

# 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

May 27 - 31, 1991

Monday, May 27, 1991 - HOLIDAY - COURTHOUSE CLOSED. . . . .

Tuesday, May 28, 1991 - 9:30 AM - MEETING CANCELLED . . . . .

Tuesday, May 28, 1991 - 1:30 PM - Planning Items. . . .Page 2

Tuesday, May 28, 1991 - 2:15 PM - Board Briefings . . .Page 3

Tuesday, May 28, 1991 - 3:15 PM - Agenda Review . . . .Page 3

Thursday, May 30, 1991 - 9:30 AM - Regular Meeting. . .Page 4

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, May 28, 1991 - 1:30 PM

Multnomah County Courthouse, Room 602

PLANNING ITEMS

The Following May 6, 1991 Decisions of the Planning Commission are Reported to the Board of County Commissioners for Acknowledgement by the Presiding Officer:

1. CS 3-91 APPROVE, SUBJECT TO CONDITIONS, a Modification in the CS, Community Service Overlay Designation, to Allow the Installation of an Ammoniation Facility, for Property Located at 6704 SE Cottrell Road
  2. CU 7-91 APPROVE, SUBJECT TO CONDITIONS, a Two-Acre Mortgage Lot for the Subject Property Located at 9949 NW Kaiser Road
  3. CU 8-91 APPROVE, SUBJECT TO CONDITIONS, Conditional Use Permit for Development of the Subject Property with a Non-Resource Related Single Family Residence, for Property Located at 43220 SE Trout Creek Road
  4. CU 9-91 APPROVE, SUBJECT TO CONDITIONS, Conditional Use Permit to Allow for the Construction of a 24' x 40' Garage on the Subject Property for the Storage of 'Motor Vehicles of Special Interest', for Property Located at 2321 SE 142nd Avenue
  5. CU 10-91 APPROVE, SUBJECT TO CONDITIONS, Conditional Use Permit for Development of the Subject Property with a Non-Resource Related Single Family Residence, for Property Located at 14660 NW Rock Creek Road
- 

The Following May 7, 1991 Decisions of the Planning Commission are Reported to the Board of County Commissioners for Acknowledgement by the Presiding Officer:

6. HV 5-91 APPROVE, SUBJECT TO CONDITIONS, Requested Height Variance to Allow Construction of a Two-Story Addition to an Existing Single Family Residence;  
WRG 5-91 APPROVE a Willamette River Greenway Permit, as Contained in MCC 11.15.6350, for Property Located at 12610 SW Elk Rock Road
7. CS 5-91 APPROVE, SUBJECT TO CONDITIONS, Requested Community Service Use Expansion for West Orient School, for Property Located at 29805 SE Orient Drive
8. LD 1-91 DENY Requested Appeal of Planning Director's Decision;  
APPROVE, SUBJECT TO CONDITIONS, the Requested Type III Land Division, a Minor Partition Resulting in Two Lots, Including a Flag Lot, for Property Located at 6075 SW Mill Street

9. LD 17-89a APPROVE Requested Modification of Condition 8 of LD 17-89, Regarding Water Supply, to Read as Shown on Page 4 of the Planning Commission Decision of May 7, 1991;  
MC 2-89a APPROVE Requested Modification of Conditions 5 and 6 of MC 2-89, Regarding the Private Road, to Read as Shown on Page 4 of the Planning Commission Decision of May 7, 1991, all for Property Located at 12200 NW Rock Creek Road
- 

The Following May 7, 1991 Decisions of the Planning Commission are Reported to the Board for Acceptance and Implementation by Board Order:

10. PR 3-91 APPROVE, SUBJECT TO CONDITIONS, Amendment of the Comprehensive Plan Map Changing the Designation of the Subject Site from BPO, Business and Professional Office District to EC, Extensive Commercial District;  
ZC 3-91 APPROVE, SUBJECT TO CONDITIONS, Amendment of Sectional Zoning Map #708, Changing the Subject Property from BPO, Business and Professional Office District to EC, Extensive Commercial District, all for Property Located at 2628 SE 98th Avenue
- 
11. C 3-91b First Reading and Possible Adoption of an ORDINANCE Amending the Multnomah County Code Chapter 11.15 by Permitting, Under Certain Siting Standards, the Placement of Mobile Homes on Individual Lots in Low Density and Single Family Residential Districts, and Declaring an Emergency
- 

Tuesday, May 28, 1991 - 2:15 PM

Multnomah County Courthouse, Room 602

BOARD BRIEFINGS

12. Oregon Legislative Update. Presented by Fred Neal and Howard Klink. (2:15-3:15 PM TIME CERTAIN)
- 

Tuesday, May 28, 1991 - 3:15 PM

Multnomah County Courthouse, Room 602

AGENDA REVIEW

13. Review of Agenda for Regular Meeting of May 30, 1991

Thursday, May 30, 1991 - 9:30 AM

Multnomah County Courthouse, Room 602

REGULAR MEETING

CONSENT CALENDAR

DEPARTMENT OF HUMAN SERVICES

- APP*
- C-1 Ratification of an Intergovernmental Agreement Between Multnomah County Health Division and the State Health Division's Public Health Laboratory to continue low-cost testing for hepatitis patients for FY 1991-92.

REGULAR AGENDA

DEPARTMENT OF HUMAN SERVICES

- APP*
- R-1 Budget Modification DHS #38 Authorizing an Increase in the Social Services Division MED Program Office Budget by a Net Total of \$629,690 to Reflect Additional Funding for Contracted Services via the State Mental Health Grant through Amendment #49
- R-2 Budget Modification DHS #39 Authorizing an Increase in the Social Services Division DD Program Office Budget by a Net Total of \$57,350 Making Technical Year End Adjustments and Appropriating Increase Funding from the State Mental Health Division through Amendment #49 *91-77*

DEPARTMENT OF GENERAL SERVICES

- R-3 RESOLUTION In the Matter of the Issuance of Short-Term Promissory Notes (Tax Anticipation Notes, Series 1991) in the Amount of Not to Exceed \$9,000,000 for the Purpose of Meeting Current Expenses of the County for the 1991-1992 Fiscal Year *91-78*

NON-DEPARTMENTAL

- R-4 RESOLUTION In the Matter of Efficiencies in Multnomah County Government

0103C/39-42  
cap

MEETING DATE: 5-30-91

516C.11

**CONTRACT APPROVAL FORM**

(See Administrative Procedure #2106)

MULTNOMAH COUNTY OREGON

Contract # 100032Amendment # —

CLASS I	CLASS II	CLASS III
<input type="checkbox"/> Professional Services under \$10,000	<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	<input checked="" type="checkbox"/> Intergovernmental Agreement  <u>C-1 5-30-91</u>

Contact Person Brame Phone x2670 Date 5/10/91Department Human Services Division Health Bldg/Room 160/2

Description of Contract State will continue to provide hepatitis testing for County clients at no charge for screening (prenatal and refugee) and communicable disease (food handlers). State will charge for diagnostic testing.

RFP/BID # Exempt Date of RFP/BID \_\_\_\_\_ Exemption Exp. Date \_\_\_\_\_ORS/AR # \_\_\_\_\_ Contractor is ☐ MBE ☐ WBE ☐ QRFContractor Name State Health DivisionMailing Address 1400 S.W. 5th Ave.Portland, Oregon 97201Phone 229-5754Employer ID # or SS # N/AEffective Date July 1, 1991Termination Date June 30, 1992

Original Contract Amount \$ \_\_\_\_\_

Amount of Amendment \$ \_\_\_\_\_

Total Amount of Agreement \$ Requirements

HBsAg	\$2.75
Anti-HBc (HBcAb)	\$3.60
Anti-HBs (HBsAb)	\$4.15
IgM Anti-HAV (HAVAB-IgM)	\$9.70
IgM Anti-HBc (HBcAb-IgM)	\$9.70

**Payment Term**

- ☐ Lump Sum \$ \_\_\_\_\_
- ☒ Monthly \$ Invoice
- ☐ Other \$ \_\_\_\_\_
- ☐ Requirements contract - Requisition required.
- Purchase Order No. \_\_\_\_\_
- ☐ Requirements Not to Exceed \$ 7,158

**REQUIRED SIGNATURES:**Department Manager Billi Odegaard / ActingPurchasing Director  
(Class II Contracts Only)County Counsel St. N. Toz...County Chair/Sheriff ...Date 5/10/91

Date \_\_\_\_\_

Date 5.14.91

Date \_\_\_\_\_

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	0870		6110			0300		Requirements	
02.											
03.											

INSTRUCTIONS ON REVERSE SIDE

WHITE - PURCHASING

CANARY - INITIATOR

PINK - CLERK OF THE BOARD

GREEN - FINANCE

### 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.

MAY 18

Meeting Date: MAY 30 1991

Agenda No.: C-1

(Above space for Clerk's Office Use)

AGENDA PLACEMENT FORM  
(For Non-Budgetary Items)

SUBJECT: Contract with State Health Division, Public Health Laboratory

BCC Informal \_\_\_\_\_ (date) BCC Formal \_\_\_\_\_ (date)

DEPARTMENT Human Services DIVISION Health

CONTACT Gary Sawyer TELEPHONE x3555

PERSON(S) MAKING PRESENTATION Tom Fronk/Duane Zussy

ACTION REQUESTED:

☐ INFORMATIONAL ONLY ☐ POLICY DIRECTION ☒ APPROVAL

ESTIMATED TIME NEEDED ON BOARD AGENDA: 5 minutes or less

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

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

The County is in need of continued low-cost testing for hepatitis patients. The State Health Division's Public Health Laboratory can provide the tests and report the test results to the County Laboratory.

*Returned original Contract to Brane 160/2 on 5-30-91*

BOARD OF  
COUNTY COMMISSIONERS  
1991 MAY 20 PM 2:26  
MULTIOMAH COUNTY  
OREGON

(If space is inadequate, please use other side)

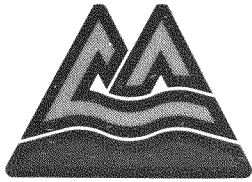
SIGNATURES:

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

Or

DEPARTMENT MANAGER Billi Adegaard, Acting Dir.

(All accompanying documents must have required signatures)



# MULTNOMAH COUNTY OREGON

DEPARTMENT OF HUMAN SERVICES  
HEALTH DIVISION  
426 S.W. STARK STREET, 8TH FLOOR  
PORTLAND, OREGON 97204  
(503) 248-3674  
FAX (503) 248-3676

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 Chair

VIA: ~~Duane Zussy, Director~~  
~~Department of Human Services~~

FROM: Bill Odegaard, Director  
Health Division

DATE: April 25, 1991

SUBJECT: Contract With Oregon State Health Division (Oregon State Public Health Laboratory)

Recommendation: The Health Division and the Department of Human Services recommend County Chair approval of this Intergovernmental Agreement with the State Health Division for the period July 1, 1991 to June 30, 1992.

Analysis: The contract provides for the Oregon State Public Health Laboratory to test sera from hepatitis clients and report the results to the Multnomah County Health Division Laboratory. The tests will be performed on an as-needed basis:

- 1) HBsAg tests at \$2.75 per test.
- 2) HBcAb tests at \$3.60 per test.
- 3) HBsAb tests at \$4.15 per test.
- 4) HAVAB-IgM tests at \$9.70 per test.
- 5) HBcAb-IgM tests at \$9.70 per test.

Background: State provides low-cost testing for hepatitis as a public health service, and charges the County the minimal cost of materials only for diagnostic testing. The County contracted for the service in FY 90-91.

[9857K-p]

**CONTRACT APPROVAL FORM**

(See Administrative Procedure #2106)

MULTNOMAH COUNTY OREGON

Contract # 10003aAmendment # -

<b>CLASS I</b> <input type="checkbox"/> Professional Services under \$10,000	<b>CLASS II</b> <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	<b>CLASS III</b> <input checked="" type="checkbox"/> Intergovernmental Agreement <b>RATIFIED</b> <b>Multnomah County Board of Commissioners</b> <u>C-1 5-30-91</u>
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Contact Person Brame Phone x2670 Date 5/10/91Department Human Services Division Health Bldg/Room 160/2

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**Payment Term**☐ Lump Sum \$ \_\_\_\_\_☒ Monthly \$ Invoice☐ Other \$ \_\_\_\_\_☐ Requirements contract - Requisition required.

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

☐ Requirements Not to Exceed \$ \_\_\_\_\_**REQUIRED SIGNATURES:**Department Manager Billi Odegaard Acting Date 5/10/91Purchasing Director \_\_\_\_\_  
(Class II Contracts Only)County Counsel [Signature] Date 5.14.91County Chair/Sheriff [Signature] Date 5.29.91

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.	156	010	0870		6110			0300		Requirements		
02.												
03.												

INSTRUCTIONS ON REVERSE SIDE

WHITE - PURCHASING

CANARY - INITIATOR

PINK - CLERK OF THE BOARD

GREEN - FINANCE

## LABORATORY SERVICES AGREEMENT

THIS INTERGOVERNMENTAL AGREEMENT, made and entered into as of the \_\_\_\_\_ day of \_\_\_\_\_, 1991, by and between MULTNOMAH COUNTY, a home rule political subdivision of the State of Oregon (hereinafter referred to as "COUNTY"), and the State of Oregon acting by and through Oregon State Public Health Laboratory (hereinafter referred to as "STATE").

### W I T N E S S E T H:

WHEREAS, COUNTY's Health Division requires Hepatitis Laboratory testing services which STATE is capable of providing, under terms and conditions hereinafter described; and

WHEREAS, STATE is able and prepared to provide such services as COUNTY does require, under the terms and conditions set forth; now, therefore,

IN CONSIDERATION of those mutual promises and the terms and conditions set forth hereafter, 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 amended or terminated under the provisions in paragraph 14.

#### 2. Services.

A. STATE's services under this Agreement shall consist of the following:

1) Test sera from COUNTY's clients for: Hepatitis B surface Antigen (HB<sub>s</sub>Ag); Hepatitis B core Antibody (HB<sub>c</sub>Ab); Hepatitis B surface Antibody (HB<sub>s</sub>Ab); Hepatitis A Virus Antibody - IgM Specific (HAVAB-IgM).

2) Call laboratory results at 248-3555 and or send or fax laboratory reports of results to Multnomah County Laboratory, 426 SW Stark, 9th Floor, Portland, Oregon 97204.

3) Pick up serum specimens daily from COUNTY Laboratory.

#### 3. Compensation.

A. COUNTY agrees to pay STATE for the performance of those diagnostic (i.e., clinic) services provided hereunder, which payment shall be based upon the following applicable terms:

- 1) HB<sub>s</sub>Ag tests at \$2.75 per test.
- 2) HB<sub>c</sub>Ab tests at \$3.60 per test.

- 3) HB<sub>s</sub>Ab tests at \$4.15 per test.
- 4) HAVAB-IgM tests at \$9.70 per test.
- 5) HBcAb-IgM tests at \$9.70 per test.

B. STATE agrees not to charge COUNTY for screening (i.e., prenatal and refugee), and communicable disease (i.e., food handler) services.

C. COUNTY certifies that either federal, state or local funds are available and authorized to finance the costs of this Agreement. In the event that funds cease to be available to COUNTY in the amounts anticipated, COUNTY may terminate or reduce Agreement funding accordingly. COUNTY will notify STATE as soon as it receives notification from funding source. Reduction or termination will not effect payment for accountable expenses prior to the effective date of such action.

D. COUNTY makes no guarantee as to the quantity of referrals that will be made from this Agreement.

E. Based upon a monthly invoice from STATE, COUNTY will send monthly payments to: Manager, Fiscal Services Section, Oregon State Health Division, P.O. Box 231, Portland, Oregon 97207.

#### 4. Contractor is Independent Contractor

A. STATE is an independent contractor and is solely responsible for the conduct of its programs. STATE, its employees and agents shall not be deemed employees or agents of COUNTY.

B. STATE shall defend, hold and save harmless COUNTY, its officers, agents, and employees from damages arising out of the tortious acts of STATE, or its officers, agents, and employees acting within the scope of their employment and duties in performance of this Agreement subject to the limitations and conditions of the Oregon Tort Claims Act, ORS 30.260 through 30.300, and any applicable provisions of the Oregon Constitution.

C. COUNTY shall defend, hold and save harmless STATE, its officers, agents, and employees from damages arising out of the tortious acts of COUNTY, or its officers, agents, and employees acting within the scope of their employment and duties in performance of this Agreement subject to the limitations and conditions of the Oregon Tort Claims Act, ORS 30.260 through 30.300, and any applicable provisions of the Oregon Constitution.

#### 5. Workers Compensation

A. STATE shall maintain Workers' Compensation insurance coverage for all non-exempt workers, employees, and subcontractors either as a carrier insured employer or a self-insured employer as provided in Chapter 656 of Oregon Revised Statutes.

#### 6. Contractor Identification

STATE shall furnish to COUNTY its employer identification number, as designated by the Internal Revenue Service.

7. Subcontracts and Assignment

STATE shall neither subcontract with others for any of the work prescribed herein, nor assign any of STATE'S rights acquired hereunder without obtaining prior written approval from COUNTY. COUNTY by this Agreement incurs no liability to third persons for payment of any compensation provided herein to STATE.

8. Access to Records

A. STATE agrees to permit authorized representatives of COUNTY, and/or the applicable Federal or State government audit agency to make such review of the records of the STATE as COUNTY or auditor may deem necessary to satisfy audit and/or program evaluation purposes. STATE shall permit authorized representatives of COUNTY Health Division to site visit all programs covered by this Agreement. Agreement costs disallowed as the result of such audits, review or site visits will be the sole responsibility of STATE. If a Agreement cost is disallowed after reimbursement has occurred, STATE will make prompt repayment of such costs.

9. Waiver of Default.

Waiver of a default shall not be deemed to be a waiver of any subsequent default. Waiver of breach of any provision of this Agreement shall not be deemed to be a waiver of any other or subsequent breach and shall not be construed to be a modification of the provisions of this Agreement.

10. Adherence to Law

A. STATE shall adhere to all applicable laws governing its relationship with its employees, including but not limited to laws, rules, regulations and policies concerning workers' compensation, and minimum and prevailing wage requirements.

B. STATE shall not unlawfully discriminate against any individual with respect to hiring, compensation, terms, conditions or privileges or employment, nor shall any person be excluded from participation in, be denied the benefits or, or be subjected to discrimination under any program or activity because of such individual's race, color, religion, sex, national origin, age or handicap. In that regard, STATE must comply with all applicable provisions of Executive Order Number 11246 as amended by Executive Order Number 11375 of the President of the United States dated September 24, 1965, Title VI of the Civil Rights Act of 1964 (42 U.S.C. §2000(d)) and Section 504 of the Rehabilitation Act of 1973 as implemented by 45 C.F.R. 84.4. STATE will also comply with all applicable rules, regulations and orders of the Secretary of Labor concerning equal opportunity in employment and the provisions of ORS Chapter 659.

11. Modification

A. In the event that COUNTY's Agreement obligation is amended by a federal or state initiated change, COUNTY shall amend this Agreement through written notification of changes sent to STATE by mail. STATE shall sign the amendment and return to COUNTY within twenty (20) working days of receipt of COUNTY's notification document.

B. Any other amendments to the provisions of this Agreement, whether COUNTY or STATE initiated, shall be reduced to writing and signed by both parties.

#### 12. Integration

This Agreement contains the entire Agreement between the parties and supersedes all prior written or oral discussions or Agreements.

#### 13. Record Confidentiality

STATE agrees to keep all client records confidential in accordance with State and Federal statutes and rules governing confidentiality.

#### 14. Early Termination

A. Violation of any of the rules, procedures, attachments, or conditions of this Agreement may, at the option of either party, be cause for termination of the Agreement and, unless and until corrected, of funding support by COUNTY and services by STATE, or be cause for placing conditions on said funding and/or services, which may include withholding of funds. Waiver by either party of any violation of this Agreement shall not prevent said party from invoking the remedies of this paragraph for any succeeding violations of this Agreement.

B. This Agreement may be terminated by either party by sixty (60) days written notice to the other party.

C. Immediate termination or amendment by COUNTY may occur under any of the following conditions; or

1) Upon notice of denial, revocation, suspension or nonrenewal of any license or certificate required by law or regulation to be held by STATE to provide a service under this Agreement.

2) Upon notice if STATE fails to start-up services on the date specified in this Agreement, or if STATE fails to continue to provide service for the entire Agreement period.

3) Upon notice to COUNTY of evidence that STATE has endangered or is endangering the health and safety of clients/residents, staff, or the public.

D. Payment to STATE will include all services provided through the day of termination and shall be in full satisfaction of all claims by STATE against COUNTY under this Agreement.

E. Termination under any provision of this section shall not affect any right, obligation or liability of STATE or COUNTY which accrued prior to such termination.

#### 15. Litigation.

A. STATE shall give COUNTY immediate notice in writing of any action or suit filed or any claim made against STATE or any subcontractor of which STATE may be aware of which may result in litigation related in any way to this Agreement.

16. Oregon Law and Forum

17. Certification Regarding Lobbying.

A. No federal appropriated funds can be or will be paid, by or on behalf of the CONTRACTOR, to any person for influencing or attempting to influence an officer or an employee of any agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

B. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with this contract, the CONTRACTOR shall complete and submit Standard Form-111, "Disclosure Form to Report Lobbying," in accordance with its instructions.

This Agreement shall be construed according to the law of the state of Oregon.

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

OREGON STATE HEALTH DIVISION

By \_\_\_\_\_

Date \_\_\_\_\_

HEALTH DIVISION

\_\_\_\_\_  
93-6001752  
Federal I.D. Number

STATE PUBLIC HEALTH LABORATORY

By: \_\_\_\_\_

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

By: \_\_\_\_\_  
Business Manager

By: \_\_\_\_\_  
Fiscal Officer

MULTNOMAH COUNTY, OREGON

By: Paul Baum for  
Gladys McCoy  
Multnomah County Chair

Date: 5/30/91

By: Billi Odegaard  
Billi Odegaard, Director

Date: 5/1/91

HEALTH DIVISION

By: Larry Sawyer  
Program Manager

Date: 04-30-'91

REVIEWED:

LAURENCE KRESSEL, County Counsel  
for Multnomah County, Oregon

By: Laurence Kessel

Date: 5.14.91

**RATIFIED**  
Multnomah County Board  
of Commissioners  
C-1 5-30-91

BUDGET MODIFICATION NO. DHS #38(For Clerk's Use) Meeting Date: MAY 30 1991Agenda No.: R-1

## 1. REQUEST FOR PLACEMENT ON THE AGENDA FOR \_\_\_\_\_

DEPARTMENT Human ServicesDIVISION Social ServicesCONTACT Susan Clark/Kathy TinkleTELEPHONE 248-3691NAME OF PERSON MAKING PRESENTATION TO BOARD Duane Zussy

SUGGESTED AGENDA TITLE (To assist in preparing a description for the printed agenda:

Budget Modification DHS # 38 increases the MED program office budget by a net total of \$629,690 to reflect additional funding for contracted services via in the State Mental Health Grant through amendment #49. The modification also makes technical adjustments within the MED budget resulting in no fiscal impact.

(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

Budget Modification DHS # 38 increases the MED budget by \$629,690. These changes reflect the increase in funding via the State Mental Health Grant (SMHG) of \$625,709 and \$3,981 of increased County General Fund support of Indirect Costs. This amount represents all changes through SMHG amendment #49.

Funding is adjusted in several MED services with the most significant being an increase of \$967,668 for Emergency Holds. These funds are to reimburse the County for Emergency Holds of clients that were diverted from Dammasch due to overcrowding.

Other technical adjustments are made within the MED budget to reflect where actual charges have been made. Additionally, a Data Processing Specialist, approved in budget modification DHS #32, is reclassified to a Data Analyst. This action has no fiscal impact.

## 3. REVENUE IMPACT

Increases State Mental Health Grant revenue by \$625,709.

Increases County General Fund by \$ 3,981.

Increases Service Reimbursement Fed/State Fund to General Fund by \$3,981.

## 4. CONTINGENCY STATUS (To be completed by Finance/Budget.) No change.

Originated by:

Date:

Department Director:

Date:

Finance/Budget:

Date:

Employee Relations:

Date:

Board Approval:

Date:

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

		156	010	1302	6110			(6,870)		Professional Services
		156	010	1302	7100			(447)		Indirect Costs
		156	010	1305	6060			(335,089)		Pass Thru
		156	010	1305	7100			(2,346)		Indirect Costs
		156	010	1380	6060			967,668		Pass Thru
		156	010	1380	7100			6,774		Indirect Costs
		100	010	0104	7608			3,981		Cash Transfer

TOTAL EXPENDITURE CHANGE								633,671	TOTAL EXPENDITURE CHANGE	
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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

		156	010	1300	2391			(24,000)		SDSD Mental Health
		156	010	1302	2605			(14,870)		SMHG
		156	010	1302	2654			10,000		OHSU/NIH
		156	010	1302	4005			(2,000)		OHSU
		156	010	1302	7601			(447)		CGF
		156	010	1305	4005			(8,000)		OHSU
		156	010	1305	2391			24,000		SDSD Mental Health
		156	010	1305	2605			(327,089)		SMHG
		156	010	1305	7601			(2,346)		CGF
		156	010	1380	2605			967,668		SMHG
		156	010	1380	7601			6,774		CGF
		100	045	7410	6602			3,981		Svs Reim F/S To GF

TOTAL REVENUE CHANGE								633,671	TOTAL REVENUE CHANGE	
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# 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

## MEMORANDUM

TO: Gladys McCoy  
Multnomah County Chair  
*Billi Odegaard, au Acting*  
VIA: ~~Duane Zussy~~, Director  
Department of Human Services  
FROM: Gary Smith, Director *YUS*  
Social Services Division

DATE: May 9, 1991

SUBJECT: Approval of Budget Modification DHS # 38

**RECOMMENDATION:** The Social Services Division recommends County Chair and Board approval of the attached budget modification DHS # 38 which increases the MED Program Office budget by a net total of \$629,690.

**ANALYSIS:** This budget modification increases State Mental Health Grant (SMHG) funding in the MED Program Office budget by \$625,709 as reflected in SMHG amendments through the most recent amendment #49. Funding is adjusted, a net decrease of \$341,959, in several MED services to adjust to actual allocations for the fiscal year. The most significant change in this budget modification is an increase of \$967,668 for Emergency Psychiatric Hospital Holds. These funds are necessary to reimburse the County for hospitalization of committed persons who were diverted from Dammasch State Hospital due to overcrowding.

Additionally, County General Fund support of indirect costs is increased by \$3,981, bringing the total change of this budget modification for the MED Program to \$629,690.

**BACKGROUND:** The Social Services Division has a biennial intergovernmental agreement with the State Mental Health Division to provide mental health services. This agreement is amended many times during the course of the biennium. With these amendments, increases and decreases in funding for current services and funding for new services are passed on to the County. With the acceptance of the changes, contract amendments are processed with community service providers to initiate the actions. This budget modification appropriates the changes to the MED Program budget through SMHG amendment #49.

(050801/KT)

AN EQUAL OPPORTUNITY EMPLOYER

BUDGET MODIFICATION NO. DHS#39(For Clerk's Use) Meeting Date: **MAY 30 1991**Agenda No.: R-2

## 1. REQUEST FOR PLACEMENT ON THE AGENDA FOR \_\_\_\_\_

DEPARTMENT Human ServicesDIVISION Social ServicesCONTACT Susan Clark/Kathy TinkleTELEPHONE 248-3691

NAME OF PERSON MAKING PRESENTATION TO BOARD \_\_\_\_\_

SUGGESTED AGENDA TITLE (To assist in preparing a description for the printed agenda:  
Budget Modification DHS # 39 increases the DD program office budget by a net total of \$57,350 making technical year end adjustments and appropriating increases funding from the State Mental Health Division through amendment #49.

(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.)

☒ [X] PERSONNEL CHANGES ARE SHOWN IN DETAIL ON THE ATTACHED SHEET

Budget Modification DHS # 39 increases the DD budget by \$57,350. These changes reflect the increase in funding via the State Mental Health Grant (SMHG) of \$46,483, Property and Space rental of \$7,800 and \$3,067 of increased County General Fund support of Indirect Costs. These amounts represent all changes through SMHG amendment #49.

Funding is adjusted in several areas within DD Operations. Current part-time PDS staff time in Family Support is increased by 600 hours for FY 90-91 only. To improve utilization and tracking of transportation funds, a Case Management Assistant is added. Property and space rentals are increased to accommodate a Facilities Management lease agreement with one of our DD providers.

In DD Case Management, technical adjustments are made in supplies and equipment to reflect projected year end expenditures and SMHG funding adjustments through SMHG amendment #49.

## 3. REVENUE IMPACT

Increases State Mental Health Grant revenue by \$ 46,483.

Increases County General Fund by \$ 3,067.

Increases Service Reimbursement Fed/State Fund to General Fund by \$3,067, the Fleet Fund by \$1,731 and the Insurance Fund by \$1,480.

## 4. CONTINGENCY STATUS (To be completed by Finance/Budget.) No change.

Originated by:

Date:

Department Director:

Date:

Finance/Budget:

Date:

Employee Relations:

Date:

Board Approval:

Date:

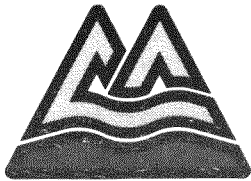
EXPENDITURE TRANSACTION		EB [ ]	GM [ ]	TRANSACTION DATE		ACCOUNTING PERIOD		BUDGET FISCAL YEAR		
Document				Object	Current	Revised	Increase			
Number	Action	Fund	Agency	Organization	Code	Amount	Amount	(Decrease)	Subtotal	Description
		156	010	1210	5100			15,361		Permanent
		156	010	1210	5200			(8,500)		Temporary
		156	010	1210	5500			3,058		Fringe
		156	010	1210	5550			1,480		Insurance
									11,399	PS Subtotal
		156	010	1210	6110			16,500		Professional Services
		156	010	1210	6120			1,000		Printing
		156	010	1210	6170			7,800		Rentals
		156	010	1210	6230			3,400		Supplies
		156	010	1210	6270			150		Food
		156	010	1210	6310			2,483		Education and Training
		156	010	1210	7100			2,896		Indirect Costs
		156	010	1210	7300			1,731		Motor Pool
									35,960	MS Subtotal
		156	010	1210	8400			3,000		Equipment
									3,000	Co Subtotal
									50,359	Org 1210 Total
		156	010	1270	6230			2,632		Supplies
		156	010	1270	7100			171		Indirect Costs
									2,803	MS Subtotal
		156	010	1270	8400			4,188		Equipment
									4,188	
									6,991	Org 1270 Total
		400	040	7531	6520			1,480		Insurance
		100	010	0104	7608			3,067		Cash Transfer/Indirect
		401	030	5920	6230			1,731		Motor Pool/Fleet
TOTAL EXPENDITURE CHANGE								63,628	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
		156	010	1210	2605			39,663	
		156	010	1210	4612			7,800	
		156	010	1210	7601			2,896	
		156	010	1270	2605			6,820	
		156	010	1270	7601			171	
		100	045	7410	6602			3,067	
		400	040	7531	6602			1,480	
		401	030	5920	6602			1,731	
TOTAL REVENUE CHANGE								63,628	
								TOTAL REVENUE	CHANGE

PERSONNEL DETAIL FOR BUD MOD DHS #39

5. ANNUALIZED PERSONNEL CHANGES (compute on a full year basis even though this action affects part of the fiscal year).					
		ANNUALIZED			
FTE	POSITION TITLE	BASE PAY	FRINGE	INSURANCE	TOTAL
1.0	PDS - Funding Eliminated Case Mgmt Asst	17,984	4,832	2,403	25,213
TOTAL CHANGE (ANNUALIZED)		17,984	4,832	2,403	25,213

6. CURRENT YEAR PERSONNEL CHANGES (calculate costs or savings that will take place within this fiscal year: these should explain the actual dollar amounts changed on the Bud Mod.					
		CURRENT FISCAL YEAR			
FTE	POSITION TITLE / EXPLANATION	BASE PAY	FRINGE	INSURANCE	TOTAL
.29	PDS (Family Support position increased 600 hrs - Danner)	6,051	1,658	580	8,289
.54	Case Mgmt Asst - Davis a/o 12-17-90	9,310	1,400	900	11,610
TOTAL CHANGE (ANNUALIZED)		15,361	3,058	1,480	19,899



# 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  
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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 Chair  
*Billi Odegaard (pc)*  
VIA: Billi Odegaard, Acting Director  
Department of Human Services  
FROM: Gary Smith, Director *hws*  
Social Services Division

DATE: May 15, 1991

SUBJECT: Approval of Budget Modification DHS # 39

-----  
**RECOMMENDATION:** The Social Services Division recommends County Chair and Board approval of the attached budget modification DHS # 39 which increases the DD Program Office budget by a net total of \$ 57,350.

**ANALYSIS:** These changes reflect technical year end adjustments and increased funding via the SMHG amendments through the most recent amendment #49.

Funding is increased \$ 47,463 in DD Operations adjusting to actual allocations for the fiscal year. This includes additional PDS time in Family Support, the addition of Case Management Assistant to improve utilization and tracking of transportation services and the appropriation of funding to accommodate a lease agreement between County Facilities Management and a DD provider agency. In DD Case Management technical adjustments of \$6,820 are made to reflect projected actual expenditures.

County General Fund support of indirect costs is increased by \$3,067, bringing the total change of this budget modification for the DD Program to \$ 57,350.

**BACKGROUND:** The Social Services Division has a biennial intergovernmental agreement with the State Mental Health Division to provide mental health services. This agreement is amended many times during the course of the biennium. With these amendments, increases and decreases in funding for current services and funding for new services are passed on to the County. With the acceptance of the changes, contract amendments are processed with community service providers to initiate the actions.

(051401/KT)

AN EQUAL OPPORTUNITY EMPLOYER

Meeting Date: MAY 30 1991

Agenda No.: 2-3

(Above space for Clerk's Office Use)

AGENDA PLACEMENT FORM  
(For Non-Budgetary Items)

Subject: Issuance of Short-Term Promisary Notes (Tax Anticipation Notes Series 1991) in an amount not to exceed \$9,000,000.

BCC Informal May 28, 1991  
(Date)

BCC Formal May 30, 1991  
(Date)

DEPARTMENT General Services DIVISION Finance

CONTACT Patricia Shaw or Dave Boyer TELEPHONE 248-3312

PERSON(S) MAKING PRESENTATION Patricia Shaw

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: x

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

To meet current expenses, as budgeted, for fiscal year 1991-92, until receipt of sufficient moneys from tax collections.

91-77

(If space is inadequate, please use other side)

SIGNATURES:

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

Or

DEPARTMENT MANAGER Linda Alexander / mmr

(All accompanying documents must have required signatures)

BEFORE THE BOARD OF COUNTY COMMISSIONERS

MULTNOMAH COUNTY, OREGON

In the matter of the Issuance of )  
Short-Term Promissory Notes (Tax )  
Anticipation Notes, Series 1991) )  
in the Amount of Not to Exceed )  
\$9,000,000 for the Purpose of )  
Meeting Current Expenses of the )  
County for the 1991-1992 Fiscal Year )

RESOLUTION 91-77

The above-entitled matter is before the Board of County Commissioners of Multnomah County, Oregon, upon a showing by the Director of the Department of General Services that, prior to the receipt of sufficient moneys from tax collections and other budgeted and unpledged revenues which the County estimates will be received from other sources during the fiscal year 1991-92, there is a need for the County to borrow money and issue Short-Term Promissory Notes (Tax Anticipation Notes, Series 1991) to meet its need for current expenses, provision having been made therefor in its duly adopted budget for such fiscal year.

It appearing to the Board, based upon the anticipated needs of the County for funds to meet current expenses where provision therefor has been made in its duly adopted budget for the fiscal year 1991-92 that, until there is receipt of sufficient moneys from tax collections and other budgeted and unpledged revenues which the County estimates will be received from other sources during that fiscal year, the County must contract indebtedness by the issuance of Short-Term Promissory Notes (Tax Anticipation Notes, Series 1991) in the amount of not to exceed \$9,000,000; that provision for the Short-Term Promissory Notes has been made in the duly adopted budget of Multnomah County, Oregon for the fiscal year 1991-92; and that prior to the issuance of the Tax Anticipation Notes, the ad valorem tax levies upon real and personal property for the fiscal year 1991-92 shall have been certified to the County Assessor for levy by Multnomah County, Oregon for such tax year; and

It further appearing to the Board that it would be appropriate that Short-Term Promissory Notes be issued by the County for the purpose of meeting current expenses pursuant to the authority of Oregon Revised Statutes Section 287.442; and the Board being fully advised, it is therefore

RESOLVED that Multnomah County, Oregon, through the Director of Finance, shall issue its Short-Term Promissory Notes (Tax Anticipation Notes, Series 1991) in the amount of not to exceed \$9,000,000 to such purchasers as may be approved by the Chair of the Board of County Commissioners. The Tax Anticipation Notes, Series 1991, may be issued from time to time, in such denominations and shall mature not later than June 30, 1992, as is approved by the Chair; and it is

FURTHER RESOLVED that Multnomah County, Oregon does covenant to comply with provisions of Section 148(f) of the Internal Revenue Code of 1986, as amended, unless the County obtains an opinion of nationally recognized bond counsel that such stationary provisions as to rebate are not applicable to the Tax Anticipation Notes, Series 1991; and it is

FURTHER RESOLVED that, without further authorization by the Board of County Commissioners, the Director of Finance may authorize the payment of interest on the Tax Anticipation Notes, Series 1991; and it is

FURTHER RESOLVED that the Tax Anticipation Notes, Series 1991, shall not exceed a maximum effective rate of interest of ten percent (10%) per annum; may be sold at private sale and at such discount as shall be approved by the Chair; shall not be subject to redemption prior to maturity; and shall be in such form as shall be approved by the Chair. The Tax Anticipation Notes, Series 1991, may bear the seal of Multnomah County, Oregon and shall be executed by the facsimile signature of the Chair and attested by the manual signature of the Director, Finance Division or designee.

ADOPTED THIS 30th DAY OF MAY, 1991.



REVIEWED BY

County Counsel  
Multnomah County, Oregon

By

281F/5-91

BOARD OF COUNTY COMMISSIONERS  
MULTNOMAH COUNTY, OREGON

By

Chair

Board of County Commissioners

Meeting Date: May 30, 1991

Agenda No.: R-4

(Above space for Clerk's Office Use)

AGENDA PLACEMENT FORM  
(For Non-Budgetary Items)

SUBJECT: RESOLUTION: IN THE MATTER OF EFFICIENCIES IN MULTNOMAH COUNTY GOVERN-  
MENT

AGENDA REVIEW/ May 27, 1991 REGULAR MEETING May 30, 1991  
BOARD BRIEFING (date) (date)

DEPARTMENT Non-Dept. DIVISION BCC (Anderson)

CONTACT Bill Farver TELEPHONE 248-3740

PERSON(S) MAKING PRESENTATION Bill Farver

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):

The BCC established an Internal Efficiencies Committee and charged it with an examination of the consultant's study (Hill Report) for efficiencies in Multnomah County government. A sub-committee of the Internal Efficiencies Committee explored several areas of support services looking for greater efficiencies. This resolution endorses the recommendations of the Internal Efficiencies Committee and asks the Chair to implement the recommendations.

91-78

(If space is inadequate, please use other side)

SIGNATURES:

ELECTED OFFICIAL Pauline Anderson

Or

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

(All accompanying documents must have required signatures)

PAULINE ANDERSON  
Multnomah County Commissioner  
District 1



605 County Courthouse  
Portland, Oregon 97204  
(503) 248-5220

March 5, 1991

To: Board of County Commissioners  
Elected Officials  
Department Managers  
From: Pauline Anderson  
Re: Internal Efficiencies

On February 28, 1991, the Board approved the proposed budget for Assessment and Taxation for 1991-2. This budget had to be approved to submit to the Department of Revenue.

During the course of our review of their budget, some Commissioners had concerns about specific areas. Many of these questions that can be more appropriately addressed as possible county wide budget policies.

I want to alert other Elected Officials and Department Managers of these areas. They include:

- education and training
- food
- dues and subscriptions
- increasing fees
- policy on filling vacant positions (which positions have been frozen and why, use of temporary employees, etc.)
- data processing
- travel/motor pool
- telephone

The Board believes it important for the integrity of the Measure Five budget process that all areas are carefully scrutinized.

As Chair of the Internal Committee, I am asking the Committee and its Project Team to review these areas to see if there are potential county wide budget policies which may be applicable. These budget policies should lead to greater efficiencies while still enabling the Departments to deliver quality service.

I ask that any thoughts the Managers or other Elected Officials have about county wide approaches to these areas be communicated to the Steering Committee. Recommendations from that group will be discussed during the April budget process.

Thank you for your cooperation and understanding.

May 22, 1991

To: Board of County Commissioners

From: Bill Farver

Re: Budget policies regarding Certain Support Services

The Project Team of the Internal Efficiencies Committee was asked by Commissioner Anderson to explore several areas of support services for possible county wide budget policies. The goal was "greater efficiencies while still enabling the Departments to deliver quality services." (see enclosed memo)

The Project Team met with representatives of several departments three times in March and April and developed recommendations. In April and again in May, we met with the Internal Efficiencies Committee and extensively revised those recommendations. Also, in April the Board passed the budget which had an impact on several areas.

Because of the complexity of budgeting, it was difficult to predict exact savings. We did not assume savings in addition to the budget actions already taken by the Board. Some of these suggestions will help implement budget actions already taken by the Board.

These department staff attended at least one of the meetings with the Project Team.

Geri Odisio, Ardys Craghead, DHS  
Betsy Williams, DES  
Kathy Busse, DGS  
Margaret Epting, Library  
Curtis Smith, DGS  
Steve Tillinghast, Sheriff  
Kelly Bacon, DA

Assistance provided by Jim Munz, Tom Guiney, Brian Fowles

The members of the Internal Efficiencies Committee are:

Pauline Anderson  
Sharron Kelley  
Bob Skipper  
Linda Alexander  
Duane Zussy  
Gary Blackmer  
Gary Oxman  
Kathy Busse

Attending at least one meeting with the Internal Efficiencies Committee were Ardys Craghead, Geri Odisio, Gary Walker, and Jim Munz.

Bill Farver, Robert Trachtenberg, Mike Delman, Fred Christ,  
Board Staff serving as the Project Team

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
OF MULTNOMAH COUNTY

In the Matter of Efficiencies in ) RESOLUTION 91-78  
Multnomah County Government )

WHEREAS, voters approved Ballot Measure 5 authorizing a limit on property taxes for state and local governments; and

WHEREAS, the County Commission and Portland City Council have approved budgets for the 1991-2 fiscal year which incorporate reductions in administration, programs, and materials and services, increases in fees, and the use of one time only money; and

WHEREAS, fiscal prudence and policy considerations dictate that local governments continue to seek efficiencies in government operations; and

WHEREAS, the Board of County Commissioners established the Internal Efficiencies Committee and directed it to examine suggestions in the consultant study (Hill report) for efficiencies in County government. Several recommendations were approved by the Committee and were included in the 1991-92 County budget; and

WHEREAS, Commissioner Anderson asked the Project Team of the Internal Efficiencies Committee to explore several areas of support services to find "greater efficiencies while still enabling the Departments to deliver quality services." The Project Team's revised report was approved by the Internal Efficiencies Committee for submission to the Board.

THEREFORE, BE IT RESOLVED, that the County endorses the recommendations of the Internal Efficiencies Committee and asks the Chair to implement the recommendations.

ADOPTED THIS 30<sup>th</sup> DAY OF MAY, 1991.

(SEAL)

BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

By Gladys McCoy  
Gladys McCoy, Chair

Laurence Kressel, County Counsel

2305/1 5-21-91

## SUMMARY OF RECOMMENDATIONS

### SALARY SAVINGS

1. Departmental requests for use of General Fund salary savings from vacancies will be screened and acted upon by the Board using the contingency criteria.

### DATA PROCESSING

1. Departments and Elected Officials must specifically budget for General Fund expenditures for data processing equipment.

2. BCC will not approve use of salary savings or savings in materials and services to purchase data processing equipment unless the contingency criteria are met.

3. Departmental purchases of data processing equipment and software that exceed \$1000 will go through an ISD screen.

4. The member of the Board of County Commissioners or their representative whose portfolio includes Information Services will be added to the Data Processing Management Committee (DPMC) as an advisory member.

5. These recommendations will be forwarded to the DPMC for their review and implementation.

### TELEPHONE

1. Departments purchasing new telephone equipment must use the consultant services of the County Telecommunications Office.

2. County Telecommunications office will develop criteria for the purchase or lease of speaker phones, cellular phones, multi-line phones, and voice mail.

3. The criteria developed will be forwarded to the DPMC for its review and implementation.

### EDUCATION AND TRAINING

1. Departments will detail the conferences, seminars, and training in the appropriate budget forms as directed by the budget manual to provide an opportunity during the budget process for informed review by the Board.

2. Department Managers and Elected Officials will develop a plan to equitably reduce education and training general fund expenditures by \$100,000 for the 1991-92 budget. The plan should attempt to apply uniform standards to Education and Training expenses across departmental lines.

3. The plan of the Department Managers and Elected Officials should be presented to the BCC for their approval by August 1, 1991.

MOTOR POOL

1. The Fleet Users Committee will review the current county parking plan and examine the rules and exceptions and the standards used by the Departments. Potential inequities should be discussed and more specific standards adopted county wide, if possible. The Plan will be forwarded to the BCC for review.
2. Adopt a modified proposed Administrative Procedure #3010 on Take Home Cars.
3. Adopt minimum use standards on Fleet vehicles to complement the minimum mileage standards.

NOTE: These recommendations apply to all Departments and Elected Officials.

AREA: SALARY SAVINGS

GOAL

1. More stringent policy governing use of General Fund salary savings.
2. Force departmental priorities into regular budget process or contingency process.

PLAN

1. Departmental requests for use of General Fund salary savings from vacancies will be screened and acted upon by the Board using the contingency criteria.

POSSIBLE IMPACTS

1. Departments will not forward and/or the Board will not fund some requests for the use of General Fund salary savings. Requests traditionally funded through salary savings will have to compete with other areas in the budget process.
2. This will not result in savings that could be reprogrammed to ongoing programs, but should result in small overall increases in the Beginning Working Capital.

## AREA: DATA PROCESSING

### GOAL

1. Control through the budget process the amount of money spent by Departments for data processing equipment.
2. Make better purchases (technically and strategically).

### PLAN

1. Departments and Elected Officials must specifically budget for General Fund expenditures for data processing equipment.
2. BCC will not approve use of General Fund salary savings or savings in materials and services to purchase data processing equipment unless the contingency criteria are met.
3. Departmental purchases of data processing equipment and software that exceed \$1000 will go through an ISD screen. (The DPMC currently has the authority to do this screen under Ordinance 511, but they are now only screening requests over \$10,000).

Jim Munz will work with DPMC Operating Committee to develop criteria for screen, which may include best technical solution, best long term solution, program impacts/efficiencies, and potential duplication of other equipment, possibilities of sharing equipment. ISD staff will apply the screen to departmental requests in advance of purchase. ISD will work with Purchasing in developing screening guidelines. ISD staff anticipates a one to two day turnaround time on screening requests.

In cases of disagreement between ISD and the Department, the Operating Committee will resolve the issue.

4. The member of the Board of County Commissioners or his/her representative whose portfolio includes Information Services will be added to the DPMC as an advisory member.
5. These recommendations will be forwarded to the DPMC for their review and implementation. If they disagree with the recommendations, ISD staff will report to the BCC on the areas of disagreement.

### POSSIBLE IMPACTS

1. May reduce the number of departmental purchases of data processing equipment.
2. Should result in purchases which are more compatible with county long range plan and meet the needs of the users.
3. Forces managers to make priority decisions on data processing equipment during budget time. Reduces their flexibility during the year.

## AREA: TELEPHONES

### GOAL

1. Greater awareness of telephone costs
2. Efficiency of use

### PLAN

1. Departments purchasing new telephone equipment must use the consultant services of the County Telecommunications Office.

Given the documented needs of the users, the County Telecommunications office will suggest most cost efficient approach to the Department.

If County office and Department cannot agree on a plan, the DPMC Operating Committee will be asked to resolve the disagreement if the amount spent is in excess of \$1,000.

2. County Telecommunications office will develop criteria for the purchase or lease of speaker phones, cellular phones, multi-line phones, and voice mail.

Those criteria and the cost (OTO and ongoing) for each option will be sent to the decision making manager within each department. Elected officials and managers are urged to check criteria with current use.

Telecommunications will keep this information and suggest exchanges when new appropriate requests are received.

3. The criteria developed will be forwarded to the DPMC for their review and implementation.

### POSSIBLE IMPACTS

1. Smaller departmental telephone budgets over time.
2. More appropriate acquisition of new telephone equipment.

## AREA: EDUCATION AND TRAINING

### GOAL

Reduce Education and Training budgets, while maintaining mandated training and encouraging county employees to share the cost of the education and training programs.

### PLAN

1. Departments will detail the conferences, seminars, and training in the appropriate budget forms as directed by the budget manual to provide an opportunity during the budget process for informed review by the Board.
2. Department Managers and Elected Officials will develop a plan to equitably reduce education and training general fund expenditures by \$100,000 for the 1991-92 budget. The plan should attempt to apply uniform standards to Education and Training expenses across departmental lines.
3. The plan of the Department Managers and Elected Officials should be presented to the BCC for their approval by August 1, 1991.

NOTE: Policy currently being developed by DHS may be of assistance in developing these standards.

NOTE: This and other recommendations would apply to all Elected Officials.

### POSSIBLE IMPACTS

1. Will force most education and training budget decisions to be made a year or more in advance.
2. Insures collaboration with employee on paying the costs of education and training.
3. Provides clearer legislative oversight of education and training expenses.

AREA: MOTOR POOL

GOAL

1. More efficient use of Motor Pool
2. More efficient use of County parking lots.
3. Full cost recovery for users of parking lots.
4. Reduce the number of take home cars.

PLAN

1. The Fleet Users Committee will review the current county parking plan and examine the rules and exceptions and the standards used by the Departments. Potential inequities should be discussed and more specific standards adopted county wide, if possible. The Plan will be forwarded to the BCC for review.

2. Adopt a modified proposed Administrative Procedure #3010 on Take Home Cars:

Conditions for approval

Subject to regular emergency call-out which requires the employee to report directly to the location with specialized equipment, communication capabilities and/or tools.

OR

Field work which requires the use of a vehicle, or requires communication capability and use of a pool vehicle is not practical, and the use of the vehicle is more economical to the County (i.e. savings on overtime, less travel time)

3. Adopt minimum use standards for Fleet vehicles to complement the minimum mileage standards. Return any vehicle which does not meet minimum use or driven less than 6,000/year for two successive years to the County pool. The minimum use standard will be developed by the Fleet Users Committee and enforced by the Department Managers.

NOTE: This and other recommendations would apply to all Elected Officials.

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
OF MULTNOMAH COUNTY

In the Matter of Efficiencies in ) RESOLUTION 91-78  
Multnomah County Government )

WHEREAS, voters approved Ballot Measure 5 authorizing a limit on property taxes for state and local governments; and

WHEREAS, the County Commission and Portland City Council have approved budgets for the 1991-2 fiscal year which incorporate reductions in administration, programs, and materials and services, increases in fees, and the use of one time only money; and

WHEREAS, fiscal prudence and policy considerations dictate that local governments continue to seek efficiencies in government operations; and

WHEREAS, the Board of County Commissioners established the Internal Efficiencies Committee and directed it to examine suggestions in the consultant study (Hill report) for efficiencies in County government. Several recommendations were approved by the Committee and were included in the 1991-92 County budget; and

WHEREAS, Commissioner Anderson asked the Project Team of the Internal Efficiencies Committee to explore several areas of support services to find "greater efficiencies while still enabling the Departments to deliver quality services." The Project Team's revised report was approved by the Internal Efficiencies Committee for submission to the Board.

THEREFORE, BE IT RESOLVED, that the County endorses the recommendations of the Internal Efficiencies Committee and asks the Chair to implement the recommendations.

ADOPTED THIS 30<sup>th</sup> DAY OF MAY, 1991.

(SEAL)

BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

By Gladys McCoy  
Gladys McCoy, Chair

Laurence Kressel, County Counsel

2305/1 5-21-91

## SUMMARY OF RECOMMENDATIONS

### SALARY SAVINGS

1. Departmental requests for use of General Fund salary savings from vacancies will be screened and acted upon by the Board using the contingency criteria.

### DATA PROCESSING

1. Departments and Elected Officials must specifically budget for General Fund expenditures for data processing equipment.

2. BCC will not approve use of salary savings or savings in materials and services to purchase data processing equipment unless the contingency criteria are met.

3. Departmental purchases of data processing equipment and software that exceed \$1000 will go through an ISD screen.

4. The member of the Board of County Commissioners or their representative whose portfolio includes Information Services will be added to the Data Processing Management Committee (DPMC) as an advisory member.

5. These recommendations will be forwarded to the DPMC for their review and implementation.

### TELEPHONE

1. Departments purchasing new telephone equipment must use the consultant services of the County Telecommunications Office.

2. County Telecommunications office will develop criteria for the purchase or lease of speaker phones, cellular phones, multi-line phones, and voice mail.

3. The criteria developed will be forwarded to the DPMC for its review and implementation.

### EDUCATION AND TRAINING

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MOTOR POOL

1. The Fleet Users Committee will review the current county parking plan and examine the rules and exceptions and the standards used by the Departments. Potential inequities should be discussed and more specific standards adopted county wide, if possible. The Plan will be forwarded to the BCC for review.
2. Adopt a modified proposed Administrative Procedure #3010 on Take Home Cars.
3. Adopt minimum use standards on Fleet vehicles to complement the minimum mileage standards.

NOTE: These recommendations apply to all Departments and Elected Officials.

## AREA: SALARY SAVINGS

### GOAL

1. More stringent policy governing use of General Fund salary savings.
2. Force departmental priorities into regular budget process or contingency process.

### PLAN

1. Departmental requests for use of General Fund salary savings from vacancies will be screened and acted upon by the Board using the contingency criteria.

### POSSIBLE IMPACTS

1. Departments will not forward and/or the Board will not fund some requests for the use of General Fund salary savings. Requests traditionally funded through salary savings will have to compete with other areas in the budget process.
2. This will not result in savings that could be reprogrammed to ongoing programs, but should result in small overall increases in the Beginning Working Capital.

## AREA: DATA PROCESSING

### GOAL

1. Control through the budget process the amount of money spent by Departments for data processing equipment.
2. Make better purchases (technically and strategically).

### PLAN

1. Departments and Elected Officials must specifically budget for General Fund expenditures for data processing equipment.
2. BCC will not approve use of General Fund salary savings or savings in materials and services to purchase data processing equipment unless the contingency criteria are met.
3. Departmental purchases of data processing equipment and software that exceed \$1000 will go through an ISD screen. (The DPMC currently has the authority to do this screen under Ordinance 511, but they are now only screening requests over \$10,000).

Jim Munz will work with DPMC Operating Committee to develop criteria for screen, which may include best technical solution, best long term solution, program impacts/efficiencies, and potential duplication of other equipment, possibilities of sharing equipment. ISD staff will apply the screen to departmental requests in advance of purchase. ISD will work with Purchasing in developing screening guidelines. ISD staff anticipates a one to two day turnaround time on screening requests.

In cases of disagreement between ISD and the Department, the Operating Committee will resolve the issue.

4. The member of the Board of County Commissioners or his/her representative whose portfolio includes Information Services will be added to the DPMC as an advisory member.
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