONLY: Describe in detail on an additional sheet the costs or risks that would be incurred by waiting for the next quarterly review, in justification of the emergency nature of this request.

10. Attach any additional information or comments you feel helpful.

Robert D. Shipp, Jr.
Signature of Department Head/Elected Official

12/2/91
Date

BUDGET MODIFICATION NO. meso + 15

(For Clerk's Use) Meeting Date DEC 31 1991

Agenda No. R-12

REQUEST FOR PLACEMENT ON THE AGENDA FOR _____ (Date)

DEPARTMENT Sheriff's Office

DIVISION Enforcement

CONTACT Larry Aab

TELEPHONE 251-2489

*NAME(S) OF PERSON MAKING PRESENTATION TO BOARD _____

SUGGESTED

AGENDA TITLE (to assist in preparing a description for the printed agenda)

Budget modification establishing a dedicated fund for the expenditure of burglary forfeiture revenue.

(Estimated Time Needed on the Agenda)

DESCRIPTION OF MODIFICATION (Explain the changes this Bud Mod makes. What budget does it increase? What do the changes accomplish? Where does the money come from? What budget is reduced? Attach additional information if you need more space.)

PERSONNEL CHANGES ARE SHOWN IN DETAIL ON THE ATTACHED SHEET

This modification will transfer \$25,000 from contingency to appropriate burglary forfeiture revenue, and a corresponding \$25,000 in professional services funds. This modification will establish a dedicated fund for the revenue. The revenue will be used to pay for burglary informants and other related costs.

REVENUE IMPACT (Explain revenues being changed and the reason for the change)

CONTINGENCY STATUS (to be completed by Finance/Budget)

(Specify Fund) Contingency before this modification (as of _____) \$ _____
(Date) After this modification \$ _____

Originated By	Date	Department Manager	Date
		<i>Robert G. Stegman</i>	12/2/91
Budget Analyst	Date	Personnel Analyst	Date
<i>J. Mark Campbell</i>	12-18-91		

Board Approval *Craig A. Parkerson* Date 12-31-91

999E/1

Sent Original to Mark Campbell 1-9-92.

REQUEST FOR GENERAL FUND CONTINGENCY TRANSFER

1. Attachment to Bud Mod No. _____ 2. Amount requested from General Fund Contingency: \$25,000

3. Summary of request:

This is a request to transfer \$25,000 from contingency to the Sheriff's Enforcement budget to enable us to spend burglary forfeiture receipts.

4. Has the expenditure for which this transfer is sought been included in any budget request during the past five years? NO If so, when? _____
If so, what were the circumstances of its denial?

5. Why was this expenditure not included in the annual budget process?

The revenue receipts were not anticipated.

6. What efforts have been made to identify funds from another source within the Department, to cover this expenditure? Why are no other Departmental sources of funds available?

All expenditures will be covered with dedicated revenue.

7. Describe any new revenue that this expenditure will produce, any cost savings that will result, and any anticipated payback to the contingency account.

Revenue will be raised to cover all expenditures.

8. This request is for a (Quarterly X, Emergency _____) review.

9. FOR EMERGENCY REQUESTS ONLY: Describe in detail on an additional sheet the costs or risks that would be incurred by waiting for the next quarterly review, in justification of the emergency nature of this request.

10. Attach any additional information or comments you feel helpful.

Robert J. Skipp
Signature of Department Head/Elected Official

12/2/91
Date

BUDGET MODIFICATION NO. MCSO #16

(For Clerk's Use) Meeting Date **DEC 31 1991**

Agenda No. R-13

REQUEST FOR PLACEMENT ON THE AGENDA FOR _____ (Date)

DEPARTMENT Sheriff's Office
CONTACT Larry Aab

DIVISION Enforcement
TELEPHONE 251-2489

*NAME(S) OF PERSON MAKING PRESENTATION TO BOARD _____

SUGGESTED

AGENDA TITLE (to assist in preparing a description for the printed agenda)

Budget modification transferring \$28,900 from contingency to the Sheriff's Enforcement budget to appropriate DARE revenue received from East County school districts and donations.

(Estimated Time Needed on the Agenda)

DESCRIPTION OF MODIFICATION (Explain the changes this Bud Mod makes. What budget does it create? What do the changes accomplish? Where does the money come from? What budget is reduced? Attach additional information if you need more space.)

[] PERSONNEL CHANGES ARE SHOWN IN DETAIL ON THE ATTACHED SHEET

This modification will appropriate \$26,900 of revenue received for DARE (Drug Abuse Resistance Education) activities from East County school districts; and \$2,000 which we expect to receive in donations for the DARE program from businesses and individuals. The revenue will be used to pay for DARE supplies.

REVENUE IMPACT (Explain revenues being changed and the reason for the change)

CONTINGENCY STATUS (to be completed by Finance/Budget)

Contingency before this modification (as of _____) \$ _____
(Specify Fund) (Date)
After this modification \$ _____

Originated By	Date	Department Manager	Date
		<i>Robert J. Skipper</i>	12/2/91
Budget Analyst	Date	Personnel Analyst	Date
<i>J. Mark Campbell</i>	12-18-91	<i>J.C.</i>	
Board Approval	Date		
<i>Cris A. Peterson</i>	12-31-91		

999E/1

Sent Original to Mark Campbell 1-9-92.

REQUEST FOR GENERAL FUND CONTINGENCY TRANSFER

1. Attachment to Bud Mod No. _____ 2. Amount requested from General Fund Contingency: \$ 28,900

3. Summary of request:

This modification will appropriate DARE revenue received from school districts and in donations.

4. Has the expenditure for which this transfer is sought been included in any budget request during the past five years? NO If so, when? _____
If so, what were the circumstances of its denial?

5. Why was this expenditure not included in the annual budget process?

The revenue was not anticipated.

6. What efforts have been made to identify funds from another source within the Department, to cover this expenditure? Why are no other Departmental sources of funds available?

All expenditures will be covered by dedicated revenue.

7. Describe any new revenue that this expenditure will produce, any cost savings that will result, and any anticipated payback to the contingency account.

All contingency funds will be repaid through this revenue.

8. This request is for a (Quarterly x, Emergency _____) review.

9. FOR EMERGENCY REQUESTS ONLY: Describe in detail on an additional sheet the costs or risks that would be incurred by waiting for the next quarterly review, in justification of the emergency nature of this request.

10. Attach any additional information or comments you feel helpful.

Robert J. Shippee, Jr.
Signature of Department Head/Elected Official

12/2/91
Date

BUDGET MODIFICATION NO. 2250 + 17

(For Clerk's Use) Meeting Date DEC 31 1991
Agenda No. R-14

REQUEST FOR PLACEMENT ON THE AGENDA FOR _____

(Date)

DEPARTMENT Sheriff's Office

DIVISION Enforcement

CONTACT Larry Aab

TELEPHONE 251-2489

*NAME(S) OF PERSON MAKING PRESENTATION TO BOARD _____

SUGGESTED

AGENDA TITLE (to assist in preparing a description for the printed agenda)

Budget modification transferring \$35,907 to the narcotics forfeiture budget to pay for the cost of a lieutenant position, to be paid for out of forfeiture revenue.

(Estimated Time Needed on the Agenda)

DESCRIPTION OF MODIFICATION (Explain the changes this Bud Mod makes. What budget does it increase? What do the changes accomplish? Where does the money come from? What budget is reduced? Attach additional information if you need more space.)

PERSONNEL CHANGES ARE SHOWN IN DETAIL ON THE ATTACHED SHEET

This modification will add \$35,907 to the narcotics forfeiture budget to pay for the cost of a lieutenant position beginning 1/1/92. Revenue will be raised through forfeitures to cover the cost of this position.

Tabled

REVENUE IMPACT (Explain revenues being changed and the reason for the change)

CONTINGENCY STATUS (to be completed by Finance/Budget)

Contingency before this modification (as of _____) \$ _____
(Specify Fund) (Date)
After this modification \$ _____

Originated By	Date	Department Manager	Date
		<u>Robert J. Shipp Sr.</u>	<u>12/2/91</u>
Budget Analyst	Date	Personnel Analyst	Date
<u>J. Mark Campbell</u>	<u>12-18-91</u>	<u>Shirlee Robertson</u>	<u>12-18-91</u>
Board Approval			Date

Tabled 12-31-91

REQUEST FOR GENERAL FUND CONTINGENCY TRANSFER

1. Attachment to Bud Mod No. _____ 2. Amount requested from General Fund Contingency: \$35,907

3. Summary of request:

Transfer of funds from contingency to the narcotics forfeiture budget to pay for the cost of a lieutenant position beginning 1/1/92.

4. Has the expenditure for which this transfer is sought been included in any budget request during the past five years? NO If so, when? _____
If so, what were the circumstances of its denial?

5. Why was this expenditure not included in the annual budget process?

The need for the position was not anticipated.

6. What efforts have been made to identify funds from another source within the Department, to cover this expenditure? Why are no other Departmental sources of funds available?

This expenditure will be covered by forfeiture revenue.

7. Describe any new revenue that this expenditure will produce, any cost savings that will result, and any anticipated payback to the contingency account.

All expenditures will be covered by forfeiture revenues.

8. This request is for a (Quarterly x, Emergency _____) review.

9. FOR EMERGENCY REQUESTS ONLY: Describe in detail on an additional sheet the costs or risks that would be incurred by waiting for the next quarterly review, in justification of the emergency nature of this request.

10. Attach any additional information or comments you feel helpful.

Robert D. Shipp, Jr.
Signature of Department Head/Elected Official

12/2/91
Date

PERSONNEL DETAIL FOR BUD MOD NO. _____

5. ANNUALIZED PERSONNEL CHANGES (Compute on a full year basis even though this action affects only a part of the fiscal year.)

FTE Increase (Decrease)	POSITION TITLE	Annualized			
		BASE PAY Increase (Decrease)	Increase (Decrease) Fringe	Ins.	TOTAL Increase (Decrease)
1	Lieutenant	48,316	16,911	6,467	71,694
TOTAL CHANGE (ANNUALIZED)					

6. CURRENT YEAR PERSONNEL DOLLAR CHANGES (calculate costs or savings that will take place within this fiscal year; these should explain the actual dollar amounts being changed by this Bud Mod.)

Permanent Positions, Temporary, Overtime, or Premium	Explanation of Change	Current FY			
		BASE PAY Increase (Decrease)	Increase (Decrease) Fringe	Ins.	TOTAL Increase (Decrease)
Permanent	Add .5 Lieutenant	24,158	8,455	3,294	35,907

BUDGET MODIFICATION NO. mess # 18

(For Clerk's Use) Meeting Date DEC 31 1991
Agenda No. R-15

REQUEST FOR PLACEMENT ON THE AGENDA FOR _____ (Date) _____

DEPARTMENT Sheriff's Office

DIVISION Corrections

CONTACT Larry Aab

TELEPHONE 251-2489

*NAME(S) OF PERSON MAKING PRESENTATION TO BOARD _____

SUGGESTED

AGENDA TITLE (to assist in preparing a description for the printed agenda)

Budget modification transferring \$13,856 from contingency to the Sheriff's Corrections Support budget to pay for the addition of one FTE to process paperwork related to DNA fingerprinting.

(Estimated Time Needed on the Agenda)

DESCRIPTION OF MODIFICATION (Explain the changes this Bud Mod makes. What budget does it crease? What do the changes accomplish? Where does the money come from? What budget is duced? Attach additional information if you need more space.)

PERSONNEL CHANGES ARE SHOWN IN DETAIL ON THE ATTACHED SHEET

New state legislative requirements require that DNA identification processing be completed on all persons brought into custody on sex-crime charges. This modification will transfer \$13,856 from contingency to the Sheriff's Corrections support budget to pay for the cost of a Sheriff's Operations Technician beginning 1/1/92. This position will allow for the additional administrative tasks necessitated by this legislation.

REVENUE IMPACT (Explain revenues being changed and the reason for the change)

CONTINGENCY STATUS (to be completed by Finance/Budget)

Contingency before this modification (as of _____) \$ _____
(Specify Fund) (Date)
After this modification \$ _____

Originated By	Date	Department Manager	Date
		<u>Robert A. Stegman, PC</u>	<u>12/2/91</u>
Budget Analyst	Date	Personnel Analyst	Date
<u>J. Mark Campbell</u>	<u>12-18-91</u>	<u>Shirlee Robertson</u>	<u>12-18-91</u>
Board Approval			Date
<u>Carris A. Patterson</u>			<u>12-31-91</u>

999E/1

Sent Original to Mark Campbell 1-9-92.

EXPENDITURE TRANSACTION EB []

GM [] TRANSACTION DATE _____ ACCOUNTING PERIOD _____

BUDGET FY _____

Document Number	Action	Fund	Agency	Organi- zation	Reporting Activity Category	Object	Current Amount	Revised Amount	Change Increase (Decrease)	Sub-Total	Description
		100	025	4017		5100			9,093		Permanent
						5500			2,455		Fringe
						5550			2,308		Insurance
										13,856	Subtotal
		400	040	7231		6580			2,308	2,308	Insurance
		100	045	9120		7700			(13,856)	(13,856)	Contingency
									2,308	2,308	TOTAL EXPENDITURE CHANGE

REVENUE TRANSACTION RB []

GM [] TRANSACTION DATE _____ ACCOUNTING PERIOD _____

BUDGET FY _____

Document Number	Action	Fund	Agency	Organi- zation	Reporting Activity Category	Revenue Source	Current Amount	Revised Amount	Change Increase (Decrease)	Sub-Total	Description
		400	040	7231		6600			2,308	2,308	Svc. Reim. to Ins. Fund
									2,308	2,308	TOTAL REVENUE CHANGE

REQUEST FOR GENERAL FUND CONTINGENCY TRANSFER

1. Attachment to Bud Mod No. _____ 2. Amount requested from General Fund Contingency: \$ 13,856

3. Summary of request:

Funds will be used to pay for 1 FTE to administer paperwork associated with new state required DNA identification processing.

4. Has the expenditure for which this transfer is sought been included in any budget request during the past five years? NO If so, when? _____
If so, what were the circumstances of its denial?

5. Why was this expenditure not included in the annual budget process?

The need was not anticipated.

6. What efforts have been made to identify funds from another source within the Department, to cover this expenditure? Why are no other Departmental sources of funds available?

All Sheriff's Office units are budgeted at operating level.

7. Describe any new revenue that this expenditure will produce, any cost savings that will result, and any anticipated payback to the contingency account.

None

8. This request is for a (Quarterly X, Emergency _____) review.

9. FOR EMERGENCY REQUESTS ONLY: Describe in detail on an additional sheet the costs or risks that would be incurred by waiting for the next quarterly review, in justification of the emergency nature of this request.

10. Attach any additional information or comments you feel helpful.

Robert D. Shipp, PC
Signature of Department Head/Elected Official

12/2/91
Date

PERSONNEL DETAIL FOR BUD MOD NO. _____

5. ANNUALIZED PERSONNEL CHANGES (Compute on a full year basis even though this action affects only a part of the fiscal year.)

FTE Increase (Decrease)	POSITION TITLE	Annualized			
		BASE PAY Increase (Decrease)	Increase (Decrease) Fringe	Ins.	TOTAL Increase (Decrease)
1	Sheriff's Operations Technician	18,186	4,910	4,616	27,712
	TOTAL CHANGE (ANNUALIZED)				

6. CURRENT YEAR PERSONNEL DOLLAR CHANGES (calculate costs or savings that will take place within this fiscal year; these should explain the actual dollar amounts being changed by this Bud Mod.)

Permanent Positions, Temporary, Overtime, or Premium	Explanation of Change	Current FY			
		BASE PAY Increase (Decrease)	Increase (Decrease) Fringe	Ins.	TOTAL Increase (Decrease)
Permanent	Add .5 Sheriff's Operations Technician	9,093	2,455	2,308	13,856

BUDGET MODIFICATION NO. NOND 18

(For Clerk's Use) Meeting Date DEC 31 1991
 Agenda No. R-16

1. REQUEST FOR PLACEMENT ON THE AGENDA FOR _____ (Date) _____

DEPARTMENT Non-Dept DIVISION Citizen Involvement
 CONTACT JOHN LEBRY TELEPHONE 248-3450
 *NAME(S) OF PERSON MAKING PRESENTATION TO BOARD _____

SUGGESTED
 AGENDA TITLE (to assist in preparing a description for the printed agenda)

(Estimated Time Needed on the Agenda)

2. DESCRIPTION OF MODIFICATION (Explain the changes this Bud Mod makes. What budget does it increase? What do the changes accomplish? Where does the money come from? What budget is reduced? Attach additional information if you need more space.)
 PERSONNEL CHANGES ARE SHOWN IN DETAIL ON THE ATTACHED SHEET

Increase Personal Svcs by \$4,769⁰⁰

3. REVENUE IMPACT (Explain revenues being changed and the reason for the change)

Increases revenue by \$4,769⁰⁰
Reinstates - adds back - \$4,079 med/dent benefits & \$710 salary for employee cut by 5.5% across-the-board reduction. In light of other add-backs & new revenue, the individual employee should receive fair adjustment.

4. CONTINGENCY STATUS (to be completed by Finance/Budget)

(Specify Fund) _____ Contingency before this modification (as of _____) \$ _____
 (Date) _____
 After this modification \$ _____

Originated By <u>CIC</u>	Date	Department Director <u>John Shegry</u>	Date <u>11/21/91</u>
Finance/Budget <u>David C. Warren</u>	Date <u>11/21/91</u>	Employee Relations <u>Carrie A. Anderson</u>	Date <u>12-31-91</u>

05438/17-85 Sent Original to Dave Warren 1-9-92.

REQUEST FOR GENERAL FUND CONTINGENCY TRANSFER

1. Attachment to Bud Mod No. _____ 2. Amount requested from General Fund Contingency: \$ _____

3. Summary of request:

Increase Personal Svcs bn \$4,769⁰⁰
Reinstates \$4,059 Admin/leg. Asst benefits (med/dent)
Reinstates \$ 710 Admin/leg. Asst Salary (2 wks)

4. Has the expenditure for which this transfer is sought been included in any budget request during the past five years? Yes If so, when? FYs 89-90-91 (Current)
If so, what were the circumstances of its denial?

Reduced as result of 5.5% across-the-board cut to programs.
Not "denied" technically, but "Surrendered."

5. Why was this expenditure not included in the annual budget process?

It was included, and funded.

6. What efforts have been made to identify funds from another source within the Department, to cover this expenditure? Why are no other Departmental sources of funds available?

No other source is available due to earlier 12% program cut during regular budget process. This was unanticipated added reduction to CIC program, compounding the cut to citizen involvement activities.

7. Describe any new revenue that this expenditure will produce, any cost savings that will result, and any anticipated payback to the contingency account.

No payback to contingency is possible.
Add-back will allow CIC to complete its program year, and deal with existing workload.
Add-back is also fairness issue for employee, who voluntarily waived med/dent to help CIC survive FY90-1.

8. This request is for a (Quarterly _____, Emergency _____) review.

9. FOR EMERGENCY REQUESTS ONLY: Describe in detail on an additional sheet the costs or risks that would be incurred by waiting for the next quarterly review, in justification of the emergency nature of this request.

10. Attach any additional information or comments you feel helpful.

John Mcgarry
Signature of Department Head/Elected Official

11/21/91
Date



MULTNOMAH
COUNTY

Citizen Involvement Committee

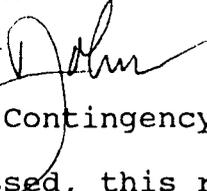
2115 SE MORRISON

PORTLAND, OREGON 97214

248-3450

November 21, 1991

TO: Dave Warren

FM: John Legry 

RE: Requested Contingency add-back to CIC

Dave, as discussed, this represents a fairness issue for the individual employee, Carol Ward, our Administrative/Legislative Assistant. Carol voluntarily waived medical and dental benefits, and two weeks pay in order to help us keep CIC afloat.

There is some pro-rate, I'm sure, due to remainder of year, so the \$4,059 benefits piece should be accordingly reduced. The outfall to Carol, personally, is her need for family dental care, which this voluntary reduction eliminated.

The Board did say on record that no employee would be individually required to bear the cost of the County's cut situation. In Carol's case, there is a clear "public commitment", in the sense of employer-employee relations, the mandate of the Charter and Ordinance to "adequately" and "sufficiently" support CIC (of which Carol's position is a primary component), and her absence (not to mention morale) significantly affect both our administrative and programmatic efficiency.

Thanks for your time and attention. I hope we can resolve this one in Carol's favor.

CC: Mike Schultz, CIC Chair

BUDGET MODIFICATION NO. NOND 19

(For Clerk's Use) Meeting Date **DEC 31 1991**

Agenda No. R-17

1. REQUEST FOR PLACEMENT ON THE AGENDA FOR December 19, 1991
(Date)

DEPARTMENT _____

DIVISION _____

CONTACT Rick Bauman

TELEPHONE 248-5217

*NAME(S) OF PERSON MAKING PRESENTATION TO BOARD _____

SUGGESTED

AGENDA TITLE (to assist in preparing a description for the printed agenda)

Contingency Tap request to fund continuation of Outside In's Needle Exchange Program

(Estimated Time Needed on the Agenda)

2. DESCRIPTION OF MODIFICATION (Explain the changes this Bud Mod makes. What budget does it increase? What do the changes accomplish? Where does the money come from? What budget is reduced? Attach additional information if you need more space.)

PERSONNEL CHANGES ARE SHOWN IN DETAIL ON THE ATTACHED SHEET

Budget modification increases funds to the Health Division's HIV program to fund Outside In's Needle Exchange program thru September 1992 with funds available in contingency.

3. REVENUE IMPACT (Explain revenues being changed and the reason for the change)

- 0 -

4. CONTINGENCY STATUS (to be completed by Finance/Budget)

Contingency before this modification (as of _____) \$ _____
(Specify Fund) (Date)
After this modification \$ _____

Originated By Rick Bauman Date 12/3/91

Department Manager _____ Date _____

Budget Analyst _____ Date 12/18/91

Personnel Analyst _____ Date _____

Board Approval Crisis A. Patterson Date 12-31-91

Date

2999E/1

Sent Original to Kathy Jones 1-9-92.

EXPENDITURE
TRANSACTION EB []

GM []

TRANSACTION DATE _____

ACCOUNTING PERIOD _____

BUDGET FY 91/92

Document Number	Action	Fund	Agency	Organi- zation	Activity	Reporting Category	Object	Current Amount	Revised Amount	Change Increase (Decrease)	Sub-Total	Description
		156	010	0300		6060				\$18,750		
		156	010	0300		7100				\$ 131		
		100	050	9120		7700				(\$18,881)		
						7700				\$ 131		
		100	010	0104		7608				\$18,881		

//////////////////////////////////////
TOTAL EXPENDITURE CHANGE // **\$19,012** **TOTAL EXPENDITURE CHANGE**

REVENUE
TRANSACTION RB []

GM []

TRANSACTION DATE _____

ACCOUNTING PERIOD _____

BUDGET FY _____

Document Number	Action	Fund	Agency	Organi- zation	Activity	Reporting Category	Revenue Source	Current Amount	Revised Amount	Change Increase (Decrease)	Sub-Total	Description
		156		0300			7601			\$18,881		
		100		7420			6602			\$ 131		

//////////////////////////////////////
TOTAL REVENUE CHANGE // **\$19,012** **TOTAL REVENUE CHANGE**

REQUEST FOR GENERAL FUND CONTINGENCY TRANSFER

1. Attachment to Bud Mod No. NONP-19 2. Amount requested from General Fund Contingency: \$18,881

3. Summary of request:

Request to transfer \$18,881 to the Health Division to contract with Outside In for the continuation of the Needle Exchange program through September 1992. During this time the County Health Division will work with Outside In and the State Health Division to evaluate the program's data and develop recommendations regarding the long-term need for needle exchange as a part of the overall HIV prevention effort.

4. Has the expenditure for which this transfer is sought been included in any budget request during the past five years? Yes If so, when? 89/90, 90/91, 91/92
If so, what were the circumstances of its denial?

Due to funding limitations caused by Measure 5, funds for the Needle Exchange program were cut after they had already been approved in the 91/92 budget

5. Why was this expenditure not included in the annual budget process?

Funding for this program was included in the 91/92 budget, it was subsequently cut in the late summer

6. What efforts have been made to identify funds from another source within the Department, to cover this expenditure? Why are no other Departmental sources of funds available?

No other appropriate source of funding

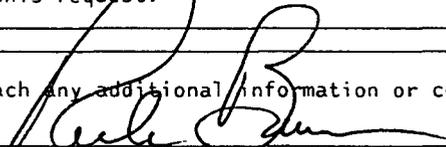
7. Describe any new revenue that this expenditure will produce, any cost savings that will result, and any anticipated payback to the contingency account.

- 0 -

8. This request is for a (Quarterly X, Emergency _____) review.

9. FOR EMERGENCY REQUESTS ONLY: Describe in detail on an additional sheet the costs or risks that would be incurred by waiting for the next quarterly review, in justification of the emergency nature of this request.

10. Attach any additional information or comments you feel helpful.


Signature of Department Head/Elected Official

Dec 3, 1991
Date

BUDGET MODIFICATION NO. NOND 22 REVISED

(For Clerk's Use) Meeting Date DEC 31 1991
Agenda No. R-18

1. REQUEST FOR PLACEMENT ON THE AGENDA FOR _____

(Date)

DEPARTMENT Nondepartmental

DIVISION County Chair's Office

CONTACT Delma Farrell

TELEPHONE 248-3308

* NAME(S) OF PERSON MAKING PRESENTATION TO BOARD Hank Miggins, Delma Farrell

SUGGESTED

AGENDA TITLE (to assist in preparing a description for the printed agenda)

Contingency request to fund meetings' facilitation and dues approved or coming due after the formal budget was adopted

(Estimated Time Needed on the Agenda)

2. DESCRIPTION OF MODIFICATION

(Explain the changes this Bud Mod makes. What budget does it increase? What do changes accomplish? Where does the money come from? What budget is reduced? Attach additional information if you need more space.)

Personnel changes are shown in detail on the attached sheet

Increases Chair's Office Professional Services by \$14,639 for (1) Multnomah County's 1/3 share of facilitation services at Joint Governments' meetings, and (2) ongoing facilitation services for Childrens' Justice Task Force. Increases Chair's Office Dues & Subscriptions budget by [\$2,900] \$1,500 for [(1) participation in FOCUS regional planning meetings, and (2)] increase in Association of Oregon Counties dues.

Note: request amended on 12/31/91 to exclude \$1,400 originally included as County cost of participating in FOCUS

BOARD OF COUNTY COMMISSIONERS
MULTNOMAH COUNTY
OREGON
1992 JAN -3 PM 1:32

3. REVENUE IMPACT

(Explain revenues being changed and reason for the change)

4. CONTINGENCY STATUS

(to be completed by Budget & Planning)

Fund Contingency before this modification (as of _____) \$ _____

Date

After this modification \$ _____

Originated By <u>Delma Farrell</u>	Date <u>1/3/92</u>	Department Director	Date
Plan/Budget Analyst <u>David C. Warren</u>	Date <u>1/3/92</u>	Employee Services	Date
Board Approval <u>Carris A. Parkerson</u>	Date <u>1-3-92</u>		

Sent Original to Dave Warren 1-9-92.

EXPENDITURE NOND 22

TRANSACTION EB GM []

TRANSACTION DATE _____

ACCOUNTING PERIOD _____

BUDGET FY _____

Document Number	Action	Fund	Agency	Organization	Activity	Reporting Category	Object	Current Amount	Revised Amount	Change Increase (Decrease)	Subtotal	Description	
		100	050	9201			6110			14,639		Facilitation at Joint Governments' meetings (5,139), and Children's Justice Task Force (9,500)	
		100	050	9208			6050			1,500		AOC (1,500)	
											16,139	SUBTOTAL M&S	
		100	045	9120			7700			(16,139)	(16,139)	Contingency	
TOTAL EXPENDITURE CHANGE											0	0	

REVENUE

TRANSACTION EB GM []

TRANSACTION DATE _____

ACCOUNTING PERIOD _____

BUDGET FY _____

Document Number	Action	Fund	Agency	Organization	Activity	Reporting Category	Object	Current Amount	Revised Amount	Change Increase (Decrease)	Subtotal	Description	
TOTAL REVENUE CHANGE											0	0	

BUDGET MODIFICATION NO. NOND 22

(For Clerk's Use) Meeting Date DEC 31 1991

Agenda No. R-18

1. REQUEST FOR PLACEMENT ON THE AGENDA FOR _____

(Date)

DEPARTMENT Nondepartmental

DIVISION County Chair's Office

CONTACT Delma Farrell

TELEPHONE 248-3308

* NAME(S) OF PERSON MAKING PRESENTATION TO BOARD Hank Miggins, Delma Farrell

SUGGESTED

AGENDA TITLE (to assist in preparing a description for the printed agenda)

Contingency request to fund meetings' facilitation and dues approved or coming due after the formal budget was adopted

(Estimated Time Needed on the Agenda)

2. DESCRIPTION OF MODIFICATION

(Explain the changes this Bud Mod makes. What budget does it increase? What do changes accomplish? Where does the money come from? What budget is reduced? Attach additional information if you need more space.)

Personnel changes are shown in detail on the attached sheet

Increases Chair's Office Professional Services by \$14,639 for (1) Multnomah County's 1/3 share of facilitation services at Joint Governments's meetings, and (2) ongoing facilitation services for Childrens' Justice Task Force. Increases Chair's Office Dues & Subscriptions budget by \$2,900 for (1) participation in FOCUS regional planning meetings, and (2) increase in Association of Oregon Counties dues.

3. REVENUE IMPACT

(Explain revenues being changed and reason for the change)

4. CONTINGENCY STATUS

(to be completed by Budget & Planning)

Fund Contingency before this modification (as of _____) \$ _____

Date

After this modification \$ _____

Originated By _____ Date _____

Department Director _____ Date _____

Plan/Budget Analyst _____ Date _____

Employee Services _____ Date _____

Board Approval _____ Date _____

D. Farrell

David C. Sharron

12/13/91

[Signature]

REQUEST FOR GENERAL FUND CONTINGENCY TRANSFER

1. Attachment to Bud Mod No. ¹² ~~NOND 19~~ 2. Amount requested from General Fund Contingency: \$ 17,538.64

3. Summary of request:

Multnomah County 1/3 share of facilitation services for Joint Governments Meetings	5,138.64
On-going facilitation services of Childrens Justice Task Force meetings	9,500.00
Dues & Subscriptions:	
Association of Oregon Counties	1,500.00
FOCUS Regional Planning sessions	1,400.00

4. Has the expenditure for which this transfer is sought been included in any budget request during the past five years? Yes If so, when? FY 90/91
If so, what were the circumstances of its denial?

Childrens Justice Task Force was funded through FY 90/91. When the scopt of the Task Force project changed, the facilitation contract was extended. Partial FY 91/92 funding from DHS Administration and Juvenile Justice Division no longer available. AOC dues are \$1500 more than projected budget including an unanticipated \$471 public land assessment.

5. Why was this expenditure not included in the annual budget process?

Occurred after formal budget adopted.

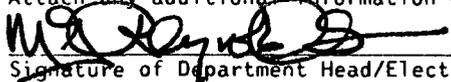
6. What efforts have been made to identify funds from another source within the Department, to cover this expenditure? Why are no other Departmental sources of funds available?

7. Describe any new revenue that this expenditure will produce, any cost savings that will result, and any anticipated payback to the contingency account.

8. This request is for a (Quarterly XX, Emergency _____) review.

9. FOR EMERGENCY REQUESTS ONLY: Describe in detail on an additional sheet the costs or risks that would be incurred by waiting for the next quarterly review, in justification of the emergency nature of this request.

10. Attach any additional information or comments you feel helpful.


Signature of Department Head/Elected Official

_____ Date

EXPENDITURE NOND 22

TRANSACTION EB GM []

TRANSACTION DATE _____

ACCOUNTING PERIOD _____

BUDGET FY _____

Document Number	Action	Fund	Agency	Organization	Activity	Reporting Category	Object	Current Amount	Revised Amount	Change Increase (Decrease)	Subtotal	Description	
		100	050	9201			6110			14,639		Facilitation at Joint Governments' meetings (5,139), and Children's Justice Task Force (9,500)	
		100	050	9208			6050			2,900		AOC (1,500) and FOCUS (1,400)	
											17,539	SUBTOTAL M&S	
		100	045	9120			7700			(17,539)	(17,539)	Contingency	
TOTAL EXPENDITURE CHANGE											0	0	

REVENUE

TRANSACTION EB GM []

TRANSACTION DATE _____

ACCOUNTING PERIOD _____

BUDGET FY _____

Document Number	Action	Fund	Agency	Organization	Activity	Reporting Category	Object	Current Amount	Revised Amount	Change Increase (Decrease)	Subtotal	Description	
TOTAL REVENUE CHANGE											0	0	

BUDGET MODIFICATION NO. NOND 24

(For Clerk's Use) Meeting Date DEC 31 1991
Agenda No. R-19

1. REQUEST FOR PLACEMENT ON THE AGENDA FOR _____

(Date)

DEPARTMENT Nondepartmental
CONTACT Jerry Bittle

DIVISION Affirmative Action
TELEPHONE 823-3173

* NAME(S) OF PERSON MAKING PRESENTATION TO BOARD Jerry Bittle

SUGGESTED

AGENDA TITLE (to assist in preparing a description for the printed agenda)

Transfer of \$1,520 from Contingency to pay for one FM loop amplifier to be transported to public meetings to allow the hearing impaired to participate.

(Estimated Time Needed on the Agenda)

2. DESCRIPTION OF MODIFICATION

(Explain the changes this Bud Mod makes. What budget does it increase? What do changes accomplish? Where does the money come from? What budget is reduced? Attach additional information if you need more space.)

Personnel changes are shown in detail on the attached sheet

This action increases the County supplement to the Metropolitan Human Relations Commission to cover the cost of purchasing one FM loop amplifier for the deaf and hearing impaired.

3. REVENUE IMPACT

(Explain revenues being changed and reason for the change)

N/A

4. CONTINGENCY STATUS

(to be completed by Budget & Planning)

Reduces General Fund Contingency by \$1,520

Originated By <u>Gerald W. Bittle</u>	Date <u>12-13-91</u>	Department Director <u>[Signature]</u>	Date <u>12/17/91</u>
Plan/Budget Analyst <u>David C. Darr</u>	Date <u>12/13/91</u>	Employee Services <u>N/A</u>	Date
Board Approval <u>Cerie A. Parkerson</u>	Date <u>12-31-91</u>		

Sent Original to Dave Warren 1-9-92.

EXPENDITURE NOND 24

TRANSACTION EB GM []

TRANSACTION DATE _____

ACCOUNTING PERIOD _____

BUDGET FY _____

Document Number	Action	Fund	Agency	Organization	Activity	Reporting Category	Object	Current Amount	Revised Amount	Change Increase (Decrease)	Subtotal	Description
		100	050	9355			6050			1,520		
											1,520	SUBTOTAL M&S
		100	045	9120			7700			(1,520)	(1,520)	
TOTAL EXPENDITURE CHANGE										0	0	

REVENUE

TRANSACTION EB GM []

TRANSACTION DATE _____

ACCOUNTING PERIOD _____

BUDGET FY _____

Document Number	Action	Fund	Agency	Organization	Activity	Reporting Category	Object	Current Amount	Revised Amount	Change Increase (Decrease)	Subtotal	Description
TOTAL REVENUE CHANGE										0	0	

REQUEST FOR GENERAL FUND CONTINGENCY TRANSFER

1. Attachment to Bud Mod No. NON 242. Amount requested from General Fund Contingency \$ 1,520.

3. Summary of Request

The Americans with Disabilities Act requires that Multnomah County provide auxiliary aids for the deaf and hearing impaired. This request is for the purchase of one FM loop amplifier to be used countywide and loaned out on a needs basis through the Metropolitan Human Relations Commission

4. Has the expenditure for which this transfer is sought been included in any budget request during the past five years? NO If so, when? _____.

If so, what were the circumstances of its denial?

5. Why was this expenditure not included in the annual budget process?

Applicable regulations were not issued until July 1991. The County was not aware of our obligation to provide auxiliary aids when the original budget was being developed.

6. What efforts have been made to identify funds from another source within the Department to cover this expenditure? Why are no other Departmental sources of funds available?

Neither the Affirmative Action program nor the Metropolitan Human Relations Commission has appropriations that can be tapped for this purpose.

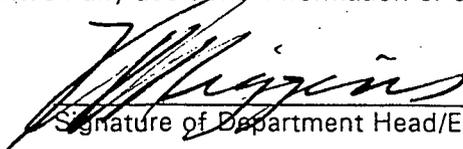
7. Describe any new revenue that this expenditure will produce, any cost savings that will result, and any anticipated payback to the contingency account.

Purchase of an FM loop amplifier with centralized access for all departments to use will eliminate duplicative costs.

8. This request is for a (Quarterly X, Emergency) review.

9. FOR EMERGENCY REQUESTS ONLY: Describe in detail on an additional sheet the costs or risks that would be incurred by waiting for the next quarterly review, in justification of the emergency nature of this request.

10. Attach any additional information or comments you feel helpful.


Signature of Department Head/Elected Official

12/17/91
Date

Meeting Date: DEC 31 1991

Agenda No.: R-20

(Above space for Clerk's Office Use)

2595

AGENDA PLACEMENT FORM
(For Non-Budgetary Items)

SUBJECT: Resolution - PERS Police and Fire Pension Benefits
to Probation and Parole Officers
AGENDA REVIEW/
BOARD BRIEFING _____ REGULAR MEETING Dec. 31, 1991
(date) (date)

DEPARTMENT Office of the Chair DIVISION Labor Relations

CONTACT Kenneth Upton TELEPHONE 248-5135 Ext. 2168

PERSON(S) MAKING PRESENTATION Darrell Murray

ACTION REQUESTED:

INFORMATIONAL ONLY POLICY DIRECTION APPROVAL

ESTIMATED TIME NEEDED ON BOARD AGENDA: 15 minutes

CHECK IF YOU REQUIRE OFFICIAL WRITTEN NOTICE OF ACTION TAKEN: _____

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

Resolution in the matter of PERS Police and Fire Pension Benefits
to Probation and Parole Officers.

(If space is inadequate, please use other side)

SIGNATURES:

ELECTED OFFICIAL ~~W.D. Reynolds~~

Or

DEPARTMENT MANAGER Kenneth Upton W.D. Reynolds

(All accompanying documents must have required signatures)

Copy of Resolution 91-197 sent to Ken Upton &
Curtis Smith on 1-9-92.



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

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: Board of County Commissioners

FROM: Kenneth Upton, Labor Relations Manager *KU*

DATE: December 20, 1991

SUBJECT: Police and Fire Benefits for Certain Exempt Employees in the Department of Community Corrections

Attached for your review and consideration is a revised version of the Resolution Involving Extension of PERS Police and Fire Pension Benefits to certain Probation and Parole employees. This matter is set for Board consideration December 31. Addendum "L" of the Local 88 agreement requires extension of this benefit to Probation and Parole Officers by Resolution prior to January 1, 1992. Extension to exempt employees is a matter of policy determination. Since this is an exempt matter, Curtis Smith and Robert Jackson will brief each Board member concerning the particulars of this proposal prior to December 31.

1683L/KU/ljd

Attachment

c with attachment: Robert Jackson Julia Huddleston
Susan Kaeser Darrell Murray
Curtis Smith

BEFORE THE BOARD OF COUNTY COMMISSIONERS

MULTNOMAH COUNTY, OREGON

In the matter of the extension of)
PERS Police and Fire Pension Benefits) RESOLUTION
to Probation and Parole Officers.) 91-197

WHEREAS, Multnomah County and Multnomah County Employees Union, Local 88, AFSCME, have entered into a collective bargaining agreement for 1991-92 governing the wages, hours and working conditions of employees in the general employees' bargaining unit, including Probation and Parole Officers, and

WHEREAS, the provisions of this collective bargaining agreement provide that the Board shall by resolution declare that employees allocated to the classification of Probation and Parole Officer shall be deemed police officers for purposes of ORS 237.610, and

WHEREAS, a certain number of exempt employees are also BPSST certified Probation and Parole Officers working in the direct line supervision and management of Probation and Parole Officers.

THEREFORE BE IT RESOLVED:

1. Effective December 5, 1991 and thereafter employees allocated to the classification of:
 - Probation and Parole Officer;
 - Probation/Parole Officer Supervisor; and
 - Probation/Parole Branch Manager
 - Probation/Parole Services Manager, Seniorshall be deemed police officers for purposes of ORS 237.610.

2. Additional exempt employees in the Department of Community Corrections shall be deemed police officers for purposes of ORS 237.610 upon the date of certification by the Director of the Employee Services Division that such employees are:
 - a. BPSST Certified as Probation and Parole Officers;
 - b. Sworn as Probation and Parole Officers in Multnomah County; and
 - c. Directly supervise employees allocated to the classifications cited in "1" above.

3. The above designation is solely for the purposes of equitable treatment of these employees for pension purposes and is without prejudice to the County's position as to their status for any other purpose.

ADOPTED this 31st day of December, 1991.



By Gladys McCoy
Gladys McCoy, Chair
Multnomah County, Oregon

By Laurence Kressel
Laurence Kressel, County Counsel

1884L

Corrected Copy A
December 31, 1991

BEFORE THE BOARD OF COUNTY COMMISSIONERS

MULTNOMAH COUNTY, OREGON

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PERS Police and Fire Pension Benefits) RESOLUTION
to Probation and Parole Officers.) 91-197

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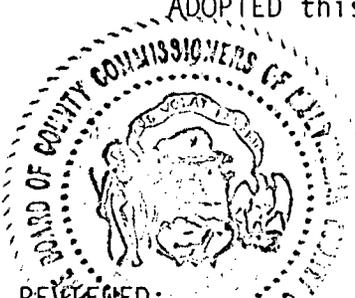
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By Gladys McCoy
Gladys McCoy, Chair
Multnomah County, Oregon

REVIEWED:
By Laurence Kressel
Laurence Kressel, County Counsel

1884L

Corrected Copy A
December 31, 1991